

# MIDDLESEX COUNTY COLLEGE

*Archives*



*Announcement*

1966-67

## MIDDLESEX COUNTY COLLEGE CALENDAR 1966-67

### FALL SEMESTER

September 26	M	8:00 a.m.	Orientation Begins
September 28	W	12:00 noon	Classes Begin
October 13	Th	5:00 p.m.	Last day register for classes
November 3	Th	5:00 p.m.	Last day drop class without grade of (F)
November 16	W	5:00 p.m.	Mid-Term Grades Due
November 23	W	12:00 noon	Thanksgiving Recess
November 28	M	8:00 a.m.	Classes Begin
December 16	F	5:00 p.m.	Christmas Recess
January 3	Tu	8:00 a.m.	Classes Begin
January 30	M	8:00 a.m.	Fall Semester Examination Week Begins
February 8	F	5:00 p.m.	Fall Semester Examination Week Ends
February 6	M	9:00 a.m.	Final Grades Due

### SPRING SEMESTER

February 13	M	8:00 a.m.	Classes Begin
February 27	M	5:00 p.m.	Last day register for classes
March 20	M	5:00 p.m.	Last day drop class without grade of (F)
March 29	W	5:00 p.m.	Spring Recess
March 30	Th	8:00 a.m.	Classes Begin
April 10	M	5:00 p.m.	Mid-Term Grades Due
May 30	Tu		Memorial Day Recess
June 5	M	8:00 a.m.	Spring Semester Examination Week Begins
June 9	F	5:00 p.m.	Spring Semester Examination Week Ends
June 12	M	1:00 p.m.	Final Grades Due

MIDDLESEX COUNTY COLLEGE  
ANNOUNCEMENT  
1966 - 1967



MIDDLESEX COUNTY COLLEGE is sponsored by the citizens of Middlesex County through the Board of Chosen Freeholders, and is under the supervision of the New Jersey State Education Department.

## ACCREDITATION

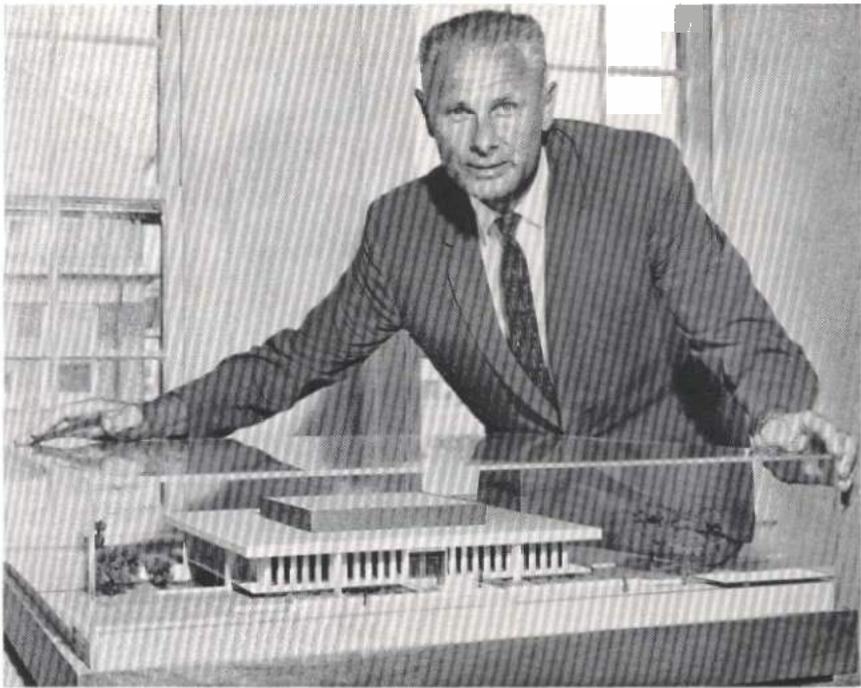
Middlesex County College is accredited by the New Jersey State Department of Education and has been approved by the Department of Education to offer the Associate Degrees. The College has also filed an intent to become accredited by the Middle States Association of Colleges and Secondary Schools, and is presently a recognized candidate for Middle States accreditation.

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## *President's Message*



The two-year college is a logical outgrowth of change in social, political and educational thought over the past half century. We have found that the education of every citizen to the extent of his abilities gives the greatest strength to the individual and to society.

There is a twofold purpose in the education provided at a two-year college. It must first of all be technical in order to prepare a person for a job. It must teach intricate details that provide for preparation, mechanization and the communication of industry, business and health services. Secondly, it must be intellectual. We must know the nature and needs of man in order to see their connection with our personal contribution in the progress of life. We must know why we work. We must learn what has happened in the past in order to predict the future.

Nowhere in the world has the individual person contributed more to the overall success of a nation as in this country. Our college will help to continue this fundamental process.

## OBJECTIVES OF THE COLLEGE

To provide the environment and the experiences which promote the student's vocational competency, individual growth and social responsibility through the integration of the following:

*Knowledge*—The acquisition of facts, principles, theories and insights which are fundamental to the understanding of a specialized field of study and of life itself; cognizance of common sources of information for further intellectual growth.

*Proficiency*—Development of analytical thinking and language abilities for the comprehension, evaluation and communication of knowledge; development of laboratory techniques relevant to the student's chosen vocational field.

*Attitudes*—The stimulation for personal growth—vocational, intellectual, cultural and physical; the appreciation of and commitment to desirable social values.

To commit the resources of the College to the business, industrial, educational and cultural enrichment of the community.

## ABOUT MIDDLESEX COUNTY COLLEGE

*The College*—Middlesex County College is a new College which opened its doors to students for the first time in September 1966. The College is a two-year publicly supported co-educational institution developed under a program of the New Jersey State Education Department, and sponsored by the people of Middlesex County through the Board of Chosen Freeholders.

*The Campus*—The Middlesex County College campus is located on Woodbridge Avenue in Edison. The 160-acre campus tract previously was occupied by the Federal Government as the Raritan Arsenal. The grass, trees and landscaped grounds are bordered by the College Golf Course. The College has renovated and occupied eight buildings that will accommodate classrooms, cafeteria, laboratories, library, offices and College Union. The initial campus will provide space for 700 full time students. In addition, three new buildings—a library, academic science building and physical education building—are under construction, and are expected to be completed in time for the second year of operation, September 1967. The renovated and new facilities will provide space for 1,500 full time students. These facilities have been developed at a cost of less than \$4,000,000.

## PROGRAMS OF THE COLLEGE

Middlesex County College provides diverse educational opportunities through a full-time day program and a part-time Evening and Extension Division.

Full-time day curriculums have two objectives—to prepare graduates for immediate employment, or to prepare them for transfer to the junior year of a four-year college or university. All graduates receive an Associate Degree.

The Evening and Extension Division offers a wide variety of specialized unit courses and sequential programs leading either to a Certificate of Completion or to an Associate Degree.

### Degree Programs

*Technical Programs*—The College offers four technical programs:

*Engineering Science* is the first two years of a baccalaureate Engineering curriculum. Students completing this curriculum may expect to continue study at an Engineering College.

Two other programs are designed to prepare engineering technicians in the fields of *Chemical Technology* and *Electrical Technology*. Graduates of these programs are prepared for immediate employment in various types of technical work upon graduating from the College.

The fourth technical program is *Laboratory Technology* with a biochemical emphasis to prepare students for work as technicians in the many pharmaceutical laboratories located in the community.

*Nurse Education*—The Nurse Education program is designed to prepare men and women in two years to qualify for the Registered Nursing License, and then to be able to practice as Registered Nurses.

*Business Programs*—The College offers two programs in the area of Business:

The *Business Administration* curriculum is designed primarily to prepare graduates for immediate employment in one of two fields—accounting and marketing sales.

The *Secretarial Science* curriculum prepares graduates for immediate employment in the secretarial field.

*Liberal Arts and Sciences*—This curriculum is a university parallel course designed especially for the student who wishes to transfer to a four-year college or university after graduation. A sound Liberal Arts education is basic to many of the professions such as medicine, law or teaching, and applicants who have such goals would be well advised to consider this selection. It is also considered excellent preparation for further study in business administration.

### Special Programs

*The Evening and Extension Division*—The Evening Division courses comprise the majority of the Evening and Extension Division offerings. These consist of a wide variety of specialized unit courses, college pre-

paratory courses, and sequential programs leading either to a diploma or to an Associate Degree. A student can earn approximately twelve credit hours annually through the Evening and Extension Division if he attends classes two evenings per week in both terms of the College year.

*Summer Program*—Credit courses are given in many subjects during the summer. The program is organized mainly to meet the needs of college students and other high school graduates who wish or require additional course work before returning to or entering college. Some non-credit offerings are also given. Further information regarding the summer session may be obtained by contacting the Director of the Evening and Extension Division.

*The Pre-Technical Program*—Students who either lack the minimum requirements for admission to the Engineering Technology programs, or have been out of school for several years may request enrollment in the Pre-Technical Program. This is a one-year, non-credit full-time day program, emphasizing the fundamental concepts of English, Mathematics and Science. At the end of the year students are evaluated by the faculty and must be recommended for entrance to a regular program before being admitted in the subsequent year.

*Job Horizons for Women*—This program is being offered as a pilot project to prepare women to enter the labor force after a prolonged absence. An integrated college level program has been designed to develop clerical skills and self-confidence for employment in existing jobs in the community.



## THE COLLEGE PHILOSOPHY OF ADMISSIONS

The philosophy of admissions at Middlesex County College is based upon four premises:

1. That within the limitations of its physical facilities and budget the College should provide an opportunity for continuing education for all within the community who can benefit from attendance.

2. That the quality of education must be offered at a level that will enable students to meet realistically the goals of the curriculum whether these are designed for transfer to a four-year college, preparation for immediate employment, or preparation of the student for eventual acceptance to other curriculums.

3. That a public college should operate in a manner that leads to the most good for the most students.

4. That the acceptance of unqualified or poorly motivated students to degree-granting programs would retard the progress of other students or lower the standards of performance and therefore would not be in the best interests of the people of the County or of the College as a contributor to quality education.

The College offers a variety of curriculums, each with different objectives. These curriculums are designed to meet different needs, to appeal to a number of interests and varying levels of ability. Students are admitted to a curriculum rather than to the College. Students should enter curriculums with reasonable preparation to succeed in the program. Through counseling, applicants may be referred to other curriculums which are more appropriate for their goals, interests and achievement, or, in the case of those who are unqualified or poorly motivated, to further preparation through the Extension Division or the Pre-Technical program.

In some cases it may be more appropriate for an applicant to attend another college or post-secondary school institution. Experience has pointed out that it is sometimes better for students to take time off from their educational pursuits between high school and college in order to gain a certain degree of maturity and develop a stronger motivation towards success.

Some colleges operate with an "open door" policy towards admissions, where students are accepted solely on the basis of high school graduation and without demonstration of ability for further accomplishment. The result is that high numbers of students are failed from college during the first term or first year. The Middlesex County College approach to admissions recognizes that:

- a. It is wasteful in human and financial resources to use faculty and facilities for admission purposes where an open door policy is required.

- b. Students need certain skills levels in the verbal area or in mathematics to reasonably achieve success in any curriculum.

- c. It is psychologically poor to admit students who do not exhibit a chance of being successful and then fail them. Often these students will not return to education and human resources have been wasted where with counseling and additional preparation these resources might have

- d. Each applicant's high school record, including the achievement

grades of each course taken during high school, secondary school teacher and counselor recommendations, scores on the Scholastic Aptitude Test of the College Boards, information regarding health and the personal questionnaire, and where appropriate, the results of his admissions counseling, must be considered by the Admissions Committee.

What may appear best for the student is not always consistent with the wishes of the student and his parents. However, the College must retain the right to determine a student's readiness for continuing education.

e. The members of the Admissions Committee, as professional educators, are the ones best prepared to make admissions decisions based upon a combination of both objective and subjective criteria.

f. A college must retain the privilege of accepting or rejecting applicants for admission.



# ADMISSION TO FULL TIME STANDING

## Entrance Requirements

A high school diploma or the equivalent (Equivalent Certificate) is required for entrance to full-time standing. All applicants must take the Scholastic Aptitude Test of the College Entrance Examination Board. If requested, applicants must appear at the College for a personal interview.

In addition, an applicant must meet the minimum requirements of physical ability required by the occupational field in which he wishes to engage.

In planning for College, it is advisable that the high school student enroll in a college preparatory curriculum. The following table should help in planning a high school program.

<i>Curriculum</i>	<i>Recommended High School Subjects</i>	<i>Other Desirable High School Subjects</i>
Business	*2 units Mathematics 2 units Science	College preparatory courses, typing, additional mathematics
Secretarial Science	*1 unit Mathematics 2 units Science	College preparatory courses, typing and shorthand will qualify the student for advanced courses
Nurse Education	*1 unit Mathematics 2 units Science, Biology and Chemistry	Additional Mathematics and Science
Engineering Science	Chemistry, Physics, *Mathematics through Advanced Algebra	Additional Mathematics, Science, or Technical courses
Chemical Technology	Chemistry, *Mathematics through Intermediate Algebra	Additional Mathematics, Science, Technical courses
Electrical Technology	Physics, *Mathematics through Intermediate Algebra	Additional Mathematics, Science, Technical courses
Liberal Arts and Sciences	*2 units of Mathematics, 2 units of Science and 2 units in any combination of Science, Language or Additional Mathematics	College preparatory courses
Laboratory Technology	*1 unit Mathematics 2 units Laboratory Science	Additional Mathematics Science

\*Academic Mathematics

## Application Procedure

*Application Procedure for Full-Time Enrollment*—An application for admission must be made on official forms supplied on request by the Admissions Office.

A deposit of \$10.00 must accompany each application. The deposit is non-refundable, but is applied as an advance payment on the student activity fee if the applicant is accepted. Once a student is accepted he will be billed for an advance payment of \$50.00 on tuition. This is non-refundable.

Applicants may request an interview with an admissions counselor for assistance in making a choice of curriculum.

*Pre-Technical Program*—Applicants who do not satisfactorily meet the entrance requirements may apply to enter the Pre-Technical Program. This preparatory year program provides opportunity for the student to strengthen his academic background so that he may enter the full time program with a better expectation of successful accomplishment. Those who complete this program satisfactorily may, with permission of the faculty, enter any curriculum of the College. Applicants should note, however, that the program is oriented toward preparing students for a technical curriculum.

*Advanced Standing Students*—Students who have attended one or more other colleges must, in all cases, submit an official transcript of work taken to the College Admissions Office before formal acceptance will be granted. Transfer of credit for a student who has been enrolled in another accredited college is subject to the approval of the Dean of Instruction.

*Credit by Examination*—Advanced Placement Examinations and College Proficiency Exams: Applicants who have completed any of the Advanced Placement Examinations sponsored by the College Entrance Examination Board may apply for credit and advanced placement. Such requests will be handled similarly to requests for transfer credit and will be granted, where applicable, subject to the approval of the Dean of Instruction.

*Late Registration*—An applicant may not register later than two weeks after the beginning of the Fall term except by permission of the Dean of Instruction.

*Readmission*—Applications for readmission to the College must be submitted to the Admissions Office prior to three weeks before the start of the term in which the applicant is requesting readmission. Applications received later than the above period may be returned to the applicant by the Director of Admissions without processing.

*Application Procedure for Part-Time Enrollment*—All enrollments on a part-time basis during the day school hours will be on a strict space-available basis after full-time students have registered.

Individuals may register for part-time enrollment during day school hours or a combination of day and evening hours for a maximum of six credit hours by applying to the Director of the Evening and Extension Division.

In exceptional circumstances, applicants will be permitted to enroll for a maximum of twelve credit hours, subject to the approval of the Admissions Committee of the College. This committee will require high school or other academic credentials prior to the beginning of the classes in any term.

All individuals admitted on other than a full-time basis will be considered extension students subject to policies governing students in the Evening and Extension Division in addition to regulations governing full-time students. Such enrollment does not automatically make the enrollee a candidate for an Associate Degree.

## ACADEMIC STANDARDS AND REGULATIONS

### Requirements for Graduation

#### *The Associate in Applied Science Degree*

1. Degree requirements: a minimum of 60 semester credits (in addition to physical education).
2. Curriculum requirements:
  - a) A minimum of 40 credits in a student's major field. These are courses intrinsic to and required by the various curriculums.
  - b) A minimum of 20 credits in general education or liberal arts courses.
    - 1) Social Sciences: a minimum of six credits.
    - 2) Biological and Physical Sciences (including Mathematics): a minimum of six credits.
    - 3) Humanities: a minimum of six credits in English (composition and/or speech).
    - 4) Electives (or additional courses) in the foregoing fields comprising a minimum of 20 credits in the liberal arts and sciences or general education areas.
  - c) Satisfactory completion of all courses in a curriculum or as approved by a department.
  - d) Physical Education: in accordance with requirements of the college. Exception to this requirement may be made with approval of the Dean of Students.
3. Cumulative point average must be a minimum of 1.50.
4. Satisfaction of all obligations to the College.

#### *The Associate in Arts Degree*

1. Degree requirements: a minimum of 60 semester credits (in addition to physical education.)
2. Curriculum requirements: a minimum of 45 credits distributed as follows:
  - a) Social Sciences: a minimum of 12 credits.
  - b) Biological Sciences and Physical Sciences: a minimum of 8 credits.
  - c) Mathematics: a minimum of six credits.
  - d) Humanities: a minimum of 18 credits, 12 of which shall be English (composition, speech, and literature) and six of which shall be in other subjects in the humanities.
  - e) Electives: At least 80% of courses enrolled in shall be in the fields

of study listed above—additional electives may be chosen from other fields of study with consent of the student's major department.

- f) Satisfactory completion of all courses in a curriculum or as approved by the student's major department.
3. Cumulative point average must be a minimum of 1.50.
4. Satisfaction of all obligations to the College.

## GRADING

<i>Honor Points Per Credit Hour</i>	<i>Grade</i>	<i>Explanation</i>
4	A	Outstanding achievement in meeting the objectives of the course.
3	B	Above average achievement.
2	C	Average achievement.
1	D	Below average achievement.
0	F	Failure to meet the objectives of the course.
0	W	Withdrawal from course when determined by the Dean of Students that withdrawal is necessitated by factors that are not under the control of the student. Withdrawal other than the above will result in an "F" grade, and will be computed with the end-of-the-term average.
0	I	Incomplete work to be made up within one week from the end of the semester or by special arrangement of the Department.
0	S	Satisfactory.

*Note:* A grade point average of 1.5 will qualify the student for the Associate Degree; however, the College does not recommend a student who has not achieved an overall average of 2.0 for a baccalaureate degree program.

*Scholastic Standing*—To remain in satisfactory standing, a student must earn a point average of 1.2 the first term, 1.5 the second term, and 1.7 the third term. A grade point average of 1.5 must be achieved to qualify for the Associate Degree. Any student who does not maintain this minimum point average in any term is placed on probation for the following term. More than one consecutive probationary period, more than one failing grade in a term, or failure to earn a point average of 1.0 in any term will subject a student to dismissal.

In order for a student to remain in good standing he must also demonstrate mature attitude, interest and cooperation. Grades are issued at

the end of each term. Students will also be notified of their academic standing at the approximate mid-point of each term. Satisfactory progress will be denoted by an "S" letter grade. Progress below average (below "C") will be denoted by an appropriate letter grade.

*Residence Requirements*—Students transferring from other colleges will, as a general rule, be expected to complete a minimum of one year's work at Middlesex immediately prior to being granted the Associate Degree.

*Attendance Regulations*—Every student is expected to attend all sessions of classes and laboratory work for which he is registered, and all absences and tardiness will be recorded. Excuses for absences will be granted in accordance with instructions issued by the Student Personnel Office. Unexcused absences from classes are considered valid reason for dismissal or other disciplinary action.

*Withdrawal from the College*—A student compelled to withdraw at any time must immediately notify the Student Personnel Office and complete the proper termination form. Failure to comply with this regulation will cause the individual to forfeit his right to honorable withdrawal and to lose any refund of fees.

*Withdrawal from Course*—A student permitted to withdraw from a course during the first five weeks of the term will have no notation of such registration on his permanent official college record. If a student is permitted to withdraw from a course beyond this date he will receive an "F" grade. If, for reasons of health or circumstances beyond his control, the Dean of Students approves this student to drop the course, he will receive a "W."

*Dismissal*—Students may be considered for dismissal for the following causes: more than one consecutive probationary period, more than one failing grade in a term (one failing grade in Pre-Tech), failure to earn a point average of 1.0 in any term, irregular attendance, neglect of work or financial obligations, failure to comply with College rules and regulation or official notices, conduct unbecoming a student. Any action leading to the requested withdrawal of a student is taken up by the Administrative Council. The College reserves the right to be the sole judge in all matters pertaining to dismissal. Students who are dismissed from the College will not be permitted to re-enroll in the College term immediately following the dismissal action.

*Transfer to Senior Institutions*—Students desiring to transfer are encouraged to consult with their faculty advisor, department chairman, or counselor in the Student Personnel Office for assistance in selecting colleges that are appropriate in terms of their goals and demonstrated college achievement. Middlesex County College will not, as a general rule, encourage students who have less than a "C" (2.0) average to transfer to other colleges.

An applicant for transfer who will not complete the requirements for the Associate Degree at Middlesex County College prior to the time of anticipated transfer may not be recommended for transfer if the faculty of the College feels the applicant has not completed a desirable breadth or depth of study to provide suitable criteria for measuring academic ability.

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An applicant for transfer who will not complete the requirements for the Associate Degree at Middlesex County College prior to the time of anticipated transfer may not be recommended for transfer if the faculty of the College feels the applicant has not completed a desirable breadth or depth of study to provide suitable criteria for measuring academic ability.

The following procedures are to be followed by students desiring transfer:

1. Initiate an application to transfer by applying directly to the college of choice. Applications should be submitted prior to January of the second year. Applications submitted after these dates involve the risk of being deferred or returned due to lack of space at the four-year college.

2. Fill out (in duplicate) Section I of the Transfer Record Form in the Student Personnel Office. Students in Liberal Arts and Sciences and the Engineering Science curricula will be requested to complete the Transfer Record Form regardless of their intention to transfer immediately upon graduation from Middlesex.

3. Complete a Request for Transcript of Academic Record Form in the Student Personnel Office for each college to which they are applying.

4. Forward request for references or recommendation forms from other colleges to the Student Personnel Office.

Please review these procedures carefully. Omission of any step would result in a delay of records being forwarded to another college. If there are any questions regarding the above procedure, a member of the Student Personnel Staff may be consulted.



# GENERAL INFORMATION

## Expenses

### *Tuition for full time students*

For Middlesex County residents \$900.00 per year  
(payable at the rate of \$150 per term)

For out-of-County residents 600.00 per year  
(payable at the rate of \$300 per term)

Tuition for all students is payable at the beginning of each term of the College year.

Students under 21 are defined as County residents if they, and a parent or legal guardian, have resided in Middlesex County other than for the purpose of attending Middlesex County College for at least six months immediately preceding the date of registration. For students over 21, the student himself must meet the above requirements.

### *Fees*

Tuition and fees must be paid before a student is admitted to class.

#### Schedule of Tuition Refund-Withdrawal at the end of:

First week .....	100% refund (less non-refundable deposit)
Second week .....	80% refund
Third week .....	60% refund
Fourth week .....	40% refund
Fifth week .....	No refund

Student Activity .....

Student Activity .....	\$36.00 per year
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The \$10.00 deposit required with the application becomes advance payment on the activity fee if the applicant is accepted. This fee will be used in the support of men's and women's athletics, social programs, student clubs, student publications, and related activities.

Students enrolled for less than twelve, but more than six, credit hours in a given term will be assessed at the rate of \$1.00 per credit hour for their student activity fee.

Health .....

Health .....	\$24.00 per year
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This fee covers the cost of the student health insurance program. If a student is covered under his family's health insurance, however, a statement to this effect will be accepted instead of the health fee, provided the statement is signed by a parent or by the student if he or she is 21 years of age. This statement should cite the name of the insurance program under which the student is covered, and it should be returned to the Finance Office.

Graduation Fee .....

Graduation Fee .....	\$10.00
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This fee is paid at the start of the term preceding graduation.

Late Registration .....

Late Registration .....	\$5.00
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Levied upon failure to register on dates specified or to pay bills on date due.

### *Books and Supplies*

Each student provides, at his own expense, the necessary books and instructional materials. These may be purchased at the Book Store maintained by the Faculty-Student Association for the convenience of the students. The cost varies, depending on the curriculums, from about \$75.00 to \$150.00 per year.

Uniforms for Nurse Education students will cost approximately \$60.00.

## Financial Aid

Many young people are denied the advantages of higher education because of costs. Middlesex County College has made a sincere effort to overcome these economic barriers through its Student Financial Aid Assistance Program, which includes funds from national, State and local sources.

*New Jersey State Scholarships*—Recipients of New Jersey State Scholarships may use them at the College.

*Scholarships*—Scholarships and grants-in-aid are available through the Middlesex County College Foundation. All applicants for admission to the College are given a financial aids application.

*Educational Opportunity Grants*—Under grants provided by the Federal Government certain students are eligible for Educational Opportunity Grants. These vary in amount but may be as high as \$800.00 per year. Further information regarding the grants may be obtained from the Student Financial Aids Office, Student Personnel Services.

*Student Loans*—Students enrolled at the College are eligible to borrow from either the New Jersey Higher Education Assistance Authority or from funds made available under the auspices of the National Defense Student Loan Program. Additional information may be obtained from the Student Financial Aids Office, Student Personnel Services.

*The College Work Study Program*—Employment opportunities exist for students to work on a part-time basis through the College Work Study Program. Students may work up to fifteen hours per week during the academic year and up to forty hours per week under the College Work Study Program when classes are not in session. Positions include clerical assistants, maintenance assistants, laboratory assistants, library assistants and other part-time student assistant positions. For further information please contact the Student Financial Aids Office, Student Personnel Services.

*Part-Time Work*—Students should *not* attempt to work for more than 15 hours per week *maximum*. This amount of work should not be attempted except by well qualified students.

## Veterans

All full-time curriculums are approved by the Veterans Administration. Those applicants wishing to obtain Government educational benefits should consult their nearest veterans agency.

## Living Accommodations

The College does not maintain dormitories since the primary function is to serve the educational needs of the community. Students who will live away from home are responsible for arranging their own living accommodations.

## Vehicle Information

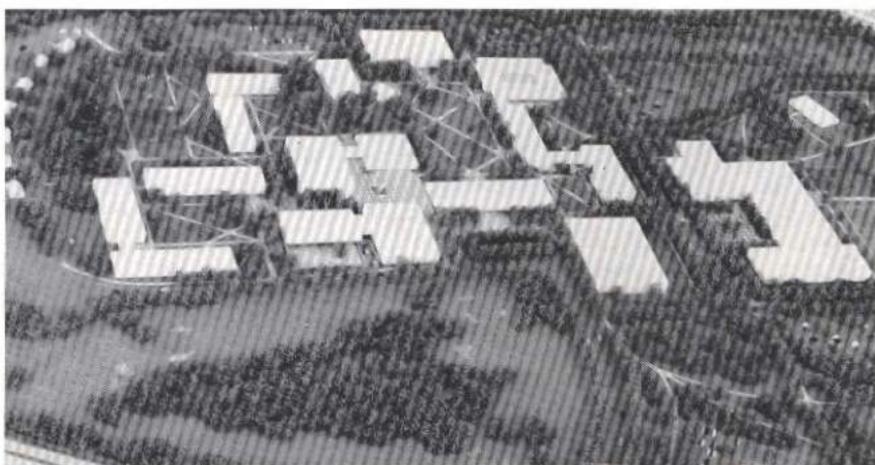
*Transportation*—Students are responsible for arranging their own transportation to and from the campus. Public transportation is now available near the campus, and further possibilities are being explored; however, because of the wide distribution of students, the majority will find an automobile necessary or may arrange to travel in car pools.

*Parking*—Students must park only in those areas designated for student parking. The staff of the College will require strict adherence to parking and traffic regulations.

Several large parking areas are available for faculty, staff and student use. Certain areas of these parking lots have been reserved for faculty and staff use. Students will not be permitted to park in these reserved areas. No parking will be permitted along the roadways or adjacent to any of the buildings on campus.

*Speed Limit*—Maximum speed limit on campus is 15 mph, and this will be strictly enforced.

*Vehicle Identification*—For identification purposes, decals will be issued to all college personnel (faculty, staff, and students). Students will receive their decals prior to the beginning of classes.



## CURRICULUM DESCRIPTIONS

*Career-oriented* curriculums are designed to prepare students for immediate employment upon graduation from the College. They offer a combination of general education courses such as English, Mathematics, Science, Sociology, Psychology and Economics together with the special courses of the major field. The career-oriented programs include:

Chemical Technology  
Electrical Technology  
Laboratory Technology

Nurse Education  
Business  
Secretarial Science

The *transfer-oriented* curriculums are designed as the basic two years of a baccalaureate program. Students planning to transfer should explore four-year college programs and study their bulletins with particular reference to statements regarding admissions with advanced standing and requirements for the bachelor's degree. The transfer-oriented programs include:

Liberal Arts and Sciences  
Engineering Science

## THE ENGINEERING TECHNOLOGIES

Middlesex County College will offer curriculums to prepare students for one of the newest, most interesting and challenging occupational areas to develop—Engineering Technology. Industry today has a broad range or spectrum of technical jobs ranging in complexity all the way from the highly skilled jobs closely related to the skilled craftsman to complex and theoretically-oriented jobs very closely associated with the work of the graduate engineer.

There has emerged within this broad spectrum of jobs two general classifications of technicians—the industrial technician, or highly skilled technician, who works at the end of the spectrum closest to the skilled trades and the engineering technician, or semi-professional technician, who works at the end of the spectrum closest to the engineer. Engineering technicians are employed in research, design, development, testing, installation, operation and sales. The work of the engineering technician is basically the translation of ideas into programs, processes or hardware models, and then the use, testing, evaluation and selling of these items. One has only to look at the personnel wanted ads in any large newspaper to see the opportunities available for engineering technicians. These opportunities exist for both men and women.

Local studies have indicated need for electrical and chemical engineering technicians. Typical jobs for chemical engineering technicians include chemical laboratory technician, control analyst, pilot plant operator, chemical sales representative, production supervisor and research

assistant. Typical jobs for electrical engineering technicians include test technician, technical sales representative, electronic engineering aide, electrical draftsman, customer service technician, research technician and production supervisor.

Manpower reports indicate that unskilled jobs are disappearing, that jobs at all levels are becoming more complex; and professional and technical jobs are, as a group, increasing at a faster rate than any other segment of manpower needs. Nearly 70,000 new technicians will be needed annually within the next decade. The number of technicians entering the labor force each year is far below that needed to fill existing positions. During the first two years of this decade only about 30,000 industrial and engineering technicians per year were graduated. In 1964 and 1965 less than half this number each year were graduated from engineering technology programs.

The New Jersey Council for Research and Development has estimated that during the period 1960-1964 only 240 engineering technicians were graduated in the State of New Jersey. Recent local and State studies in New Jersey have stressed the need for more trained personnel with the type of education acquired through an engineering technology curriculum. Currently many of the industries and laboratories in New Jersey must look outside of the State to seek the engineering technologist.

Other indications of the needed and important roles that engineering technicians play in the occupational spectrum are manifest in the salaries offered and the opportunities available for advancement and responsibility. Beginning salaries for engineering technology graduates in 1966 average approximately \$110.00 per week. Some graduates receive \$20.00 to \$40.00 more when they appear capable of assuming greater job responsibility. After a few years of experience most engineering technicians can expect to be earning in excess of \$7,500 per year and many have progressed to high levels of responsibility with commensurate salaries of over \$10,000 per year. The individual who is interested in engineering, that is the application of theoretical knowledge to practical and useful ends, is the kind of person who will find engineering technology challenging and financially rewarding. The engineering technician, through his technical education and experience with the practical side of industry, is well qualified to supervise production lines, direct the engineering or building of experimental prototypes, or even assume supervision of pilot production plants. The demands of most semi-professional engineering technology plants require the equivalent of two years of post high school technical training involving significant work in mathematics, science and English, as well as rigorous course work in the technical specialty.

Courses offered in the Chemical Technology and Electrical Technology curriculums are shown on the following pages.

# CHEMICAL TECHNOLOGY CURRICULUM

## FRESHMAN YEAR

### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
CHM- 121	General Chemistry	3	3	4
MAT- 111	College Algebra and Trigonometry	4	0	4
PHY- 121	General Physics I	3	2	4
ENG- 101	Communication Skills I	3	0	3
CHM- 105	Chemical Calculations	0	2	1
ENR- 111	Technical Graphics I	0	3	1
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		13	10	17

### SEMESTER II

CHM- 122	Chemistry and Qualitative Analysis	4	3	5
MAT- 112	Analytic Geometry and Calculus I	3	0	3
PHY- 122	General Physics II	3	2	4
ENG- 102	Communication Skills II	3	0	3
ENR- 112	Technical Graphics II	0	3	1
ENR- 105	Introduction to Digital Computation	0	2	1
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		13	10	17

## SENIOR YEAR

### SEMESTER III

CHM- 213	Quantitative Analysis	3	6	5
CHM- 221	Organic Chemistry I	3	3	4
CHM- 211	Unit Operations in Chemical Engineering I	3	3	4
MAT- 211	Analytic Geometry and Calculus II	3	0	3
ECO- 101	Economics I	3	0	3
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		15	12	19

### SEMESTER IV

CHM- 210	Chemical Instrumentation	3	6	5
CHM- 222	Organic Chemistry II	3	3	4
CHM- 212	Unit Operations in Chemical Engineering II	3	3	4
MAT- 212	Analytic Geometry and Calculus III or Elective	3	0	3
—	Social Science Elective	3	0	3
		<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>	<hr style="width: 100%; border: 0.5px solid black;"/>
		15	12	19

TOTAL CREDITS ..... 72

# ELECTRICAL TECHNOLOGY CURRICULUM

## FRESHMAN YEAR

### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG- 101	Communication Skills I	3	0	3
MAT- 111	College Algebra and Trigonometry	4	0	4
PHY- 121	General Physics I	3	2	4
ENR- 111	Technical Graphics I	0	3	1
ELT- 101	Circuits I	3	3	4
ENR- 105	Introduction to Digital Computation	0	2	1
		<u>13</u>	<u>10</u>	<u>17</u>

### SEMESTER II

ENG- 102	Communication Skills II	3	0	3
MAT- 112	Analytic Geometry and Calculus I	3	0	3
PHY- 122	General Physics II	3	2	4
ENR- 112	Technical Graphics II	0	3	1
ELT- 102	Circuits II	3	3	4
ELT- 105	Electronics I	3	3	4
		<u>15</u>	<u>11</u>	<u>19</u>

## SENIOR YEAR

### SEMESTER III

ECO- 101	Economics I	3	0	3
MAT- 211	Analytic Geometry and Calculus II	3	0	3
ELT- 203	Electronics II	3	3	4
ELT- 205	Electro Magnetic Devices	2	3	3
ELT- 201	Manufacturing Processes I	0	3	1
ELT- 207	Digital Circuits	2	3	3
ENR- 211	Technical Design I	0	3	1
		<u>13</u>	<u>15</u>	<u>18</u>

### SEMESTER IV

PSY- 101	General Psychology <i>or</i>			
SOC- 101	Introduction to Social Science	3	0	3
MAT- 212	Analytic Geometry and Calculus III			
-	<i>or</i> Elective	3	0	3
ELT- 204	Electronics III	3	3	4
ELT- 206	Automatic Control	2	3	3
ELT- 208	Microwave Principles	2	3	3
ELT- 202	Manufacturing Processes II	0	3	1
ENR- 212	Technical Design II	0	3	1
		<u>13</u>	<u>15</u>	<u>18</u>

TOTAL CREDITS ..... 72

# LABORATORY TECHNOLOGY

The Laboratory Technology program is designed to prepare graduates for immediate employment as laboratory technicians. The program has a biochemical emphasis and includes courses in general education, such as English, Psychology, Sociology and Economics. While emphasis is placed upon the scientific approach in relating biology and chemistry, less emphasis is found in the mathematical relationships.

In Middlesex County and the surrounding communities are located many large scientific laboratories. A graduate of the Laboratory Technology program is well prepared for employment in pharmaceutical firms, hospital laboratories and many other industries and institutions employing biological or chemical laboratory assistants.

## LABORATORY TECHNOLOGY CURRICULUM

### FRESHMAN YEAR

#### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
CHM- 101	Principles of Chemistry I	2	2	3
BIO- 101	Zoology	3	2	4
MAT- 101	Freshman Math	3	0	3
ENG- 101	Communication Skills I	3	0	3
BIO- 111	Anatomy and Physiology I	2	3	3
		13	7	16

#### SEMESTER II

CHM- 102	Principles of Chemistry II	2	2	3
BIO- 102	Botany	3	2	4
MAT- 102	College Algebra	3	0	3
ENG- 102	Communications Skills II	3	0	3
BIO- 112	Anatomy and Physiology II	2	3	3
		13	7	16

### SENIOR YEAR

#### SEMESTER III

SCI- 201	Laboratory Techniques	2	3	3
BIO- 221	Microbiology	3	3	4
BIO- 201	Hematology	3	3	4
PHY- 101	Principles of Physics I	2	2	3
ECO- 101	Economics I	3	0	3
		13	11	17

#### SEMESTER IV

SCI- 202	Laboratory Instrumentation	2	6	4
BIO- 202	Histology	3	3	4
BIO- 204	Bacteriology	3	3	4
PSY- 101	General Psychology	3	0	3
-	Elective	3	0	3
		14	12	18

TOTAL CREDITS ..... 67

## NURSE EDUCATION

Demands for the services of registered nurses are not being met by the present supply of nurses in practice. Shortages already exist in a number of health agencies. Nurses are being sought by hospitals to give direct nursing care and for supervisory and administrative positions; by nursing homes to give care to the chronically ill; by specialty agencies to give care to the handicapped, mentally retarded, and mentally ill; by public health agencies to contribute to promotion of community and family health as home care of the sick; by industry, clinics, private physicians and Federal, State, local and international agencies.

It is anticipated that there will continue to be growth in these agencies placing further demands for an increasing supply of registered nurses. Factors contributing to this growth include rising rate of population, more aged people likely to require more services, greater utilization of health services by the public due to better educational and economic levels and insurance plans—public and private. In a recent report of the Surgeon General's Consultant Group on Nursing it was noted that every appropriate educational resource would be needed in the future to meet the enormous need for nurses in the nation.

Hospital-administered schools are continuing to make progress and offering well-planned curriculums. There has been an increase in the number of basic baccalaureate programs in nursing which serves as a base toward further education for leadership positions. The most phenomenal growth has been in the Associate Degree nursing programs. The Associate Degree nursing program at Middlesex County College will play a significant role in meeting an urgent community need. The program offered by the College will provide a planned two-year curriculum of study and clinical experiences preparing the graduate for general duty nursing. The program is open to men and women.

Upon graduation the student receives an Associate in Applied Science Degree and is qualified to take the New Jersey Board of Nursing Examination for licensure as a Registered Nurse. Nursing courses and clinical experiences will be given by nurse faculty members of the College Department of Nurse Education and will include theory and related clinical experience in hospitals and other health agencies involving care of all age groups in medical, surgical, obstetrical and psychiatric situations. Education for nursing and subsequent work in this health career is a highly satisfying experience. Advantages of an Associate Degree nursing program include a well planned preparation accomplished in two years, the inclusion of general education courses, participation in College campus activities and experiences in a variety of health agencies.

# NURSE EDUCATION CURRICULUM

## FRESHMAN YEAR

### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG— 101	Communication Skills I	3	0	3
PSY— 101	General Psychology	3	0	3
BIO— 111	Anatomy and Physiology I	2	3	3
NUR— 101	Nursing Fundamentals	4	12	8
		<u>12</u>	<u>15</u>	17

### SEMESTER II

ENG— 102	Communication Skills II	3	0	3
BIO— 112	Anatomy and Physiology II	2	3	3
SCI— 101	Physical Science	2	3	3
NUR— 102	Nursing of Mothers and Children	4	12	8
		<u>11</u>	<u>18</u>	17

## SENIOR YEAR

### SEMESTER III

HIS— 201	American History	3	0	3
BIO— 221	Microbiology	3	3	4
SOC— 101	Introduction to Social Science	3	0	3
NUR— 201	Nursing of Adults I	4	12	8
		<u>13</u>	<u>15</u>	18

### SEMESTER IV

ECO— 101	Economics I	3	0	3
—	Elective	3	0	3
NUR— 203	Contemporary Nursing Problems	2	3	3
NUR— 202	Nursing of Adults II	4	12	8
		<u>12</u>	<u>15</u>	17

TOTAL CREDITS ..... 69

## BUSINESS

The Business Administration curriculums are designed to prepare students for immediate employment upon graduation from Middlesex County College. Two options are offered — Accounting and Marketing. We have only to look around us and note the developments taking place to recognize the need for semi-professional personnel in the business field. The increasing size and complexity of business organizations and the widespread growth of record-keeping among all types of enterprises have led to occupational opportunities which far outnumber the availability of qualified, educated personnel.

Opportunities for employment are available in business and industry as well as management training programs offered by banks, chain stores, insurance companies and similar business firms.

The *Secretarial Science* curriculum is also designed to prepare graduates for immediate employment. Graduates will find opportunities as secretarial assistants in the professions, in government and with business firms.

### BUSINESS ADMINISTRATION CURRICULUM

FRESHMAN YEAR		SEMESTER I		
Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG— 101	Communication Skills I	3	0	3
BUS— 101	Business Organization and Management	3	0	3
BUS— 103	Business Mathematics	3	0	3
ACC— 103	Principles of Accounting I	2	2	3
SOC— 101	Introduction to Social Science	3	0	3
BUS— 105	Office Machines <i>or</i>	1	2	2
SES— 101	Elementary Typewriting*	0-1	0-4	0-3
		14-15	2-6	15-18
SEMESTER II				
ENG— 102	Communication Skills II	3	0	3
BUS— 201	Business Law I	3	0	3
ACC— 104	Principles of Accounting II	2	2	3
PSY— 101	Introduction to Psychology	3	0	3
MAT— 101	Freshman Math	3	0	3
BUS— 105	Office Machines <i>or</i>	1	2	2
SES— 101	Elementary Typewriting*	0-1	0-4	0-3
		14-15	2-6	15-18

\*May be waived if completed in high school.

## SENIOR YEAR

*Accounting Option*

## SEMESTER III

ECO— 101	Economics	3	0	3
BUS— 202	Business Law II	3	0	3
ACC— 201	Cost Accounting I	2	2	3
ACC— 203	Accounting Systems and Procedures I	3	0	3
—	Biology 101, Chemistry 101 or Physics 101	2-3	2	3-4
—	Elective	3	0	3
		<u>16-17</u>	<u>4</u>	<u>18-19</u>

## SEMESTER IV

ECO— 102	Economics II	3	0	3
ACC— 206	Tax Accounting	2	2	3
ACC— 202	Cost Accounting II	2	2	3
ACC— 204	Accounting Systems and Procedures II	3	0	3
—	Biology 102, Chemistry 102, or Physics 102	2-3	2	3-4
—	Elective	3	0	3
		<u>15-16</u>	<u>6</u>	<u>18-19</u>

TOTAL CREDITS ..... 68-73

*Marketing Option*

## SEMESTER III

ECO— 101	Economics I	3	0	3
BUS— 202	Business Law II	3	0	3
MKT— 203	Principles of Retailing	3	0	3
MKT— 201	Principles of Marketing I	3	0	3
—	Biology 101, Chemistry 101 or Physics 101	2-3	2	3-4
BUS— 203	Business Statistics	3	0	3
		<u>17-18</u>	<u>2</u>	<u>18-19</u>

## SEMESTER IV

ECO— 102	Economics II	3	0	3
MKT— 202	Principles of Marketing II	3	0	3
MKT— 204	Marketing Management Seminar	2	2	3
—	Biology 102, Chemistry 102, or Physics 102	2-3	2	3-4
—	Elective	3	0	3
		<u>13-14</u>	<u>4</u>	<u>15-16</u>

TOTAL CREDITS ..... 65-70

# SECRETARIAL SCIENCE CURRICULUM

## FRESHMAN YEAR

### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG— 101	Communication Skills I	3	0	3
SOC— 101	Introduction to Social Science	3	0	3
BUS— 101	Business Organization and Management	3	0	3
SES—	Elementary or Intermediate Typewriting	1	4	3
SES—	Elementary or Intermediate Shorthand	2	3	3
ART— 121	Art Appreciation	2	0	2
		<u>14</u>	<u>7</u>	<u>17</u>

### SEMESTER II

ENG— 102	Communication Skills II	3	0	3
PSY— 101	General Psychology	3	0	3
BUS— 103	Business Mathematics	3	0	3
SES—	Intermediate or Advanced Typewriting	1	4	2
SES—	Intermediate Shorthand or Advanced Shorthand and Transcription	2	3	3
MUS— 121	Music Appreciation	2	0	2
		<u>14</u>	<u>7</u>	<u>16</u>

## SENIOR YEAR

### SEMESTER III

ACC— 101	General Accounting	2	2	3
SES—	Advanced Typewriting or Elective	3	0	3
SES—	Advanced Shorthand & Transcription or Transcription and Dictation	2	3	3
BUS— 105	Office Machines	1	2	2
SES— 211	Secretarial Procedures I	2	3	3
	Social Science Elective	3	0	3
		<u>13</u>	<u>10</u>	<u>17</u>

### SEMESTER IV

SES—	Transcription and Dictation or Free Elective	2-3	3-0	3
SES— 212	Secretarial Procedures II	2	3	3
SES— 213	Secretarial Seminar	3	0	3
BUS— 106	Survey of Business Law	3	0	3
—	Elective	3	0	3
		<u>13-14</u>	<u>3-6</u>	<u>15</u>

TOTAL CREDITS ..... 65

## LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences curriculum is primarily intended to enable the student to take the first two years of the four-year degree within the community college. This is a two-year university parallel program designed for those who wish to continue their college education at a four-year college or university. Students finishing this curriculum have completed a breadth of education preparatory to such professional careers as law, medicine, and education. A special science emphasis option offers particularly appropriate preparation for students who plan to move from Middlesex County College to pre-medical, pre-dental or pre-pharmaceutical programs in four-year colleges.

The required and elective courses give the students essential credits in such areas as mathematics, science, the social sciences and the humanities. This curriculum can also perform an exploratory function for many students. It is regarded as an ideal course of study for those qualified students who have not yet decided on a specific career. The program enables them to complete certain studies while they are making their career decisions.

### CURRICULUM FOR LIBERAL ARTS

#### FRESHMAN YEAR

#### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG— 121	English Composition I	3	0	3
HIS— 121	History of Western Civilization I	3	0	3
HPE— 101	Health and Physical Education I	0	2	1
—	Language or Elective*	3	0-2	3
MAT—	Mathematics†	3	0	3
—	Sociology I or Science‡	3	0-3	3-4
		15	2-7	16-17

#### SEMESTER II

ENG— 122	English Composition II	3	0	3
HIS— 122	History of Western Civilization II	3	0	3
HPE— 102	Health and Physical Education II	0	2	1
—	Sociology II or Science‡	3	0-3	3-4
—	Languages or Elective*	3	0-2	3
MAT—	Mathematics†	3	0	3
		15	2-7	16-17

SENIOR YEAR

SEMESTER III

ENG—	English or American Literature	3	0	3
—	Science‡ or Sociology I	3	0-3	3-4
—	Language or Humanities Elective	3	0	3
—	Social Science Elective	3	0	3
—	Elective	3	0	3
HPE— 201	Health and Physical Education III	0	2	1
		<hr/>	<hr/>	<hr/>
		15	2-5	16-17

SEMESTER IV

ENG—	English or American Literature	3	0	3
—	Science‡ or Sociology II	3	0-3	3-4
—	Language or Humanities Elective	3	0	3
—	Social Science Elective	3	0	3
—	Elective	3	0	3
HPE— 202	Health and Physical Education IV	0	2	1
		<hr/>	<hr/>	<hr/>
		15	2-5	16-17

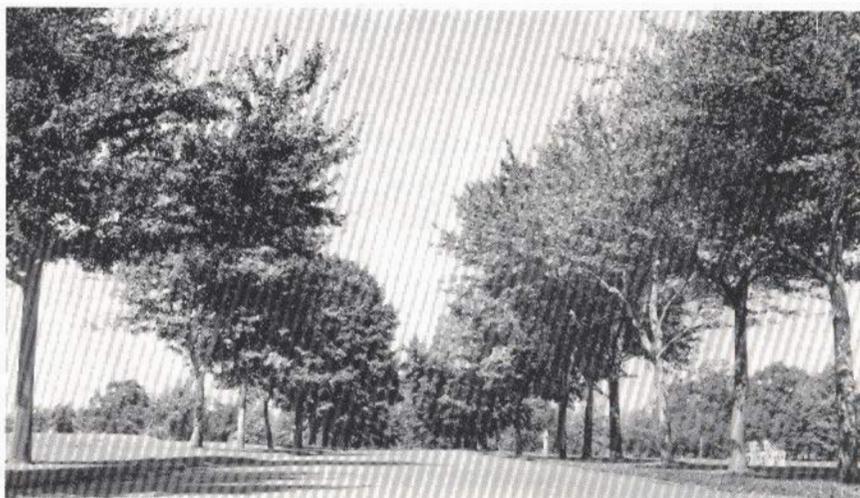
TOTAL CREDITS ..... 66-68

\*Foreign Language competency through the intermediate level must be demonstrated by students in this curriculum before graduation. Entry level will be determined by transcript prior to initial registration. Languages offered 1966-67 will be German and French.

†One year of mathematics will be required in this curriculum and may be selected from the following courses with the concurrence of the Mathematics Department.

MAT-101	Freshman Math	MAT-122	Statistics
MAT-102	College Algebra	MAT-131	Calculus and Analytic Geometry
MAT-121	Modern College Algebra	MAT-132	Calculus and Analytic Geometry

‡One year of science will be required in this curriculum. Students with a high school background of Algebra I and Algebra II may take science during the freshman year.



*From breadth, through depth, to perspective.*

## CURRICULUM FOR LIBERAL ARTS SCIENCE EMPHASIS OPTION\*

### FRESHMAN YEAR

#### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG— 121	English Composition I	3	0	3
HIS— 121	History of Western Civilization I	3	0	3
MAT—	Mathematics†	3	0	3
BIO— 121	Molecular Biology I	3	3	4
CHM— 121	General Chemistry	3	3	4
HPE— 101	Health and Physical Education I	0	2	1
		15	8	18

#### SEMESTER II

ENG— 122	English Composition II	3	0	3
HIS— 122	History of Western Civilization II	3	0	3
MAT—	Mathematics‡	3	0	3
BIO— 122	Molecular Biology II	3	3	4
CHM— 122	General Chemistry and Qualitative Analysis	4	3	5
HPE— 102	Health and Physical Education II	0	2	1
		16	8	19

### SENIOR YEAR

#### SEMESTER III

ENG—	English or American Literature	3	0	3
—	Social Science (Elective)	3	0	3
—	Science (Bio. 210 or Chm. 211)	3	3	4
PHY— 121	General Physics I	3	2	4
—	Humanities (Elective)	3	0	3
HPE— 201	Health and Physical Education III	0	2	1
		15	7	18

#### SEMESTER IV

ENG—	English or American Literature	3	0	3
—	Social Science (Elective)	3	0	3
—	Science (Bio. 220 or Chm. 212)	3	3	4
PHY— 122	General Physics II	3	2	4
—	Humanities (Elective)	3	0	3
HPE— 202	Health and Physical Education IV	0	2	1
		15	7	18

**TOTAL CREDITS** ..... 73

\*Students who intend to continue their education in such fields as medicine, dentistry, or pharmacy are advised to take this option.

†Math 121 or Math 131.

‡Math 122 or Math 132.

# ENGINEERING SCIENCE

Engineering Science is the first two years of the traditional baccalaureate program. The curriculum emphasizes the study of physical sciences and higher mathematics. General studies will include subjects in the humanities and social sciences. An introduction will also be made to the application of mathematics and science to technical operations and problems. The curriculum has been carefully planned to provide maximum transfer of credit for students wishing to complete the baccalaureate engineering degree.

## ENGINEERING SCIENCE CURRICULUM

FRESHMAN YEAR		SEMESTER I		
Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG- 121	English Composition I	3	0	3
MAT- 131	Analytic Geometry and Calculus I	4	0	4
PHY- 131	Engineering Physics I	3	3	4
CHM- 121	General Chemistry	3	3	4
ENR- 121	Engineering Graphics I	0	6	2
ENR- 105	Introduction to Digital Computation	0	2	1
		13	14	18
		SEMESTER II		
ENG- 122	English Composition II	3	0	3
MAT- 132	Analytic Geometry and Calculus II	4	0	4
PHY- 132	Engineering Physics II	3	3	4
CHM- 122	General Chemistry and Qualitative Analysis	4	3	5
ENR- 122	Engineering Graphics II	0	6	2
		14	12	18
SENIOR YEAR		SEMESTER III		
-	Social Science (Elective)	3	0	3
MAT- 231	Analytic Geometry and Calculus III	3	0	3
PHY- 231	Engineering Physics III	3	3	4
ENR- 221	Engineering Mechanics I	4	0	4
ELT- 221	Electrical Circuits I <i>or</i>			
CHM- 221	Organic Chemistry I	3	3	4
		16	6	18
		SEMESTER IV		
-	Social Science (Elective)	3	0	3
MAT- 232	Differential Equations	3	0	3
PHY- 232	Engineering Physics IV	3	3	4
ENR- 222	Engineering Mechanics II	4	0	4
ELT- 222	Electrical Circuits II <i>or</i>			
CHM- 222	Organic Chemistry II	3	3	4
		16	6	18
TOTAL CREDITS .....				72

## PRE-TECHNICAL PROGRAM

The Pre-Technical Program is designed for applicants who are not prepared for entrance to collegiate level study. The course is a one-year, non credit full-time day developmental program. It is open to high school graduates or those who possess a high school equivalency diploma. The curriculum includes integrated courses in developmental English, reading, graphics, mathematics, science and technical calculations.

Although the program is designed primarily to prepare students to enter one of the College technical curriculums, students planning to enter Liberal Arts or Business might also strengthen their academic background by attending the Pre-Technical Program. All students must study the program as outlined and are not permitted to omit or substitute courses.

Upon satisfactory completion of one year of study in the Pre-Technical Program, and upon *recommendation of the faculty*, students may be admitted to a regular College curriculum.

Pre-Technical students have all the privileges of regular full time day students except that they are not eligible to play on varsity athletic teams.

### PRE-TECHNICAL CURRICULUM

#### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
ENG— 13	Developmental Reading I	0	3	0
ENG— 13	Pre-Technical English I	3	0	0
MAT— 11	Pre-Technical Math I	4	2	0
SCI— 11	Physical Science	5	0	0
PRT— 11	Technical Calculations I	0	4	0
ENR— 101	Basic Graphics I	0	3	1
PRT— 13	Counseling Seminar I	0	3	0
		12	15	1

#### SEMESTER II

ENG— 12	Developmental Reading II	0	3	0
ENG— 14	Pre-Technical English II	3	0	0
MAT— 12	Pre-Technical Math II	4	2	0
SCI— 12	Physical Science	3	2	0
CHM— 10	Pre-Technical Chemistry	3	2	0
PRT— 12	Technical Calculations II	0	4	0
ENR— 102	Basic Graphics II	0	3	1
PRT— 14	Counseling Seminar II	0	3	0
		13	19	1

## JOB HORIZONS FOR WOMEN

This program is being offered as a pilot project under Title I of the Higher Education Act in cooperation with the New Jersey State Department of Education. The aim of this program is to prepare women to enter the labor force after a prolonged absence through an integrated college level program to develop clerical skills and self-confidence for employment in existing jobs in the community. The emphasis will be on business training coordinated with studies in social science to assist students to better understand woman's role in a changing society. Professional counseling to help clarify the student's objectives and prospects, along with guidance in job placement, will form an integral part of the program.

The courses have been designed specifically for housewives and are scheduled at times most convenient for mothers of school age children, i.e., during morning and early afternoon hours. The program will be limited to mature married women with a high school diploma or its equivalent. Women who are no longer needed at home on a full time basis will now have the opportunity to prepare for a rewarding career.

### JOB HORIZONS FOR WOMEN CURRICULUM

#### SEMESTER I

Course Code		Class Hrs./Wk.	Lab. Hrs./Wk.	Course Credits
SES— 171	Office Communications	2	0	2
SOC— 101	Introduction to Social Science	3	0	3
SES— 101	Elementary Typewriting	1	4	3
SES— 173	Seminar in Business Mathematics	2	0	2
		8	4	10

#### SEMESTER II

SES— 172	Office Communications	2	0	2
SOC— 170	Seminar in Contemporary Society	3	0	3
SES— 102	Intermediate Typewriting	1	4	3
BUS— 105	Office Machines	1	2	2
		7	6	10

## PHYSICAL EDUCATION

The Department of Physical Education offers co-educational activities designed to develop students physically, mentally, emotionally, socially and recreationally in order to prepare them to better adjust to the society in which they will live. Carryover activities which the student may enjoy now as well as in future years will be heavily stressed.

All Liberal Arts students are required to complete four semester hours of physical activities. During the initial year all courses are designed for beginning students. For this reason students are encouraged to register for activities which are new to them, or in which they lack competence.

## CO-CURRICULAR ACTIVITIES

The College recognizes the fact that student experiences outside the classroom are important to the overall development of the student. For this reason the College supports a strong co-curricular program as a complement to the academic program. A variety of activities has been planned to reflect the diversification of student interest and provide an opportunity to develop talent, leadership ability and a sense of social responsibility.

### Student Senate

The heart of the co-curricular activities is the elected student senate. The student governing body will be responsible for promoting, coordinating and financing student activities. The Senate acts as a sounding board for student opinions on campus.

## FACULTY-STUDENT ASSOCIATION

This is a non-profit corporation incorporated under the laws of New Jersey. Faculty and students participate in its management. Its purpose is to promote cultural interests and social relations among the students and faculty of the College. The Association operates the College Book Store and the Cafeteria.

## ATTENDANCE REGULATIONS

Since the faculty of the College believes that achievement of the objectives of the various courses is the prime concern of both student and teacher, regular class attendance is considered essential. When attendance is less than regular the student's accomplishments are likely to suffer. Therefore, students are expected to observe the following regulations.

1. *Attendance*—Unless excused by the appropriate College authority, students are expected to attend all scheduled classes. The faculty also recognizes that there are extraordinary situations which may prohibit a student from attending class, such as illness, College activities, or personal business.
  - a. *Illness*—Students experiencing an illness resulting in absence from class for two or more days should report to the College Nurse.
  - b. *College Activities*—Students must obtain an absence approval certificate from faculty advisors concerned whenever possible prior to the absence.
  - c. *Personal Business*—In case of illness or death in the family, summonses, religious holidays, students must obtain an absence approval certificate from a representative of the Student Personnel Services Division whenever possible prior to absence.

Since students are accountable for all required work, and an excused absence does not relieve them from making up any work missed, each student must assume the responsibility for conferring with his in-

structors concerning any makeup work prior to or immediately following an absence.

Instructors are requested to report to the College Nurse the name of any student who is absent for three consecutive classes.

2. *Tardiness*—Students are considered tardy if they are not at their assigned places at the beginning of classes. Because of the disruptive nature of tardiness, the individual instructor will deal with the offenders in whatever manner he feels appropriate.

## STUDENT DRESS

The dress and deportment of Middlesex County College students is expected to be in good taste. Suitable attire for both men and women is as follows:

### *For Men:*

Classes and Informal Parties — Trousers, sports shirts, sweaters, loafers.

Receptions and Concerts—Suits, ties.

Picnics—Trousers, bermudas, sports shirts.

Dances—Formal: Dark suits, dinner jackets.

Informal: Suits, sports coats, shirts, ties.

Laboratories, Clinics, Gym Classes — Dress as required by the Department.

### *For Women:*

Classes and Informal Parties — Skirts, sweaters, blouses, dresses, loafers.

Teas, concerts, receptions—Hats or veils, heels, purses, gloves, suits or dresses.

Picnics—Bermudas, slacks, shorts, socks.

Dances—Formal: Dressy dresses, cocktail dresses, evening gowns.

Informal: Dresses, street clothes, stockings, flats.

Laboratories, Clinics, Gym Classes — Dress as required by the Department.

## SELECTIVE SERVICE (Men Only)

Selective Service status has an important bearing on your career at College. At registration your draft board number, status, etc., will be obtained. For those already registered the Registrar will send form SSS 109, "College Student Certification," to your draft board. If you register with the draft board after College begins, notify the Student Personnel Office at once. Remember, it is your responsibility to see that the College has the information regarding your Selective Service classification so that your board may be notified.

## ACCIDENTS AND ILLNESS

A full time nurse is located in the College Clinic. No injury, however slight, should be ignored. If an accident should occur it is most important that you take the following steps:

- 1) Report any injury to the instructor in charge.

- 2) In case of severe injury the instructor will call the nurse.
- 3) If the College Nurse is not available, the instructor will call an ambulance service.
- 4) Report all injuries in College and out to the College Nurse. All students should have an accident and sickness policy which provides coverage throughout the entire year wherever the student may be. Certain forms must be filled out immediately after an accident occurs. Obtain these forms from the College Nurse located in the Clinic, Building 118. Read your insurance instructions carefully. Failure to understand them or to send in necessary reports may lead to forfeiture of benefits to which you are entitled.

The College Nurse should also be contacted in the event of any illness resulting in loss of time.

## BOOK STORE

The College Book Store is located in the basement of the main classroom building and is operated by the Faculty-Student Association for the benefit of the students. Required textbooks and supplies can be purchased here.

## LIBRARY

The College Library, at present in a temporary location, has a beginning collection of some 6,000 volumes, arranged in open stacks for ready availability. These books have been carefully selected to fulfill course requirements and to provide enrichment. There is a basic collection of reference books which includes bibliographies and indexes. The Library subscribes to over 150 periodicals including technical journals, foreign magazines and a number of out-of-town and local newspapers. A pamphlet file on a variety of subjects is available. Gifts of books and periodicals from interested donors in the community have increased our holdings. Through cooperative inter-library loan programs, book collections of other academic libraries in New Jersey and of the State Library in Trenton are available to students and faculty, thereby enriching our Library resources.

In addition, the Library serves as an audio-visual center by providing not only recordings, tapes and microfilm, but also the machines on which to use these materials.

The professional library staff provides individual instruction to the student in the use of the library as the need arises. Group instruction is also available.

The first stage of the new permanent library building will be completed in September, 1967. It will have a seating capacity of 25% of anticipated student enrollment and will include individual study carrels, conference and group study rooms, sound-proof typing cubicles, A-V rooms and lounges. It will house some 60,000 volumes plus all related library and audio-visual materials.

# Middlesex County College

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 Professional Diploma, Columbia University

## Faculty

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 B.A., M.A., Ed.D., American University
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 R.N., St. Lawrence School of Nursing, Lansing, Michigan  
 B.A., Jersey City State College
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*Chairman, Department of Nurse Education*  
 R.N., Jersey City Medical Center; B.S., New York University;  
 M. A., Columbia University
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 B.S., Monmouth College
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*Chairman, Department of Social Sciences*  
 B.A., Montclair State College; M.A., Columbia University

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B.A., College of New Rochelle; M.S., Ph.D., Fordham University
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R.N., Jersey City Hospital; B.S., Seton Hall University;  
M.S., St. John's University
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B.S., M.A., Rutgers University
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M.A., New York University
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*Chairman, Department of Science*  
B.A., M.A., Queens University; Ph.D., McGill University
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A.B., M.A., Columbia University; Ph.D., Harvard University
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B.S., Western Reserve University
- MARGOLIN, EDITH ..... Instructor, French  
B.A., Rutgers University
- MEYERS, RENEE ..... Instructor, Mathematics  
*Coordinator of Pre-Technical Program*  
B.A., M.A., Rutgers University
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A.B., New York University; B.Ch.E., Cooper Union;  
M.Ch.E., Brooklyn Polytechnic; Professional Engineer
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B.S., Rider College

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B.A., M.A., Montclair State College
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B.A., M.A., Montclair State College
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B.M., M.S., Florida State University
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B.A., Bryn Mawr; M.A., University of Indiana
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B.S., M.A., Rider College
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B.B.A., St. John's University
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B.A., Rutgers University
- SAMSEL, RUTH L. ....Counselor, Talent Search Project  
B.S., New York University; M.Ed., Rutgers University
- SEIN, VIRVE .....Instructor, English  
B.A., Douglass College; M.A., University of Arizona
- SIMON, SIDNEY .....Professor, Business Administration  
*Chairman, Department of Business Administration and  
Secretarial Science*  
B.B.A., City University of New York; M.A., New York University
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B.S., City College of New York; Ph.D., Fordham University
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B.A., Virginia Union University; M.A., Columbia University
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A.B., Dickinson College
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*Chairman, Department of Electrical Technology*  
B.S., M.S., Purdue University
- ULLMAN, NEIL R. ....Instructor, Engineering and Mathematics  
B.M.E., Rensselaer Polytechnic Institute
- VOORHEES, ANITA E. ....Vocational Counselor  
B.A., Douglass College
- WASE, JANE F. ....Instructor, Sociology  
A.B., Douglass College; M.A., Rutgers University
- WEXEL, FRED E. ....Asst. Professor, Mathematics  
B.S., U. S. Naval Academy; M. S., Purdue University

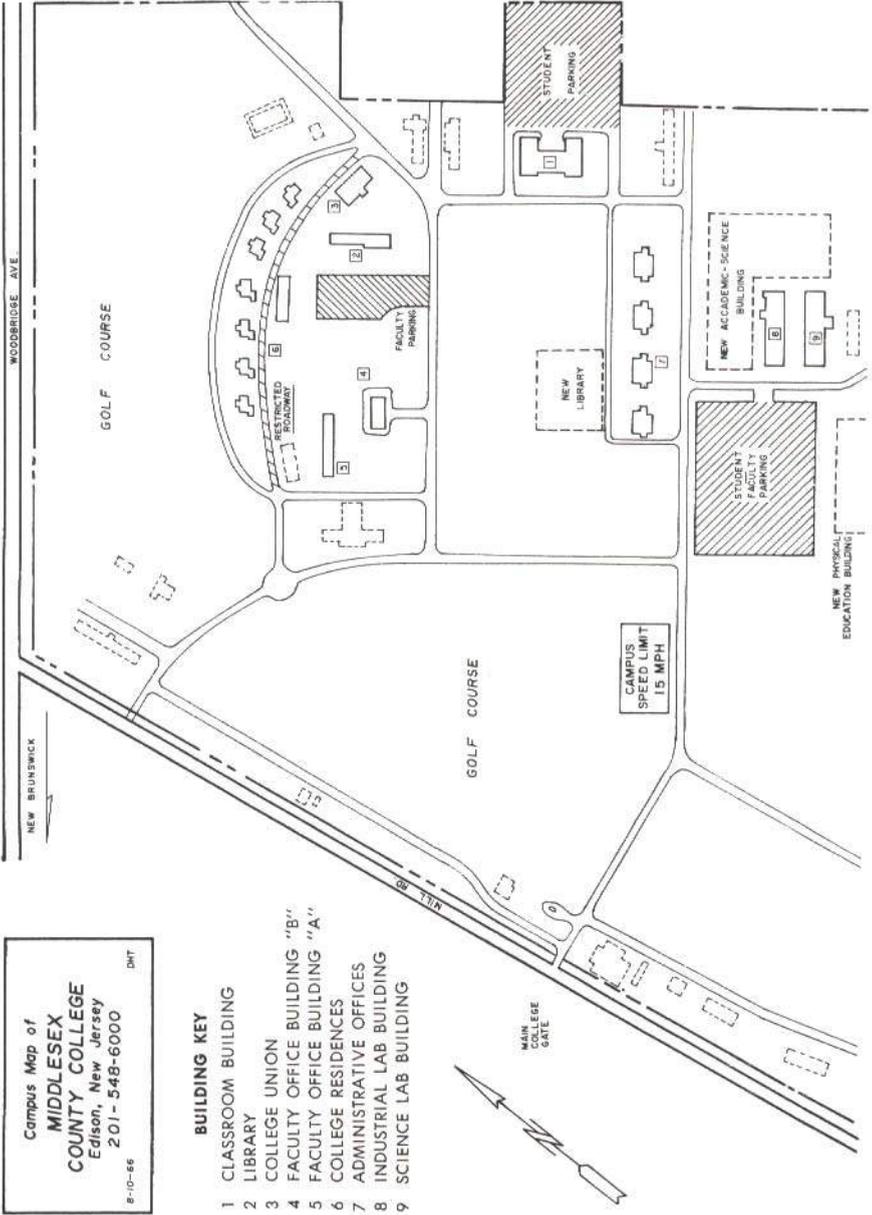
## *Supporting Staff*

### *Clerical Staff*

BABRISKY, MARY .....	Account Clerk, Business Office
BRODSKY, JANETTE .....	Switchboard Operator
BROOKS, LOIS .....	Supervisor of Office Services
CALDWELL, VERA .....	Typist, Faculty
DOWHIE, DOROTHY .....	Switchboard Operator
DUKAY, HELEN .....	Stenographer, Admissions Office
ELLMYER, DOROTHY .....	Account Clerk, Business Office
GORDON, ELEANOR .....	Stenographer, Admissions Office
HENTSCHEL, CAROLE .....	Secretary to Director of Administrative Services
HRYNIEWICZ, JUDITH .....	Key Punch Operator, Data Processing
LAKE, ALICE .....	Secretary to President
LANGENOHL, NINA .....	Typist, Business Office
NEBUS, AGNES .....	Typist, Faculty
NEWMAN, MARCELLE .....	Stenographer, Faculty
PAPP, MARIE LYNN .....	Typist, Library
PETRO, DOROTHY .....	Typist, Library
PHIFER, RUTH .....	Typist, Faculty
PINO, IDA .....	Account Clerk, Business Office
POTTER, ANNE .....	Stenographer, Admissions Office
PORSOLT, MURIEL .....	Offset Operator
RZIGALINSKI, DOREEN .....	Typist, Central Dictation
SMITH, JOAN .....	Stenographer, Evening and Extension Division
STRAUSS, FLORENCE .....	Secretary to Dean of Instruction
THOMAS, HELENE .....	Typist, Business Office
WIDIS, ELINORE .....	Secretary to Dean of Students

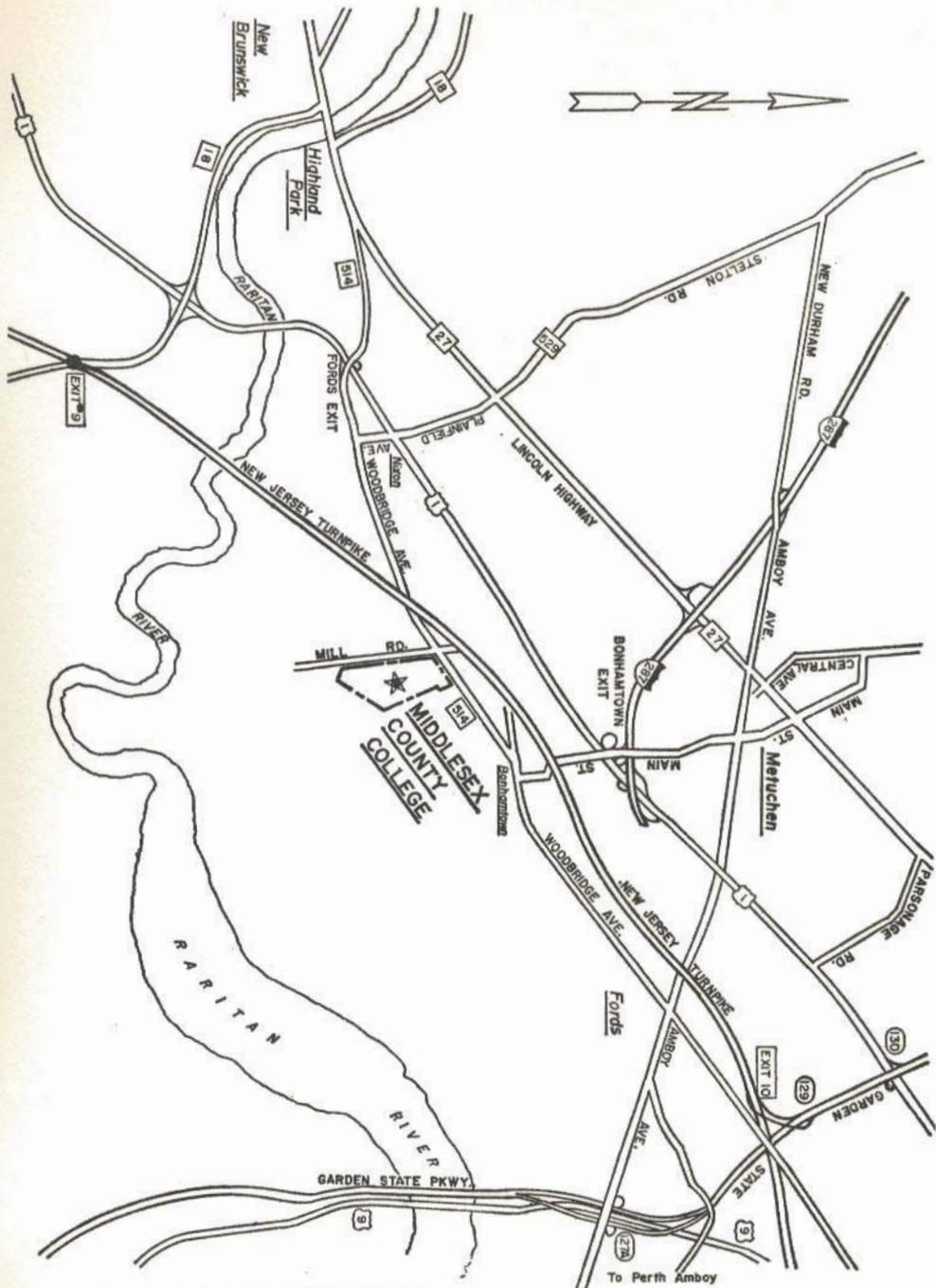
### *Maintenance and Custodial Staff*

BARTONE, MICHAEL .....	Maintenance Supervisor
EGRY, LOUIS .....	Maintenance Helper
GRAY, IRENE .....	Matron
GUARNIERI, JULIUS .....	Maintenance Mechanic
HANSON, RAYMOND .....	Custodian
JANCO, ANTHONY .....	Custodian
NIZNIK, JOSEPH .....	Maintenance Helper
PAUL, JOSEPH .....	Custodian
RIMKUS, RAYMOND .....	Custodian
RUSSELL, WALTER .....	Custodian



Campus Map of  
**MIDDLESEX COUNTY COLLEGE**  
 Edison, New Jersey  
 201 - 548-6000  
 8-10-86 DHT

- BUILDING KEY**
- 1 CLASSROOM BUILDING
  - 2 LIBRARY
  - 3 COLLEGE UNION
  - 4 FACULTY OFFICE BUILDING "B"
  - 5 FACULTY OFFICE BUILDING "A"
  - 6 COLLEGE RESIDENCES
  - 7 ADMINISTRATIVE OFFICES
  - 8 INDUSTRIAL LAB BUILDING
  - 9 SCIENCE LAB BUILDING



FOR MIDDLESEX COUNTY COLLEGE USE:		
HIGHWAY	NORTHBOUND	SOUTHBOUND
	FORDS EXIT	BONHAMTOWN EXIT
		BONHAMTOWN EXIT
N.J. TURNPIKE		
GARDEN STATE PKWY.		

**Approaches to  
MIDDLESEX COUNTY COLLEGE**  
Edison, New Jersey

8-21-66 DHT

Approx. scale in miles

