

DUTCHESS
COMMUNITY COLLEGE

2017-2018 CATALOG

& ADMISSIONS APPLICATION



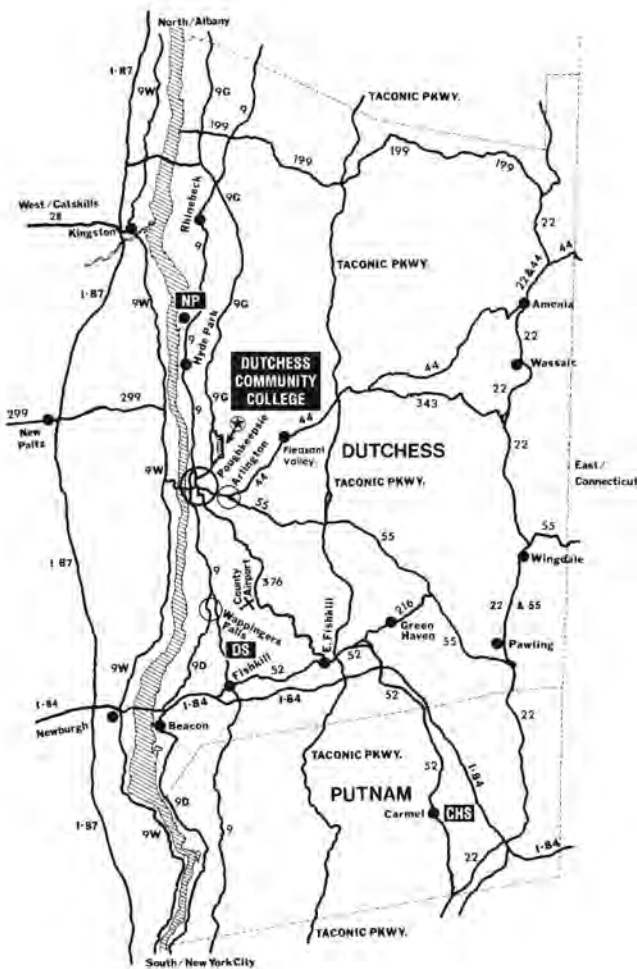
www.sunydutchess.edu

CAMPUS DIRECTORY

OFFICE - BUILDING / ROOM.....	PHONE (845)
Admissions - S 101	431-8010
Registrar - S 201.....	431-8020
Financial Aid - S 104	431-8030
Academic Affairs - B 210	431-8950
Academic Departments	
Allied Health and Biological Sciences - W 310	431-8310
Behavioral Sciences - H 403K	431-8340
Business - T 210C	431-8370
Engineering, Architecture and Computer Technologies - T 210A.....	431-8410
English and Humanities - H 408	431-8430
History, Government and Economics - H 403E	431-8510
Mathematics and Computer Sciences	431-8550
Math Center - W 224 & 226.....	431-8538
Nursing - C 212	431-8570
Physical Sciences.....	431- 8550
Performing, Visual Arts and Communications - W 010	431-8610
Accommodative Services - S 201	431-8055
Academic Coaching and Transfer (ACT) Center - S 301 ...	431-8600
Art Gallery - W 150.....	431-8610
Bookstore - D 220	431-8080
Business Office - B 205.....	431-8064
Career and Entrepreneurial Services - S 204	790-3750
Center for College Access & Educational Opportunities: CSTEP, Educational Opportunity Program, and TRIO Student Support Services - H 400.....	431-8037
Community Services - B 118	431-8900
Counseling Services - S 303.....	431-8040
Day Care Center	431-8085
DCC Foundation - B 103	431-8400
James and Betty Hall Theatre - D 2nd Floor	431-8050
Health Office/College Nurse - S 110	431-8075
Help Desk - C 130	431-8000 ext. HELP (4357)
Library - H 2nd and 3rd floors	431-8630
Office of Residence Life and Housing	790-3676
Security - S 114	431-8070
Student Accounts - S 202	431-8060
Student Activities - D 201	431-8050
Student Services - S 304	431-8970

KEY:

- B - Bowne Hall
- C - Center for Business and Industry
- D - Dutchess Hall
- F - Falcon Hall
- H - Hudson Hall
- S - Jack and Lelanie Orcutt Student Services Center
- T - Taconic Hall
- W - Allyn J. Washington Center for Science and Art



Dutchess Community College

Catalog Issue: 2017-2018

Volume XXXIX

A State University of New York Campus

Sponsored by the Dutchess County Legislature

Accredited by the Middle States Association of
Colleges and Secondary Schools

MAIN CAMPUS

53 Pendell Road, Poughkeepsie, NY 12601

(845) 431-8000

www.sunydutchess.edu

DCC SOUTH EXTENSION SITE

Hollowbrook Park, Building #4

31 Marshall Road, Wappingers Falls, NY 12590

(845) 790-3610, Main Office

(845) 790-3620, EMS Program



*Proud to be a smoke- and
tobacco-free campus.*

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Our Community.
Our College.
Our Future.

VISION

Dutchess Community College aspires to be an innovative, transformative community of learners that promotes exemplary student success.

MISSION

Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse and global society.

VALUES

Excellence • Access • Diversity
Collaboration • Accountability

GOALS

1. Increase student success.
2. Embrace diversity as an integral part of our institutional identity.
3. Promote collaborative campus culture.
4. Enhance institutional effectiveness through integration of assessment, planning and resource allocation.
5. Contribute to the vitality of the region through community engagement.

ACADEMIC CALENDAR

FALL 2017

Monday, August 28.....	Credit classes begin
Saturday, September 2	No Saturday credit classes
Monday, September 4	Labor Day, College closed
Saturday, October 7	No Saturday credit classes
Monday, October 9	Columbus Day, No credit classes, College is open
Tuesday, October 10	No credit classes, College is open
Wednesday, November 22	College closes at 5:15 p.m. for Thanksgiving Recess, No evening credit classes
Thursday, November 23	Thanksgiving, College closed
Friday, November 24	Thanksgiving recess, College closed
Saturday, November 25	No Saturday credit classes
Saturday, December 9	Last date of regularly scheduled credit classes
Monday, December 11 – Saturday, December 16	Final examination period

Winter 2018

Monday, December 18.....	Winter I classes begin
Friday, December 29.....	Winter II classes begin
Wednesday, January 10	Last day of all Winter credit classes

SPRING 2018

Monday, January 15	Martin Luther King Jr. Day, College closed
Tuesday, January 16.....	Credit classes begin
Saturday, February 17.....	No Saturday credit classes
Monday, February 19.....	President’s Day, College is closed
Tuesday, February 20.....	No day or evening credit classes, College is open
Monday, March 12 – Sunday, March 18	Mid-semester recess
Saturday, March 17	No Saturday credit classes
Wednesday, May 2.....	Last day of regularly scheduled day credit classes
Thursday, May 3 – Wednesday, May 9	Final examination period
Wednesday, May 16.....	Honors Convocation
Thursday, May 17.....	Graduation

SUMMER 2018

Monday, May 21	1st 6-week classes begin, 12-week classes begin
Monday, May 28.....	No credit classes
Wednesday, June 27	1st 6-week classes end
Monday, July 2	2nd 6-week classes begin
Wednesday, July 4	No credit classes
Thursday, July 5	No credit classes
Thursday, August 9.....	2nd 6-week classes end, 12-week classes end

MESSAGE FROM THE PRESIDENT



Your interest in Dutchess Community College reflects your awareness and appreciation of all that DCC has to offer. Our commitment to excellence – reflected in our outstanding faculty, enriching campus environment, almost 60 associate degree and certificate programs and affordable tuition – makes a DCC education among the best investments one can make. We've earned a reputation for providing exceptional quality and value – and for opening doors to tremendous opportunities for those who transfer to four-year colleges or enter the workforce after earning an associate degree or certificate.

Whether you're entering college directly after high school or as an adult, you'll soon see why students are making DCC their first choice. With day, evening and online classes – and campuses in Poughkeepsie and Wappingers Falls – DCC offers the convenience and flexibility students need. Our newest addition, a suite-style residence hall, provides the perfect option for those who wish to combine the benefits of a DCC education with the experience of living on a college campus. Whether commuting or living on campus, DCC students can save tens of thousands of dollars on freshman and sophomore classes, while taking advantage of outstanding academic offerings, engaging student activities and an energizing campus environment. Whether you're an honors student seeking additional academic challenge or someone who needs extra support services, you'll find what you need at DCC.

Part of the State University of New York (SUNY) system, we're particularly proud that in SUNY surveys, DCC students consistently give our faculty, staff, facilities and activities high marks. In fact, 9 out of 10 of our students said they would choose DCC again if they were to do it over! DCC offers state-of-the-art technology, excellent instructional and laboratory space and other resources important to student success. Our picturesque, sprawling campus is known for its prominently displayed indoor and outdoor artwork, beautiful landscaping and other features that enhance the student experience.

The members of our Class of 2017 are a testament to the wonderful opportunities that await DCC graduates. Those who made DCC part of their four-year college plan continued on to pursue bachelor's degrees at institutions including Cornell, RPI, Vassar, Marist, Pace, NYU and top SUNY schools. Others were successful in starting careers. Whatever goal you set for yourself is attainable at DCC!

Graduates of DCC join a distinguished and accomplished network of more than 40,000 alumni that includes leaders in government, business, nonprofit service, health care and the arts (including a New York State Supreme Court justice, a Pulitzer Prize-winning journalist and a technology leader who developed the precursor to MapQuest and the self-driving car). Many of our region's most active community members are alumni, and credit DCC with providing a solid foundation that fostered their personal, academic and professional growth.

Learn more about how our faculty and staff can help you reach your goals. Our Admissions Office conducts information sessions and tours and is happy to answer questions. Call (845) 431-8010 or visit www.sunydutchess.edu.

We look forward to seeing you on campus!

A handwritten signature in black ink that reads "Pamela R. Edington". The signature is written in a cursive, flowing style.

Pamela R. Edington, Ed.D.
President

Statement on Nondiscrimination

Dutchess Community College is committed to the principle of equal opportunity in education and employment and does not engage in unlawful discrimination based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence or dating violence victim status, or criminal conviction in the execution of its educational programs, activities, employment, daily operations or admission policies, in accordance with all applicable federal, state and local laws. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. The College will not tolerate any form of sexual harassment including sexual assault, sexual violence, and sexual misconduct. It is therefore the responsibility and obligation of all members of the College community to report and or to assist others in reporting incidents of sexual harassment. All members of the College community are expected to cooperate and assist in investigations related to such incidents.

Dutchess Community College (DCC) has established a Title IX Coordinator to oversee the investigation of claims of violations of the College's policy of non-discrimination and prohibition of sexual harassment and assault.

Reports of violations and or inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Esther Couret, Director of Human Resources Management and Title IX Coordinator
Bowne Hall, Room 220
Dutchess Community College
53 Pendell Road, Poughkeepsie, NY 12601
845-431-8673
esther.couret@sunydutchess.edu

Inquiries or complaints regarding the College's procedures and compliance with applicable laws, statutes, and regulations may also be directed to:

United States Department of Education's Office for Civil Rights
32 Old Slip 26th Floor
New York, NY 10005-2500
Tel (646)428-3800;
Email OCR.NewYork@ed.gov.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: 800-421-3481 TDD 877-521-2172
Email: OCR@ed.gov Web: <http://www.ed.gov/ocr>

DUTCHESS COMMUNITY COLLEGE AN OVERVIEW

Dutchess Community College was founded in 1957 and enrolled its first class in 1958. The College is located in the Town of Poughkeepsie in Dutchess County on the east side of the Hudson River, approximately 70 miles north of New York City. It is part of the State University of New York system, one of 30 community colleges within SUNY. A beautiful suite-style residence hall opened in 2012 to meet the needs of students interested in enjoying an on-campus living experience.

The College offers a wide variety of university-parallel programs, as well as career programs in major technical, human service, and business areas. Students may study either part-time or full-time, online or on-campus, and have at their disposal an excellent library, science and computer laboratories, art studios, a field station for the study of environmental problems, and state-of-the-art facilities for a variety of other curricula.

Most important to a college's learning environment is its faculty. Dutchess Community College's excellent academic reputation has enabled it to attract outstanding, engaged faculty to campus. Because DCC is primarily a teaching institution, the aim of its faculty is to provide the best possible educational opportunity to all students in all programs. A favorable student/faculty ratio ensures that students will not be just a face in the crowd, as does the faculty's involvement in the academic advising of students. In sum, Dutchess is a place where students grow and work under the direction of a highly qualified faculty.

The academic services of the College are multi-faceted. Students with a wide diversity of backgrounds and interests are enrolled and are offered a wide range of academic opportunities. The Office of Academic Services, which includes a Student Academic Success Center, works to bring the under-prepared student to the point where he or she can successfully complete college-level work. Honors courses are available to those students prepared for more demanding academic challenges.

College academic staff constantly evaluates programs, standards, and courses to make certain that all programs represent current academic, business, and professional practice and are effective and responsive to student needs. Whether your goal is transfer, entry into the job market, personal enrichment, or just the satisfaction of fulfilling intellectual curiosity, you will be able to find an appropriate course of study at Dutchess Community College.

THE COLLEGE CAMPUS

Situated on beautifully landscaped grounds on Pendell Road in the Town of Poughkeepsie, the main campus consists of approximately 140 acres. The major buildings that make up the main campus are open to students from 7:30 a.m. until 10 p.m. during the regular academic year when classes are in session. For a map of the campus and parking areas, see the inside back cover of this catalog.

The Allyn J. Washington Center for Science and Art houses state-of-the-art science, mathematics and art classrooms, and faculty offices for the Allied Health and Biological Sciences, Mathematics, Physical and Computer Sciences and Visual Arts departments. The Center also is home to the Mildred I. Washington Art Gallery.

Bowne Hall houses the Office of the President, the Office of Academic Affairs, the Business Office, the Office of Communications and Public Relations and the DCC Foundation. It also is home to the Office of Community Services and Special Programs, which provides non-credit classes as well as training programs for business.

Center for Business and Industry provides classroom and laboratory space for the computer information systems program and the nursing program, as well as two large television studios and other production facilities for the communications and media arts program. Also included are the Telecommunications and Instructional Media Department and Information Systems offices.

Drumlin Hall houses the College's dining facilities, which include the Louis Greenspan Dining Room and the Handel Family Dining and Conference Room.

Dutchess Hall contains the Office of Student Activities, the Student Government Association office, the Francis U. Ritz Lounge and the James and Betty Hall Theatre. It also has classrooms, practice rooms, and offices for the Department of Performing, Visual Arts and Communications. The College Bookstore, offering textbooks, educational supplies and selected merchandise, also is housed in Dutchess Hall.

Falcon Hall contains classrooms, the gymnasium, a dance studio, the Phil Arnold Fitness Center and other activity areas designed for health and physical education instruction.

Hudson Hall provides classrooms, studios, laboratories and faculty offices for the following departments: Behavioral Sciences; English and Humanities; and History, Government and Economics.

The Francis U. and Mary F. Ritz Library is housed in Hudson Hall and is described in greater detail in the Academic Services section.

The Orcutt Student Services Center houses all student services functions, including admissions, academic advising, counseling, financial aid, registrar's office, student accounts office, office of the Dean of Students, nurse's office and campus security.

Taconic Hall provides classrooms and laboratories for instruction as well as faculty offices in the following areas: Business Department; Behavioral Sciences; and Engineering, Architecture and Computer Technologies.

Live & Learn Superior Suite-Style Housing

DCC is proud to be the only community college in our region to offer on-campus housing, allowing students to combine the quality and affordability of a DCC education with the experience of living away at college.

The fully furnished, contemporary suites in **Conklin Hall** feature large bedrooms; two bathrooms; kitchenette with sink, microwave and refrigerator; and living room. Building amenities include a multi-purpose atrium, lounges on each floor and laundry facilities. Designed for student safety, comfort and convenience, the residence hall is located close to academic buildings and adjacent to parking lot D.

Students from counties other than Dutchess and Putnam must have a high school average of at least 70 in order to be eligible to live in the residence hall (interview required for students between 70-74.9), and those who have stronger academic records will have an advantage in the housing award process. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college with a GPA of below 2.0 will be individually considered for housing.

For more information please visit sunydutchess.edu/housing, email studenthousing@sunydutchess.edu or call (845) 790-3676.

Smoking Policy

Dutchess Community College is a smoke- and tobacco-free campus. Smoking is prohibited in all College buildings and on all College grounds. The policy applies to any cigarette, e-cigarette, cigar, pipe, or other device that emits toxic smoke or vapors. The policy applies to all College employees, students, visitors and vendors, and all College personnel have shared responsibility for enforcing the policy.

Additional Sites

Accessibility to the College's programs and services is enhanced through the availability of instructional sites other than the main campus in Poughkeepsie. While the College will offer courses at any acceptable site where a class of students is located, it does have additional locations where courses and services are offered every semester.

An extension site, **DCC South**, is located at:
Hollowbrook Office Park, 31 Marshall Road,
Wappingers Falls, NY 12590
(845) 790-3610 Main Office
(845) 790-3620 EMS Program
www.sunydutchess.edu/aboutdcc/ourcampus/dccsouth/

DCC South hosts more than 150 college credit courses with over 350 course sections offered annually, serving more than 15% of the College's enrollment. The site is conveniently located on the Route 9 corridor and is particularly attractive to people who work or live in southern Dutchess and northern Putnam counties. The site has up-to-date facilities that include 21 multi-purpose classrooms, three networked microcomputer laboratories, a science lab, an emergency medical services lab, a learning resource center, as well as an office that provides registration, advisement and other student support services.

In addition to the wide variety of credit classes, the site houses the College's Emergency Medical Services (EMS) programs that include a credit paramedic program and non-credit emergency medical coursework. Regularly scheduled offerings from the Office of Community Services include the High School Equivalency diploma program, ESL classes, non-credit seminars and workshops. A selection of non-credit offerings for business, industry and the community also are regularly available at DCC South.

The College also offers credit classes at:
Environmental Center at Norrie Point, Staatsburg

STATEMENT OF LIMITATIONS

Dutchess Community College recognizes its responsibility and commitment to provide a quality academic experience for those who are able to benefit from attending classes at the College. Thus, within the limits of its resources and facilities, Dutchess Community College is open to all persons who are qualified according to our admission and good standing requirements. In extreme cases, the College may determine that a student may not be qualified to benefit from the College's programs and activities. When questions of admissibility arise, the final decision rests with the Vice President of Academic Affairs and Student Services.

Each student is responsible for knowing the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for non-compliance.

ADMISSIONS AND ENROLLMENT

Enrollment in credit courses at Dutchess Community College is open to all persons whose academic abilities and personal qualifications suggest that they may benefit from college study. Enrollment is determined without regard to the race, color, sex, religion, age, national origin, disability, or sexual orientation of a student.

Students enroll in credit courses at Dutchess Community College for a variety of reasons. Some do so to earn a college degree that is required for entry into a particular career. Some complete a two-year degree for transfer to a four-year institution to earn a bachelor's degree. Others take courses to qualify for promotions, certificates or licenses; to pursue an interest they have in a specific subject field; for general personal enrichment, and simply to try college study.

Types of Enrollment

Two sets of terms, "full-time and part-time," and "matriculated and non-matriculated," are commonly used to describe a student's status at Dutchess. It is important for students to understand the meaning of the terms and how they may affect their enrollment.

Full-Time/Part-Time

The number of credit hours of study in which a student is enrolled as of the end of the third week of classes within a given semester determines whether a student is full-time or part-time. A student who is enrolled in 12 or more credits at that time in the fall or spring semester is considered full-time. A student enrolled in 11 or fewer credits is a part-time student. For students enrolled in non-credit courses, the equivalent credit hours of the courses are used in determining full- or part-time status. However, students should not confuse non-credit/credit equivalent courses with non-credit continuing education courses offered by the Office of Community Services and Special Programs.

All students enrolled in the summer terms are considered by the College to be part-time, even if their combined credit hours of study from all the summer sessions total 12 or more. Students are not permitted to take more than 6 credits during each summer session and the maximum credits allowed for during the summer is 12.

Students may change their status from full- to part-time or part- to full-time from one semester to the next. See the requirements for student status changes listed in this catalog and check registration directions for the semester in question.

Students may enroll in day or evening courses, regardless of whether they are full-time or part-time students.

Matriculated/Non-Matriculated

To be matriculated means you are seeking a degree at Dutchess Community College and have officially chosen and been accepted into a specific program of study at the College. You must be matriculated in order to enroll full time, be eligible for various types of financial aid, to receive an official transfer credit evaluation, or to take proficiency examinations.

In order to enter as a matriculated student, an applicant must present an official high school transcript showing proof of graduation from an accredited high school or a high school equivalency diploma (HSE). In addition to showing proof of graduation, transfer students should submit transcripts of all colleges attended prior to DCC.

Home-schooled students who submit the necessary documentation demonstrating compliance with the minimum requirements of the home instruction regulations, and have been granted a letter of substantial equivalency from their local school district, will be considered for admission in the same manner as a high school graduate.

Full and Part-Time Matriculated Admissions

A free application form for admission as a full or part-time matriculated student may be found at www.sunydutchess.edu/apply.

Forms also are available by contacting Dutchess Community College's Office of Admissions at (845) 431-8010 or may be obtained from any local high school guidance office.

Applicants from outside the local area may use the State University of New York (SUNY) application form to apply to Dutchess. There is an application fee for students wishing to use the SUNY application. These applications are available in all state high school guidance offices. Applicants must file a complete set of information as outlined on the application.

In order to matriculate at Dutchess Community College, a student must have earned a high school diploma or equivalency diploma. (Note: An IEP Certificate or CDOS Credential is not considered a diploma.)

Part-Time Non-Matriculated Admissions

Part-time students who wish to take courses but who have not yet decided to enroll in a specific curriculum should simply register for their desired courses during the open registration period, assuming they meet the course prerequisites, if applicable. Students should matriculate into a program of study by the time they have completed 15 credits.

Time to Apply

The College will accept and review applications for matriculation at any time. However, students wishing to be admitted in the fall are strongly urged to submit their applications by the preceding June 1, while those wishing to enter in January should submit their applications by the preceding November 1. Students who wish to live in the residence hall should apply as early as possible.

Applicants who are residents of Dutchess and Putnam counties will be given preference in enrollment in high-demand curricula if they meet all stated admissions requirements.

When all application data have been received and evaluated, applicants for matriculation will be notified of their admissions status.

Procedures

Full-time and Part-time

Matriculated (Degree-seeking) students:

1. Fill out the Admissions Application available in the Admissions Office or at www.sunydutchess.edu/apply.
2. Submit Transcripts: Request that your official high school transcript, HSE, SAT/ACT scores, AP scores, DD214 (for veterans), and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be mailed or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.
3. Take Placement Test: If you are a new college student, you will be sent information about taking our placement test. Students who have successfully completed college-level English and/or math or received appropriate SAT/ACT or Math Regents scores may have portions of the test waived.
4. Register for Classes: Once you have submitted the appropriate paperwork and taken the placement test, you will be accepted and provided with registration information.
5. Apply for Financial Aid: Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA). New York state residents also should complete the Tuition Assistant Program (TAP) application and the Excelsior Scholarship application.

A matriculated student returns to non-matriculated status if he/she is academically dismissed and when he/she graduates. Graduates desiring to return to matriculated status should apply for a second degree or certificate in the Registrar's Office.

Placement Testing - Registration

To ensure academic success in college, it is important that full-time and matriculated part-time students are placed in classes that are consistent with their current level of academic ability. To achieve accurate placement, in-coming students take a placement test, which is used to evaluate a student's preparedness for college-level mathematics, English and reading. Placement testing scores are valid for two and a half years. A student may re-test within the one year timeframe only after completing an approved academic intervention such as SMARTSTART, Reclaim My Math or Refresh.

Students may be waived from taking the College's writing and reading placement tests and can register for English 101 if they:

- Successfully completed a College-level English, or
- Earned a score of 500 or better on the SAT writing exam prior to March 2016, or
- Earned a score of 29 or higher on the SAT administered after March 1, 2016, or
- Earned a 22 or better on the ACT English exam.

Students may be waived from taking the math placement test if they:

- Earned a score of 500 or better on the SAT math exam prior to March 2016, or
- Earned a score of 530 or better on the SAT math exam after March 1, 2016, or
- Earned a 22 or better on the ACT math exam, or
- Successfully completed a college level math course, or
- Have qualifying New York State Math Regents scores.

Students with a New York State high school transcript may be placed into college level math courses on the basis of their grades on their Math Regents test scores. The math placement test waiver does not apply to students without a New York State high school transcript, whose math regents scores are older than 2.5 years, or if required by their major.

SAT and/or ACT score reports need to be submitted to the Admissions Office *prior* to placement testing and the date of the SAT or ACT exams need to be less than 2.5 years old.

Students in need of testing accommodations who only

need extended time may take the computer-based reading, English, and math course placement test without prior approval from the Office of Accommodative Services. For all other placement tests and accommodation requests, the student must contact the Office of Accommodative Services at (845) 431-8055 for information regarding documentation requirements. Testing accommodations must be approved by the Office of Accommodative Services prior to scheduling placement tests. Accommodations are not retroactive. Students who opt to take placement tests without their accommodations are not eligible to re-test with accommodations.

Students whose placement test scores indicate that they would benefit from further college preparation are required to take necessary pre-college courses beginning in their first semester. These pre-college courses do not carry credit towards a degree, and the grade earned is not calculated into a student's grade point average. Students are required to earn a C or better in pre-college English and Math courses to advance to college-level courses. If placement testing scores indicate a need, reading courses are recommended.

For more information about the placement test and/or to review sample test questions go to: www.sunydutchess.edu/testing.

Importance of Advance Registration

Each semester, enrolled students are sent information and directions regarding advance registration. Advance registration for the spring semester begins in October, and advance registration for the fall semester begins in April. Students should register as early as possible since the most desired classes fill to capacity quickly. Once classes are closed, students may not appeal to faculty to join closed classes.

Students desiring to become candidates for degrees or certificates in specific programs (desiring to matriculate) should follow the directions in the section, "Types of Enrollment."

Waitlisting

Waitlisting is a feature in Banner that allows a student to get in virtual line on a Waitlist for courses that are closed. This automated process notifies a student via their myDCC email, that a seat has opened and will give them a certain amount of time to register for the course before the seat will be released to the next student on the waitlist.

Programs for Students Requiring Additional Academic Preparation

Dutchess Community College promotes the academic success and personal development of all students through programs designed to meet students' needs at varying ability levels. The College administers placement testing prior to registration to determine each student's appropriate course placement.

Frequently, the placement test determines that one or more pre-college courses are appropriate for a student's academic success. Students who need additional preparation are eligible to participate in the DCC's accelerated college preparation programs, SMARTSTART, Bridges to Excellence, Reclaim My Math and Refresh. These programs provide students with the opportunity to improve their skills to meet the challenges of the college curriculum. For more information on these programs, refer to Academic Services and Testing.

Full Opportunity Program

Dutchess Community College participates in the Full Opportunity Program of the State University of New York. Under this plan the College guarantees "... to applicants residing in Dutchess County who graduated from school within the prior year and to applicants who are high school graduates and were released from active duty with the Armed Forces of the United States within the prior year ..." acceptance for matriculation in an appropriate program.

Admission under the Full Opportunity Program, however, does not guarantee that students will be able to complete the curriculum to which they have applied in two years of full-time study. The number of applicants in a given program or applicants' academic backgrounds may require that students take five or more semesters to complete degree requirements.

The College reserves the right to make final decisions regarding all applicants. Those applicants who do not reside in Dutchess County may not be accepted for matriculation in a curriculum where a shortage of space for applicants from Dutchess County exists.

RESERVED RIGHTS OF THE COLLEGE

Dutchess Community College is not obligated to offer any courses described in this catalog for which enrollment is insufficient. A degree or certificate program with a history of limited enrollment may become inactive. The College also reserves the right to modify curriculum requirements, courses, tuition and fee schedules, and policies pertaining to its educational program without further notice.

If a student needing a course to complete graduation requirements finds that the course is closed out or not offered during that semester, she or he should confer with the Registrar. Students are requested to contact the Registrar's Office for the most current information regarding course offerings, class schedules, or tuition and fees.

Early Admissions/Bridge Program

Certain high school students may benefit, either educationally or vocationally, by beginning college study earlier than the traditional college entry age. Dutchess provides an Early Admissions/Bridge program offering study in individual courses or in a selected college curriculum. We offer full or part-time options, based on the student's needs and academic abilities.

Full-time Early Admissions Program

Applicants for the Full-Time Early Admissions program must have completed 11th grade and must submit an Early Admission application completed by their parents and the high school counselor indicating the high school's appraisal of the early admission applicant and an understanding of how DCC courses will be used in the student's high school program. This application is available in local high school guidance offices, as well as the DCC Admissions Office.

Full-time applicants for early admission generally have a high school average of at least 85 and must place into ENG 101 on the placement test, and submit an essay for consideration. Courses taken as part of this program typically transfer back to the high school to meet graduation requirements.

Students should begin the Early Admissions process by consulting with their high school guidance office, early in the spring of their junior year. The application deadline for full-time enrollment in the Early Admissions program is August 1 for the fall semester and December 1 for the spring.

Part-time Early Admissions Program

Applicants for the Part-Time Early Admissions program must have completed the 10th grade or be at least 16 years of age in order to be eligible and should indicate the ability

to advance with other college students enrolled in the same curriculum.

High school students may attend DCC on a part-time basis as follows: The student must submit the Part-Time Early Admissions Application form at the time of registration. This form is available in the DCC Admissions and Registrar's offices, and requires the signatures of both the high school guidance counselor (or principal) and the parent for the study to be undertaken. It is important for early admissions students to understand that they must have the prerequisite knowledge for the course(s) they undertake. This includes a satisfactory score on the placement test for entry into ENG 101 or MAT 100 or higher.

Both full and part-time Early Admissions students must agree to have the College send their mid-term and final grades to their respective high schools.

Early Admissions students and their parents need to be aware that the Early Admissions program is not designed to function as an alternative to high school. The program is intended for students who possess above average high school grades and maturity, and desire to begin their college studies prior to graduating from high school.

Early Admissions applicants are not eligible for any type of financial aid, including student loans, or college athletics. Early Admissions applicants are not guaranteed admission. Decisions whether to accept high school students as full-time matriculants, as part-time non-matriculants, or to deny enrollment will be based on a review of all application credentials, including the high school counselor's and teacher's recommendations.

Admission with Advanced Standing (Transfer Credits)

In addition to completing the regular forms issued to all matriculating students, applicants who have studied at other colleges must have official transcripts from all colleges previously attended sent to the Office of Admissions.

Non-matriculated, part-time students who have taken course work at other colleges and wish to receive transfer credit, are encouraged to seek tentative evaluations of their previous college work prior to registering for courses at Dutchess. Appointments for such evaluations can be made in the Office of the Registrar.

Credits earned at other colleges will be evaluated in keeping with the requirements of the Dutchess curriculum to which a student is applying. Credit will be granted only for courses applicable to the desired curriculum. For students who

have earned a bachelor of arts or science degree or a more advanced degree, every effort is made to award advanced standing credit for required general education courses in the Dutchess degree.

Credits for which a student has earned a grade lower than C will not be accepted in transfer. Grades of P are not accepted. If a student fails a course at Dutchess Community College and repeats that course at another college, he or she may transfer that course back to Dutchess for credit. In such a case, the F on the transcript for the course failed will remain, the transfer course will be entered on the transcript as transfer credit, and the F in the failed course will be eliminated from the computation of the CPA.

College credit earned through Excelsior College Examination Program, the CEEB Advanced Placement Program, the Dantes Subject Standardized Tests, and the College-Level Examination Program (CLEP) also are recognized by Dutchess. Test results should be mailed directly by the sponsoring agency to the Office of the Registrar.

Dutchess Community College also grants credits for those non-traditional educational experiences, including military experience, that are approved by the American Council on Education and are applicable to the curriculum in which a student is matriculating.

A degree candidate may receive up to 40 semester hours of credit through direct transfer of credits from other colleges, and/or through proficiency tests, and/or credit for learning through life experience, but these methods of earning credits will have no bearing on a student's QPA or CPA.

Credit for Learning Through Life Experience

Dutchess Community College will grant credits to a student for learning gained through life experience that is the equivalent of required and/or elective courses in the student's curriculum. Credits granted in this manner are called proficiency credits and are recorded on a student's permanent academic transcript with a J grade in the semester in which the credits are earned. Although proficiency credits are used to meet graduation requirements, no honor points are awarded for the J grade, and the grade, therefore, has no bearing on a student's QPA or CPA.

Although applicants for full-time study and non-matriculated, part-time students may seek credit for their college-level learning from life experience, they are not eligible to receive credit until they have completed matriculation. The procedures and requirements for earning proficiency credits based on life experience differ for required courses and elective courses and are as follows:

Required Courses/Proficiency Examinations

All matriculated students are eligible to receive credit for any course that is required in the curriculum by successfully passing a departmental proficiency examination. Students may not receive credit for elective courses by proficiency examination.

Students who are interested in taking a proficiency examination should pick up the Proficiency Exam application in the Office of Academic Services & Testing in Hudson Hall, room 315 and then contact the appropriate department chair for permission to take a proficiency exam. If approved, it is recommended that students ask the department chair for information regarding the format and content of the examination.

A non-refundable fee of \$45 is charged for each examination and is payable at the Student Accounts Office. Testing is scheduled through the Office of Academic Services & Testing; a paid receipt must be shown in order to schedule the examination.

After the student takes the proficiency exam, the Office of Academic Services & Testing sends it to the academic department chair for grading. If the student passes the exam with an equivalent of a C or better, paperwork is processed to submit a grade of "J" to the Registrar on the form entitled Certification of Credit by Proficiency.

Students who take an examination for a course in which they are currently enrolled will be required to withdraw from the course if they successfully complete the examination. Students may not take a proficiency examination for a course that they have failed without special permission from the department chair. Students may repeat a proficiency examination only with approval from the appropriate department chair.

In those instances where a department chair can determine that a student is proficient in a course without the results of a proficiency test, the department chair may initiate the Certification of Credit by Proficiency Form as soon as the student presents evidence of paying the required \$45 fee.

Educational Opportunity Program

The Educational Opportunity Program (EOP) was established in 1968 by New York state to assist students who show promise of academic success at the college level but may have encountered both academic and financial disadvantages. EOP is designed to provide eligible students with the academic and financial means necessary to ensure success at the college level. To aid its students EOP provides tutoring, academic advisement, career planning, personal counseling, seminars and workshops throughout the year and financial support. Interested and eligible students should

inquire as early as possible; program enrollment is limited. For more information contact the Educational Opportunity Program Office at (845) 431-8037.

TRIO

TRIO Student Support Services (SSS) is a federally funded Student Support Services program, that is sponsored by the U.S Department of Education. TRIO provides comprehensive academic and personal guidance to program students. TRIO staff works with students to assist them with overcoming obstacles in higher education, such as: limited income, first generation college status, academic need, and or learning differences. TRIO SSS provides a support network , leadership and mentoring opportunities, career exploration and transfer options. The TRIO staff encourages students to pursue their education regardless of socioeconomic, cultural, or ethnic backgrounds. The office number is 845-431-8509.

Collegiate Science and Technology Entry Program

Dutchess Community College has provided a Collegiate Science and Technology Entry Program (CSTEP) since 1987. Funded by a grant from The New York State Department of Education, the purpose of CSTEP is to assist underrepresented minority or economically disadvantaged students in completing pre-professional or professional education leading to careers in scientific, technical, health-related or any field leading to professional licensure by New York State. The services provided to students include academic, career, transfer and personal counseling; professional tutoring in areas of science, mathematics, nursing and other fields; special workshops; field trips to other colleges as well as educational activities. For further information about the program and its eligibility requirements, contact the CSTEP office at (845) 431-8089 or CSTEP@sunydutchess.edu.

Servicemembers Opportunity College

DCC participates in the Servicemembers Opportunity College program. Through this program, men and women in the armed forces may receive academic advisement from Dutchess on a continuing basis, no matter where they may be assigned in military duty. They may take approved courses at any conveniently located institution for credit toward a degree to be granted by DCC. Information about the Servicemembers Opportunity College is available from the Admissions Office.

Maximum Academic Schedule

The maximum academic schedule a student may carry in a given semester is 19 credits, except in cases where the student's curriculum calls for a greater number of credits, or with the approval of the student's faculty advisor and the dean or assistant dean of student services. The maximum credits allowed for during the summer term is 12 and students are not permitted to take more than 6 credits during each summer session. During the Winter Intercession students can take a maximum of 3 credits.

Immunization Requirements

New York State Public Health Law 2165 requires all students taking six or more credits to provide proof of immunity to measles, mumps and rubella. Individuals born prior to January 1, 1957 are exempt from the law. Proof of immunity **must** be submitted to register as a full- or part-time student. Failure to submit proof by the 30th day of the semester will prevent continued attendance. Non-compliance will jeopardize course completion, future registrations and financial aid.

Proof of immunity includes the following: **Measles:** Two doses of live vaccine on or after the first birthday, physician documented history of disease, or serologic evidence of immunity (blood titre); **Mumps:** One dose of live vaccine on or after the first birthday, physician documented history of disease, or serologic evidence of immunity (blood titre); **Rubella:** One dose of live vaccine on or after first birthday, or serologic evidence of immunity (blood titre). History is not acceptable. Proof can be obtained from physician, pediatricians, high school or military records.

Medical Reports

The following programs require a medical report (physical) on file prior to the first clinical or laboratory experience. The programs are Early Childhood Education, Emergency Medical Technician, Clinical Lab Technician, Nursing, Paramedic, and Phlebotomy. Physical forms are available at the College Health Office.

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), all medical information is confidential and will not be released without the written consent of the individual party.

New York State High School Equivalency Diploma

Guidelines for Earning a High School Equivalency diploma on the Basis of Earned College Credit

A New York State High School Equivalency diploma will be issued to a student who satisfactorily completes 24 applicable credits toward a degree or certificate. The credits must include the following:

- Six credits in English;
- Three credits in Mathematics;
- Three credits in Natural Science;
- Three credits in Social Science;
- Three credits in Humanities; and
- Six credits in college degree program requirements.

The following procedures must be followed by any student wishing to receive his/her High School Equivalency diploma through study at Dutchess Community College.

1. The student must take the placement test offered through the Office of Academic Services and Testing, in Hudson Hall, room 315.
2. The student must complete 24 credits as specified above as a non-matriculated student with a C average (2.0) or better applicable to his/her curriculum in order to satisfy High School Equivalency requirements. Courses not applicable to the student's program or credit equivalent courses, such as ENG 092, will not count toward this requirement.
3. The student must complete the admissions application process for matriculation. (See Types of Enrollment.)
4. The student **MUST** complete an application through the secretary to the registrar in the Registrar's Office and pay the fee required by the State Education Department. This form, after it is signed by the registrar, is forwarded to the State Education Department, along with an official copy of the student's transcript, for the issuance of a New York State High School Equivalency diploma. The student may expect to receive the High School Equivalency diploma by mail.

Students should note that the High School Equivalency/ Earned College Credit program can be completed only part time, and is not covered by financial aid. Students may wish to explore noncredit options offered by DCC's Office of Community Services; call (845) 431-8905.

Tuition, Fees and Financial Aid

Tuition and fees are established by the DCC Board of Trustees and are subject to change by its action.

No deposit is needed to register for classes; payment in full is required by the stated Tuition Due Date, prior to the start of each semester. Students are responsible for ensuring that their bills are completely covered by payment, authorized financial aid, payment plan or a third party. Students who do not pay their accounts in full by the due date will be dropped from classes for non-payment and will not be able to reregister until full payment is made. For more information on our payment policies, please visit www.sunydutchess.edu/admissions/tuition/payment_policies.html.

To help you meet your educational expenses, Dutchess Community College offers the FACTS Payment Plan as a convenient way to pay your semester charges. This is not a loan program. There are no interest or finance charges assessed and there is no credit check. This is a semester-based plan and is easy to enroll in through your myDCC account. Once you set up your plan, payments are made automatically. Further information about the FACTS plan can be obtained from the Office of Student Accounts or on the web through your myDCC account.

Tuition for Full-Time Students+

For 2017-2018 academic-year credit courses

New York State Resident† ... \$1,848.00 per semester
 Nonresident \$3,696.00 per semester
 Student Activity Fee.....\$5.00 per credit hour
 Technology Fee.....\$13.00 per credit hour

Tuition for Part-Time Students+

For 2017-2018 academic-year credit courses

New York State Resident† \$154.00 per credit hour
 Nonresident \$308.00 per credit hour
 Student Activity Fee \$5.00 per credit hour
 Technology Fee \$13.00 per credit hour

Additional costs related to residence hall accommodations and meals are established by the Dutchess Community College Association Board of Directors. Visit sunydutchess.edu for more information.

Miscellaneous Fees, as Applicable

Aviation (pilot program) Fees□	\$9,146-\$9,389 per semester
Background Check Fee**	\$105.00
Ceramic Materials Fee.....	\$40.00 per applicable course
CLEP Exam	\$77.00 Exam; \$25 Service Fee
Cross-Registration Fee.....	\$30.00 per semester
Dantes Exam Fee	\$80.00 Exam; \$25 Service Fee
Emergency Loan Fee	2% of the Loan
Equipment Breakage Fee.....	\$10-\$50 per applicable item
Exercise Science Exam Fee	\$175.00 ESW 204, 203
Graduation Fee	\$30.00 per diploma
Second Graduation Fee.....	\$15.00
ID Card Replacement.....	\$5.00 per replacement
ID Card Replacement (Housing)	\$25.00 per replacement
Lab Fees	\$20-40 per applicable course
Laboratory Nursery School‡	\$2,300 per year
Late Payment Fee	\$50.00 per semester
Late Registration*	\$10.00 per semester
Library Fines.....	up to \$5 per infraction
Lost Book Fee	\$50.00 per infraction
Overdue Reserve Book.....	\$50.00 lost charge
Playaway	\$50.00 lost charge
Audio Cables/Earbuds	\$10.00 lost charge
Earbuds/Playaway	\$35.00 lost charge
Headphones (Films).....	\$35.00 lost charge
Kindle/iPod.....	replacement cost
DVDs/Video.....	\$75.00 or replacement cost
Lost Article Fee	\$10-\$250 applicable item
Music Lab Fees	
Individual Lesson.....	\$375.00
MUS14X, 16X, 24X, 26X	
Individual Lesson.....	\$1,125.00 MUS 210, 211
Group Lab Fee	\$175.00 MUS 141, 142
Non-Student Testing.....	\$35.00 per exam
Personal Training Certification	\$175.00 exam
Proficiency Exam Fee*.....	\$45.00 per exam
Prof. Liability Ins.	\$12.00* / \$35.00*
Reclaim My Math.....	\$20.00
Red Cross Certification*	\$5/\$10/\$30 applicable courses
Replacement Diploma	\$15.00 per diploma
Returned Check Fee*	\$25.00 per check
SUNY International Student	
Health Insurance Plan.....	SUNY state-wide rate
SUNY Learning Network	\$25.00 per course
Traffic Fines.....	\$15/\$25/\$50 per infraction
Transcript Fee*.....	\$ 5.00 per copy
Trip Fee (Study Abroad).....	\$90.00 per trip
Tuition Payment Plan Deferment	\$25.00 per semester

NOTES: Students registered for 11 hours of course work or below are classified as part-time.

* Not Refundable

**Payment made directly to Certified Background by student.

+ Tuition correct at time of printing; however, review and adjustment of tuition and fees may occur before the start of the 2017-2018 academic year. The tuition and fee schedule shown is for the 2017-2018 academic year. Tuition and fees are reviewed annually and are subject to change.

† To qualify for the NY State Resident rate, a student must have been a resident of New York State for one year immediately prior to registration. In addition, those who are not residents of Dutchess County must present a Certificate of Residence signed by the chief fiscal officer of the county or counties in which they have lived in the past six months. Without such a certificate or certificates, a student will be required to pay the Nonresident Tuition rate. Dutchess County residents must file an Affirmation of Dutchess County Residence (available in the Student Accounts or Registrar's Office) to pay the resident tuition rate.

‡ The College is authorized to reduce the basic fee for Laboratory Nursery School enrollment in accordance with established guidelines. Families unable to pay the basic fee are invited to contact the director of the DCC Laboratory Nursery School for further information.

□ Aviation fees are negotiated with flight school and may vary.

Tuition and College Fee Refund Policy

Tuition is due on the due date of the student's bill, but always before you begin attending classes. Students can pay their bills in full with cash, check, or credit cards. DCC also offers a payment plan, financial aid deferment (if the aid is showing on your bill), employer deferment, and other types of deferments. Any students considered unpaid as of their due date may be subject to a drop of the classes they are registered for. Re-registration of a student's scheduled is not guaranteed if dropped for non-payment.

Refunds only for tuition and refundable fees will be granted upon the completion and submission of an official withdrawal form to the Registrar's Office, either before classes begin, or during the published refund period. A \$50 administrative fee may apply.

Simply notifying the classroom instructor or Dean of Student Services is insufficient. Any student who does not withdraw and remains unpaid at the end of the refund period will be liable for full tuition. Non-attendance does not limit student liability.

Students dismissed for disciplinary reasons are not eligible for refunds, and if appropriate, will be subject to the Federal Title IV Withdrawal Policy. Students entering the armed forces will be refunded the full amount of their tuition for the semester in which their education is interrupted, upon submission of evidence of call to duty.

Per SUNY regulations, refunds of tuition and refundable fees will be made according to the following schedule:

	Full Semester	8-wk term or less
Prior to first day	100%	100%
During 1 st week	75%	25%
During 2 nd week	50%	0%
During 3 rd week	25%	0%
After 3 rd week	0%	0%

Students are responsible for knowing the deadlines for withdrawal and abiding by them. When life-altering circumstances prevent timely withdrawal, a student may appeal by submitting a form available on The Student Financial Services tab of the myDCC portal. Additional information is available under Withdrawal of College or Courses in the Academic Information section of the College catalog.

Delinquent Accounts

Students will be billed electronically before the semester begins with a specific due date based on their date of registration. Students will be notified through their DCC email that a bill is available in QuikPay. The student is responsible for viewing and paying the bill online, or setting up an Authorized User (parent, guardian, etc.) who will pay the electronic bill by the date due.

Students with delinquent accounts over \$100 at the end of the published refund period are subject to a \$50 late payment fee. Holds will be placed on these accounts that will prevent future registrations, transcripts and graduation. The account will be forwarded to our collection agency in a pre-collect status in which the agency will attempt to contact the student to receive payment. If the account remains unpaid at the end of the pre-collect period, it may be assigned full collection. The College will assign the outstanding balance, plus the collection agency fee and/or reasonable cost to the agency for collection. These fees may be between 25-50% of the unpaid balance and are the responsibility of the student, in addition to the principal amount owed to DCC.

Withdrawal Policy for Recipients of Federal Title IV Grants and Loans

This policy is per the U.S. Department of Higher Education and applies to students who receive assistance under Title IV funding and/or to parents who receive the Federal Parent PLUS loans for their children. Title IV funding for the purpose of this policy includes Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

If a student withdraws or stops attending Dutchess Community College, either officially or unofficially, during the first 60% (approximately first 10 weeks) of the semester, a calculation is completed to determine how much Title IV funding has been earned. The earned amount is based on the percentage of the semester the student has completed. If the student has received (been disbursed) more Title IV funds than has been earned, the excess unearned funds must be returned must be returned to the U.S. Department of Education by the school and/or the student.

The DCC Tuition and College Fee Refund Policy, as stated several paragraphs above, is used to determine the amount of college tuition and fees a student is charged. An example of applying both the DCC refund policy and the Federal Title IV refund policy to a student that withdraws or stops attending during the fifth week of classes follows. A student who withdraws or stops attending during the fifth

week of classes will owe the College 100% of their tuition and fees (There is no reduction after the third week.) If the student was awarded \$2,000 in Title IV funding he/she only would earn approximately 30% or \$600 of this funding. If the student is full-time and has tuition and fee charges of \$1,650 then he/she would still owe the College \$1,050 (\$1,650 less \$600) after their Title IV funding was applied. DCC and/or the student must return the other \$1,400 in Title IV funding to the Federal Department of Education. If the student is required to return some of these funds, it is possible he/she will not be eligible to receive Title IV funding at DCC or another college until the amount is paid.

Any questions regarding this policy should be directed to the Office of Student Accounts or the Office of Financial Aid.



Financial Aid Programs

Financing Your College Education

Financing a college education is frequently a challenge to students and their families. However, in addition to family assistance, personal savings, and summer earnings, there are a number of supplemental ways to pay for college costs. Financial aid can be received through scholarships, grants, loans, or part-time employment. These are generally referred to as “financial aid.”

Please be aware that courses not applicable toward a student’s degree or certificate program are not eligible for New York state or federal financial aid. State and federal financial aid can be given for those courses which are remedial (developmental) in nature and required by the College. Credit-bearing courses that are prerequisites for a required course in a program are not eligible for financial aid unless these courses can fulfill other requirements (i.e., electives) in the program.

The Office of Financial Aid, located in the Orcutt Student Services Center, Room 104, provides financial counseling to students and their families, and is prepared to assist them in analyzing and understanding the financial resources available to them.

It is important that students plan well in advance for the financing of their college education. Early contact with the Office of Financial Aid and filing applications early for financial aid will reduce delay, frustration, disappointment and financial crises.

Purpose of Financial Aid

The primary purpose of financial aid is to provide assistance to students who would not otherwise be able to attend college. The basic premise of student aid is that the primary responsibility for meeting college costs rests with the student and his or her family. The extent of this financial responsibility is determined by a uniform analysis of financial data submitted by the student and family.

Meeting Financial Need

Financial need is the difference between total college costs (tuition, fees, books, room, board, transportation and personal expenses) and the assessed ability of the student and family to contribute to the student’s educational expenses. Student financial aid at Dutchess Community College is awarded on the basis of financial need.

Financial assistance is available for eligible students from several sources — including the federal and state governments, public and private agencies, organizations and companies. Some companies also have tuition reimbursement plans for employees through which students who are employees may defer tuition payments until the end of the semester.

Part-time matriculated students are eligible for some of the same types of aid as full-time students. There are also some governmental programs which provide aid specifically for part-time matriculated students. All students (full-time or part-time) are encouraged to complete the application procedure in order to receive consideration for any appropriate programs for which they are eligible.

All the required papers and forms needed to apply for various types of financial aid are available from the Office of Financial Aid at Dutchess Community College.

Applying for Financial Aid

Free Federal Application. Complete the Free Application for Federal Student Aid (FAFSA). You may do this by applying on the web, using www.fafsa.gov. Your eligibility for all federal aid programs and most other types of aid administered by Dutchess Community College will be determined by using the FAFSA. To sign your FAFSA electronically, you must have an FSA ID. To apply for an FSA ID, please apply at <https://fsaid.ed.gov>

Income Documentation. All financial aid applicants and/or their families may be required to submit proof of income, including but not limited to, copies of tax documents or proof provided directly from the Internal Revenue Service. Documentation of nontaxable income may be requested as well. Each student is notified individually regarding the outstanding documents needed to complete their application for financial aid.

Tuition Assistance Program (TAP and APTS)

The New York State Higher Education Services Corporation provides aid to both full-time and part-time students.

TAP (Tuition Assistance Program) grants are designed to assist New York state residents, who are attending college full-time, with tuition costs. A student may apply by completing the Free Application for Federal Student Aid (FAFSA) and linking to New York State Higher Education Services Corporation at the conclusion of the FAFSA application process or can apply separately at <https://www.tap.hesc.ny.gov/totw/> approximately one week after submitting the FAFSA.

APTS (*Aid for Part-time Study*) grants are available to eligible matriculated students who demonstrate financial need and are enrolling for three to 11 credits. Students must complete the FAFSA to qualify for APTS. There is currently a maximum award of up to \$1000 of funding per semester. Applicants to qualify, must meet NYS satisfactory academic progress standards and specific income guidelines.

New York State financial aid programs

Excelsior Scholarship : Beginning with the 2017-2018 academic year, qualified New York State students may be eligible for coverage of full time tuition, if they meet both

academic and financial criteria. A student must complete the FAFSA (Free Application for Federal Student Aid), the TAP (Tuition Assistance Program) and Excelsior Scholarship applications in order to be eligible.

Veteran's Tuition Award: Vietnam, Persian Gulf, Afghanistan, or other eligible combat veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State are eligible for awards for full or part-time study.

NYS Stem Scholarship: The NYS STEM Incentive Program provides a full SUNY tuition scholarship to the top 10 percent of students in each NYS high school if they pursue a STEM degree in an associate's or bachelor's degree program and agree to live in NYS and work in a STEM field in NYS for five years after graduation.

Information regarding other NYS financial aid programs can be found at www.hesc.ny.gov

Other Governmental Sources of Aid

Veterans Benefits: Dutchess Community College is approved for study under the Title 38 US Code: Chapter 30 (Montgomery GI Bill – Active Duty), Chapter 31 (Vocation Rehabilitation Act), Chapter 32, Post-Vietnam Era Veterans Educational Assistance Program (VEAP), Chapter 33 (Post 9/11 GI Bill), Chapter 35 Dependents Educational Assistance.

Other Military Related Programs: Chapter 1606 Montgomery G.I. Bill (Selective Service), Chapter 1607 (Reserve Educational Assistance Program (REAP), Army Tuition Assistance Program, National Guard & Naval Militia Tuition Assistance Programs, and Military Spouse Career Advancement Account (MyCAA).

Benefits for educational plans are determined by the VA certification process and DCC enrollment status. For more information and applications, contact the Certifying VA Official located in Hudson Hall, Room 212.

War Orphans Educational Assistance Act. Educational benefits are provided to children of veterans who died in service or as a result of a disability received while in service. Students who believe that they may be eligible for those benefits are urged to discuss the matter with their local Veterans Administration Office.

ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation) is a service of the New York State Department of Education. ACCES-VR provides financial assistance with college costs for eligible clients. For further information, contact the regional office in Poughkeepsie.

Short-Term Loans

Short-term loans of modest amounts may be made to students giving evidence of unexpected financial stress. A 2% handling fee, with a minimum of \$1.00 charge, will be made on each loan. A student may only receive one short-term loan per semester, and it is limited to \$350. For final determination of the student's eligibility for a short term loan, the student should consult the Office of the Dean of Student Services.

Satisfactory Academic Progress and Program Pursuit for Financial Aid

To receive any institutional, state and federal Title IV financial assistance, a student must maintain eligibility by making satisfactory academic progress and satisfactory pursuit of program. Students are required to show progress by earning appropriate applicable degree credits, with a specific grade point and quality point average(s) as determined by the institution. Satisfactory academic progress and program pursuit standards are for institutional, state, and federal Title IV financial aid programs. Copies of these eligibility standards are available in the Office of Financial Aid and at www.sunydutchess.edu. Students are encouraged to visit the Office of Financial Aid with any questions about their rights and responsibilities concerning eligibility for financial assistance.

Financial Aid Programs

The Office of Financial Aid can assist students and/or their families with questions concerning all types of federal aid programs. Call the Office of Financial Aid, (845) 431-8030, for more information about:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS
(Parent Loan for Undergraduate Students)
- Federal College Work Study
- NYS Tuition Assistance Program (TAP)
- NYS Aid for Part-time students (APTS)
- NYS Excelsior Scholarship
- Institutional Assistance

Scholarship Aid from the DCC Foundation

Scholarships are available for incoming, continuing and graduating students. See page 18.

YOUR RIGHT TO KNOW

The federal government under the Student Right-to-Know legislation requires colleges and universities to report the percentage of students who began their studies full-time and then completed their programs within 150% of the normal time for completion. This time is three years for an associate degree.

In general, Dutchess Community College students compare favorably with other community colleges in the Hudson Valley. For full-time students entering DCC in the Fall 2012 semester, the percentage of students who graduated within a three-year period (24%) has been consistently among the highest when compared with the other five regional community colleges.

The sample used to satisfy the federal report contains only first-time, full-time students. Since in many programs the majority of students enrolled are part-time, many successful students are not counted in the numbers above.

Several factors tend to delay graduation for community college students: three years is a relatively short time to complete a degree. Many community college students work full time, and tend to change from one program to another and from full- to part-time. They may "stop out" for a semester or more. Also, more than half of the students entering DCC are required to take remedial courses which increases the time necessary to complete a degree.

Several positive factors — including selection of a specialized career goal — can cause community college students to transfer out of the community college before completing their degree. Therefore, the transfer-out rate is a measure of the community college experience as a stepping stone to further success. For the cohort of Dutchess Community College students described above, the transfer-out rate is 25%. DCC is proud that in a recent SUNY report, students who transferred from DCC to four-year SUNY schools had the highest retention rate in the system. This is a testament to the College's commitment to prepare students for future success.

Adding together these three measures of academic success (graduation, transfer out, and continuing enrollment) we find the full-time students who entered DCC in the fall of 2011 have succeeded at a consistently high rate when compared to the other five regional community colleges.

For additional information, please visit:
www.sunydutchess.edu/aboutdcc/consumerinformation

THE DUTCHESS COMMUNITY COLLEGE FOUNDATION

Mission

The mission of the Dutchess Community College Foundation is to raise funds to provide scholarships and support for important initiatives that will have a significant and measurable impact on the students, faculty and staff of Dutchess Community College.

Scholarship Aid from the DCC Foundation

In addition to the various types of financial aid available to students from governmental and non-governmental sources, the DCC Foundation administers various types of local scholarship aid.

Scholarships for incoming freshmen

The Charles E. and Mabel E. Conklin Scholarship for Academic Excellence is for full-time incoming freshmen who have graduated from a Dutchess County high school in the top 10% of their class. These scholarships cover the cost of tuition for two consecutive years (four semesters) of full-time study at Dutchess Community College.

Additional scholarships for incoming freshmen are available. For a full list and application, please visit www.sunydutchess.edu/scholarships.

Scholarships for continuing and graduating students

The DCC Foundation also offers scholarships to our continuing students (24+ credits) and graduating students. These scholarships are made possible through the generosity of private donors. Applications are available during the spring semester of each academic year. The scholarships, which range from \$500-\$4,000, are awarded at an annual Honors Convocation in May to approximately 170 second-year and graduating students.

Alumni Affairs

The DCC Foundation serves as a vital link between all alumni and Dutchess Community College. It works to facilitate communication and sponsor a wide variety of programs and benefits for alumni that foster a spirit of loyalty, involvement and lifelong commitment to the College. With the support of our loyal graduates and many friends, DCC continues to be a leader in Community College education. For more information, call the DCC Foundation at (845) 431-8400.

Organization Background

The DCC Foundation was incorporated in 1975 to advance the mission and goals of Dutchess Community College. It became a 501(c)3 nonprofit corporation in 1984 with assets totaling \$280,069. As of August 31, 2015, the Foundation's assets total \$10,005,071. This growth provides for scholarships and grants in excess of \$400,000 each year.

In addition to scholarships, the Foundation also supports endowed chair programs and sponsors a variety of special programs to support the College's mission. The Foundation has become an integral part of DCC's drive to maintain excellence and to improve the educational experience of all students.

We are able to do this through the generosity of our alumni and friends that have made the DCC Foundation a philanthropic priority. Additional funds are raised by our annual fund, major gifts and special events programs. This support makes a measurable difference financially for our students.

Board Members, 2017-2018

Officers:

Carol L. Gordon, Chair
Jim Fedorchak '67, Vice-Chair
Marty Triola, Treasurer
Ellen L. Baker, Secretary

Members:

Julie R. Audia	John W. Mazzetti
Kip Bleakley O'Neill	Susan McClelland Boyce
Paul P. Calogerakis, III '78	Michelle M. McCourt '87
Michael Campagna '11	Linda Melton-Mann
Dennis M. Dengel '71	Christian Meyer
Carl L. Denti	Vincent J. Miller
Ryan Fohl	Vincent Nunziato
Raymond J. Freda '88	Richard Reitano
Jacqueline Goffe-McNish	Kimberley S. Williams
Bernard Handel	David Wise '80
Stacey Langenthal	

Ex-officio:

Pamela Edington, DCC President
Betsy Brown '64, Trustee Liaison
William F. Anderson, Assistant Treasurer
Diana L. Pollard '97, Assistant Secretary
Linda M. Beasimer, Recording Secretary

DCC Foundation Personnel:

(845) 431-8400
Diana L. Pollard '97, Executive Director
Burnelle Roser, Assistant Director
Martha Russell '01, Developmental Assistant
Michele Ann Romano, Secretary

STUDENT SERVICES

The faculty and staff at Dutchess regard student services as an integral part of the total college experience. A conscientious effort is made to know students as individuals and to serve them as such. The Department of Student Services includes the following offices: The Academic Coaching and Transfer (ACT) Center, Admissions, Registrar, Accommodative Services, Financial Aid, Counseling Services, Health Services, Student Activities, Residential Life and Athletics. They are coordinated and directed by the dean of Student Services and Enrollment Management.

Academic Coaching and Transfer (ACT) Center

Academic Advisement

The ACT Center provides holistic academic advisement for students including career and transfer planning. ACT coaches teach students the skills needed to choose a major and design an achievable academic plan. As students continue their studies at Dutchess, they can rely on ACT coaches to deliver academic and transfer programming that will expose them to a variety of occupational and scholastic opportunities. All students may utilize the ACT center. Students are urged to take the initiative in meeting early and regularly with their coach and to take full advantage of the advisement services that are available. It is the student's responsibility to make certain that graduation requirements are met.

Orientation For New Students

To acquaint new full-time and part-time students with its educational philosophy, and standards, the College expects them to participate in an orientation program prior to their first semester at Dutchess. Orientation each semester consists of a comprehensive program for full- and part-time students. A club fair is held early in the semester to encourage involvement in extracurricular activities.

The goals of orientation are:

- To acquaint new students with the College, its academic programs, facilities, resources, services, activities, policies, and organizations.
- To assist them in taking full advantage of the opportunities offered by the College.
- To provide students with important information about issues and problems frequently encountered by college students as well as the resources and approaches for effective decision making.

Transfer to Four-Year Colleges and Universities

Dutchess Community College graduates transfer to a variety of colleges and universities across the country, both public and private. Students planning to transfer should matriculate, in general, in an associate in arts (A.A.) or an associate in science (A.S.) degree program. These programs are designed as university-parallel programs and offer the student the greatest opportunity to transfer with junior status, with the expectation of completing the baccalaureate degree in an additional two years of full-time study.

The College has a number of articulation or transfer agreements, which facilitate the transfer of A.A. and A.S. graduates to four-year institutions. In addition, an opportunity to continue full-time study at a four-year state university or college is guaranteed to all New York residents who transfer directly from a SUNY two-year college with an A.A. or A.S. degree and who meet the SUNY application requirements. It should be noted, however, that this policy does not guarantee a student admission to the campus or program of his/her choice. Application fee is waived for graduates with an A.A. or A.S. degree for up to 4 SUNY schools.

Students planning to seek immediate employment upon graduation usually matriculate in an associate in applied science (A.A.S.) degree program. Many A.A.S. graduates, however, transfer to senior institutions. Dutchess Community College has transfer agreements with some senior institutions that facilitate the transfer of students from career programs. In general, however, graduates of career programs should anticipate needing more than two years of full-time study to complete the baccalaureate degree. Students considering transfer are advised to attend a Transfer 101 Workshop and then consult with a transfer advisor in the ACT Center (Student Services Center, Room 301 (845) 431-8600. Students are encouraged to attend transfer fairs and transfer events held throughout the year.

DCC graduates have transferred to all SUNY colleges and universities, as well as to other fine institutions such as Bard College, Columbia University, Cornell University, Fordham University, Marist College, Mount Saint Mary College, New York University, Pace University, Rensselaer Polytechnic Institute, University of North Carolina at Chapel Hill, Vassar College, Yale University, Tulane University, Smith College and many others.

The Center for Career and Entrepreneurial Services

Career planning is not a single event that occurs when you declare a major. It is a continuous process of managing work, family, education, and personal activities. This is why our services are available to students, alumni and community members. Our staff can help with everything from choosing a major that leads to the career you want, to conducting a job search to finding employment. For additional information or to schedule an appointment with a professional, call (845) 790-3750 or come to the Student Services Center, Room 204. Services are also available at DCC South, by appointment only.

Career Development Services

It is increasingly more common for the average worker to have multiple careers over their lifetime. With our assistance, you do not have to move into or transition out of one of those careers alone. During a career development session our staff will guide you to a greater understanding of your interests, values, aspirations, talents, personality, motivators and other personal characteristics and the role they play in your occupational choices. Career assessments are available to current students who may be uncertain as to the career path that is right for them.

Career Coaching Services

If you have an idea of what occupation you wish to pursue or you want to compare multiple occupations we can assist. We'll help inform your research using a variety of online tools, networking opportunities, informational interviews and industry experts. We'll also show you where to find important labor market information including:

- Growth industries
- Demand occupations
- Average earnings
- Education requirements

You can find links to the online resources at: www.sunydutchess.edu/careerservices/

Job Search Services

Work with us to find your next full time or part time job. Our staff will assist you with all stages of your job search including:

- Resume development/critiquing
- Cover letter development/critiquing
- Identifying your transferable skills
- Tips on how to answer common interview questions
- Interviewing practice
- Navigating the various job databases
- Networking

Events

Throughout the year we create opportunities for you to connect with and hear from our local and regional employers. Through our own events or in collaboration with our community partners you can join us at:

- Job fairs
- Company recruitments
- Industry forums
- Networking events

Office of Accommodative Services (OAS)

Orcutt Student Services Building, Room 201,
845-431-8055

The Office of Accommodative Services is committed to providing equal access and an inclusive campus community by providing support services and advocacy. Students who are ADA eligible must identify themselves to the Office of Accommodative Services, present documentation of a disability and complete the registration process by meeting with a staff member. Registration and documentation guidelines are available online at www.sunydutchess.edu/academics/accommodative/. Services include:

- Placement test accommodations
- Classroom and Testing Accommodations
- Alternative Format of textbooks and class material
- Notetaking assistance
- Assistive Technology and Training: screen readers, voice to text programs
- CCTV
- Portable Induction Loop
- Sign Language Interpreters, FM systems and remote caption services
- Transition to College
- Coaching/Academic Success Skills
- Voter Registration
- Advocacy and Referral
- Guidance to parents of incoming students
- Campus Accessibility

OAS works collaboratively with faculty/staff, ACCESS-VR (Adult Career Continuing Education Services-Vocational Rehabilitation), New York State Commission for the Blind, Taconic Resources for Independence and the Dutchess County Transition Council.

Counseling

The Counseling Office provides campus-wide programs and services for students to enhance wellness and to support personal development and growth. Counseling services are available to students by appointment or by walk-in. For additional information or to schedule an appointment with a professional, call (845) 431-8040 or come to the Student Services Center, Room 303. Services are also available at DCC South.

Personal or Psychological Counseling

College is a time of great personal development and growth. There are many challenges that people confront during their college years. Successfully navigating these conflicts is an integral part of growth and development at college. To help students succeed, the Counseling Office offers confidential counseling provided by licensed professionals in the fields of psychology, social work, and mental health counseling. Services provided include individual counseling, group counseling, crisis counseling, and psychiatric consultation for medication. Students utilize these services to address a range of concerns including (but not limited to): college adjustment, stress/anxiety, depression, relationship problems, family concerns, alcohol/drug issues, eating/body image problems, grief/loss, trauma, sexual orientation and gender identity support. To speak to a counselor or set up an appointment, call (845) 431-8040 or stop by the Student Services Center, Room 303.

Educational Programming

In addition to offering counseling, the Counseling Office provides other wellness-oriented services and educational programming including (but not limited to):

- Alcohol/Substance Abuse Prevention Educational Sessions
- Anger Management Educational Sessions
- Mentors in Violence Prevention – peer sexual violence prevention program
- Red Watch Band – peer alcohol/substance prevention program
- Campus-Wide Wellness Fair
- Depression and Anxiety Screening Days
- Mental Health First Aid Trainings
- NARCAN Training
- Smoking Cessation



Comprehensive Assessments

On a limited basis, the Counseling Office provides comprehensive psychological assessments to diagnose and provide documentation. The Office of Accommodative Services requires documentation in order for students to receive academic accommodations.

STUDENT LIFE

Student Rights and Responsibilities

Students should be free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion. However, they also are responsible for learning the content of any course of study for which they are enrolled.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Conduct and Community Standards

The Code of Conduct is the official document that sets forth behavioral expectations for Dutchess Community College students. The Code shall apply to conduct that occurs on the College's premises, at College sponsored activities, and to off-campus behavior that adversely affects the College community, the pursuit of its objectives, or neighboring communities. The College will address known behavior both on and off-campus that may affect a student's suitability to continue as a member of the College Community. The College has developed this code of standards and expectations, consistent with its purpose as an educational institution and expects that each student accept responsibility for his or her own behavior and consequences. Policies and procedures for addressing violations of the Code of Conduct are detailed in this document. Once a student is accepted to the College, they are responsible for upholding the standards outlined in the Code. Therefore, students should become familiar with this document. While the Code of Conduct is published annually, students should be mindful that the Code of Conduct may be modified by the College within the Academic Year as necessitated by changes in law or Board of Trustee Policy. The Code of Conduct should not be viewed as a comprehensive code of desirable conduct; rather the provisions set forth in the Code describe the minimum standards for acceptable behavior. A copy of the Code of Conduct may be viewed at www.sunydutchess.edu/assets/CampusCodeofConduct.pdf

DCC POLICY ON TRANSCRIPT NOTATIONS

As per NYS Article 129-B, DCC adheres to the following:

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), Dutchess Community College will make a notation on the transcript of students found responsible for a code of conduct violation resulting in suspension, dismissal, or expulsion. For the respondent who withdraws from DCC while such conduct charges are pending, and declines to complete the disciplinary process, the College will make a notation on the transcript of such students that they withdrew with conduct charges pending.

Notations for expulsion must remain on the transcript indefinitely. However, students wishing to appeal the notation for suspension or dismissal may do so after three years from the date of separation from the college for conduct issues, and seven years for Title IX violations.

A student wishing to appeal the transcript notation for suspension or dismissal must submit a letter of appeal to the Director of Student Conduct and Community Standards or designee. It is the student's responsibility to provide substantial evidence which supports the appeal and provides documentation of their activities (work, education, etc.) since their separation from Dutchess Community College. If a finding of responsibility is vacated for any reason or an appeal is granted, any such transcript notation shall be removed.

Campus Emergencies/Security

Security is available on campus 24 hours a day, seven days a week. Emergency phones are located throughout all buildings and blue emergency phones are in all parking lots. Students encountering emergency difficulty while on campus are encouraged to report concerns or incidents to (845) 431-8070. Escort services can be provided to and from parking lots. The campus security office is located in the Orcutt Student Services Center, Room 114.

The federal "Crime Awareness and Campus Security Act" requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education. This information can be found on the College's website and is posted outside the Security office.

Health Services

The College Health Office, located in the Orcutt Student Services Center, Room 110, is open Monday through Friday, 8:30 a.m. to 4:30 p.m. Staffed by a registered nurse, the Health Office provides a multitude of services including: first aid for illness and injuries, immunizations, medical emergency care, diagnostic testing, laboratory testing (limited), health counseling and education, and referrals to appropriate agencies and resources. Over-the-counter medications are

available. The office operates on a walk-in basis. There is no fee for services. Medical emergencies after hours are referred to Campus Safety and Security (ext. 8070).

A physician is available for clinical appointments and consultation weekly during the fall and spring semesters. There is no fee for services with the exception of physicals. Appointments are necessary. For more information, contact the Health Office.

The Health Office is not an emergency room. All serious injuries and/or medical conditions beyond nursing care are referred to specialized areas, such as the emergency room. The Health Office works closely with Campus Safety and Security and the local ambulance for emergency transport.

In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

In accordance with the Educational Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

Student Records

An educational record is maintained for each student in the Office of the Registrar, and the information contained therein is used in counseling and advisement. The Family Educational Rights and Privacy Act of 1974 provides former and current students with certain rights regarding the review of their educational record. The act also protects the confidentiality of a student's record and generally requires that the student's written consent be obtained before information is released unless the information requested is considered directory information. Access to a student's record without the written consent of the student may be provided to professional employees of Dutchess Community College who have legitimate educational interest and certain other authorized personnel. In keeping with the act, the College has on file a policy and procedure statement regarding student records. It is contained in the Professional Staff Handbook, available in the Office of the Dean of Student Services.

Essential student records are permanently archived. In 2008, DCC converted to a new information system. Some non-essential records were not retained.

Students should be aware that altering a transcript is considered falsifying an academic record and a violation of the student code of conduct.

Parent Access

Information about the student is released to the parent/guardian by the appropriate office if there is a signed FERPA Waiver form on file at the college. For students

who are under 18 years of age; in the absence of a waiver form, the parent may show proof of identity and present documentation proving the student is a legal dependent. A non-dependent student who is interested in giving parents/guardians access to their DCC information must complete a FERPA Waiver form which is available in the Registrar, Financial Aid, Student Accounts and Dean of Student Services offices, as well as DCC South. A parent/guardian listed on the waiver form and presenting a State/Federal issued picture ID will receive the information the student has agreed to release. For phone calls, parents/guardians listed on the signed FERPA Waiver form will be required to provide student specific information before information can be released over the phone. These items are the last 4 digits of the student's SSN, their date of birth, current address and current phone number. Please note that registration status, grades, GPA, and attendance information is never given out over the phone.

In lieu of a waiver form, parents/guardians of financially dependent students must demonstrate such by submitting a copy of their tax return or government-issued financial statement to the Registrar's Office.

Directory Information

Personally identifiable information generally is not released without the student's written authorization unless it is directory information. Directory information may consist of name, city or town, dates of attendance, date of graduation, degree and enrollment status. If a student does not wish directory information to be released, he/she must submit a FERPA Waiver form which is available in the Registration, Financial Aid, Student Accounts and Dean of Student Services offices, as well as at DCC South. Personally identifiable information is released to federal and state agencies with a legitimate right to know, in response to legal subpoena, for health and safety issues, and to the military in compliance with the Solomon Act.

Student Activities

The Office of Student Activities is primarily concerned with enhancing students' college experiences through involvement in extracurricular activities and development of leadership and interpersonal skills. The staff seeks to involve students in campus governance and service, and to stimulate interest and interpersonal communication through a variety of educational, cultural, and social programs. These programs are designed to help students achieve their highest level of academic and personal success.

Student Government Association

The Student Government Association is comprised of full- and part-time students. The Association serves to encourage students to become active citizens and leaders on the campus

and in the community. The representative governing body of the Association is the Student Senate, which is a group of students elected by the student body. Each active chartered club and organization also has a representative on the Senate. Each fall semester, the Student Government Association provides a leadership training retreat for club officers and Student Government Association leaders.

The Student Government Association is responsible for the allocation and reallocation of funds to the clubs and organizations that have duly registered charters.

Clubs and Activities

The College firmly believes that chartered clubs and cultural, recreational and social activities play an important role in the educational process. Students are encouraged to participate in the extensive and varied activities available to them. Clubs and organizations meet on Tuesdays, from 12:30 to 1:45 p.m., Thursdays, from 12:30 to 1:45 p.m., and Fridays, from 12:00 to 1:00 p.m. Collegewide activity hour on Thursday, from 12:30 to 1:45 p.m., is available for programming and lecture series. The Office of Student Activities also offers a full range of summer activities and trips for students. The office phone number is (845) 431-8050.

The following is a list of active clubs and organizations presently on campus: Accommodative Services Club; Alpha Beta Gamma; Anime and Gaming Society; Anthropology Club; Architecture Club; Business Club; Campus Activity Board; Christian Fellowship; Communication Society; Criminal Justice; Dinner Theatre Rejects (Improv Club); Dutchess Student Media Group; Early Education Club; Engineering Club; Exercise Sport and Fitness Club; Falcon Free Press; Fire Science Club; Hudson Valley Aviation Club; Human Services Club; Masquers' Guild Theatre Club; Nursing Club; Outdoor Adventure Club; Paralegal Association; Political Science; Pride Alliance Club; Phi Theta Kappa; RPM (Rap, Poetry & Music); Society of Hispanic Professional Engineers (SHPE); Speech and Debate Coalition; TV Production Club; Veterans Club and Visual Arts Club.

Campus Activity Board (CAB)

The Campus Activity Board (CAB) is a committee of students responsible for the social programming and special activities and events for the entire student body. CAB is responsible for developing new programs that meet the needs of our diversified student population. All DCC students are encouraged to join.

Student Publications

The Student Handbook is published every year by the Student Association and contains information and regulations with which all students should be familiar. The handbook contains a calendar of important College dates. The Student Literary Magazine, "Exposed," is published every spring and features short stories, poetry, and artwork produced

by our DCC students.

The *Falcon Free Press* is the student e-newspaper, published throughout the school year. The newspaper is a student club and invites participation from all students.

College Colors

The Dutchess Community College colors are buff and blue, and the athletic teams are known as the Falcons. The College colors have a significance in the history of Dutchess County. During the American Revolution, the Continental Army stationed at Fishkill wore buff and blue.

Intercollegiate Athletics

The Dutchess Community College Athletic Department is a member institution of the National Junior College Athletic Association. Dutchess Community College is also a member school of Region XV and the Mid-Hudson Conference. The Dutchess Athletic Department offers intercollegiate athletic programs for students interested in participating in Men's and Women's Cross Country, Women's Volleyball, and Men's and Women's Soccer during the fall season. The Dutchess Athletic Department offers Men's and Women's Basketball during the winter season. The Dutchess Athletic Department offers Women's Softball and Men's Baseball during the spring season.

The Dutchess Community College Athletic Department is committed to assisting student-athletes with maintaining a high grade point average and preparing for future endeavors while providing a meaningful, worthwhile experience participating in intercollegiate athletics. The Dutchess Community College Athletic Department assists student-athletes to develop a strong work ethic, enhance interpersonal skills, and physical capabilities while emphasizing the importance of teamwork and sportsmanship. Student-athletes are expected to display a high degree of integrity, responsibility, and ambition as members of the Dutchess Community College Athletic Department. Student-athletes must be reliable team players who use proper judgment and conduct themselves in a professional manner that displays sportsmanship while participating on a scholastic athletic team.

The Dutchess Community College Athletic Department works closely with coaches, students, teachers, and administrators and strives to see each and every student-athlete successfully completes their semester goals and work towards the attainment of an Associate's Degree at Dutchess Community College. The Dutchess Community College Athletic Department also works with student-athletes to assist them with transitioning from Dutchess Community College to an institution where they would be able to continue their scholastic athletic career while simultaneously pursuing a four year degree in their academic area of interest.

Additional Services

Bookstore

The bookstore, operated by Follett, is located in Dutchess Hall, room 211 and can be reached at (845) 431-8080. In addition to textbooks rentals and sales, the bookstore offers a variety of school supplies and merchandise, including DCC logo clothing.

For more information visit www.sunydutchess.edu/studentlife/bookstore.

Day Care Center

The Louis Greenspan Day Care Center offers quality, affordable child care to students, staff and faculty of DCC. The Center accepts children from 18 months to 5 years of age. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday, following the College academic calendar. The classrooms are staffed with teachers trained in early childhood education, as well as student teachers from DCC and Marist College. The center also serves as a research, observation, and internship facility for a variety of academic departments on campus.

Opened in 1975, the day care center strives to demonstrate standards of excellence in early childhood education and child development practices. Our center provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children. The center maintains an open-door policy in which parents are encouraged to visit and participate in all aspects of their child's educational experience. The Louis Greenspan Day Care Center is accredited by the National Association for the Education of Young Children.

Enrollment is on a first-come, first-served basis. Early registration is strongly suggested. Registration materials can be obtained from the center director, or by calling (845) 431-8085.

DCC Help Desk

The DCC Help Desk provides a single point of contact for campus technology support. Please contact the Help Desk for any and all technology related issues. The DCC Help Desk is located in CBI 130. Hours of operation are Mon. - Thur. 8 a.m. - 9 p.m. and Fridays 8 a.m. - 5 p.m. Call (845) 431-8000 ext.HELP (4357). The DCC Help Desk website is accessible through the myDCC college web portal.

Laboratory Nursery School

Dutchess operates a registered laboratory nursery school. Children who have reached the age of three years, two months through the age of 4 years, 10 months are admitted each September. The children are selected at random from the applicant pool in order to meet the educational needs of the College and its students. Classrooms are directed by fully-certified early childhood teachers and are staffed by DCC students matriculated in the early childhood curriculum. Information about fees (\$2,300 per year) and registration can be secured from the director of the Dutchess Community College Laboratory Nursery School.

Housing

On-campus housing is available for full-time students interested in combining the quality, affordability and other benefits of a DCC education with the experience of living away at school. Conklin Hall features fully furnished suites that include two bathrooms, a living room and kitchenette (with sink, microwave and full refrigerator).

The building is designed for comfort, safety and convenience and the residence-life staff, amenities and programs combine to create a welcoming environment that enriches the student experience.

The four-story residence hall features:

- Convenient location near academic buildings, campus activities and student services, and adjacent to parking.
- 476 beds
- Lounge on each floor; multi-purpose atrium
- Wireless Internet and cable television service
- Laundry room; mailboxes; vending area
- Noncombustible construction; sprinklers throughout
- 24-hour security
- Geothermal heating and cooling

Students from counties other than Dutchess and Putnam must have a high school average of at least 70 in order to be considered for eligibility to live in the residence hall, and those who have stronger academic records may have an advantage in the housing award process. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college with a GPA of below 2.0 will be individually considered for housing. For more information visit sunydutchess.edu/reslife, email studenthousing@sunydutchess.edu or call (845) 790-3676.

ACADEMIC INFORMATION

The following information about academic policies and procedures is provided to assist students in attaining their academic goals as effectively as possible. Students should seek the advice of a counselor or faculty advisor if they have questions about the regulations and procedures stated in this or any other section of the College catalog.

Absences and Tardiness

Since excessive absences or tardiness may affect the quality of a student's academic performance, the College expects all students to attend classes regularly. Faculty members may determine their own policies regarding irregular class attendance. **Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course.** Unless the student initiates a formal course withdrawal request through the Registrar's Office, non-attendance will result in a "F" grade.

Students must complete all assignments, examinations, and other requirements in all of their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative to make up any work missed. Students must be aware, however, that the opportunity to make up an examination is not a student right, rather it is a privilege granted under special circumstances. Make-up examinations must be offered for absences due to religious observances, hazardous weather conditions, verifiable medical reasons or field trips that are related to an academic program. In the case of academic field trips, students should inform their instructors prior to the trip so that arrangements to submit work or to schedule a make-up exam can be made. In all other cases, faculty members are free to determine their own policies regarding make-up examinations. Students must be informed, in writing, at the beginning of each semester of the make-up examination policy for each course.

Absences Due to Inclement Weather

On days when the College remains open during inclement weather, students should make their own determination whether to attempt to travel to class based on the safety of road conditions in their own locale. Students will not be penalized for missing class under this circumstance, although students are responsible for the work missed and are expected to make it up in a reasonable time as determined by the instructor.

Absences Due to Religious Beliefs

Any student at the College who is unable, because of his or her religious beliefs, to attend classes on a particular day or days will be excused from any examination or any study or work requirements. College faculty will provide an equivalent opportunity for the student to make up any work that he or she may have missed because of such absence. (Section 224, New York State Education Law)

Academic Honesty

All members of the College community are assured the right to work in an environment of academic honesty. This is especially crucial in an academic community that seeks to evaluate students fairly on their own merits. Consequently, the College will rigorously uphold academic honesty, and instances of dishonesty will be punished.

At the beginning of every semester, each faculty member must inform students, in writing, of specific expectations and practices for each course. Academic dishonesty is considered a violation of the Campus Code of Conduct. Serious incidents may result in dismissal from the College or other disciplinary action. Decisions of a faculty member concerning incidents of unethical behavior may be appealed to the department chair for the course, then to an appeal committee, and finally to the dean of academic affairs.

A complete description of the formal academic dishonesty appeal process may be found in the Campus Code of Conduct. Types of academic dishonesty, from cheating to unauthorized duplication of computer software, are listed. The Campus Code of Conduct is available online at <http://www.sunydutchess.edu/assets/CampusCodeofConduct.pdf>

Students are expected to maintain high ethical standards in their academic work. This means they shall neither give nor receive assistance during quizzes or examinations and shall present only their own work for graded assignments.

Academic Honors

As an expression of its commitment to academic excellence, the College recognizes superior scholarship by its students in several ways.

President's List: Students who distinguish themselves by earning a QPA/CPA of 3.75 or better, with no grade below C, based on a minimum of 12 academic or degree credits, in the semester or semesters under consideration, are named to the President's List.

Part-time students who achieve a QPA/CPA of 3.75 or higher for each full-time equivalent semester of study completed shall be placed on the President's List. A full-time equivalent semester is defined as the completion of twelve credit hours of study.

Dean's List: Students who distinguish themselves by earning a QPA/CPA of 3.2 to 3.74, with no grade below C, based on a minimum of 12 academic or degree credits of work, in the semester or semesters under consideration, are named to the Dean's List.

Part-time students who achieve a QPA/CPA of 3.32 to 3.74 or higher for each full-time equivalent semester of study completed shall be placed on the Dean's list. A full-time equivalent semester is defined as the completion of twelve credit hours of study.

Academic Citation: A notation is made on the transcript for students who earn a QPA/CPA of 3.0 to 3.19 based on a minimum of 12 academic or degree credits of work, in the semester or semesters under consideration.

Part-time students who achieve a QPA/CPA of 3.00 to 3.19 or higher for each full-time equivalent semester of study completed shall have a notation on the transcript. A full-time equivalent semester is defined as the completion of twelve credit hours of study.

Honors Courses: Honors courses challenge liberal arts students through interdisciplinary study. These courses introduce students to all aspects of the college experience including library research, academic advisement, extra curricular opportunities and transfer possibilities. Students who have taken Honors courses in the past have transferred to a variety of quality colleges including Colgate University, Cornell University, New York University, Vassar College, and Williams College as well as to SUNY's most competitive four-year campuses. Students are selected for the Honors Program on the basis of high school achievement, standardized test scores, and an individual interview. Honors courses are open to qualified full-time and part-time students.

Phi Theta Kappa: This is an international honor society established to recognize and encourage scholarship and service among two-year college students. Phi Theta Kappa provides opportunities for the development of leadership, service and academic excellence. Many four-year colleges have set aside scholarships for community college transfer students who are Phi Theta Kappa members. Students are invited to become members of the DCC Alpha Psi Kappa chapter of this honor society if they have a 3.5 CPA or a total of 12 hours of college-level work completed at the community college and maintain a 3.2 CPA throughout their community college career.

Alpha Beta Gamma: This is an international business honor society established in 1970 to recognize and to encourage scholarship among two-year college students in business curricula. The organization reserves more than \$500,000 in scholarships for initiated members of Alpha Beta Gamma who transfer to four-year colleges and universities. To be eligible for membership in the Delta Zeta Chapter of Alpha Beta Gamma at the College, a student must be enrolled in a business curriculum and have completed 15 credit hours with at least 12 hours of work taken in courses leading to a business degree recognized by the College. In addition, the student must have demonstrated academic excellence by attaining a 3.5 CPA in business courses as well as a 3.5 overall CPA.

Academic Standing

Students are considered "in good academic standing" if they are making satisfactory progress toward completion of a certificate or degree, and have met the required cumulative grade point average for the number of credits that they have attempted.

Auditing

Students may register to audit courses on a space-available basis beginning with the first day of classes each term. The approval of the Registrar and instructor are required for an audit status. Payment is the same as for students taking the course for credit. Students may not change from audit status to credit status or from credit status to audit status after the third week of the semester.

Senior citizens, 60 years of age or older, may audit college credit courses on a space-available basis. There is no auditing charge for senior citizens. Senior citizens are only permitted to Audit during the Spring and Fall semesters.

Change of Curriculum

Students may change their curriculum if they and that their abilities and interests are better suited to another program of study. When considering a curriculum change, the student should explore the possibilities and realities of the new program with his/her academic advisor. Length of time needed to complete degree requirements, prerequisites, and suitability of a new curriculum can be discussed at this time. A student may be referred to the chairperson of the curriculum in which the student is interested for additional information. In changing curriculum, a student should understand that no credit will be granted for courses previously taken that do not apply to the new program.

Eligibility for TAP awards for students changing academic programs will be based on the student's CPA and accrued credits in the old curriculum prior to the effective date of the program change. Change of majors for the current semester must be submitted during the first three weeks of the semester in order for it to be reflected for the current semester. After the first three weeks the change of major will be changed for the following semester.

Completion of Degrees

Students should complete degree requirements within 10 years, especially those enrolled in curricula with scientifically and technically oriented content. Students experiencing a break between courses in a sequence of scientific or technical courses may need to repeat one or more prerequisite courses or take qualifying examinations when re-entering the sequence. Consultation with the appropriate department chair will be the determining factor. Students absent from the college for three or more years may need to re-matriculate upon their return. They may choose to re-matriculate in the current version of their original degree program or in a different degree program.

Cross-Registration

Full-time students at Dutchess Community College may concurrently enroll in one or two courses at the Culinary Institute of America, Marist College, Orange County Community College, Rockland Community College, the State University of New York College at New Paltz, Sullivan County Community College or Ulster County Community College. Students must be in good academic standing. They should secure the approval of the registrar in order to cross-register. Cross registration is not in effect during the summer and does not apply to SUNY Learning Network courses.

Degrees and Certificates

Dutchess Community College is authorized by the Board of Regents of the University of the State of New York to award the following degrees and certificates:

Associate in Arts (A.A.)

Programs that lead to this degree are designed for those students who plan to receive a baccalaureate degree from a senior college or university. The A.A. degree may be completed in two years and consists primarily of courses in the liberal arts and sciences, special liberal arts and science courses related to the student's major field of interest, and electives.

Associate in Science (A.S.)

These programs are designed primarily to prepare students to continue their education for the baccalaureate degree in scientific or professionally related programs at a senior college or university. The A.S. degree may be completed in two years and consists of a core of liberal arts and science courses, additional required special courses related to the student's field of interest, and electives.

Associate in Applied Science (A.A.S.)

These programs may be completed in two years and prepare their graduates for immediate employment in specific occupations or careers. Many graduates, however, do transfer some or all of their credits toward more advanced study at a senior college or university. The A.A.S. degree consists of a basic core of liberal arts and science courses, special courses related to a specific career area, and electives.

Certificate Programs

DCC offers two types of credit certificate programs: an academic certificate and an applied academic certificate.

The Academic Certificate includes career-oriented courses and at least nine credits of liberal arts courses.

The Applied Academic Certificate includes career-oriented or technical courses and at least one liberal arts course, ENG 101. Certificates may be of varying length. However, it is expected that the majority of certificate programs can be completed in one calendar year. Courses in certificate programs are applicable to associate degree programs at Dutchess Community College.

Online Learning

Each semester, the College offers numerous online courses in a variety of disciplines. In online courses, communication with the professor and the other students occurs electronically and assignments, papers and tests are done from your computer. The quality of teaching and expectations for learning are the same whether the course is taken online or on-campus. Students should be aware that success in online learning requires organization, self-discipline and good time management skills. DCC's online courses are offered through OpenSUNY.

Students registering for an online course should review the "Are You Ready?" information and complete the self-assessment that is posted on the OpenSUNY site at <http://open.suny.edu>. All continuing students enrolling in online courses must have a cumulative grade point average (CPA) of 2.5 or higher. All full-time students must have successfully completed 12 credits before enrolling in an online course.

Fresh Start Rule

Students who have not enrolled in credit classes at DCC for a minimum of three consecutive years, and who have Ds, Fs and Ws on their transcript, may apply for the Fresh Start Rule. All grades of D, F and W will be made non-applicable on the student's transcript. The rule can be used only once. Students are expected to apply prior to completing their first semester returning in order to be eligible. All other requirements for graduation remain in effect. Students apply through the Registrar's Office.

Grade Appeals

If a student wishes to discuss a grade that he/she has received for a test, an assignment or the final grade in a course, the initial step is for the student to meet with the instructor to resolve the concern in an informal manner. The meeting must be requested within 30 calendar days after receipt of a grade for a test or assignment, or by the end of the second week of the following semester after receipt of a grade for the course.

If this meeting does not result in a satisfactory resolution of the concern, within 14 days, the student should obtain a Grade Appeal Form from the academic department secretary, the Office of Student Services or from the Office

of Academic Affairs, and initiate a formal grade appeal. The student should bring the completed form for Step 1 to the instructor's department chair, who will convene a meeting with the student and the faculty member in an attempt to achieve an equitable outcome. A complete description of the formal grade appeal process may be found online at www.sunydutchess.edu/academics/academic_policies/grade_appeals.html.

Grade Point Averages (GPA)

The overall quality of a student's work for a semester is measured by current term GPA, while the quality of all the work a student has done at the College through one or more semesters is indicated by cumulative GPA or CPA. The student's term GPA is determined in the following manner:

Using quality points for each grade as defined in the Grading System section, multiply the number of quality points equivalent to the letter grade received in each course by the number of credit hours for the course to get total quality points received for the course. Divide the sum of the quality points received in all courses by the total number of credit hours. Round to the nearest hundredth. The quotient represents the student's current term GPA for the semester.

The student's cumulative GPA is determined in the same way, except that it includes all credit work completed at the College. In the event a course is repeated, the highest grade and quality points are used in the computation of the cumulative GPA.

Example:	Total Credit	Grade	Quality Points	Total Quality Points
ENG 101	3	A	4.00	12.00
CHE 121	4	C+	2.33	9.32
MAT 118	3	D	1.00	3.00
HIS 102	3	F	0.00	0.00
BHS 103	3	A -	3.67	11.01
PED 101	<u>1</u>	B	3.00	<u>3.00</u>
	17			38.33

Calculate GPA = $38.33/17 = 2.25$

Grading System

The following grading system is used at Dutchess Community College:

Grade	Quality	Grade Points	Numerical Equivalent
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	70-76
D	Acceptable as an individual course grade. If received in a prerequisite course, the student may not qualify for the next course in sequence. "D" grades do not typically transfer to other institutions.	1.00	60-69
F	Failing	0.00	0-59
ZF	Failure due to never or stopped attending	0.00	
I	Incomplete, a temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" automatically becomes an "F."		
J	Proficiency, a grade that meets graduation requirements, earned by examination or life experience. To earn credit by proficiency, a student must perform at the level of C or better.		
P	Passing (given only as a midterm grade with permission of the dean of academic affairs)		
U	Audit (No Credit)		
W	Withdrawn		

No grade change will be processed for any student later than one year after he/she has completed the course.

This indicator is used to designate a grade in a developmental course. Any grade followed by a # is not calculated into the student's grade point average.

Graduation Requirements

All candidates for degrees and certificates from Dutchess Community College are required to:

1. Fulfill all the requirements of the approved and registered program for which the student is registered.
2. Successfully complete the minimum number of credits required in the program.
3. Complete, at Dutchess, at least 24 hours of the course work offered for credits toward a degree.
4. Have a Cumulative Grade Point Average of 2.0 or better
5. Be certified for graduation by the Registrar or his/her designee.
6. Apply for graduation by meeting with an Academic Advisor and paying the graduation application fee and then submitting the graduation application to the Registrar's Office.
7. Have paid or satisfactorily adjusted all College fees and met all other obligations.

After graduation, a student may continue to study at Dutchess on a non-matriculated basis or matriculate in a second degree or certificate program. The second degree application can be obtained in the Registrar's Office or the Academic Coaching and Transfer Center. See also: Second Degree.

Prerequisite Courses

Prerequisites are intended to ensure that a student has sufficient preparation before advancing to the next course in a sequence. Prerequisites, where stated, must be met before enrollment will be permitted.

Probation and Dismissal

A student "in good academic standing" is eligible to matriculate and may register for academic course work for the term in question. Students whose academic performance falls below the standards normally required by the College may either be placed on probation or recommended for dismissal by the Academic Standards Committee. Probation is a status assigned to those students showing reasonable promise of improving their performance. Students are recommended for dismissal when they fail to demonstrate the ability and interest required for successful completion of a given program (as indicated below). Dismissal will reduce a student's academic courseload to part time status. First-time dismissal students may be invited to a Student Success Workshop for reinstatement to full-time status with a 14-credit restriction.

Academic probation, which may include constraints upon a student's activities, is intended as an educational device to encourage greater effort on the part of students who appear to be having difficulty in meeting certain academic standards. Placement on academic probation may include denial of the right to register for academic course work unless certain conditions are met. Full-time students on academic probation will be given a credit restriction of 14 credits max.

Any student may appeal to the dean, or assistant dean of student services, who may extend special consideration to those students whose circumstances or academic records indicate that such consideration is warranted.

The following guidelines are used to determine the status of matriculated students:

CREDITS ATTEMPTED	PROBATION**	DISMISSAL***
0-18*	lower than 1.50	lower than 1.00
19-36	lower than 1.75	lower than 1.40
37-54	lower than 1.90	lower than 1.70
more than 54	lower than 2.00	lower than 1.90

*Applies to part-time students once they have attempted 12 credits.

**Student must complete six credits with C or better to be reinstated to full-time status.

Repeating Courses

Students receiving a "F" in a course or failing to achieve the required grade for enrolling in the next course in sequence may repeat the course in question once. However, they may not repeat it again without written permission from the head of the department responsible for the course.

Second Degree

Students who feel that they will gain significant educational or career advantage by earning more than one associate degree from DCC may pursue study toward another degree with the written approval of the registrar. In order to qualify for the second degree, a student must complete at least 15 applicable credits beyond those used to satisfy requirements for the first degree. Nine of the 15 credits must be specifically required in the second curriculum.

Students who wish to qualify for the degrees simultaneously should request approval as soon as they are aware of their plans to earn two degrees. Those who already have received one degree should seek approval prior to matriculating in the second degree program. Interested students should contact the Registrar's Office or the Academic Coaching and Transfer Center.

Waiver of Program Requirement

It is expected that a student will complete all the requirements of his/her curriculum. Under exceptional circumstances, certain requirements may be waived. New York State Education Department regulations, such as the minimum number of credits required for graduation and the required number of liberal arts and science credits, may not be waived. It should be noted that waivers are never automatic. Examples of when a requirement may be waived include: when a course scheduling problem has made it impossible for a student to meet a graduation requirement, or when a student needs to meet a specific requirement of a four-year college to which the student intends to transfer.

When a required course is waived, a course of an equal or a greater number of credits must be substituted. A Waiver or Modification of Curriculum form must be approved before the student enrolls in a substitute course. The approval process is initiated by the department chair, program chair or academic advisor, reviewed by the appropriate academic department, and finally acted upon by the dean of academic affairs. It is then sent to the Registrar's Office to be updated in the students Degree Works Audit.

Service Learning

The Service Learning Program at Dutchess Community College facilitates student academic learning through meaningful service experiences, which encourage and enable DCC's faculty and students to positively impact the community. The Service Learning Program seeks to bring campus and community together in partnership to share resources, meet real community needs, and help educate individuals to become the change agents of tomorrow. Most every student at the College will have an opportunity to participate in a service learning project.

Service learning is an educational experience integrating community service within an academic class to enhance learning and address critical community needs. Service learning emphasizes hands-on experiences that address real-world concerns. The service experience provides a context for testing, observing, or trying out discipline-based theories, concepts, or skills. Students gain knowledge that's directly connected to the student learning outcomes of the service learning course being taken. Likewise, the academic context enriches the service experience by raising questions about real-world concerns and providing a forum for probing these concerns in-depth. Most service learning work is done with non-profit organizations, community groups, and governmental agencies whose goal is to serve the public good.

Special Studies Courses

Special studies projects provide students the opportunity to earn academic credit by participating in independent study, group research, seminars, community service, work experience, and other educational activities under the supervision of a faculty member. Special study projects normally are available only to matriculated students who have completed 30 or more credits, applicable to their degree, at Dutchess Community College. Students may not earn more than six credits from special studies courses. Before registering for a special studies project, the student must develop a project with a faculty member who volunteers to serve as the student's mentor and the project must be approved by the head of the sponsoring department. Students should consult their academic advisor for further information.

Study Abroad

The College can make arrangements through cooperating colleges and universities for students who wish to study abroad for a semester or a full academic year, with full academic credit. Recently, students have taken advantage of this option to study in Spain, Italy, Russia, Scotland, and New Zealand. Questions or inquiries should be directed to the Dean of Students Office at 431-8970.

The College also sponsors short-term academic programs to various countries. Students and advisors who wish to learn more about this option should contact the Office of Academic Affairs at 431- 8950.

Summer Sessions

Credit and non-credit courses – day, evening and online – are offered each summer. The Summer Session is designed to provide students with an opportunity to catch up or get ahead on coursework. The maximum credits allowed for during the summer term is 12 and students are not permitted to take more than 6 credits during each summer session. Information on course offerings and registration procedures is available in the spring.

Winter Session

A series of accelerated online two- and three-credit courses are available over winter break. Payment in full is required one week before the beginning of class on Dec. 21. Financial aid cannot be used. Apply online through myDCC or visit the ACT center. During the Winter Session students can take a maximum of 3 credits.

Withdrawal from College or Courses

Students who withdraw from either the College or a particular course must initiate such action in the Office of the Registrar. **Failure to attend class or providing informal notification to instructors will not be considered official notice of withdrawal.**

A student may withdraw from the College (all courses) at any time prior to the first day of final examinations. Withdrawals initiated during the 75% refund period result in deletion of the course(s) from the record. Withdrawals initiated after the 75% refund period result in the appearance of the individual courses on the student's transcript with grades of "W."

A student may withdraw from an individual full-semester course either during the 75% refund period, in which case the course will not appear on the transcript, or from the second week through the ninth week withdrawal deadline, in which case the course will appear on the transcript with a grade of "W." For other courses that do not meet for the entire semester, a student may withdraw and receive the grade of "W" through the date on which 60% percent of the course has been completed. This is the equivalent to the ninth week of a full-semester course. Students should check with the Office of the Registrar for the final withdrawal date for other courses that do not follow the standard schedule. A student may be administratively withdrawn by the College for documented medical reasons, service to country or as a result of disciplinary action.

If a student feels he or she has an extenuating circumstance which justifies an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee.

- The appeal process is limited to enrolled courses taken within the last three (3) semesters prior to the semester when the request is made. (Appeals for semesters beyond this limit will not be reviewed.)
- All requests must be submitted in writing to the Withdrawal Appeal Committee and must include supporting documentation (e.g. copies of registration form, drop/add forms, medical verification) and the Withdrawal Appeal Form.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made "on behalf of" a student will not be reviewed.
- The Committee cannot change grades for completed courses. This can only be done by the instructor of the course.
- Medical withdrawals are limited to all, not some, courses within a semester unless it can be documented that the

medical issue is directly related to the course being disputed.

- Appeals are limited to one per student.

Withdrawal procedures and add/drop refund dates are widely publicized (see page 14). Therefore, appeals based on lack of awareness of these issues will not be reviewed. The Committee's decisions are final.

Criteria for Appeals

- Death in the student's immediate family (parent, sibling, offspring, spouse, grandparents).
- Unforeseen medical incapacitation of student or immediate family:
 - Illness or injury of the student of such severity or duration that competent medical authority certified that completion of the course is/was precluded.
 - Family circumstances of such severity that the student's presence is/was required away from school and precluded completion of the course.
- Involuntary call to Military Duty – orders must accompany appeal.
- Advising error by College employee (includes failure to meet course prerequisites – documentation required)

The Withdrawal Appeal Committee does not, under any circumstances, take phone calls or schedule appointments. All appeals must be submitted in writing.

Before requesting retroactive cancellation and/or tuition refund appeal, students receiving financial aid should discuss the implication with a financial aid advisor so a determination will be based on a clear understanding of the consequences of withdrawing from courses. Retroactively canceling courses may result in being billed for financial aid that has been disbursed based on your original enrollment.

Rematriculation After Dismissal/Readmission

Students who are academically dismissed lose their matriculated status. They may appeal the dismissal through the Office of the Dean of Student Services. If the appeal is successful, the student is rematriculated and may resume full-time or part-time matriculated study.

If the dismissal is upheld, the student must meet one of three conditions in order to rematriculate: 1) Participate in a student success workshop and work with an assigned advisor/counselor; 2) Register for part-time studies for the next semester on a non-matriculated basis. If the student receives grades of C or better in six credits or more, he/she may then return to full-time or part-time matriculated study in the following semester; or 3) Register on a

non-matriculated basis or remain non-enrolled for two semesters. The student may then reapply for full-time study (or part-time matriculated study) without meeting special conditions.

Dismissed students who have met the conditions for rematriculation must apply for rematriculation. Application for rematriculation should be initiated in the Office of the Registrar. In all cases, the conditions specified to be rematriculated must have been satisfied or be in the process of being met at the time of application.

Students who are dismissed from either full- or part-time status and lose their matriculation are not eligible for financial aid from either federal or New York state sources. A one-time appeal may be granted by the Dean of Student Services Office with sufficient documentation.

If a student's dismissal is successfully appealed, her or his financial aid may still be in jeopardy due to a lack of satisfactory academic progress.

Transcripts

Official transcripts may be ordered online from our service provider, Credential Solutions. You will be able to choose whether to have the transcript sent electronically immediately (to a participating institution), or sent through the mail within 7 days. The cost of each transcript is payable by credit card. If a student owes money to the College from any previous semester, no academic transcripts will be forwarded to any other institution until the debt is paid.

Academic Support Services

Academic Services and Testing

The mission of the Office of Academic Services and Testing (AS&T) is “to support students in pursuit of their academic goals by providing programs and services that enable students to realize their individual potential.” Located in Hudson Hall, Room 315, AS&T provides programs and services designed to help students prepare, enhance and achieve in their college courses. Three key components of the Office of Academic Services and Testing are placement testing services, tutorial services in the Student Academic Success Center and academic support programs and workshops designed to prepare students for success in college.

The **Student Academic Success Center (SASC)** plays a central role in tutorial support at DCC. The tutoring program is staffed by peer and professional tutors. Tutoring is free for all currently enrolled students. Individual and drop-in sessions are available according to student need or preference. Peer study groups are available for targeted courses at the request of faculty members or students. Other services include college level learning strategies assistance and academic success events. At DCC South, students will find these services replicated to meet their needs.

Academic Services’ college readiness programs provide access to higher education to students who will benefit from additional preparation for college-level course work.

SMARTSTART is an intensive summer program designed to ensure a more seamless transition from high school or work life to college. Offered at no charge to the student, SMARTSTART is fun, rewarding, nationally recognized for excellence and has proven to accelerate progress toward degree completion. After four weeks of instructions in writing, reading and mathematics students are eligible to retake the placement test, with the opportunity to improve course placement. Additionally, qualifying SMARTSTART students can participate in the **Bridges to Excellence (B2E)** program. This unique opportunity offers students seamless acceptance to Marist College after graduating Dutchess Community College in two years. B2E students receive the academic and personal support necessary to graduate with a bachelor’s degree in four years.

FOCUS, a semester-based program, improves students’ academic skills, fosters personal development and creates a supportive learning community that promotes success in both college and life.

Reclaim My Math is a math review program designed for students placing into credit equivalent math courses or for students who would like to review their skills before beginning a college math class. This 28 hour program combines instructor assistance with computer assisted instruction and provides the potential for students to improve course placement and math confidence. Cost is \$20. Sections are offered throughout the year.

Refresh provides incoming students, who have taken the placement test, an opportunity to review writing, reading and/or math skills using an Internet-based instruction. Registration is \$20 for 6 weeks access. Students gain the opportunity to improve course placement through retesting after completing a designated number of hours.

For further information, please contact the Office of Academic Services and Testing at (845) 431-8090.

DCC Help Desk

The DCC Help Desk provides a single point of contact for campus technology support. Please contact the Help Desk for any and all technology related issues.

The DCC Help Desk is located in CBI 130. Normal hours of operation are Monday through Thursday from 8 a.m. to 9 p.m., Friday 8 am. To 5pm. Call (845) 431-8000 ext. HELP (4357). The DCC Help Desk website is accessible through the myDCC college web portal.

MyDCC/Blackboard

MyDCC is the college web portal. It provides online access to library databases, campus e-mail, student grades and student schedules. Online registration and online learning systems also are accessible through myDCC. MyDCC is the place to find out about activities on campus, important dates and class cancellations.

The Math & Science Center

The Math & Science Center, in Washington Center rooms 224 and 226, is a place for students to work on math or science related homework and projects. There are tables for students to work in groups, on their own or one-on-one with a peer or professional tutor, as well as a room of fully networked computers with two printers and a scanner.

No appointment is needed to use the Center. Students may drop in when it’s convenient, and work on their own or ask one of the many available tutors for help. Tutors can help with math, physics, chemistry or computer science courses. The role of tutors is to guide students through the process of problem solving and to explain the concepts and techniques with which the student is having difficulty.

The computers in the Math & Science Center are equipped with the necessary tools for students working on math and science assignments and projects, including interactive computer tutorials for some classes. Textbooks and calculators are available for use while in the Center, and a limited supply of calculators may be taken out for quizzes and tests.

For more information, call (845) 431-8538 or visit www.sunydutchess.edu/mathcenter.



The Francis U. and Mary F. Ritz Library

Located on the second and third floors of Hudson Hall, the DCC Library is a vital educational resource center providing outstanding service to the College community. Collections consist of books, media, and subscriptions to electronic resources including academic journals, electronic books, streaming media, newspapers, and magazines supporting the curriculum. Electronic resources are accessible from any computer on both campuses, as well as off-campus.

DCC's knowledgeable reference staff provide assistance locating, analyzing and applying information. DCC students and faculty have reciprocal access to other SUNY libraries through the SUNY Open Access program. We offer quick and efficient interlibrary loan service allowing our students to borrow from other libraries and we offer purchase on demand service to students through our e-reader loan program. Faculty may take advantage of our information literacy sessions by inviting librarians into the classroom for general library orientations, Internet searching strategies, or assistance with specific assignments. The Library creates online research guides to help students choose appropriate resources within a particular class or discipline. We have guides supporting every program at DCC. We can help students download mobile library applications so they can continue to explore academic resources while on the go.

The library maintains hours to coordinate with the College's academic schedule, including weekends and intercession, and is closed on official College holidays. To facilitate access to a librarian, students are welcome to use our chat service, AskUs 24/7, 24 hours a day, 7 days a week. For further information on library services, please call 845.431.8630, or check online at my.sunydutchess.edu and click on the library link.

The Writing Center

Located in Hudson Hall, Room 503, the College Writing Center is home to tutoring services and a full computer lab. The Center offers a friendly, informal atmosphere where students work one-on-one with professional and peer tutors on any writing assignment or task. Students visit during various stages of their writing process to clarify assignments, brainstorm, outline, review rough drafts, plan revisions, or consider final editing. In addition, the Center provides a resource library of reference books and handouts, files of sample student essays from various courses, a space for readings and other special events like "Write All Night," and a quiet place to write. Online tutoring is available through the Writing Center's website. Throughout the semester, the Writing Center conducts workshops for students on various topics, such as writing scholarship and college application essays, writing research papers and MLA/APA formatting guidelines, and using applications and technology aids to support collaborative projects and peer review. Also, the Center's professionals assist College educators with their writing assignments and classroom writing activities.

The Center's computer lab offers computers, printers, a scanner, a variety of word processing programs, course-related software, and Internet access for research purposes. A teaching lab assistant and student aides orient students to computer operations and demonstrate programs for word processing, spreadsheets and computer-based research. For more information about the Writing Center, visit www.sunydutchess.edu/writingcenter or call (845) 431-8095.

Online Tutoring

On myDCC/Blackboard you'll find NetTutor, a free online service that connects students to professional tutors in a variety of subjects, including writing, world languages, economics and more. Tutors are available evenings and weekends, with select subjects available 24/7.

Dr. Mary Louise Van Winkle Professional Staff Teaching Learning Center (TLC)

The TLC serves to promote active teaching and learning by making current instructional technologies available and accessible to the faculty and professional staff at Dutchess Community College. The TLC provides a resource and support center where faculty and professional staff can obtain technical assistance and training on the use of various technologies that can enhance, augment, organize and manage online and on-campus course content. Training and materials to support faculty use of administrative educational software also is provided. The Dr. Mary Louise Van Winkle Teaching Learning Center is located on the lower level of the Francis U. and Mary F. Ritz Library in Hudson Hall.

NON-CREDIT AND COMMUNITY SERVICES PROGRAMS



Through its Office of Community Services and Special Programs, the College offers a large variety of non-credit courses designed to meet the needs of civic, cultural, business and professional groups and the community at large. For the adult student interested in exploring new technical areas, non-credit courses offer an attractive alternative. The non-credit environment makes it possible for people to continue to learn in an informal and noncompetitive environment where interest in learning is the only consideration. Tuition for non-credit courses varies by course type.

The majority of the courses are vocational in nature, offering the opportunity for professionals in a variety of fields to obtain the continuing education necessary to maintain needed skills, develop new skills or qualify for recertification of professional licenses. Other courses are avocational in nature, offering an opportunity to individuals to develop ways of using leisure time creatively.

A variety of contract training programs is offered for business and industry, government, and non-profit organizations. These programs are customized to meet the needs of the business community, to upgrade the workforce, and to prepare for new business opportunities in a changing economy. Details can be obtained from the Office of Community Services, at (845) 431-8900. Community Services offers a series of courses (both on and off campus) to prepare students for the High School Equivalency (HSE), and to improve English language skills

for English as a Second Language (ESL) learners. Basic skills and college preparatory classes also are available.

The Music School at DCC offers music lessons and classes for all ages from infants to seniors.

Non-Credit Tuition Refund Policy

Refunds for withdrawal from non-credit courses will be given if requested prior to the end of the business day preceding the day the course starts. If a refund request is approved for a course, a \$10 processing fee will be deducted from the refund.

Refunds for withdrawal from summer enrichment programs, institutes, or sports academies will be given if requested prior to the end of the business day preceding the first day of the program. If a refund is approved, a \$20 processing fee per section will be assessed. No refunds will be given after the business day preceding the first day of the program. Exceptions may be made for extenuating circumstances by the dean of community services and special programs. Full refunds are given for all programs that are canceled by the College.

Senior Citizen Tuition Policy

Individuals 65 or older may register for a non-credit course for half of the published tuition. A picture ID with birth date must be presented to the Office of Community Services at the time of first registration.

DUTCHESS COMMUNITY COLLEGE PROGRAMS

HEGIS Code	Program	Degree	Page	HEGIS Code	Program	Degree	Page
	SUNY General Education Requirement		39	5507	Fire and Occupational Safety (FIR)	A.S.	69
	ARCHITECTURAL AND CONSTRUCTION TECHNOLOGIES			5507	Fire Protection Technology (FPT)	A.A.S.	70
5304	Architectural Technology (ARC)	A.A.S.	40	5649	GENERAL STUDIES		
5317	Construction Technology Management (CNS)	A.A.S.	41		General Studies (GSP)	A.S.	71
	ART			5501	HUMAN SERVICES		
5610	Visual Arts (VAT)	A.S.	42		Human Services (HMS)	A.S.	72
	AVIATION SCIENCE			5501	Psychology Advisement Track	A.S.	73
5011	Aviation Management (AVM)	A.S.	44	5501	Sociology Advisement Track	A.S.	73
5302	Aviation Science: Pilot (AVI)	A.S.	45	5501	Social Work Advisement Track	A.S.	73
	BUSINESS			5503	Child Care (CHC)	A.A.S.	74
5002	Accounting (ACC)	A.A.S.	46	5216	Mental Health Assistant (CMH)	A.A.S.	75
5004	Business Administration (BUS)	A.A.S.	47	5506	Chemical Dependency Counseling (CDC)	Certificate	76
5004	Business Administration (Transfer) (BAT)	A.S.	48	5503	Child Care: Direct Care (DRC)	Certificate	77
5099	Paralegal (PAL)	A.A.S.	49		LIBERAL ARTS AND SCIENCES		
5002	Bookkeeping (BOK)	Certificate	50	5649	Humanities and Social Sciences (LAH)	A.A.	78
5099	Paralegal Certificate (PLL)	Certificate	50	5617	Mathematics (LAM)	A.A.	79
	COMMUNICATIONS AND MEDIA ARTS (COM)			5649	Science (LAX)	A.S.	80
5008	COMMUNICATIONS AND MEDIA ARTS (COM)	A.S.	51		LIBERAL ARTS AND SCIENCES - EDUCATION		
	COMPUTER INFORMATION SYSTEMS			5649	Adolescent Education 7-12 with SUNY New Paltz:		81
5101	Computer Information Systems (CIS)	A.A.S.	52		Biology (EDB)	A.S.	82
5103	C++/Java Advanced Programming (CJC)	Certificate	53		Chemistry (EDX)	A.S.	82
5104	Computer Networking (CNC)	Certificate	54		Earth Science (EDS)	A.S.	83
5103	Computer Software Support (SSC)	Certificate	55		English (EDL)	A.S.	83
5104	Web Administration (WAC)	Certificate	56		French (EDF)	A.S.	84
5101	Information Management (INM)	A.S.	57		History/Social Studies (EDH)	A.S.	84
	COMPUTER SCIENCE (CPS)			5649	Mathematics (EDM)	A.S.	85
5101	COMPUTER SCIENCE (CPS)	A.S.	59		Spanish (EDP)	A.S.	85
	CRIMINAL JUSTICE			5649	Early Childhood Education (birth - grade 2) and Childhood Education (Grades 1-6) Dual Certification with SUNY New Paltz (EED)		
5505	Criminal Justice (Transfer) (CRT)	A.S.	60		English Concentration	A.S.	87
5505	Criminal Justice - Public and Private Security (CRJ)	A.A.S.	61		History Concentration	A.S.	87
	EARLY CHILDHOOD				Mathematics Concentration	A.S.	88
5503	Early Childhood (ECH)	A.A.S.	62		Biology Concentration	A.S.	88
5503	Early Childhood Caregiver (ECC)	Certificate	63		Spanish Concentration	A.S.	89
	ENGINEERING SCIENCE AND TECHNOLOGIES				MEDICAL AND ALLIED HEALTH TECHNOLOGIES		
5310	Electrical Technology (ELT)	A.A.S.	64	5205	Clinical Lab Technician (MLT)	A.A.S.	90
5609	Engineering Science (Transfer) (ENR)	A.S.	65	5299	Emergency Medical Technician - Paramedic (PAR)	A.A.S.	91
5699	Advanced Science and Mathematics Studies (ASM)	Certificate	66		Paramedic Certificate (PRR)	Certificate	92
5317	Air Conditioning and Refrigeration Technology (ACR)	Certificate	67	5205	Phlebotomist (PDC)	Certificate	93
5299.30	EXERCISE SCIENCE AND WELLNESS (ESW)	A.S.	68	5208.10	NURSING (NUR)	A.A.S.	94
	FIRE SCIENCE				For residents of Putnam and Dutchess Counties		
					PERFORMING ARTS		
				5610	Performing Arts (PFA)	A.S.	95
				5610	Music Performance (MPC)	Certificate	96
					Courses Applicable in All Programs		97
					Free Elective		98

Note: Gainful employment information for certificate programs is available, as required by law, on the College website, sunydutchess.edu.
Dutchess Community College is part of the State University of New York system, and is accredited by the Middle States Association of Colleges and Schools.

DUTCHESS COMMUNITY COLLEGE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

DCC has identified the following skills as essential to our students' learning and development. The College provides a range of curricular and co-curricular learning opportunities for students to acquire, develop and practice these skills. DCC faculty, staff and administration assess student achievement of these six Institutional Student Learning Outcomes (ISLOs) on an ongoing basis to ensure that our graduates are well-prepared for their academic and career endeavors:

1. **Oral Communication:** Students will demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose and audience.
2. **Written Communication:** Students will produce writing that is well organized, well developed, and clear.
3. **Scientific Reasoning:** Students will apply the scientific method, develop hypotheses, analyze results and draw conclusions.
4. **Quantitative Reasoning:** Students will work with graphical, numerical or symbolic models to solve problems and interpret results.
5. **Information Literacy and Technological Competency:** Students will be able to identify the need for information, locate electronic media using appropriate technology including but not limited to the internet, evaluate the credibility of information thus obtained, use information effectively to accomplish a specific purpose, and properly use and cite sources of information.
6. **Critical Analysis and Reasoning:** Students will formulate or evaluate arguments, problems or opinions and arrive at a solution, position or hypothesis based on carefully considered evidence.

GENERAL EDUCATION

The core of required courses within DCC Associate in Arts (AA) and Associate in Science (AS) and Associate in Applied Science (AAS) degree programs seeks to ensure that students will develop essential foundational skills in:

- Critical Thinking, Problem Solving and Decision Making
- Reading, Writing and Speaking
- Quantitative and Scientific Reasoning
- Use of Technology

DCC degree candidates share this foundational experience by taking the following DCC General Education Core courses:

A.A. and A.S. Degrees

Composition I (ENG 101)

Composition II (ENG 102)

Social Problems in Today's World (BHS103)

American History

Mathematics

Laboratory Science

A.A.S. Degrees

Composition I (ENG 101)

Composition II (ENG 102)

Social Problems in Today's World (BHS103)

Mathematics or Laboratory Science

DCC, a member of the State University of New York, requires additional study in the Liberal Arts and Sciences as appropriate to each degree program. The intellectual rigor of the General Education courses is built on through the degree program, preparing each DCC student for transfer to a baccalaureate degree-granting program or for entry into the workplace.

PROGRAM REQUIREMENTS

Students must satisfy the course requirements indicated in the program requirements that are in effect and listed in the academic year Catalog at the time that they matriculate into the program. If a program is modified and students wish to follow the modified program requirements, they must re-matriculate into the modified program for that academic year.

ARCHITECTURAL AND CONSTRUCTION TECHNOLOGIES
ARCHITECTURAL TECHNOLOGY (ARC)
(HEGIS 5304)

This program prepares graduates for employment opportunities in the field of architecture. In addition to being architectural technicians, graduates will be qualified to be draftspersons, engineering aides, building materials and manufacturing representatives, planning aides, and detailers, and to work with city building departments and renewal and redevelopment agencies. Dutchess Community College graduates also are able to transfer many of their credits to accredited architectural colleges. Students should have completed Sequential Math Course III prior to entry into the Architectural program.

The Associate in Applied Science (A.A.S) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the ARC program, graduates can be expected to have knowledge in the following areas of study.

- Communications – Student will be able to graphically, orally and in writing present architectural ideas.
- Technology – Student will have an understanding of structures, material and methods and environmental systems.
- Practice – Student will be able to move from architectural programming and predesign activities through design and construction documentation and will have an understanding of the activities, organization and ethics of the profession.
- History/Theory – Student will have awareness about precedent, ideas, culture and history of architecture.
- Design – Student will be able to apply information from all other areas of study to solve a specific architectural problem or program.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
MAT 132	Technical Mathematics II (a)	3
ARC 103	Basic Architectural Drawing (b)	3
ARC 105	Building Materials & Construction I	3
ARC 104	Introduction to Computer Graphics	1
ARC 113	Architecture Introductory Seminar	1
ART 101, ART 102 or ART 104		<u>3</u>
	TOTAL	17

SECOND SEMESTER		
ENG 102	Composition II	3
ARC 106	Building Materials & Construction II	3
ARC 110	Architectural Drawing (c)	3
ARC 122	Architectural Presentation I	2
ARC 216	Design Theory	3
WFE 101	Lifetime Wellness and Fitness	<u>3</u>
	TOTAL	17

THIRD SEMESTER		
ECO 105, GOV 121, HIS 104, HIS 108		3
ARC 202	Mechanics of Structures	2
ARC 123	Architectural Presentation II	2
ARC 203	Architectural Design	3
ARC 205	Working Drawings	4
ARC 211	Mechanical and Electrical Systems in Bldgs	<u>3</u>
	Total	17

FOURTH SEMESTER		
BHS 103	Social Problems in Today's World	3
ARC 240	Capstone Project	4
ARC 207	Structural Analysis	3
ARC 214	Professional Practice	3
Elective (d)		<u>3</u>
	TOTAL	16
	TOTAL CREDIT HOURS	67

- a. Students whose mathematics background does not include intermediate algebra and trigonometry must first take MAT 131. Qualified students may take a more advanced mathematics course.
- b. ARC 100 and ARC 101, in combination, may be taken in place of ARC 103.
- c. ARC 107 and ARC 109, in combination, may be taken in place of ARC 110.
- d. Elective courses to be taken in Mathematics (Appendix A), Humanities (Appendix G), Social Sciences (Appendix C) or Natural Science (Appendix B). See page 39.

**ARCHITECTURAL AND CONSTRUCTION TECHNOLOGIES
CONSTRUCTION TECHNOLOGY MANAGEMENT (CNS)
(HEGIS 5317)**

The purpose of this program is to meet the educational needs of the construction industry by training entry-level construction managers and by providing continuing education for construction employees. Graduates will be qualified to be draftspersons, engineering and construction aides, building materials and manufacturing representatives, planning aides and detailers. Dutchess Community College graduates will be able to transfer many credits to accredited construction management programs at four-year colleges.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the CNS program, graduates can be expected to have knowledge in the following areas of study:

- Communications – Student will be able to graphically, orally and in writing meet the requirements of an entry-level project manager.
- Technology – Student will have an understanding of structures, material and methods and environmental systems.
- Field – Student will have the skills necessary to work as an entry level project manager including the ability to read and interpret construction documents, recognize and understand contract construction documents, basic estimating and scheduling skills, surveying skills as they relate to construction and will have an understanding of the activities, organization and ethics of the profession.

Courses should be selected in consultation with an advisor.

<u>Course No.</u>	<u>Descriptive Title</u>	<u>Cr. Hrs.</u>
FIRST SEMESTER		
ENG 101	Composition I	3
MAT 132	Technical Mathematics II (a)	3
ARC 103	Basic Architectural Drawing (b)	3
ARC 105	Bldg. Materials & Const. I	3
ARC 104	Introduction to Computer Graphics	1
ARC 113	Architecture Introductory Seminar	1
	TOTAL	14
SECOND SEMESTER		
ENG 102	Composition II	3
ARC 106	Bldg. Materials & Const. II	3
ARC 110	Architectural Drawing (c)	3
ARC 214	Professional Practice	3
ENR 215	Surveying I	3
Elective (e)		3
	TOTAL	18
THIRD SEMESTER		
ECO 105, GOV 121, HIS 104, HIS 108		3
ARC 202	Mechanics of Structures	2
ARC 205	Working Drawings	4
WFE 101	Lifetime Wellness and Fitness	3
ARC 211	Mechanical & Electrical Systems in Bldg.	3
	TOTAL	15
FOURTH SEMESTER		
BHS 103	Social Problems in Today's World	3
CNS 240	Capstone Project	4
ARC 207	Structural Analysis	3
Business Elective (d)		3-4
Elective (e)		3
	TOTAL	16-17
	TOTAL CREDIT HOURS	63-64

- a. Students whose mathematics background does not include intermediate algebra and trigonometry first must take MAT 131. Qualified students may take a more advanced mathematics course.
- b. ARC 100 and ARC 101, in combination, may be taken in place of ARC 103.
- c. ARC 107 and ARC 109, in combination, may be taken in place of ARC 110.
- d. Business Elective to be BUS 104 or ACC 104.
- e. Elective courses to be taken in Mathematics (Appendix A), Humanities (Appendix G), Social Sciences (Appendix C) or Natural Science (Appendix B). See page 39.

**ART
VISUAL ARTS (VAT)
(HEGIS 5610)**

This program will provide an option for students who are interested in pursuing an associate degree in the Visual Arts with a goal of transferring to a baccalaureate institution. This program will provide a strong foundation in art while offering opportunities to pursue areas of particular interest (drawing, painting, ceramics, photography, graphic design and mixed media). Students may select courses from an area of interest (drawing, painting, ceramics, photography, graphic design, mixed media) or may elect courses in a variety of studio areas. Potential post-transfer careers include textile and fashion design, interior design, product and industrial design, museum and gallery work, art restoration, arts administration, art therapy, display design, motion graphics and animation, graphic design for print, web and other applications, photography and studio art. This degree will satisfy the state-mandated General Education requirements and emphasizes the importance of liberal arts studies in preparation for the BA or BFA degree.

Students who successfully complete the Associate in Science (A.S.) degree in Visual Arts (VAT) will be able to:

- Create a portfolio of work in one or more art area of choice, including graphic design, ceramics, photography, calligraphy, and mixed media at DCC for review by transfer institutions;
- Create basic drawing, two-dimensional, and three dimensional art projects that incorporate research, visual idea development, and communication of visual concepts to synthesize structure of composition, form, and space by using tools, materials and the various elements of line, shape, volume, value, texture, and color to achieve balance and unity;
- Show proficiency in creating works of art incorporating thinking (researching, creating), doing (designing, working, building), and communication (presenting and analyzing);
- Analyze their and others' artwork in terms of description, comparison and evaluation of design elements, principles, methods, goals, content, meaning, relevance, and perspective.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
BHS 103	Social Problems in Today's World	3
ENG 101	Composition I	3
MAT 109 or higher (b)		3
ART 100	Visual Arts Introductory Seminar	1
ART 110	Two-Dimensional Design	3
ART 112	Drawing I	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
ART 101	History of Art	3
ART 120	Color Theory and Painting	3
ART Studio Course (a)		3
ART Studio Course (a)		3
	TOTAL	15
THIRD SEMESTER		
	American History (Appendix D)	3
	Science (c)	4
ART 102	History of Modern Art	3
ART Studio Course (a)		3
ART Studio Course (a)		3
	TOTAL	16
FOURTH SEMESTER		
WFE 101	Lifetime Wellness and Fitness	3
	Other World Civilizations (e)	3
	Free Elective (d)	3
ART Studio Course (a)		3
ART Studio Course (a)		3
	TOTAL	15
	TOTAL CREDIT HOURS	62

SEE FOLLOWING PAGE FOR NOTES.

ART VISUAL ARTS (VAT) (HEGIS 5610)

- a. Art Studio: Students must select a minimum of six* courses from the list of Art courses. At least one course must be a 200-level course. Students should be aware of the pre-requisite course requirements of the institutions to which they intend to transfer, therefore, consult with their academic advisors and the DCC transfer counselor when selecting courses listed below.
ART 111, 113, 140, 141, 145, 147, 150, 151, 153, 157, 161, 172; ART 209, 222, 226, 227, 241, 242, 254, 257, 260, 264, 275.
*NOTE: The following Art Studio courses are recommended to be taken in the order listed below from First Semester through Fourth Semester:
- For students interested in Fine Art/Drawing and Painting:**
2nd Semester: ART 111 & 113; 3rd Semester: ART 226 & 141; 4th Semester: choice of ART 222 or 209, & choice of ART 227 or 241.
- For students interested in Fine Art/Ceramics:**
2nd Semester: ART 111 & 172; 3rd Semester: ART 274 & choice of ART 141 or 226; 4th Semester: choice of ART 113 or 209, & ART 275.
- For students interested in Digital Media/Graphics and Design:**
2nd Semester: ART 140 & 157; 3rd Semester: ART 145 & choice of ART 147 or 161; 4th Semester: ART 242 & choice of ART 209 or 260 or ART 264 or COM 103.
- For students interested in Photography:**
2nd Semester: ART 150 & 157; 3rd Semester: choice of ART 151 or 153, & choice of ART 161 or 257; 4th Semester: ART 254 & choice of ART 209 or 260 or 264 or COM 103.
- b. Math: Some transfer colleges require MAT 110 or higher.
- c. Science course: select one applicable 4-credit course in astronomy, biology, chemistry, geology, physical sciences, physics. See page 97.
- d. Free Elective: See page 98 for a full description of the free elective requirement. The subject area for ART includes all courses labeled ART. Students transferring in Art History should take a Foreign Language course. For all other students transferring in this program, please consult with your advisor.
- e. Students are urged to speak with their transfer institution for possible further requirements. Select a course from SUNY General Education Other World Civilizations courses (Appendix F) on page 39. ART 103 is recommended, especially for students transferring in Art History. However, if HIS 108 has already been taken, thereby already satisfying the Other World Civilizations SUNY General Education course, please instead select an American History course (Appendix D), or a Foreign Language course (Appendix I).

AVIATION MANAGEMENT (AVM) (HEGIS 5011)

The Aviation Management program is designed for students who plan to transfer to a four-year Aviation Management Program. The program includes the foundational, technical and managerial skills needed in the aviation field. Key focus areas include: aviation security, safety, operations, and airport management. Graduates of the four-year Aviation Management program can expect to find employment with airports, airlines, banks, insurance companies, U.S. Customs, travel agencies and the Federal Aviation Administration.

Note: The Aviation Management Program degree can be fulfilled without the need for flight training.

The Associate in Science (A.S.) degree is awarded upon completion of requirements for this program.

Upon completion of the Aviation Management program the student will be able to:

- Demonstrate the techniques, skills, and modern aviation management tools to perform business related tasks.
- Articulate skills to function within a management team and deal with both technical and management issues.
- Analyze and interpret data to aid in problem solving.
- Demonstrate critical thinking skills as applied to the aviation industry.
- Demonstrate the ability to communicate effectively with superiors, subordinates and peers with precision and clarity.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
AVI 100	Aviation Intro Seminar	1
AVI 101	Introduction to Flight	4
AVI 102	Aviation History	3
ENG 101	Composition I	3
MAT 118	Elementary Statistics	3
CIS 111	Computer System and Applications	3
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II	3
BUS 104	Business Organization and Management	3
SPE 101	Public Speaking	3
American History (Appendix D)		3
MAT 125, 184, 185 (a)		3
	TOTAL	15
THIRD SEMESTER		
AVI 110	Aviation Law	3
ACC 104	Financial Accounting	4
WFE 101	Lifetime Wellness & Fitness	3
PHS 111	Weather and Climate	4
ECO 201	Micro Economics	3
	TOTAL	17
FOURTH SEMESTER		
AVI 116	Flight Safety	3
AVI 201	Aviation Management	3
ECO 202	Macro Economics	3
BHS 103	Social Problems	3
Elective (b)		3
	TOTAL	15
	TOTAL CREDIT HOURS	64

- a. Course to be selected in consultation with advisor and selected based on transfer school requirements.
- b. Elective must meet SUNY General Education requirement of Appendix E, F, H, or I, see page 39.

AVIATION SCIENCE: PILOT (AVI) (HEGIS 5302)

This program offers a state-of-the-art curriculum for those students who intend to enter the field of aviation as pilots. Designed primarily for students who anticipate transferring to a four-year institution to pursue a baccalaureate degree, the program contains a balance of liberal arts and sciences courses, technical courses, and flight labs.

The program specifically prepares matriculated students to meet the stringent requirements outlined by the FAA in order to acquire a Private Pilot Certificate and Commercial Pilot Certificate, both with an Airplane Category Rating and a Single Engine Class Rating. In this process, students will gain the knowledge and proficiency necessary to acquire an Instrument Rating. Students are provided with coordinated flight training in single engine airplanes and a ground trainer. Although primarily a transfer program, Aviation Science also can lead to a rewarding entry-level career in aviation support positions concerned with other multifaceted aspects of the aviation industry.

The Associate in Science (A.S.) degree is awarded upon completion of requirements for this program. Students who successfully complete the Associate in Science (A.S.) degree in Aviation Science: Pilot (AVI) will be able to:

- Obtain an FAA certificate appropriate to the level of pilot proficiency;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Work with graphical, numerical or symbolic models to solve problems and interpret results.

Courses must be selected in consultation with the Program Coordinator.

NOTE: An important requirement for enrollment into the Aviation Science program is the successful completion of an FAA physical, leading to a 1ST or 2ND class Medical Certificate. The Medical Certificate is required by the Federal Aviation Administration in order for enrollees to act as a Pilot in Command in a commercial environment. A list of local FAA approved doctors will be provided by the Program Coordinator.

FEES: Aviation Science flight labs require additional and substantial lab fees (subject to change). Fees range from \$9,146-\$9,389 per semester. Prospective students are strongly encouraged to contact the Aviation Science Program Chair for more information.

NOTE: Students are required to pass the required FAA written exam, which will be administered at the end of each specified flight class. Flight labs will require the successful completion of stage exams, flight stage checks and at course completion, final stage check or practical test. Advancement through the program requires the above requirements being met.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
AVI 100	Aviation Introductory Seminar	1
AVI 101	Introduction to Flight	4
AVI 111	Introduction to Flight Lab (a)	1
AVI 102	Aviation History	3
ENG 101	Composition I	3
CIS 111 (or higher)		3
	TOTAL	15
SECOND SEMESTER		
AVI 104	Instrument Flight	4
AVI 114	Instrument Flight Lab (a)	1
MAT 185	Pre-Calculus	4
PHS 111	Weather and Climate	4
ENG 102	Composition II	3
	TOTAL	16
THIRD SEMESTER		
AVI 208	Commercial Flight	3
AVI 218	Commercial Flight Lab I (a)	1
AVI 110	Aviation Law	3
MAT 221	Calculus I	4
PHY 121	General Physics I	4
	TOTAL	15
FOURTH SEMESTER		
AVI 116	Flight Safety	3
AVI 209	Commercial Flight Lab II (a)	1
American History	(Appendix D)	3
PHY 122	General Physics II	4
BHS 103	Social Problems	3
Free Elective (b)		3
	TOTAL	17
	TOTAL CREDIT HOURS	63

- a. Students are strongly encouraged to contact the Aviation Science Program Chair for the current negotiated fee for flight training and for course/program information. Fees are contractually set each year with the Flight School and depend heavily on current fuel charges. Students are required to pass the FAA written exam, which will be administered at the end of each specified flight class. Flight labs will require the successful completion of stage exams, flight stage checks and, at course completion, final stage check or practical test. Advancement through the program requires that each of these requirements be met. Students are given an incomplete for flight lab until the appropriate Final Stage Check has successfully been completed. Students cannot progress without completing the prerequisite courses.
- b. Students must choose a course from SUNY General Education Appendix E, F, H, or I.

BUSINESS ACCOUNTING (ACC) (HEGIS 5002)

This program prepares students for a variety of entry-level accounting positions, which provide opportunities for advancement. Typical positions for which graduates are qualified are bookkeeper, junior clerk, assistant auditor, cost accounting clerk and assistant office manager.

Students who definitely plan to pursue a degree in accounting at a four-year school after completion of studies at DCC should enroll in the Business Administration Transfer Program.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the ACC program:

- Students will be able to use a variety of accounting and business software.
- Students will demonstrate knowledge of accounting principles.
- Students will have real world experience using simulations.
- Students will have a variety of skills needed in the business environment.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
American History	(Appendix D)	3
ACC 101	Principles of Financial Accounting I	3
Math Elective (a)	Math Elective(a)	3
CIS 111	Computer Systems and Applications	3
ACC100	ACC Seminar (b)	1
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
ACC 102	Principles of Financial Accounting II	3
ACC 205	Computerized Accounting Applications	2
BUS 102 or BUS 104	Introduction to Business or Business Organization and Management	3
CIS213	Data Management Concepts	3
BHS 103	Social Problems	3
	TOTAL	17
THIRD SEMESTER		
Science Elective (d) (Appendix B)		3-4
ACC 204	Managerial Accounting	4
BUS 210	Business Communications	3
ACC 241	Income Tax Procedures	3
Free Elective (f)		3-4
	TOTAL	16
FOURTH SEMESTER		
ACC 221	Intermediate Accounting	4
ACC 213	Accounting Systems & the Computer	3
ACC260 or ACC Elective (c)	Accounting Internship ACC Elective (C)	3
Gen Ed Elective (e) (Appendices E, F, H, or I)		3-4
	TOTAL	13 -14
	TOTAL PROGRAM CREDITS	62

- a. MAT 109 or higher. MAT 118 recommended.
- b. ACC100 must be taken in the first semester for full-time students or within the first 9 credits for part-time students. Students entering the ACC program who have successfully completed BUS100 have fulfilled the ACC100 requirement.
- c. ACC Electives are any 200-level BUS course. However, CIS107, SPE101, SPE210, and SPE219 may also be used.
- d. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, and physics. See page 97.
- e. General Education Elective – Choose any course from Appendices E, F, H, or I.
- f. See page 98 for a full discussion of the free elective requirement. The subject area for Accounting includes all courses labeled ACC.

**BUSINESS
BUSINESS ADMINISTRATION (BUS)
(HEGIS 5004)**

This program provides a basic knowledge of essential business practices and procedures within a broad framework of business management principles. Noted for its flexibility, the program gives students the opportunity to select courses from a career emphasis in management and/or marketing. Graduates are employed in private and public sector entry-level employment positions including sales, personnel, banking, marketing, management, and administration.

Students interested in transferring to an upper-division college/university should refer to the Business Administration Transfer program.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the BUS program, the student will be able to:

- Write various styles of business correspondence;
- Demonstrate computer skills using MS Word, PowerPoint, and Excel;
- Interpret business reports including the income statement and balance sheet;
- Demonstrate data entry and accounting skills in maintaining business records;
- Demonstrate essential business mathematic skills;
- Demonstrate application of business law;
- Apply human relations and communication skills in the business world;
- Demonstrate application of basic management and marketing principles;

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BUS 100	BUS Seminar	1
MAT 109 or higher	Math elective (a) MAT 118 recommended	3
BUS 102	Intro to Business	3
CIS 111	Computer Systems and Applications	3
Accounting	Footnote (b)	3-4
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II	3
CIS 213	Advanced Software Applications for Business	3
BUS 104	Business Organization and Management	3
BHS 103	Social Problems	3
BUS Elective	Footnote (c)	3
	TOTAL	15
THIRD SEMESTER		
BUS 210	Business Communication	3
BUS 215	Business Law I	3
Gen Ed: Appendix D	American History, Appendix D	3
BUS Elective	Footnote (c)	3
Free Elective	Footnote (d)	3-4
	TOTAL	15-16
FOURTH SEMESTER		
Science	Footnote (e)	4
Gen Ed Electives	Footnote (f)	6
BUS Elective	Footnote (c)	3
BUS 290 or BUS Elect	BUS Internship or BUS Elective	3
	TOTAL	16
	TOTAL PROGRAM CREDITS	63-64

- a. MAT 109 or higher. MAT 118 recommended.
- b. Choose from the following
ACC 101 Principles of Accounting
ACC 104 Financial Accounting
- c. Select any BUS, ACC course or CIS 107, SPE 101, SPE 210, SPE 219
- d. See page 98 for a full discussion of the free elective requirement. The subject area for Business Administration includes all courses labeled BUS and ACC.
- e. Science Courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences and physics. See page 97.
- f. General Education Elective: Choose two courses from Appendix E, F, H or I. The two courses must be from two different appendices to fulfill this requirement.

**BUSINESS
BUSINESS ADMINISTRATION (BAT)
(HEGIS 5004)**

(Transfer Program for Business Administration or Accounting Students)

This course of study is designed for students who plan to transfer to a senior college to pursue a baccalaureate degree in business administration, accounting, management, marketing, international business, or economics.

Students interested in the two-year A.A.S. program in Business Administration should see page 47. Students interested in the two-year A.A.S. program in Accounting should see page 46.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program

Upon completion of the BAT program, the student will be able to:

- Demonstrate application of basic management principles;
- Demonstrate application of accounting principles;
- Interpret business reports including the income statement and balance sheet;
- Demonstrate application of business law;
- Demonstrate application of computer technology use;

Select courses in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
CIS 111	Computer Systems and Applications	3
Math 118	Elementary Statistics	3
ACC 104	Financial Accounting	4
BUS 104	Business Organization & Management	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
American History	(Appendix D)	3
ACC 204	Managerial Accounting	4
Math	MAT 125, MAT 185 or MAT 221	4
BUS 107	Principles of Marketing	3
	TOTAL	17
THIRD SEMESTER		
Natural Science	(Appendix B)	4
BHS 103	Social Problems in Today's World	3
ECO 201	Micro Economics	3
BUS 215	Business Law I	3
Free Elective (a)		3
	TOTAL	16
FOURTH SEMESTER		
ACC 221	Intermediate Accounting or	
or BUS 216	Business Law II	3-4
BAT Elective (b)		3
ECO 202	Macro Economics	3
General Ed	Appendix E, F, or I	3
BAT Elective (b)		3
	TOTAL	15-16
	TOTAL CREDIT HOURS	64

- a. See page 98 for a full discussion of the free elective requirement.
- b. Any 200-level BUS or 200-level ACC course can be used.
Note: MAT 110, MAT 184, MAT185 or WFE101 can also be used.

**BUSINESS
PARALEGAL DEGREE PROGRAM (PAL)
(HEGIS 5099)**

This program is designed to provide students with knowledge and skills necessary to qualify for entry-level employment as paralegals. Students enrolled in the program complete a combination of legal specialty, business, liberal arts, and elective courses which will prepare them to work in law offices, banks, insurance companies, government agencies, corporations, and other types of organizations that deal with legal matters.

Such work normally is done under the supervision of an attorney. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents, and procedures.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Paralegal (PAL) will be able to:

- Articulate the role of paralegals in the legal system and develop an awareness of potential ethical issues that may arise and ethical duties that exist in the legal work environment;
- Use critical thinking skills to apply substantive legal principles in order to analyze and resolve legal problems;
- Apply the basic principles of legal research in an accurate, effective, and efficient manner;
- Articulate an understanding of the techniques of legal analysis and writing and develop written communication skills to communicate the results of research and analysis in an appropriate format and tone;
- Demonstrate an ability to use a variety of print and electronic legal research resources.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
GOV 151	Intro to Law	3
PAL 110	Fundamentals of PAL	3
PAL 120	Legal Research	3
CIS 111	Computer Syst. & Apps.	3
	TOTAL	15
SECOND SEMESTER		
ENG 102	Composition II	3
GOV/HIS	American History (Appendix D)	3
SPE 101 or SPE 210	Public Speaking or Small Group Communication	3
BUS 215	Business Law I	3
PAL 260	Legal Writing	3
WFE 101	Wellness & Fitness	3
	TOTAL:	18
THIRD SEMESTER		
BHS 103	Social Problems In Today's World	3
Math Elective	Math (a)	3-4
PAL Course	200-level PAL course (b)	3
PAL Course	200-level PAL course (b)	3
PAL Elective	PAL Elective (c)	3-4
	TOTAL	15-17
FOURTH SEMESTER		
PAL Course	200-level PAL course (b)	3
PAL Course	200-level PAL course (b)	3
PAL Elective	PAL Elective (c)	3-4
Science Elective	Science (d)	4
Free Elective (e)		3-4
	TOTAL	16-18
	TOTAL CREDIT HOURS	64
a.	MAT 109 or above. Recommended: MAT 110 or MAT 118.	
b.	PAL 200-level content-specific courses: PAL 210 Family Law; PAL 220 Wills Trusts & Estates; PAL 230 Law of Business Organizations; PAL 240 Civil Litigation; and PAL 250 Real Property.	
c.	Paralegal Electives: ACC 104; BUS 210; BUS 243; CRJ 265; GOV 222; PAL 290 (Internship); PHI 107; PSY 134, SPE 201, and SPE 219.	
d.	Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, or physics. Recommended: BIO 103 Human Biology.	
e.	See page 98 for a full discussion of the free elective requirement. The subject area for the Paralegal Degree Program includes all courses labeled PAL.	

**BUSINESS
BOOKKEEPING (BOK)
(HEGIS 5002)
(APPLIED ACADEMIC CERTIFICATE)**

The objective of the one-year program is to prepare individuals for entry-level jobs as bookkeeping office employees, with opportunities for advancement to more responsible positions. If a student decides to continue toward a two-year degree in accounting or in other Business Department programs, many of the courses already completed may be applied toward that degree.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Bookkeeping (BOK) will be able to:

- Use a variety of accounting and business software;
- Demonstrate knowledge of accounting principles;
- Demonstrate a real world experience using simulations.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
ACC 100	ACC Seminar	1
Math Elective (a)	Appendix A	3
ACC 101	Principles of Financial Accounting I	3
CIS 111	Computer Software	3
BUS 102	Introduction to Business	3
	TOTAL	16
SECOND SEMESTER		
BHS103 or ECO105 or American History	Social Problems in Today's World or Economic Issues or (Appendix D)	3
ACC 102	Principles of Financial Accounting II	3
BUS 255 or BUS 210	Office Practice or Business Communications	3
ACC 205	Computerized Accounting Applications	2
ACC 213 or ACC 241	Accounting Systems or Income Tax Procedures	3
	TOTAL	14
	TOTAL PROGRAM CREDITS	30
a. MAT109 or higher, MAT118 recommended.		

**BUSINESS
PARALEGAL CERTIFICATE (PLL)
(HEGIS 5099)
(APPLIED ACADEMIC CERTIFICATE)**

This concentrated certificate program is designed to provide students with a basic foundation of skills and knowledge needed to seek employment as a paralegal. The program's curriculum requires completion of a combination of legal specialty, business, and liberal arts courses. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents, and procedures, while working under the supervision of an attorney. Credits earned in this program may be applied to the Paralegal Associate in Applied Science degree program.

Students who successfully complete the Certificate in Paralegal (PLL) will be able to:

- Articulate the role of paralegals in the legal system and develop an awareness of potential ethical issues that may arise and ethical duties that exist in the legal work environment;
- Use critical thinking skills to apply substantive legal principles in order to analyze and resolve legal problems;
- Apply the basic principles of legal research in an accurate, effective, and efficient manner;
- Articulate an understanding of the techniques of legal analysis and writing and develop written communication skills;
- Demonstrate an ability to use a variety of print and electronic legal research resources.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
GOV 151	Introduction To Law	3
CIS 111	Computer Systems & Applications	3
PAL 110	Fundamentals of Paralegalism	3
PAL 120	Legal Research	3
	TOTAL	15
SECOND SEMESTER		
MAT 109 or higher	Survey of Mathematics or higher (a)	3
PAL 260	Legal Writing	3
PAL Electives	Select three from BUS 215, CRJ 265, PAL 210, PAL 220, PAL 230, PAL 240, PAL 250	9
BHS 103 or GOV 222	Social Problems in Today's World or State and Local Government	3
	TOTAL	18
	TOTAL CREDIT HOURS	33
a. MAT 110 or MAT 118 recommended.		

COMMUNICATIONS AND MEDIA ARTS (COM) (HEGIS 5008)

This media production program is designed for students interested in the mass media, broadcast journalism, video and audio production, public relations, visual effects, screenwriting and documentary and narrative film production. Through an organized program of study, students are provided with media theory, techniques and practices in service of creative expression and career development. Graduates will be prepared for positions in television production, video and film production facilities, radio, audio recording studios and news media or to transfer to four-year colleges.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Communication and Media Arts (COM) will be able to:

- Solve creative problems within their field of communications and media arts, including research and synthesis of technical, aesthetic, and conceptual information;
- Effectively communicate their ideas and connect with their intended audience using visual, oral and written presentation skills relevant to their field;
- Execute technical, aesthetic and conceptual decisions based upon an understanding of communications and media arts;
- Evaluate work in their field, including their own work, using professional terminology;
- Explain the influence of social, cultural and aesthetic trends on historical and contemporary films, television programs, and media productions.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
COM 100	Communications Introductory Seminar	1
ENG 101	Composition I Gen Ed. J	3
Math (a)	(Appendix A)	3
COM 101	Introduction to Media Communication	3
COM 103	The Art and Craft of Editing	3
ART (b)	Art Gen. Ed. (b)	3
TOTAL		16
SECOND SEMESTER		
ENG 102	Composition II Gen. Ed. G	3
American History	(Appendix D)	3
COM 110	Basic Video Production	3
COM 120	Media Writing	3
COM 140	Media, Society and Mass Communication	3
SPE 100 or 101	Oral Communication	3
TOTAL		18
THIRD SEMESTER		
BHS 103	Social Problems in Today's World	3
COM 210 or COM 221 or COM 233 or COM 249	Visual Effects for the Moving Image Media Strategies for Public Relations Sound Design and Technology for Media Television Production/Television News	4
Directed Elective (c)		3-4
Science (d)	(Appendix B)	4
TOTAL		14-15
FOURTH SEMESTER		
COM 211 or	Digital Filmmaking	
COM 222 or	Social Media	
COM 234 or	Basic Music Production	
COM 250	Advanced Video Production	4
Directed Elective (c)		3-4
Science (d)	(Appendix B)	4
Free elective (e)		3
TOTAL		14-15
TOTAL CREDIT HOURS		62-64

- a. Mathematics course: MAT 109 or higher.
- b. Students must select an Art Course: ART110, ART112, ART150 or ART157.
- c. Directed Electives: Students must select two courses from the list below to complement their concentration. Substitutions may be made with approval of the department chair.
Acting and Directing: THE220, SPE102, THE109, THE209
Advertising and Marketing: BUS105, BUS107
Audio Production and Music: COM233, COM234, MUS101, MUS104, MUS115, MUS116, MUS219
Documentary Film: COM262, COM263, COM280
Film or Media Studies: FLM243, FLM246, ENG226, HUM205
Journalism and Public Relations: COM222, COM221
Photography: ART150, ART153, ART157, ART254, ART257
Film and Television Production: COM249, COM250, COM262, COM263
Visual Effects: COM210, COM 211, ART110, ART112, ART140, ART161
Screenwriting: FLM244
Internship: Students may take a 3-credit internship as an Interest Area Course: COM261.
- d. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics.
- e. See page 98 for a full discussion of the free elective requirement.

COMPUTER INFORMATION SYSTEMS COMPUTER INFORMATION SYSTEMS (CIS) (HEGIS 5101)

This curriculum is designed to prepare graduates for employment opportunities in computer systems and data processing. Positions as programmers and technicians are available in various sectors of business, particularly insurance, banking, public utilities, retailing, and manufacturing firms. Schools, colleges, and government agencies also employ such individuals. Students entering this curriculum should have successfully completed elementary algebra or Sequential Math Course I.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the CIS program, graduates should be able to:

- Design an effective LAN and WAN
- Manage, maintain and optimize a LAN
- Develop an understanding of the technical and business aspects of the internet
- Implement routing principles

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
CIS 111	Computer Systems and Applications	3
CIS 112	Computer Programming I	4
Math (b)		3
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
CIS 114	Computer Programming in C	
or CIS 117	Data Communication Concepts	3
CIS 123	Computer Programming II	3
CIS 124	Computer Operating Systems	3
CIS Elective (a)		3
	TOTAL	15
THIRD SEMESTER		
CIS 214	C++ Object Oriented Programming	
or CIS 216	Windows Server	3
CIS 213	Data Management Concepts	3
CIS 212	Systems Analysis and Design	3
CIS Elective (a)		3
CIS 200 Level Elective (a)		3
Math/Science (b, c)		3-4
	TOTAL	18
FOURTH SEMESTER		
ECO 105, GOV 121, HIS 104, HIS 108		3
CIS 223	Computer Projects and Applications	3
CIS 200 Level Elective (a)		3
WFE 101	Lifetime Wellness and Fitness	3
Free Elective (d)		3-4
	TOTAL	15
	TOTAL CREDIT HOURS	64

- a. Elective courses: (a) courses applicable in all programs, see page 97; (b) all courses designated CIS. Three elective credits must be chosen from courses applicable in all programs. Students should note that the program requires 6 credits of 200-level CIS courses. Elective courses may need to be chosen to fulfill the prerequisites of the upper level courses.
- b. Mathematic courses: MAT 110, MAT 118, MAT 125, MAT 184, MAT185, MAT 221. Students must meet course prerequisites.
- c. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics.
- d. Students must fulfill New York York State Higher Education required liberal arts and sciences credits by choosing courses from the General Education appendices.

**COMPUTER INFORMATION SYSTEMS
C++/JAVA ADVANCED PROGRAMMING (CJC)
(HEGIS 5103)
(APPLIED ACADEMIC CERTIFICATE)**

This certificate will provide the student with advanced programming techniques in HTML, C, C++, JAVA and Visual Basic. The student will design and code programs using advanced data structures with an emphasis on the development of web-based programs. Students continuing into a two-year degree program are advised to consult the requirements for either the CIS or BUS Applied Science degree programs. Students must have a programming background prior to enrolling in this certificate. Students must be proficient in C programming prior to enrolling in this certificate.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in C++/JAVA Advanced Programming (CJC) will be able to:

- Design and code programs using object oriented programming concepts and techniques using an object oriented programming languages such as C++, Java, C#, Visual Basic or Javascript.
- Examine the various logic constructs and advanced storage techniques utilized in a high level language
- Develop client and server side internet programs

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
CIS 100	CIS Introductory Seminar	1
CIS 215	Internet Programming Using JAVA	3
CIS 113	Visual Basic Programming	3
CIS 107	Conducting Business on the Internet	3
CIS 160	Career Seminar, Career Exploration (a)	2
	TOTAL	15
SECOND SEMESTER		
CIS 126	UNIX/LINUX	3
CIS 214	C++ Object Oriented Programming	3
CIS 235	Advanced JAVA Programming	3
CIS 161	Career Seminar, Career Advancement (a)	2
Elective (b)		3
CIS 133	Advanced Visual Basic	
or CIS 228	Web Administration	3
	TOTAL	17
	TOTAL CREDIT HOURS	32

- a. The cooperative education experience requires 10 hours per week of related work experience.
- b. Students must select courses from ACC, BUS, CIS, MAT, or BUS 103.

**COMPUTER INFORMATION SYSTEMS
COMPUTER NETWORKING (CNC)
(HEGIS 5104)
(APPLIED ACADEMIC CERTIFICATE)**

This certificate will provide the students with the necessary skills to design and manage a local area network. Upon completion of the certificate, the student, in addition to acquiring an understanding of the basic data communication concepts, will be proficient in the basic skills to manage networks. Students completing the certificate may pursue careers in network support and administration. Students continuing into a two-year degree program are advised to consult the requirements for either the CIS, INM or BUS Applied Science degree programs. Prior to entry into the program the student should have a basic computer literacy.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Computer Networking (CNC) will be able to:

- Demonstration an appreciation of the breadth and complexity of the IT communication field;
- Identify and describe the necessary required skills in each of the segments in the IT industry communication sector;
- Design an effective LAN and WAN;
- Manage, maintain and optimize a LAN;
- Demonstrate proficiency in Linux and Windows;
- Demonstrate the technical and business aspects of the Internet;
- Implement routing principles.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
CIS 100	CIS Introductory Seminar	1
CIS 111	Computer Systems and Applications	3
CIS 117	Data Communication Concepts	3
CIS 126	UNIX/LINUX	3
CIS 216	Windows Server	3
CIS 160	Career Seminar, Career Exploration (a)	2
	TOTAL	15
SECOND SEMESTER		
ENG 101	Composition I	3
CIS 218	Routing and Switching Technology	3
CIS 107 or CIS 108	Conducting Business on the Internet or Conducting Research on the Internet	3
CIS 217 or CIS 226	Advanced Server Advanced Linx	3
or CIS 150	Information Management Security	
CIS 161	Career Seminar, Career Advancement (a)	2
Elective (b)		3
	TOTAL	17
	TOTAL CREDIT HOURS	32
<p>a. The cooperative education experience requires 10 hours per week of related work experience.</p> <p>b. Students must select courses from: ACC, BUS, CIS, MAT. Students wishing to become familiar with computer programming are encouraged to register for CIS 113.</p>		

**COMPUTER INFORMATION SYSTEMS
COMPUTER SOFTWARE SUPPORT (SSC)
(HEGIS 5103)
(APPLIED ACADEMIC CERTIFICATE)**

This certificate provides the student with advanced skills in computer applications. It is appropriate for students interested in learning the intricacies of a variety of software packages. Upon completion of the certificate, students may pursue careers as application specialists, help desk associates and software trainers. Students continuing into a two-year degree program are advised to consult the requirements for either the CIS, IMN or BUS Applied Science degree programs.

No prior computer experience is required.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Computer Software Support (SSC) will be able to:

- Define and differentiate the hardware, software and communication components of a computer system.
- Examine the issue of privacy, ethics, computer crime, and other IT related social issues with particular emphasis on the internet.
- Demonstrate proficiency in the software components of MS Office and the integration of the components.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
CIS 100	CIS Introductory Seminar	1
CIS 111	Computer Systems and Applications	3
CIS 107	Conducting Business on the Internet	
or CIS 108	Conducting Research on the Internet	3
CIS 120	Computer Based Publishing	3
CIS 160	Career Seminar, Career Exploration (a)	2
	TOTAL	15
SECOND SEMESTER		
CIS 113	Visual Basic Programming	
or CIS 112	Computer Programming	3-4
CIS 150	Information Security Management	
or CIS 140	Healthcare Information Management	3
CIS 213	Microcomputer Systems for Business	3
CIS 161	Career Seminar, Career Advancement (a)	2
Elective (b)		3
	TOTAL	14
	TOTAL CREDIT HOURS	29

- a. The cooperative education experience requires 10 hours per week of related work experience.
- b. Students must select courses from: ACC, BUS, CIS, MAT, or BUS 103.

**COMPUTER INFORMATION SYSTEMS
WEB ADMINISTRATION (WAC)
(HEGIS 5104)
(APPLIED ACADEMIC CERTIFICATE)**

This certificate will provide students with the skills to effectively develop and administer web server site installations. Students will develop advanced skills in both client side web software and server side software. Upon completion of the certificate, students will be well-versed in the skills necessary to pursue careers in web site administration. Students continuing into a two-year degree program are advised to consult the requirements for either the CIS, IMN or BUS Applied Science degree programs. Basic computer literacy is required for entry into the program.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Web Administration (WAC) will be able to:

- Develop client and server side internet programs.
- Demonstrate an understanding of the concepts and associated terminology for the internet infrastructure.
- Develop the necessary skills to conduct business on the internet.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
CIS 100	CIS Introductory Seminar	1
CIS 111	Computer Systems and Applications	3
CIS 107	Conducting Business on the Internet	3
CIS 113	Visual Basic Programming	3
CIS 120	Computer Based Publishing	3
CIS 160	Career Seminar, Career Exploration (a)	2
	TOTAL	15
SECOND SEMESTER		
ENG 101	Composition I	3
CIS 133	Advanced Visual Basic	
or CIS 140	Healthcare Information Mangement	
or CIS 150	Information Security Management	3
CIS 126	UNIX/LINUX	3
CIS 228	Web Site Administration	3
CIS 161	Career Seminar, Career Advancement (a)	2
Elective (b)		3
	TOTAL	17
	TOTAL CREDIT HOURS	32

- a. The cooperative education experience requires 10 hours per week of related work experience.
- b. Students must select courses from: ART 110, ART 140, ART 145, ART 163, ART 256, ACC, BUS, CIS, MAT. Students are encouraged to register for CIS 114 to gain additional programming skills.

COMPUTER INFORMATION SYSTEMS INFORMATION MANAGEMENT (INM) (HEGIS 5101)

The Information Management program is designed for students interested in transferring to a four-year baccalaureate-granting institution.

The program will provide students with a basic foundation in information systems, information technology and information management. It is recommended for transfer students planning to earn baccalaureate degrees in such programs of study as Computer Information Systems, Management Information Systems, and Information Technology, Health Information Management, Security Information Management and Computer Networking.

The Associate in Science (A.S.) degree is awarded upon completion of this program

Students who successfully complete the Associate in Science (A.S.) degree in Information Management (INM) will be able to:

- Critically discern the quality of data and identify the parameters and constraints of using, transmitting, securing and storage of data.
- Identify the scope, resources, timeline and critical tasks involved with project management.
- Select appropriate hardware and software to satisfy a particular business problem or opportunity including developing software solutions and utilizing existing available software with particular emphasis on database management software.
- Identify and mitigate the risks to data and design effective defenses for data storage and transmission

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
CIS 111	Computer Systems & Application	3
MAT Course (a)		3-4
CIS 112 or CIS 113 or CPS 141 (b)		3-4
BHS 103	Social Problems in Today's World	3
	TOTAL CREDITS	15-17
SECOND SEMESTER		
ENG 102	Composition II	3
MAT Course (a)		3-4
Interest Area Course (c)		3
Interest Area Course (c)		3
General Education Course (d)		3
	TOTAL CREDITS	15-16
THIRD SEMESTER		
CIS 212	Systems Analysis & Design	3
American History (Appendix D)		3
Interest Area Course (c)		3
ACC/BUS/CIS/ECO Course (e)		3
Science Course (f)		4
	TOTAL CREDITS	16
FOURTH SEMESTER		
CIS213	Data Management Concepts	3
WFE 101	Lifetime Wellness & Fitness	3
Interest Area Course (c)		3
Interest Area Course (c)		3
Transfer Course (g)		3-4
Free Elective (h)		3-4
	TOTAL CREDITS	18-20
	TOTAL CREDIT HOURS	64

- a. Students must select from MAT 110, MAT 118, MAT 125, MAT 184, MAT 185, MAT 214, MAT 221, MAT 222.
- b. CIS112, as an introductory programming course, is strongly recommended for most students. In particular, students undecided about choosing the Information Management degree or the Computer Information Systems degree should choose CIS 112. Students, with advisement, may opt to choose CIS 113 or CPS 141 for transfer purposes. Also, with permission of the program chairperson, the student may select one of the courses as an Interest Area elective.
- c. Interest Area Course: Students must select five courses from the following list. Courses should be selected based on the requirements of the anticipated transfer school. Consult your advisor. See Advisement Note below. ACC 104, ACC 204, BUS 104, BUS 107, BUS 215, CIS 107 or CIS 108, CIS 114, CIS 117, CIS120, CIS 123, CIS 124, CIS 126, CIS 140, CIS 150, CIS 214, CIS 215, CIS 216, CIS 217, CIS 211, CIS 218 , CIS 223, CIS 226, CIS 227, CIS 228, CIS 233, CIS 235, CRJ 141, CRJ 261

Notes continue on next page

Continued from previous page.

- d. Courses that meet the SUNY General Education requirement are listed on page 39. Students should select a course from a SUNY General Education subject area not met by another elective or required courses in the program.
- e. ACC/BUS/CIS/ECO Course: Students must select one course from the following list. ACC 104, ACC 204, BUS 104, BUS 107, BUS 215, CIS 107, ECO 201, ECO 202. Courses should be selected based on the requirements of the anticipated transfer school, in consultation with an advisor.
- f. Students must take a science course that fulfills the natural science general education requirement.
- g. Any math course listed in note (a), ECO 201, ECO 202.

ADVISEMENT NOTE: Based upon the student's interest area (c), the following courses are recommended: (The courses listed in **bold** are strongly recommended)

Security Information Management: **CIS 117, CIS 126, CIS 150**, CIS 107, CIS 133, CIS 216, CIS 226, CRJ 141, CRJ 261

Management Information Systems: **BUS 104, BUS 107, BUS 215**, CIS 107 or CIS 108, CIS 140, CIS 150, CIS 216, CIS 217

Software Development Systems: **CIS 114, CIS 214, CIS 215**, CIS 126, CIS 226, CIS 227, CIS 235

Web Administration: **CIS107, CIS120, CIS228**, CIS126, CIS 226, CIS233, ART 163, ART 263

Business Programming: **CIS 123, CIS 211**, CIS 124, CIS 223, CIS 227, **CIS 233**

Computer Networking: **CIS 117, CIS 126, CIS 216**, CIS 124, CIS 217, CIS 218, CIS 233

- h. Students must fulfill New York State Higher Education required liberal arts and sciences credits by choosing courses from the General Education appendices.

COMPUTER SCIENCE (CPS) (HEGIS 5101)

This program is recommended for transfer students planning to earn a baccalaureate degree with a major in computer science. Students should have completed at least Sequential Math Course III in high school.

The Associate in Science (A.S.) is awarded upon completion of the requirements for this program

Students who successfully complete the Associate in Science (A.S.) degree in Computer Science (CPS) will be able to:

- Demonstrate the ability to design, implement and execute programs in an object oriented programming language;
- Demonstrate the implementation and/or use of data structures such as arrays, stacks, queues, linked lists, binary trees and maps;
- Demonstrate the ability to read and interpret computer code and programming language documentation

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
CPS 100 (a) or CLP 101	Introductory Seminar Career Exploration and Planning	1-3
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
MAT 185 or 221	Precalculus Mathematics (b) Calculus I	4
CPS 141	Introduction to Computer Science and Programming	4
	TOTAL	15-17
SECOND SEMESTER		
ENG 102	Composition II	3
American History	(Appendix D)	3
MAT 221 or 222	Calculus I (b) Calculus II	4
CPS 142	Advanced Programming Techniques	3
WFE 101	Lifetime Wellness & Fitness	3
	TOTAL	16
THIRD SEMESTER		
	Science (d)	4
MAT 222 (b) or Elective (e)	Calculus II	4
CPS 231	Data Structures	3
General Education Elective (c)		3
Elective (e)		3
	TOTAL	17
FOURTH SEMESTER		
MAT 214 or 215	Discrete Mathematics Using Proofs Linear Algebra	3
CIS 227	Assembler Language Programming	3
Elective (e)	MAT 223 or Science strongly recommended	4
General Education Elective (c)		3
Free Elective (f)		3-4
	TOTAL	16-17
	TOTAL CREDIT HOURS	64

- a. CPS students who currently are not enrolled in CPS 141, CPS 142 or CPS 231 should take CLP 101.
- b. One of the following sequences required: MAT 185, 221, 222; or MAT 221, 222, elective (MAT 215 or 223 recommended).
- c. General Education Elective: Courses applicable to this program are listed in the General Education Appendices D, E, F, H and I. Student may select a course from Appendix D only if GOV 121 or HIS 104 have not previously been taken. Students may select a course from Appendix F only if HIS 108 has not previously been taken. See page 39 for the list of the General Education Appendices.
- d. Physics or Chemistry recommended. Many four-year colleges require a two-semester sequence in physics or chemistry. Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. Students should select a course from General Education Appendix B, page 39.
- e. Elective courses: Courses applicable in this program are: (a) Specific courses listed above; (b) courses applicable in all programs. See page 97.
- f. See page 98 for a full discussion of the free elective requirement. The subject area for Computer Science includes all courses labeled CPS or CIS.

**CRIMINAL JUSTICE – TRANSFER (CRT)
(HEGIS 5505)
(TRANSFER PROGRAM FOR CRIMINAL JUSTICE STUDENTS)**

A balance of general, liberal arts, and technical courses is offered to those students who intend to enter the field of criminal justice for the first time as well as those currently employed in the field. This program is designed primarily for those students who anticipate transferring to a four-year institution to pursue the baccalaureate degree. It also is recommended to those students interested in pre-law studies. This program leads to rewarding careers in law enforcement, corrections, probation, parole, rehabilitation, industrial security, and numerous other positions in related areas at the municipal, state, and federal levels.

NOTE: Students pursuing careers in criminal justice or related fields should be aware that certain aspects of health and/or character may be conditional to employment.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Criminal Justice – Transfer (CRT) will be able to:

- Identify the various components of the Criminal Justice System including police courts and corrections;
- Describe the Criminal Justice Process from incident, initial contact with law enforcement, through the trial process and sentencing;
- Demonstrate an understanding of Due Process.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
GOV 121	The American National Experience	3
CRJ 141	Introduction to Criminal Justice	3
WFE 101	Lifetime Wellness and Fitness	3
	TOTAL	15
SECOND SEMESTER		
ENG 102	Composition II	3
BIO 103	Human Biology (a)	4
Math 118 (b)	Elementary Statistics	3
CRJ 265	Criminal Law & Procedure	3
BHS 142	Criminology	3
	TOTAL	16
THIRD SEMESTER		
CRJ 201	Police Organization and Administration	3
PSY 206	Social Psychology	3
BHS 242	Drug and Alcohol Use and Abuse	3
CRJ 206	Criminal & Scientific Investigation	3
	General Education Elective (c)	3
	TOTAL	15
FOURTH SEMESTER		
PSY 134	Group Dynamics	3
BHS 262	Juvenile Delinquency	3
CRJ 261	White Collar Crime	3
CRJ 266	Contemporary Problems and Issues in Criminal Justice	3
SPE 101	Public Speaking	3
	Free Elective (d)	3-4
	TOTAL	18-19
	TOTAL CREDIT HOURS	64

- a. BIO 104 may be substituted for BIO 103.
- b. Mathematics course. Students must meet math course prerequisites
- c. General Education Elective: Courses applicable to this program are listed in the General Education Appendices E, F, H and I. See page 39 for the list of the General Education Appendices.
- d. See page 98 for a full discussion of the free elective requirement. The subject area for Criminal Justice includes all courses labeled CRJ.

CRIMINAL JUSTICE - PUBLIC AND PRIVATE SECURITY (CRJ) (HEGIS 5505)

A balance of general, liberal arts, and technical courses is offered to those students who intend to enter the field of criminal justice directly upon graduation or who are currently employed within the field and do not intend to pursue the baccalaureate degree at a four-year institution. This program leads to rewarding careers in law enforcement, corrections, industrial security, and numerous other related positions at the municipal, state, and federal levels.

Note: Completion of this program does not preclude the student from subsequently pursuing the baccalaureate degree should he/she decide to do so. However, transfer policies vary from college to college and the student should be aware that additional coursework in the general and liberal arts education area are likely to be required at a four-year institution.

Students pursuing careers in criminal justice or related fields should be aware that certain aspects of health and or character may be conditional to employment.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A. S.) degree in Criminal Justice – Public and Private Security (CRJ) will be able to:

- Identify the various components of the Criminal Justice System including police courts and corrections;
- Describe the Criminal Justice Process from incident, initial contact with law enforcement, through the trial process and sentencing;
- Demonstrate an understanding of Due Process.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
CRJ 101	Introduction to Security Administration	3
CRJ 107	Communication and the Crim Just Process	3
CRJ 141	Introduction to Criminal Justice	3
	TOTAL	15
SECOND SEMESTER		
ENG 102	Composition II	3
CRJ 265	Criminal Law & Procedure	3
GOV121	The American National Experience	3
WFE 101	Lifetime Wellness and Fitness	3
BIO 103	Human Biology	
or BIO 104	Environmental Biology	4
	TOTAL	16
THIRD SEMESTER		
BHS 242	Drug and Alcohol Use and Abuse	3
CRJ 253	Ethics in Criminal Justice	3
CRJ 206	Criminal and Scientific Investigation	3
CRJ 201	Criminal Justice Organization and Administration	3
HED 134	First Aid, CPR	3
ELECTIVE (a)		3
	TOTAL	18
FOURTH SEMESTER		
PSY 134	Group Dynamics	3
CRJ 261	White Collar Crime	3
MAT 118 (c)	Elementary Statistics	
or MAT 109 (c)	Survey of Mathematics	3
PSY 206	Social Psychology	3
Free elective (b)		3-4
	TOTAL	15-16
	TOTAL CREDIT HOURS	64

- a. Elective courses: Students wishing to take a special Spanish – language series as part of the six credit elective requirement may initiate these studies during the first semester. Courses applicable in this program are: (a) specific courses listed above; (b) courses applicable in all programs. See page 97.
- b. See page 98 for a full discussion of the free elective requirement. The subject area for Criminal Justice includes all courses labeled CRJ.
- c. Mathematics course: Students must meet math course prerequisites.

EARLY CHILDHOOD (ECH) (HEGIS 5503)

This program provides students with a background in general education and specific skills necessary to work effectively with young children. The curriculum is designed to prepare students, through class and laboratory experience, to become a teacher (head of group) or assistant in preschool/day care/nursery school settings.

Upon successful completion of a NYSED exam, graduates may become teacher assistants in a public school. This degree, with experience and further coursework, qualifies graduates to become the director of a child care center.

The College conducts an on-campus Laboratory Nursery School where students can gain practical teaching experience under professional supervision. Students also participate in various day care centers, pre-schools and kindergartens in the community.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of the ECH program, students will be able to display knowledge and appropriate applications in the following areas:

- Promote child development and learning by creating a learning environment that addresses the developmental characteristics and needs of young children.
- Build family and community relationships by demonstrating the learners' understanding of the impact on children's development and learning of families and the communities in which they live.
- Observe, document and assess to support young children and their families by using systematic observations, documentation and other strategies to develop age-appropriate curricula and strategies to positively impact on children's development and learning and communicate with families and other professionals.
- Actuate the teaching and learning process by integrating the knowledge of developmentally effective approaches to design, implement and evaluate learning experiences for young children in a variety of curricular areas.
- Become a professional by illustrating an understanding of the ethical implications and consequences of decisions regarding policies and practices in early childhood.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
ECH 101	Introduction to Early Childhood	3
ECH 102	Introductory Seminar: Programs for Young Children	1
ECH 120	Infant and Toddler Curriculum	3
ECH 121	Infant and Toddler Curriculum Fieldwork (a, b)	1
ECH 111	Curriculum Activities for Young Children	2
	TOTAL	16

SECOND SEMESTER		
ENG 102	Composition II	3
ECH 107	Preparing to Teach Young Children	2
ECH 108	Early Childhood Practicum I (a, b)	2
PSY 221	Child Development	3
SPE 101, PSY 134 or THE 120		3
MAT 109 or higher		3
	TOTAL	16

THIRD SEMESTER		
ECH 254	Diverse Early Childhood/Elementary Classrooms	3
ECH 205	Early Childhood Practicum II (a, b)	4
BHS 103	Social Problems in Today's World	3
American History (Appendix D)		3
Free Elective (c)		3-4
	TOTAL	16-17

FOURTH SEMESTER		
ECH 206	Early Childhood Practicum III (a, b)	5
ECH 212	Language and Literature in Early Childhood	3
ECH 214	Dev. Appropriate Practice: Observation and Assessment	3
BIO 104	Environmental Biology	4
	TOTAL	15
	TOTAL CREDIT HOURS	63

- a. Transportation to and from fieldwork/observation site(s) is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation as placements in on-campus sites are frequently not available.
- b. All students are required to submit a completed physical examination form to the Health Office prior to their first day of fieldwork.
- c. Read a full discussion of the free elective requirement. The subject area for Early Childhood includes all courses labeled ECH. Since Early Childhood is a physically demanding profession, WFE 101 is strongly recommended.

**EARLY CHILDHOOD CAREGIVER (ECC)
(HEGIS 5503)
(APPLIED ACADEMIC CERTIFICATE)**

The purpose of this program is to provide skills and a beginning credential to those individuals working with, or seeking to work with, young children in day care centers or family day care settings.

All courses in the Certificate program are applicable to the Early Childhood Associate in Applied Science degree program.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Early Childhood Caregiver (ECC) will be able to:

- Promote child development and learning by creating/ planning a developmentally appropriate environment with supervision;
- Demonstrate an ability to design learning experiences for young children in a variety of curricular areas;
- Demonstrate an ability to implement and evaluate learning experiences for young children in a classroom with supervision.

Courses should be selected in consultation with an advisor.



Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
ECH 101	Introduction to Early Childhood	3
ECH 102	Introductory Seminar: Programs for Young Children	1
ECH 111	Curriculum Activities for Young Children	2
ECH 120	Infant and Toddler Curriculum	3
ECH 121	Infant and Toddler Curriculum Fieldwork (a)	1
	TOTAL	16
SECOND SEMESTER		
ECH 107	Preparing to Teach Young Children	2
ECH 108	Early Childhood Practicum I (a)	2
PSY 221	Child Development	3
Free Elective		3-4
BHS 103	Social Problems in Today's World	3
	TOTAL	13-14
	TOTAL CREDIT HOURS	29

Note: Students enrolled in ECH 102, ECH 121 and ECH 108 are required to have a physical examination.

- a. Transportation to and from practicum sites is the responsibility of the student.

**ENGINEERING SCIENCE AND TECHNOLOGIES
ELECTRICAL TECHNOLOGY (ELT)
(HEGIS 5310)**

This program is designed to provide students with a solid technological foundation in electrical/electronics related fields thus preparing them for successful entry level employment as a technician in the associated technology sector. The Electrical Technology (ELT) A.A.S. degree is marketable – students who graduate can expect to find successful employment that they will be eligible for immediately. Technician opportunities are available in the following technology sectors: power systems (traditional and solar), semiconductor manufacturing, telecommunications, computers, and related electrical/electronic fields. Graduates are also well prepared for successful transfer to baccalaureate programs in Electrical Engineering Technology, Electro-Mechanical Engineering Technology, and Telecommunications Technology.

ELT Program Outcomes

Students completing the ELT degree program will learn hands-on skills, theory, and real world examples. The tools of the technician will be used from the first semester and throughout the program to build skills in assembling and troubleshooting circuits and projects.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Electrical Technology (ELT) will be able to:

- Explain electrical technology systems, components, and theory.
- Apply hands-on skills, such as use of tools, soldering, circuit assembly, analytical instrumentation skills (including use of meters and the oscilloscope), and computer simulation.
- Interpret circuit schematics.
- Demonstrate troubleshooting skills.
- Define and demonstrate effective team building skills.
- Demonstrate technical communication skills.
- Research, interpret, and analyze technical information on components used in electrical technology systems.
- Develop solutions to open-ended problems utilizing hands-on learning approach.
- Demonstrate awareness of customer needs, quality, and continuous improvement.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
	Math Elective (a)	3
ENG 101	Composition I	3
ELT 105	DC Circuits	3
ELT 107	Intro to Prog. for Automation	3
BHS 103	Social Problems in Today's World	3
	TOTAL	15
SECOND SEMESTER		
	Math Elective (b)	3
ENG 102	Composition II	3
ELT 106	AC Circuits	3
ELT 108	Electronics I	3
ELT 115	Digital Fundamentals	3
	TOTAL	15
THIRD SEMESTER		
ELT 122	Manufacturing Tools and Practices	3
ELT 213	Electro-Mechanical Devices	3
ELT 218	Electronics II	3
PHY 121	General Physics I	4
	American History Course (c)	3
	TOTAL	16
FOURTH SEMESTER		
ELT 216	Automation Systems	3
ELT 250	Electronics Project Laboratory	2
ENT 131	Technical Drawing	1
	Technical Elective (f)	3
	Science Elective (e)	4
	Free Elective (d)	3
	TOTAL	16
	TOTAL CREDIT HOURS	62

- a. Students must complete one of the following mathematics courses: MAT 184, MAT 185, MAT 221, MAT 222. Students must meet math course prerequisites.
- b. Students planning to transfer for a 4-year degree in Electrical Engineering Technology must take one of the following math courses: MAT 185, MAT 221, MAT 222. A minimum completion of MAT 221 is strongly recommended for transfer to a 4-year degree program. Students planning to complete the 2-year A.A.S. degree for immediate employment must take ENR 106: Statistical Process Control as their second math elective.
- c. Appendix D lists acceptable American History Courses.
- d. Students planning to transfer to a 4-year degree are recommended to complete MAT 221 as a math elective or a free elective. See page 39 for a full discussion of the free elective requirement. The subject area for this program includes all courses labeled ELT.
- e. Students may take PHY 122: General Physics II, CHE 111: Introduction to Chemistry, or CHE 121: General Chemistry as their science elective. Students must meet course pre-requisites.
- f. Technical electives: ELT 203: Electric Power Systems, CIS 117: Data Communication Concepts, ELT 231: Photovoltaic Systems, and ENR 220: Digital System Design. Students planning to transfer to a 4-year degree take ENR 220. Students planning to work in telecommunications take CIS 117. Students planning to work in solar power take ELT 231.

ENGINEERING SCIENCE AND TECHNOLOGIES ENGINEERING SCIENCE (ENR) (HEGIS 5609)

This program is for students planning to transfer upon graduation from Dutchess Community College to a four-year college granting a Bachelor of Science in an engineering discipline. Dutchess graduates readily transfer to established and respected educational institutions as third-year engineering students. Dutchess Community College's engineering science program is designed so that our students develop the skill set needed to succeed in competitive four-year engineering programs in a variety of engineering disciplines. Our engineering science program provides the appropriate mix of math, science, engineering, and liberal arts as benchmarked by ABET (Accreditation Board of Engineering and Technology) and recommended by TYESA (Two-Year Engineering Science Association). The Dutchess Community College Engineering Science program incorporates the following competencies: problem solving, design, teamwork, communication skills, quality and continuous improvement, and computer literacy.

Six advisement tracks are available to students to help them transfer to a specific engineering major at a four-year university or college.

- Biomedical Engineering
- Computer Engineering
- Chemical Engineering
- Electrical Engineering
- Civil and Environmental Engineering
- Mechanical and Aeronautical Engineering

It is recommended that students entering this program have completed high school Chemistry, Physics, and four units of high school Mathematics. Students without current college-preparatory courses in these areas may need more than two years to complete the engineering science program.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements of this program. Upon successful completion of the Associate in Science (A.S.) degree in Engineering Science (ENR):

- Students will demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose and audience.
- Students will produce writing that is well organized, well developed, and clear.
- Students will apply the scientific method, develop hypotheses, analyze results and draw conclusions.
- Students will work with graphical, numerical or symbolic models to solve problems and interpret results.
- Students will demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline.
- Students will formulate or evaluate arguments, problems or opinions and arrive at a solution, position or hypothesis based on carefully considered evidence.

Courses should be selected with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
CHE 121	General Chemistry I	4
MAT 221	Calculus I	4
ENR 101	Introduction to Engineering	2
ENR 100	Engineering Technology Introductory Seminar	1
ENT 131	Technical Drawing	1
See footnote (a)	TOTAL	15
SECOND SEMESTER		
ENG 102	Composition II	3
WFE 101	Lifetime Wellness and Fitness	3
PHY 151	Engineering Physics I	4
MAT 222	Calculus II	4
ENR 102	Computer Programming for Engineers (b)	3
See footnote (b)	TOTAL	17
THIRD SEMESTER		
PHY 152	Engineering Physics II	4
MAT 223	Calculus III	4
ENR 208	Engineering Statics	3
	Technical elective (c)	3-4
BHS 103	Social Problems in Today's World	3
	TOTAL	17-18
FOURTH SEMESTER		
PHY 251	Engineering Physics III	4
MAT 224	Differential Equations	4
	American History (Appendix D)	3
	Advanced Technical Electives (d)	6-8
	TOTAL	17-19
	TOTAL CREDIT HOURS	66

- a. In addition to the listed first semester course load, Electrical and Computer Engineering students should also take ELT 115. Biomedical and Chemical Engineering students should also take WFE 101.
- b. In addition to the second semester course load, Biomedical and Chemical Engineering students should take CHE 122.
- c. The courses that apply as introductory technical electives are ENR 201, ENR 215, BIO 105 and CHE 231.
Biomedical Engineering take BIO 101
Electrical Engineering take ENR 201
Chemical Engineering take CHE 231
Environmental Engineering by advisement
Civil Engineering take ENR 215
Mechanical Engineering take ENR 201
Computer Engineering take ENR 201
- d. The courses that apply as advanced technical electives are ENR 204, ENR 207, ENR 209, ENR 220, MAT 214, BIO 106, and CHE 232. Biomedical Engineering take BIO 102 and ENR 207
Electrical Engineering ENR 209 and ENR 220
Chemical Engineering take CHE 232 and ENR 207
Environmental Engineering ENR 209 and by advisement
Civil Engineering take ENR 209 and ENR 204
Mechanical Engineering take ENR 209 and ENR 204 or ENR 207
Computer Engineering take ENR 220 and MAT 214

**ENGINEERING SCIENCE AND TECHNOLOGIES
ADVANCED SCIENCE AND MATHEMATICS STUDIES (ASM) (HEGIS 5699)
(APPLIED ACADEMIC CERTIFICATE)**

This certificate program, designed with SUNY New Paltz, prepares students with an AAS degree in Electrical Technology from Dutchess Community College to enter at Junior level status in the Electrical or Computer Engineering programs at SUNY New Paltz.

Students who have achieved a 2.5 GPA in the certificate program detailed below will be accepted directly into the fifth semester of the eight-semester engineering programs offered at New Paltz.

The objective of this joint venture is to provide the citizens/students of the Mid-Hudson Valley region a quality, cost effective, geographically convenient career path for those technology graduates who would like to proceed to an engineering degree. The certificate program is geared toward students who graduated from the AAS general electrical technology (ELT) program.

Certificate Prerequisites: All students beginning the ASM Certificate must have completed the AAS degree in the ELT program, including a grade of C or better in course MAT221: Calculus I (5 year limit). Students who complete the ELT program with a GPA of 3.0 or better need a grade of C or better in ENR220: Digital System Design. Students who complete the ELT program with a GPA of less than 3.0 need a grade of B or better in ENR220: Digital System Design.

Students considering this path while in the AAS ELT program should select the following courses as their electives, to assist completion of the ASM certificate, provided they have the proper prerequisites:

Free Elective: Elect to take MAT221 Calculus I. This will prepare the student for MAT222: Calculus II in the semester immediately following the completion of the ELT degree. **Science Elective:** Elect to take CHE121: General Chemistry, rather than CHE111: Intro to Chemistry. **Technical Elective:** Elect to take ENR220: Digital Circuit Design. **Physics:** Take PHY151: Engineering Physics I rather than PHY121: General Physics

Students who successfully complete the Certificate in Advanced Science and Mathematical Studies (ASM) will be able to:

- Apply the scientific method, develop hypotheses, analyze results and draw conclusions.
- Work with graphical, numerical or symbolic models to solve problems and interpret results.
- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position or hypothesis based on carefully considered evidence.

Course No.	Descriptive Title	Cr. Hrs.
SUMMER SEMESTER		
MAT 222	Calculus II	4
	TOTAL	4
FALL SEMESTER		
MAT 223	Calculus III	4
CPS 141	Introduction to Computer Science	4
CHE 121	General Chemistry I	4
	General Education Requirement (a)	3
	TOTAL	15
SPRING SEMESTER		
MAT 224	Differential Equations	4
CPS 142	Advanced Programming Techniques	3
PHY 152	Engineering Physics II (b)	4
	General Education Requirement (a)	3
	TOTAL	14
	TOTAL CREDIT HOURS	33

- a. Courses to be used for this requirement include all courses from the DCC SUNY General Education Appendices in the following categories: Appendix D, Appendix E, Appendix F, Appendix H and Appendix G – one course must be selected from Appendix G in addition to ENG 102. With the exception of an additional course in Appendix G, students should not select a course from a category previously met.
- b. The prerequisites for PHY 152 must be met as indicated in the college catalog course description. Students matriculated in the Advanced Science and Mathematics Studies Certificate Program can alternatively meet the following prerequisites: MAT 223, PHY 121 and CHE 121.

**ENGINEERING SCIENCE AND TECHNOLOGIES
AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (ACR)
(HEGIS 5317)
(APPLIED ACADEMIC CERTIFICATE)**

This program prepares men and women for employment in the field of commercial Air Conditioning and Refrigeration. The graduate is qualified for entry-level positions in installation, repair and maintenance of equipment in use by food markets, food processors, office buildings, apartment buildings, manufacturing plants, schools, etc. In addition, positions are available in design, sales and distribution.

Students graduating from this program should expect to:

- Demonstrate the ability to apply theoretical and practical knowledge of residential air conditioning systems and light commercial refrigeration systems for service and installation.
- Recover, recycle and work safely with refrigerants.
- Recognize and utilize the appropriate tools, test instruments and equipment to troubleshoot and affect desired results.

It is recommended that those who wish to consider air conditioning and refrigeration as a career complete high school courses in such related areas as electricity, metal working, machine shop, plumbing/heating and blueprint reading.

A Certificate is awarded upon completion of the requirements for this program.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
MAT 131	Technical Math I	3
ACR 101	Air Conditioning and Refrigeration I	5
PHS 115	Fundamentals of Electricity	4
	TOTAL	12
SECOND SEMESTER		
ENG 101	Composition I	3
ENT 131	Technical Drawing	1
ACR 102	Air Conditioning and Refrigeration II	8
	TOTAL	12
	TOTAL CREDIT HOURS	24

Students interested in other coursework should consider enrolling in SUS 101, ARC 211, PHS 107 or BUS 104.

EXERCISE SCIENCE AND WELLNESS (ESW) (HEGIS 5299.30)

This program of study is designed primarily for students who plan to transfer to a four-year institution to pursue a baccalaureate degree in Physical Education for Teaching, Athletic Training, Exercise Physiology, Kinesiology, Health and Wellness, Physical Therapy or Nutritional Science. This program combines a broad foundation in the liberal arts and sciences with technical courses in the emerging and expanding field of Exercise Science. Graduates of the program will be encouraged to sit for the certification examination for Fitness Instructor or Personal Trainer given by an accredited certifying body thus providing a beginning credential for those who choose to seek employment as Fitness Instructors or Personal Trainers at local health clubs and fitness centers.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of this program, students will be able to:

- Identify personal goals, and construct a workable individual plan for transfer and success to a four-year institution to pursue a major such as: Physical Education Teaching, Athletic Training, Exercise Physiology, Kinesiology, Health and Wellness, Physical Therapy, and Nutritional Science.
- Communicate introductory professional knowledge of the basic concepts, terminology, and trends, as well as current issues within the exercise science field.
- Accurately interpret health status and risk stratification data and perform industry standard fitness assessments and exercise tests for individuals of all ages, fitness levels, and special populations.
- Effectively demonstrate a variety of exercises and teach safe and correct use of exercise equipment and other health-related apparatus to individuals of all ages and fitness levels.
- Effectively design, implement, supervise, and evaluate exercise prescriptions and exercise programs in accordance with individual's needs, goals, and assessment date results.
- Effectively educate, motivate, and/or communicate with individuals to influence healthy lifestyle behavior modifications which include the dimensions of wellness, occupational wellness, and stress management.
- Perform safe, ethical, and legal practices in a variety of health and fitness-related settings within the scope of practice.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
BIO 105	General Biology I	4
HED 134	First Aid, Safety and CPR	3
WFE 101	Lifetime Wellness and Fitness	3
ESW 100	Exercise Science and Wellness Seminar	1
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II	3
BIO 106	General Biology II	4
HED 201	Stress Management	
or PED (b)	or Physical Education	3
ESW 101	Intro to Exercise Science	2
PSY 111	Psychological Principles I	3
	TOTAL	15
THIRD SEMESTER		
BIO 209	Anatomy	4
MAT 118	Elementary Statistics (a)	3
BIO 122	Nutrition	3
General Education	Elective (c)	3
ESW 201	Exercise Testing	3
	TOTAL	16
FOURTH SEMESTER		
BIO 210	Physiology	4
American History	(Appendix D)	3
SPE 101	Public Speaking	3
ESW 202	Exercise Prescription	3
Free Elective		3
	TOTAL	16
	TOTAL CREDIT HOURS	64

- a. MAT 110 or higher, MAT 118 recommended. Students must meet Math course prerequisites.
- b. In the second semester, Physical Education majors should choose the three (3) credit PED course(s). These credits can be taken by choosing PED 202 for three credits or by choosing three, 1 credit PED courses of your choice. All other students are to choose the Stress Management course.
- c. General Education Elective: Courses applicable to this program are listed in Appendices E, F, H and I.

**FIRE SCIENCE
FIRE AND OCCUPATIONAL SAFETY (FIR)
(HEGIS 5507)**

A balance of general, liberal arts, and technical courses is offered to those students who intend to enter the field of Fire and Occupational Safety for the first time as well as those currently employed in the field. This program is designed primarily for those students who anticipate transferring to a four-year institution to pursue the baccalaureate degree. This program leads to rewarding careers in municipal fire protection, investigation and inspection, governmental agencies, industry, insurance, transportation, and educational institutions.

Students are urged to consult their advisor, the faculty and the Counseling and Career Services staff about transfer opportunities early in their academic career at DCC.

An Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Fire and Occupational Safety will be able to:

- Define fire and combustion with its associated phenomenon and describe how to employ the proper extinguishing methods for all classes of fire;
- Cite and explain all applicable OSHA regulations and National Fire Protection Association (NFPA) standards;
- Recognize and articulate the different types of building construction and explain each one's characteristics as it relates to fire and gravity;
- Define and describe the fire suppression and detection systems currently employed in structures;
- Create and apply various strategies and tactics, as appropriate, based on a variety of scenarios.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
MAT 184 or MAT 132	Algebra and Trig for Precalculus or Technical Mathematics II	3
FIR 100	Fire Science Intro. Seminar	1
FIR 102	Fundamentals of Fire Protection	3
FIR 104	Fundamentals of Fire Prevention	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	Composition II	3
CHE 121	General Chemistry I	4
FIR 110	Fire Behavior & Combustion	3
FIR 112	Fire/Emergency Services Safety	3
FIR 114	Building Construction for Fire Protection	3
	TOTAL	16

THIRD SEMESTER		
PHY 121	General Physics I	4
FIR 204	Fire Protection Systems	3
FIR 214	Legal Aspects in Fire and Safety	3
FIR 222	Fire and Safety Administration	3
Elective (a)		3
	TOTAL	16

FOURTH SEMESTER		
Foreign Language (b)		3
FIR 212	Fire Protection Hydraulics and Water Supply	3
FIR 224 or FIR 226	Strategy and Tactics or Fire Investigation	3
American History (c)		3
Elective (a)		3
	TOTAL	15
	TOTAL CREDIT HOURS	63

- a. Students must select two courses from Appendix E, F, or H.
- b. Students must choose a course from Appendix I.
- c. Students must choose a course from Appendix D.

**FIRE SCIENCE
FIRE PROTECTION TECHNOLOGY (FPT)
(HEGIS 5507)**

Public Safety has become a major concern in our society, and the complex technology of fire prevention and protection is evolving rapidly. Career and volunteer fire service personnel as well as people employed in insurance, risk management, emergency services, and municipal services have an increasing need to stay informed about cutting edge technology and other trends in this field.

The Fire Protection Technology Program provides firefighters and related fire service personnel with specialized training. The curriculum has been developed by a local advisory committee to meet the needs of the area, including specialized fire science courses, as well as required liberal arts and science and general education courses. The program can be used as a basis for successful competition on municipal exams, volunteer fire company applications, and entry into a variety of industrial settings. Students are encouraged to meet with the Fire Science Program Chairperson to ensure their goals will be met.

Completion of this program does not preclude the student from pursuing a baccalaureate degree should he/she decide to do so. However, transfer policies vary from college to college and the student should be aware that additional course work in the general and liberal arts education area are likely to be required by the four-year institution.

An Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Fire Protection Technology will be able to:

- Define fire and combustion with its associated phenomenon and describe how to employ the proper extinguishing methods for all classes of fire;
- Cite and explain all applicable OSHA regulations and National Fire Protection Association (NFPA) standards;
- Recognize and articulate the different types of building construction and explain each one's characteristics as it relates to fire and gravity;
- Define and describe the fire suppression and detection systems currently employed in structures;
- Create and apply various strategies and tactics, as appropriate, based on a variety of scenarios.

All courses should be selected in consultation with an adviser.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems	3
MAT 184 or MAT 132	Algebra and Trig for Precalculus or Technical Mathematics II	3
FIR 100	Fire Science Intro Seminar	1
FIR 102	Fund. of Fire Protection	3
FIR 104	Fund. Of Fire Prevention	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
CHE 111 or CHE 121	4	
FIR 110	Fire Behavior & Combustion	3
FIR 112	Occup. Health and Safety	3
FIR 114	Building Construction for Fire Protection	3
	TOTAL	16
THIRD SEMESTER		
EMB 105	Emergency Med Tech (a)	6
GOV 121, HIS 104, HIS108		3
PHY 121	General Physics	4
FIR 204	Fire Protection Systems	3
	Total	16
FOURTH SEMESTER		
WFE 101	Lifetime Wellness and Fitness	3
FIR 212	Fire Protection Hydraulics and Water Supply	3
Fire Career Electives (b)		7
Free Elective (c)		3-4
	TOTAL	16-17
	TOTAL CREDIT HOURS	64

- a. Current Certification acceptable for credits
- b. Fire Career Elective applicable course are: Selected New York State, Department of State, Office of Fire Prevention and Control's (OFPC) Fire Training courses with verification testing. Basic Firefighter Training (229 hour academy) FIR 214, FIR 222, FIR 224, FIR 226, FIR 228, SPA 101, SPE 101, PAR 207.
- c. See page 98 for a full description of the free elective requirement

**GENERAL STUDIES (GSP)
(HEGIS 5649)**

The General Studies Program, which leads to an A.S. degree, allows students substantial flexibility in course selection. In so doing, it provides them the opportunity to explore and refine their intellectual interests and permits students to develop an area of academic concentration.

The General Studies Program is geared to facilitate transfer to four-year institutions of higher learning. Those students transferring to SUNY baccalaureate-granting schools will have completed a minimum of 30 SUNY General Education credits and satisfied 10 out of 10 General Education requirements from the Appendices in the current catalog. Students intending to transfer should make certain that their course selections meet the requirements of their chosen transfer institutions. To maximize transferability of courses and ensure their overall progress, students in the General Studies Program must select courses and develop their plans of study in consultation with academic advisors.

Students who successfully complete the Associate in Science (A.S.) degree in General Studies (GSP) will be able to:

- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position, or hypothesis based on carefully considered evidence;
- Produce writing that is well-organized, well developed, and clear;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Work with graphical, numerical, or symbolic models to solve problems and interpret results;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose, and audience.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
BHS 103	Social Problems In Today's World	3
	American History (Appendix D)	3
	Elective (a)	3-4
WFE 101	Lifetime Wellness and Fitness	3
GSS 100	General Studies Introductory Seminar	1
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II	3
	Math Course (b)	3-4
	Humanities (a)	3
	Social Science Elective (a)	3
	Elective (a)	3-4
	TOTAL	15-17
THIRD SEMESTER		
	Science Course (a)	4
	Electives (a)	13
	TOTAL	17
FOURTH SEMESTER		
	Science (a)	4
	Electives (a)	12
	TOTAL	16
	TOTAL CREDIT HOURS	64

- a. These courses must be selected so as to satisfy all of the following requirements: At least one course from each of the ten SUNY General Education Appendices on page 39. A minimum of two science courses from Appendix B on page 39. Students may not use ENG 102 to satisfy the Humanities requirement. A 200-level English course is highly recommended. A minimum of two 200-level courses are required. Electives should be in the student's area of academic interest/concentration.
- b. For students whose area of academic concentration is the social sciences, MAT 118 is highly recommended. Others should select MAT 109 or higher.

**HUMAN SERVICES
HUMAN SERVICES (HMS)
(HEGIS 5501)**

The Human Services program is designed for students who plan to transfer to a four-year institution to pursue a degree in Human Services, Social Work, Psychology or Sociology. The program combines a broad foundation in the liberal arts with specific courses designed for those interested in working in fields such as mental health, developmental disabilities, social services and youth correctional facilities. Through academic and field practicum experiences, skills in assisting children, adolescents or adults with a variety of special needs are obtained. There are advisement tracks to assist students in choosing the correct coursework that best suits their interests and meets the transfer school's requirements. This degree program satisfies SUNY General Education requirements and emphasizes the importance of liberal arts studies in preparation for the baccalaureate degree.

The Associate in Science (A.S.) degree is awarded upon completion of requirements for this program.

Upon completion of this program, students will be able to:

- Identify components of the Human Services Delivery System including:
 - » the roles of the various members of the service delivery team.
 - » client assessment/referral process.
 - » the history of the field of human services.
- Recognize and discriminate between normal and abnormal development and behavior.
- Differentiate among the three major theoretical perspectives with treatment applications of each.
- Demonstrate application of the client-centered counseling process.
- Employ the concept and components of a therapeutic milieu.
- Display an understanding and respect for the diversity of cultures, races, genders, and sexual orientations among clients and co-workers, and in society as a whole.
- Exhibit the ability to use technology effectively.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
BHS 110	Intro. to Human Services	3
CHC 103	(for Pathway #2 only)	
or CMH 103	(for Pathway #1 or #3)	2
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
PSY 134	Group Dynamics	3
	TOTAL	14
SECOND SEMESTER		
BHS 103	Social Problems in Today's World	3
CHC 104	(for Pathway #2 only)	
or CMH 104	(for Pathway #1 or #3)	2
ENG 102	Composition II	3
PSY 102	Interviewing and Counseling Skills	3
PSY 203	Developmental Psychology	3
	TOTAL	14
THIRD SEMESTER		
PSY 235	(for Pathway #2 only)	
or PSY 201	(for Pathway #1 or #3)	3
BHS 203	(for Pathway #2 or #3)	
or PSY 206	(for Pathway #1 only)	3
PSY 202	Therapeutic Intervention Skills	3
MAT 118	Elementary Statistics recommended (a)	3
Science Appendix (b)		4
	TOTAL	16
FOURTH SEMESTER		
BHS 245	Issues and Ethics in the Human Services	3
PSY 207	Creative Arts Therapy	3
American History	(Appendix D)	3
General Education Electives (c)		6
Free Elective (d)		3
	TOTAL	18
	TOTAL CREDIT HOURS	62

NOTES:

Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

- a. MAT 109 or higher. MAT 118 recommended. See advisement pathway for more specific information.
- b. Science courses: Any four credit courses listed in the General Education appendix B. BIO 103 is recommended for students choosing the Social Work Pathway.
- c. Students need to select from SUNY General Education Appendices E, F, H or I to satisfy SUNY General Education requirements not already met by other program requirements. Refer to the correct advisement pathway for recommended course selections.
- d. See the free elective requirement on page 97.

TRANSFER PATHWAY #1: APPLIED PSYCHOLOGY

This pathway is designed for students seeking a Bachelor's degree in the Psychology field. It is recommended that students select the following courses:

- First semester: CMH 103, Community Mental Health Practicum I
Second semester: CMH 104, Community Mental Health Practicum II
Third semester: MAT 109 or higher (MAT 118 recommended)
PSY 201, Abnormal Psychology
PSY 206, Social Psychology
Fourth semester: PSY 204, Adolescent Psychology or
PSY 210, Psychology of Gender
are recommended for the free elective area.

TRANSFER PATHWAY #2: APPLIED SOCIOLOGY

This pathway is designed for students seeking a Bachelor's degree in the Sociology field. It is recommended that students select the following courses:

- First semester: CHC 103, Child Care and Youth Practicum I
Second semester: CHC 104, Child Care and Youth Practicum II
Third semester: PSY 235, Psychology of Exceptionality
BHS 203, Sociology
MAT 109 or higher (MAT 118 recommended)
Fourth semester: Additional Sociology Courses:
BHS 203, BHS 210, BHS 216;
PHI 201, Philosophy: The Primary Issues; or
PHI 203, Major Religions of the World
are recommended for the free elective area.

TRANSFER PATHWAY #3: APPLIED SOCIAL WORK

This pathway is designed for students seeking a Bachelor's degree in the field of Social Work. It is recommended that students select the following courses:

- First semester: CMH 103, Community Mental Health Practicum I
Second semester: CMH 104, Community Mental Health Practicum II
Third semester: MAT 109 or higher (but not MAT 110 or MAT 184)
(MAT 118 recommended);
PSY 201, Abnormal Psychology;
BHS 203, Sociology;
BIO 103 is the recommended science.
Fourth semester: GOV 121 The American National Experience;
Philosophy.
Students transferring to Marist (and often most schools for Social Work) should be aware that the courses from Appendix H that satisfy the core requirement for the Arts are: ART 101, ART 102, ART 103, MUS 101, MUS 201, MUS 202, DAN 108, or THE 105



**HUMAN SERVICES
CHILD CARE (CHC)
(HEGIS 5503)**

This program is designed to prepare students to work with children, adolescents, or adults with mental, emotional or physical handicaps in a variety of settings, such as residential and day schools, group homes, crisis intervention centers, youth correctional facilities, and special needs day care centers. Skills for working with persons with special needs are developed through study and practical field experience. Emphasis also is placed on the personal growth and development of the individual student as it relates to their work with clients. Graduates of the program are qualified as human services generalists. Graduates may transfer credits from this program to a variety of senior colleges offering a baccalaureate degree in such fields as social work, psychology, and human services.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program students will be able to:

- Identify components of the Human Services Delivery System including:
 - » the roles of the various members of the service delivery team.
 - » client assessment/referral process.
 - » the history of the human services field.
- Recognize and discriminate between normal and abnormal development and behavior.
- Differentiate among the three major theoretical perspectives with treatment applications of each.
- Demonstrate application of the client-centered counseling process.
- Employ the concept and components of a therapeutic milieu.
- Display an understanding and respect for the diversity of cultures, races, genders, and sexual orientations among clients and co-workers, and in society as a whole.
- Exhibit the ability to use technology effectively.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
BHS 110	Intro. to Human Services	3
CHC 103	Child Care and Youth Practicum I	2
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
PSY 134	Group Dynamics	3
	TOTAL	14
SECOND SEMESTER		
BHS 103	Social Probs. in Today's World	3
CHC 104	Child Care and Youth Practicum II	2
ENG 102	Composition II	3
MAT 109	Survey of Mathematics	3
PSY 102	Interviewing and Counseling Skills	3
PSY 203	Developmental Psychology	3
	TOTAL	17
THIRD SEMESTER		
CHC 203	Child Care and Youth Practicum III	3
ECO 105, GOV 121, HIS 104, HIS 108		3
PSY 202	Therapeutic Intervention Skills	3
PSY 235	Psychology of Exceptionality	3
Science (a)		4
	TOTAL	16
FOURTH SEMESTER		
BHS 245	Issues and Ethics in the Human Services	3
CHC 206	Child Care and Youth Practicum IV	3
PSY 207	Creative Arts Therapy	3
WFE 101	Lifetime Wellness and Fitness	3
Free Elective (b)		3
	TOTAL	15
	TOTAL CREDIT HOURS	62

NOTES

1. In addition to the course requirements for this curriculum, all matriculated students must demonstrate proficiency in basic quantitative skills by earning a passing score on the numerical skills placement test. Students who do not earn a passing score on this test will be required to take CSM 090 and earn a grade of C or better.

2. All CHC students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B Vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood borne Pathogens.

3. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

- a. Science: Any four-credit courses listed in Appendix B meets this requirement.
- b. See page 98 for a full discussion of the free elective requirement. The subject area for Child Care includes all courses labeled CHC.

**HUMAN SERVICES
MENTAL HEALTH ASSISTANT (CMH)
(HEGIS 5216)**

This program is designed to prepare students to serve in a variety of mental health and social services settings. Graduates could function in any one of the following roles: caseworker aide, outreach worker, client advocate, therapy aide, community organizer, and other human services generalist's positions. Students will learn through academic and field practicum experiences, sound methods of assisting individuals in developing productive responses to personal and social problems. Emphasis also will be placed on the personal growth and development of the individual student as it relates to their work with clients.

Graduates may transfer credits from this program to a variety of senior colleges offering a baccalaureate degree in such fields as social work, psychology and human services.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program, students will be able to:

- Identify components of the Human Services Delivery System including:
 - » the roles of the various members of the service delivery team.
 - » client assessment/referral process.
 - » the history of the human services field.
- Recognize and discriminate between normal and abnormal development and behavior.
- Differentiate among the three major theoretical perspectives with treatment applications of each.
- Demonstrate application of the client-centered counseling process.
- Employ the concept and components of a therapeutic milieu.
- Display an understanding and respect for the diversity of cultures, races, genders, and sexual orientations among clients and co-workers, and in society as a whole.
- Exhibit the ability to use technology effectively.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
PSY 134	Group Dynamics	3
BHS 110	Introduction to Human Services	3
CMH 103	Community Mental Health Practicum I	2
	TOTAL	14
SECOND SEMESTER		
ENG 102	Composition II	3
BHS 103	Social Problems in Today's World	3
PSY 102	Interviewing & Counseling Skills	3
PSY 203	Developmental Psychology	3
CMH 104	Community Mental Health Practicum II	2
MAT 109 or higher	Survey of Mathematics	3
	TOTAL	17
THIRD SEMESTER		
	Science (b)	4
	ECO 105, GOV 121, HIS 104, HIS 108	3
PSY 202	Therapeutic Intervention Skills	3
CMH 203	Community Mental Health Practicum III (a)	3
PSY 201	Abnormal Psychology	3
	TOTAL	16
FOURTH SEMESTER		
PSY 207	Creative Arts Therapy	3
BHS 245	Issues and Ethics in the Human Services	3
CMH 204	Community Mental Health Practicum IV (a)	3
WFE 101	Lifetime Wellness and Fitness	3
	Free Elective (c)	3
	TOTAL	15
	TOTAL CREDIT HOURS	62

1. In addition to the course requirements for this curriculum, all matriculated students must demonstrate proficiency in basic quantitative skills by earning a passing score on the numerical skills placement test. Students who do not earn a passing score on this test will be required to take CSM 090 and earn a grade of C or better.

2. All CMH students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B Vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood Borne Pathogens.

3. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

a. Students wishing to earn both the Mental Health Assistant degree and the Chemical Dependency Counseling Certificate will not take CMH 203 and 204, but will take all four CDC Practicum courses.

b. Science: Any four-credit courses listed in Appendix B meets this requirement.

c. See page 98 for a full discussion of the free elective requirement. The subject area for Mental Health Assisting includes all courses labeled CMH.

**HUMAN SERVICES
CHEMICAL DEPENDENCY COUNSELING (CDC)
(HEGIS 5506)
(APPLIED ACADEMIC CERTIFICATE)**

This program is designed to provide individuals with the skills and competencies necessary for employment as paraprofessionals in the field of chemical dependency counseling. Specifically, the program will provide instruction enabling those completing the program to function in rehabilitation or therapeutic communities, or in correctional or mental health facilities.

In addition, the curriculum provides continuing education for those currently employed in the field of chemical dependency counseling or related fields, such as law enforcement, corrections, or in mental health.

All courses with the exception of BHS 242 count toward the A.A.S. degree in Mental Health Assistant.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Chemical Dependency Counseling (CDC) will be able to:

- Identify components of the Human Services Delivery System including:
 - » The roles of the various members of the service delivery team
 - » Client assessment/referral process
 - » The history of the human services field
- Recognize and discriminate between normal and abnormal development and behavior;
- Differentiate among the three major theoretical perspectives with treatment applications of each;
- Demonstrate application of the client-centered counseling process;
- Employ the concept and components of a therapeutic milieu;
- Display an understanding and respect for the diversity of cultures, races, genders, and sexual orientations among clients and co-workers, and in society as a whole;
- Exhibit the ability to use technology effectively.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 102	Interviewing and Counseling Skills	3
BHS 242	Drug and Alcohol Use and Abuse	3
CDC 103	Chemical Dependency Counseling Practicum I	2
CDC 203	Chemical Dependency Counseling Practicum III	3
	TOTAL	14
SECOND SEMESTER		
PSY 134	Group Dynamics	3
BHS 103	Social Problems in Today's World	3
PSY 111	Psychology Principles I	3
CDC 104	Chemical Dependency Counseling Practicum II	2
CDC 204	Chemical Dependency Counseling Practicum IV	3
BHS 201	Contemporary Problems and Issues in Substance Abuse	2
	TOTAL	16
	TOTAL CREDIT HOURS	30

NOTE:

1. All CDC students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When the form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood Borne Pathogens.
2. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

**HUMAN SERVICES
CHILD CARE: DIRECT CARE (DRC)
(HEGIS 5503)
(APPLIED ACADEMIC CERTIFICATE)**

This program is designed primarily for individuals currently employed in human services agencies who have little or no formal education in human services, or for individuals with no human services experience, who wish to enter this field. The program enables those individuals to acquire the theoretical background, basic techniques, and skills needed to function as significant members of the treatment team at their worksites. All of the credit hours earned in the Direct Care certificate Program are applicable to the Child Care Associate Degree Program.

A Certificate is awarded upon completion of the required courses.

Students who successfully complete the Certificate in Child Care: Direct Care (CRC) will be able to:

- Identify components of the Human Services Delivery System including:
 - » the roles of the various members of the service delivery team
 - » client assessment/referral process
 - » the history of the human services field
- Recognize and discriminate between normal and abnormal development and behavior;
- Differentiate among the three major theoretical perspectives with treatment applications of each;
- Demonstrate application of the client-centered counseling process;
- Employ the concept and components of a therapeutic milieu;
- Display an understanding and respect for the diversity of cultures, races, genders, and sexual orientations among clients and co-workers, and in society as a whole;
- Exhibit the ability to use technology effectively.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
BHS 110	Introduction to Human Services	3
CHC 103	Child Care and Youth Practicum I	2
PSY 134	Group Dynamics	3
PSY 111	Psychological Principles I	3
CHC 203	Child Care and Youth Practicum III	3
	TOTAL	14
SECOND SEMESTER		
PSY 102	Interviewing and Counseling Skills	3
CHC 104	Child Care and Youth Practicum II	2
PSY 235	Psychology of Exceptionality	3
BHS 242	Drug and Alcohol Use and Abuse	3
CHC 206	Child Care and Youth Practicum IV	3
ENG 101	Composition I	3
	TOTAL	17
	TOTAL CREDIT HOURS	31

NOTE:

1. All DRC students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B Vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood Borne Pathogens.
2. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

**LIBERAL ARTS AND SCIENCES
HUMANITIES AND SOCIAL SCIENCES (LAH)
(HEGIS 5649)**

This curriculum is designed for the student who intends to transfer to a four-year institution to earn a baccalaureate degree. The program provides a broad, balanced exposure to the liberal arts by incorporating courses in the humanities, social sciences, mathematics, and sciences. A global perspective requirement further broadens the exposure. By appropriate selection of courses, a student may build a suitable background for further study in a variety of majors, such as literature, journalism, history, political science, economics, dance, foreign language, music, philosophy, psychology, sociology, speech and theater or for a variety of career goals, such as social work, law, government service, or teaching, writing or editing.

Dutchess Community College transfers students to a variety of four-year, public and private colleges and universities. Both formal and informal transfer agreements exist. Students are urged to consult their advisors, the faculty, and the Counseling and Career Services staff about transfer opportunities early in their career at Dutchess.

Students with strong academic backgrounds who are seeking a special challenge may select a sequence of honors-level courses to fulfill, in part, the A.A. degree requirements. Honors-level courses are open to qualified students only. Interested students should contact the Registrar's Office for further information and advisement.

The Associate in Arts (A.A.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Arts (A.A.) degree in Liberal Arts and Sciences – Humanities and Social Sciences (LAH) will be able to:

- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position, or hypothesis based on carefully considered evidence;
- Produce writing that is well-organized, well developed, and clear;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Work with graphical, numerical, or symbolic models to solve problems and interpret results;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose, and audience.

Courses should be selected in consultation with an advisor.

NOTE: The letters in parentheses correspond to important footnotes listed below. Please read these footnotes carefully.

COURSE NO.	DESCRIPTIVE TITLE	CR. HRS
FIRST SEMESTER		
ENG 101	Composition I	3
	American History (Appendix D)	3
WFE 101	Lifetime Wellness and Fitness	3
	Humanities Recommended: Foreign language (a)	3
	Science (b)	4
LAH 100	Liberal Arts Humanities Intro. Seminar	1
	TOTAL	17
SECOND SEMESTER		
BHS 103	Social Problems in Today's World	3
ENG 102	Composition II	3
Humanities	Recommended: Foreign language (a)	3
Math (c)		3
Science (b)		4
	TOTAL	16
THIRD & FOURTH SEMESTERS		
	English courses (d)	6
	Other World Civilizations course (e)	3
	Humanities (a)	3
	Social Science courses (f)	9
	Electives (g) (7-6 credits)	
	Free Elective (h) (3-4 credits)	10
	TOTAL	31
	TOTAL CREDIT HOURS	64
a.	Humanities Courses: Students must select at least one course from General Education Appendices H or I, page 39. Students may not use ENG 102 to satisfy the Humanities requirement. After selecting one course from Appendices H or I, students may choose additional courses in Art, Dance, French, German, Humanities, Italian, Music, Philosophy, Spanish, Speech, and Theater. Students must choose at least two fields.	
b.	Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical science, physics. See the General Education Appendix B, page 39.	
c.	Mathematics courses: Students must meet the math course prerequisites. Students planning to meet the SUNY General Education requirements for transfer to SUNY institutions should select a course from Appendix A, page 39. MAT 109 satisfies the mathematics requirement of the Associate in Arts degree program in Humanities and Social Science.	
d.	English courses: Any 200-level course except ENG 211.	
e.	Other World Civilization courses: Select a course from SUNY General Education Requirements Appendix F, page 39.	
f.	Social Science courses: Students must select courses from the fields of the Behavioral Sciences, Economics, Geography, Government, History, or Psychology. Students must complete a total of nine credits and choose courses from at least two fields. BHS 103 may not be used to satisfy the Social Science requirement.	
g.	Elective courses: Any applicable course. Courses applicable in this program are: (a) specific courses listed above; (b) courses applicable in all programs, see page 97. Recommended courses are listed in the General Education Appendices D, E, F, and H; see page 39. Students may select a course from Appendix D only if HIS 104 has not previously been taken. Students may select a course from Appendix F only if HIS 108 has not previously been taken. Free elective: See page 98 for a full discussion.	

LIBERAL ARTS AND SCIENCES
LIBERAL ARTS AND SCIENCES - MATHEMATICS (LAM)
(HEGIS 5617)

This program of study is recommended for transfer students planning to earn a baccalaureate degree with a major in mathematics. It is recommended that students entering the program have four units of high school academic math.

The Associate in Arts (A.A.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Arts (A.A.) degree in Liberal Arts and Sciences – Mathematics (LAM) will be able to:

- Demonstrate knowledge and skills in single and multivariable calculus;
- Communicate mathematics with understanding and clarity;
- Use technology to support problem solving and an understanding of mathematical topics;
- Read and understand formal mathematical proofs and construct a well formed mathematical proof.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
LAM 100 or CPS 100 or LAH 100 (a)	Mathematics Introductory Seminar	1
CPS 141	Introduction to Computer Science (c)	4
ENG 101	Composition I	3
MAT 221	Calculus I	4
WFE 101	Lifetime Wellness and Fitness	3
	TOTAL	15
SECOND SEMESTER		
ENG 102	Composition II	3
American History	(Appendix D)	3
MAT 222	Calculus II	4
PHY 151	Engineering Physics I (b)	4
General Education	Elective (d)	3
	TOTAL	17
THIRD SEMESTER		
BHS 103	Social Problems in Today's World	3
MAT 223	Calculus III	4
	General Education Elective (d)	3
MAT 214	Discrete Mathematics Using Proofs	3
PHY 152	Engineering Physics II (b)	4
	TOTAL	17
FOURTH SEMESTER		
MAT 215	Introduction to Linear Algebra	3
MAT 224	Differential Equations	4
Electives (e)	(4-6 credits)	
Free Elective (f)	(3-4 credits)	8-10
	TOTAL	15-17
	TOTAL CREDIT HOURS	64

- a. LAM students enrolled in MAT 185, 215, 221, 223 or 224 take LAM 100. All others take LAH 100.
- b. PHY 121/122 is an acceptable alternative to PHY 151/152 at some transfer colleges. Check with your advisor concerning a waiver.
- c. Two of the following courses CIS 112, 114, 214, may be substituted for CPS 141.
- d. General Education Elective: Courses applicable to this program are listed in the General Education Appendices D, E, F, G, H and I. Students may select a course from Appendix D only if HIS 104 has not previously been taken. Students may select a course from Appendix F only if HIS 108 has not previously been taken. See page 39 for the list of the General Education Appendices.
- e. Courses applicable to this program are: (a) specific courses listed above; (b) courses applicable in all programs, see page 97; CPS 142, CPS 231 with department approval. A minimum of 8 elective credits including the free elective is required.
- f. See page 98 for a full discussion of the free elective requirement. The subject area for Mathematics includes all courses labeled MAT.

LIBERAL ARTS AND SCIENCES
LIBERAL ARTS AND SCIENCES - SCIENCE (LAX)
(HEGIS 5649)

This curriculum is designed for the student who intends to transfer to a four-year institution to earn a baccalaureate degree in a natural or physical science. The program provides a broad background in the liberal arts and sciences. By appropriate selection of courses, a student may build a suitable background for further study in a senior college leading to the baccalaureate degree in biology, chemistry, environmental science and conservation, geology, health education or physics.

Dutchess Community College transfers students to a variety of four-year, public and private colleges and universities. Both formal and informal transfer agreements exist. Students are urged to consult their advisor, the faculty and the Counseling and Career Services staff about transfer opportunities early in their academic career at Dutchess.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Liberal Arts and Sciences – Science (LAX) will be able to:

- Demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose, and audience;
- Produce writing that is well-organized, well developed, and clear;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Work with graphical, numerical, or symbolic models to solve problems and interpret results;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position, or hypothesis based on carefully considered evidence.

Courses should be selected in consultation with an advisor.

COURSE NO.	DESCRIPTIVE TITLE	CR. HRS.
ENG 101	Composition I	3
ENG 102	Composition II	3
American History	(Appendix D)	3
BHS 103	Social Problems in Today's World	3
Science (a) (c)		16
SCI 100 (d)	Science Introductory Seminar	1
Math (b) (c)		4
Humanities (e)		3
Social Science (f)		3
General Education Elective (g)		3-4
Electives (h) (15-16 credits)		
Free Elective (i) (3-4 credits)		19
WFE 101	Lifetime Wellness and Fitness	3
TOTAL		
TOTAL CREDIT HOURS		64

- a. The following science courses are recommended for students planning to transfer in:
Biology: BIO 105-106, eight BIO 200-level credits; CHE 121-122, CHE 231-232.
Chemistry: CHE 121-122; 231-232; PHY 121-122 or 151-152.
Earth Science: CHE 121- 122; GLG 121, 124; AST 131; PHS 111; PHY 121-122.
Environmental Science: BIO 214, 108, 221, 225, 226, 230; CHE 121 and CHE 122, ESC 230 or ESC 231
Health: BIO 105-106, 209-210. Physics: PHY 151-152, 251, PHY 252 or ENR 207; CHE 121-122.
- b. Mathematics course: MAT 185 or a 200-level math course. Students must meet the math course prerequisites. The following mathematics courses are recommended for students planning to transfer in:
Biology: MAT 221, 222, 223, 224.
Environmental Science: MAT 118 and MAT 185 or 221.
Chemistry: MAT 221, 222, 223, 224.
Health: MAT 118 and MAT 185.
Earth Science: MAT 221, 222.
Physics: MAT 221, 222, 223, 224.
- c. A minimum of one 200-level course is required in either math or science.
- d. The Introductory Seminar is required in the first semester after matriculation in LAX.
- e. Humanities courses: Applicable courses are listed in the General Education Appendices. Students may not use ENG 102 to satisfy the Humanities requirement.
- f. Social Science courses: Applicable courses in behavioral science, economics, geography, government, history, HGE 101, psychology. Students may not use BHS 103 to satisfy the Social Science requirement.
- g. General Education Elective: Courses applicable to this program are listed in the General Education Appendices D, E, F, H and I. Students may select a course from Appendix D only if HIS 104 has not been previously taken. Students may select a course from Appendix F only if HIS 108 has not been previously taken. See page 39 for the list of the General Education Appendices.
- h. Elective courses: Courses applicable in this program are: (a) specific courses listed above; (b) courses applicable in all programs, and courses listed in the General Education Appendices D, E, F, H and I. Students may select a course from Appendix D only if HIS 104 or HIS 121 have not been previously taken. Students may select a course from Appendix F only if HIS 108 has not been previously taken. See page 39 for the list of the General Education Appendices.
- i. For a full discussion of the free elective see page 98.

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ
(HEGIS 5649)

These jointly registered programs in adolescent education are designed to facilitate the transfer of students preparing to become certified teachers in grades 7-12 from Dutchess Community College to The College at New Paltz. The curricula for the two years at Dutchess Community College is shown for each program.

Students admitted to the jointly registered programs at Dutchess are simultaneously admitted to the College at New Paltz. Upon completion of the A.S. degree, students may transfer to The College at New Paltz and begin study toward the baccalaureate degree. If they achieve a grade point average of 2.75 in their first semester at New Paltz, they will be admitted to Curriculum I (the professional core) of the adolescent education program.

The two years at DCC are designed to meet the general education requirements of New Paltz, to complete approximately one-half of the academic major at New Paltz required for teacher certification, and to begin to prepare students for the New York State Teacher Certification Examination.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Liberal Arts and Sciences – Education (LAT) will be able to:

- Demonstrate effective oral communication;
- Demonstrate effective written communication;
- Display fundamental knowledge of scientific reasoning;
- Display fundamental knowledge of quantitative reasoning;
- Exhibit the ability to use technology effectively;
- Engage in self-reflective practices and critical analysis;
- Demonstrate fundamental knowledge of core theories and practices of adolescent growth and development;
- Demonstrate an understanding for diversity found among students, families and society as a whole.

NOTE: These jointly registered programs are designed for students who plan to transfer to The College at New Paltz in adolescent education with the academic majors listed above. Students also may prepare to transfer with other majors to New Paltz or to other education programs through the Liberal Arts and Sciences: Humanities and Social Sciences A.A. degree program, or the Early Childhood A.S. degree program. Students planning to transfer to an education program at a school other than The College at New Paltz might wish to discuss their plans with a Transfer Counselor in the Counseling and Career Services office, SSC 301 or at (845) 431-8040. This program will be modified to comply with changes to the requirements for teacher certification in New York state.

NOTES:

- a. Students planning an academic major in science at New Paltz should start their sequence in biology or earth science. Other students may take applicable four credit (laboratory science) courses in astronomy, biology, chemistry, geology, physical sciences or physics. See General Education, Appendix B, page 39.
- b. All students are required to take two semesters of a foreign language. Foreign language instructors should be consulted for assistance in selecting the appropriate course. Students planning on an academic major in foreign language at New Paltz must choose French or Spanish. If the two semester foreign language requirement has been satisfied students should speak to the program coordinator and/or an academic advisor to select an academic concentration course.
- c. MAT 109 or higher required.
- d. The baccalaureate degree in adolescent education requires a minimum of 30 credit hours in an academic major. Students should plan their individual programs in order to have a minimum of 12 or, if possible, 15 credits toward the major at New Paltz when they complete the associate degree. It is essential that students consult their advisor when selecting elective courses for the academic major.
- e. Students planning an academic major in history at New Paltz should choose GOV 121, HIS 104.
- f. Other World Civilization courses: Select a course from SUNY General Education Requirements Appendix F, page 39.
- g. Western Civilization courses: Select a course from SUNY General Education Requirements Appendix E, page 39.
- h. Elective courses: any applicable courses. See page 97.
- i. Most students will need to select as their free elective a course which will count toward their academic major at New Paltz. See page 98 for a full discussion of the free elective requirement.
- j. Students also may take CIS 113 or CPS 141 and CPS 142 or CPS 231. Consult an advisor for more information.
- k. Additional applicable courses are: MAT 221, MAT 222, GLG 121, PHY 121, PHY 122, CHE 231, and CHE 232. Students may also enroll in one of the following: MAT 118 or CPS 141 and CPS 142.
- l. SUNY New Paltz requires the grade of B or better in both ENG 101 and ENG 102.

**LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ**

BIOLOGY (EDB)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
MAT 221	Calculus I	4
Foreign Language (b)		3
BIO 105	General Biology I	4
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
American History (Appendix D)		3
BHS 103	Social Problems in Today's World	3
Foreign Language (b)		3
BIO 106	General Biology II	4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
Other World Civilizations (f)		3
CHE 121	General Chemistry I	4
BIO 205	Genetics	4
	TOTAL	17
FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
CHE 122	General Chemistry II	4
LAT 201	Ed Settings: Adol Learning Envir	1
Free Elective (i)		3-4
	TOTAL	14-15
	TOTAL CREDIT HOURS	64

Notes: See page 81

**LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ**

CHEMISTRY (EDX)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
Foreign Language (b)		3
MAT 221	Calculus I	4
CHE 121	General Chemistry I	4
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
BHS 103	Social Problems in Today's World	3
Other World Civilizations (f)		3
Foreign Language (b)		3
CHE 122	General Chemistry II	4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
American History (Appendix D)		3
CHE 231	Organic Chemistry I	4
PHY 151	Engineering Physics I	4
	TOTAL	17
FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
CHE 232	Organic Chemistry II	4
MAT 222	Calculus II	4
	TOTAL	14
	TOTAL CREDIT HOURS	64

Notes: See page 81

LIBERAL ARTS AND SCIENCES - EDUCATION
 ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

EARTH SCIENCE (EDS)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
Foreign Language (b)		3
MAT 221	Calculus I	4
GLG 121	Physical Geology	4
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
American History (Appendix D)		3
BHS 103	Social Problems in Today's World	3
Foreign Language (b)		3
GLG 124	The Earth Through Time	4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
Other World Civilizations (f)		3
CHE 121	General Chemistry I	4
PHY 121	General Physics I	4
	TOTAL	17
FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
CHE 122	General Chemistry II	4
PHY 122	General Physics II	4
	TOTAL	14
	TOTAL CREDIT HOURS	64

Notes: See page 81

LIBERAL ARTS AND SCIENCES - EDUCATION
 ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

ENGLISH (EDL)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
Math (c)		3-4
Science (a)		4
Foreign Language (b)		3
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
American History (Appendix D)		3
BHS 103	Social Problems in Today's World	3
Foreign Language (b)		3
Science (a)		4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
Other World Civilizations (f)		3
Academic Concentration (d) Suggested: ENG 201, ENG 202, ENG 203		6
	TOTAL	15
FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
Academic Concentration (d) Suggested:		
ENG 204 Lit of the U.S.		6
LAT 201	Ed Settings: Adol Learning Envir	1
Free Elective (i)		3-4
	TOTAL	16-17
	TOTAL CREDIT HOURS	63

Notes: See page 81

**LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ**

FRENCH (EDF)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
Math (c)		3-4
Science (a)		4
Foreign Language (b*)		3
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
American History (Appendix D)		3
BHS 103	Social Problems in Today's World	3
Foreign Language (b*)		3
Science (a)		4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
Other World Civilizations (f)		3
Academic Concentration (b*)		6
	TOTAL	15
FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
Academic Concentration (b*)		6
LAT 201	Ed Settings: Adol Learning Envir	1
Free Elective (i)		3-4
	TOTAL	16-17
	TOTAL CREDIT HOURS	63

*b. Foreign Language majors are available in French or Spanish. Students selecting one of these languages should complete:
French: FRE 101 and FRE 102 or FRE 199 and FRE 201, FRE 202, FRE 301, FRE 302. FRE 271, FRE 272, FRE 273 may be used for elective credits. [A student can transfer 18 credits in French.]

See additional Notes on page 81.

**LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ**

HISTORY/SOCIAL STUDIES (EDH)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
Math (c)		3-4
Science (a)		4
Foreign Language (b)		3
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
BHS 103	Social Problems in Today's World	3
HIS 103	History of the United States I	3
Foreign Language (b)		3
Science (a)		4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
American History (Appendix D)		3
Academic Concentration (d)		6
Suggested: GOV 121, HIS 207, HIS 210		6-9
	TOTAL	15-18
FOURTH SEMESTER		
Other World Civilizations (f)		3
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
Academic Concentration (d)		6
Suggested: ECO 201, ECO 202, GOV 219, HIS 220/GOV 220, GOV 221, BHS 204		3
LAT 201	Ed Settings: Adol Learning Envir	1
Free Elective (i)		3-4
	TOTAL	16-17
	TOTAL CREDIT HOURS	63

Notes: See page 81

LIBERAL ARTS AND SCIENCES - EDUCATION
 ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

MATHEMATICS (EDM)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
BHS 103	Social Problems in Today's World	3
	Foreign Language (b)	3
MAT 221	Calculus I	4
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II (I)	3
	Foreign Language (b)	3
MAT 222	Calculus II	4
PHY 151	Engineering Physics I	4
	TOTAL	14
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
PHY 152	Engineering Physics II	4
MAT 223 (k)	Calculus III	4
MAT 214 (k)	Discrete Mathematics Using Proofs	4
	TOTAL	17
FOURTH SEMESTER		
	Western Civilization (g)	3
THE 120	Performing Skills for the Classroom	3
	Other World Civilizations (f)	3
MAT 215 (k)	Intro to Linear Algebra	3
LAT 201	Ed Settings: Adol Learning Envir	1
	American History (Appendix D)	3
	TOTAL	16
	TOTAL CREDIT HOURS	63
Notes: See page 81		

LIBERAL ARTS AND SCIENCES - EDUCATION
 ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

SPANISH (EDP)

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I (I)	3
PSY 111	Psychological Principles I	3
	Math (c)	3-4
	Science (a)	4
	Foreign Language (b*)	3
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II (I)	3
	American History (Appendix D)	3
BHS 103	Social Problems in Today's World	3
	Foreign Language (b*)	3
	Science (a)	4
	TOTAL	16
THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
	Other World Civilizations (f)	3
	Academic Concentration (b*)	6
	TOTAL	15
FOURTH SEMESTER		
	Western Civilization (g)	3
THE 120	Performing Skills for the Classroom	3
	Academic Concentration (b*)	6
LAT 201	Ed Settings: Adol Learning Envir	1
	Free Elective (i)	3-4
	TOTAL	16-17
	TOTAL CREDIT HOURS	63
*b. Foreign Language majors are available in French or Spanish. Spanish: SPA 101 and SPA 102, or SPA 199 and SPA 201, SPA 202, SPA 301, SPA 302, SPA 204 and SPA 205 when overseas courses are offered. SPA 271, SPA 272, SPA 273 may also be used for elective credit. [A student may transfer 18 credits in Spanish.]		
See additional Notes on page 81.		

LIBERAL ARTS AND SCIENCES - EDUCATION
JOINTLY REGISTERED WITH SUNY NEW PALTZ FOR EARLY CHILDHOOD EDUCATION (BIRTH - GRADE 2) AND
CHILDHOOD EDUCATION (GRADE 1-6) DUAL CERTIFICATION (EED)
(HEGIS 5649)

This program is jointly registered with SUNY New Paltz and is the preferred program for transfer to that college. Students, upon successful completion of their A.S. degree at DCC and their B.S. degree at SUNY New Paltz, will receive a New York State teaching certificate for Birth through Grade 2 and Grades 1 - 6.

Upon completion of the EED degree at DCC with:

- A GPA of at least 3.0
- A grade of "B" or better in ENG 101 and ENG 102
- A grade of B- or better in EED 115, EED 116, ECH 214, EED 207, ECH 254
- Successfully completing a writing sample at SUNY New Paltz

Students will be eligible to be accepted into the School of Education at SUNY New Paltz.

Students should discuss their plans with an advisor in the ACT Center or the Chair of the Early Childhood and Elementary Education Program (431-8348).

Upon successful completion of the program students will demonstrate:

- An ability to observe, document and assess development in children
- An ability to design developmentally appropriate learning experiences for young children in a variety of curricular areas
- An ability to recognize and plan for diversity within early childhood and childhood classrooms
- An ability to demonstrate initial professional behaviors while working with children.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students must select an academic concentration prior to registering for their first semester. For advisement recommendations on course sequencing and course choices for Academic Concentrations students and advisors must consult the following pages.

NOTES FOR ALL ADVISEMENT TRACKS:

- a. Transportation to and from fieldwork/observation site(s) is the responsibility of all students in the program, both commuting and living on campus. Be sure you have transportation, as on-campus sites are frequently not available.
- b. Students enrolled in EED 103, EED 116 and EED 207 are required to submit a completed physical examination form to the Health Office prior to their first day of fieldwork.
- c. Foreign language instructors should be consulted for assistance in selecting the appropriate course for individuals with previous foreign language study. Students with past courses in or knowledge of Spanish can take the CLEP test(s) to get credit for initial Spanish courses.
- d. Science course: Select a four credit science from SUNY General Education Requirement page, Appendix B in this catalog.
- e. See following pages for information on REQUIRED Academic Concentration courses.

**ENGLISH OR HISTORY (EED)
CONCENTRATION ADVISEMENT TRACK**

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
BHS 103	Social Problems in Today's World	3
THE 120	Performing Skills for the Classroom	3
MAT 107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood obs. (a,b)	1
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
Science (d)		4
PSY 221	Child Development	3
EED 115	Symbolic Representation, Language and Literacy (birth - kindergarten)	3
EED 116	EED Fieldwork (a, b)	1
	TOTAL	17
THIRD SEMESTER		
ECH 254	Diverse Early Childhood / Elementary Classrooms	3
	Academic Concentration (e)	6
	Foreign Language (c)	3
	American History (Appendix D)	3
	TOTAL	15
FOURTH SEMESTER		
ECH 214	Dev. Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork II (a,b)	1
HIS	Western Civilization (Appendix E) or Other World Civilizations (Appendix F)	3
	Academic Concentration (e)	3
	Foreign Language (if requirement is not fulfilled) (c) or Academic Concentration (e)	3
BHS 207	Education in American Society	3
	TOTAL	16
	TOTAL CREDIT HOURS	64

NOTES:

- Transportation to and from fieldwork is the responsibility of all students in the program.
- All students are required to submit a completed physical examination form to the Health Office prior to the beginning of the semester.
- See page 86 for footnotes a,b,c,d & e.

ENGLISH CONCENTRATION

To fulfill the English Concentration students, after completing ENG 101 and ENG 102, should choose three courses from the following list of required and elective courses:

ACADEMIC CONCENTRATION REQUIREMENTS:

- ENG 201 or ENG 202
- ENG 203 or ENG 204
- ENG 209 or ENG 210
- ENG 218 - requires permission of instructor

ACADEMIC CONCENTRATION ELECTIVES:

Select no more than two: ENG 205, 206, 207, 208, 212, 213, 215, 216, 221, 223, 224, 225, 227, 229, 230, 231, 263, 264, 267, 268, 269

Note: Students transferring two or more of the following courses (ENG 201, 202, 203 and 204) will need to complete a supplemental literature course at New Paltz to meet the minimum number of credits for their English concentration.

FOURTH SEMESTER:

SUNY New Paltz recommends that students with an academic concentration in English take one of the following:
ENG 212 (Western Civilization)
ENG 213, 264, 267 (Other World Civilizations)

HISTORY CONCENTRATION

To fulfill academic concentration courses in history and the required American History course, students must choose courses from the following list of required and elective courses. Additionally, be sure to take note of the fourth semester recommendations at the end of this list for Western Civilization or Other World Civilizations.

ACADEMIC CONCENTRATION REQUIREMENTS:

Choose at least 3 and a maximum of 4 courses from the following categories, taking at least one course in each area and a mix of time periods:

Category A:

- United States History I (HIS 103)
- United States History II (HIS 104)

Category B:

- Western Civilization I (HIS 101)
- Western Civilization II (HIS 102)

Category C:

- World History I (HIS 107)
- World History II (HIS 108)

Additional required course: The American National Experience (GOV 121)

ACADEMIC CONCENTRATION ELECTIVES:

Choose no more than one course from the following electives:

History Survey in another world region or country:

- Latin American History (HIS 206)
- History of Russia and the Soviet Union (HIS 207)

Additional electives: HIS 209, 210, 214, 216, 220

FOURTH SEMESTER:

SUNY New Paltz recommends that students with an academic concentration in history take one of the following courses:

- Western Civilization (HIS 101, 102 or 221)
- Other World Civilizations (HIS 107 or 207)

MATHEMATICS (EED)
CONCENTRATION ADVISEMENT TRACK

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
Academic Concentration (MAT 221)		3-4
Foreign Language (c)		3
MAT 107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood Obs. (a,b)	1
	TOTAL	16-17
SECOND SEMESTER		
ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
PSY 221	Child Development	3
Academic Concentration (MAT 222)		3-4
ECH 254	Diverse Early Childhood / Elementary Classrooms	3
	TOTAL	15-16
THIRD SEMESTER		
EED 115	Symbolic Representation, Language and Literacy	3
EED 116	EED Fieldwork (a, b)	1
Academic Concentration (MAT 214)		3-4
Other World Civilizations (Appendix E) or Western Civilization (Appendix F) or Foreign Language (if two semester sequence is not complete)		3
BHS 103	Social Problem's in Today's World	3
American History (Appendix D)		3
	TOTAL	16-17
FOURTH SEMESTER		
ECH 214	Developmentally Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork (a, b)	1
Academic Concentration (e)		
MAT 118, MAT 215, MAT 223, CPS 141 or CIS 113		3-4
Science (d)		3
BHS 207	Education in American Society	3
THE 120	Performing Skills for the Classroom	3
	TOTAL	17-18
	TOTAL CREDIT HOURS	64

Notes: See page 86.

BIOLOGY (EED)
CONCENTRATION ADVISEMENT TRACK

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
BIO 105	Academic Concentration (c)	4
Foreign Language (c)		3
MAT 107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood obs. (a,b)	1
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
PSY 221	Child Development	3
BIO 106	Academic Concentration	3-4
ECH 254	Diverse Early Childhood / Elementary Classrooms	3
	TOTAL	15-16
THIRD SEMESTER		
EED 115	Symbolic Representation, Language and Literacy (birth - kindergarten)	3
EED 116	EED Fieldwork I (a,b)	1
Academic Concentration: Science* Other World Civilizations (Appendix E) or Western Civilization (Appendix F) or Foreign Language (if sequence is not complete)		3-4
BHS 103	Social Problems in Today's World	3
American History (Appendix D)		3
	TOTAL	16-17
FOURTH SEMESTER		
ECH 214	Dev. Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork II (a,b)	1
Academic Concentration: Science*		6-8
BHS 207	Education in American Society	3
THE 120	Performing Skills for the Classroom	3
	TOTAL	16-18
	TOTAL CREDIT HOURS	64

*Note:

After completing BIO 105 and BIO 106, students should choose three courses from the following list to complete their concentration:

Required at New Paltz: BIO 214, BIO 205, BIO 204

Electives at New Paltz (select no more than 2):
BIO 207 or BIO 212, BIO 210, BIO 213

See page 86 for additional notes.

SPANISH (EED)
CONCENTRATION ADVISEMENT TRACK

Course No.	Descriptive Title	Cr. Hrs.
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FIRST SEMESTER

ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
Science (e)		3
Foreign Language	Spanish Sequence (c)*	3
MAT107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood Obs. (a,b)	1
	TOTAL	17

SECOND SEMESTER

ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
PSY 221	Child Development	3
Academic Concentration	Spanish Sequence (c)*	3-4
ECH 254	Diverse Early Childhood / Elementary Classrooms	3
	TOTAL	15-16

THIRD SEMESTER

EED 115	Symbolic Representation, Language and Literacy (birth - kindergarten)	3
EED 116	EED Fieldwork I (a,b)	1
Academic Concentration	Spanish Sequence (c)*	3-4
HIS	Other World Civilizations or Western Civilization (d)	3
BHS 103	Social Problems in Today's World	3
American History (Appendix D)		3
	TOTAL	16-17

FOURTH SEMESTER

EED 214	Dev. Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork II (a,b)	1
Academic Concentration	Spanish Sequence (c)*	6-8
BHS 207	Education in American Society	3
THE 120	Performing Skills for the Classroom	3
	TOTAL	15-17
	TOTAL CREDIT HOURS	64

***Note:**

Students with an academic concentration in Spanish beginning with SPA 101 in their first semester should complete the sequence with SPA 202. Students beginning with a higher level of Spanish in their first semester should complete SPA 301. SPA 301 is strongly recommended for all students wishing to complete course work at their transfer college, and SPA 302 is suggested, if possible.

See page 86 for additional notes.

**MEDICAL AND ALLIED HEALTH TECHNOLOGIES
CLINICAL LAB TECHNICIAN PROGRAM (MLT)
(HEGIS 5205)**

The Clinical Lab Technician performs laboratory procedures designed to assist physicians in the diagnosis and treatment of disease. These procedures include physical, chemical, or microscopic analyses of body fluids and tissues. Proficiency in these skills is achieved through practice in College laboratories and affiliated clinical laboratories in the community.

Training includes both manual and automated experiences. High school courses in biology, chemistry and mathematics are strongly recommended for those planning to enter this program. Students satisfactorily completing this program may choose to transfer to earn a baccalaureate degree in medical technology or biological sciences. This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. (NAACLS, 5600 N. River Rd., Suite 720, Rosemont, IL 60018)

The number of students in the program is limited on the basis of clinical facilities available. Upon completion of this program, the graduate is eligible to take the New York State examination for certification as a Clinical Laboratory Technician and national board examinations. Graduation from the Clinical Lab Technician program does not guarantee admittance to the state certifying examination. Individuals who have prior convictions, felony or misdemeanor, exclusive of parking violation, are advised to contact the New York State Board of Clinical Laboratory Technology for advice on legal limitations for certification.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the A.A.S. degree in Clinical Lab Technician will be prepared to:

- Collect, process and analyze biological specimens and other substances;
- Perform analytical tests of body fluids, cells, and other substances;
- Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated;
- Monitor quality control within predetermined limits;
- Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;
- Apply principles of safety;
- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public;
- Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care;
- Apply basic scientific principles in learning new techniques and procedures;
- Relate laboratory findings to common disease processes;
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Courses should be selected in consultation with an advisor.

Students who experience a break of more than three semesters between their first MLT course and MLT 207/208 may need to repeat one or more MLT courses or take qualifying examinations. Contact the program chairperson.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
AHS 100	Allied Health Introductory Seminar	1
BIO 105	General Biology I	4
CHE 121	General Chemistry I	4
MAT 118	Elementary Statistics	3
MLT 105	Clinical Hematology	4
	TOTAL	16
SECOND SEMESTER		
BIO 106	General Biology II (a)	4
ENG 101	Composition I	3
CHE 122	General Chemistry II (a)	4
CIS 111	Computer Systems and Applications	3
MLT 101	Clinical Microbiology (a)	4
	TOTAL	18
THIRD SEMESTER		
BHS 103	Social Problems in Today's World	3
ENG 102	Composition II	3
MLT 106	Immunohematology/Serology (a)	3
MLT 202	Parasitology/Body Fluids (a)	3
MLT 203	Clinical Chemistry I (a)	4
	TOTAL	16
FOURTH SEMESTER		
MLT 204	Clinical Chemistry II (a)	3
MLT 207	Externship I (a) (c)	4
MLT 208	Externship II (a) (c)	4
Free Elective (b)		3-4
	TOTAL	14-15
	TOTAL CREDIT HOURS	64-65

NOTE:

All MLT students are required to submit a completed physical examination form prior to clinical assignment. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical assignments. Hepatitis B Vaccine series is highly recommended and may be required by the clinical facility under the OSHA Standard on Exposure to Blood borne Pathogens.

- a. A grade of C or better in a previous course is required. See course description for details.
- b. See page 98 for a full discussion of the free elective requirement. The subject area for Clinical Lab Technician includes all courses labeled MLT, BIO, CHE.
- c. Criminal background checks and drug screens are required for clinical placement.

**MEDICAL AND ALLIED HEALTH TECHNOLOGIES
EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (PAR)
(HEGIS 5299)**

This program fulfills the requirements set by state and national agencies for credentialing of the Emergency Medical Technician-Paramedic. Students will become proficient in the art and science of out-of-hospital medicine in conjunction with medical direction. The program stresses mastery in advanced life support skills, which will be accomplished in College laboratories, affiliated hospitals and advanced life support ambulances. The primary goal of the program is to prepare competent entry-level paramedics in the cognitive, psychomotor and affective learning domains.

The DCC Emergency Medical Technician - Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (1361 Park St., Clearwater, FL 33756; (727) 210-2350, www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) (8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.)

High school courses in biology, human anatomy and mathematics are strongly recommended for those planning to enter this program. New York State Emergency Medical Technician (or reciprocity) is a prerequisite.

The number of students in the program is limited on the basis of clinical facilities available. Upon completion of this program graduates are eligible to take the New York State and National Registry certifying Paramedic exams.

All EMS programs are located at DCC South in Wappingers Falls. Courses should be selected in consultation with the EMS Program Coordinator at (845) 790-3620.

An Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the A.A.S degree in Emergency Medical Technician – Paramedic will be able to:

- Perform advanced assessment of sick and injured patients in a pre-hospital setting in a safe manner;
- Utilize, troubleshoot and maintain advanced medical diagnostic equipment;
- Analyze and properly interpret diagnostic test results;
- Develop and implement appropriate treatment plans utilizing various psychomotor skills;
- Document all aspects of patient care;
- Interface professionally with a wide variety of allied health professionals.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG101	Composition I	3
ECO105, GOV121, HIS104, HIS108		3
EMB101	Emergency Medical Technician - Clinical	1
PAR100	Intro to EMT-Paramedic	1
BIO115	Anatomy & Physiology for PAR	5
MAT109	Survey of Mathematics	
or MAT 118	Elementary Statistics (b)	3
	TOTAL	16
SECOND SEMESTER		
PAR101	Advanced Airway Management	1
PAR102	Pathophysiology & Life Span Dev	3
PAR106	Pharmacology and IV Therapy	3
PAR120	Clinical I	2
PAR107	EMS Operations	2
BHS103	Social Problems in Today's World	3
WFE101	Wellness & Fitness Education	3
	TOTAL	17
THIRD SEMESTER		
ENG102	Composition II	3
PAR201	Trauma	3
PAR203	Cardiology & Respiratory	4
PAR205	Medical Emergencies I	4
PAR220	Clinical II	2
	TOTAL	16
FOURTH SEMESTER		
PAR206	Patient Assessment	3
PAR209	Medical Emergencies II	3
PAR230	Clinical III	2
PAR240	Summative Evaluation	4
Free Elective (a)		3
	TOTAL	15
	TOTAL CREDIT HOURS	64

NOTE:

All PAR students are required to submit a completed physical exam form prior to clinical assignments. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical assignments. Hepatitis B Vaccine series is highly recommended and its completion or a signed waiver is required by the clinical facilities under the OSHA Standard on Exposure to Blood Borne Pathogens.

- All PAR students are required to have a background check and drug screen on file in order to be cleared for a clinical rotations. This will be done as part of the enrollment requirements for PAR120.
 - a. Free elective: See page 98 for a full discussion.
 - b. MAT 118 is highly recommended.

**MEDICAL AND ALLIED HEALTH TECHNOLOGIES
PARAMEDIC (PRR)
(HEGIS 5299)
(APPLIED ACADEMIC CERTIFICATE)**

This program fulfills the requirements set by state and national agencies for credentialing of the Emergency Medical Technician – Paramedic. The program stresses mastery of advanced life support skills. Students will accomplish these objectives through didactic presentations, College laboratory time, and through clinical and field internships.

This program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. (CoAEMSP, 8301 Lakeview Parkway Suite 11-312, Rowlett, TX 75088)

High school courses in biology, human anatomy and mathematics are strongly recommended for those planning to enter this program. Students must be currently certified New York State EMT's and maintain their certification throughout the program. Dutchess Community College BIO115 (or its equivalent) and EMB101 with a grade of "C" or better are required prerequisites.

The number of students in the program is limited on the basis of clinical facilities available. Upon completion of this program graduates are eligible to take the New York State and National Registry certifying Paramedic exams. Graduates of this program may also receive advanced standing in the Paramedic A.A.S. degree program.

A certificate is awarded upon completion of the requirements for this program.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG101	Composition I	3
PAR100	Introduction to Emergency Medical Technician – Paramedic	1
PAR101	Advanced Airway Management	1
PAR102	Pathophysiology and Life Span Development	3
PAR106	Pharmacology	3
PAR107	EMS Operations	2
PAR120	Clinical I	2
	TOTAL	15
SECOND SEMESTER		
PAR201	Trauma	3
PAR203	Pulmonology & Cardiology	4
PAR205	Medical Emergencies I	4
PAR220	Clinical II	2
	TOTAL	13
THIRD SEMESTER		
PAR206	Patient Assessment	3
PAR209	Medical Emergencies II	3
PAR230	Clinical III	2
PAR240	Summative Evaluation	4
	TOTAL	12
	TOTAL CREDIT HOURS	40

NOTE:

All PRR students are required to submit a completed physical exam form prior to clinical assignments. All immunizations indicated on the form must be current. When this form is on file the College Health Office will issue a waiver clearing the student for clinical assignments. Hepatitis B vaccine series is highly recommended and its completion or a signed waiver is required by the clinical facilities under the OSHA Standard on Exposure to Blood Borne Pathogens.

All PRR students are required to have a background check and drug screen on file in order to be cleared for clinical rotations. This will be done as part of the enrollment in PAR120.

Students will be required to repeat courses that they have already taken or take proficiency and core competency exams if more than three years have passed from when they began the program and when they return. Students are responsible for all material previously learned as well as any updates that may have occurred in the curriculum during their absence.

**MEDICAL AND ALLIED HEALTH TECHNOLOGIES
PHLEBOTOMIST (PDC)
(HEGIS 5205)
(APPLIED ACADEMIC CERTIFICATE)**

This program prepares students for a career as a Phlebotomist/Data Clerk. Phlebotomist/data clerks primarily work in outpatient blood drawing centers, clinical laboratories, physician offices or blood donor collection agencies. Their primary responsibilities are to draw blood specimens for the purpose of analysis and to enter and retrieve data from the computer. Phlebotomists also prepare and maintain equipment for obtaining blood specimens, ensure proper care for specimens and enter test procedures into the computer for specimen analysis. An internship provides students with supervised workplace experience.

Manual dexterity is essential in this program.

Graduates of this program are eligible for national board examinations. Graduates may also receive advanced standing in the Clinical Lab Technician A.A.S. degree program. A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Phlebotomy (PDC) will be able to:

- Collect, transport, handle and process blood specimens for analysis;
- Recognize the importance of specimen collection in the overall patient care system;
- Relate the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems;
- Identify and select equipment, supplies and additives used in blood collection;
- Recognize factors that affect specimen collection procedures and test results, and take appropriate actions within predetermined limits, when applicable;
- Recognize and adhere to infection control and safety policies and procedures;
- Recognize the various components of the health care delivery system;
- Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care;
- Demonstrate professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public;
- Demonstrate an understanding of requisitioning and the legal implications of their work environment;
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
AHS 100	Allied Health Introductory Seminar	1
PDC 101	Basic Concepts of Phlebotomy	4
BIO 103	Human Biology	4
MSO 102	Medical Terminology	2
	TOTAL	14
SECOND SEMESTER		
PDC 102	Phlebotomy Internship (a) (b)	4
HED 134	First Aid, Safety and CPR	3
CIS 111	Computer Systems and Applications	3
BIO 112	A Biomedical View of HIV/AIDS	3
	TOTAL	13
	TOTAL CREDIT HOURS	27

NOTE:

All PDC students are required to submit a completed physical examination form prior to clinical assignment. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical assignment. Hepatitis B Vaccine series is highly recommended and may be required by the clinical facility under the OSHA Standard on Exposure to Blood Borne Pathogens.

- a. A grade of C or better in a previous course is required. See course description for details.
- b. Criminal background checks and drug screens are required for clinical placement.

**NURSING (NUR)
(HEGIS 5208.10)**

Accredited by the Accreditation Commission for Education in Nursing (ACEN), this rigorous program is designed for students interested in preparing for professional practice as a Registered Nurse (RN). Classroom lectures, college laboratories, and clinical experience in local health care agencies provide the foundation of knowledge.

Due to an overwhelming interest in Nursing, entrance into the DCC program is highly competitive and open to residents of Dutchess and Putnam counties only.

All incoming students are evaluated in Math, Reading, English, and Biology to determine placement in courses. After completion of the prerequisite courses with a GPA of 3.0 or better, students are invited to take the Test of Essential Academic Skills exam. The total credits required to achieve the A.A.S. in Nursing is 64. The four semester sequence is only possible when a student has tested into ENG 101 and BIO 131 and college-level math. Be aware that students often require six or more semesters to complete the A.A.S. degree due to entry requirements and clinical space limitations. Once a student enters the clinical nursing science courses, the course of study for completion is four semesters.

Upon completion of the program, the student is eligible to sit for the National Council Licensure Examination for RNs (NCLEX-RN). Graduation from the program does not guarantee admission to licensing. Individuals who have prior convictions are advised to contact the New York State Board for Nursing for advice on legal limitations. After graduation, many students transfer to upper division baccalaureate nursing programs through articulation agreements. Personal background checks are required at some of the health care agencies utilized for clinical placement.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of this program.

Upon the completion of this program, students will be able to:

- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings;
- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context;
- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context;
- Examine the evidence that underlies clinical and nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities;
- Practice according to the National League for Nursing Core Components and QSEN Competencies.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
PSY 111	Psychological Principles I	3
BIO 131	Anatomy & Physiology I	4
NUR 105	Nursing Science I (a)	6
NUR 107	Survey of Professional Nursing (a)	1
	TOTAL	17
SECOND SEMESTER		
ENG 102	Composition II	3
PSY 203	Developmental Psychology	3
BIO 132	Anatomy & Physiology II	4
NUR 112	Nursing Science II (a)	8
	TOTAL	18
THIRD SEMESTER		
BHS 103	Social Problems in Today's World	3
BIO 212	Microbiology	4
NUR 213	Nursing Science III (a)	8
NUR 215	Parent-Child Nursing (a)	3
	TOTAL	18
FOURTH SEMESTER		
ECO 105, GOV 121, HIS 104, HIS 108		3
NUR 204	Professional Issues in Nursing (a) (c)	1
NUR 216	Nursing Science IV (a) (c)	4
NUR 218	Nursing Synthesis (a) (c)	2
PED Elective (b)		1
	TOTAL	11
	TOTAL CREDIT HOURS	64

NOTES:

1. Students are admitted to the Nursing program on a space-available basis. Once admitted, students are expected to enroll in the nursing courses in sequence. Students who deviate from the sequence cannot be guaranteed re-entry into either a particular course or a particular semester.
2. Entry into Clinical Nursing courses requires that a student is CPR certified.
3. All NUR students are required to submit a completed physical examination form prior to clinical courses. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical courses. Hepatitis B Vaccine series is highly recommended and may be required by the clinical facility under the OSHA Standard on Exposure to Blood borne Pathogens.
 - a. a. Nursing courses may not be automatically repeated. A re-entry and an appeal process is outlined in the Nursing Program Handbook.
 - b. Students may choose the following PED courses: PED 101, PED 106, PED 111, PED 113, PED 114, PED 115, PED 116, PED 117, PED 120, PED 145, PED 197
 - c. These courses must be taken in the semester immediately preceding graduation.

PERFORMING ARTS (PFA) (HEGIS 5610)

This program lets students develop their individual skills in several performing arts course areas, especially Dance, Music, and Theatre. It allows for coherent combinations of these courses to be taken to meet special interests such as training in musical theatre. Upon completion of the degree students may wish to seek professional employment in New York City or participation in local performing arts organizations or transfer to a college offering more advanced study. This is a good foundation not only for the student planning on transferring in the performing arts but also for those who may ultimately pursue a B.A. or B.S. degree in another field and wish to be active in community performances.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program, students will be able to:

- Identify and illustrate relevant professional performing arts contributions in terms of achievement and social significance in the past and present;
- Display basic proficiency in one or more areas of the performing arts;
- Create an appropriate and versatile repertoire of audition pieces in the student's performance area;
- Take part in a fully integrated live theatrical, music, or dance performance in a public venue at the college, community and/or in NYC.

Courses should be selected in consultation with an advisor.



Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
PFA 100	Performing Arts Introductory Seminar	1
ENG 101	Composition I	3
HIS 104, HIS 108, GOV 121		3
MUS 201 or MUS 212		3
THE 105	Theatre History I	3
DAN 101	Foundations of Dance	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	Composition II	3
WFE 101	Lifetime Wellness and Fitness	3
BHS 103	Social Problems in Today's World	3
	Performance courses (b)	7-8
	TOTAL	16-17
THIRD SEMESTER		
MAT 109 or higher (d)		3
ART 101 or ART 104		3
THE 161 or MUS 210 or MUS 211		3
	Performance courses (b)	7-8
	TOTAL	16-17
FOURTH SEMESTER		
	Science (a)	4
	Performance courses (b)	9-10
	Free Elective (c)	3
	TOTAL	16-17
	TOTAL CREDIT HOURS	64

- a. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See the General Education Appendix B, page 39.
- b. Performance courses: Students must take at least 23 credit hours of performance courses, of which at least 9 credit hours need to be second tier courses. Students who take private lessons, or participate in performing ensembles may accrue some performance course credits by taking music lessons, participating in a music ensemble, or taking 1-credit dance courses 3-4 semesters in a row. Students must follow all prerequisites and are thus encouraged to plan their sequence early with the aid of an advisor.

FIRST TIER PERFORMANCE COURSES: SPE 102, SPE 111, and SPE 116; all 100-level DAN except DAN 104 and DAN 108; all 100-level MUS except MUS 101; and all 100-level THE courses except THE 120, which is intended for non-majors.

SECOND TIER PERFORMANCE COURSES: All 200-level DAN, MUS, and THE courses, plus DAN 104 and DAN 108.
- c. See page 98 for full description of the free elective. Students interested in theatre are strongly advised to take ENG 207 or ENG 208 as their free elective.
- d. Students planning to meet the SUNY General Education requirements for transfer to SUNY institutions should complete MAT 109 or higher. Students must meet math course prerequisites.

**PERFORMING ARTS
MUSIC PERFORMANCE (MPC)
(HEGIS 5610)
(APPLIED ACADEMIC CERTIFICATE)**

This intensive musical performance preparation program is designed for the student who wishes further musical study before auditioning for entrance as an applied music major at a four-year college or music conservatory. In addition to musical performance preparation, the program provides foundations in music theory and history and freshman-level English language skills.

This program is not designed as a substitute for the freshman year at a four-year college or conservatory, but some of the credits may be accepted for transfer credit by some colleges. Students should contact the college they plan to enter for its transfer policy.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Music Performance (MPC) will be able to:

- Demonstrate proficiency in music dictation and sight sighting;
- Demonstrate conventional music theory analysis and writing;
- Demonstrate knowledge of the major trends in Western music history;
- Demonstrate technical proficiency on an instrument or voice;
- Demonstrate appropriate performance technique in an ensemble setting.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
FIRST SEMESTER		
ENG 101	Composition I	3
MUS 113	Aural Skills I	1
MUS 115	Theory I	3
MUS 201	History of Music I	3
MUS 210	Advanced Music Performance I	3
*Choice of at least one, but not more than two:		
MUS 121	Chorus I	
MUS 131	Jazz Ensemble I	
MUS 136	Orchestra I	
MUS 143	Guitar Consort I	
MUS 151	Chamber Choir I	1-2
		TOTAL 14-15
SECOND SEMESTER		
ENG 102	Composition II	3
MUS 114	Aural Skills II	1
MUS 116	Theory II	3
MUS 202	History of Music II	3
MUS 211	Advanced Performance II	3
*Choice of at least one, but not more than two:		
MUS 122	Chorus II	
MUS 132	Jazz Ensemble II	
MUS 137	Orchestra II	
MUS 144	Guitar Consort II	
MUS 152	Chamber Choir II	1-2
		TOTAL 14-15
		TOTAL Credit Hours 28
*MPC students who play standard orchestral instruments must choose MUS 136 Orchestra I and MUS 137 Orchestra II as their required ensemble. MPC students who play saxophone, drum set or electric bass must choose MUS 131 Jazz Ensemble I and MUS 132 Jazz Ensemble II as their required ensemble. MPC students who play guitar must choose MUS 143 Guitar Consort I and MUS 144 Guitar Consort II as their required ensemble. All MPC voice majors must choose MUS 121 Chorus I and MUS 122 Chorus II as their required ensemble.		

COURSES APPLICABLE IN ALL PROGRAMS

The following table lists courses that are applicable in all programs with exceptions noted. Modifying data under individual programs takes precedence. This table is for reference purposes only. Students are strongly urged to consult their individual program requirements and their academic advisors. Please note that Introductory Seminars* and Study Skills courses are excluded from the list below.

PREFIX	LIST OF APPLICABLE COURSES	PROGRAM EXCEPTIONS
ACC	ACC104, ACC204	ACC: ACC104 not applicable
ARC	ARC216	
ART	All courses except ART 140, 145, 153, 154, 242	
ASL	ASL101, ASL102	
AST	All courses	
BHS	All courses	
BIO	All courses except BIO 001, 003, 030	LAX: BIO103, BIO104, BIO115, BIO130, BIO131, BIO132, BIO212 not applicable NUR: BIO 117 not applicable
BUS	BUS102, BUS103, BUS104, BUS109, BUS110, BUS111, BUS112, BUS162, BUS215, BUS216, BUS254	CPS and LAM: BUS102, BUS103 not applicable
CHE	All courses	CPS, ENR, LAM, LAX: CHE111, CHE112 not applicable
CIS	CIS107, CIS108, CIS111, CIS112, CIS113	CPS or LAM: CIS107, CIS108, CIS111, CIS112, CIS113 not applicable
CLP	CLP101	
COM	COM101, COM110, COM140, COM220, COM243, COM246	
CPS	CPS141	
CRJ	CRJ141	
DAN	All courses	
ECO	All courses	BAT: ECO105 not applicable
ENG	All courses except ENG 001, 002, 091, 092, 095, 096	BAT, EDC, LAH, LAX: ENG211 not applicable
ENR	ENR101, ENR207	CPS, ENR, LAM: ENR101, ENR207 not applicable
ESW	All courses	
FRE	All courses	
GEO	All courses	
GER	All courses	
GLG	All courses	
GOV	All courses	
HED	All courses	NUR: HED134, HED 203, HED224 not applicable
HIS	All courses except HIS004	
HUM	All courses	
INT	INT801	
ITL	All courses	
MAT	All courses except MAT 091, 107, 125, 128, 129, 131, 132	<ul style="list-style-type: none"> • ACC, BAT, BUS, CIS: MAT125 IS applicable • ARC, ELT: MAT109 not applicable • CPS, ENR, LAM, LAX: MAT109, MAT110, MAT 184 not applicable • EDC, EDE: MAT 107 IS applicable • ENR, LAM: MAT 185 not applicable
MSO	All courses	NUR: MSO102 not applicable
MUS	All courses	
PED	All courses	
PHI	All courses	
PHS	All courses	ELT, ENR, LAM, LAX: PHS101 not applicable
PHY	All courses except PHY141	ENR: PHY121, PHY122 not applicable
PSY	All courses	
REA	REA100, REA103, REA105	
SPA	All courses	
SPE	All courses	
THE	All courses except THE120	

*Introductory Seminars: Students may apply only one Introductory Seminar course toward graduation requirements. Introductory Seminar courses taken in one program may be applied to graduation requirements for another program except in the case of the NUR and ECH programs. The grade for an Introductory Seminar course applied across programs will be included in the student's CPA.

FREE ELECTIVE

The free elective provides each student with the opportunity to select a course that might not otherwise be applicable to his or her degree. Its aim is to broaden the educational experience at Dutchess Community College or to meet a particular interest or need. To achieve the aim of the free elective, the course chosen should be outside the subject area of the student's degree program.

The free elective course should be chosen thoughtfully with the assistance of the faculty advisor (full-time students) or a Registrar's Office advisor (part-time students). A student may choose for the free elective a course that is either applicable or non-applicable to his or her program. A student may not choose a course that is a prerequisite for a required course in his or her program.

If the free elective course chosen is applicable to the student's program, the grade and credit earned for the course will automatically count in the semester in which the course was taken.

If the free elective course chosen is normally non-applicable to the student's program, the grade and credit earned will not count until the course is designated as the free elective course. Ordinarily, this is done at the time of the student's graduation application. The student may cause the grade and credit earned to count at a time earlier than graduation by filling out a [Free Elective Designation Form](#) in the Office of the Registrar.

Students receiving TAP or APTS must fill out a Free Elective Designation Form when they pre-register for a non-applicable course as a free elective to avoid jeopardizing their financial aid.

Ordinarily, a student may fill out the Free Elective Designation Form only once.



RESERVED RIGHTS OF THE COLLEGE

Dutchess Community College is not obligated to offer any courses described in this catalog for which enrollment is insufficient. A degree or certificate program with a history of limited enrollment may become inactive. The College also reserves the right to modify curriculum requirements, courses, tuition and fee schedules, and policies pertaining to its educational program without further notice.

A student who needs a course to complete graduation requirements which is not offered or which is fully enrolled should confer with the Registrar. Students are requested to contact the Registrar's Office for the most current information regarding course offerings, class schedules, or tuition and fees.

COURSE DESCRIPTIONS

The courses of study offered at Dutchess Community College are arranged alphabetically in this section. Before planning a specific academic program, the student must consult the official lists of courses offered in both day and evening issued prior to the beginning of each semester. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The right is also reserved not to offer a course if resources become unavailable or if the course has been deleted from any curriculum since the last printing of the catalog. Normally, however, every course will be offered at least every other year. A student who needs a course which is not offered, or which is fully enrolled, should confer with the appropriate department chair.

Courses numbered below 100 are non-credit and preparatory in nature; 100-level courses are usually designed for first-year students; 200-level courses are generally designed for, and often restricted to, second-year students.

Below the number and title of each course description is the credit hour value granted for the course in terms of lecture and/or laboratory hours. Generally, a credit hour is earned for 15 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Similarly, two or three 50-minute sessions of laboratory or field work each week for a semester would normally earn one credit hour.

It should be understood that courses may be composed of various types of instruction; for example, a lecture course which also has required laboratory periods, or a lecture course having an additional requirement for supervised independent study or tutorial activity, or a course which may utilize self-paced instructional materials within a given time period under the supervision of the instructor.

Prerequisites are intended to ensure that a student has sufficient preparation before advancing to the next course in a sequence. Prerequisites, where stated, must be met before enrollment will be permitted.

A course fee is applied to each course that has scheduled laboratory hours and/or requires dedicated space, such as a laboratory, studio, or physical education facility, and/or specialized equipment. The course fee is billed when the student registers for the course. Currently, the fees range from \$20 to \$40. Also, for some courses, students may be required to purchase individual or expendable supplies.

In addition to course fees, students in some courses in nursing, clinical laboratory technician, phlebotomy and dietetic technology are required to purchase insurance, and some students in a few health and physical education courses may pay for Red Cross Certification.

NOTE: Courses are listed alphabetically by their three-letter designation.

ACCOUNTING

ACC004 COURSE SPECIFIC STUDY SKILLS FOR ACC 104
1 Lecture 0 Lab 1 Credit Hour(s)

ACC 004 is a study skills course designed for those students who require support in ACC 104. Taught by the instructor of ACC 104, with which it is content correlated, ACC 004 will include practical work with notetaking, textbook mastery, exam preparation and test taking techniques, as well as specific strategies necessary to the successful study of accounting. NOTE: ACC 004 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ACC100 ACCOUNTING INTRODUCTORY SEMINAR
1 Lecture 0 Lab 1 Credit Hour(s)

This course is intended to provide Accounting, Bookkeeping and BAT students with an opportunity to learn and practice skills necessary to be successful in their respective program. This course will focus on personal goals and development, career planning, study skills, curriculum management and College resources.

ACC101 PRINCIPLES OF FINANCIAL ACCOUNTING I
3 Lecture 0 Lab 3 Credit Hour(s)

The primary purpose of this course is to enable students to analyze, record, classify, summarize, and interpret accounting data. Topics include: the accounting equation; accounting statements and reports prepared according to generally accepted accounting principles; the accounting cycle; deferrals and accruals; accounting for merchandising businesses, and inventories. This course is not intended for Business Administration-Transfer students.

ACC102 PRINCIPLES OF ACCOUNTING II
4 Lecture 0 Lab 4 Credit Hour(s)

The primary purpose of this course is to enable students to analyze, record, classify, summarize, and interpret accounting data for sole proprietorships, partnerships, and corporations. Topics include: liabilities; partnership formation, division of earnings, and changes of ownership; corporations-capital transactions, income taxes and business decisions, financial reporting, ratio analysis, earnings measurement; the statement of cash flows; and an introduction to managerial accounting. Prerequisite: ACC 101 with a C or better.

ACC104 FINANCIAL ACCOUNTING
4 Lecture 0 Lab 4 Credit Hour(s)

The primary purpose of this course is to enable students to analyze and interpret accounting data. Topics include: the accounting equation; accounting statements and reports; the accounting cycle; deferrals and accruals; and the recognition and measurement of financial statement information including receivables, inventories, plant assets; long-term liabilities, stockholders equity, and financial ratios. Prerequisites: MAT 091 or MAT 092 or higher

ACC110 PROFESSIONAL RECORDKEEPING
3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to prepare the student with the skills necessary for the day-to-day handling of common financial functions. Topics include: basic bookkeeping procedures and preparation of financial statements, and payroll.

ACC204 MANAGERIAL ACCOUNTING

4 Lecture 0 Lab 4 Credit Hour(s)

This course provides an introduction to the accounting data and techniques used by internal managers to identify and analyze the available alternatives and guide them to a course of action that is most likely to yield the optimum solutions for their organizations. The purpose of the course is to show what kind of accounting information is needed, where this information can be obtained and how this information is used by managers as they make decisions about their planning, directing, and controlling operations function.

Prerequisites: ACC 102 with a grade of C or better or ACC 104 with a grade of C or better.

ACC205 COMPUTERIZED ACCOUNTING APPLICATIONS

2 Lecture 1 Lab 2 Credit Hour(s)

The primary purpose of this course is to enable students to use computer applications in an accounting environment. Students will use Quickbooks Pro to collect and summarize accounting information. In addition, students will learn how to create many different reports that are useful when managing a business.

Prerequisite: ACC 101 or ACC 104

ACC213 ACCOUNTING SYSTEMS AND THE COMPUTER

3 Lecture 0 Lab 3 Credit Hour(s)

The purpose of this course is to familiarize the student with accounting systems and procedures with emphasis on computerized accounting systems, to acquaint the student with fundamental computer concepts and terminology, to give students hands-on computer experience through the preparation and processing of accounting related programs and software and to reinforce accounting theory and integrate it with computer practice.

Prerequisites: ACC 101 or ACC 104

ACC221 INTERMEDIATE ACCOUNTING I

4 Lecture 0 Lab 4 Credit Hour(s)

This course provides an in-depth study of financial accounting concepts and procedures. The following topics will be covered: the accounting environment and accounting concepts and theory; statement of income and retained earnings; balance sheet and statement of cash flows; the time value of money; cash, temporary investments and receivables; inventories, and plant assets.

Prerequisite: ACC 104 or ACC 102

ACC241 INCOME TAX PROCEDURES

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the federal income tax laws as they affect individuals. Principal topics are returns, rates, exemptions, income, deductions and losses, itemized deductions, business expenses and losses, cost recovery, employee expenses, special methods for computing tax, tax credits, property transactions - basis determination, non-taxable exchanges, capital gains and losses and depreciation recapture.

Prerequisite: ACC 104 or ACC 101 or permission of ACC Program Chair.

ACC260 INTERNSHIP IN ACCOUNTING

1 Lecture 8 Lab 3 Credit Hour(s)

This course is designed for students participating in a cooperative education work experience. It is open to matriculated ACC students. Students are placed with selected cooperative employers for a specific number of hours (minimum 120). They participate in weekly seminars and submit a paper or report related to the work experience. A written evaluation by the employer is also submitted. Note: Sophomore status required.

Prerequisite: Permission of department.

ACC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of accounting or related areas. The student's time commitment to the project will be approximately 35 - 50 hours.

ACC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ACC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ACC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ACC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

AIR CONDITIONING AND REFRIGERATION

ACR101 AIR CONDITIONING AND REFRIGERATION I

3 Lecture 6 Lab 5 Credit Hour(s)

This course will introduce the student to the basic theory of operation of simple refrigeration and air conditioning systems, heat transfer, materials, tools, installation techniques, and practices. Other topics included are measurements, heat and temperature, refrigerants and mechanical/electrical components. Personal and equipment safety will be stressed.

Prerequisite: None, but PHS 115 is recommended.

ACR102 AIR CONDITIONING AND REFRIGERATION II

3 Lecture 15 Lab 8 Credit Hour(s)

This course is a continuation of ACR 101. The student will work with a variety of complex and larger cooling and heat pump systems. These systems will use combinations of controls to operate components in a sequential manner. The design of such control systems and their construction are included. In addition, special systems such as automatic ice machines and self-defrosting equipment will be used to develop trouble shooting techniques and problem solving skills. Students will be prepared for and given the opportunity to take the technician certification examination as specified by the Clean Air Act. Those who pass the exam will be duly certified. Personal and equipment safety will be stressed.

Prerequisite: ACR 101 or permission of the instructor.

ACR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of air conditioning and refrigeration or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ACR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ACR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ACR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ACR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ALLIED HEALTH

AHS100 ALLIED HEALTH INTRODUCTORY SEMINAR

1 Lecture 1 Lab 1 Credit Hour(s)

This course will introduce the students enrolled in each of the Allied Health Programs to their specific curriculum and the career goals available to them. Students will focus on personal development and effective strategies for successful completion of their specific program. In addition, students will examine the health delivery system and the many challenges inherent in this system.

ARCHITECTURAL TECHNOLOGY

ARC100 INTRODUCTION TO ARCHITECTURAL DESIGN

1 Lecture 2 Lab 2 Credit Hour(s)

ARC 100 is an introductory course in architectural design intended for the part-time student. The course will explore basic concepts of spatial design in architecture, explain the principles of orthographic drawing and develop designs for small-scale projects. Students who have satisfactorily completed both ARC 100 and ARC 101 may request a waiver for ARC 103 in the Architectural Technology Program.

ARC101 INTRODUCTION TO ARCHITECTURAL WORKING DRAWINGS I

1 Lecture 2 Lab 2 Credit Hour(s)

ARC 101 is an introductory course in architectural working drawings intended for the part-time student. The course will provide instruction in construction techniques and materials and will teach the student how to prepare basic construction documents for a wood-frame building. ARC 100 is not a prerequisite for ARC 101. Students who have satisfactorily completed both ARC 100 and ARC 101 may take ARC 110 in the Architectural Technology Program.

ARC103 BASIC ARCHITECTURAL DRAWING

1 Lecture 4 Lab 3 Credit Hour(s)

The basic concepts of drawing lines, lettering, use of instruments, orthographic projection, and pictorials. Plans, elevations, and sections of a single building are prepared. Building materials and construction are included. Emphasis is placed upon drawings that reproduce with a maximum of clarity and detail.
Prerequisite: Math A Regents with a grade of 65 or higher or concurrent enrollment in Mat 131 or higher.

ARC104 INTRODUCTION TO COMPUTER GRAPHICS

0 Lecture 3 Lab 1 Credit Hour(s)

A required introductory course for Architectural Technology students. Students will gain hands-on experience with AutoCAD, the computer graphics program used in all Engineering Department programs.

ARC105 BUILDING MATERIALS AND CONSTRUCTION I

2 Lecture 2 Lab 3 Credit Hour(s)

The study of wood frame construction and materials. Topics include foundations, framing methods, and finish materials for interior and exterior use in wood frame buildings. The laboratory will introduce wood detailing and field applications.
Prerequisite: Math A Regents with a grade of 65 or higher or concurrent enrollment in MAT 131 or higher.

ARC106 BUILDING MATERIALS AND CONSTRUCTION II

2 Lecture 2 Lab 3 Credit Hour(s)

A continuation of ARC 105. Topics include masonry and steel in building construction, fabrication and utilization in the structural system, architectural detailing in masonry and steel, and an introduction to structural drawings and detailing.
Prerequisite: ARC 105.

ARC107 INTRODUCTION TO ARCHITECTURAL DESIGN II

1 Lecture 2 Lab 2 Credit Hour(s)

ARC 107 is the second part of an introductory sequence intended for the part-time student. The course will be concerned with the design and presentation of small commercial, institutional or industrial buildings of more than one story. Students who have satisfactorily completed both ARC 107 and ARC 109 may take ARC 203 and ARC 205 in the Architectural Technology Program.
Prerequisite: ARC 100 or ARC 103.

ARC109 INTRODUCTION TO ARCHITECTURAL WORKING DRAWING II

1 Lecture 2 Lab 2 Credit Hour(s)

ARC 109 is the second part of an introductory sequence in working drawings intended for the part-time student. The course will instruct the student in the development of architectural working drawings for multi-level commercial or institutional projects. Students who have satisfactorily completed both ARC 107 and ARC 109 may take ARC 203 and ARC 205 in the Architectural Technology Program.
Prerequisite: ARC 101 or ARC 103.

ARC110 ARCHITECTURAL DRAWING

1 Lecture 4 Lab 3 Credit Hour(s)

A continuation of ARC 103, including site study, use of local and state codes, and structural requirements. Students prepare a design analysis and a complete set of drawings for a small commercial building.
Prerequisites: ARC 103, 105.

ARC113 ARCHITECTURE INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

The seminar will introduce the incoming student to the profession of architecture. The course will outline the history of architecture, the educational requirements for becoming an architect and the allied professions available to the graduate.

ARC122 ARCHITECTURAL PRESENTATION I

0 Lecture 4 Lab 2 Credit Hour(s)

A study of perspective, shades and shadows. Students prepare presentation drawings, plans, elevations, and perspectives of small-scale projects utilizing pencil, pen and ink.

ARC123 ARCHITECTURAL PRESENTATION II

1 Lecture 3 Lab 2 Credit Hour(s)

An introduction to color in architectural presentation using colored pencils, felt tip pens and washes. The course will provide an introduction to the preparation of rendered plans, evaluations, and perspectives of medium scale buildings using both traditional and computer based drawing techniques.
Prerequisite: ARC 122.

ARC202 MECHANICS OF STRUCTURES

2 Lecture 0 Lab 2 Credit Hour(s)

A study of the elements of structures in architecture, using basic physical laws and intuitive reasoning as extended to the mathematical treatment of equilibrium in static structures.
Prerequisite: MAT 132 or higher.

ARC203 ARCHITECTURAL DESIGN

0 Lecture 6 Lab 3 Credit Hour(s)

Design projects with increasing complexity are selected throughout the semester and culminate in a moderately complex commercial building design project. Emphasis is placed on form, function and presentation of design. Students will work with computer assisted drawing equipment to prepare a set of design drawings. Students will prepare design models.
Pre-requisites: ARC 110 or permission of instructor

ARC205 WORKING DRAWINGS I

1 Lecture 6 Lab 4 Credit Hour(s)

Working drawings are prepared for a small building such as a motel, clinic, community center, church or bank.

Prerequisites: ARC 110 and 106.

ARC207 STRUCTURAL ANALYSIS

3 Lecture 0 Lab 3 Credit Hour(s)

This subject includes the study of the stresses and strains that occur in structural members. Shear and bending diagrams, investigation and design of beams, and deflection of beams are included. Investigation is made of the design of simple steel and concrete beams.

Prerequisite: ARC 202.

ARC211 MECHANICAL AND ELECTRICAL SYSTEMS IN BUILDINGS

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to environmental systems in buildings including: emphasizing major topics of illumination and heating and cooling; minor topics of plumbing; fire protection and life safety; electrical power; and acoustics. An emphasis will be placed on active and passive energy efficiency and sustainable design.

3 Lecture 0 Lab 3 Credit Hours

ARC214 PROFESSIONAL PRACTICE

2 Lecture 2 Lab 3 Credit Hour(s)

A study of functions performed in the architect's office from the time an architect is commissioned to do a project until the owner assumes occupancy. Topics include contracts, specifications, estimating, organization, job administration and scheduling. An emphasis on cost estimating and computer assisted estimating is included.

Co-requisite: ARC 110 and ARC 106, or permission of instructor.

ARC216 DESIGN THEORY

2 Lecture 2 Lab 3 Credit Hour(s)

This course will provide the student with an opportunity to explore design based on movements in architecture and the theories that form the basis of architectural design, as defined by history, from antiquity to those of contemporary designers. The course exposes students to design problems and guides them through understanding architectural compositions and problem solving processes. Students analyze architecture and use this understanding to synthesize design solutions. Through the creative process, students begin the development of problem solving strategies associated with architectural design and implement them into a series of design projects.

ARC240 CAPSTONE PROJECT

1 Lecture 6 Lab 4 Credit Hour(s)

ARC240 is a culmination of the Architectural Technology student's studies at the college. Students will work in groups to develop a project from the project development phase through schematic design and design development phases through construction drawings. Both ARC and CNS students will work together for the first half of the semester. For the second half, ARC students will complete construction drawings for the project. CNS students will complete a partial set of the same building and a building materials takeoff of the building. Both groups of students will prepare a booklet of product data sheets for their projects. Building types include small schools, apartment houses, office buildings, department stores, and dining halls. All of the drawings for this course will be prepared on the computer using the AutoCAD system.

Prerequisite: ARC 205.

ARC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Study plans will include research, analysis, and presentations or other projects, which advance the student's knowledge and competence in the field of architectural technology. The student's time commitment will be approximately 35-50 hours.

ARC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ARC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ARC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ARC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ART

ART100 VISUAL ART INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This required course introduces students in the visual art programs to academic and career opportunities in the visual arts. The course will address the following topics: how to begin creating, preserving and documenting an art portfolio; career opportunities and internships; transfer opportunities; career options; student services; study skills including time management, research, writing, note and test taking, and presentation skills. This course is presented by art faculty, visiting professionals and alumni from various disciplines and specialties.

ART101 HISTORY OF ART

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to Western art based on an aesthetic and historical evaluation of artists, styles and cultures from the prehistoric period to the 18th, 19th century. Work will be viewed through visual presentation and field trips to museums and exhibits.

ART102 HISTORY OF MODERN ART

3 Lecture 0 Lab 3 Credit Hour(s)

The turn of the 20th century saw an explosion of changes which in turn redefined our visual vocabulary. This course introduces the major artists and movements of 19th and 20th century western art. Avant Garde art of the 19th century, the rise of high modernism and its subsequent decline in the postmodern era will be examined. Issues considered are artistic intention, spirituality in art, the birth and development of abstraction, art with political agendas and the implicit historic contexts of modern art. Work will be viewed through slide presentation and videotape.

ART103 ART OF CHINA, JAPAN AND INDIA

3 Lecture 0 Lab 3 Credit Hour(s)

The history of Chinese, Japanese, and art from India will be examined from prehistoric times to the present. Comparisons to the most familiar example of Western art will be offered whenever they add depth to the material. Various oriental media such as jade, lacquer and ivory calligraphy, landscape are studied in depth.

ART104 FUNDAMENTALS OF ART

3 Lecture 0 Lab 3 Credit Hour(s)

This visual arts course is intended for non artists. Course content includes art throughout history, both Eastern & Western, providing global insight into various cultures and a core understanding of the visual language used to analyze techniques and materials used in painting, sculpture, and architecture. Class activities include viewing and analyzing images from the prehistoric period to modern day, attending field trips to museums and art exhibits, and keeping a written and visual journal documenting visual understanding of the art experiences explored in the course.

ART110 TWO DIMENSIONAL DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This foundation studio course addresses visual dynamics on the 2D picture plane. Through the design process students explore visual elements and principles of organization. Projects cover technical skills, idea generation and development, and presentation. This course will provide the student with at least 5 works for portfolio.

ART111 THREE-DIMENSIONAL DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This foundation studio course focuses on the visual dynamics and basic design issues that underlie three-dimensional works of art and design. Students will create three-dimensional projects using a variety of sculptural materials and methods that explore the formal elements and underlying design principles.

ART112 DRAWING I

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to the basic principles and practices of drawing. Students will complete a variety of projects that emphasize observation, line, value, shape, texture, picture plane organization, perspective, use of materials, methods for developing drawings from initial sketch to finished drawing, and discussion of course concepts.

ART113 DRAWING II

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an expansion of Drawing I's principles, practices and techniques with a focus on drawing the figure in context. Students complete a variety of projects that emphasize observation, line, value, shape, texture, picture plane organization, foreshortening, use of materials, methods for developing drawings from initial sketch to finished drawing, and discussion of course concepts.

Prerequisite: ART 112 with a grade of C or better

ART120 COLOR THEORY AND PAINTING

2 Lecture 2 Lab 3 Credit Hour(s)

This foundation studio course addresses color relationships, interactions and use in visual compositions.

Pre- or Co-requisite: ART 110.

ART140 GRAPHIC DESIGN I: DESIGN WITH DIGITAL IMAGES

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to history of digital media and the practical applications of design using digital images. Assignments build visual discernment, conceptual thinking, awareness of design issues and some design history. Using Photoshop, students learn to work with images and basic typography in increasingly complex design formats, and complete a design portfolio of 4-5 pieces.

Pre-requisites: ART 110 with a grade of C or better.

ART141 CALLIGRAPHY I

2 Lecture 2 Lab 3 Credit Hour(s)

The course covers the study and practice of lettering using the broad pen and pencil to develop original calligraphy and calligraphy for reproduction.

ART145 GRAPHIC DESIGN II: LAYOUT AND TYPOGRAPHY

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to typography. This course includes the history of type, typeface design, type anatomy and classifications, designing with text and display type, and basic issues of print production. Using InDesign, the industry-standard page layout program, basic black and white typographic explorations progress to more complex color assignments. A final portfolio will be submitted. Note: A familiarity with the Mac platform is recommended before taking this course.

Pre-requisite: ART 140

ART147 GRAPHIC DESIGN III: DESIGN AND ILLUSTRATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to resizable (vector-based) graphics used in design applications such as logos, technical illustrations, diagrams, packaging, signage, animation, web and designing for mobile devices. Using Adobe Illustrator, students explore conceptual solutions while working with lines, shapes and paths in various graphic explorations. A final portfolio will be submitted. Note: It is recommended that students take ART 140 and 145, and be familiar with the MAC platform prior to taking the course.

Pre-requisite: ART 110 with a grade of C or better.

ART148 FASHION ILLUSTRATION & DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course addresses fashion design and illustration throughout history, and offers students specific techniques with which to render the figure and clothing as they develop their own distinctive visual drawing style. Through the design process, students explore the elements of fashion and incorporate them into descriptive, illustrative, and innovative designs that complement the human figure. Projects cover technical skills, idea generation and development, and presentation. This course will provide the student with at least 5-10 works for portfolio.

Prerequisite: ART 112

ART150 TRADITIONAL PHOTOGRAPHY I

2 Lecture 2 Lab 3 Credit Hour(s)

This is an introduction to the medium through the use of manual film cameras, light meters, black and white film processing and print enlarging. Craftsmanship is stressed. Students must have a manual film camera with manually adjustable lens openings, shutter speeds, and focus, as well as a working built in light meter. Photography courses require a substantial amount of student-purchased supplies, which may cost \$200 or more, in addition to camera and text.

Note: This course may be more suitable to those considering further work in photography, requiring a traditional film camera. For those wishing to take an introductory course that is digital and does not use film, please consider ART 157 Digital Photography 1.

ART151 TRADITIONAL PHOTOGRAPHY II

2 Lecture 2 Lab 3 Credit Hour(s)

This course provides further study in photography that originates with traditional photographic film whether black-and white, or color. Using more advanced camera and darkroom techniques, visual and technical craft are emphasized. Students need to have a film camera with manually adjustable lens openings, shutter speeds, and focus, as well as a working built-in light meter. There is no use of a wet photography lab for color, only black-and-white. Student must have color films processed commercially at their own expense. Photography courses require a substantial amount of student-purchased supplies, which may cost \$200 or more, in addition to camera and text.

Prerequisite: ART 150 with a grade of C or better

ART153 LIGHTING FOR THE VISUAL ARTS

2 Lecture 2 Lab 3 Credit Hour(s)

Light as a basic essential principle common to all photography is explored, with an emphasis on studio set ups. Students will learn to use tungsten quartz constant source lighting as well as electronic flash (strobe) and natural light to illustrate basic lighting techniques. A final portfolio of photographs will be produced. Additionally there will be instruction and demonstration of location lighting techniques. This course is intended for students interested primarily in photography, even though the principles taught are relevant to drawing, painting, video production, and filmmaking.

Prerequisite: ART 150 or ART 157 with a grade of C or better

ART157 DIGITAL PHOTOGRAPHY I

2 Lecture 2 Lab 3 Credit Hour(s)

The course introduces photography based on digital image reproduction. Students will create direct files using a digital camera and reproduce prints using grade inkjet printers. Emphasis is on understanding color and black and white photography as a powerful creative tool in commercial and fine art photography. No prior study of photography is required. It is highly preferable to be able to shoot in the RAW mode rather than just JPEG.

Note: Students must have access to a suitable digital camera with manually adjustable lens openings and shutter speed settings. This course is recommended as a first photo course for students who are not planning to make photography their career or as an auxiliary course for students who have taken or will take traditional/wet photography courses.

ART161 FOUNDATIONS OF ANIMATION

2 Lecture 2 Lab 3 Credit Hour(s)

An introductory course covering various aspects of the history, theory and practice of animation. This course includes a broad overview of traditional and computer animation techniques from the earliest experiments until today. Studio sessions of this introductory course will emphasize creating computer 2-D animations using the popular animation program, Flash.

ART172 BASIC CERAMICS

2 Lecture 3 Lab 3 Credit Hour(s)

This course is an introduction to the nature and properties of clay. It provides students a range of experience in working with clay, including hand building and throwing techniques, firing processes and glaze application techniques. It provides a context for understanding historical and contemporary ceramics.

ART209 TIME BASED MIXED MEDIA

2 Lecture 2 Lab 3 Credit Hour(s)

This is an advanced art/communications studio course that focuses on integration and experimental use of current studio art practices (painting, drawing, photography, ceramics, installation, sculpture), digital media, and the communication media arts. Exploration and innovative use of video and sound are integral components of the course. Students should have basic computer skills and a working knowledge of digital video media.

Prerequisites: ART 110, ART 111, or COM 110

ART222 WATERCOLOR

2 Lecture 2 Lab 3 Credit Hour(s)

The course includes painting on paper with water-based media including gouache, watercolor, and acrylic. Emphasis is placed on working from observation, exploration of materials and techniques, integration of wet and dry media, concept development, and presentation of completed works.

Prerequisite ART 120 with a grade of C or better.

ART226 PAINTING

2 Lecture 2 Lab 3 Credit Hour(s)

This is a painting course designed for students who have completed fundamental studies of 2D design, drawing, and color theory. Emphasis is on working from observation, exploring color and technical application of acrylic or oil paints, and expressing ideas through concept and thematic development.

Pre-requisites: ART 110, ART 112 and Art 120.

ART242 GRAPHIC DESIGN IV: TYPE AND COMPOSITION

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an intermediate exploration combining typography with images and exploring page design. Students build on previous software and typographic skills to explore concept, audience and meaning in more complex typographic & ad-related design projects and formats. Use of the grid in page layout, communication issues, print production and a more sophisticated level of design awareness are emphasized. A portfolio of final work will be submitted, with the possibility of incorporating some interactivity.

Pre-requisites: ART 140 and ART 145

ART254 PHOTOJOURNALISM WORKSHOP

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an exploration of the photojournalistic approach. Emphasis is on producing, editing, and refining an in-depth photographic essay. The work of historic and contemporary photojournalists will serve as examples of the diverse approaches to photojournalism.

Prerequisite: ART 157

ART257 DIGITAL PHOTOGRAPHY II

2 Lecture 2 Lab 3 Credit Hour(s)

A continuation of ART 157, the course adds additional content related to digital photography. Students explore more advanced photo concepts for shooting and presentation. Using images the students shoot themselves, and tools found in Adobe Photoshop, students create photographic illustration and art which can include image modification, use of the smart file, advanced PhotoShop editing techniques, and multiple image compositing.

Prerequisite: ART 157 with a grade of C or higher.

ART260 VISUAL ARTS INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This is a 135 hour internship in an approved area of the student's choice that will provide practical experience. It will be completed under the direct supervision of a full-time employee for 120 hours at the internship site, along with one-hour weekly meetings (15 hours) on campus with a faculty member at a time to be arranged. This may be done in any aspect of the visual arts: design, advertising, marketing, photography, art education, art gallery/museum work, studio assistant or other art-related industry. Students will keep a portfolio of work, a journal about the work experience, and submit a short paper at the end of the internship detailing their experience.

Pre-requisites: Art majors with a minimum of 32 credits and permission of department

ART264 WEB DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to the art of designing web sites. Students will be introduced to HTML markup language and software (such as Dreamweaver) for creating web pages, and techniques for designing web sites containing text and images. The emphasis will be on information structure, creation of design elements, and the creation of a web site that is easy to navigate and visually compelling. Students will learn to use HTML divs, tables, cascading style sheets, forms, and other components of web design. Students are recommended to take ART 147 prior to or at the same time as ART 264.

Prerequisites: ART 140 and ART 145.

ART271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge in the field of art or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ART272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ART 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ART273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ART 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ART274 CERAMICS: HAND BUILDING

2 Lecture 3 Lab 3 Credit Hour(s)

This course is a continued exploration of clay as it relates to hand built forms, building on basic skills gained in Basic Ceramics. Advanced hand building techniques, continued experimentation with glaze application, as well as an introduction to the chemistry and calculation of glazes and further development of students' understanding of historical and contemporary ceramics as it relates to the hand built form, will be the basis of this course.

Prerequisite: ART 172.

ART275 CERAMICS: WHEEL THROWING

2 Lecture 3 Lab 3 Credit Hour(s)

This course is a continued exploration of clay as it relates to wheel thrown forms, building on basic skills gained in Basic Ceramics. Advanced throwing techniques, continued experimentation with glaze application as well as an introduction to the chemistry and calculation of glazes and further development of students' understandings of historical and contemporary ceramics as it relates to the thrown form will be the basis of this course.

Prerequisite: ART 172.

AMERICAN SIGN LANGUAGE**ASL101 AMERICAN SIGN LANGUAGE I**

3 Lecture 1 Lab 3 Credit Hour(s)

This total immersion course adheres to the Functional-Notional Approach to second language acquisition, which focuses on the communicative needs of people engaged in common everyday interactions. Functions that help students establish and maintain social relationships are emphasized. Sessions will introduce formal and informal registers in American Sign Language. Grammar and language structure are taught through meaningful and experiential activities, which adhere to research findings on the importance of incorporating facial grammar, mouth morphemes and non-manual signals in the early stages of learning American Sign Language as a second language. Students will progress in formulating ideas and engaging in conversations from concrete to abstract through role-playing in everyday interactions using basic total language concepts.

ASL102 AMERICAN SIGN LANGUAGE II

3 Lecture 1 Lab 3 Credit Hour(s)

This is a total immersion course designed to help the student further enhance their communication and language skill by working with their pre-existing knowledge of American Sign Language structure and grammar.

Prerequisite: ASL 101 or permission of instructor after entrance evaluation of signing skills.

ASL271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of American Sign Language or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ASL272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ASL 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ASL273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ASL 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ASTRONOMY

AST131 SOLAR SYSTEM ASTRONOMY

3 Lecture 2 Lab 4 Credit Hour(s)

A survey of the solar system, including the earth-moon system, the planets and their satellites, asteroids, meteors, comets, and the nearest star, our sun. Study ranges from a historical view of the universe to our modern day view of the planetary system as provided by optical and radio telescopes, spectrographic study and space exploration. Among topics to be considered are the nature of light and telescopes, planetary surfaces and atmospheres, the origin of the solar system and extraterrestrial life. Laboratory work is supplemented by field trips and celestial observations with the unaided eye and telescopes.

AST132 ASTRONOMY OF STARS AND GALAXIES

3 Lecture 2 Lab 4 Credit Hour(s)

This course is a study of the universe beyond the solar system. The course begins by developing the theory of stellar evolution from observations and physical principles and discussing the formation of stars, supernovae, pulsars, black holes, etc. The course then proceeds to examine interstellar matter and to deal with the evolution of galaxies. Finally, the course deals with the origins of the universe itself and examines the various scenarios about the future of the universe.

AST271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of astronomy or related areas. The student's time commitment to the project will be approximately 35-50 hours.

AST272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to AST 271, except that the student's time commitment to the project will be approximately 70-90 hours.

AST273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to AST 271, except that the student's time commitment to the project will be approximately 105-135 hours.

AVIATION SCIENCE

AVI100 AVIATION INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed for students in the aviation science curricula. The course will focus on personal development and effective strategies for successful completion of the degree requirements. Personal educational goals and curriculum management, transfer and employment opportunities, technical skills and utilizing college and flight school resources will be examined in this seminar.

AVI101 INTRODUCTION TO FLIGHT

4 Lecture 0 Lab 4 Credit Hour(s)

This course is a study of the required knowledge for a Private Pilot's license. Subjects covered in this course include: theory of flight, basic aerodynamics, airplane operation/system/performance, navigation, flight computations, communications, publications, regulations and basic emergency procedures. Students are provided the information necessary to complete the FAA Private Pilot Knowledge Exam for Airplane/SEL. This class will be successfully completed and a grade provided when the FAA written exam is passed or in class final exam is passed at the discretion of the instructor. The fee for the FAA written test is not covered in the course fee.

AVI102 AVIATION HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides a general description of the entire field of aviation starting with the early achievements of flight and progressing through milestones to the present age. This course contains an overview of the governmental involvement with the aviation industry from establishing the postal routes, safety regulations, and airline subsidies through deregulation of the airline industry. This course includes the contributions to aviation by women, minorities, and other cultures. The introduction and development of power flight, from Zeppelins, Flying Boats, through the Boeing 777, and the X-30 Oriental Express and beyond is also explored. An extended field trip will be made to the Rhinebeck Aerodrome to see the aircraft from early years of flight.

AVI104 INSTRUMENT FLIGHT

4 Lecture 0 Lab 4 Credit Hour(s)

This course is a study of the instrument flying techniques and procedures in conjunction with modern ILS, VOR, ADF, GPS, and radar facilities. The course includes the study of basic attitude instrument flying, instrument navigation procedures, holding, precision and non-precision approach and departure procedures and macro and micro-metrology and analysis. Students are provided the information necessary to complete the FAA Instrument Rating Knowledge Exam. This class will be successfully completed and a grade provided when the FAA knowledge exam is passed. The fee for the FAA written test is not covered in the course fee.

Prerequisites: AVI101 or equivalent.

AVI110 AVIATION LAW

3 Lecture 0 Lab 3 Credit Hour(s)

Course will cover the history of aviation law. The Code of Federal Regulations as they pertain to the aviation community. Ecological concerns regarding aviation noise, noise abatement, and the role of the State and Federal Government. Liability issues and tort reform, as they pertain to private and commercial flight operations.

Prerequisites: AVI 100 and AVI 102.

AVI111 INTRODUCTION TO FLIGHT LABORATORY

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with the practical flight experience to acquire a Private Pilot's license. The primary flight training includes dual and solo flight time to meet FAA practical testing standards in such training as basic flight maneuvers, takeoff and landing, night flying and cross-country procedures. Minimum FAA flight training hours apply and students will, in most cases, exceed those minimum hours in order to meet practical test standards. Completion of the FAA knowledge exam is required for the certificate. The cost of flight school is considerable and is subject to change.

Prerequisite: FAA Second Class Medical Certificate (required), FAA First Class Medical Certificate (recommended); proof of US citizenship or completion of US Office of Homeland Security, Transportation Security Administration background check requirements.

Co-requisite: AVI101 or equivalent.

AVI114 INSTRUMENT FLIGHT LABORATORY

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with the practical flight experience in an aircraft and an approved flight training device to acquire an Instrument Rating. The primary instrument flight training includes dual flight time to meet FAA practical testing standards in such training as attitude instrument flying, departure, enroute and approach procedures in the instrument flight environment, instrument night flying and cross-country procedures. Minimum FAA flight training hours apply and students will, in most cases, exceed those minimum hours in order to meet practical test standards. Completion of the FAA knowledge exam is required for this certificate. The cost of flight school is considerable and is subject to change.

Prerequisite: AVI 101 and AVI 111 (Introduction to Flight Lab); FAA Second Class Medical Certificate (required); FAA First Class Medical Certificate (recommended); proof of US citizenship or completion of the US Office of Homeland Security, Transportation Security Administration background check requirements.

Corequisite: AVI 104 or equivalent.

AVI116 FLIGHT SAFETY

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces practical safety material, organizations and equipment necessary to conduct safe daily flight operations. All factors including weather, maintenance, equipment and human factors will be examined with particular emphasis on critical decision making under stress conditions. Proper decision making will be based on knowledge of formal weather briefing techniques flight plan filing, search and rescue methods, post crash survival, aircraft maintenance programs, accident /incident report forms, airport rescue and fire fighting, the role of the NTSB flight safety organizations and modern hardware.

Prerequisite AVI-104 Permission of the instructor

AVI201 AVIATION MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

Presents operational and managerial aspects of general aviation, charter service and the airlines Emphasizes corporate aviation and fixed base operations (FBO), flight training, corporate aviation, general aviation aircraft, business aircraft ownership and management methods, and regulations associated with general aviation operations V. Pre-requisites: AVI-101 Introduction to Flight

AVI208 COMMERCIAL FLIGHT

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the required knowledge information for a Commercial Pilot's license. Subjects covered in this course include: advanced aerodynamics, advanced aircraft systems, physiology, emergency procedures and planning, flight safety, and aeronautical decision making. There is a focus on crew resource management and flight safety operations to include Part 91 and Part 135 regulations and operations. Students will receive an instructor endorsement for the Commercial Pilot Knowledge Exam at the completion of the course requirements for an airplane-SEL. The fee for the FAA Knowledge Exam is not covered in the course fee.

Prerequisites: AVI 104

AVI209 COMMERCIAL FLIGHT PRACTICUM

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with continued practical experience in aviation crew resource management. Continued use of effective communication skills are formulated and evaluated throughout this course. Students are introduced to the function and operation of advanced aircraft systems; practical experience in accelerated stalls and advanced maneuvers in order to apply aerodynamic theory. Students are trained on advanced aircraft systems, incorporating the associated emergency procedures for these systems and planning for commercial flight situations. Students completing this course in conjunction with AVI 218 will receive the practical flight experience requirements necessary to complete the FAA Commercial Practical Exam and receive a Commercial Pilot Certificate. The cost of flight school is considerable and is subject to change. Prerequisite: AVI 208 and AVI 218 (Commercial Flight Laboratory I); FAA Second Class Medical Certificate (required), FAA First Class Medical Certificate (recommended); proof of US citizenship or completion of the US Office of Homeland Security, Transportation Security Administration background check requirements.

AVI218 COMMERCIAL FLIGHT LABORATORY I

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with the practical flight experience in a single engine aircraft toward the FAA cross country requirement to obtain a Commercial Pilot Certificate. This course alone will not complete all requirements for the commercial certificate. Students will gain flight experience in day and night cross-country both dual and solo. Students will be introduced to the crew resource management concept, function and practical use of standard operating procedures, minimum equipment lists and commercial flight operations (Part 135 and Part 121) scenarios. The cost of flight school is considerable and is subject to change. Prerequisite: AVI104 and AVI114(Instrument Flight Lab), or equivalent Private Pilot w/Instrument Rating; FAA Second Class Medical Certificate (required), FAA First Class Medical Certificate (recommended); proof of US citizenship or completion of the US Office of Homeland Security, Transportation Security Administration background check requirements.

Corequisite: AVI208 or equivalent.

AVI271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Prior to registering for any special studies course, the approval of the department chair must be obtained. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of Aviation Science and related areas. The student's time commitment to the project will be approximately 35-50 hours.

AVI272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to AVI 271, except that the student's time commitment to this project will be approximately 70-90 hours.

AVI273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to AVI 271, except that the student's time commitment to this project will be approximately 105-135 hours.

BEHAVIORAL SCIENCES

BHS100 PERSONAL EFFECTIVENESS

2 Lecture 0 Lab 2 Credit Hour(s)

An exploration, via lectures, films, and group experiences, of various aspects of effective interpersonal functioning. Topics will include: reacting to frustration, failure, anger; and fear; effectively expressing one's feelings and needs; the importance of awareness and development of one's potentials through active and responsible choosing; and developing constructive coping skills. Note: Recommended only for students with 11 or fewer earned college credits.

BHS103 SOCIAL PROBLEMS IN TODAY'S WORLD

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines social problems that confront the world today, and the underlying shared values, ethics, and diverse perspectives that contribute to those problems. Concepts of the behavioral sciences are introduced. The course presents a broad range of social problems, with particular focus on the complex relationships between contemporary issues. Students are presented the current research data that explains both the causes and possible resolutions to important social issues.

BHS110 INTRODUCTION TO HUMAN SERVICES

3 Lecture 0 Lab 3 Credit Hour(s)

An overview of human services and human service education. Other topics include the history of the field, major theoretical perspectives for treatment, roles, skills and professional development of workers, target populations and problem identification.

BHS142 CRIMINOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of crime and society's response to crime, the rehabilitation of the criminal offender and the prevention of crime. Various theories concerning the causes of crime are studied. Current social problems and their relevance to crime causation are discussed.

Prerequisite: BHS 103 or permission of department chair.

BHS201 CONTEMPORARY PROBLEMS AND ISSUES IN SUBSTANCE ABUSE

2 Lecture 0 Lab 2 Credit Hour(s)

This course surveys significant problems and issues germane to the field of substance abuse. Attention will be given to cause-effect relationships, family issues, grief and loss, policy and the law and evolving trends and attitudes. Recent research will be examined with consideration of implications for prevention and control.

Prerequisite: BHS 242 or permission of department.

BHS202 PHYSICAL ANTHROPOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The study of humans as physical organisms, with an emphasis on the interaction between biology and culture. Physical Anthropology focuses on the evolution of the human species as well as modern human physical variation. The sub-fields of paleontology, genetics, primatology and archaeology are explored.

BHS203 SOCIOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Designed to introduce the student to the major issues and fundamental concepts in the field of sociology. Areas selected for analysis are culture and its transmission, personality and socialization, social roles and processes, groups and elements of group behavior, and social status and class. These focal areas are then used to examine various social institutions, including the family, religion, the economic system, education and the political system. Trends of modern society are considered.

BHS204 ANTHROPOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The study of human behavior in a biological and cultural context. The various sub-divisions of anthropology, their concepts, techniques and findings are explored: physical anthropology, archaeology and cultural anthropology. Course work and analyses are integrated with the course background.

BHS205 THE FAMILY

3 Lecture 0 Lab 3 Credit Hour(s)

The study of the family from a sociological viewpoint, with special reference to the American family. The course emphasizes: the historical and cross-cultural study of the family; patterns of dating and mate selection; sexual norms and relationships; marital and family relationships; marital crisis and divorce; the family and social policy; and the future of the family as a social institution.

BHS206 CULTURAL ANTHROPOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The systematic study of human behavior in a cultural context. Major topics include the evolution of culture, linguistics, sociocultural systems, and globalization with an emphasis on a non-western, non-eurocentric viewpoint. The methodology of Anthropological research is also studied.

BHS207 EDUCATION IN AMERICAN SOCIETY

3 Lecture 0 Lab 3 Credit Hour(s)

An introductory study of education as a major social institution with special attention being given to the philosophies, patterns, cultural diversity, and issues which have characterized the American system. A consideration of higher education is included.

BHS209 RACIAL AND ETHNIC RELATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

Racial, cultural and ethnic minority groups in American society. The nature and patterns of interaction are examined, including contact, conflict, assimilation, acculturation, pluralism and segregation. Current situations are stressed. Prerequisite: BHS 103 or permission of department chair.

BHS210 THE SOCIOLOGY OF RELIGION

3 Lecture 0 Lab 3 Credit Hour(s)

The sociological interpretation of religion is the empirical study of religion as a social institution. Major issues in the analysis of religion include: the origins of religion; the functions of religion; the relation of religion and society; types of religious authority; liberation theology and contemporary world religious movements; women, race, and sex and religion; religion and social and cultural differentiation.

BHS212 CHILD ABUSE

3 Lecture 0 Lab 3 Credit Hour(s)

A systematic examination of child physical and sexual abuse. Various historical factors, dynamics, and symptoms will be discussed using theoretical and empirical constructs.

BHS214 INTRODUCTION TO WORLD ARCHAEOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

An Introduction to the study of Archaeology, which gives voice to ancient civilizations by examining the material products of their shaping hands and thinking minds. Archaeology begins with an introduction to the methods employed in modern archaeology and then proceeds to examine the earliest cultures and civilizations to emerge in human history, from the ancient Sumerians to the Bronze Age people of Britain to the magnificent Inca of Peru.

BHS215 FIELD ARCHAEOLOGY

2 Lecture 2 Lab 3 Credit Hour(s)

This course is designed for the beginning archeology student who wishes to gain practical, hands-on experience in field excavation; the course consists of classroom study in field techniques and actual field excavation. Topics include history, survey, dating, field techniques, laboratory techniques, curation and report writing. Special emphasis is placed on New York State Archaeology and the requirement of the New York State Office of Parks, Recreation and Historic Preservation. The field excavation will take place on landscapes publicly held by the citizens of Dutchess County where the commercial excavation would be prohibitive. Sites that have been assessed as endangered by the State Archaeologists will be given priority.

BHS216 THE SOCIOLOGY OF HEALTH AND MEDICINE IN THE US

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to sociological phenomena as they relate to human health and diseases, mainly in the United States, but also with some consideration of health organizations, philosophy and delivery in the other areas of the world. Included in the course are comparative distributions of diseases among different population groups, individual responses, attitudes and beliefs toward health and illness, medical care providers and organizations, financing and delivery of health care, and the roles of social factors in the etiology and outcome of diseases.

BHS220 COMPARATIVE SOCIAL SYSTEMS IN THE US AND ABROAD I

1 Lecture 4 Lab 3 Credit Hour(s)

This course provides an opportunity to experience firsthand operation of selected social systems for comparison and contrast to those in the United States. The social systems considered and the international settings may vary from one offering to the next. Consult the master schedule of courses for details.

BHS221 COMPARATIVE SOCIAL SYSTEMS IN THE US AND ABROAD II

1 Lecture 2 Lab 2 Credit Hour(s)

For selected students. Note: May be offered as an independent course or in conjunction with BHS 220 and/or 222. Prerequisite: Permission of the instructor.

BHS222 COMPARATIVE SOCIAL SYSTEMS IN THE US AND ABROAD III

1 Lecture 2 Lab 2 Credit Hour(s)

For selected students.

Note: May be offered as an independent course, or in conjunction with BHS 220 and/or BHS 221. Students must register for both a lecture and a lab. 1 Lecture, 2 Lab, 2 Credit Hours. Prerequisite: Permission of instructor.

BHS231 TOPICS IN BHS I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in the Behavioral Sciences in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from Anthropology, or from Sociology, or from any of their various, applied sub-fields. The classroom instruction will amount to a period five weeks of the semester, or its equivalent in formal lecture/discussion.

BHS232 TOPICS IN BHS II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BHS 231, except that the instructional time will take place over a period of 10 weeks of the semester, or its equivalent in formal lecture/discussion.

BHS233 TOPICS IN BHS III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BHS 231, except that the instructional time will take place for the entire fifteen weeks of the semester, or its equivalent in formal lecture/discussion.

BHS242 DRUG AND ALCOHOL USE AND ABUSE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the problems and factors attendant to alcoholism and other substance abuse, including a survey of the physiological and pharmacological aspects of such use. Various theories and current rehabilitative methods will be examined as will dependency states, socio-psychological factors and alternatives to mood-modifying substance use/abuse.

BHS245 ISSUES AND ETHICS IN THE HUMAN SERVICES

3 Lecture 0 Lab 3 Credit Hour(s)

Designed for students completing the Human Services programs in CHC or CMH, this course considers the application of the theories/skills/values acquired in the designated programs to current and future trends in the field, as well as addressing specific issues confronted by human services professionals. Prerequisites: BHS 110, CHC or CMH 103, CHC or CMH 104, PSY 102, PSY 134, PSY 202, PSY 203 and PSY 235 or PSY 201.

BHS251 TOPICS IN THE BEHAVIORAL SCIENCES I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in the Behavioral Sciences in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from Anthropology, or from Sociology, or from any of their various, applied sub-fields. The classroom instruction will amount to a period five weeks of the semester, or its equivalent in formal lecture/discussion.

BHS252 TOPICS IN THE BEHAVIORAL SCIENCES II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BHS 251, except that the instructional time will take place over a period of 10 weeks of the semester, or its equivalent in formal lecture/discussion.

BHS253 TOPICS IN THE BEHAVIORAL SCIENCES III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BHS 251, except that the instructional time will take place for the entire fifteen weeks of the semester, or its equivalent in formal lecture/discussion.

BHS262 JUVENILE DELINQUENCY

3 Lecture 0 Lab 3 Credit Hour(s)

Designed to introduce students to the development of juvenile delinquency in American Society. This course emphasizes the ways in which society structures juvenile delinquency as a social phenomenon. The course presents various theories to explain both the causes of juvenile delinquency, as well as society's response to youth offenders, and examines programs, interventions and punishments that attempt to change juvenile behavior.

Prerequisite: BHS 103 or permission of the department chair.

BHS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Prior to registering for any special studies course, the approval of the department chair must be obtained. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of social science and related areas. The student's time commitment to the project will be approximately 35-50 hours.

BHS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BHS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

BHS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BHS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

BIOLOGY

BIO001 COURSE SPECIFIC STUDY SKILLS FOR BIO 105

1 Lecture 0 Lab 1 Credit Hour(s)

BIO 001 is a study skills course designed for those students who require support in BIO-105, General Biology I, taught by the instructor of BIO 105 with which it is content related. BIO 001 will include practical work with notetaking, textbook mastery, laboratory techniques, exam preparation and test taking techniques, as well as specific strategies necessary to the successful study of biology.

Note: BIO 001 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

Co-requisite: BIO-105

BIO030 INTRODUCTION TO BIOLOGY

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed for students in programs requiring Biology who are unprepared to enter a 100 level course as shown by testing and/or background. Course content includes study techniques, the nature of science, the scientific method, the metric system, biochemistry, the cell, the laboratory report and basic laboratory techniques. This course requires basic mathematical skills. Students are encouraged to take the appropriate English and math courses determined by placement testing with this course. A grade of C or better is required to take BIO 130. This course is a prerequisite for BIO 130 for those students referred after testing. Students are eligible to register for this course only twice. NOTE: BIO 030 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

BIO103 HUMAN BIOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory course which concerns the structure and function of the human body and the maintenance of homeostasis. The course is designed for non-science majors and does not fulfill the elective requirement of the LAX student.

BIO104 ENVIRONMENTAL BIOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory course focusing on people and their relationship to the external environment. The subject is treated in the context of conservation, ecology, taxonomy and human behavioral patterns. Topics of current interest are discussed, such as pollution, local environmental issues and the economic uses of natural areas. The course is designed primarily for non-science majors and does not fulfill the elective requirement of the LAX program.

BIO105 GENERAL BIOLOGY I

3 Lecture 2 Lab 4 Credit Hour(s)

An interdisciplinary study of basic biological concepts, including the nature of science, matter, the cell, characteristics of living matter, a brief survey of the living world, and ecology. BIO 105 and BIO 106 are recommended for students who wish to pursue studies in the Biological and Life Sciences. Non-science majors are encouraged to consider BIO 103 and BIO 104 (see descriptions).

BIO106 GENERAL BIOLOGY II

3 Lecture 2 Lab 4 Credit Hour(s)

A continuation of BIO 105, including homeostasis in organisms, genetics, evolution and a consideration of the structure and function of tissues, organs and organ systems.

prerequisites: BIO 105 with a grade of C or better.

BIO112 A BIOMEDICAL VIEW OF HIV/AIDS INFECTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to examine the frequency and distribution of AIDS/HIV infection. It will provide a general understanding of HIV, its modes of transmission, and approaches to its control and management. In addition, the course explores current concepts in the areas of testing, treatment and prevention.

BIO115 ANATOMY AND PHYSIOLOGY FOR PARAMEDICS

4 Lecture 3 Lab 5 Credit Hour(s)

This one semester course is designed primarily for Paramedic students. It focuses on a problem-oriented approach to enhance understanding of the biological, chemical and physical principles underlying body system interactions in health and disease. The course is required for students in the Emergency Medical Technician-Paramedic program. Students must complete BIO 115 with a grade of C or better. It is not intended for Biology majors.

BIO117 UNDERSTANDING CANCER

3 Lecture 0 Lab 3 Credit Hour(s)

This course is intended to introduce the student to various aspects of cancer including the biology of cancer, its impact on the patient and on society, treatment methods, risk assessment, prevention and future trends in dealing with the United States' second leading killer. Instructional methods include lecture, video tapes, classroom discussions, interactive CD-ROM and Web-based activities and guest lectures. Nursing students may not use this course for free elective credit.

BIO122 NUTRITION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the role nutrition plays in maintaining health. The course will cover basic nutrition concepts, application of nutrition guidelines, awareness of nutrition's role in disease management, life cycle nutrition, and food safety. Controversial issues related to nutrition and health will also be discussed.

BIO130 INTRODUCTION TO PHYSIOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

Course content includes biochemistry, the cell, transport mechanisms, the laboratory report and laboratory techniques. This course requires basic computational skills. This course is a prerequisite for BIO 131 for those students referred after testing. A grade of C or better is required to take BIO 131. This course does not fulfill the elective requirement of the LAX student.

Pre-requisites and/or co-requisites: A grade of C or better in BIO 030 is required to take BIO 130. BIO 030 is a prerequisite for BIO 130 for those students referred after testing.

BIO131 ANATOMY AND PHYSIOLOGY I

3 Lecture 2 Lab 4 Credit Hour(s)

The application of scientific principles from the areas of biology, chemistry and physics to the study of human anatomy and physiology. Required for nursing students and open to students in medically allied technologies. Not intended for biology majors. Prerequisite: For those referred by testing or BIO 130 with a grade of C or better.

BIO132 ANATOMY AND PHYSIOLOGY II

3 Lecture 2 Lab 4 Credit Hour(s)

BIO 132 is a continuation of BIO 131. Designed primarily for those students in the medically allied technologies.

Prerequisite: BIO 131 with a grade of C or better.

BIO144 HUMAN GENETICS AND VALUES

3 Lecture 0 Lab 3 Credit Hour(s)

An interdisciplinary course involving the study of basic human genetics principles relating to cytogenetics, birth defect syndromes, genetic counseling, application to developmental disabilities, biochemical genetics, ethics, human engineering, clinical diagnoses, community services, community residential facilities and current legislation.

BIO203 INVERTEBRATE ZOOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

An introduction to the principles of the classification of animals, followed by a

systematic study of invertebrate animals, including their morphology, physiology, and natural history. Concepts of evolution, paleontology, and ecology are discussed.

Prerequisite: BIO 105

BIO204 GENERAL BOTANY

3 Lecture 3 Lab 4 Credit Hour(s)

An introduction to the dynamic aspects of the plant world, including principles of classification, physiology, a survey of the plant kingdom, conservation, ecology and evolution. Laboratory work deals with physiological experiments, plant identification, life histories, and morphology. Field trips are scheduled.

Prerequisite: BIO 105

BIO205 GENETICS

3 Lecture 3 Lab 4 Credit Hour(s)

An introductory study of the basic principles of inheritance, including the biochemical, physiological and evolutionary aspects. Laboratory work includes experiments with microorganisms and fruit flies.

Prerequisite: BIO 105 and BIO 106

BIO207 GENERAL MICROBIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of microorganisms, with major focus on the bacteria. Morphology, physiology and genetics are emphasized. Applied areas are included.

Prerequisites: BIO 105-106, CHE 121-122 or permission of instructor.

BIO209 ANATOMY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the various organ systems making up the total organism with emphasis on the human anatomy. Structural study of the skeletal, muscular, circulatory, respiratory, digestive, excretory, nervous, and reproductive systems. Laboratory work will include dissection of the cat.

Prerequisites: BIO 105 & BIO 106

BIO210 PHYSIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the workings and functional interrelationships of the organ systems, with emphasis on human physiology. Includes the skeletal, muscular, circulatory, respiratory, digestive, excretory, nervous, and reproductive systems. Laboratory work will include experiments and demonstrations utilizing living material.

Prerequisites: BIO 105 & 106 and BIO 209 or permission of the instructor.

BIO212 MICROBIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

This course is a study of microorganisms, with emphasis on their morphology, physiology, and medical significance. Intended for students in the medical-allied health technologies. Not intended for biology majors, and does not fulfill the elective requirements of the LAX student.

Prerequisites: BIO 131 and BIO 132 with a grade of C or better.

BIO213 CELL PHYSIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

Cell physiology is a study of the regulation of cell growth and differentiation, cell-cell communication, control of gene expression, cellular aging, programmed cell death, and tissue maintenance. Cancer, as well as selected other diseases, are studied as examples of pathologies of each of these aspects of cellular physiology. Laboratories will teach a variety of basic research skills, including molecular biology techniques and histopathology. BIO 213 is intended for the LAX student.

Prerequisites: BIO 105-106 or permission of the instructor.

BIO214 ECOLOGY

2 Lecture 4 Lab 4 Credit Hour(s)

Ecology is a study of biological communities using field and laboratory methods. The ecological basis of contemporary environmental problems are examined and related to human activities. Food webs, energy pyramids, community structure, limiting factors and ecological succession are studied as they relate to environmental management practices.

Prerequisite: BIO 105 with a grade of C or better.

BIO226 ENVIRONMENTAL CONTAMINANTS

3 Lecture 3 Lab 4 Credit Hour(s)

This course is a study of the serious problems associated with hazardous and toxic substances in the environment. Topics include the classification of contaminants in the ecosystem, bioconcentration, assessment risks, and management techniques for hazardous material present in the atmosphere, hydrosphere and lithosphere.

Prerequisites: BIO 105

BIO271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of biology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

BIO272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BIO 271, except that the student's time commitment to the project will be approximately 70-90 hours.

BIO273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BIO 271, except that the student's time commitment to the project will be approximately 105-135 hours.

BUSINESS ADMINISTRATION

BUS100 BUSINESS ADMINISTRATION INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

Designed for students in the business curricula, this course will focus on personal development and effective strategies for successful completion of the AAS and AS degrees. Personal educational goals, career planning, good study approaches, reading and writing skills, and using college resources, such as the library and Internet, will be among the topics examined in the seminar. Students will develop an individual 'plan for the self' emphasizing individual goals and how they expect to achieve them.

BUS101 BUSINESS MATHEMATICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course focuses on the application of fundamental arithmetical computations to practical business problems. Topics studied include: percentages, purchase discounts, interest calculation, mark-up and mark-down, taxes and payroll. Students may use personal calculators as an aid in covering course content. Prerequisite: Compass Algebra Score of at least 49; OR Math A Regents within the last 2 years of at least 65; OR MAT091 with at least a C.

BUS102 INTRODUCTION TO BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

A survey course introducing business and non-business students to the world of business. This course will provide the student with a basic knowledge and understanding of the major aspects of the American business system and their interrelationships. Topics include economic systems, forms of business ownership, legal aspects of business, the management of resources, the importance of the market, capital acquisition and financing, accounting, risk management, information acquisition and distribution, social responsibility and opportunities in business.

BUS103 KEYBOARDING FOR INFORMATION PROCESSING

1 Lecture 1 Lab 1 Credit Hour(s)

Development of basic touch keyboarding skills for individuals who will be using keyboards for inputting information. Instruction will occur using computer terminal keyboards and specialized keyboarding computer software.

Note: This course will be offered on a seven-week basis, four hours per week.

BUS104 BUSINESS ORGANIZATION AND MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the managerial process and the social and organizational forces that shape and define the manager's job. The objective of the course is to examine the basic managerial functions of planning, organizing, motivating and controlling in order to develop an understanding of issues as they are found in business practice.

BUS105 ADVERTISING

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the procedures and techniques of advertising. Attention is given to the purposes of advertising, the creation of advertising ideas, the writing of copy, trademarks, fundamentals of advertising layout, selecting and using media, market research and the advertising agency.

BUS106 PROFESSIONAL SELLING

3 Lecture 0 Lab 3 Credit Hour(s)

The role of selling in the context of a marketing environment. Creative, ethical, professional selling and its practical application to industrial, wholesale, retail and service situations are explored. Topics include communication skills, planning sales calls and sales presentation, meeting objections, closing the sale, service after the sale, careers in sales and the use of technology, such as computer software and the Internet.

BUS107 PRINCIPLES OF MARKETING

3 Lecture 0 Lab 3 Credit Hour(s)

A study of principles underlying the development and distribution of goods and services for organizational and consumer needs. Topics include: development of the marketing concept, legal and cultural environment, marketing research, segmentation, buyer behavior, product development, pricing, wholesaling, retailing, advertising, selling and Internet applications.

BUS109 INTRODUCTION TO MICROSOFT EXCEL

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to introduce students to the basics of spreadsheet software using Microsoft Excel. This course will cover worksheet basics, creating, formatting, editing and printing worksheets and charts. An introduction to Windows will also be included.

BUS110 INTRODUCTION TO MICROSOFT ACCESS

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to introduce students to the basics of database software using Microsoft Access. This course will cover basic database management, the functions of creating, editing, printing and manipulating a database. An introduction to Windows will also be included.

BUS111 INTRODUCTION TO MICROSOFT POWERPOINT

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to introduce students to the basics of presentation software using Microsoft Power Point. This course will cover presentation basics, creating, formatting, editing, printing and delivering presentations.

BUS112 INTRODUCTION TO MICROSOFT WORD

2 Lecture 0 Lab 2 Credit Hour(s)

This course is designed to introduce students to the use of word processing software on a microcomputer or computer terminal. The course will include basic Windows commands, the functions of creating, editing, printing, spell check, headers/footers, footnotes, and proper formatting of letters, memos, and reports. Prerequisite: BUS 103 with a grade of C or better.

BUS141 INTRODUCTION TO HOSPITALITY AND TOURISM

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to global travel and tourism and the role they play as major retailers. Topics to be discussed will include: Career options, corporate travel administration, transportation, hotel industry, tourism boards, convention centers, and park services. The role of tourism and marketing procedures will also be included.

BUS161 RETAIL MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

The principles of successful retail store management are analyzed. The topics discussed include retailing as an economic force, types of retail stores and their organizational structure, planning and management of store services, customer behavior and the basics of merchandising.

BUS162 FUNDAMENTALS OF FASHION

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a basic fashion vocabulary; how fashion trends develop; the producers, designers, retailers and consumers of fashion. Fashion influences from Europe and the U.S. as well as the fashion press, are also discussed. The way we live and the things we do are related to fashion as an element of change in our economy.

BUS201 PERSONAL FINANCE

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the tools, terminology, and applications necessary to successfully manage financial matters in our daily lives. Topics include the personal financial planning process, career strategies, money management, personal taxation, financial institution services, and consumer credit. Evaluation techniques related to housing, transportation, insurance, investments, real estate, and retirement planning are also covered.

Prerequisite: MAT 109 or higher

BUS208 SMALL BUSINESS MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

A practical application of management principles to small business. Topics include: how to start a small business, franchising, sources of capital, how to buy a small business, location analysis, employee relations, financial control, inventory control, advertising, selling, credit and legal aspects of business. Prerequisite: BUS 102 or 104 or 107 or permission of the department.

BUS210 BUSINESS COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides instruction and practice in various forms of written and oral communication used in the workplace. The focus of written work is on developing an effective writing style for memos, letters and reports; learning appropriate business document formatting and improving grammar, punctuation and usage. Oral communication skills are developed by preparing and delivering business presentations and by working in group settings. Electronic communication methods include the use of e-mail and the Internet.

Prerequisite: ENG 101.

BUS215 BUSINESS LAW I

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to the legal environment in which business functions. Topics studied include the judicial system, business related torts, intellectual property, and the law of contracts. BUS 102 or BUS 104 or PAL 120 or departmental permission

BUS216 BUSINESS LAW II

3 Lecture 0 Lab 3 Credit Hour(s)

As a continuation of BUS 215, the course focuses on the impact of the law in such areas as the Uniform Commercial Code, agency, and business organizations.

Prerequisite BUS 215 or departmental permission

BUS244 HUMAN RESOURCE MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to provide an in-depth study of the processes of managing the human resources of an organization. It includes the acquisition, training, and development, remuneration and reward, utilization, and motivation of an organization's human assets. Major attention is paid to the legal and social aspects of the environment as they relate to human resources. The impact of unions on the organization's human resources is also studied.

Prerequisite: BUS 102 or BUS 104.

BUS254 GLOBAL BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview of international business. Specifically, it provides the students with a description and analysis of the mechanics of doing business abroad. It discusses how cultural, economic, environmental, legal and political differences affect the success of U.S. business abroad.

Prerequisite: BUS 102 or 104.

BUS255 OFFICE PRACTICE

3 Lecture 0 Lab 3 Credit Hour(s)

This course will give students a perspective on the role of administrative support professionals and recognition of the technological developments that have affected office roles. Topics include the changing workplace, mastering technology, filing and records management, handling mail, succeeding in the work environment, time management, writing and presenting successfully, professional growth and human relations. Projects requiring the use of a variety of computer software as well as the use of the Internet and email will be included in this course.

Prerequisites: CIS 111 or BUS 112

BUS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of business or related areas. The student's time commitment to the project will be approximately 35-50 hours.

BUS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BUS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

BUS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BUS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

BUS290 BUSINESS INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This course provides students with a real world laboratory in which to gain work experience in various types of businesses or similar institutions. The work experience will be 120 hours in duration. The internship will be customized to meet the specific needs of the student intern. Consequently, specific learning objectives must be developed by the collaboration of the intern, the on-site supervisor, and the faculty sponsor. Some typical areas of student learning can be focused on: accounting, marketing, advertising, sales, management, finance, insurance, real estate, public relations, human resources, banking, or any business-related area that meets the student's needs. In addition, interns meet one hour per week at a regularly scheduled time to discuss and share experiences. Internship logs and special reports are required. Note: Matriculation in ACC and BUS; sophomore status with 30 credits, including 12 credits in BUS or ACC required. Students must register for both a lecture and a lab. Prerequisite: Permission of department.

CHEMICAL DEPENDENCY COUNSELING

CDC103 CHEMICAL DEPENDENCY COUNSELING PRACTICUM I

11 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at a mental health or social service agency serving individuals with chemical dependency issues. Emphasis will be placed on the organization of the agency and on services provided. Also, students are required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Corequisite: CDC 203.

Pre or Corequisite: PSY 102.

CDC104 CHEMICAL DEPENDENCY COUNSELING PRACTICUM II

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at a mental health or social service agency serving individuals with chemical dependency issues. Emphasis will be placed on understanding normal development and on communication skills. Also, students are required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Corequisite: CDC 204.

Pre or Corequisite: PSY 134.

CDC203 CHEMICAL DEPENDENCY COUNSELING PRACTICUM III

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at a mental health or social service agency serving individuals with chemical dependency issues. Emphasis will be placed on understanding atypical development and on treatment interventions. Also, students are required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Corequisite: CDC 103. Pre or Corequisite: BHS 242.

CDC204 CHEMICAL DEPENDENCY COUNSELING PRACTICUM IV

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at a mental health or social service agency serving individuals with chemical dependency issues. Emphasis will be placed on understanding atypical development, treatment interventions and on special issues in the field of alcohol and drug abuse. Also, students are also required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Corequisite: CDC 104.

Pre or Corequisite: BHS 201.

CDC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of chemical dependency counseling or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CDC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CDC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CDC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CDC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CHILD CARE

CHC103 CHILD CARE AND YOUTH PRACTICUM I

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth and adults. Emphasis will be placed on the organization of the agency and on services provided. Also, students are required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Pre- or Corequisite: BHS 110.

CHC104 CHILD CARE AND YOUTH PRACTICUM II

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth and/or adults with special needs. Emphasis will be placed on normal development and on communication skills. Students are also required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Pre- or Co-requisites: BHS 110, PSY 102, and PSY 203 (except for DRC students who are not required to take PSY 203)

CHC203 CHILD CARE AND YOUTH PRACTICUM III

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth, and/or adults with special needs. Emphasis will be placed on atypical development, treatment interventions and on group living. Students are also required to attend a seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or co-requisites: CHC 103 or CHC 104 and PSY 235 and PSY 202 for A.A.S. Degree;

CHC 103 and PSY 134 for Direct Care Certificate.

CHC206 CHILD CARE AND YOUTH PRACTICUM IV

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth, and/or adults with special needs. Emphasis will be placed on atypical development, treatment interventions and on group living. Students are also required to attend a seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or co-requisites: CHC 103 or CHC 104 and PSY 235

CHC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of child care or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CHC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CHC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CHC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CHC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CHEMISTRY

CHE111 INTRODUCTION TO CHEMISTRY I

3 Lecture 2 Lab 4 Credit Hour(s)

This course gives an introduction to chemical concepts and principles. Topics covered: basic definitions, chemical symbols, conversion factors, simple chemical calculations, chemical and physical properties and changes, atomic structure, chemical bonding, molecular geometry, kinetic theory of gases, chemical kinetics, chemical equilibrium, solutions and nuclear reactions. The course assumes no previous knowledge of chemistry and serves as an elective or a science elective for students in liberal arts or career programs.

CHE112 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY

3 Lecture 2 Lab 4 Credit Hour(s)

A study of organic compounds with emphasis on structure, nomenclature, major reactions and applications. This is followed by an elementary introduction to biomolecules and their metabolism. The laboratory experiments illustrate reactions, synthesis, purification and characterization of organic or biomolecules. The student is encouraged to use the library as a resource.

Prerequisite: CHE 111.

CHE121 GENERAL CHEMISTRY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the fundamental facts, laws, theories and concepts of chemistry. Major topics covered include: classification of matter, theory of atomic structure, bonding theory, molecular structure, periodic properties of the elements, stoichiometry, chemical equations, inorganic nomenclature, gas laws and kinetic molecular theory. Problem solving is emphasized. The laboratory stresses quantitative results. This course serves as an elective or science elective for liberal arts students. A scientific calculator is required.

Prerequisites: High school chemistry or CHE 111 and MAT 099 or the equivalent.

CHE122 GENERAL CHEMISTRY II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of CHE 121. Major topics covered include: molecular geometry, equilibrium, kinetics, electrochemical principles, acid-base theory and its application. The laboratory includes a brief introduction to qualitative analysis. Other experiments stress quantitative results using the spectrophotometer and pH meter. Prerequisite: CHE 121 with a grade of C or better.

CHE231 ORGANIC CHEMISTRY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the structure, nomenclature, physical properties and reactivity of organic compounds. Reactions are studied from a mechanistic viewpoint. The laboratory introduces the theory and fundamental techniques of: refractive index, density, micro-boiling points, melting points, distillation, recrystallization, extraction, gas chromatography and their utilization in synthesis. Students are encouraged to use the library as a resource.

Prerequisite: CHE 122 with a grade of C or better.

CHE232 ORGANIC CHEMISTRY II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of CHE 231. A continued study of the structure, nomenclature, physical properties and reactivity of organic compounds. Reaction mechanisms are emphasized as an aid in predicting the path and direction of reactions. The laboratory includes preparative and mechanistic experiments and modern techniques of spectrophotometry and chromatography. Students are introduced to the chemical literature and are required to use the literature in written reports.

Prerequisite: CHE 231 with a grade of C or better.

CHE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of chemistry or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CHE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CHE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CHE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CHE 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COMPUTER INFORMATION SYSTEMS

CIS012 COURSE SPECIFIC STUDY SKILLS FOR CIS 112

1 Lecture 0 Lab 1 Credit Hour(s)

CIS 012 is a study skills course designed for those students who require support in CIS 112, Computer Programming I. The course will include work designed to assist the student with notetaking, exam preparation and test taking, to assist the student in developing the ability to evaluate problem statements, develop algorithms, design program structures, code program solutions, design flowcharts, and debug and present programs.

NOTE: CIS 012 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CIS100 CIS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

Designed for students enrolled in CIS, this course will provide students with an opportunity to develop both personally and professionally. The course will provide information regarding effective time management, effective study techniques, utilization of college resources and establishing both short term and long term educational goals. The course will stress the need for integrity, self-discipline and respect for others as fundamental

building blocks in career and life planning. The course will also explore various career paths in the rapidly evolving field of Information Science.

CIS107 CONDUCTING BUSINESS ON THE INTERNET

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to conducting business on the Internet. To remain competitive, many companies and entrepreneurs have established a presence on the Internet and are actively involved in conducting business on the net. The student will be exposed to the vast business potential of the net including creating effective web sites using HTML (Hypertext Markup Language), cascading style sheets, imaging and search engine optimization.

CIS108 CONDUCTING RESEARCH ON THE INTERNET

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the Internet. Students will be provided with necessary skills to effectively explore the information highway in a disciplined and academically productive manner. Students will have the opportunity to conduct in-depth research using the many electronic information resources available in cyberspace. Students will design and develop a web site to report the results of their research.

CIS111 COMPUTER SYSTEMS AND APPLICATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to the basic terminology and concepts of computer information systems. Topics include: computer business applications, computer components, software design, operating systems, databases, data communications, computer ethics, computer security, and management information systems. Practical hands-on experience will be provided using popular integrated microcomputer application software in database, spreadsheet and word processing management.

CIS112 COMPUTER PROGRAMMING I

4 Lecture 0 Lab 4 Credit Hour(s)

A course designed to introduce methods of solving computer business-oriented problems. A high level programming language is used to learn arithmetic, relational and logical operations, structured programming techniques, table manipulation, I/O data formats and internal subroutines. Programming activities involve problem definition, analysis, solution and documentation. No prior programming experience required.

CIS113 VISUAL BASIC PROGRAMMING

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to computer programming. It will focus upon the necessary logic structures required for structured programming. In addition, it will provide the students with an opportunity to apply the logic structures using the Windows-based programming language Visual Basic, a powerful and versatile language. Students will complete a series of programming assignments in the course. No prior experience with programming is required.

CIS114 COMPUTER PROGRAMMING IN C

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the fundamental constructs of the C language. The syntax of the language will be examined and various algorithms will be implemented using the language. The course will also explore the operating systems environment from an application programmer's perspective.

Note: A programming course on the high school or college level is recommended.

Pre-Requisites: CIS112, CIS113, a programming course, permission of instructor.

CIS117 DATA COMMUNICATION CONCEPTS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to introduce the students to the concepts of data, voice and video communications. Topics include communication terminology, local and wide area networks, transmission media, data integrity and security, network management, maintenance of applications and networking operating systems. In addition, current policy issues involved with the communication industry will be examined.

Prerequisite: CIS 111 or concurrent enrollment, or permission of the instructor.

CIS120 COMPUTER BASED PUBLISHING

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with the necessary skills to electronically publish material in a variety of mediums. In particular, the course will concentrate on desktop publishing and world wide web publishing. The students will be exposed to a variety of popular software packages such as Adobe Photoshop, Adobe InDesign, Adobe FLASH and Adobe Acrobat.

Prerequisite: CIS 111 or concurrent enrollment, or permission of the instructor.

CIS123 COMPUTER PROGRAMMING II

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to present intermediate features and interrelations of the curriculum's high-level programming language. Topics include advanced language specifications and syntax, input-out processing, storage allocation, data types and organizations, and subroutine linkage. Programming activities involve problem definition, analysis, solution and documentation.

Prerequisite: CIS 112 with a grade of C or better.

CIS124 COMPUTER OPERATING SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to present intermediate features and interrelations of the curriculum's high-level programming language. Topics include advanced language specifications and syntax, input-out processing, storage allocation, data types and organizations, and subroutine linkage. Programming activities involve problem definition, analysis, solution and documentation.

Prerequisite: CIS112 or CIS113 or CPS141, with a grade of C or better.

CIS126 UNIX/LINUX

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with an understanding of the functions of a LINUX based operating system. The LINUX/UNIX system will be utilized to provide the student with hands-on experience relating to the course concepts including basic UNIX commands, utilities, windowing systems, filters, shell programming, file systems, network communication, program execution and basic system programming.

Prerequisites: CIS 111 or concurrent enrollment. Programming experience advisable.

CIS140 HEALTH INFORMATION MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

The course is organized around the HIPAA components of terminology, transaction framework, planning, privacy and security. It applies across a diversity of medical systems including call centers, nurse triage, financial, accounting, marketing, resources planning, imaging and claims clearinghouse systems.

Prerequisite: CIS 111.

CIS150 INFORMATION SECURITY MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the field of information security to prepare information systems students for their future roles as business decision-makers. It presents a balance of the managerial and the technical aspects of the discipline.

Prerequisite: CIS 111 with a grade of C or better.

CIS160 CAREER SEMINAR, CAREER EXPLORATION

2 Lecture 0 Lab 2 Credit Hour(s)

This seminar is designed for matriculated CIS students currently participating in an approved cooperative education work experience. The seminar will include discussion and evaluation of various work experiences, and development of knowledge, skills and attitudes which will help prepare students for successful careers in information systems.

Prerequisite: Permission of instructor required.

CIS161 SPRING CAREER SEMINAR, CAREER ADVANCEMENT

2 Lecture 0 Lab 2 Credit Hour(s)

This seminar is designed for matriculated CIS students currently participating in an approved cooperative education work experience. This seminar will involve discussing and evaluating various work experiences. Students will be provided with an opportunity for developing skills to be successful in their chosen career. The seminar will concentrate on the development of leadership skills, communication skills and influence skills in a business environment.

Prerequisite: Permission of instructor required.

CIS211 FILE ORGANIZATION

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to present data access and data storage concepts using a relational database platform. SQL (Structured Query Language) will be utilized in both interactive and embedded mode. Indexed access methods and current secondary storage hardware will also be covered in the course.

Prerequisite: CIS 123 with a grade of C or better.

CIS212 SYSTEMS ANALYSIS AND DESIGN

3 Lecture 0 Lab 3 Credit Hour(s)

The life cycle of the development of a computer-based CIS information processing application. Topics include management information systems, the systems study, charting and documentation, I/O design considerations, controls and audit trails, equipment and software selection, implementation and maintenance. A case study, which applies the course concepts, is currently being used. Prerequisite: CIS 112 or CIS113 or CPS141, with a grade of C or better.

CIS213 ADVANCED SOFTWARE APPLICATIONS FOR BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to include more advanced operations, applications and capabilities of software within a business environment. Topics include: operating system functions; file management; advanced database management; advanced spreadsheet, presentation and management software; data analytic software; and application software integration.

Prerequisite: CIS 111 with a grade of C or better or departmental permission.

CIS214 C++ OBJECT ORIENTED PROGRAMMING

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the fundamental constructs of the C++ language. The primary focus of the course will be to develop and utilize an object oriented approach to programming. Therefore, the constructs in C++, which relate to object oriented programming concepts, will be explored in depth. The course will include a large programming project. Prerequisite: CIS 114.

CIS215 INTERNET PROGRAMMING USING JAVA

3 Lecture 0 Lab 3 Credit Hour(s)

This course will present the basic constructs of the JAVA programming language and the fundamental methods for JAVA based internet programming. In addition to providing the student with a knowledge of JAVA, the course will also include object oriented concepts as well as the concepts in object oriented design. The student will produce both JAVA applets and JAVA applications. Familiarity with an object oriented language such as C++ would be beneficial.

Pre-Requisites: CIS 114, an object oriented programming course or permission of instructor.

CIS216 LAN I - WINDOWS SERVER

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the concepts involved in designing, installing, optimizing and maintaining a Windows Server based local area network. The course will approach the subject matter from both a practical and a theoretical perspective. Prerequisite: CIS 111 or concurrent enrollment, or permission of the instructor.

CIS217 LAN II - ADVANCED SERVER

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the advanced concepts involved in designing, installing, optimizing and maintaining a local area network. The course will primarily focus on the advanced server capabilities of a Windows server local area network. The course will approach the subject matter from both a practical and a theoretical perspective.

Prerequisite: CIS216 or permission of the instructor.

CIS218 ROUTING AND SWITCHING TECHNOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with the opportunity to study routing and switching technologies in a CISCO based data communication environment. The student will be exposed to TCP/IP, router programming, firewalls and security, as well as computer network design. The material covered will be applied in a communication networking laboratory.

Prerequisite: CIS 117 with a grade C or better.

CIS223 COMPUTER PROJECTS AND APPLICATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

Students are provided with the opportunity to function in a realistic business environment. The course focuses on a case study that requires students to apply knowledge from previous computer information systems courses. The project includes the development of a real time software application using a combination of software technologies. A substantial amount of programming will be required in a high level computer language. The project development includes the analysis and design of a solution, the coding of the solution, testing, extensive documentation and concludes with a presentation of the system. Prerequisites: CIS 212, CIS213 and programming experience in a high level computer language.

CIS226 ADVANCED UNIX/LINUX

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with the opportunity to study the UNIX/LINUX operating systems in detail. Among the topics covered will be advanced scripting, networking, advanced editing, security, web servers and system administration. The course will also include a discussion of operating system design and the applicability of the design to the UNIX/LINUX environment.

Prerequisites: CIS 126 with a grade of C or better and a programming course.

CIS227 ASSEMBLER LANGUAGE PROGRAMMING

3 Lecture 0 Lab 3 Credit Hour(s)

A course in IBM 390 Assembler Language designed to introduce students to data types, data structures, I/O processing, macro processing, dumps and debugging, internal and external subroutines and data manipulation.

Prerequisite: CIS 112 with a grade of C or better or CPS 141 with a grade of C or better, or permission of the instructor.

CIS228 WEB SITE ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with an opportunity to learn the necessary skills required to administer a Web site. The course will include coverage of operating systems, firewalls, security, web hosting and TCP/IP. Client side software including JavaScript will be utilized as well as ASP.NET for server side software.

Real time database access using Microsoft SQL. Server will be covered

Prerequisites: CIS 111 and either CIS 107 or CIS 108.

CIS233 ADVANCED VISUAL PROGRAMMING

3 Lecture 0 Lab 3 Credit Hour(s)

This course will cover the advanced features of the Visual Basic Programming language. In particular, the course topics will include object-oriented concepts, relational database programming, active server pages, Visual Basic for Applications, Active X programming and multi-dimensional array processing. The student will complete programming projects in each topical area.

Prerequisite: CIS 113 with a grade of C or better.

CIS235 ADVANCED JAVA PROGRAMMING

3 Lecture 0 Lab 3 Credit Hour(s)

This course will present the advanced capabilities of the JAVA language and study, in some detail, the nuances of the language. As the JAVA technology continues to mature, it is expected that the subject matter of the course may vary somewhat from year to year. The broad areas to be covered include closing, multithreading, JDBC, server side programming, socket programming and JAVA beans.

Prerequisite: CIS 215.

CIS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member.

Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of computer information systems or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CIS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CIS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CIS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar the CIS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CAREER AND LIFE PLANNING

CLP101 CAREER EXPLORATION AND PLANNING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to assist students to better understand and achieve self-direction in choosing a career or a major in college. Emphasis is on self-assessment of interests, values, skills and abilities. Career information, work environment, transfer opportunities and the development of decision-making skills will also be explored. The theory and process of development and career choice will be examined. Discussion, individual and group exercises, computerized assessment and other activities will provide students with an in-depth career planning experience. A final project is required. This course is offered both in the regular class format or as independent study.

COMMUNITY MENTAL HEALTH

CMH103 COMMUNITY MENTAL HEALTH PRACTICUM I

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at a mental health or social services agency. Emphasis will be placed on the organization of the agency and on services provided. Students are also required to attend a weekly seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or corequisite: BHS 110.

CMH104 COMMUNITY MENTAL HEALTH PRACTICUM II

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at a mental health or social agency. Emphasis will be placed on understanding normal development and on communication skills. Students are also required to attend a weekly seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or Co-requisites: BHS 110, PSY 102 and PSY 203.

CMH203 COMMUNITY MENTAL HEALTH PRACTICUM III

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at a mental health or social services agency. Emphasis will be placed on understanding atypical development and on treatment interventions. Students are also required to attend a weekly seminar class, meet weekly with a Field Supervisor and complete log reports.

Pre- or Co-requisites: CMH 103 or CMH 104 and PSY 201 and PSY 202

CMH204 COMMUNITY MENTAL HEALTH PRACTICUM IV

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at a mental health or social services agency. Emphasis will be placed on understanding atypical development, developing treatment interventions and on special issues in the field of mental health.. Students are also required to attend a weekly seminar class, meet weekly with a Field Supervisor and complete log reports.

Pre-requisites: CMH 103 or CMH 104.

CMH271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of community mental health or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CMH272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CMH 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CMH273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CMH 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CONSTRUCTION TECHNOLOGY

CNS240 CAPSTONE PROJECT

1 Lecture 6 Lab 4 Credit Hour(s)

NS240 is a culmination of the Construction Technology student's studies at the college. Students will work in groups with the Architectural Technology students to develop a project from project development through schematic design and design development through construction drawings. CNS students will be responsible for a partial set construction drawings of the same building and a building materials takeoff and cost estimates of the building. Both groups of students will prepare a booklet of product data sheets for their projects. Building types include small schools, apartment houses, office buildings, department stores, and dining halls. All of the drawings for this course will be prepared on the computer using the AutoCAD system. Prerequisite: ARC 205

CNS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Study plans will include research, analysis, and presentations or other projects, which advance the student's knowledge and competence in the field of architectural technology. The student's time commitment will be approximately 35-50 hours.

1 Lecture 0 Lab 1 Credit Hour

CNS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CNS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

2 Lecture 0 Lab 2 Credit Hours

CNS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CNS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

3 Lecture 0 Lab 3 Credit Hours

COMMUNICATIONS MEDIA

COM100 COMMUNICATIONS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is an overview of the communications program (philosophy, goals, achievements, and standards). It will explore communications and media arts fundamentals, planning essentials, career opportunities, curriculum management, current communications issues, trends and directions, and characteristics for success in the communications and media arts field.

COM101 INTRODUCTION TO MEDIA COMMUNICATION

2 Lecture 2 Lab 3 Credit Hour(s)

COM 101 is a foundation course in the Communications and Media Arts Program. It has a strong theoretical component that asks students to examine and critically analyze the visual, auditory and narrative components of audio-visual media. In the

lab sections of this course, student apply the concepts from the lectures as they learn the basic techniques of studio television production and design an appropriate lighting and shooting style for an original short piece that evolves from the students' personal experiences. In the audio module of this course, students use sound objects to create narrative soundscapes. COM 101 provides an introduction to media aesthetics, which empowers students to become both conscious content creators of media and active, literate viewers of media.

COM103 THE ART AND CRAFT OF EDITING

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to the basic principles, aesthetics, and techniques of film and video editing. Students will work with a non-linear computer-based video editing program to create a variety of short projects that illustrate different editing techniques.

COM110 BASIC VIDEO PRODUCTION

2 Lecture 2 Lab 3 Credit Hour(s)

The course is an introduction to field video production that familiarizes students with the basic principles, theories and techniques in video production. Students will construct storyboards, write scripts, direct shoots, and edit their own projects using equipment provided by the College. Prerequisites: COM 101 with a grade of C or better and COM 103.

COM120 INTRODUCTION TO MEDIA WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

Com 120 is an introductory course that familiarizes students with the basic principles and techniques of writing for the media: including newspapers, film, TV news, sitcoms, episodic drama, public relations and the internet. Students will practice various forms of media script writing. Prerequisite: ENG 101.

COM140 MEDIA AND SOCIETY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to present students with a comprehensive history of world mass communications and media's impact on society throughout the world. The course will present the impact of media technology on culture and how the structure and organization of the media industry influences content. How "new media" have changed the way we see the world, altered the way we get information, and colored the way other cultures view American society will also be explored.

COM210 VISUAL EFFECTS FOR THE MOVING IMAGE

3 Lecture 2 Lab 4 Credit Hour(s)

This course is an introduction to the theory and techniques of visual effects for moving images. Emphasis is placed on constructing visual stories. Basic principles and techniques of visual effects production, opening sequences and titles for film, television, video and video for the internet are explored. Using compositing programs, students are introduced to the creative process of developing digital visual effects from storyboard to final video. Prerequisites: COM 103, COM 110 with a grade of C or better, COM 120.

COM211 DIGITAL FILMMAKING

3 Lecture 3 Lab 4 Credit Hour(s)

In this course in video production and visual effects, students collaborate to write a screenplay for a short digital film that will showcase their skills in video production, editing and digital effects. The course will focus on exercises designed to bring visual richness and conceptual depth to the student's work. In addition to the collaborative assignment, students will complete a variety of individual assignments including: a term paper, an oral report and a DVD portfolio of work they completed in the COM Program. Pre-requisites: COM 210

COM221 MEDIA STRATEGIES FOR PUBLIC RELATIONS

3 Lecture 2 Lab 4 Credit Hour(s)

This second year concentration course introduces students to concepts and theories in public relations and its connective relationship to journalism. Students will begin applying some of the media skills that they have developed in the COM Program to support public relations efforts for publicizing events on and off campus. Lectures will focus on the relationship between journalism and public relations, public relations planning, media writing for PR and journalism, standards and practices in the PR industry and traditional media, persuasion theory, organization and structure of media networks and effective message distribution in the media, including the utilization of weblogs, YouTube, and other Internet outlets.

Pre-requisites: COM 120

COM233 SOUND DESIGN AND TECHNOLOGY FOR MEDIA

3 Lecture 2 Lab 4 Credit Hour(s)

The course is a study of the science and art of sound in the context of media production. A strong theory component examines the behavior of sound, basic room acoustics, the design and use of microphones, recording technologies, and sound editing/production systems. Lab projects involve field sound effects recording, recording of dialogue and voice, and combining various sound elements to create sonic structures such as those used in film, television, radio and games.

Prerequisite: COM 101, MUS 104, or MUS 115

COM234 BASIC MUSIC PRODUCTION

3 Lecture 3 Lab 4 Credit Hour(s)

The course covers the principles of studio and field music recording using stereo and multi-track techniques. It includes editing, mixing, recording to CD and the use of MIDI instruments.

Note: This course covers some advanced technical concepts.

Note: Students must register for both lecture and lab.

Pre-requisite: COM 233 or permission of instructor.

COM243 WORLD FILM

3 Lecture 1 Lab 3 Credit Hour(s)

This course offers an introduction to the history of film and will focus primarily on World Cinema: film from non-Western nations and films by non-traditional voices in the US and Europe. Lectures will relate significant political events and social issues to current and historical films. The objective of this course is to familiarize students with the history, institutions, economy, society and culture of other world civilizations through screening and discussing narrative films from these cultures.

COM244 SCREENWRITING

3 Lecture 1 Lab 3 Credit Hour(s)

This intermediate level course introduces students to the theory and techniques of screenwriting with extensive lectures on how to construct a story. The objective is to familiarize students with the basic principles and techniques of writing fiction for film and television. Students will develop original stories and acquire a basic understanding of how to write a screenplay.

Prerequisites and/or corequisites: ENG 101 with a C or better and co-requisite ENG 102.

COM246 AMERICAN CINEMA

3 Lecture 0 Lab 3 Credit Hour(s)

This cinema studies course introduces students to the history of American Film through lectures and screenings from the earliest dramatic films and silent comedies to the golden age of Hollywood, Film Noir, American Indie film and more contemporary genres.

COM249 TELEVISION PRODUCTION / TELEVISION NEWS

3 Lecture 2 Lab 4 Credit Hour(s)

In this course students are introduced to concepts and techniques for multi-camera and single-camera television or television news production. Students work collaboratively in the television studio to create episodes for a television program, then break into small groups to shoot on location and produce either dramatic or non-fiction news-style projects. Students learn the elements of television production including: screenwriting, story boarding, casting, directing on-camera talent, camera angles, framing, lighting, and editing, composing music, adding sound effects and creating titles. They will be required to work on each other's projects as production crew, so there will be additional time requirements outside of the scheduled classes.

Prerequisites: COM 110 and ART 110, or ART 112 or ART 150 or ART 157.

COM250 ADVANCED VIDEO PRODUCTION

3 Lecture 3 Lab 4 Credit Hour(s)

This course in video production and public relations emphasizes visual storytelling, client relations, active listening, problem solving and entrepreneurship. As part of this course, students meet with local non-profit organizations and design a video project to address a communication problem. Students work in small groups to script, shoot and edit these projects. Students will also complete a variety of individual assignments including a budget, a contract, a term paper, an oral report and a DVD portfolio of their work.

Prerequisites: COM 221 or COM 249.

COM261 COMMUNICATION INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This course enables students to complete an internship in the media or communications industry of the student's choice. The internship must be completed under the direct supervision of a full-time employee in any aspect of radio or TV broadcasting, film production, video production, newspapers, public relations, advertising, media sales or other related areas.

Prerequisites: COM 110 and permission of the Program Chair.

COM262 DOCUMENTARY PRODUCTION I

3 Lecture 3 Lab 4 Credit Hour(s)

In this course, students work collaboratively to develop documentary projects. Lectures will address advanced techniques in videography, lighting, logging tapes, editing, and production of graphics appropriate for documentary film.

Pre-requisites: COM 110

COM263 DOCUMENTARY PRODUCTION II

3 Lecture 3 Lab 4 Credit Hour(s)

In this course in Documentary Journalism, students work collaboratively to complete a half-hour documentary which will air on Channel 42. This course provides an advanced learning experience, where students apply the skills they have gained in the COM Program in audio and video production, visual effects, broadcast journalism and public relations in the creation of one ambitious project. Lectures will focus on advanced techniques in production, direction, and production management for broadcast journalism.

Prerequisite: COM 262.

COM271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, or work experience in the field of communications media. The student's time commitment to the project will be approximately 35-50 hours.

COM272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to COM 271, except that the student's time commitment to the project will be approximately 70-90 hours.

COM273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to COM 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COM280 OVERSEAS DOCUMENTARY PRODUCTION

2 Lecture 2 Lab 3 Credit Hour(s)

This hands-on course familiarizes students with the basic principles and techniques of overseas documentary production. Students will research the culture and location for the documentary project, then they will develop skills in camerawork, lighting, sound recording, scriptwriting, directing shoots and logging and digitizing footage as they shoot in another country. When students return to Dutchess, they will begin post-production, create graphics and titles and complete a half-hour documentary to be screened at DCC and aired on local cable channels. The focus and subject of the documentary projects and the international locations will vary.

Prerequisite: Permission of Department.

COMPUTER SCIENCE

CPS100 INTRODUCTORY SEMINAR FOR CPS

1 Lecture 0 Lab 1 Credit Hour(s)

Designed specifically for first semester students in the CPS curriculum who are also enrolled in CPS 141 (Introduction to Computer Science and Programming), this course will provide a broad based introduction to the discipline of computer science. Some topics examined will be the history of computer science, computer ethics, and the exploration of some of the different educational and career paths in computer science. The course will also provide information on college study skills and the effective utilization of college resources.

Co-requisite: CPS 141.

CPS141 INTRODUCTION TO COMPUTER SCIENCE AND PROGRAMMING

4 Lecture 0 Lab 4 Credit Hour(s)

Primarily for students in the Computer Science Curriculum. This course introduces the fundamental concepts of programming from an object-oriented perspective. Topics include simple data types, control structures, basic input/output, arrays, strings, methods, classes, and objects. Problem solving techniques, algorithm design and implementation strategies are also covered. Students will be introduced to object-oriented techniques using the programming language Java. No prior programming experience is assumed.

Co-requisite: MAT184 or higher level math course. Students should also have college level reading and writing skills.

CPS142 ADVANCED PROGRAMMING TECHNIQUES

3 Lecture 0 Lab 3 Credit Hour(s)

This course continues the coverage of object oriented programming with an emphasis on using object oriented techniques to develop fundamental data structures. Topics presented include: principles of object-oriented programming (inheritance, polymorphisms and encapsulation); exception handling; stream I/O; data structures (arrays, linked lists, stacks, queues); recursion; searching and sorting algorithms; analysis of algorithms; developing and using generic classes and collections. GUI Applications are also covered.

Pre-requisite: CPS141 with a C or better.

CPS231 DATA STRUCTURES

3 Lecture 0 Lab 3 Credit Hour(s)

The major emphasis of this course is on the introduction, implementation and application of various data structures, including: stacks, queues, linked lists trees and graphs. Additional topics include analysis of algorithms, sorting and searching techniques and hashing.

Prerequisite: CPS 142 with a grade of C or better.

CPS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of computer science or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CPS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CPS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CPS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CPS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CRIMINAL JUSTICE

CRJ100 CRIMINAL JUSTICE INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

A seminar designed to provide criminal justice students with the opportunity to learn and practice strategies that will enhance their ability to successfully complete their educational program in the field of criminal justice. Emphasis will be on identification and clarification of personal goals, career planning, curriculum planning and study techniques. It will also explore effective program management and maximum utilization of college resources.

CRJ101 INTRODUCTION TO SECURITY ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the principles, methods and techniques of modern private security, including commercial, retail, residential, institutional, industrial settings, etc. An examination of methods of risk management and analysis; security surveys; legal powers and limitations. Prevention of loss from accidents, violence, criminal/civil offenses will be considered, as well as selected aspects of the Occupational Safety and Health Act. Proprietary policy, internal security and problems of civil liability will also be studied. This course meets and exceeds pre-assignment training required for security guards in NY State.

CRJ107 COMMUNICATION AND THE CRIMINAL JUSTICE PROCESS

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of criminal justice report writing as a process, with emphasis on blending information, form, and written and oral expression to develop a clear, concise and accurate account of an incident/case. Development of the field notebook in investigations, recording details of search, conducting and presentation of interviews/interrogations; recording of relevant facts and details for purposes of reference and accountability. The process of court presentation and an explanation of factual

material will be discussed in the classroom setting. Preparation and presentation of courtroom testimony, and the interview and interrogation process will be considered. Oral presentations to a criminal justice audience will be practiced.

CRJ141 INTRODUCTION TO CRIMINAL JUSTICE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the history and philosophy of law and criminal justice and its evolution to modern times, including the development of organized law enforcement, corrections, criminal and civil law (e.g., Natural law, Common law, Substantive law, Statute law, etc.) The administration of justice is studied as a total system within American society.

CRJ201 CRIMINAL JUSTICE ORGANIZATION AND ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of organizational principles and theory; applications to the law enforcement agency; motivation; productivity; psychological aspects of police management/supervision. Planning processes; decision-making; manpower deployment, patrol methodology, development of police/community relations. Recruitment selection and training.

Prerequisite: CRJ 141 or permission of department chair.

CRJ205 FORENSIC PHOTOGRAPHY

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to forensic photography. Fundamentals of the medium and practical applications of the elements involved will be taught including the use of equipment, film processing/printing and lighting. Consideration of protocol in court testimony; special requirements of crime and accident scenes; interview/interrogation, surveillance and video techniques will be covered, including a survey of case law.

CRJ206 CRIMINAL AND SCIENTIFIC INVESTIGATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of techniques and procedures utilized in criminal investigation; survey of instrumentation, identification/processing of trace evidence; use and acceptability of electronic surveillance; use of informants; role of expert witness; special problems in investigations (e.g., organized crime, narcotics traffic, etc.).

Prerequisite: CRJ 141 or permission of department chair.

CRJ253 ETHICS IN CRIMINAL JUSTICE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of ethical issues that the contemporary criminal justice practitioner faces; various moral and ethical considerations faced in the different criminal justice settings including law enforcement, courts and corrections. Included will be: individual moral responsibility and behavior, falsification and lying, abuse of force and use of individual selective enforcement.

Pre-requisite: CRJ 141 or permission of Department chair

CRJ261 WHITE COLLAR CRIME

3 Lecture 0 Lab 3 Credit Hour(s)

This course will explore both the substantive crimes of 'white collar' workers as well as investigative techniques related to these types of crime. The course will emphasize the key characteristics of economic/white collar crime, including the extent of seriousness, types of offenses and offenders, victim concerns and organized efforts to control and prevent these crimes. Case preparation for prosecution and presentation will engage the judicial process.

Prerequisite: CRJ 141 or permission of department chair.

CRJ265 CRIMINAL LAW AND PROCEDURE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of federal, state and local law that provides an understanding of the nature and scope of those statutes that law enforcement personnel are mandated to enforce. This will include not only crimes traditionally referred to as 'street crime', but also with equal emphasis on the nature, extent and enforcement of white collar crime.

Prerequisite: CRJ 141 or permission of department chair.

CRJ266 CONTEMPORARY PROBLEMS AND ISSUES IN CRIMINAL JUSTICE

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the significant problems and issues impacting the various elements of the criminal justice system. Included will be perspectives on cause and effect relationships, media influence, influence of socio-political structure/events, evolving trends and implications for the future.

Prerequisites: CRJ 141 and a minimum of 9 additional credits of CRJ courses.

CRJ271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of criminal justice or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CRJ272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CRJ 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CRJ273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CRJ 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COLLEGE SKILLS - MATH

CSM093 BASIC MATHEMATICAL SKILLS FOR NURSING

2 Lecture 0 Lab 2 Credit Hour(s)

A review of whole numbers, fractions, decimals, percents, ratios, Roman numerals, the metric and apothecary systems of measurement, and the conversions between them. Intended for Nursing students found to be in need of math remediation prior to enrollment into NUR 105. Students will also be required to complete CAI modules in the Learning Center at hours to be arranged (one to three additional hours per week).

NOTE: CSM 093 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSM094 BASIC MATH: PRE-ALGEBRA/BUSINESS SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive review of whole numbers, fractions, decimals, percents, ratios and proportions, signed numbers and elementary algebraic concepts. Intended for the student who will enroll in MAT 091 before proceeding with MAT 109, higher algebra or technical math. Students will also be required to complete CAI modules in the Learning Center at hours to be arranged (one to three additional hours per week). NOTE: CSM 094 is a

credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

Prerequisite: Any student who has ever taken the Geometry Regents, or ever taken the Algebra 2 and Trig Regents, or ever taken the Common Core Algebra 2 Regents should be placed at a higher level than CSM094. Any student who has ever earned 55 or higher on the Common Core Regents Algebra 1 or ever earned 50 or higher on the Integrated Algebra Regents should be placed higher than CSM094. Student should also have earned below 25 on Accuplacer Elementary Algebra Score AND below 31 on Accuplacer Arithmetic AND below 36 on Compass Pre-Algebra AND below 23 on Compass Algebra.

COLLEGE STUDY SKILLS

CSS071 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

CSS 071 is a basic learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on developmental programs in study skills, language, reading, computational and math skills, science and the research process. The student's time commitment to the project will be approximately 35-50 hours.

NOTE: CSS 071 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS072 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

This course is similar to CSS 071, except that the student's time commitment to the project will be approximately 70-90 hours.

NOTE: CSS 072 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS073 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

This course is similar to CSS 071, except that the student's time commitment to the project will be approximately 105-135 hours.

NOTE: CSS 073 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS085 COLLEGE SUCCESS SKILLS I

2 Lecture 0 Lab 2 Credit Hour(s)

This course prepares students for success in college. Course content focuses on building students' strengths in employing effective study strategies and academic skills, developing self management skills and fostering critical thinking skills necessary to successfully complete college level courses. The course utilizes computer-assisted instruction to enhance students' learning experience. In addition to class time, the course requires that students spend at least one-hour per week in a structured lab period in the Student Academic Success Center (H315).

Note: CSS085 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS095 COLLEGE SUCCESS SKILLS II

3 Lecture 0 Lab 3 Credit Hour(s)

This course prepares students for success in college. Course content focuses on building students' strengths in employing effective study strategies and academic skills, developing self management skills and fostering critical thinking skills necessary to successfully complete college level courses. This course deals directly with the content of a designated discipline course and encourages students to apply the skills gained to all college courses.

Note: CSS095 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status

CSS097 ADVANCED STUDY SKILLS

2 Lecture 0 Lab 2 Credit Hour(s)

CSS 097 is an advanced college study skills course intended primarily for two groups of students; those needing some instruction in essential study skills but not as thorough or basic an approach as offered in CSS 095 and those having completed CSS 095 and desiring a second semester of study skills. The course will include practical work with note-taking, textbook mastery, library research, report writing, test-taking strategies and the development of vocabulary. When taught in the content-correlated mode, CSS 097 will deal directly with the content of a designated credit course, such as BHS 103, HIS 102, HIS 104, GOV 121, etc.

NOTE: CSS 097 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

DANCE

DAN101 FOUNDATIONS OF DANCE

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to dance as an art form and its role in history and society. Classes include the fundamentals of movement, the elementary techniques of ballet, modern and jazz dance, and exploration of the elements of rhythm, dynamics and spatial awareness through simple composition and improvisational dance studies.

DAN102 BALLET TECHNIQUE

0 Lecture 4 Lab 2 Credit Hour(s)

Course content includes the basic positions and adagio and allegro movements of classical ballet. Movement in ballet has a controlled yet graceful quality, which is acquired through repetition of standardized ballet technique. Throughout the course, the student is encouraged to experience and appreciate the art of ballet as a performing art.

DAN104 MODERN DANCE TECHNIQUE

0 Lecture 4 Lab 2 Credit Hour(s)

This course consists of the technique, history and theory of modern dance. Emphasis is on conditioning the body, developing beginning modern dance skills and acquiring a basic movement vocabulary to promote creative exploration. Students may receive two (2) credits of Physical Education for this course.

DAN106 JAZZ DANCE TECHNIQUE

0 Lecture 4 Lab 2 Credit Hour(s)

Course content includes the techniques, history and styles of jazz dance. Development of beginning skills in jazz dance technique with emphasis on body isolations and rhythmic phrasing. Students may receive two (2) credits of Physical Education for this course.

DAN107 DANCE IMPROVISATION

0 Lecture 2 Lab 1 Credit Hour(s)

This class includes beginning dance and movement improvisation as a compositional and performing technique, and the development of skill in improvising dance movement and structuring dance improvisations.

DAN108 DANCE HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

The history of dance as a cultural medium is explored with specific attention to the development of dance from prehistoric cultures to the evolution of dance in recent centuries, along with a study concerning theories of movement and influences of Oriental, Indian and African dance forms on Western Cultures.

DAN109 TAP DANCE

0 Lecture 2 Lab 1 Credit Hour(s)

This introductory course covers the basic steps of tap dance technique. Students will learn coordination, rhythmic variations, dynamics, and performance skills through a series of tap dance combinations. Students will also begin to develop creative ability through tap improvisation.

DAN146 PERFORMANCE AND APPLIED DANCE I

0 Lecture 3 Lab 1 Credit Hour(s)

This course emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN147 PERFORMANCE AND APPLIED DANCE II

0 Lecture 3 Lab 1 Credit Hour(s)

This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN203 DANCE CHOREOGRAPHY AND COMPOSITION

0 Lecture 2 Lab 1 Credit Hour(s)

This course consists of dance choreography in practice and theory. Emphasis is on the student finding and creating original movement, creating a dance from that movement and teaching the dance to others in the class.

Prerequisites: DAN 146 or DAN 147 or DAN 102 or DAN 104 or DAN 106

DAN246 PERFORMANCE AND APPLIED DANCE III

0 Lecture 3 Lab 1 Credit Hour(s)

This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN247 PERFORMANCE AND APPLIED DANCE IV

0 Lecture 3 Lab 1 Credit Hour(s)

This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of dance or related

areas. The student's time commitment to the project will be approximately 35-50 hours.

DAN272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to DAN 271, except that the student's time commitment to the project will be approximately 70-90 hours.

DAN273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to DAN 271, except that the student's time commitment to the project will be approximately 105-135 hours.

EARLY CHILDHOOD EDUCATION

ECH101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 Lecture 0 Lab 3 Credit Hour(s)

An introductory course focusing on the concepts and foundations of early childhood from infancy through grade two with special attention paid to the child from three to five years of age. Topics include: types of programs and differing philosophies, basics of child development, developmental and learning theory, the role of the teacher, observation, guidance, parent-teacher relationships, environment and curriculum basics.

Pre- or Co-requisite: ECH 102.

ECH102 INTRODUCTORY SEMINAR PROGRAMS FOR YOUNG CHILDREN

0 Lecture 3 Lab 1 Credit Hour(s)

An orientation to the Early Childhood Program and the college community, followed by a study of programs for young children developed through observation in the DCC Laboratory Nursery School and a variety of public and private early childhood settings. Emphasis will be on observation and on components of programs for children birth through 8 years with emphasis on ages 2 through 6.

Pre- or Co-requisite: ECH 101.

ECH107 PREPARING TO TEACH YOUNG CHILDREN

2 Lecture 0 Lab 2 Credit Hour(s)

The study of the skills and concepts needed to enter the classroom as a teacher of young children emphasizing the translation of theory into practice. Topics include: communicating with children and parents, groups and transition times, daily routine, guidance, developing a lesson plan, daily and weekly planning methods, health and safety, initial consideration of evaluation and portfolios as well as personal philosophy and professionalism.

Note: This course must be taken with or prior to ECH 108.

Prerequisites: ECH 101, ECH 102.

ECH108 EARLY CHILDHOOD PRACTICUM I

1 Lecture 3 Lab 2 Credit Hour(s)

Students will experience an extended placement at an early childhood program in the community or at the Laboratory Nursery. Emphasis will be placed on becoming part of a team, assuming routine responsibilities in the classroom as well as specific planning for activities. Students will also attend a weekly seminar class, meet at regularly scheduled conferences during the semester with a field supervisor and complete logs and written assignments as designated.

Notes: (1) Transportation to and from practicum sites is the responsibility of the student. (2) This course is the prerequisite of ECH 205/206 with a grade of C or better.

Prerequisites: ECH 101, ECH 102.

Pre- or Corequisite: ECH 107.

ECH111 CURRICULUM ACTIVITIES FOR YOUNG CHILDREN

2 Lecture 0 Lab 2 Credit Hour(s)

Develops and fosters a creative approach to appropriate activities relative to the young child's total development. A study of meanings and values, as well as the development of skills for practical application. Through play, art, music and rhythms, science and nature, social studies and related activity areas, the student is given the opportunity to explore the possibilities of varied teaching/learning media.

ECH120 INFANT AND TODDLER CURRICULUM

3 Lecture 0 Lab 3 Credit Hour(s)

This course will explore infant/toddler development, developmentally appropriate activities designed to promote physical, intellectual, social and emotional growth, curriculum development, teaching techniques and working with diverse infant and toddler families.

ECH121 INFANT/TODDLER CURRICULUM FIELDWORK

0 Lecture 3 Lab 1 Credit Hour(s)

This course is designed to complement academic course content in ECH 120, Infant and Toddler Curriculum. Students will observe and interact with infants and toddlers. The placements will be made in settings for children ages six weeks through toddlerhood and arranged by the field supervisor assigned. Transportation to field sites is the responsibility of the student.

Pre- or Co-requisite: ECH 120.

ECH131 IN-SERVICE PREPARATION FOR CHILD DEVELOPMENT ASSOCIATE I

4 Lecture 6 Lab 6 Credit Hour(s)

This course will be based on the guidelines for NAEYC's CDA credentialing program. This course, in conjunction with ECH 132, will result in the issuing of a statement of applied academic credit by DCC and will prepare the student for the CDA assessment process of the Council for Early Childhood Professional Recognition (part of NAEYC). The lecture portion of the course will include the study of: introduction to Early Childhood, how children learn and grow, safe and healthy environments, social emotional development, infant/toddler development and curriculum. Additionally, there will be a practicum component at the student's current site of employment. Assignments and observation by field supervisors will support classroom topics.

Prerequisite: Permission of instructor and student must be employed in the field of early childhood.

ECH132 IN-SERVICE PREPARATION FOR CHILD DEVELOPMENT ASSOCIATE II

4 Lecture 6 Lab 6 Credit Hour(s)

This course will be based on the guidelines for NAEYC's CDA credentialing program. This course, in conjunction with ECH 131, will result in the issuing of a Statement of Applied Academic Credit by DCC and will prepare the student for the CDA assessment process given by the Council for Early Childhood Professional Recognition (part of NAEYC). The lecture portion of the course will include the study of: physical and intellectual growth, relationships with families, creativity and aesthetics, art and the young child, play and creativity, planning developmentally appropriate activities. Additionally, there will be a practicum component at the student's current site of employment. Assignments and observation by field supervisors will support classroom topics.

Prerequisite: ECH 131.

ECH205 EARLY CHILDHOOD COMMUNITY PRACTICUM

1 Lecture 9 Lab 4 Credit Hour(s)

Students will experience an extended placement at an early childhood program in the community (two mornings per week). Emphasis will be placed on the workplace experience, including working with and relating to all members of staff, understanding the program in the context of the community it serves, working within any fiscal constraints of the program and respecting the educational philosophy of the program in which they are placed. Students will be required to execute learning experience presentations and will be exposed to practical experience in all aspects of program planning for young children. Students will also be required to attend a weekly seminar class, meet at regularly scheduled field supervisor conferences and complete written assignments as assigned.

Notes: (1) Either ECH 205 or ECH 206 must be taken as a corequisite of ECH 214. (2) Transportation to and from practicum sites is the responsibility of the student. (3) Students are required to submit a completed physical examination form within two weeks of the beginning of the semester. (4) Students must register for both a lecture and a lab

Prerequisites: Successful completion of ECH 107 and completion of ECH 108 with a grade of C or better.

ECH206 EARLY CHILDHOOD LABORATORY NURSERY PRACTICUM

1 Lecture 12 Lab 5 Credit Hour(s)

Students will experience an extended placement at the DCC Laboratory Nursery. Emphasis will be placed on translating theory into practice through learning experience presentations, curriculum planning, and practical experience in all aspects of programming for young children under supervision of a master teacher. Students will also be required to attend a weekly seminar, a weekly staff meeting following the seminar, meet with the master teacher before and after each practicum session to prepare the classroom environment and discuss classroom issues. Students will complete logs and written assignments and tasks as designated.

Notes: (1) Either ECH 205 or ECH 206 must be taken as a corequisite of ECH 214. (2) Transportation to and from practicum sites is responsibility of the student. (3) Students are required to submit a completed physical examination form within two weeks of the beginning of the semester.

Prerequisites: Successful completion of ECH 107 and completion of ECH 108 with a grade of C or better.

ECH212 LANGUAGE AND LITERATURE IN EARLY CHILDHOOD

3 Lecture 0 Lab 3 Credit Hour(s)

A survey and evaluation of literature for young children, including discussion of related topics and controversial issues. Focusing on children's picture storybooks, students will evaluate text, illustration, relevance to child development and content as well as the development of language through literature, techniques for sharing literature, and major authors and illustrators.

Prerequisite: ENG 101.

ECH214 DEVELOPMENTALLY APPROPRIATE PRACTICE:OBSERVATION AND ASSESSMENT

3 Lecture 0 Lab 3 Credit Hour(s)

Through observation, assessment and study students will examine the development of children ages birth through 8 years of age in the areas of emotional, social, physical, cognitive, language and creative development. Class work, reading and child observations will be used by the students to consider implications for developmentally appropriate curriculum planning, classroom management and organization.

Co-requisites: ECH205 or ECH 206 or EED 207.

ECH254 DIVERSE EARLY CHILDHOOD/ELEMENTARY CLASSROOMS

3 Lecture 0 Lab 3 Credit Hour(s)

Students will examine historical perspectives and contemporary issues facing early childhood/childhood educators in America today. Topics will include beginning the development of a philosophy of education through the examination of trends and alternative teaching philosophies, diversity in the classroom, developing an anti-bias curriculum, collaborating with culturally diverse families and New York Learning Standards.

Prerequisite: Either ECH 107 and ENG 102 or EED103 with a grade of B- or better and ENG 101 with a grade of B or better.

ECH271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member.

Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of early childhood or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ECH272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ECH 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ECH273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ECH 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ECONOMICS

ECO105 ECONOMIC ISSUES

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides students with the fundamentals of economic literacy and understanding. Students will explore such major economic issues as monopolistic power, inflation and recession, government spending and taxation, the banking system and international trade. This course designed for students who anticipate no further formal training in economics.

ECO121 ENVIRONMENTAL ECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the key environmental issues facing our planet using basic tools of economic analysis. Although the perspective is global, an emphasis is placed on the disproportionate impact of environmental challenges on the developing world. The course examines pollution, population growth, climate change, water scarcity, international trade, food and resource availability, and policies of sustainable development.

ECO201 MICRO ECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

Supply and demand in markets for goods and for factors of production. Consumer behavior. Market structures. Price determination in perfectly competitive and imperfectly competitive markets.

ECO202 MACRO ECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

A description of the essential features of the American economic system. The theory of the determination of the level of national

income and applications to the problems of inflation, depression and economic growth. The role of monetary and fiscal institutions in implementing public economic growth. The role of the United States in the international economy.

Prerequisite: ECO 201.

ECO218 LABOR RELATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

An introductory study of labor relations and labor's role in the American economy. Topics include the labor force, labor-management legislation, history and structure of unions, collective bargaining, labor market economics, personnel practices and income security laws.

ECO221 AN INTRODUCTION TO THE FINANCIAL AND SECURITIES MARKETS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is intended to serve as an introduction to financial markets and the various securities and instruments traded on these markets. It is intended to be an introduction to the subject of investing for the individual investor.

ECO224 INTERNATIONAL ECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide students with a comprehensive exposition of the basic principles of international economics. The focus will be on the principle of comparative advantage and gains from trade, protectionism, the balance of payments, exchange rate determination, international capital markets and the international trade policy. The course will also address international economic problems and issues facing the United States and the world in the 21st century.

Note: It is recommended that students take ECO 201 and ECO 202 before taking ECO 224.

ECO271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member.

Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of economics and related areas. The student's time commitment to the project will be approximately 35-50 hours.

ECO272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ECO 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ECO273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ECO 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ELEMENTARY EDUCATION

EED103 EARLY CHILDHOOD/CHILDHOOD OBSERVATIONS

0 Lecture 3 Lab 1 Credit Hour(s)

This course is intended for students anticipating a career in education through a series of guided observations in diverse early childhood and elementary classrooms, designed to support the students' introduction to differing aspects of teaching these age groups. This should be the first course taken as a beginning student of teaching in order to learn about children from preschool through upper elementary. There will be a minimum of

20 hours of observations supported by class time on campus to prepare for and then discuss observations. (1) The observations will be arranged by the instructor. (2) Transportation to and from observations is the responsibility of all students. (3) Students are required to complete and submit a physical examination form within four weeks of the beginning of the semester.
Note: This should be taken in the student's first semester.

EED115 SYMBOLIC REPRESENTATION LANGUAGE AND LITERACY

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores the interaction between symbolic development, language and literacy acquisition in children birth through five years of age and development of developmentally appropriate strategies to encourage language and literacy in very young children. Students will continue to compile artifacts in a cumulative portfolio to be brought with them upon transfer to their upper level college for possible use in certification.

Co-requisite: EED116

EED116 FIELDWORK I

0 Lecture 3 Lab 1 Credit Hour(s)

This course is designed to complement academic course content in EED 115 – Symbolic Representation, Language and Literacy. Students will interact with children in infant, toddler, preschool or kindergarten classrooms and have a minimum of one observation in a classroom with an age group different from their regular placement. The placements will be made and arranged

EED207 EED FIELDWORK II

0 Lecture 3 Lab 1 Credit Hour(s)

Designed to complement the academic course ECH 214 – Developmentally Appropriate Practice: Observations and Assessment, this course allows students to participate in pre-school through second grade classrooms, developing competence in observing and assessing children's development and in classroom performance. Students will complete journals, written assignments and tasks as designated by the field supervisor. This course is for EED students only. Note: (1) Transportation to and from practicum sites is the responsibility of the student.

(2) Students are required to submit a completed physical examination form within two weeks of the beginning of the semester. Pre-Requisites: EED 115 and EED 116

Co-requisite: ECH 214 or permission of department

ELECTRICAL TECHNOLOGY

ELT105 DC CIRCUITS

2 Lecture 2 Lab 3 Credit Hour(s)

An introductory course employing applied mathematics for circuit analysis. The fundamental concepts of current, voltage and resistance are the major components of the course. Topics: resistive circuits, Ohm's law, Kirchoff's laws, series circuits, parallel circuits, voltage divider, current divider, superposition, Thevenin Theorem, capacitance, inductance, RL and RC transient circuits, transient response.

Prerequisite: MAT 184 or concurrent enrollment therein.

ELT106 AC CIRCUITS

2 Lecture 2 Lab 3 Credit Hour(s)

A study of steady state response of circuits containing resistive, capacitive and inductive elements subject to sinusoidal excitation. Topics include sinusoidal characteristics, impedance, phasors, ac power, an introduction to 3-phase ac, single-source AC circuit analysis and resonance.

Prerequisites: ELT 105 and MAT 184, each with a grade of C or better.

ELT107 INTRODUCTION TO PROGRAMMING FOR AUTOMATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course is a study of computer programming for both PC-based and microcontroller applications. Topics include common programming structures such as variables, decisions, repetition, and data files.

Corequisites: MAT 095 and MAT 096 and MAT 097 (Intermediate Algebra Part 1, 2, and 3) or MAT 099 (Intermediate Algebra Combined). It is recommended that ELT105: DC Circuits or PHS115: Fundamentals of Electricity be taken as a corequisite to this course, since many of the programming examples are based on circuits calculations.

ELT108 ELECTRONICS I

2 Lecture 2 Lab 3 Credit Hour(s)

This course is a study of active devices and their application in typical circuits. The devices studied are semiconductor diode, bipolar junction transistor and field effect transistor. Typical applications studied are rectifier power supplies and linear amplifiers. Prerequisite: ELT 105 with a grade of C or better.

Corequisite: ELT 106.

ELT115 DIGITAL FUNDAMENTALS

2 Lecture 2 Lab 3 Credit Hour(s)

An introductory course in the building, analysis, and testing of digital electronic circuits used in both computing and control system applications. Topics include binary numbers, binary codes, Boolean algebra, combinational logic, sequential logic, timers and counters, and an introduction to multiplexers, buffers and shift registers. Use of metering tools, such as the oscilloscope, and troubleshooting skills are a priority throughout the course. Prerequisites: Compass Algebra Score of at least 76, OR Integrated Algebra Regents within the last 2 years of at least 85, OR completed DCC Intermediate Algebra Parts I, II and III with a C or higher.

ELT122 MANUFACTURING TOOLS AND PRACTICES

2 Lecture 2 Lab 3 Credit Hour(s)

The focus of this course is the use of and safety involved with tools used by electrical technicians in the field, particularly in manufacturing facilities. Topics include lecture and lab practice with safety equipment such as hazardous voltage protection equipment and lockout/tagout. Tools include hand drills, drill press, thread taps, hole saws, chassis punches, associated hand tools, applicable measuring tools. Students will practice their skills with exercises such as building and wiring an industrial control panel. Pre- or Corequisites: ELT 105 with a grade of C or better or PHS 115 with a grade of B or better.

ELT203 ELECTRIC POWER SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

A course in the transmission and distribution of electrical energy, with a concentration on the components of residential, commercial, and industrial scale electric power systems. Topics include three-phase delta and wye configurations, motor circuits, transformers, distribution and overcurrent protection equipment, and power systems studies. Prerequisite: ELT106 or PHS115

ELT211 SEMICONDUCTOR PROCESS TECHNOLOGY

2 Lecture 2 Lab 3 Credit Hour(s)

This course provides a detailed overview of semiconductor device fabrication. Topics include a review of semiconductor physics and device operations, device fabrication and various process modules. Process modules will focus on vacuum technology, silicon wafer, lithography, deposition, hot process, doping, etching and metallization. Challenges in process integration and device technology will also be discussed. Students are also required to participate in field trips.

Prerequisites: CHE 111 and ENT 102, or ELT 108

ELT213 ELECTRO-MECHANICAL DEVICES

2 Lecture 2 Lab 3 Credit Hour(s)

This course is a study of electro-mechanical devices, including motors, relays, mechanical gears and linkages, pneumatic components, robotics and an introduction to microsystems. Prerequisite: ELT 106 or permission of department.

ELT216 AUTOMATION SYSTEMS

2 Lecture 2 Lab 3 Credit Hour(s)

A study of the computer-based control systems found in a wide variety of industry applications, including their use in manufacturing processes. The course will include a review of control system components, including sensors, relay logic, and programmable logic controllers (PLCs), leading up to a complete study of microprocessor-based control systems. Prerequisites: ELT213 with a grade of C or better.

ELT218 ELECTRONICS II

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed to train students in the analysis and application of advanced electronic circuits. Topics include the DC and AC performance constraints of electronic circuits and the implications of those constraints, frequency response and Bode plots, basic electronic circuits using the operational amplifier such as amplifier circuits and comparators, active filter circuits, and oscillator circuits. Practical applications are stressed throughout such as analog-to-digital conversion, digital-to-analog conversion, process control, and modulation. Students will construct, test and troubleshoot circuits, and analyze circuits by computer simulation. Prerequisite: ELT 108 or departmental permission

ELT231 PHOTOVOLTAIC SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to photovoltaic applications, design, and practices. Topics covered include photovoltaic industry history and trends, solar radiation, characteristics of solar cells and modules, system components, system sizing and design, economic analysis, electrical and mechanical integration, applicable building codes, regulations and safety, and utility interconnection. 3 credits. Prerequisites: ELT 106 (AC Circuits) or PHY 152 (or equivalent) or permission of instructor.

ELT250 ELT CAPSTONE PROJECT

1 Lecture 3 Lab 2 Credit Hour(s)

A project-oriented course with design and analysis components. Students propose and produce projects using a combination of theory from analog, digital and electro-mechanical disciplines. Students will use technology for computer simulation and generating schematics. Prerequisites: ELT218 with a grade of C or better and ELT 115.

ELT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of electrical technology and related areas. The student's time commitment to the project will be approximately 35-50 hours.

ELT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ELT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ELT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ELT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

EMERGENCY MEDICAL TECHNICIAN

EMB101 EMERGENCY MEDICAL TECHNICIAN - CLINICAL

0 Lecture 4 Lab 1 Credit Hour(s)

This course offers clinical skills performance in an ambulance to prepare students to provide emergency care to patients in the pre-hospital setting based on the scope of practice defined by the New York State Department of Health and U.S. Department of Transportation Emergency Medical Technician (EMT) curriculum. Emphasis will be placed on the recognition and treatment of life threatening emergencies. During these rotations the student will focus on medical and trauma patient assessment and basic psychomotor skills covered in the EMT curriculum. Students must achieve a final grade of "C" or better to progress to any course requiring this course as a prerequisite. Prerequisite: Current NYS EMT certification
Corequisite: BIO 115

EMB105 EMERGENCY MEDICAL TECHNICIAN

4 Lecture 5 Lab 6 Credit Hour(s)

This course combines didactic, psychomotor lab and clinical observation in a progressive manner to prepare students to provide emergency care to patients in the pre-hospital setting based on the scope of practice defined by the New York State Department of Health and U.S. Department of Transportation Emergency Medical Technician curriculum. Emphasis will be placed on the recognition and treatment of life threatening emergencies. Topics to include: Well Being for the EMT, Medical-Legal Issues, Airway Management, Cardiopulmonary Resuscitation, Patient Assessment, Medical Emergencies, Trauma, Infants and Children and Operations. Students must be certified as a NYS EMT to progress to EMB 101. Students who successfully complete this course will be eligible to take the New York State Department of Health EMT Certification exam. Prerequisites: Students must reach their eighteenth birthday by the last day of the month in which they are eligible to sit for the NYS certification examination.

ENGLISH

ENG001 COURSE SPECIFIC STUDY SKILLS FOR ENG 101

1 Lecture 0 Lab 1 Credit Hour(s)

ENG 001 is a study skills course designed for those students who require support in ENG 101, Composition I. ENG 001 work includes practice in the skills necessary for reading non-fiction and for writing effective essays. NOTE: ENG 001 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG002 COURSE SPECIFIC STUDY SKILLS FOR ENG 102

1 Lecture 0 Lab 1 Credit Hour(s)

ENG 002 is a study skills course designed for those students who require support in ENG 102, Composition II. ENG 002 will include practice in the skills necessary for reading short stories, poetry, and drama and for writing effective analyses of these literary works. NOTE: ENG 002 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG091 FUNDAMENTALS OF GRAMMAR AND WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to teach the rules of punctuation, mechanics, grammar, and sentence structure. Applying these principles, students will work to develop fluency and accuracy in writing sentences, paragraphs and short essays. This course is required of some students on the basis of a placement examination and open to other students who want a basic review course.

NOTE: ENG 091 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG092 BASIC PATTERNS OF WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces students to college writing and reviews fundamental grammatical principles. Students begin to learn to formulate a thesis, use topic sentences, develop ideas, and organize supporting evidence in an essay. Grammar, punctuation, sentence structure, and clear language are heavily stressed. This course is required of some students on the basis of a placement examination and open to other students who want a review course. This course is also a requirement for those students receiving a grade of less than A in English 091, but is not required for students receiving a grade of A in ENG 091.

NOTE: ENG 092 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG095 ENGLISH AS A SECOND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

A course for students whose first language is not English, who have at least an elementary spoken and written knowledge of English, and who need further work on speaking, understanding, reading and writing standard American English. Class sessions will be intensive practice in practical applications of the rules of grammar and in vocabulary building and in basic composition. Required of some students on the basis of placement examination and open only to them. Note: The course is a prerequisite for ENG 096 and 101 for those students referred by the English faculty. Note: ENG 095 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG096 ENGLISH AS A SECOND LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

The second semester of a two-semester sequence designed for students whose first language is not English and who require further work on writing and reading standard American English in order to be prepared for entrance into the regular composition sequence. Class sessions will concentrate on advanced grammar, reading comprehension, and basic composition, with supplemental work on speaking and listening skills. Completion of ENG 096 with a grade of C or better will allow students to enter ENG 101. NOTE: ENG 096 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status. Prerequisite: ENG 095 with a grade of C, or departmental approval based on placement test score.

ENG101 COMPOSITION I

3 Lecture 0 Lab 3 Credit Hour(s)

English 101 addresses the major principles of college writing, which are meant to serve students in all the disciplines across the curriculum. The course concentrates primarily on expository and argumentative writing; traditional rhetorical modes; and effective

composing, revising and editing strategies. English 101 covers MLA conventions, and a research paper is required. Critical thinking and reading skills are also stressed.

Prerequisite: Satisfactory scores in English proficiency tests, completion of ENG 091 or 095 with a grade of A, or completion of ENG 092 or 096 with a grade of C or better.

ENG102 COMPOSITION II

3 Lecture 0 Lab 3 Credit Hour(s)

A continuation of ENG 101, with further study of the resources of the language through a critical analysis of imaginative forms of writing. Emphasis will be placed upon well organized written composition, factually supported conclusions and awareness of language variety. Effectiveness of expression and validity of judgment in the student's writing are stressed. Genre reading will include fiction, poetry and drama.

Prerequisite: ENG 101 with a grade of C or better.

ENG201 ENGLISH LITERATURE: PRE-RENAISSANCE TO THE 18TH CENTURY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the Middle Ages through the Age of Reason. The course includes poetry, drama, the essay and the novel. Such literary figures, as Chaucer, Milton, Donne and Pope will be studied. Prerequisite: ENG 102.

ENG202 ENGLISH LITERATURE: THE ROMANTIC POETS TO THE MODERN ERA

3 Lecture 0 Lab 3 Credit Hour(s)

ENG 202 is a survey course with selections from the romantic period to the present. Such figures as Wordsworth, Keats, Browning, Yeats and Eliot will be studied. Prerequisite: ENG 102.

ENG203 LITERATURE OF THE UNITED STATES: COLONIAL PERIOD TO THE CIVIL WAR

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the Colonial Period to the Civil War, including poetry, essays, short stories and novels with emphasis on Hawthorne, Thoreau, Melville, Poe and Whitman. Prerequisite: ENG 102.

ENG204 LITERATURE OF THE UNITED STATES: CIVIL WAR TO WORLD WAR II

3 Lecture 0 Lab 3 Credit Hour(s)

A survey course beginning with a study of writers such as Twain and James as representatives of the Realistic Period, and extending to writers such as Hemingway, Faulkner and Eliot as representatives of the Modern Period. Prerequisite: ENG 102.

ENG205 EIGHTEENTH AND NINETEENTH CENTURY NOVEL

3 Lecture 0 Lab 3 Credit Hour(s)

The study and interpretation of representative novels in English and in translation through the nineteenth century. Prerequisite: ENG 102.

ENG206 TWENTIETH AND TWENTY-FIRST CENTURY NOVEL

3 Lecture 0 Lab 3 Credit Hour(s)

Twentieth and twenty-first century novels in English and in translation. Prerequisite: ENG 102.

ENG207 EARLY DRAMATIC LITERATURE: THE CLASSICS THROUGH THE ROMANTICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the literature of the theatre in English and translation, this course acknowledges the debt of classical theatre while it emphasizes British drama, especially comedy, of the early modern period through the nineteenth century. Prerequisite: ENG 102.

ENG208 MODERN DRAMATIC LITERATURE: REALISM THROUGH THE ABSURD

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the literature of the theatre in English and in translation from Ibsen to the present. Authors may include Chekhov, Shaw, Strindberg, Brecht, Miller, O'Neill, Beckett, O'Casey, Pinter and Stoppard.

Prerequisite: ENG 102.

ENG209 DIRECTED WRITING OF FICTION

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student practices various forms of fiction writing. Direction in the assembling of fictional material and in the reading of fiction to gain an understanding of the creative process as it applies to writing.

Pre- or Co-requisite: ENG 102 or permission of department.

ENG210 DIRECTED WRITING OF POETRY

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student practices various forms of poetic composition. Direction in the assembling of poetic material and in the ordering of that material to achieve appropriate sounds and sense.

Pre- or Co-requisite: ENG 102 or permission of department.

ENG211 NEWSWRITING, EDITING, AND PUBLICATION

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student practices reporting and writing news for print journalism. Direction in observing events, interviewing people, researching information and writing straight-news and feature articles. Does not fulfill the advanced English course requirement in the liberal-arts program.

Prerequisites: ENG 101 and 102, or permission of the department.

ENG212 GREEK AND ROMAN LITERATURE IN TRANSLATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the works of such authors as Homer, Sappho, Theocritus, Aeschylus, Sophocles, Plato, Aristotle, Lucretius, Catullus, Vergil, Horace, Juvenal, Plautus and Seneca. The literary forms read include poetry, drama, satire, literary criticism and fiction.

Prerequisite: ENG 102.

ENG213 ASIAN LITERATURE IN TRANSLATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected literary works from Japanese, Chinese and Indian literature. Emphasis will be on modern literature. The literary forms read will be novels, short stories, drama and poetry in English.

Prerequisite: ENG 102.

ENG214 DIRECTED WRITING OF CREATIVE NON-FICTION

3 Lecture 0 Lab 3 Credit Hour(s)

In creative non-fiction, the details of the content are true and accurate while the strategies of the form and style use the full range available to fiction, poetry and drama. In this course, the student will practice various forms of creative non-fiction, an inclusive term for writing of memoir; lyric and personal essay; plotted narrative; biography; cultural criticism and travel, science and nature writing. Students will be directed in their assembling of material-gathering notes, conducting interviews, research and in the reading of creative non-fiction (sometimes termed literary journalism, literary non-fiction, the literature of reality and the literature of fact) to gain an understanding of the creative process as it applies to writing.

Pre- or Co-requisite: ENG 102 or permission of department.

ENG215 MODERN POETRY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected modern poets chosen to illustrate the significance of various influences upon the contemporary poetic scene. A consideration of the techniques available to the modern poet and of the relation of the poem's meaning to its sound.

Prerequisite: ENG 102.

ENG216 THE SHORT STORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the development of the short story from its beginnings in the nineteenth century to the present day. The works of a number of authors are studied. Emphasis is placed on how contributions by these significant individual authors changed the focus and altered the purpose of the short story during its brief history. Prerequisite: ENG 102.

ENG218 ADVANCED COMPOSITION/PEER TUTORING IN WRITING

3 Lecture 2 Lab 4 Credit Hour(s)

This course is designed for capable student writers who wish to improve their writing skills in advanced composition and to learn approaches to tutoring in order to assist other students who have writing concerns. In this course, students will study different approaches to composition and the various types of writing in the disciplines. They will write essays, journals, case studies and critiques of other students' writing. In evaluating their tutoring, they will use role playing and peer review. The instructor will supervise tutorial work regularly. Students will be required to work two hours per week in the Writing Center.

Prerequisites: Completion of the composition series, ENG 101 and 102, with a grade average of B or better, and permission of instructor.

ENG221 RUSSIAN LITERATURE IN TRANSLATION

3 Lecture 0 Lab 3 Credit Hour(s)

A course exploring the literature of Russia, using major authors to reveal the intellectual, social and philosophical forces that helped mold 19th Century Czarist Russia, influenced the post-Czarist U. S. S. R. and modern Russia.

Prerequisite: ENG 102.

ENG223 WOMEN IN AMERICAN LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores conscious and unconscious stereotypes of women in literature by men and women. Emphasis is placed on critical analysis of selected works from traditional and feminist points of view. Prerequisite: ENG 102.

ENG224 AFRICAN-AMERICAN AND BLACK LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected works by significant African-American writers. The forms studied include the novel, the short story, drama, the autobiography and poetry.

Prerequisite: ENG 102.

ENG225 ISSUES/IDEAS IN CARIBBEAN LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces students to issues and ideas in Caribbean literature. Poetry, prose, short stories, plays and criticisms from English, Dutch, French and Spanish speaking islands will be discussed. Students will be introduced to ideas in magical realism, creolization, pastoralism and assimilation as they appear in the stories of the people. By using structural, feminist, reader response and new historicism analysis, students will discuss the presentation of the African diaspora.

Prerequisite: ENG 102.

ENG226 POPULAR CULTURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course critically examines selected examples of popular culture and popular art including fiction, non-fiction, music and film. Emphasis is placed on how print and electronic media transmit and circulate popular culture.

Prerequisite: ENG 102.

ENG227 FILMS AND LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student examines the relationship between films and literature. Direction in the reading of literary works, the viewing of films based on these works, and the comparison and contrast of the two. Prerequisite: ENG 102.

ENG229 LITERATURE OF THE HUDSON RIVER VALLEY

3 Lecture 0 Lab 3 Credit Hour(s)

The Hudson River Valley has produced a rich body of literature which includes poetry, nonfiction, short fiction and novels. Students will read selected works from this literature, including fiction by Cooper, Irving, T.C. Boyle, William Kennedy and non-fiction works by landscape painters, landscape artists, naturalists and travelers in the region. Prerequisite: ENG 102.

ENG230 SHAKESPEARE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of Shakespeare's drama and poetry. Readings include tragedies, histories, comedies, romances and sonnets. Shakespeare's work is examined both in relation to Elizabethan/Jacobean culture and history and as it has been received and understood through the present.

Prerequisite: ENG 102.

ENG231 THE LITERATURE OF CREATIVE NON-FICTION

3 Lecture 0 Lab 3 Credit Hour(s)

The literature of creative non-fiction is a course in which the student reads and evaluates a wide variety of writing forms and styles in the literature of fact. Creative non-fiction includes selections of literary diaries and journals, literary memoirs, personal essays, literary journalism, nature writing, literary travel writing, science essays and creative cultural criticism.

Prerequisite: ENG 102

ENG232 GRAPHIC NARRATIVE

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores the development, theory, and achievement of the medium of graphic narrative, in which narrative arises from the interplay of sequential images and words. Topics studied include the growth of the medium (from the comics tradition to book-length graphic novels, graphic memoirs, graphic reportage, and other forms), the nature and possibilities of its formal conventions, connections to the novel and to film, and emerging directions (including the impact of the Internet and other new technologies). The formal elements of several graphic narratives, as well as the social and historical issues they address, will be studied. 3 Lecture, 0 Lab, 3 Credit Hours. Prerequisite: ENG 102.

ENG263 CONTEMPORARY LITERATURE OF THE UNITED STATES

3 Lecture 0 Lab 3 Credit Hour(s)

A study of American novels, poetry and short stories written from 1945 to present, chosen for both their literary excellence and their multi-cultural perspectives, including such writers as Morrison, Mason, Silko, Roth, Cheever, Plath, O'Connor, Bellow, Rivera, Sonchez, Tan and Hong-Kingston.

Prerequisite: ENG 102.

ENG264 CONTEMPORARY INTERNATIONAL LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

Designed for Honors students, this course includes the works of significant contemporary international authors from countries such as those in Africa, Eastern Europe, the Middle East, the Far East and Latin America. The genres studied may include poetry, novel, short story, autobiography, memoirs and essays. Writing, discussion and independent research are emphasized.

Prerequisites: ENG 101 and 102 or permission of the department.

ENG267 SELECTED GLOBAL LITERARY STUDIES

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a selected literary question chosen for its significance, its potential for contributing to the intellectual development and literary understanding of the participants, and with geographic and/or cultural areas defined by the College as meeting its definition of 'Global Perspective'.

Prerequisite: ENG 102.

ENG268 LITERARY STUDIES I

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a selected literary question chosen for its significance and its potential for contributing to the intellectual development and literary understanding of the participants.

The topic will differ from the topic for ENG 269. Prerequisite: ENG102

ENG269 LITERARY STUDIES II

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a selected literary question chosen for its significance and its potential for contributing to the intellectual development and literary understanding of the participants.

The topic will differ from the topic for ENG 268. Prerequisites: ENG102.

ENG271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience or other activities that advance the student's knowledge and competence in writing, literature, or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

ENG272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ENG 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ENG273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ENG 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ENG280 OVERSEAS STUDY: CARIBBEAN LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This is a study-abroad course that takes students to a Caribbean island for ten days to study the culture. This includes a look at the religion, education, traditions, customs, politics, arts, entertainment and celebration. Students will read and critically analyze a novel, a play and poetry from this island and write a major paper synthesizing this material.

Prerequisites: ENG 101 and ENG 102.

ENGINEERING

ENR100 ENGINEERING AND TECHNOLOGY INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

Designed for students in the Engineering Science (ENR) curriculum, this course will focus on personal development and effective strategies for successful completion of the AS degree. Personal educational goals and curriculum management, transfer and employment opportunities, technical reading and writing, math and computer skills, communication skills and using college resources will be among the topics examined in the seminar.

ENR101 INTRODUCTION TO ENGINEERING

1 Lecture 2 Lab 2 Credit Hour(s)

An introduction to the field of engineering. Topics include exploring the various engineering disciplines, engineering analysis and design methods, engineering economics and statistics, engineering ethics, the impact of engineering on society, life long learning, and using engineering tools in practice. These concepts are emphasized and applied in hands on problem solving situations that require teamwork, research and documentation. Students will create a design for manufacturing prototype and deliver their design solution results through the engineering reporting process. Prerequisite: MAT 184

ENR102 COMPUTER PROGRAMMING FOR ENGINEERS

3 Lecture 1 Lab 3 Credit Hour(s)

A course in computer programming using a high level programming language as a tool to solve engineering problems. Topics include programming structure, decisions, repetition, arrays, functions, data files, addresses and pointers and object oriented design. Prerequisite: MAT185 or MAT221 or MAT222 or MAT223 or MAT224.

ENR106 STATISTICAL PROCESS CONTROL

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to basic statistical tools for quality control and improvement. The course covers Statistical Process Control (SPC) in depth and contrasts SPC with Acceptance Sampling. The course also includes a discussion of process capability and an introduction to quality improvement through the statistical design of experiments. The current state of statistical software is established through demonstrations. This course may be offered off-campus and may be cross-registered with regional community colleges.

Prerequisite: MAT 184 with a grade of C or better.

ENR201 INTRODUCTION TO ELECTRICAL CIRCUITS AND NETWORKS

3 Lecture 2 Lab 4 Credit Hour(s)

This course provides the student with the basic tools needed to analyze the circuits and systems he/she will encounter in electrical engineering. Topics include basic circuit concepts, Kirchhoff's Laws, basic network topology, mesh analysis, nodal analysis, superposition, Thevenin's Theorem, Norton's Theorem, maximum power transfer, initial conditions, the classical solutions of first and second order differential equations, sinusoidal steady state analysis, Phasor concepts, impedance and admittance, effective values, phasor diagrams, AC power relationships, power factor, apparent and complex power, pf correction, and 3-phase circuits. Laboratory assignments will require

students to analyze data using computer programming skills, use of the software package Multisim for circuit analysis, and practice writing both formal and informal reports. Prerequisite: Proficiency with computer software including word processing and spreadsheets.

Corequisite: MAT 223 and PHY 152.

ENR204 MECHANICS OF MATERIALS

4 Lecture 0 Lab 4 Credit Hour(s)

A first engineering-level course in the mechanics of materials. The major emphasis is on how materials react in the elastic range of stress before permanent deformation takes place. Computer analysis is included where appropriate. Topics include the basic concepts of stress and strain, properties of various materials, working stress, factors of safety; torsional and flexural stresses; analysis of beams and columns, combined stresses, and welded, bolted and riveted connections. Both English and SI units are used.

Prerequisite: ENR 208

ENR207 ENGINEERING MATERIALS SCIENCE

3 Lecture 3 Lab 4 Credit Hour(s)

This course is a study of the fundamental characteristics of solid materials and their applications in engineering. Included are crystalline and noncrystalline materials; metals, ceramics, polymers and composites. The course analyzes the mechanical, thermal, optical, electrical, magnetic and surface properties of various materials. A design project is required. Note: Students must register for both a lecture and a lab. Prerequisites: CHE 121 and PHY 152 or permission of the instructor.

ENR208 ENGINEERING STATICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of static force systems. Vectorial and conventional techniques are used in problem solving. Topics included are: properties of force systems, free-body analysis, particles, rigid bodies, trusses, frames and machines, internal forces in structural members, properties of area and mass, and friction.

Prerequisites: PHY 151 and MAT 222.

ENR209 ENGINEERING DYNAMICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of dynamic force systems. Vectorial and conventional techniques are used in problem solving. Topics included are: properties of force systems, free-body analysis, particles, rigid bodies, properties of area and mass, kinematics, kinetics, energy methods and momentum methods.

Prerequisite: ENR 208 or departmental permission.

ENR215 SURVEYING I

2 Lecture 3 Lab 3 Credit Hour(s)

This course is an introduction to the field of surveying. Students will learn what surveying encompasses and what further course of study is required to become licensed as a Professional Land Surveyor. Students will learn how to use modern land surveying equipment such as automatic levels, total station theodolites, and GPS (Global Positioning Systems). Students will learn how the use of field equipment information is integrated into the production of topographic maps. During this entire process, students will be introduced to the standards of map making and the fundamentals of land surveying. Prerequisite: MAT 131 with a grade C or better, or departmental permission. Students must have the ability to use a compass, protractor and engineer's scale.

ENR220 DIGITAL CIRCUIT DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course focuses on the design of digital electronic circuits used in both computing and control applications. Topics include Boolean algebra and reduction, Karnaugh mapping, design

using FPGA CPLDs, arithmetic circuits including the ALU, state machine design, multiplexing, memory and addressing, and the processor clock cycle. Prerequisites: ELT115 with a grade of C or better, or departmental permission.

ENR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of engineering or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ENR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ENR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ENR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ENR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ENGINEERING TECHNOLOGY

ENT131 TECHNICAL DRAWING

1 Lecture 1 Lab 1 Credit Hour(s)

This course provides an introduction to the field of engineering drawing and sketching. Topics include 3-dimensional sketching, orthographic projection, sectioning, isometric presentation, dimensioning and labeling. The student will be introduced to specifications, schematic drawings and the machine shop processes. Assignments will be completed using hand sketching and Computer Assisted Drafting.

ENT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of engineering technologies or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ENT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ENT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ENT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ENT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

EXERCISE SCIENCE AND WELLNESS

ESW100 EXERCISE SCIENCE AND WELLNESS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course introduces students to the field of Exercise Science and Wellness and assists them in making decisions leading to a successful career in the field of Exercise Science and Wellness. It provides an overview of the education and training needed, preparation for certification examinations, career opportunities and possible transfer options.

ESW101 INTRODUCTION TO EXERCISE PHYSIOLOGY

2 Lecture 0 Lab 2 Credit Hour(s)

This course is part of the A.S. degree in Exercise Science and Wellness. It will examine how the body functions under conditions of exercise stress. Students will study the practical implications of muscle function, cardio-respiratory function, training techniques and the effects of the environment.

ESW201 EXERCISE TESTING

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed for the A.S. degree in Exercise Science and Wellness. The student will learn to assess cardiorespiratory endurance, body fat, muscular strength, muscular endurance, flexibility, pulmonary function, and blood pressure, and to evaluate the results of such tests. Students will be instructed on how to perform a complete health history on a client, the legal issues they would be presented with, and how to interpret these results to the client.

Prerequisite: ESW 101

ESW202 EXERCISE PRESCRIPTION

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed for the A.S. degree in Exercise Science and Wellness. The student will learn the effects of exercise on special populations and to modify exercise based on age and medical conditions. It will also focus on training the student to utilize many pieces of equipment and how to keep the client motivated. The special populations and conditions to be discussed will include clients with coronary heart disease, diabetes, hypertension, asthma, obesity, pregnancy, arthritis, and low back pain. Special populations to be studied will include seniors and children. An additional lab hour will be spent on hands-on experience in our fitness center. Students will apply all clinical experiences to the clients in the center. The course may include placement in a local fitness center.

Prerequisite: ESW201

ESW203 PERSONAL TRAINING CERTIFICATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course teaches concepts of personal training as laid out by the National Council on Strength and Fitness. The course will have a close examination of functional anatomy, biomechanics, muscle physiology, nutrition, body composition and overall physical fitness and health. The final written examination at the end of this course will be the certification exam for personal training offered by the National Council on Strength and Fitness.

ESW204 SPORTS NUTRITION SPECIALIST CERTIFICATION

3 Lecture 0 Lab 3 Credit Hour(s)

The NCSF Sports Nutrition Specialist Course builds upon foundational knowledge related to nutrition by exploring the intricacies of improving sports performance through adjustments to dietary practices. The course will provide the scientific basis for sports nutrition and covers the principles, background and rationale for current sports nutrition guidelines.

Pre-requisite: BIO 122 or permission of the HPEAD department.

ESW271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of exercise science and wellness and related areas. The student's time commitment to the project will be approximately 35-50 hours.

ESW272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ESW 271 except that the student's time commitment to the project will be approximately 70-90 hours.

ESW273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ESW 271 except the student's time commitment to the project will be approximately 105-135 hours.

FIRE SCIENCE

FIR100 FIRE SCIENCE INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

A seminar designed to provide students with the opportunity to learn and practice strategies that will enhance their ability to successfully complete their educational program in the field of Fire Science. Emphasis will be on identification and clarification of personal goals, career planning, curriculum planning and study techniques. It will also explore effective program management and maximum utilization of college resources as well as career opportunities in fire and safety.

FIR102 FUNDAMENTALS OF FIRE PROTECTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems and introduction to fire strategy and tactics; and life safety initiatives.

FIR104 FUNDAMENTALS OF FIRE PREVENTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards: plans review, fire inspections, fire and life-safety education, and fire investigation.

FIR110 FIRE BEHAVIOR AND COMBUSTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the behavior and dynamics of fire. Additional topics to include theories and fundamentals of pyrolysis, heat transfer, energy absorption and fire suppression.

FIR112 PRINCIPLES OF FIRE & EMERGENCY SERVICES SAFETY & SURVIVAL

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FIR114 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course studies the components of building construction, design, the function and testing of building materials and building code compliance in designing and maintaining life safety. Prerequisites: FIR 102 and FIR 104.

FIR204 FIRE PROTECTION SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

Prerequisites: FIR 102 and FIR 110.

FIR212 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides the student with a foundation of theoretical knowledge of water at rest and in motion. Principles of the use of water in fire protection and hydraulic principles to analyze to solve water supply problems. Prerequisites: PHY 121 and FIR 102.

FIR214 LEGAL ASPECTS IN FIRE AND SAFETY

3 Lecture 0 Lab 3 Credit Hour(s)

The course will address Federal, State and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards. Prerequisite: FIR 102

FIR222 FIRE AND SAFETY ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

Prerequisite: FIR 102

FIR224 STRATEGY AND TACTICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides the fundamentals of fire ground control through utilization of personnel, equipment, and extinguishing agents. Prerequisites: FIR 112 and FIR 114.

FIR226 FIRE INVESTIGATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security motives of the fire setter, and types of fire causes.

Prerequisite: FIR 110

FIR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of fire science or related areas. The student's time commitment to the project will be approximately 35-50 hours.

FIR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to FIR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

FIR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to FIR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

FRENCH

FRE101 ELEMENTARY FRENCH I

3 Lecture 1 Lab 3 Credit Hour(s)

Study of the sounds of French. Imitation and adaptation of structural models to make simple statements. Development of four skills: listening, speaking, writing and reading. Grammar is studied in the context of structural patterns; grammatical explanations are kept to a minimum. The emphasis of the course is on understanding French when it is spoken and speaking it in realistic everyday situations. Open only to students who have not studied French. Native speakers should contact the department to determine their level as well as the courses open to them for credit. Note: Students must register for both a lecture and a lab.

FRE102 ELEMENTARY FRENCH II

3 Lecture 1 Lab 3 Credit Hour(s)

Direct continuation of FRE 101. Writing skills developed through exercises on a given topic. Grammatical explanations continue to be kept to a minimum. Basic patterns of communication and overall structures are stressed. The emphasis of the course remains on understanding and speaking French in realistic everyday situations. Note: Anyone unsure of his or her level should contact the department. Native speakers should also contact the department to determine their level as well as the courses open to them for credit. Students must register for both a lecture and a lab. Prerequisite: FRE 101 or permission of department.

FRE199 FRENCH REVIEW

3 Lecture 1 Lab 3 Credit Hour(s)

A course designed for students with one or more years of high school French who do not feel ready for FRE 201. The course is a general review of basic French grammar and patterns of communication. The emphasis is on understanding and speaking French. Writing is used to consolidate learning. The content of FRE 101 and FRE 102 is covered in one semester.

Note: Native speakers should contact the department to determine their level as well as the courses open to them for credit. Students must register for both a lecture and a lab. Prerequisite: Permission of department.

FRE201 INTERMEDIATE FRENCH I

3 Lecture 0 Lab 3 Credit Hour(s)

Direct continuation of FRE 102 and FRE 199. Consolidation of basic skills: understanding, reading, speaking and writing. Emphasis on accuracy in speaking and writing as well as understanding complex French. Emphasis is also placed on content of speaking or writing (critical analysis of foreign culture). Note: Native speakers should contact the department to determine their level as well as the courses open to them for credit. Prerequisite: FRE 102 or 199 or permission of department.

FRE202 INTERMEDIATE FRENCH II

3 Lecture 0 Lab 3 Credit Hour(s)

Direct continuation of FRE 201. Consolidation of basic skills: understanding, reading, speaking and writing. Emphasis on accuracy in speaking and writing as well as understanding complex French. Emphasis also on content of speaking or writing (critical analysis of foreign culture).

Note: Native speakers should contact the department to determine their level as well as the courses open to them for credit. Prerequisite: FRE 201 or permission of department.

FRE204 FRENCH CULTURE AND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in France or in a French-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

FRE205 FRENCH CULTURE AND LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in France or in a French-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

FRE208 CULTURAL APPLICATIONS OF FOREIGN LANGUAGE SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A cultural project which offers students the opportunity to learn about language in a non-traditional set up, to be creative and innovative, to relate language to culture, and to test their skills in a communicative manner while rendering a service to the community. Since the course offering changes every year, students should inquire from the department as to what the focus is for that specific semester. Open to students of Spanish or Italian or French. Students to select one language. Prerequisite: FRE 102 or 199 or permission of the instructor.

FRE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the French language. The student's time commitment to the project will be approximately 35-50 hours.

FRE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to FRE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

FRE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to FRE 271, except that the student's time commitment to the project will be approximately 105-135 hours.

FRE301 ADVANCED FRENCH I

3 Lecture 0 Lab 3 Credit Hour(s)

Advanced French conversation and composition. Materials selected from current French newspapers and magazines as well as French and Francophone literature. Review of advanced French grammar. Prerequisite: Permission of department.

FRE302 ADVANCED FRENCH II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of FRE 301. Advanced French conversation and composition. Materials selected from current French newspapers and magazines as well as French and Francophone literature. Review of advanced French grammar. Prerequisite: Permission of department.

GEOGRAPHY

GEO101 GEOGRAPHY OF EUROPE, THE MIDDLE EAST AND AFRICA

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the human, physical, and cultural factors which influence population, distribution, and economic and political activities in Europe, Russia, Sub-Saharan Africa, North Africa, and the Middle East. Special emphasis is placed on the environmental, demographic, and economic impact of globalization and climate change.

GEO102 GEOGRAPHY OF ASIA, THE PACIFIC, AND THE WESTERN HEMISPHERE

3 Lecture 0 Lab 3 Credit Hour(s)

A regional survey of North America, the Pacific Rim, Middle America, South America, South Asia, China and Southeast Asia. This course considers the cultural, physical, political, economic, urban, historical and human geography of these regions.

GEO271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of geography or related areas. The student's time commitment to the project will be approximately 35-50 hours.

GEO272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GEO 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GEO273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GEO 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GERMAN

GER101 ELEMENTARY GERMAN I

3 Lecture 1 Lab 3 Credit Hour(s)

Presentation of basic constructions and sentence patterns. Stress is on spoken German and imitation of overall structures in simple reading exercises. Grammar studied in the context of structural patterns. Writing exercises based on reading material. Supervised and independent language laboratory practice of speech patterns to provide a strong basis for good command of the language. Open only to students who have not studied German or who have permission of the department.

GER102 ELEMENTARY GERMAN II

3 Lecture 1 Lab 3 Credit Hour(s)

Continuation of GER 101. Intensive practice to develop skill in writing, reading, listening and speaking about realistic everyday situations. Original composition practice on given topics. Supervised and independent language laboratory practice. Prerequisite: GER 101 or permission of the department.

GER201 INTERMEDIATE GERMAN I

3 Lecture 0 Lab 3 Credit Hour(s)

Study of more complicated structure based on selected reading from representative authors, modern and classical. Simple stories used as a basis for the study of German culture and conversational practice. Language laboratory work. Special arrangements made for students interested in reading scientific German. Prerequisite: GER 102 or permission of the department.

GER202 INTERMEDIATE GERMAN II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of GER 201. Language laboratory work. Prerequisite: GER 201 or permission of the department.

GER271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the German language. The student's time commitment to the project will be approximately 35-50 hours.

GER272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GER 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GER273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GER 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GER301 ADVANCED GERMAN I

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected classics and modern literary works. Advanced syntax, intensive practice in writing acceptable German. Creative expression in speaking and writing. Conversation practice. Prerequisite: GER 202 or permission of the department.

GER302 ADVANCED GERMAN II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of GER 301. Advanced syntax and conversation. Language laboratory work. Prerequisite: GER 301 or permission of the department.

GEOLOGY

GLG121 PHYSICAL GEOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

An introduction to the fundamental principles that shape planet earth. Emphasis is placed on understanding the processes of weathering and erosion, the origin of earthquakes, the formation of mountains and volcanoes and the drifting of continents. Laboratory study of common minerals and rocks and features of topographic and geologic maps. Field trips to significant geological localities are an integral part of the laboratory program.

GLG124 THE EARTH THROUGH TIME

3 Lecture 2 Lab 4 Credit Hour(s)

The study of the origin and evolution of planet earth and its life through geological time. Special emphasis is placed on the development of North America, employing the newest concepts of plate tectonics and sea floor spreading. Laboratory study of fossils, geologic maps and structures. Field trips to significant geological localities are an integral part of the laboratory program.

GLG126 ENVIRONMENTAL GEOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

The study of local, regional and global perspectives of environmental geological issues while focusing on earth materials and processes. Emphasis will be placed on both hazardous natural earth processes and man related environmental problems and solutions. Topics such as earthquakes, volcanic activity, flooding, landslides, groundwater pollution, soil pollution and mineral resource issues will be investigated. Laboratory and field labs work will be supplemented by field trips.

GLG271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of geology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

GLG272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GLG 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GLG273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GLG 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GLG291 FIELD GEOLOGY STUDY I

0 Lecture 3 Lab 1 Credit Hour(s)

An opportunity to learn about geological principles and processes through direct field study in a specific area or region. The student would be expected to do assigned readings in preparation for the trip and to attend one or more study sessions prior to their participation in the trip. At the end of the field study, the student will prepare and submit a field trip report. Students will be expected to bear certain costs for camping and travel. Each field study will have a specific title and description, depending on the area or region to be visited. The student's time commitment to the course will be approximately 35-50 hours.

Prerequisite: GLG 121 or PHS 102 or permission of instructor.

GLG292 FIELD GEOLOGY STUDY II

1 Lecture 3 Lab 2 Credit Hour(s)

Similar to GLG 291, except that the student's time commitment to the course will be approximately 70-90 hours.

Prerequisite: GLG 121 or PHS 102 or permission of instructor.

GLG293 FIELD GEOLOGY STUDY III

2 Lecture 3 Lab 3 Credit Hour(s)

Similar to GLG 291, except that the student's time commitment to the course will be approximately 105-135 hours.

Prerequisite: GLG 121 or PHS 102 or permission of instructor.

GLG294 FIELD GEOLOGY STUDY IV

2 Lecture 6 Lab 4 Credit Hour(s)

Similar to GLG 291, except that the student's time commitment to the course will be approximately 120 - 140 hours.

Prerequisite: GLG 121 or PHS 102 or permission of instructor.

GOVERNMENT

GOV121 THE AMERICAN NATIONAL EXPERIENCE

3 Lecture 0 Lab 3 Credit Hour(s)

A course dealing with the philosophy, structure, functions and processes of our national government. Topics include the methods of political and historical analysis, the machinery of government, the political process and political behavior. Historical events and personalities in American politics will be used to illustrate the issues and processes of American government. The course will fulfill the History, Government, Economics requirement for Liberal Arts and Humanities majors and may be designated as either a GOV or a HIS course depending on the needs of the student for transfer.

GOV151 INTRODUCTION TO LAW

3 Lecture 0 Lab 3 Credit Hour(s)

A general survey course in law with special emphasis given to administrative law and constitutional law. Students will gain insight into various subject areas of law, the courts and alternative dispute resolution.

GOV211 AMERICAN POLITICS AND THE MEDIA

3 Lecture 0 Lab 3 Credit Hour(s)

The course will focus on the influence of the media on the American political process. The major topics include how politicians, campaigns and issues are covered by the media, how politicians and interest groups use the media and how the nature of American politics is influenced by the media.

GOV219 GLOBAL POLITICS

3 Lecture 0 Lab 3 Credit Hour(s)

The course will analyze the major theoretical foundations of international relations such as realism, idealism, radicalism, and constructivism. Major global problems will be discussed and evaluated as well. These include economic development, nuclear proliferation, and ethnic and religious conflicts. The course will use theory as its focus in order to explain and to understand global problems.

GOV220 THE WAR IN VIETNAM

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the origins, nature and effects of warfare by using the War in Vietnam as a case study. This course will survey America's involvement in Vietnam during World War II, the post World War II years, through the Kennedy, Johnson and Nixon administrations, and will evaluate the consequences of the conflict at home and abroad. The course will also analyze America's involvement in the wars in Afghanistan and Iraq, the "war on terrorism," and the future of American foreign policy and its military engagements. Various methodologies are used in the course in addition to the traditional lecture-discussion approach.

GOV221 COMPARATIVE POLITICAL SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

The course is intended to give students a better understanding of politics in the United States by developing a broad comparative perspective on the practice of politics in the world today. The course will focus on comparisons among European parliamentary nations such as France or Britain and Russia, China and other less developed nations. Careful attention will be paid to the impact of government on individual freedom and economic well-being.

GOV222 STATE AND LOCAL GOVERNMENT

3 Lecture 0 Lab 3 Credit Hour(s)

A detailed examination of the philosophy of state and local government in the American system. The structure, function and political processes of state, county, town, city and smaller units of government, with emphasis upon these units in New York State.

This course also includes a study of the federal system and its relevance to the operation of these smaller units of government. (Where possible, the seminar method will be used.)

GOV263 NATIONAL MODEL UNITED NATIONS I

4 Lecture 0 Lab 4 Credit Hour(s)

A course prepares students to participate in the National Model United Nations in New York, a five-day simulation of the UN and its various activities. Prior to the simulation, students prepare by doing extensive research on the country and on the issues before the committees which are assigned. In New York, students deliver speeches, negotiate with other delegates, write resolutions and prepare position papers. The course is designed to provide students with a hands-on experience.

Prerequisite: Permission of the Department.

GOV264 NATIONAL MODEL UNITED NATIONS II

4 Lecture 0 Lab 4 Credit Hour(s)

This course prepares students to participate in the National Model United Nations in New York, a five-day simulation of the U.N. and its various activities. Prior to the simulation, students prepare by doing extensive research on the country and on the issues before the committees which are assigned. In New York, students deliver speeches, negotiate with other delegates, write resolutions and prepare position papers. The course is designed to provide students with a hands-on experience.

Prerequisite: Permission of the Department.

GOV271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of government or related areas. The student's time commitment to the project will be approximately 35-50 hours.

GOV272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GOV 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GOV273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GOV 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GOV807 PUBLIC SERVICE INTERNSHIP I

0 Lecture 9 Lab 3 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 105 hours of work per semester and the permission of the HGE Department are required.

Prerequisites: Students must have completed GOV 121 plus an ECO course or another GOV course before taking GOV 807.

GOV808 PUBLIC SERVICE INTERNSHIP II

0 Lecture 9 Lab 3 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 105 hours of work per semester and the permission of

the HGE Department are required. Students must register for GOV 807 before they register for GOV 808.

Prerequisite: GOV 807.

GOV810 PUBLIC SERVICE INTERNSHIP III

0 Lecture 18 Lab 6 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 210 hours of work per semester and the permission of the HGE Department are required.

Prerequisites: Students must have completed GOV 121 plus an ECO course or another GOV course before taking GOV 810.

GOV811 PUBLIC SERVICE INTERNSHIP IV

0 Lecture 18 Lab 6 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 210 hours of work per semester and the permission of the HGE Department are required.

Prerequisite: GOV 810.

GENERAL STUDIES

GSS100 GENERAL STUDIES SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

The course will introduce students to the General Studies curriculum and to college life in general. In so doing, it will enable students to make informed decisions about their areas of academic concentration as well as aid them in developing skills deemed essential for success in college.

HEALTH EDUCATION

HED125 WOMEN'S HEALTH ISSUES

3 Lecture 0 Lab 3 Credit Hour(s)

This three-credit course will identify and explore current health issues that are of special interest or are unique to women. Topics will include emotional well being, stress management, health problems related to female anatomy and physiology, violence against women and issues of reproduction and childbearing.

HED134 FIRST AID, SAFETY, AND CPR

3 Lecture 0 Lab 3 Credit Hour(s)

This course incorporates the study and application of skills to respond to emergencies, the use of CPR and AEDs, and breathing emergencies for conscious and unconscious victims of all ages. Research and awareness of the following safety topics will be covered: Fire Safety, Campus Safety, Home Safety and Motor Vehicle Safety. The study and practice of First Aid skills will include: standard level assessment, prioritization and the demonstrations and application of skills. Those who qualify will earn American Red Cross Certifications for its course: Responding to Emergencies.

HED201 STRESS MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

In this course, each student will learn the causes and effects of stress, and the basic principles, theories and coping skills/strategies needed to effectively manage their personal stress. In addition, there will be opportunity for experiential learning with the use of self-analyses, cognitive strategies, relaxation techniques, and other class exercises and activities.

HED203 HEALTH AND AGING

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview of the physical changes that occur with aging and the benefits of a healthy lifestyle on the aging process. Emphasis is placed on healthy aging and maintaining a functional capacity and quality of life with age through engagement in regular exercise and other health promoting behaviors. The interplay between aging, physical health, longevity and health care is a major focus.

HED224 HUMAN SEXUALITY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of physiological, psychological, sociological and gender issues related to sexuality. Topics include: perspectives in sexuality, human sexual expression, love, communication and relationships, human sexual response and dysfunction, sexual health; family planning; non-modal behaviors and sex and the law.

HED271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of health education or related areas. The student's time commitment to the project will be approximately 35-50 hours.

HED272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to HED 271, except that the student's time commitment to the project will be approximately, 70-90 hours.

HED273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to HED 271, except that the student's time commitment to the project will be approximately 105-135 hours.

HISTORY

HIS004 COURSE SPECIFIC STUDY SKILLS FOR HIS 104

1 Lecture 0 Lab 1 Credit Hour(s)

HIS 004 is a course specific study skills course designed for those students who require support in HIS 104, (History of the United States II) taught by the instructor of HIS 104, which is taken concurrently. HIS 004 will include work with notetaking, effective reading of texts and supplementary materials, term paper research and organization, map skills and examination preparation, including essay writing and other specific strategies necessary to the successful study of history at the college level.

NOTE: HIS 004 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

HIS101 WESTERN CIVILIZATION: ANCIENT NEAR EAST TO 1700

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the major ideas and events which have shaped the values and institutions of the West from the classical period to approximately 1700. Topics include the Ancient near East, Classical Greece and Rome, Judaism and Early Christianity, the Byzantine, Islamic and Latin Christian Empires of the Early Middle Ages, Feudalism and the Latin Christian Church of the High Middle Ages, the Rise of National States, the Italian and Northern Renaissance, and the Reformation. HIS101 and HIS102 may be taken separately. Pre-requisites: None

HIS102 WESTERN CIVILIZATION FROM 1700 TO THE PRESENT

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the major ideas and events which have shaped the values and institutions of the West from 1700 to the present. Topics include the Old Regime, the Enlightenment, the French Revolution, the Rise of Industrialism, Capitalism, Socialism, Imperialism, Nationalism, the Russian Revolution, the Growth of Communism and Fascism, World Wars I and II and the Cold War. HIS 101 and 102 may be taken separately.

HIS103 HISTORY OF THE UNITED STATES I

3 Lecture 0 Lab 3 Credit Hour(s)

HIS 103 is the study of American history from the Colonial Era through the Civil War. The course offers a broad survey of the development of American democracy, with emphasis on the growth of institutions and ideals as they were brought from Europe and modified and developed here. Special attention is given to the development of the national Constitution. HIS 103 and 104 may be taken separately.

HIS104 HISTORY OF THE UNITED STATES II

3 Lecture 0 Lab 3 Credit Hour(s)

The study of American political, social and intellectual development from 1865 to the present. Topics covered are Reconstruction, the industrial and transportation revolution, the labor movement, the crisis in agriculture, expansion and the new Manifest Destiny, the Progressive Movement, the Twenties, the Great War, the Great Depression and New Deal, the Second World War, the Cold War, the Civil Rights Movement, the Vietnam War and the Protest Movements of the 1960s, and the Consolidation and Conservative Resurgence of the 1970s and 1980s. HIS 103 and 104 may be taken separately.

HIS107 HISTORY OF WORLD CIVILIZATIONS BEFORE 1700

3 Lecture 0 Lab 3 Credit Hour(s)

A survey course of the major political, social and cultural developments of the Latin American, Asian, African, European and Middle Eastern civilizations. The course attempts to place historical events, customs and cultures in a global context. The course surveys the major ideas, religions and events that shaped the values of the different world cultures and their institutions from the classical age to 1700.

HIS108 HISTORY OF WORLD CIVILIZATIONS SINCE 1700

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the major political, social and cultural developments of the Latin American, Asian, African, European and Middle Eastern civilizations. The course attempts to place historical events, customs and cultures in a global context. Part II surveys the major ideas and events that shaped the values of the different world cultures and their institutions from 1700 to the present.

HIS181 OVERSEAS STUDY: AMERICA'S MIRROR I

3 Lecture 0 Lab 3 Credit Hour(s)

A study of a selected country in order to understand the major political, social and cultural developments of that country. The course attempts to place historical events, customs and cultures in a context whereby the student will be able to appreciate in depth the first-hand observations they will be able to make in the selected country during an intersession visit.

HIS182 OVERSEAS STUDY: AMERICA'S MIRROR II

3 Lecture 0 Lab 3 Credit Hour(s)

Students will visit a selected Latin American, Asian, African, European or Middle Eastern country in order to survey the major political, social and cultural developments of the host country. The course attempts to place historical events, customs and cultures in a context whereby the student discovers, through first-hand observation, the ethnic, religious and national composition of the selected country.

HIS206 LATIN AMERICAN HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the major social, economic, political, intellectual and cultural developments in Latin American history. Students will explore topics relating to the Maya, Aztec, and Inca cultures, the European colonial experience, the functioning of labor systems in Latin America and the Caribbean, struggles for independence, relations with the United States, the influences of religious cultures and institutions, and contemporary movements for political change and social justice.

HIS207 HISTORY OF RUSSIA AND THE SOVIET UNION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the historical events, social and economic changes, and political developments from the rise of Muscovy to the present day. This course examines Russia under the Czars, the origins and upheaval of the revolutions of 1917 and the evolution of the Soviet Union throughout the twentieth century.

HIS209 THE HISTORY OF THE AFRICAN AMERICAN

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the social, political, economic and cultural history of people of African descent in the United States. Topics covered will include: the ordeal of slavery, the era of Reconstruction, the rise of segregation, the Great Migration, the Harlem Renaissance, the development of Black Nationalism and the Civil Rights Movement.

HIS210 THE HOLOCAUST IN HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the political, social, economic, intellectual and religious sources of the Holocaust, traces its course, and analyzes the way in which it has been interpreted by different nations and historians. Special attention is given to the history of European anti-semitism, the relationship among Nazi ideology, Hitler and the Holocaust, stages of the 'Final Solution', Jewish resistance, behavior of other nations and the meaning of the Holocaust for the present and future.

HIS214 THE HISTORY OF WOMEN IN THE U.S.

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the social, economic and political roles of women in the United States from colonial times to the present. Particular emphasis will be given to the impact that race, class and ethnicity have had on the experiences of women in this country.

HIS215 THE HISTORY OF THE CITY OF NEW YORK

3 Lecture 0 Lab 3 Credit Hour(s)

This course will examine the social, economic, cultural and demographic development of New York City from colonial times to the present. Material will be presented through readings, lectures and films. Two day-long field trips will be taken to the city as part of the course.

HIS216 THE HISTORY OF DUTCHESS COUNTY

3 Lecture 0 Lab 3 Credit Hour(s)

A general survey course of Dutchess County's political, social and economic development from the colonial period to the present day. Special emphasis is given to the Hudson Valley's leadership throughout the evolution from rural to modern life. The technological, industrial and organizational changes affecting Dutchess County are considered.

HIS217 HISTORY OF CHINA

3 Lecture 0 Lab 3 Credit Hour(s)

The course presents a general survey of the major historical, social, and cultural developments of China. The course begins

with ancient China and continues through the present day. Special emphasis is given to the rise of modern China after the 15th century and places Chinese development in a global context.

HIS218 CIVIL WAR AMERICA 1850-1877

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the causes, course, and consequences of the American Civil War and Reconstruction, from the 1840s to 1877. The class will go beyond the Civil War and Reconstruction as a political crisis and a military conflict, and explore this time period as transformative in America, radically changing the trajectory of American history. In particular the course will cover several broad themes: the crisis of union and disunion; slavery, race, emancipation, and its consequences in both regional and national contexts; the experience and consequences of modern war; the political, social, and constitutional challenges of Reconstruction; and the construction of Civil War memory by different groups that shaped post-war politics and the popular culture of the late 19th century.

HIS220 THE WAR IN VIET NAM

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the origins, nature and effects of warfare by using the War in Viet Nam as a case study. This course will survey America's involvement in Viet Nam during World War II, the post World War II years through the Kennedy, Johnson and Nixon administrations, and will evaluate the consequences of the conflict at home and abroad. The course will also analyze America's involvement in the wars in Afghanistan and Iraq, the "war on terrorism," and the future of American foreign policy and its military engagements. Various methodologies are used in the course in addition to the traditional lecture-discussion approach.

HIS221 MEDIEVAL EUROPE: 600-1500

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the development of European social, cultural, political, economic and intellectual life from the aftermath of Rome's fall to the Renaissance and the emergence of modern Europe. Topics include: Feudalism and Manorialism; the role of the Western Church; the Carolingian Renaissance; the Crusades; Medieval Kingship; the 12th Century Renaissance; Medieval Parliaments; the Hundred Years War; and Late Medieval Humanism.

HIS225 HISTORY OF AMERICAN CULTURE AND IDEAS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will focus on the cultural and intellectual history of the United States from 1859 to the present. More than a litany of thinkers and ideas, the course will explore the political and social debates that gave those ideas meaning. It will present material in discrete themes, such as the clash of religion and science; urbanization and its anxieties; dissident voices and reform; race, nationalism and imperialism; political theory and reform; alienation and the intellectuals; the response to fascism and war; gender roles and feminist thought; and the globalization of ideas.

HIS227 U.S. LABOR AND WORKING-CLASS HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

U.S. Labor and Working-Class History is a survey course in the history of work, working people, and the labor movement in the United States. The course focuses primarily on the nineteenth and twentieth centuries, but also explores origins and foundations of labor history during the colonial era as well as recent developments of the early twenty-first century.

Prerequisite: ENG 101 with a grade of C or better

HIS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of history or related areas. The student's time commitment to the project will be approximately 35-50 hours.

HIS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to HIS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

HIS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to HIS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

HUMAN SERVICES

HMS100 HUMAN SERVICES INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This seminar is designed to provide Human Services students with an opportunity to learn and practice strategies that will enhance their ability to successfully complete their educational program in one of the Human Services fields. Emphasis will be on gaining an understanding of the many career paths available in the field as well as an exploration of personal goals, program philosophy and College resources.

HUMANITIES

HUM205 INTRODUCTION TO FILM APPRECIATION

3 Lecture 0 Lab 3 Credit Hour(s)

HUM 205 introduces the student to the aesthetics of film by surveying the fundamental aspects of film as an art form. The student will learn about film form; film techniques such as mise en scene, cinematography, editing and sound, film criticism and film history.

HUM271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience or other activities that advance the student's knowledge and competence in writing, literature or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

HUM272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to HUM 271, except that the student's time commitment to the project will be approximately 70-90 hours.

HUM273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to HUM 271, except that the student's time commitment to the project will be approximately 105-135 hours.

POUGHKEEPSIE INSTITUTE

INT801 POUGHKEEPSIE INSTITUTE

3 Lecture 0 Lab 3 Credit Hour(s)

Art in Poughkeepsie, a team-taught, multi-disciplinary, intercollegiate course, will consider the emerging role of art in the City of Poughkeepsie from three perspectives: art as economic development, art as human development and art as art. There will be traditional classroom work as well as a strong emphasis on direct community research. The class findings will be issued as a written report, documentary video and photography show presented to the Mayor of the City of Poughkeepsie and the Common Council, as well as a separate press conference. The course is limited to five students from each of the participating Poughkeepsie Institute's colleges: Dutchess Community, Marist, SUNY New Paltz, The Culinary Institute of America and Vassar. Prerequisite: Permission of the instructor.

ITALIAN

ITL101 ELEMENTARY ITALIAN I

3 Lecture 1 Lab 3 Credit Hour(s)

Emphasis on oral and aural training through conversation based on model sentences and word patterns commonly used in spoken language. Intensive drills and pattern practices are supplemented by independent practice outside of class. Tape recorders and other audio aids are used extensively. Open only to students who have not studied Italian previously. Native speakers should contact the Department to determine their level and what courses they may take for credit. Note: Students must register for both a lecture and a lab.

ITL102 ELEMENTARY ITALIAN II

3 Lecture 1 Lab 3 Credit Hour(s)

Italian 102 is a continuation of Italian 101 and thus continues the study of sounds, structure and grammatical concepts but with a growing emphasis on conversational ability. It is, ideally, the second step of a sequence, which would include Italian 101, 102, 201 and 202. An attempt is made to familiarize students with the three language skills: listening comprehension, speaking and writing. An hour a week of independent lab work, which involves listening to tapes, which accompany each lesson, is a requirement of the course and will help the student in the comprehension and speaking skills. Italian 102 would be appropriate for someone who has successfully completed Italian 101 or a student with two years of high school Italian. Native speakers should contact the Department to determine their level and what courses they may take for credit. Note: Students must register for both a lecture and lab.

ITL199 ITALIAN REVIEW

3 Lecture 1 Lab 3 Credit Hour(s)

A course designed for students with some formal learning of the Italian language, such as one or more years of high school Italian and who do not feel ready for ITL 201 (Intermediate Italian). The course is a general review of basic Italian grammar and patterns of communication. The emphasis is on understanding and speaking Italian. Writing is used to consolidate learning. The content of both ITL 101 and ITL 102 is covered in one semester. Note: Students must register for both a lecture and a lab. Prerequisite: Permission of department.

ITL201 INTERMEDIATE ITALIAN I

3 Lecture 0 Lab 3 Credit Hour(s)

An intermediate course designed for students with some earlier background in Italian. Emphasis is placed upon developing further

conversational ability by study and reading from suitable Italian literary work.

Note: Native speakers should contact the Department to determine their level and what courses they may take for credit.
Prerequisite: ITL 102 or permission of department.

ITL202 INTERMEDIATE ITALIAN II

3 Lecture 0 Lab 3 Credit Hour(s)

A continuation of Italian 201. Emphasis is placed upon developing conversational ability by studying and reading from suitable Italian literary works.

Note: Native speakers should contact the Department to determine their level and what courses they may take for credit.
Prerequisite: ITL 201 or permission of department.

ITL204 ITALIAN CULTURE AND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Italy. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

ITL205 ITALIAN CULTURE AND LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Italy. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

ITL208 CULTURAL APPLICATIONS OF FOREIGN LANGUAGE SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A cultural project which offers students the opportunity to learn about language in a non-traditional set up, to be creative and innovative, to relate language to culture and to test their skills in a communicative manner while rendering a service to the community. Since the course offering changes every year, students should inquire from the department as to what the focus is for that specific semester. Open to students of Spanish or Italian or French. Students to select one language.

Prerequisite: ITL 102 or permission of the instructor.

ITL271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the Italian language. The student's time commitment to the project will be approximately 35-50 hours.

ITL272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ITL 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ITL273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ITL 271, except that the student's time commitment to the project will be approximately 105-135 hrs.

LIBERAL ARTS - HUMANITIES

LAH100 LIBERAL ARTS/HUMANITIES INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is an introduction to the Liberal Arts and Humanities. It is designed to assist students in developing skills appropriate for college freshman so that they will become more effective life-long learners. The course has a liberal arts component emphasizing the nature of a liberal arts education and its associated values, and a college component, which will aid the student in the continued development of essential skills for success in college.

LIBERAL ARTS - MATHEMATICS

LAM100 MATHEMATICS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course will orient students matriculated in the LAM curriculum to the college and to the curriculum.

Corequisite: This course is intended for LAM students enrolled in MAT 185, 215, 221, 222, 223 or 224. All other LAM students must take CLP 101.

LIBERAL ARTS - TEACHING

LAT100 LIBERAL ARTS TEACHING INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course will focus on topics related to both success in college and preparing for a career in teaching at the elementary and /or secondary level.

LAT200 LEARNER DIVERSITY IN ELEMENTARY CLASSROOMS

3 Lecture 0 Lab 3 Credit Hour(s)

A foundation course highlighting the ecology of the contemporary elementary school classroom. The content focuses on learner diversity as related to language, gender, cultural, ethnic and learning differences. The role of community and family supports, as well as current legislation and mandates will be addressed. Observation and other relevant field experiences will be used to evaluate current educational practices.

Prerequisite: LAT 100, BHS 207, PSY 203, or PSY 221.

LAT201 EDUCATIONAL SETTINGS: ADOLESCENT LEARNING ENVIRONMENTS

1 Lecture 0 Lab 1 Credit Hour(s)

A survey of the major methods of observing, recording and reporting learners' behaviors for individuals planning to teach at the secondary level, grades 7-12. Observations and other relevant field experiences will be used for illustration and to practice skills. Pre- or Co-requisites: LAT 100, BHS 207 and PSY 204 or permission of the department chair.

LIBERAL STUDIES

LSS100 HONORS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course will introduce Honors students to all aspects of the Honors offerings and the college. Its focus will be on research and writing techniques in literature, social science and history. Special concerns of Honors students will be included.

LSS201 LIBERAL STUDIES SEMINAR

3 Lecture 0 Lab 3 Credit Hour(s)

This seminar culminates Honors courses by applying historical, sociological and literary analysis to a selected topic. Student independent research will be conducted and presented under careful supervision of one or more instructors. Prerequisite: Permission of Honors Coordinator.

MATHEMATICS

MAT090 STRATEGIES FOR SUCCESS IN MATH

1 Lecture 0 Lab 1 Credit Hour(s)

MAT090 is designed to provide students with the tools they need to achieve a higher level of success in their entry level mathematics courses. Students who have fully participated in but have been unsuccessful in 0-level math courses should take this course. The course is designed to help students understand and learn the skills that are required to be successful in mathematics. Students will learn to be active rather than passive participants in the learning process. Students will work individually and collaboratively throughout the course.

Co-requisite: A co-requisite of at least one MAT course.

MAT091 BEGINNING ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

Beginning Algebra is intended for students who need a foundation in, or to review the general topics related to Algebra. Topics covered include operations with fractions, signed numbers, solving equations, factoring, linear equations and polynomials. A grade of C or better is required for entrance into MAT 099 or MAT 109 or MAT 118 or MAT 131. MAT 092 (Math Literacy for College Students) is preferred for students going to MAT 109 or 118, but a C in MAT 091 will still serve as a prerequisite.

Prerequisites: Placement level 1 (see DCC Math Placement Table).

MAT092 MATHEMATICAL LITERACY FOR COLLEGE STUDENTS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide students with the essential quantitative skills and knowledge needed in the workplace, and needed for entrance into BUS 101, MAT 109, MAT 116, MAT 118, or 100-level general education science courses. It will emphasize number sense, percents, computational ability, and basic applications of mathematics including graphs and rate of change.

Prerequisite: Placement level 1 (see DCC Math Placement Table).

MAT095 INTERMEDIATE ALGEBRA PART I

1 Lecture 0 Lab 1 Credit Hour(s)

This is the first credit of the three-credit Intermediate Algebra sequence of courses. Topics covered include using function notation, finding domain and range, and identifying basic features of linear, quadratic, and exponential functions. A TI-83 or TI-84 calculator is required. If placed into this course, then a grade of C or higher in this course is required for entrance to the Intermediate Algebra Part II course.

Prerequisites: 71-77 on Common Core Regents Algebra 1 OR 55 or higher on Common Core Geometry OR 0-71 on Common Core Algebra 2 OR 75-84 on Integrated Algebra Regents OR 50 or higher on Geometry Regents OR MAT 091 with at least a C OR Accuplacer Elementary Algebra Score from 55-74 OR Accuplacer College Level score from 0-55 OR Compass Algebra exam score of 49 or higher. Students that took MAT 092 instead of MAT 091 must have an A- in MAT 092 or receive approval from the department. If the score used for placement is over 2.5 years old, then place the student in the prerequisite course that is one placement-level lower.

MAT096 INTERMEDIATE ALGEBRA PART II

1 Lecture 0 Lab 1 Credit Hour(s)

This is the second credit of the three-credit Intermediate Algebra sequence of courses. Topics covered include graphically and numerically solving problems with the calculator, expanding and factoring and the quadratic formula, finding equations of linear functions, and interpreting the real-world meaning of the features of a function. A TI-83 or TI-84 calculator is required. If placed into this course, then a grade of C or higher in this course is required for entrance to Intermediate Algebra Part III.

Pre-requisite: MAT095, Intermediate Algebra Part I, with C or higher.

MAT097 INTERMEDIATE ALGEBRA PART III

1 Lecture 0 Lab 1 Credit Hour(s)

This is the final credit of the three-credit Intermediate Algebra sequence of courses. Topics covered include fractions without a calculator, exponent rules, systems of equations, and basic applications. A TI-83 or TI-84 calculator is required. If placed into this course, then a grade of C or higher in this course is required for entrance to College Algebra (MAT110) or Math for Elementary School Teachers (MAT107) or Algebra and Trigonometry for Pre-Calculus (MAT184). Prerequisites: MAT096, Intermediate Algebra Part II, with a C or higher.

MAT099 INTERMEDIATE ALGEBRA COMBINED

3 Lecture 0 Lab 3 Credit Hour(s)

MAT099 is intended for students who must bring their mathematics proficiency to the level necessary for entrance into MAT110, 184, or 107. This course cannot be used to satisfy the mathematics requirement of the Associate in Art degree program. MAT109 will fulfill the mathematics requirement for many students in Associate of Arts degree programs. Topics include: Functions, Linear Functions, Quadratic Functions, Exponential Functions, Solving Equations symbolically and graphically and numerically, Systems of Linear Equations, Factoring and Graphing. The TI-83, or TI-83 Plus, or TI-84 or TI-84 Plus is required.

Prerequisite: Placement level 2 (see DCC Math Placement Table), OR MAT 091 with C or higher, OR MAT 092 with A- or higher.

MAT104 BUSINESS MATHEMATICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course covers the mathematical processes and techniques currently used in the fields of business and finance. It includes a review of basic math skills with particular emphasis on percentages, interest, discounts and mark-ups. Incorporating technology with some basic arithmetic, the course will provide students with the current applications and procedures in business for payroll taxes, sales tax, bank statement and reconciliation, establishing retail prices, consumer credit, compound interest, and business and consumer loans. The course also provides a basic introduction to Business Statistics including averages, measures of relative standing, and frequency distributions.

Prerequisite: MAT 091 or MAT 092 with a grade of C or higher OR qualifying Accuplacer score.

MAT107 MATH FOR ELEMENTARY SCHOOL TEACHERS

3 Lecture 0 Lab 3 Credit Hour(s)

This course meets the Math requirement for students who are enrolled in the Liberal Arts and Sciences: Education, Early Childhood Education (Birth - Grade 2) and Childhood Education (Grade 1-6) dual certification with SUNY New Paltz, A.S. degree program and who plan to transfer to SUNY New Paltz. The emphasis is on problem-solving as it relates to the number system. Probability and statistics are also introduced.

Prerequisites: Placement level 3 (see Math Placement Table) OR DCC Intermediate Algebra with C or higher, OR MAT 131 with C or higher.

MAT109 SURVEY OF MATHEMATICS

3 Lecture 0 Lab 3 Credit Hour(s)

The course will allow students the opportunity to explore mathematics through interesting real life applications, as they strengthen their critical thinking and practical problem solving skills. Students will be required to use contemporary technology, perform web research and will work collaboratively throughout the course. Topics will include geometry, probability, statistics, and finance. Other topics may include history of mathematics and modern mathematical systems.

Prerequisites: Placement level 2 (See DCC Math Placement Table), OR MAT 091 with C or higher, OR MAT 092 with C or higher.

MAT110 COLLEGE ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

This course satisfies the SUNY General Education mathematics requirement and is the prerequisite for Business Calculus (MAT125). Topics include applications of linear, reciprocal, exponential, logarithmic, power, and quadratic functions; composition and inverses of functions; systems of equations; regression; and piecewise equations. Students will solve equations both algebraically and graphically. Use of the one of the following graphing calculators will be required: TI-83, 83 Plus, 84 or 84 Plus. Not for students who intend to take MAT185, 221, 222 or 223. Prerequisites: Placement level 3 (see DCC Math Placement Table), OR DCC Intermediate Algebra with C or higher, OR MAT 131 with C or higher.

MAT116 EXPLORING APPLICATIONS OF MATHEMATICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course gives students the opportunity to explore mathematics through interesting, real life applications. Each semester students will select an area of study such as forensic science, amusement park ride design, encryption, the cellular phone industry, etc. Mathematics will be presented in class, as it is needed, within the context of the problem being explored. The emphasis of this course is on helping students get a better understanding of the links between mathematics and real life applications as they strengthen their critical thinking and practical problem solving skills. Students will be required to do web research and will work collaboratively throughout the course. Prerequisites: Regents Algebra 2/Trig score, ANY score from the last two years, OR Regents Geometry score of 50 or more in the last two years, OR Regents Integrated Algebra score of 75 or more in the last two years, OR MAT 092 OR MAT 091, OR Accuplacer Arithmetic score of 110 or higher, OR Accuplacer Elementary Algebra score of 55 or higher.

MAT117 GEOMETRY FOR ELEMENTARY SCHOOL TEACHERS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a requirement for students in Early Childhood Education (Birth-Grade 2) and Childhood Education (Grade 1-6) programs. It emphasizes background information for the teaching of elementary school geometry. Topics include spatial visualization, measurement, coordinate geometry, similarity and congruence, and transformational geometry. Students learn mathematical theory and application, and experience the role of elementary school students through a variety of classroom activities and demonstrations. Pre-requisite: MAT107 with a grade of C or better

MAT118 ELEMENTARY STATISTICS

3 Lecture 0 Lab 3 Credit Hour(s)

Satisfies the mathematics requirement of the Associate in Arts degree program. Basic statistical procedures are developed. Topics include descriptive statistics; probability; probability distributions; hypothesis testing; confidence intervals; correlation and regression. Technology (either a graphing calculator from the TI-83/84 family or a statistical analysis software) will be used regularly throughout the course. Prerequisites: Placement level 2 (see DCC Math Placement Table), OR MAT 091 with C or higher, OR MAT 092 with C or higher.

MAT125 CALCULUS WITH BUSINESS APPLICATIONS

4 Lecture 0 Lab 4 Credit Hour(s)

A survey of the basic concepts and operations of calculus with business and management applications. Designed for students in the Business Administration Transfer program and should not be taken by mathematics and science majors. Students will use Microsoft Excel extensively throughout the course. No previous knowledge of Excel is required. Prerequisite: Placement level 4 (see DCC Math Placement Table) OR MAT 110 with C or higher, OR MAT 184 with C or higher, OR MAT 132 with C or higher.

MAT131 TECHNICAL MATHEMATICS I

3 Lecture 0 Lab 3 Credit Hour(s)

This course satisfies the math requirement for the Applied Academic Certificate in ACR. It is designed for those students who need to improve their math proficiency for entrance into MAT 132. Topics include: review of operations on whole numbers, fractions, and decimals; operations using signed numbers; exponents and roots; scientific notation; unit analysis; percentage; algebraic expressions; factoring; linear equations; literal equations; geometry of the triangle, circle and regular polygons; measurement conversions; and introduction to basic trigonometry. Use of a scientific calculator is required. Prerequisites: Placement level 2 (see DCC Math Placement Table), OR MAT 091 with C or higher, OR MAT 092 with A- or higher.

MAT132 TECHNICAL MATHEMATICS II

3 Lecture 0 Lab 3 Credit Hour(s)

This course satisfies the mathematics requirement for students in ARC, CNS, FIR and FTP. Students enrolled in the above curricula may receive credit for MAT 132 or MAT 110, but not both. Topics include a review of right triangle trigonometry, law of sines and cosines, vectors, factoring, literal, fractional and quadratic equations and applications. Use of a scientific calculator is required. Prerequisites: Placement level 3 (see DCC Math Placement Table), OR MAT 131 with C or higher.

MAT184 ALGEBRA AND TRIG FOR PRECALCULUS

3 Lecture 0 Lab 3 Credit Hour(s)

Satisfies the mathematics requirement of the Associate in Arts degree program, and is intended to prepare students for MAT185 (Precalculus). Topics include equations and inequalities, graphing techniques, analysis of a variety of functions, and triangle trigonometry including the Laws of Sines and Cosines. Prerequisites: Placement level 3 (see DCC Math Placement Table), OR DCC Intermediate Algebra with C or higher, OR MAT 131 with C or higher.

MAT185 PRECALCULUS

4 Lecture 0 Lab 4 Credit Hour(s)

This course is intended primarily for students planning to take calculus. Topics include a study of functions, specifically: linear, polynomial, rational, trigonometric, exponential, logarithmic, and inverse functions. Modeling and data analysis techniques are also employed. Conceptual understanding is emphasized and algebraic skills are reinforced throughout the course. A graphing calculator from the TI-83/84 family of calculators is required for this course. Prerequisites: Placement level 4 (see DCC Math Placement Table), OR MAT 184 with C or higher, or MAT 132 with C or higher, OR MAT 110 with A- or higher.

MAT214 INTRODUCTION TO DISCRETE MATHEMATICS USING PROOFS

3 Lecture 0 Lab 3 Credit Hour(s)

Intended primarily for students in the CPS, EDM, or LAM curriculum. Students will be introduced to mathematical reasoning and proof techniques through topics in discrete mathematics. The topics selected for this course will be from areas of logic, set theory, combinatorics, number theory and functions. Direct and indirect proof methods will be covered along with the technique of mathematical induction. Prerequisite: MAT 221 with a C or better.

MAT215 INTRODUCTION TO LINEAR ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

A basic introduction to linear algebra. Topics include vector spaces, systems of linear equations, matrices and determinants and linear transformations. Required for prospective mathematics majors. Prerequisite: MAT 222 with a grade of C or better.

MAT221 CALCULUS I

4 Lecture 0 Lab 4 Credit Hour(s)

This course is the first of a three-semester sequence developing calculus for the student majoring in engineering, mathematics, or the sciences. Topics include the derivative, limits, continuity, differentiability, the definite integral, the Fundamental Theorem of Calculus, techniques of differentiation (including for transcendental functions), applications of differentiation, mathematical modeling and computer applications. A graphing calculator from the TI-83/84 family of calculators is required for this course.

Prerequisites: MAT 185 with a grade of at least C, OR one year of high school Precalculus with a grade of at least 70 AND Compass Trigonometry Score of at least 46, OR permission of the department.

MAT222 CALCULUS II

4 Lecture 0 Lab 4 Credit Hour(s)

This course is the second of a three-semester sequence developing calculus for the student majoring in engineering, mathematics or the sciences. Topics include the Fundamental Theorems of calculus, definite and indefinite integrals, techniques of integration, improper integrals, applications of integration, sequences, series and Taylor series, differential equations, mathematical modeling and computer applications. A graphing calculator from the TI-83/84 family of calculators is required for this course.

Prerequisite: MAT 221 with a grade of C or better, or permission of the department.

MAT223 CALCULUS III

4 Lecture 0 Lab 4 Credit Hour(s)

A continuation of MAT 222. Topics include vectors in the plane, solid analytic geometry, functions of several variables, partial differentiation, multiple integration, line integrals and vector fields, Green's Theorem, Stokes' Theorem, applications. A graphing calculator from the TI-83/84 family of calculators is required for this course. Prerequisite: MAT 222 with a grade of C or better or advanced placement with the permission of the department.

MAT224 DIFFERENTIAL EQUATIONS

4 Lecture 0 Lab 4 Credit Hour(s)

An introductory course in differential equations for students in mathematics, engineering and the sciences. Topics include the theory, solution and estimation of first and second order differential equations, systems of differential equations, the Laplace transform, and applications of differential equations.

Prerequisite: MAT 223 with a grade of C or better.

MAT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of mathematics or related areas. The student's time commitment to the project will be approximately 35-50 hours.

MAT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to MAT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

MAT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to MAT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

MEDICAL LABORATORY TECHNOLOGY

MLT005 COURSE SPECIFIC STUDY SKILLS FOR MLT 105

1 Lecture 0 Lab 1 Credit Hour(s)

A study skills course designed specifically for MLT 105 students. Course will present systematic study strategies with guided practice to enable students to master study skills techniques.

Co-requisite: MLT105

MLT101 CLINICAL MICROBIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the principles of pathogenic microbes, their isolation and identification, and antibiotic sensitivity testing. Emphasis will be placed on procedures and techniques currently in use in medical laboratories. A study of serological procedures and interpretations will be included. Emphasis will be on performance of procedures and interpretation of results as they relate to disease conditions. Note: Course may be repeated one time. Students must register for both a lecture and a lab: 3 Lecture, 3 Lab, 4 Credit Hours. Prerequisite: MLT 105 with a grade of C or better.

MLT105 CLINICAL HEMATOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of standard tests and techniques presently performed in the clinical laboratory. Course will include emphasis on blood counts, coagulation procedures, hemoglobin, hematocrit, differential smear evaluations, sedimentation rates, indices, platelet and reticulocyte counts. Methods of blood collection, including phlebotomy and capillary puncture techniques, will be taught. Also included is the study of the origin and development of blood, human blood in normal and disease states, blood hemostasis and coagulation deficiencies.

Note: Course may be repeated one time. Students must register for both a lecture and a lab: 3 Lecture, 3 Lab, 4 Credit Hours. Prerequisite: ENG 092 and MAT 091 with a grade of C or better or eligibility to enroll in ENG 101 and MAT 099 or the equivalent, as determined by placement testing results. Grade of C or better required to continue to MLT 101 and MLT 106.

MLT106 IMMUNOHEMATOLOGY/SEROLOGY

2 Lecture 3 Lab 3 Credit Hour(s)

A study of the immunological makeup of the human body. Emphasis will be on the immune process, blood banking, blood components, preparation and administration of blood components, the genetics of blood group inheritance and serological testing. Note: Course may be repeated one time. Prerequisite: MLT 105 with a grade of C or better and concurrent enrollment in MLT 202.

MLT202 PARASITOLOGY/BODY FLUIDS

2 Lecture 3 Lab 3 Credit Hour(s)

Protozoans and helminthes that infect or infest humans will be studied, including the organism's life cycle, morphology and transmission. Host response and pathology will also be covered. Practical classes on recognition of parasites in stool samples, blood, tissues and free living states are required. Special emphasis is placed upon those aspects of the life cycle that are useful for clinical diagnosis. Body fluids including amniotic, synovial, cerebrospinal and semen will also be studied.

Note: Course may be repeated one time. Students must register for both a lecture and a lab: 2 Lecture, 3 Lab, 3 Credit Hours. Prerequisite: MLT 101 with a grade of C or better and concurrent enrollment in MLT 106.

MLT203 CLINICAL CHEMISTRY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the basic concepts fundamental to the study of the chemical constituents of the human body. Emphasis will be

placed on analytical procedures, interpretation of results, normal values, instrumentation, laboratory mathematics, and theory and application of clinical chemistry procedures. Analysis of urine carbohydrates, lipids, proteins and liver function tests will be covered. Note: Course may be repeated one time.
Prerequisite: CHE 121 with a grade of C or better and MAT 118.

MLT204 CLINICAL CHEMISTRY II

2 Lecture 3 Lab 3 Credit Hour(s)

A continuation of Clinical Chemistry I with emphasis on the more involved and intricate biochemical testing procedures. The study of lipids, acid-base balance, electrolytes, hormones, therapeutic drugs, toxicology, cerebrospinal fluid, and special chemistry will be covered. Prerequisite: MLT203 with a grade C or better.

MLT207 EXTERNSHIP I

0 Lecture 16 Lab 4 Credit Hour(s)

Resident internship in an approved laboratory where didactics and actual job performance are integrated in a clinical work-study setting. Students will rotate through each department.

Note: Course may be repeated one time.

Prerequisites: MLT 106 and MLT 202 with a grade of C or better and concurrent enrollment in MLT 204.

MLT208 EXTERNSHIP II

0 Lecture 16 Lab 4 Credit Hour(s)

A continuation of MLT 207 with continuing rotation through various departments in the clinical laboratory.

Note: Course may be repeated one time.

Prerequisite: MLT 106 and 202 with a grade of C or better, and concurrent enrollment in MLT 204.

MLT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of medical laboratory technology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

MLT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to MLT 271 except that the student's time commitment to the project will be approximately 70-90 hours.

MLT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to MLT 271 except that the student's time commitment to the project will be approximately 105-135 hours.

MEDICAL SERVICES OCCUPATIONS

MSO102 MEDICAL TERMINOLOGY

2 Lecture 0 Lab 2 Credit Hour(s)

The course will focus on the recognition of common prefixes, suffixes and root words that comprise medical terminology. The student will acquire an understanding of medical language applicable to the structure, function, diagnostic, therapeutic and symptomatic terminology of all body organ systems. Emphasis is placed on definition usage, abbreviations and deciphering of unfamiliar medical terms.

MUSIC

MUS101 MUSIC APPRECIATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and non-musicians. It develops a basic music theory vocabulary and ability to actively listen to engage in a historical overview of musical styles through recorded and visual materials. The aim is to stimulate a discriminating understanding and enjoyment of music.

MUS104 INTRODUCTION TO MUSIC THEORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for both musicians and non-musicians. It is a preparatory course for students with little or no prior training in music theory. The class provides students with a solid foundation in the rudiments of music notation and aural awareness including pitch, accidentals, rhythm, clefs, major and minor scales, and key signatures. The Circle of Fifths, triad types, simple and compound meters and intervals are also presented. Elementary ear training exercises are incorporated. Pre-requisite: None.

MUS113 AURAL SKILLS I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students learn how to sing a melody from written music (sightsing), and write down music by ear (dictation). Material included rhythms in simple and compound meter, scales, triads, and simple intervals. Students learn to use moveable do solfege and conducting patterns. Concurrent enrollment in MUS 115: Theory I is recommended.

Pre-requisite: None.

MUS114 AURAL SKILLS II

0 Lecture 2 Lab 1 Credit Hour(s)

Aural Skills II increases a student's musical cognition and awareness by focusing on melodic and rhythmic dictation. Harmonic dictation is introduced. Aural analysis and dictation proceed from simple to more complex melodies. Sight-singing and rhythm drills include alto and tenor clef exercises. Concurrent enrollment in MUS 116: Theory II is recommended.

Prerequisite: MUS 113

MUS115 THEORY I

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Material covered includes a review of notation, meter, rhythm, scales, and key signatures, and continues with a study of intervals, triads, figured bass, Roman Numeral analysis, melodic analysis, part writing, and nonchord tones. Concurrent enrollment in MUS113: Aural Skills I is strongly recommended.

MUS116 THEORY II

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of four-part chorale harmonization including all diatonic seventh chords, secondary dominants, modulation, binary and ternary forms, mode mixture, Neapolitan chords, and augmented sixth chords. Concurrent enrollment in MUS 114:

Aural Skills II is strongly recommended.

Prerequisite: MUS115

MUS121 CHORUS I

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

MUS122 CHORUS II

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

MUS131 JAZZ ENSEMBLE I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone, piano, guitar, bass, drums, or percussion. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz: Its History and Influence is recommended.

MUS132 JAZZ ENSEMBLE II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. This is a jazz performance ensemble open to students playing saxophone, trumpet, trombone, piano, guitar, bass, drums, or percussion. There is at least one scheduled public concert per semester.
Prerequisite: MUS 131

MUS135 JAZZ HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for both musicians and non-musicians. It develops a basic music theory vocabulary to engage in a historical overview of jazz. Recorded and visual materials are utilized in studying the elements, forms and styles of music with the aim of stimulating a discriminating understanding and enjoyment.

MUS136 ORCHESTRA I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, and two additional public concerts in the community. Students are expected to supply their own instruments in working condition.

MUS137 ORCHESTRA II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, and two additional public concerts in the community. Students are expected to supply their own instruments in working condition.

Prerequisite: MUS 136

MUS138 JAZZ IMPROVISATION

0 Lecture 2 Lab 1 Credit Hour(s)

Students learn the basics of jazz improvisation through a study of rhythm and a thorough examination of scales, chords, and how they can be applied. Emphasis is placed on a theoretical understanding of musical building blocks and through individual improvisatory solos which utilize that knowledge. This course is designed for instrumentalists and vocalists that know how to read music and are proficient on their instrument. Students

bring instruments to class, as learning is primarily hands-on and experiential. Recorded examples of important developments in various styles of jazz improvisation are listened to, analyzed and discussed in class.

Pre-requisites: MUS 104 or MUS 115

MUS141 PIANO I

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend a one-time meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules.

MUS142 PIANO II

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend a one-time meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Prerequisite or Corequisite: MUS 141

MUS143 GUITAR ENSEMBLE I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition.

MUS144 GUITAR ENSEMBLE II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition.

MUS145 GROUP PIANO I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed to promote facility at the keyboard for students with prior musical training but little or no keyboard/piano skills. Students are presented with general keyboard techniques, and learn solo and group repertoire which they perform in class.
Pre/Co-Requisites: None

MUS146 GROUP PIANO II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed to promote facility at the keyboard for students with prior musical training but basic keyboard/piano skills. Students are presented with general keyboard techniques, and learn solo and group repertoire which they perform in class.
0 Lec., 2 Lab, 1 Cr. Hrs. Prerequisite: MUS145.

MUS153 SHOW CHOIR I

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances.

MUS154 SHOW CHOIR II

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances.

Prerequisite: MUS 153

MUS161 PERFORMANCE AND APPLIED MUSIC I

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides basic instrumental or vocal techniques and beginning literature in a variety of styles from classical to jazz to modern. Performance and applied students are assigned to private instructors by the Music Coordinator.

Note: Students are responsible for additional music lab fees.

MUS162 PERFORMANCE AND APPLIED MUSIC II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is a continuation of Performance and Applied Music I. It provides instrumental or vocal techniques and beginning to intermediate level literature in a variety of styles from classical to jazz to modern. Performance and applied students are assigned to private instructors by the Music Coordinator.

Note: Students are responsible for additional music lab fees.

Pre- or co-requisite: MUS 161

MUS201 HISTORY OF MUSIC I

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and requires prior knowledge of music. Students study the place of music in Western civilization, through representative works of each period. It entails a comprehensive, chronological study of the periods and schools of vocal and instrumental music, sacred and secular, and a study of the beginnings of Western music thought in ancient Greece to the end of the Baroque era in 1750.

Pre-requisite: None.

MUS202 HISTORY OF MUSIC AFTER 1750

3 Lecture 0 Lab 3 Credit Hour(s)

A continuation of MUS 201, this course covers music history from 1750 to the present. Developments, trends, and styles in instrumental and vocal genres of representative composers of the classic, romantic, impressionist, and modern periods are studied and compared. Prerequisite: MUS201

MUS205 VOCAL REPERTOIRE I

0 Lecture 2 Lab 1 Credit Hour(s)

This course helps students enhance their vocal skills through the performance of solo works with live accompaniment in their area of musical interest (classical, musical theater, popular styles, etc.). Students also receive practice in articulating effective critiques as well as discussion of vocal health, anatomy, movement for the stage, use of the International Phonetic Alphabet (IPA), and audition techniques presented in mini-workshops.

MUS206 VOCAL REPERTOIRE II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is a continuation of Vocal Repertoire I and helps students enhance their vocal skills through the performance of solo works with live accompaniment in their area of musical interest (classical, musical theater, popular styles, etc.). Students also receive practice in articulating effective critiques as well as discussion of vocal health, anatomy, movement for the stage, use of the International Phonetic Alphabet (IPA), and audition techniques presented in mini-workshops.

Prerequisite: MUS 205

MUS210 ADVANCED MUSIC PERFORMANCE I

0 Lecture 6 Lab 3 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles from classical to jazz to modern. Students receive weekly 90 minute lessons, and perform a jury at the end of the semester. Students pay an additional private lesson course fee and must attend a one-time meeting the first Friday of the semester with the Music Coordinator who assigns them a teacher; after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Pre-requisites and/or co-requisites: None.

MUS211 ADVANCED MUSIC PERFORMANCE II

0 Lecture 6 Lab 3 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles from classical to jazz to modern. Students receive weekly 90 minute lessons, and perform a jury at the end of the semester. Students pay an additional private lesson course fee and must attend a one-time meeting the first Friday of the semester with the Music Coordinator who assigns them a teacher; after which they schedule their weekly lessons based on a time that fits both student and instructor schedules.

Pre-requisites and/or co-requisites: None.

MUS212 HISTORY OF AMERICAN MUSICAL THEATRE

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for both musicians and non-musicians. The purpose of this course is to explore the origins and development of American Musical Theatre from the early Twentieth Century through the modern day, with particular regard to how social and cultural events in our nation's history have been reflected within this indigenous art form. Students will also be responsible for obtaining theatre tickets for their chosen performance reviews at their own expense.

MUS219 ELECTRONIC MUSIC WORKSHOP

2 Lecture 2 Lab 3 Credit Hour(s)

Basic techniques of creating electronic music will be explored beginning with simple techno and techno-ambient loops gradually moving into the more experimental and complex structures of avant-garde electro-acoustic music. A basic music course or some basic knowledge of the notes on a keyboard and ability to play an instrument is helpful. More serious music study is useful but not required. Students unsure of their background should seek permission of the instructor.

MUS221 CHORUS III

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

Prerequisites: MUS 122

MUS222 CHORUS IV

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

Prerequisite: MUS 221

MUS231 JAZZ ENSEMBLE III

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone,

piano, guitar, bass, drums, or percussion. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz: Its History and Influence is recommended. Prerequisite: MUS 132

MUS232 JAZZ ENSEMBLE IV

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone, piano, guitar, bass, drums, or percussion. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz: Its History and Influence is recommended. Prerequisite: MUS 231

MUS236 ORCHESTRA III

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, and two additional public concerts in the community. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 137

MUS237 ORCHESTRA IV

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, and two additional public concerts in the community. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 236

MUS241 PIANO III

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform for a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend a one-time meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Prerequisite or Corequisite: MUS142

MUS242 PIANO IV

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform for a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend a one-time meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Prerequisite or Corequisite: MUS 241

MUS243 GUITAR ENSEMBLE III

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 144

MUS244 GUITAR ENSEMBLE IV

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 243

MUS253 SHOW CHOIR III

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances. Prerequisite: MUS 154

MUS254 SHOW CHOIR IV

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances. Prerequisite: MUS 253

MUS261 PERFORMANCE AND APPLIED MUSIC III

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform for a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend a one-time meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students are responsible for additional music lab fees for MUS 141, 142, 161, 162, 241, 242, 261, and 262.

Pre- or co-requisite: MUS 162

MUS262 PERFORMANCE AND APPLIED MUSIC IV

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform for a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend a one-time meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students are responsible for additional music lab fees for MUS 141, 142, 161, 162, 241, 242, 261, and 262.

Pre- or co-requisite: MUS 261

MUS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of music or other related areas. The student's time commitment to the project will be approximately 35-50 hours.

MUS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to MUS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

MUS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to MUS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

NURSING

NUR090 NYS COALITION LPN TO RN TRANSITION COURSE

3 Lecture 0 Lab 3 Credit Hour(s)

The New York State LPN to RN Transition course is designed to validate prior learning, and update/enhance the student's knowledge. This course facilitates transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. Emphasis is placed on the National League for Nursing (NLN) core competencies related to human flourishing, nursing judgment, professional identity and spirit of inquiry. Completion of this course does not imply acceptance into the DCC nursing program. This course may not be repeated.

Prerequisites and/or corequisites: Requirements for enrollment include eligibility for licensure as a licensed practical nurse in a United States Jurisdiction. Students wishing to enter the DCC nursing program must follow the matriculation and prerequisite requirements for the LPN to RN program as outlined in the Guide for Pre-Nursing students. Permission of the Registrar Counselor is required to take this course.

Note: NUR090 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

NUR100 NURSING INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

Students newly matriculated into the Nursing Program register for this seminar course to learn about the profession of nursing, the nursing curriculum and the college environment. Additional content discusses time management, learning styles and the advancement of nursing education.

NUR105 NURSING SCIENCE I

3 Lecture 8 Lab 6 Credit Hour(s)

This clinical course correlates with the foundation of nursing practice. Assessment of basic needs across the life span is a major focus. Psychomotor skills basic to the practice of professional nursing are practiced in weekly two-hour college laboratory sessions. In addition, a weekly six-hour clinical experience occurs in long-term care facilities with a focus on aging populations. A minimum grade of C is required to advance to NUR 112. A student may attempt the course two times depending on the re-entry rubric score. Pre-requisites and/or co-requisites: Satisfactory score on math placement test or passing grade in CSM 093 or college-level math course; eligibility to enroll in ENG 101 as determined by placement testing results; C grade or better in BIO 131 or concurrent enrollment. Co-requisite NUR 107.

NUR107 SURVEY OF PROFESSIONAL NURSING

1 Lecture 0 Lab 1 Credit Hour(s)

The student explores issues and aspects of the profession of nursing: historical overview of modern nursing, professionalization of the student nurse, overview of the contemporary health care delivery system, ethical and legal issues of professional nursing practice, values clarification and nursing judgment.

A minimal grade of C is required to advance to NUR 112. A student may attempt the course two times. Co-requisite: NUR 105.

NUR111 COMPUTERS IN NURSING

2 Lecture 2 Lab 3 Credit Hour(s)

Offered online, this course is an introduction to the concepts relevant to the use of information technology in the health care delivery system. It explores application of computer systems as a tool for problem solving, decision-making and information management as it relates to nursing services. A student may attempt the course two times.

NUR112 NURSING SCIENCE II

5 Lecture 8 Lab 8 Credit Hour(s)

Students focus on providing safe and evidence-based care to patients requiring surgery. In this clinical course the utilization of nursing judgment promotes adaptation of pathophysiologic aspects specific to adults and children experiencing accidental trauma, surgical interventions, burns, musculoskeletal trauma, gynecological, biliary and eye diseases. Complex psychomotor skills for the practice of professional nursing are included in the two-hour weekly college laboratory. Students care for patients in a variety of settings during the weekly six-hour clinical. This course may not be repeated. Prerequisite: C grade or better in BIO 131; C or better in NUR 105 and NUR 107; Concurrent enrollment in BIO 132. A minimal grade of C is required to continue to NUR 213 and NUR 215.

NUR120 LPN TO RN BRIDGE

2 Lecture 0 Lab 2 Credit Hour(s)

The course prepares the LPN student for the DCC nursing curriculum and entry into NUR 213 or NUR 215. The course emphasizes the development of nursing judgment and uses the organizing framework of the nursing program as the basis for providing care for patients with medical-surgical diagnoses. A minimal grade of C is required to continue to NUR 213 or NUR 215. The course may not be repeated. Pre-requisites and/or co-requisites: Satisfactory completion of the New York State Coalition LPN to RN Transition Course. C grade or better in BIO 131; concurrent enrollment in NUR 120 and BIO 132. Students must follow the prerequisite requirements for the LPN to RN program as outlined in the Guide for Pre-Nursing students. Permission of the Registrar Counselor is required to take this course.

NUR204 PROFESSIONAL ISSUES IN NURSING

1 Lecture 0 Lab 1 Credit Hour(s)

Issues relevant to the professional role of the associate degree nurse are presented. An overview of the Nurse Practice Act prepares the student to understand the legal scope of contemporary nursing. Students are guided in applying for the RN licensure examination. A grade of C or better is required to complete this course. This course may not be repeated. Prerequisites: C grade or better in NUR 213, NUR 215.

NUR213 NURSING SCIENCE III

5 Lecture 8 Lab 8 Credit Hour(s)

This clinical course focuses on the use of nursing judgment to promote safe, evidenced-based care to adults and children experiencing complex respiratory, digestive, cardiovascular, oncologic, urinary, hepatic disorders, and infectious processes. Complex cognitive and psychomotor skills, necessary for the practice of professional nursing, are included in the two-hour weekly college laboratory. Students care for patients in a variety of settings in weekly six-hour clinical experiences. A grade of C or better is required to progress to NUR 216. This course may not be repeated. Prerequisites: C grade or better in BIO 132 and C or better in NUR 112; concurrent enrollment in BIO 212 and NUR 215.

NUR215 PARENT-CHILD NURSING

2 Lecture 3 Lab 3 Credit Hour(s)

Parent-child nursing is the study of nursing care related to the prenatal, intrapart and postpart periods of the woman and her family. The focus of the course is the use of clinical judgment

to provide safe, evidence-based care. Reproductive issues and selected abnormal conditions during pregnancy and child birth are included. Common congenital/genetic conditions and childhood diseases are also discussed. Students care for patients in a variety of settings during the weekly six-hour clinical. The sites for these experiences are discussed in the first class meeting. A grade of C or better is required to progress to NUR 216. This course may not be repeated. Prerequisites: C grade or better in BIO 132 and NUR 112 or NUR 120; concurrent enrollment in BIO 212 and NUR 213.

NUR216 NURSING SCIENCE IV

3 Lecture 4 Lab 4 Credit Hour(s)

Nursing care of patients with psychiatric and neurological dysfunction is explored in this clinical course. Students care for patients in a variety of settings. Weekly six-hour clinical experiences are divided into five weeks of neurological and five weeks of psychiatric nursing. This course may not be repeated. Prerequisites: C grade or better in BIO 212; C grade or better in NUR 213, NUR 215.

NUR218 NURSING SYNTHESIS

1 Lecture 5 Lab 2 Credit Hour(s)

The nursing program is capped by this preceptorship course which focuses on the transition of the student nurse to the role of the professional nurse. The content emphasizes the synthesis of the knowledge, skills, attitudes and competencies as defined by the National League of Nursing. Students precept with professional nurses in a variety of settings for two clinical eight-hour days for five weeks. A grade of C or better in NUR 218 is required to complete the nursing sequence. This course may not be repeated. Prerequisite: C grade or better in NUR 216.

NUR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of nursing or related areas. The student's time commitment to the project will be approximately 35-50 hours.

NUR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to NUR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

NUR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to NUR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PARALEGAL

PAL100 PARALEGAL INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to provide paralegal students with an opportunity to learn and practice strategies essential for successful completion of their educational program. Such strategies are often also of value in the paralegal profession. Focus will be on familiarity with college and paralegal resources, knowledge of college policies and procedures, effective paralegal curriculum management, and development of academic and professional success skills. In addition, the course will discuss the requirements of becoming a New York notary public and the functions that a notary will commonly perform.

PAL110 FUNDAMENTALS OF PARALEGALISM

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide students with an overview of the role of paralegals in the legal system. Topics to be examined include: employment specialties, professional development, law office operations, client relations, legal interviewing and professional ethics. Upon completion of this course, students should be better able to determine if they wish to continue their education in the paralegal field.

PAL120 LEGAL RESEARCH

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to legal research sources and methods, and the drafting of legal memoranda based upon such research. Students will be trained to effectively and efficiently find legal principles and authorities from primary and secondary sources of law using both text and computerized resources. Both Federal and New York State applications will be addressed.

PAL210 FAMILY LAW

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the law of domestic relations of New York, focusing on the substantive law of marriage, separation, divorce, annulment and family obligations. Attention is also given to procedural laws concerning Family Court proceedings and the drafting of documents related to family law practice.

Prerequisites: PAL 110 and PAL 120.

PAL220 WILLS, TRUSTS, AND ESTATES

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the legal aspects of preparing valid wills and probating the deceased's estate. In addition, procedures of estate administration without a will, estate settlement, discharge of fiduciary duties, taxation, trust creation and administration will be addressed. The function of the paralegal in this area of law will serve as the basis for topic coverage.

Prerequisites: PAL 110 and PAL 120.

PAL230 LAW OF BUSINESS ORGANIZATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of sole proprietorships, partnerships, limited liability companies and corporations, focusing on the applicable legal principles and preparation of documents relating to the organization and operation of each. The function of the paralegal in this area of law will serve as the basis for topic coverage.

Prerequisites: PAL 110 and PAL 120.

PAL240 CIVIL LITIGATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course focuses on fundamental principles and procedures of the civil litigation process. Upon completion, students will be familiar with the pretrial, trial and post-trial stages of litigation, including rules of procedure and the paralegal's role in case preparation, discovery and the drafting of pleadings, motions and other documents.

Prerequisites: PAL 110 and PAL 120.

PAL250 REAL PROPERTY LAW

3 Lecture 0 Lab 3 Credit Hour(s)

This course focuses on the law of real estate with an in-depth survey of the common types of property ownership and conveyances. Relevant documents, including contracts of sale, mortgages, deeds and leases are examined. The role of the paralegal in helping to facilitate various real estate transactions is stressed.

Prerequisites: PAL 110 and PAL 120.

PAL260 LEGAL WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

Students will further develop and practice legal research, analysis, and writing skills through analysis of hypothetical situations and preparation of relevant legal documents, such as correspondence, court forms, and legal memoranda.

Prerequisites: PAL 120 and ENG 101

PAL271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of paralegal or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PAL272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PAL 271 except that the student's time commitment to the project will be approximately 70-90 hours.

PAL273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PAL 271 except that the student's time commitment to the project will be approximately 105-135 hours.

PAL290 PARALEGAL INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This non-required course provides paralegal students with an opportunity to gain work experience in a law office or other related legal work environment. Course requirements include a minimum of 120 hours during the semester in a supervised setting requiring the completion of a variety of activities assigned to a paralegal. The course also requires participation in regularly scheduled seminars with the instructor and the completion of regular internship reports.

Prerequisites: Matriculation in the Paralegal AAS Degree program, PAL 100, PAL 110, PAL 120, 9 credit hours of other PAL courses, and permission of department.

PARAMEDIC

PAR100 PARAMEDIC INTRODUCTORY SEMINAR

1 Lecture 1 Lab 1 Credit Hour(s)

This course is designed to introduce the paramedic student to the EMT-Paramedic Curriculum. Topics include: Orientation to the Curriculum, College Survival Skills, Roles and Responsibilities of the Paramedic, Medical/Legal issues, The Well Being of the Paramedic, Illness and Injury, Ethics, and Therapeutic Communications. The laboratory section allows for hands-on supervised practice of the topics covered. Pre-requisite: Current NYS EMT Certification highly recommended.

PAR101 ADVANCED AIRWAY MANAGEMENT

0 Lecture 2 Lab 1 Credit Hour(s)

This lab course is designed to review basic life support airway assessment and management techniques, and develop mastery in the ability to establish and maintain a patient airway, deliver oxygen and ventilate a patient at an advanced level. The focus of this course is on the complex cognitive and psychomotor skills necessary for assessing and treating airway compromise. Student will be introduced to out of hospital pharmacological intervention and surgical airway access in the critical patient.

Prerequisite: Current NYS EMT certification, EMB 101, and BIO 115 with a grade of "C" or better.

PAR102 PATHOPHYSIOLOGY AND LIFE SPAN DEVELOPMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This is an introductory course in pathophysiology as it relates to out of hospital medicine. This course focuses on human responses to illness expressed at the physiologic, pathophysiological, experiential and behavioral levels. Human responses are examined in terms of assessments appropriate to selected problems, rationale for paramedic and medical interventions, and therapeutic effectiveness. Topics include: General Principles of Pathophysiology and Life Span Development.

Prerequisite: Current NYS EMT Certification and BIO 115 with a grade of C or better.

PAR106 PHARMACOLOGY AND IV THERAPY

2 Lecture 2 Lab 3 Credit Hour(s)

This course is designed to introduce the paramedic student to the categories of pharmacological agents and the application of pharmacological concepts to clinical paramedic practice. Emphasis will be placed on understanding physiological drug actions. Topics include pharmacology, intravenous therapy and medication administration. The lab section covers psychomotor skills of medication administration, blood drawing and intravenous therapy. Skills include phlebotomy, intramuscular and subcutaneous injections, intravenous cannulation, intravenous drug administration, inhalation administration, and sublingual drug administration. Pre-Requisites: Current NYS EMT Certification, EMB 101 with a grade of C or better. Co-Requisites: PAR 101

PAR107 EMS OPERATIONS

2 Lecture 0 Lab 2 Credit Hour(s)

This course is designed to expose the paramedic student to various field operations procedures. Topics include: medical incident command, rescue awareness and operations, hazardous materials awareness and operations, crime scene awareness.

Pre-requisites: Current NYS EMT Certification.

PAR120 CLINICAL I

0 Lecture 8 Lab 2 Credit Hour(s)

This clinical course is designed to accompany the Pathophysiology and Pharmacology and Advanced Airway Courses. Clinical rotations focus on the development of triage skills, recognition of disease pathology and progression, intravenous therapy, blood drawing and medication administration skills.

Pre-Requisites: Current NYS EMT Certification and EMB 101 with a grade of C or better. Pre- or Co-Requisite: PAR 106 with a grade of C or better.

PAR201 TRAUMA

2 Lecture 2 Lab 3 Credit Hour(s)

This course introduces the paramedic student to specific pathophysiology, assessment and management techniques for trauma patients. Topics include mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma and special considerations. The lab section teaches psychomotor skills of the management of the trauma patient. Skills include, trauma patient assessment, airway management of the trauma patient. Prerequisite: PAR101, PAR102, and PAR106 with a grade of C or better.

PAR203 CARDIOLOGY AND PULMONOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

This course covers the specific pathophysiology, assessment and management of the respiratory and cardiac systems. Psychomotor skills included are cardiac monitoring, defibrillation, cardioversion, transthoracic pacing, cardiac emergency management and cardiac arrest management.

Prerequisite: PAR 101, PAR 102, and PAR 106 all with a grade of C or better. Co-requisites: PAR 201 and PAR 205.

PAR205 MEDICAL EMERGENCIES I

4 Lecture 0 Lab 4 Credit Hour(s)

This course covers specific pathophysiology, assessment, and management techniques for common medical conditions encountered in the field. Topics include: Neurology, gastroenterology, urology, endocrinology, toxicology, allergies and anaphylaxis, hematology, infectious and communicable diseases. Special patient populations and circumstances are also addressed; acute interventions in the home care patient, abuse and assault, behavioral and psychiatric disorders, environmental conditions, and the challenged patient.

Pre-Requisites: PAR 102, PAR 106 both with a grade of C or better.

PAR206 PATIENT ASSESSMENT

2 Lecture 2 Lab 3 Credit Hour(s)

This course is designed to integrate the technique of patient assessment from initial assessment of the patient through treatment modalities. Topics include: History taking techniques of physical examination, scene size-up, initial assessment history and physical exam on-going assessment, communications, and documentation. The lab section teaches psychomotor skills of patient assessment, advanced airway, management of ventilation.

Pre-Requisites: PAR 201, PAR 203, PAR 205 all with a grade of C or better. Pre-/Co-Requisite: PAR 209. Co-Requisite: PAR 240

PAR209 MEDICAL EMERGENCIES II

2 Lecture 2 Lab 3 Credit Hour(s)

This course focuses on the pathophysiology, assessment techniques and treatment modalities for illness and injury in the area of gynecology, obstetrics, neonates, pediatrics and geriatrics. Complex cognitive theory and psychomotor skills that are necessary for the practice of professional out of hospital emergency care are covered in the lecture and lab component of this course.

Pre/Co-Requisites: PAR 205 with a grade of C or better.

Co-Requisite: PAR 230

PAR220 CLINICAL II

0 Lecture 8 Lab 2 Credit Hour(s)

This clinical course is designed to follow the Advanced Airway Management course (PAR 101) and accompany the Cardiology and Respiratory (PAR 203), Trauma (PAR 201), and Medical Emergencies I (PAR 205) courses. Clinical rotations focus on the development of psychomotor skills and integrative skills.

Pre-Requisites: PAR 120 with a grade of 'C' or better.

Co-Requisites: PAR 201, PAR 203, PAR 205.

PAR230 CLINICAL III

0 Lecture 8 Lab 2 Credit Hour(s)

This clinical course is designed to accompany or follow the Medical Emergencies II course. Clinical rotations focus on treatment of special patient populations and special clinical situations and reinforcement of previous clinical lessons learned.

Pre-/Co-requisite: PAR 203 and PAR 220 with a grade C or better in each. Co-requisite: PAR 209.

PAR240 SUMMATIVE EVALUATION

0 Lecture 16 Lab 4 Credit Hour(s)

This summative field evaluation determines if the student is competent to serve as an entry-level clinician. Field rotations place the student in the role of team leader for all calls and expect them to integrate history taking, physical exam and cognitive knowledge into the total management of the patient. Comprehensive examinations evaluate the candidate's knowledge base and psychomotor skills.

Pre-/Co-requisite: PAR 230. Co-requisite: PAR 206.

* In addition, students must secure approval of the Medical Director, Paramedic Program Coordinator and Clinical Coordinator to take this class.

PAR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of paramedic or related areas. The student's time

commitment to the project will be approximately 35-50 hours.

PAR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PAR 271 except that the student's time commitment to the project will be approximately 70-90 hours.

PAR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PAR 271 except that the student's time commitment to the project will be approximately 105-135 hours.

PHLEBOTOMY

PDC101 BASIC CONCEPTS OF PHLEBOTOMY

3 Lecture 2 Lab 4 Credit Hour(s)

A study of the basic concepts of phlebotomy and of the responsibilities of the phlebotomist. The course will cover such topics as job responsibilities, organizational structure of a laboratory, basic understanding of major body systems, collection equipment, blood collection procedures, infection control, safety, specimen transport and processing, quality control and professionalism.

PDC102 PHLEBOTOMY INTERNSHIP

2 Lecture 8 Lab 4 Credit Hour(s)

Clinical internship in a health care institution where knowledge and skills and actual job performance are integrated in a clinical program.

Prerequisite: PDC 101 with a grade of C or better.

PDC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of phlebotomy or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PDC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PDC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PDC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PDC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PHYSICAL EDUCATION

PED101 SELF-DEFENSE

0 Lecture 2 Lab 1 Credit Hour(s)

Practical self-defense training offers students an opportunity to learn methods of protection from assault and, where necessary, how to control an attacker. Participants will be taught the practical aspect of self-defense and how to relate their training to an actual attack.

PED106 INTRODUCTION TO WEIGHT TRAINING

0 Lecture 2 Lab 1 Credit Hour(s)

This course is for men and women. It is designed to give the student fundamental skills of weight training. Emphasis is placed on proper form and technique using a variety of strength training equipment. Exercise using aerobic equipment will also be introduced.

PED111 STEP AEROBICS

0 Lecture 2 Lab 1 Credit Hour(s)

Step aerobics is a popular form of aerobic exercise that makes use of the step prop to condition cardiovascular and musculoskeletal systems. Basic stepping routines are choreographed to music following safe cadence and movement guidelines. Students of all fitness levels can achieve an efficient and enjoyable aerobic workout.

PED113 INTRODUCTION TO THE MARTIAL ARTS

0 Lecture 2 Lab 1 Credit Hour(s)

This course will introduce to the student the Korean Martial Art of Tae Kwon Do. Students will learn blocks, kicks, fist techniques, combination moves, and human anatomy that will assist in self defense, build stamina, instill confidence and help in decision making. Primarily for beginners, this course can act as a refresher to experienced martial artists, also. Historical guidelines will be included.

PED114 STRETCH AND STRENGTHEN

0 Lecture 2 Lab 1 Credit Hour(s)

Stretch and Strengthen is a physical fitness course designed to develop muscular endurance and flexibility. Weights and other types of resistive equipment are used to develop fitness. An emphasis is also placed on the use of stretch and relaxation techniques in the management of stress.

PED115 PILATES BASICS

0 Lecture 2 Lab 1 Credit Hour(s)

Through lecture, demonstration and actual practice, students will learn basic Pilates movement principles and concepts, the importance of functional strength and flexibility, anatomy and kinesiology and breathing technique. Basic Pilates mat work will be supplemented by the use of additional equipment to enhance the development of balance, skill and core strength.

PED116 YOGA

0 Lecture 2 Lab 1 Credit Hour(s)

Yoga is an applied science of the mind and body. The primary emphasis of the course will be on general well-being. Students will be exposed to various forms of yoga and will learn gentle stretches, postures designed to keep the body fit, spiritual philosophy, breathing practices, relaxation and meditation.

PED117 WALKING FOR FITNESS

0 Lecture 2 Lab 1 Credit Hour(s)

Walking is a popular exercise activity that can accommodate a variety of fitness levels. Students will learn about fitness walking as a means of improving health and cardiorespiratory endurance. Proper walking technique as well as race walking and interval programs are incorporated to provide a comprehensive overview

of various walking program modalities. Field trips will be incorporated as a means of exploring various walking trails within the Hudson Valley.

PED118 INTRODUCTION TO ROCK CLIMBING

0 Lecture 2 Lab 1 Credit Hour(s)

This course covers the basic essentials of indoor rock climbing. Students will learn to be self-sufficient, capable, and safe indoor climbers. Students will be assessed on their knowledge of belay technique, climbing technique, familiarity with climbing-specific knots, and climbing terms.

Prerequisite: Students must possess an adequate level of physical fitness, which can be indicated by the ability to walk up two flights of stairs without discomfort.

PED120 BADMINTON I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed to improve basic badminton skills including clear, drive, drop shot, smash and various serves and returns of serves, and to increase the knowledge and ability of how to effectively implement these skills in singles and doubles play.

PED127 BASEBALL

0 Lecture 2 Lab 1 Credit Hour(s)

Baseball emphasizes skills of batting, throwing, defensive and offensive strategies, fielding and the use of signals. A viewing appreciation for the national pastime and how to keep score are important aspects of this activity.

PED130 BOWLING

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed to introduce students to the game of bowling for recreation, leisure and competition. Necessary fundamentals for building skill foundations are an integral part of this course. The mathematics of bowling are discussed, and the social, physical, mental and recreational values are included.

PED131 GOLF

0 Lecture 2 Lab 1 Credit Hour(s)

Theory and philosophy of the game. This includes techniques of the golf swing, the construction of equipment, grip, stance and address. Rules, etiquette and scoring are covered.

PED134 PRINCIPLES, PHILOSOPHY, AND ORGANIZATION OF ATHLETICS IN EDUCATION

3 Lecture 0 Lab 3 Credit Hour(s)

Principles, Philosophy, and Organization of Athletics in Education is the foundation course that must be completed by ALL coaches within two years of their initial appointment as a coach. The course covers basic philosophy and principles as integral parts of physical education, athletics and general education; State, local and national regulations and policies related to athletics; legal considerations; function and organization of leagues and athletic associations in New York State; personal standards for the responsibilities of the coach as an educational leader; public relations; general safety procedures; general principles of school budgets, records, purchasing and use of facilities.

PED135 HEALTH SCIENCES APPLIED TO COACHING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a series of interactive exercises and activities designed to study Health Sciences as they apply to coaching sports. Through these activities, exercises and health application to coaching topics, participants will gain information, organize it for professional and personal use, and apply it to their particular programs. Health Sciences as applied to coaching will also help define: selected principles of biology, anatomy, physiology, kinesiology related to coaching; risk minimization; mixed

competition; NYSED selection and classification of athletes; age and maturity of athletes.
Prerequisite: PED134.

PED136 THEORY AND TECHNIQUES OF COACHING

2 Lecture 0 Lab 2 Credit Hour(s)

This course will begin with an introductory phase in which the basic concepts common to all sports will be discussed. Topics will include a history of interscholastic athletics in New York State. The objectives, rules, regulations and policies of athletics, as well as performance skills, technical information, and organization and management practices will also be among the topics covered. The special training and conditioning of the athletes in specific sports, the fitting of equipment, specific safety precautions and officiating methods will also be examined. An internship that will include practical experience as a coach in the specific sport and/or periods of observing other approved coaches will also be required.

Prerequisites: PED134 and PED135.

PED145 CARDIO CONDITIONING

0 Lecture 2 Lab 1 Credit Hour(s)

This course utilizes a varied aerobic workout that provides effective conditioning of the muscles, heart, lungs and blood vessels so that the body is strengthened through healthy use. The class offers options for low and high intensity, incorporating sports moves, interval and circuit training, and dance. A segment on muscle endurance and flexibility is also included. The exercise program provides an enjoyable way to work towards a lifetime of physical fitness.

PED197 FENCING

0 Lecture 2 Lab 1 Credit Hour(s)

The historic art of fencing. Offense and defense with the foil, sabre and epee are taught. Romantic air of Cyrano, Zorro and other great duelers lend to the thrill of learning these skills. Competition, scoring and safety are covered.

PED202 FITNESS TRAINING PRACTICUM

2 Lecture 3 Lab 3 Credit Hour(s)

A special learning experience for students interested in a comprehensive study of fitness programming. Under the supervision of a faculty member, students act as trainers in the DCC Fitness Center. Study will include safe and effective operation of strength and aerobic exercise equipment, fitness training principles, and the development of individual fitness programs. There are three lab hours to be arranged by the student in addition to the two scheduled lecture hours.

PED220 BADMINTON II

0 Lecture 2 Lab 1 Credit Hour(s)

This course builds upon badminton skills learned in the level one class and advances the ability of the player to effectively implement and teach these skills in singles and doubles play.

Pre-requisite: PED 120 - Badminton I

PED271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of physical education or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PED272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PED 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PED273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PED 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PERFORMING ARTS

PFA100 PERFORMING ARTS: INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course introduces students to the field of performing arts and helps guide them in making decisions leading to success in performing art studies and to a career in the performing arts. It provides an overview of courses and training needed, preparing for auditions, career opportunities and possible transfer options. In addition, there will be specific units on various study and rehearsal skills, which lead to success in college and in the performing arts.

PHILOSOPHY

PHI107 INTRODUCTION TO THE ART OF REASONING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is concerned with techniques for identifying an argument, its components and suppositions, and for evaluating all these elements. Besides the analysis of arguments, topics will include deductive and inductive forms, rational decision-making and recognition of informal fallacies. Emphasis will be on heightening the student's ability to convey ideas concisely, to formulate arguments clearly and to appraise them critically.

PHI201 PHILOSOPHY: THE PRIMARY ISSUES

3 Lecture 0 Lab 3 Credit Hour(s)

This course involves a survey of representative problems in some of the major areas of philosophy, and the positions of different schools of philosophic thought on these problems. Topics considered include free will, the problem of religious belief, knowledge and truth, the problem of the self, morality, reality and being, and the problem of the external world.

PHI203 MAJOR RELIGIONS OF THE WORLD

3 Lecture 0 Lab 3 Credit Hour(s)

An exploration of the cultural expressions and spiritual values of the world's great religions. The course aims at extending and deepening the student's awareness of the doctrine, mythology, symbolism and ritual at the heart of each religion. Among those religions studied will be Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam.

PHI205 ETHICAL THEORY AND CONTEMPORARY ISSUES

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to introduce students to the study of ethics and the nature of morality. A wide range of ethical issues is considered, including moral relativism, the principle of utility, duty-based ethics and natural law theory. Additionally, the course will focus on problems of applied morality, examining and discussing alternative positions on such issues as abortion, euthanasia, capital punishment, economic justice, etc.

PHI271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of philosophy or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PHI272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PHI 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PHI273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PHI 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PHYSICAL SCIENCE

PHS101 THE PHYSICAL WORLD

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory science course designed to introduce the student to the physical principles that govern the operation of machines that they encounter in their everyday lives. Topics include the metric system, simple machines, work, energy, states of matter, fluids, buoyancy, pressure, heat, nuclear energy, waves, light, color, sound, electricity, magnetism and computers. Laboratory experiments illustrate both the concepts studied and the general techniques of structured experimentation.

PHS102 EARTH SCIENCE

3 Lecture 2 Lab 4 Credit Hour(s)

A first course for students interested in planet earth. Topics to be considered include the earth's place in the universe, earth's materials and processes and earth's weather systems. Particular emphasis is placed on the individual's relationship to the planet. Discussions of earth's resources, waste disposal and geologic hazards such as earthquakes will be included. Laboratory work is supplemented by field trips.

PHS103 PHYSICAL SCIENCE AND THE ENVIRONMENT

3 Lecture 2 Lab 4 Credit Hour(s)

This course provides a local, regional and global perspective of major environmental issues. Topics such as population growth, food production, energy use, pollution, global warming and other technology are studied at the intro level. Field Labs constitute a major portion of the laboratory work.

PHS107 ENERGY AND THE ENVIRONMENT

3 Lecture 2 Lab 4 Credit Hour(s)

This course examines how man has met his energy needs in the past through the exploitation of the earth's natural resources and what alternative resources we may use in the future. We will examine modern methods of energy production, including exploration, mining, production, refining, distribution and environmental impact. Specific topics will include wood, coal, oil, natural gas, hydroelectric, nuclear fission, nuclear fusion, solar, wind, geothermal, biomass, ocean thermal energy conversion, conservation and environmental pollution.

PHS111 WEATHER AND CLIMATE

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory study of energy, temperature, moisture, precipitation and winds which combine to create our weather. Topics include the causes of the seasons, forms of moisture in the atmosphere, atmospheric stability, cloud development, precipitation processes, pressure differences that create the winds, storm systems, thunderstorms, hurricanes, tornados and the world climate. Labs include reading weather maps, making weather measurements, cloud development, drawing weather maps and climate studies.

PHS112 WATER RESOURCE ISSUES

3 Lecture 2 Lab 4 Credit Hour(s)

Substantial water resources are required by our growing global population. Water is used for drinking, recreation, generating electricity and by industry; it also flushes our toilets and is easily contaminated by landfills, salt and other human sources. Water is also an essential part of natural ecosystems. Students explore these multiple water demands and the challenges created by conflicting resource requirements. Case studies include investigation of the Everglades, the Mississippi River flood in 1993 and the Exxon Valdez oil spill. Labs include field trips and in-class exercises; students are introduced to the water cycle, the basic chemistry and physics of water, and the use of maps in water resource investigations.

PHS114 CULINARY CHEMISTRY

3 Lecture 2 Lab 4 Credit Hour(s)

A study of the application of basic scientific concepts to cooking and food science. Nutritional properties of foods, food preparation, food preservation, and social and economic issues surrounding food will be examined. Scientific topics to be studied include: fundamentals of food chemistry; molecular structure, interactions and reactions; biochemistry; energy content; mixtures and phase changes; application of concepts to common cooking processes and recipes. This course may be used in place of CHE 111 as preparation for CHE 121. A scientific calculator is required.

PHS115 FUNDAMENTALS OF ELECTRICITY

3 Lecture 2 Lab 4 Credit Hour(s)

This course provides a basic understanding of the fundamental principles of electricity including quantities such as voltage, current, resistance, and power. Underlying physical principles, as well as applications, will be emphasized. The course includes a comparison of the characteristics and uses of both dc and ac electricity. Hands-on lab activities involve observations and measurements of electrical quantities, using components such as dc sources, resistors, capacitors, and inductors.

Pre-requisite: MAT 091 or MAT092

PHS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of the physical sciences or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PHS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PHS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PHS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PHS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PHYSICS

PHY121 GENERAL PHYSICS I

3 Lecture 3 Lab 4 Credit Hour(s)

A general college physics course covering principles of mechanics, including kinematics, Newton's laws, conservation of energy and momentum, rotational motion, simple harmonic motion. Three lecture hours plus weekly three-hour laboratory.

Prerequisite: Algebra II/Trig Regents exam with a minimum grade of 65 or MAT 184 or MAT 132 with a grade of C or better.

PHY122 GENERAL PHYSICS II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of PHY 121, beginning with the study of fluids then moving on to heat, electricity and magnetism, waves and optics, and modern physics. Three lecture hours plus weekly three-hour laboratory.

Prerequisite: PHY 121 or ENT 103 with a grade of C or better.

PHY125 CONVERSATIONS IN MODERN PHYSICS

1 Lecture 0 Lab 1 Credit Hour(s)

An introductory course of modern physics topics including relativity, wave particle duality, quantization of light and energy, etc. This course is for students who are interested in discussing and learning about these topics and their applications.

Prerequisites: MAT 184 with a grade of C or better and one year of high school physics or PHY 121 with a grade of C or better.

PHY151 ENGINEERING PHYSICS I

3 Lecture 3 Lab 4 Credit Hour(s)

This is the first semester of a three-semester sequence. This course gives students who plan to major in either physics or engineering an understanding of physical concepts and their applications through the use of calculus. The laboratory is designed to teach basic experimental techniques and to verify physical concepts. PHY151 is primarily concerned with mechanics, including basic vector operations, kinematics, Newton's Law, work, energy, and conservation laws.

Prerequisites: MAT 221 with a C or better and either PHY121 with a C or better or one year of high school physics with a grade of 75 or better. Concurrent enrollment in MAT 222 strongly recommended.

PHY152 ENGINEERING PHYSICS II

3 Lecture 3 Lab 4 Credit Hour(s)

PHY152 is the second semester of physics in the calculus-based physics sequence. This course gives students who plan to major in either physics or engineering a fundamental understanding of electric and magnetic principles with applications to simple circuits. Prerequisite: PHY 151 with a grade of C or better and MAT 222 with a C or better.

PHY251 ENGINEERING PHYSICS III

3 Lecture 3 Lab 4 Credit Hour(s)

This is the third semester of calculus based physics and is required for anyone pursuing a degree in physics or engineering. The major topics studied in this course are fluids, harmonic motion, wave motion, sound, thermodynamics, kinetic theory of gases and optics. Prerequisites: PHY 152 with a grade of C or better or instructor approval AND MAT 223 with a C or better or concurrent enrollment of MAT 223

PHY271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of physics or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PHY272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PHY 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PHY273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PHY 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PSYCHOLOGY

PSY102 INTERVIEWING AND COUNSELING SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of basic helping, counseling and crisis intervention skills with an emphasis on facilitating client growth and interpersonal effectiveness.

PSY111 PSYCHOLOGICAL PRINCIPLES I

3 Lecture 0 Lab 3 Credit Hour(s)

Emphasis in this course is on the major aspects of human behavior and its adaptation to the environment. Topics include learning, motivation, emotional behavior, maturation, personality, behavior disorders and therapies.

PSY112 PSYCHOLOGICAL PRINCIPLES II

3 Lecture 0 Lab 3 Credit Hour(s)

Physiological factors in human behavior are emphasized. Topics include nervous system, perception, sensation, language, thinking and problem solving, creativity, states of consciousness, statistical and scientific methodology.

PSY134 GROUP DYNAMICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the factors involved in group interaction, including cohesion and conflict, communication systems, role functions within groups, individual sensitivity and self-awareness. The student learns about him or herself by interacting with others in small-groups, analyzing the dynamics of his or her group.

PSY201 ABNORMAL PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Emphasis is on developing a conceptual basis that incorporates the various influencing factors, as well as descriptions and effects of behavioral disorders. The currently used system of classification provides a holistic orientation to the field.

Prerequisite: PSY 111 or permission of department chair.

PSY202 THERAPEUTIC INTERVENTION SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

The study of the principles of learning and behavior change and an overview of therapeutic treatment strategies in current use. Practical applications both in various treatment settings and in everyday life are an integral part of this course.

Prerequisite: PSY 111 or permission of department chair.

PSY203 DEVELOPMENTAL PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

A systematic examination of the patterns of human development from conception through senescence. Typical behavior changes in the principal life stages are examined in depth with emphasis on the use of theories as tools for understanding.

Prerequisite: PSY 111 or permission of department chair.

PSY204 ADOLESCENT PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the developmental tasks facing adolescents in contemporary American society. Such issues as personal identity, independence and moral development are considered in relation to sex differences, family structure and factors of social and cultural diversity.

Prerequisite: PSY 111 or permission of department chair.

PSY206 SOCIAL PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The scientific study of social influences on human behavior. Course material emphasizes both the interpersonal and experimental perspectives. Topics include: Social influence, attitudes, group behavior, social perception, social cognition, social exchange, interpersonal attraction, etc.

Prerequisite: BHS 103 or PSY 111.

PSY207 CREATIVE ARTS THERAPY

3 Lecture 0 Lab 3 Credit Hour(s)

An overview of creative arts as they are utilized in client assessment and treatment as well as applications of these creative arts to student development and self awareness.

Pre-requisites: BHS 110, PSY 102, PSY 134, PSY 202, PSY 203, and PSY 235 or PSY 201.

PSY209 PSYCHOBIOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Psychobiology approaches psychological questions by seeking explanations based upon the biological functions of the organism's nervous system, endocrine glands and genes. Topics include memory, vision and pain.

Prerequisite: PSY 111

PSY210 PSYCHOLOGY OF GENDER

3 Lecture 0 Lab 3 Credit Hour(s)

A study of psychological assumptions about the female and male personality and how these hypotheses are being questioned by recent experimental studies. Psycho-social influences on the developing psyche and behavior patterns of women and men will be investigated, as well as sex differences and the interaction of the individual with the environment. Emphasis will focus on attitude formation, gender role learning, self-image, needs, values, fears and aspirations.

Prerequisite: PSY 111 or permission of department chair.

PSY221 CHILD DEVELOPMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This is a general education course in behavioral sciences, presenting basic theories of child behavior and development (including cognitive development, social development, and physical development) from the prenatal period through middle childhood. The class is designed to present both theoretical and practical aspects of child development from psychological and developmental viewpoints. Developmental psychology is a science with a large and rich research base. Accordingly, the course will use this research to understand development. While each individual has a unique pattern of growth and development, overall, human development is orderly and predictable and therefore capable of being understood through scientific principles and methodology.

Prerequisite: PSY 111 or permission of the department chair.

PSY231 TOPICS IN PSYCHOLOGY I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in Psychology in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from any of the various, applied sub-fields of Psychology. The class room instruction will amount to a period of five weeks of the semester, or its equivalent in formal lecture/discussion.

PSY232 TOPICS IN PSYCHOLOGY II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PSY 231, except that the instructional time will take place over a period of ten weeks of the semester, or its equivalent in formal lecture/discussion.

PSY233 TOPICS IN PSYCHOLOGY III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PSY 231, except that the instructional time will take place for the entire 15 weeks of the semester, or its equivalent in formal lecture/discussion.

PSY235 THE PSYCHOLOGY OF EXCEPTIONALITY

3 Lecture 0 Lab 3 Credit Hour(s)

An overview of exceptionalism in childhood including both behavior disordered and gifted children with emphasis on characteristics of and ways to interact with each. Other topics include mental retardation, various mental disorders and learning disabilities.

Prerequisite: PSY 111 or permission of the department chair.

PSY251 TOPICS IN PSYCHOLOGY I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in Psychology in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from any of the various, applied sub-fields of Psychology. The class room instruction will amount to a period of five weeks of the semester, or its equivalent in formal lecture/discussion.

PSY252 TOPICS IN PSYCHOLOGY II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PSY 251, except that the instructional time will take place over a period of ten weeks of the semester, or its equivalent in formal lecture/discussion.

PSY253 TOPICS IN PSYCHOLOGY III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PSY 251, except that the instructional time will take place for the entire 15 weeks of the semester, or its equivalent in formal lecture/discussion.

PSY271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Prior to registration for any special study course, the approval of the Department chair must be obtained. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of psychology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PSY272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PSY 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PSY273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PSY 271, except that the student's time commitment to the project will be approximately 105-135 hours.

READING**REA091 STRATEGIES FOR COLLEGE READING**

2 Lecture 0 Lab 2 Credit Hour(s)

Integrated language activities are designed to serve as a complementary component of the instruction given in REA 100. NOTE: REA 091 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

REA100 APPLIED READING STRATEGIES

1 Lecture 0 Lab 1 Credit Hour(s)

A course designed to improve general reading effectiveness and to emphasize the necessary skills for college reading. Topics include: comprehension on literal, inferential and critical levels and improvement of vocabulary through use of contextual clues. Each student must demonstrate application of the three levels of comprehension to a lengthy reading selection (novel).

REA103 ACADEMIC READING

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to improve content area reading and analytical skills necessary in any college discipline (English: 101, 102, 103; Social Sciences: BHS 103, PSY 111; History: HIS 102; Health/Science: BIO 101; Business: BUS 102, CIS 111, etc.). Students master reading strategies using sample materials from content textbooks and relate those techniques to current course work. Other strategies include notetaking, test preparation, memory improvement, vocabulary and concept building. Critical thinking and analytical skills are applied to non-fiction and fiction selections.

REA105 EFFECTIVE READING

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to increase comprehension, analytical skills and reading speed for the average to above average reader. Speed techniques are designed to increase students' ability to read faster and comprehend more effectively. Analytical skills are developed through reading, writing and thinking activities, which are applied to non-fiction and fiction selections including a novel.

REA271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of reading or related areas. The student's time commitment to the project will be approximately 35-50 hours.

REA272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to REA 271, except that the student's time commitment to the project will be approximately 70-90 hours.

REA273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to REA 271, except that the student's time commitment to the project will be approximately 105-135 hours.

SCIENCE SEMINAR**SCI100 SCIENCE INTRODUCTORY SEMINAR**

1 Lecture 1 Lab 1 Credit Hour(s)

This course is designed to orient the student to the Liberal Arts and Science: Science (LAX) curriculum and prepare the student for his/her science course work. The student will be introduced to the information gathering process and its tools. The scientific paper and the laboratory report will be stressed. Topics will be selected by section from biology, chemistry, physics, earth science and environmental science.

SPANISH**SPA101 ELEMENTARY SPANISH I**

3 Lecture 1 Lab 3 Credit Hour(s)

An introduction to the sounds and grammatical concepts of Spanish. A course intended to be, ideally, the first step in sequence, which will include SPA 101, 102, 201 and 202. An attempt is made to familiarize students in the three language skills: listening comprehension, speaking and writing. An hour a week of supervised computer lab work, which involves working on web based programs that accompany each lesson, is a requirement of the course and will help the student in their comprehension and speaking skills. The course is designed for the beginner - one with no previous study of Spanish.

SPA102 ELEMENTARY SPANISH II

3 Lecture 1 Lab 3 Credit Hour(s)

SPA 102 is a continuation of Spanish 101, and thus continues the study of the sounds, structure and grammatical concepts, but with a growing emphasis on conversational ability. It is, ideally, the second step of a sequence which would include Spanish 101, 102, 201 and 202. An attempt is made to familiarize students in the three language skills: listening comprehension, speaking and writing. An hour a week of supervised computer lab work, which involves working on web based programs that accompany each lesson, is a requirement of the course and will help the student in their comprehension and speaking skills. An hour per week of in-class lab work is required. Spanish 102 would be appropriate for someone who has successfully completed SPA 101, or a student with two years of high school Spanish.

SPA201 INTERMEDIATE SPANISH I

3 Lecture 0 Lab 3 Credit Hour(s)

A thorough review of Spanish grammar plus intensive reading and discussion of several short stories. Several poems are also read and discussed as well as assorted articles of current political, cultural or literary significance. Students with two years or more of high school Spanish and native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA202 INTERMEDIATE SPANISH II

3 Lecture 0 Lab 3 Credit Hour(s)

A continuation of the work begun in Spanish 201: a thorough review of Spanish grammar plus intensive reading and discussion of several short stories. Several poems are also read and discussed as well as assorted articles of current political, cultural and literary significance. A student with a mastery of material covered in Spanish 101, 102 and 201 would be eligible for this course. Native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA204 SPANISH CULTURE AND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Spain or a Spanish-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval by the department.

SPA205 SPANISH CULTURE & LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Spain or a Spanish-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval by the department.

SPA208 CULTURAL APPLICATIONS OF FOREIGN LANGUAGE SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A cultural project which offers students the opportunity to learn about language in a non-traditional set up, to be creative and innovative, to relate language to culture, and to test their skills in a communicative manner while rendering a service to the community. Since the course offering changes every year, students should inquire from the department as to what the focus is for that specific semester. Open to students of Spanish, Italian or French. Students select one language.

Prerequisite: SPA 102 or 199 or permission of instructor.

SPA271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the Spanish language. The student's time commitment to the project will be approximately 35-50 hours.

SPA272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to SPA 271, except that the student's time commitment to the project will be approximately 70-90 hours.

SPA273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to SPA 271, except that the student's time commitment to the project will be approximately 105-135 hours.

SPA301 ADVANCED SPANISH I

3 Lecture 0 Lab 3 Credit Hour(s)

Readings from classical and modern authors are used as a basis for conversational practice and study of Spanish and Latin American civilization. Creative expression in writing and imitation of complicated patterns of structure. Independent language laboratory work. Prerequisite: SPA 202. Native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA302 ADVANCED SPANISH II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of SPA 301. Advanced syntax and creative expression in writing. Conversation practice. Language laboratory work. Prerequisite: SPA 301. Native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA320 SPANISH COMPOSITION AND CONVERSATION

3 Lecture 0 Lab 3 Credit Hour(s)

A selection of literary, cultural and journalistic readings will serve as the basis for conversational practice and study of Spanish and Latin American civilization, as well as engaging students in creative self-expression. Students will be exposed to a variety of narrative styles, voices, registers and genres as well as the linguistic intricacies of foreign language study such as false cognates, Anglicisms, idiomatic expressions and other vocabulary topics. Prerequisite: Score of 600 or higher on Spanish Placement Test and permission of the instructor.

SPEECH

SPE100 FOUNDATIONS OF COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to develop students' knowledge and skills pertaining to the fundamental theories, concepts, vocabulary, and practices related to the discipline of communication. Topic areas the course addresses include the process of communication, as well as verbal, nonverbal, listening, interpersonal, small group, intercultural, organizational, public and mediated forms of communication.

SPE101 PUBLIC SPEAKING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is devoted to the study of oral communication as it relates to the speaker, her/his purpose, subject, outline, presentational aids, delivery and audience. The first part of the course emphasizes the theory of public speaking, while the latter part is concerned with the analysis, preparation and performance in the areas of informative, demonstrative, persuasive and occasional speaking.

SPE102 ORAL INTERPRETATION OF LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores basic techniques of reading aloud and the selection, analysis, and performance of prose, poetry, children's literature from various cultures, drama, and documentary. Emphasis is on the general improvement of oral performance skills.

SPE111 TAKING THE TERROR OUT OF PERFORMANCE

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed for those who would like to reduce their fear of speaking or performing in front of an audience. Students explore the origin and extent of their anxiety and learn practical methods for dealing with all types of performance apprehension.

SPE115 EFFECTIVE LISTENING

1 Lecture 0 Lab 1 Credit Hour(s)

In this course students will develop an awareness of the process and role of listening in oral communication. In addition, students will develop skills related to analyzing and improving therapeutic, critical, and appreciative listening.

SPE116 INTERVIEWING TO GET THE JOB

1 Lecture 0 Lab 1 Credit Hour(s)

This course provides straight-forward, practical advice on developing communication skills needed to effectively prepare for and perform during a job interview. Students will benefit from role-play interviews using the most-often-asked questions by interviewers.

SPE201 ARGUMENTATION AND PERSUASION

3 Lecture 0 Lab 3 Credit Hour(s)

This is a course devoted to the theory and practice of persuasive techniques in oral communication. Special emphasis is on the role

of evidence, logic, fallacies, emotions, style, organization and delivery in oral persuasive communication.

Prerequisite: ENG 101.

SPE210 SMALL GROUP COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces students to the topic and study of communicating in small groups with an emphasis on the principles and techniques of discussion, and on the development of effective participation by group members in small groups at school, at home, and in the workplace. Specifically, they will study methods for how to be successful leaders in small groups, manage meetings effectively, manage group conflicts, organize group activity to address problems in the home and workplace, and how to identify, analyze, and address problems in group dynamics.

SPE219 INTERCULTURAL COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course will explore the methods by which people of various races, cultures, genders, religions, socio-economic backgrounds and sexual orientations communicate verbally and non-verbally. Students will develop the skills necessary to build and maintain positive communication across cultures. Students will focus on similarities and differences in communication behaviors, and they will explore how perceptions, language usage, nonverbal style, thinking modes and values influence communication between individuals of different cultures. By the end of the course, students will more fully understand their own cultures, as well as intercultural communication in their community, place of employment, country, world and in the media.

Prerequisite: ENG 101

SPE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience, or other activities that advance the student's knowledge and competence in oral communication, theatre or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

SPE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to SPE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

SPE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to SPE 271, except that the student's time commitment to the project will be approximately 105-135 hours.

SUSTAINABLE SYSTEMS

SUS101 SUSTAINABILITY CONCEPTS AND APPLICATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

In this course students will define sustainability and explore the technology that supports the application of sustainability concepts in buildings, energy, and resource management. Methods and technologies in building systems, energy systems, and resource management and conservation that foster sustainability will be investigated qualitatively and quantitatively. Through these activities students will begin to see how systems could be (re) designed to create sustainable communities.

Pre-requisites: College level English proficiency. MAT 091 (Beginning Algebra) or its equivalent.

THEATRE

THE103 DESIGN AND STAGECRAFT

2 Lecture 2 Lab 3 Credit Hour(s)

This course includes various techniques on how to design and construct scenery for theatrical performances. Topics may involve designing on paper, building on models, construction methods for production, script analysis, and the study of lighting.

THE105 THEATRE HISTORY I

2 Lecture 2 Lab 3 Credit Hour(s)

The elements of theatre are examined from the ancient Greeks through the 19th century with the objectives of understanding the development of theatre production, architecture, design, technology, acting styles, and playwriting. Concepts from lecture material are put to practical use in laboratory exercises where students stage scenes from historical plays.

THE106 SCRIPT ANALYSIS AND PRODUCTION

2 Lecture 2 Lab 3 Credit Hour(s)

This course offers students techniques on how to read a script and analyze it for themes, structure, style and meaning, so that a play can go from the printed page to a fully realized theatrical production. Topics include the selection of plays, casting, writing, directing, producing, acting, costuming, and scene design, including the application of these techniques to various media and special-purpose presentations.

THE109 ACTING I

2 Lecture 2 Lab 3 Credit Hour(s)

This course introduces the student to the basic skills of acting; the development of imagination, self-awareness, body control and voice; the techniques of stage movement; textual analysis; creation of character; rehearsal; the application of these skills to various media and special-purpose presentation.

THE110 HOW TO AUDITION

1 Lecture 0 Lab 1 Credit Hour(s)

This course develops the basic skills needed to complete a successful audition. Topics covered include: interviews, professional pictures and resumes, audition monologues, finding an agent or manager and cold readings.

Pre- or Co-requisite: THE 109

THE120 PERFORMING SKILLS FOR THE CLASSROOM

3 Lecture 0 Lab 3 Credit Hour(s)

This theatre course empowers the education student with various theatrical performance skills to captivate students and creatively convey information. Lessons involve the use of physical and vocal animation and enthusiasm, humor, imaginative use of space, storytelling, role-playing, props, suspense and surprise. Note: This course is intended for students preparing to be teachers.

THE161 THEATRE PRACTICUM I

2 Lecture 2 Lab 3 Credit Hour(s)

This course will enable the students to put theory into practice by experiencing first hand the creation of a live performance of a professional play from start to finish. This includes securing the rights to a play, pre-production meetings, casting, acting, stage managing and creating sets, lights, costumes, sound, props, multimedia, makeup, publicity and programs. The course will culminate in a series of public performances.

Pre- or Corequisite: THE 105

THE201 PLAY DIRECTING

2 Lecture 2 Lab 3 Credit Hour(s)

Students will experience first-hand the theater director's role

including his/her relation to the play, script, character analysis, the elements of drama, use of dialogue, dramatic devices, blocking and staging, casting, rehearsals and production. Also explored will be the director's relationship to the producer, as well as the technical aspects of the production – lights, set, sound, costumes, props and multi-media.
Prerequisite: THE 105.

THE209 ACTING II

2 Lecture 2 Lab 3 Credit Hour(s)

This course further develops the basic skills of acting that were introduced in Acting I. These skills include the development of imagination, emotional recall, sense memory, listening, body control, voice, improvisation, stage movement, textual analysis, creation of character, action and objective, rehearsal, and especially Scene Study, including the application of these skills to various media.

Prerequisite: THE 109

THE220 ACTING FOR THE CAMERA

2 Lecture 2 Lab 3 Credit Hour(s)

This course provides an opportunity to study the practical approaches to acting in front of the camera. It is a study in contemporary performance with a basic and essential knowledge of on-camera acting for film and television, as well as voice-over recording. There is also opportunity for self-directed learning with group performances in the television studio and audio production suites, as well as performing in student-directed television projects. The course places an emphasis on on-camera acting/performing techniques.

Prerequisite: THE 109 or COM 101

THE261 THEATRE PRACTICUM II

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an opportunity for the advanced performing arts student to take a leadership role in the creation of a live performance of a professional play from start to finish. This includes securing the rights to a play, pre-production meetings, casting, acting, stage managing, creating sets, lights, costumes, sound, props, multi-media, makeup, publicity and programs. The course will culminate in a series of public performances.

Prerequisite: THE 161.

THE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience, or other activities that advance the student's knowledge and competence in oral communication, theatre or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

THE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to THE 271, except that student's time commitment to the project will be approximately 70-90 hours.

THE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to THE 271, except that student's time commitment to the project will be approximately 105-135 hours.

WELLNESS AND FITNESS EDUCATION

WFE101 WELLNESS AND FITNESS EDUCATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course will provide students with the necessary knowledge to make well informed decisions about lifetime wellness, fitness activities and behavior modifications. Students will learn concepts in the various components of fitness, diet and weight control, and stress management with an emphasis on health risk reduction and improving their quality of life. Through lecture/laboratory presentations, assessments and computer technology, students will apply learned concepts to the design of individualized fitness and wellness programs. In the process, students will also have the opportunity to explore and experience options in 'fitness for life' activities.

Note: Students must register for both a lecture and lab.

WFE102 LIFETIME WELLNESS AND FITNESS LECTURE

2 Lecture 0 Lab 2 Credit Hour(s)

This is the lecture portion only of WFE 101. Credit for this course will be given to students who pass a proficiency test. Knowledge in this course includes the ability to make educated decisions about lifetime wellness and fitness activities. Topics covered include concepts in cardiovascular and other components of fitness; diet and weight control; and stress management with emphasis on health risk reduction and improving the quality of one's life. Education in protective behaviors will go beyond risk reduction for chronic and degenerative diseases to include abusive behaviors and sexually transmitted infections.

WFE103 LIFETIME WELLNESS AND FITNESS LAB

0 Lecture 2 Lab 1 Credit Hour(s)

This is the lab portion only of WFE 101. This course will be only for students who have proficiency credit for WFE 102. This course will provide students with the necessary knowledge to make educated decisions about lifetime wellness and fitness activities. Using laboratory assessments and computer technology, students will be tested on concepts in cardiovascular and other components of fitness; diet and weight control; and stress management with an emphasis on health risk reduction and improving their quality of life. Students will apply learned concepts to the design of individualized fitness and nutritional programs. In the process, students will also have the opportunity to explore and experience options in 'Fitness for Life' activities as well as to evaluate commercial fitness devices and fitness centers. Adaptive students will be accommodated and are required to contact the individual instructor before class begins.

WFE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of wellness or fitness education, or related areas. The student's time commitment to the project will be approximately 35-50 hours.

WFE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to WFE 271 except that the student's time commitment to the project will be approximately 70-90 hours.

WFE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to WFE 271 except that the student's time commitment to the project will be approximately 105-135 hours.

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Amherst
M.A., University of Notre Dame
B.A., College of St. Benedict/St. John's
University

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Assistant to the President
B.A., Mass College of Liberal Arts

Linda M. Beasimer (1994), Executive
Assistant to the Board of Trustees and the
President

Office of Academic Affairs and Student Services

Ellen Gambino (2006), Vice President
of Academic Affairs and Student Services
Ed.D., Saint John Fisher College
M.S., Pace University
B.A., SUNY New Paltz
A.A., Dutchess Community College
*Recipient of 2013 Chancellor's Award
for Excellence in Professional Service*

(Vacant), Dean of Students

Mark Balaban (2011), Director of
Counseling
Ph.D., M.A., George Mason University
B.A., Rutgers University

William V. Benedetto (1990),
Associate Registrar
M.A., University of Akron
B.A., Kent State University

Linda Bertolozzi (2014), Coordinator of
Disability Services
M.A., Marist College
B.A., State of New York College at
Cortland
A.A., Dutchess Community College

Eileen Black (2015), Admissions
Coordinator of Housing
A.A., Dutchess Community College

Lauren Bunnell (2009), Assistant Director
of Advising Services
M.A., State University of New York at
Binghamton
B.A., State University of New York at
Plattsburgh
A.A., Broome Community College

Marcia Butland (2015), Director
of Student Conduct and Community
Standards
M.S., Central Connecticut State
University
B.A., University at Albany, SUNY
A.A., Dutchess Community College

Cathy Carl (2010), Director of the
Library
M.L.S., University at Albany, SUNY
B.A., M.P.A., Marist College
A.A.S., Dutchess Community College

Melissa Carlo (2016), Director, TRIO
Student Support Services
M.P.H. New York University
B.A. Marymount College

Stephen Casa (2017), Coordinator of
Secondary School Partnerships
M.S., New York Institute of Technology
B.S., St. John University

Bernadette F. Cekuta (2011),
Coordinator of Emergency Services
Program
B.S., Marist College
A.A.S., Dutchess Community College

Warren Cornell, CSTEP Project Assistant
A.A., Dutchess Community College

Rachel Craparo (2000), Assistant Director
of Financial Aid
M.P.S., SUNY New Paltz
B.A., Marist College

Stewart Dawes (2005), Veterans
Resources Coordinator
M.S., Alfred University
B.A., State University of New York at
Plattsburgh
A.A., Dutchess Community College

Timothy Decker (1981), Director of
Programs and Activities, DCC South
M.S., SUNY New Paltz
B.A., Marist College
*Recipient of 2005 Chancellor's Award
for Excellence in Professional Service*

Michelle Diano (2008), Admissions
Counselor
M.A., B.A., Marist College

Doris Diaz-Kelly (2001), Assistant Dean
of Students and Director, Educational
Opportunity Program
M.S., B.A., State University of New York
at Binghamton

Kelly Fox (2017), Assistant Registrar
B.S., Marist College
A. A., SUNY Orange

Michelle Hamel (2016), Academic Coach
M.S., SUNY New Paltz
B.S., SUNY New Paltz
A.S., Dutchess Community College

Carol Helion (2015), Assistant to the
Vice President of Academic Affairs
and Student Services
A.A., Dutchess Community College
*Recipient of 2015 Chancellor's Award
for Excellence in Classified Service*

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Librarian
M.S., Long Island University Post
B.A., Long Island University Post

Ted Goehring (2007), Counselor,
Counseling Services
M.A., Capella University
B.A., SUNY New Paltz
A.S., Columbia-Greene Community
College

Anne Gorrick (2014), Assistant Director
of Financial Aid
B.A., SUNY New Paltz

Adrianna Mayson Greco (2016),
Director of Residence Life and Assistant
Director of Student Conduct
M.S., Ed., Purdue University
B.S., Truman State University

Matthew Hanlon (2003), Assistant Director of Student Activities
M.A., Marist College
B.A., University at Albany, SUNY

Kristel Kemmerer (2015), Associate Dean of Academic Affairs
Ed.D., Lehigh University
B.M., M.M., Ithaca College

Tina Kiernan (2007), Assistant Librarian
M.L.S., C.W. Post University
B.S., M.B.A., Hofstra University

Katherine Leonard (2016), Counselor Education Opportunity Program
M.S., B.S., SUNY New Paltz

Tammy MacBrien (2012), Employment and Career Services Coordinator
M.A., Western Connecticut State University
B.A., SUNY New Paltz
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Roza Makhmudova (2016), Coordinator, Transfer Services
M.A., Saint Peter's University

Susan J. McGlynn (2009), Assistant to the Dean of Academic Affairs
M.A., Saint Peter's University
B.A., Pace University

Rachel Mead (2014), Coordinator, Starfish
M.A., City University of New York
B.A., Marist College
A.A., Dutchess Community College

Susan L. Mead (1981), Director of Financial Aid
M.P.A., B.S., Marist College
A.A.S., Dutchess Community College
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Chrisie Mitchell (2007), Associate Director of the Dr. Mary Louise Van Winkle Teaching Learning Center
M.S., University of Albany, SUNY
B.A., State University of New York at Geneseo
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Holly Molella (1984), Dean of Academic Affairs
Ed.D., Boston University
M.S., Russell Sage College
B.S., M.A., Kent State University
Recipient of 2004 Chancellor's Award for Excellence in Teaching

Marta Newkirk (2000), Assistant Dean of Student Services
M.A., Marist College
M.P.S., SUNY New Paltz
B.A., Mount Saint Mary College
Recipient of 2012 Chancellor's Award for Excellence in Professional Service

Steven Posada (2017), Diversity Admissions Counselor
M.S., SUNY Stony Brook
B.A., SUNY New Paltz

Virginia Poznack (2012), Director of Scheduling
B.S., Marist College
A.S., Dutchess Community College

Angela Rios (2016), Director of Advising Services
M.S., Central Connecticut State University
B.A., Hartford University

Michael Roe (2011), Associate Dean of Student Services and Enrollment Management
M.Ed., St. Lawrence University
B.A., State University of New York at Oswego

Angela Romano (2015), Registrar
M.S., B.S., Mercy College
A. A., SUNY Orange

Jesse Saland (2012), Counselor Counseling Services
M.S.W., Fordham University
B.A., Skidmore College

Jaclyn Savolainen (2016), Assistant Librarian
M.S., Central Connecticut State
B.A., Yale University

Martin Schneider (2016), Director of Grants
J.D., George Washington University National Law Center
B.A., Boston College

Lori Scolaro (2009), Assistant Director of Academic Services and Testing
M.S., SUNY New Paltz
B.B.A., Pace University

Thomas Trinchera (1999), Assistant Librarian
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Robert Zasso (2000), Associate Director of Financial Aid
M.A., Western Connecticut State University
B.A., Eastern Connecticut State University

Alyssa Zinzi (2016), TRIO Student Success Coach
M.S.W., Adelphi University School
B.S.W., Florida Gulf Coast University
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Office of Administration

(Vacant), Vice President

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M.S., B.S., New York Institute of Technology
Recipient of 2011 Chancellor's Award for Excellence in Professional Service

Esther Couret (2012), Director of Human Resources Management
M.B.A., B.B.A., Baruch College
City University of New York

Edward P. Cox (2012), Director of Campus Security and Public Safety
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Cristina Crawford (2015), Assistant to the Vice President and Dean of Administration

Klaus Gessler (2005), Associate Dean of Administration for Information Technology
M.A., B.A., City College City University of New York

Patrick Griffin (1984), Director of Information Systems
M.S., B.S., Union College
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Erick Hawlk (2015), Assistant Director of Campus Safety and Security
M.A., American Military University
B.S., SUNY Empire State College

Howard Ignal (2015), Assistant Director of Information Security and Systems Architecture
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Lisa Keto (2006), Assistant to the Vice President and Dean of Administration
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Debra Ramsay (2014), Assistant Dean of Administration for Financial Services
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Coreen Sims (2012), Assistant Director of Human Resources Management
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City University of New York
B.A., Lehman College City University of New York

Office of Community Services and Special Programs

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B.A., The College of New Rochelle, School of New Resources
A. A., Mercy College

Tim Vermillion (2013), Assistant Dean of Community Services
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B.F.A., College School of Visual Arts of New York

Office of Communications and Public Relations

Judi Stokes (2010), Director of Communications and Public Relations
B.S., Syracuse University
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Laurie Boris (2012), New Media Specialist
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Jason Miller (2007), College Writer
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B.S., Ithaca College

DCC Foundation

Diana Pollard (2005), Executive Director of the Dutchess Community College Foundation
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A.S., SUNY Ulster

Victoria Halfpenny (2017), Development Coordinator
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B.A., Minnesota University

Institutional Research, Planning, and Assessment

Scott Schnackenberg (2017), Director of Institutional Research, Planning, and Assessment
B.S., B.S., Clarkson University

Suzanne Riela (2015), Assistant Director of Institutional Research, Planning and Assessment
Ph.D., SUNY Stony Brook
M.A., New York University
B.A., Baruch College City University of New York

FACULTY

Department of Allied Health and Biological Sciences

Department Chair:

Karen Ingham (1990), Assistant Professor, Clinical Lab Technician and Phlebotomy Certificate in Medical Technology, Berkshire Medical Center School of Medical Technology
B.S., State University of New York College at Plattsburgh
M.A., SUNY New Paltz

Teresa Burke (2014), Instructor, Biology
B.S., UMass Amherst
M.E.d., M.S., UMass Lowell

Mark Condon (1996), Professor, Biology
B.S., Montclair State College
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M.S., Ph.D., University of Rochester
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M.S., Independence University

Department of Behavioral Sciences

Department Chair:

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B.A., Creighton University
M.A., University of Nebraska

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M.S., Virginia Commonwealth University

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M.A., Boston University

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A.A., Ulster County Community College
B.A., M.A., Marist College

Cathleen Greenan (2006), Associate Professor, Behavioral Science
B.A., Hunter College
M.A., Columbia University

Susan W. Kennen (1979), Professor, Health, Physical Education, Wellness and Fitness
B.S., M.S.E., State University of New York College at Cortland
M.S., Russell Sage College

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Mehmet Kucukozer (2011), Associate Professor, Behavioral Science
B.A., University of Michigan
Master's in Translation and Interpretation, Universidad Autonoma de Guadalajara
M.A., Queens College
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B.S., SUNY New Paltz
M.S.W., Yeshiva University

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A.A.S., Westchester Community College
B.A., Iona College
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B.S., State University of New York College at Plattsburgh
M.A., Marist College

Kathleen O'Connell (2008), Associate Professor, Exercise Science
B.S., Salem State College
M.Ed., Springfield College
Ed.D., Northcentral University
Recipient of 2014 SUNY Chancellor's Award for Excellence in Teaching

Margaret M. Olimpieri (2002), Associate Professor, Behavioral Science
A.A., B.A., Roger Williams University
M.A., New York University

Peter Phipps (2003), Professor, Behavioral Science
B.S.W., Virginia Commonwealth University
M.A., Marymount University
M.S., Lehigh University
Ph.D., Saybrook Graduate School

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B.A., The New School University
M.P.S., SUNY New Paltz

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B.A., Columbia University
M.A., Yale University
Recipient of 2006 Chancellor's Award for Excellence in Teaching

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B.A., St. John's University
Ph.D., Graduate Center, CUNY

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B.S., SUNY Plattsburgh
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B.A., M.A., University of Puerto Rico – Rio Piedras

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A.A., Dutchess Community College
B.S., Wilmington College
M.A., Washington State University

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A.A.S., Dutchess Community College
B.S., Empire State College
M.P.S., SUNY New Paltz
Recipient of 2016 Chancellor's Award for Excellence in Teaching

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B.A., Empire State College
M.S., Concordia University

Department of Business

Department Chair:
Joan McFadden (2008), Associate Professor, Chair, Paralegal Program
A.A., Dutchess Community College
B.A., Marist College
J.D., Pace University School of Law

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B.A., Curry College
M.B.A., Providence College
M.Ed., Suffolk University

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B.A., King's College
J.D., Villanova University School of Law

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B.S., M.B.A., Mount Saint Mary College

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B.A., Somali National University
M.S.A., Kent State University
M.B.A., California State University Fresno

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B.B.A., Hofstra University
M.B.A., University of Pittsburgh

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B.A., Gettysburg College
M.B.A., Auburn University
D.B.A., Argosy University, Sarasota

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B.S., SUNY Empire State College
M.B.A., St. Thomas Aquinas College

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Department Chair:
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M.S.Ed., Capella University

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B.S., Lafayette College
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B.S., M.S., Manhattan College

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B.A., Lehigh University,
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B.Arch., Virginia Polytechnic Institute

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B.S., M.S., Mercy College

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B.A., Marist College
M.S., Syracuse University
Ph.D., University at Albany

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Department Chair:
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B.A., M.Ed., St. Lawrence University
Ph.D., Ball State University

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B.A., M.A., SUNY New Paltz

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B.A., James Madison University
M.A., SUNY New Paltz
Ph.D., University at Albany, SUNY

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B.A., M.A., University of Bucharest
Ph.D., Indiana University of Pennsylvania

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B.A., London University, England
M.A., University of Lille, France

Shinelle Espailat (2017), Instructor, English
B.A., Hunter College
M.A., Temple University

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B.S., St. John Fisher College
M.S., State University of New York, College at Brockport
Recipient of 2008 Chancellor's Award for Excellence in Teaching

- Navina Hooker (2000), Professor, English
B.A., McGill University
Ph.D., University of St. Andrews
- Tina Iraca (2011), Assistant Professor, English
B.A., M.A., SUNY New Paltz
Ph.D., University of Connecticut
- Melanie Klein (2005), Associate Professor, English
B.A., Rutgers University
M.A., California State University
M.F.A., Stanford University
- Carol Kushner (1991), Assistant Professor, English
B.A., Vassar College
M.A., State University of New York College at Cortland
- Kevin Lang (2009), Assistant Professor, English
B.B.A., University of Texas at Austin
M.A., New York University
M.A., SUNY New Paltz
- Ornella L. Mazzuca (2000), Professor, Spanish
B.A., Ph.D., University of Urbino, Italy
M.A., University at Albany, SUNY
- Willie Morris (2017), Instructor, English
B.A., M.A., Eastern Illinois University
- Dean J. Nelson (1979), Professor, English and Philosophy
B.A., Hobart College
M.A., New York University
M.A., University at Albany, SUNY
- Keith O'Neill (2002), Professor, English
B.A., M.A., State University of New York at Binghamton
Ph.D., University of Georgia
- Patricia Phillips (2012), Instructor, English
B.A., Marist College
M.F.A., The New School University
- Michael Rambadt (2015)
Instructor, English
A.A., Dutchess Community College
B.A., Vassar College
M.A., SUNY New Paltz
- Brenda Squires (2009), Associate Professor, English
B.F.A., M.F.A., University of Iowa
M.A., Ph.D., University of Missouri
- Craig Stokes (2002), Associate Professor, Spanish
B.A., M.A., Bowling Green State University
M.B.A., Long Island University
Ph.D., University at Albany, SUNY
- David A. Teague (1995), Associate Professor, English
B.A., University of North Carolina
M.A., University of North Carolina
Ph.D., Florida State University
- Lisa Treacy-Pignetti (2003), Assistant Professor, Reading
B.S., SUNY New Paltz
M.S., University at Albany, SUNY
- Gail Upchurch Mills (2011), Associate Professor, English
B.A., Howard University
M.A., Loyola University
M.F.A., Chicago State University
Ph.D., Binghamton University
Recipient of 2017 Chancellor's Award for Excellence in Teaching
- Leigh Williams (1993), Professor, English
B.A., Colorado College
M.A., University of Minnesota
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- Department Chair:
Werner Steger (2000), Professor, History
B.A., Ludwig-Maximilians University
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- Seemi Ahmad (1993), Professor, Economics
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B.S., United States Military Academy
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M.A., Villanova University
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- Laura Murphy (2004), Professor, History
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- Jeffrey L. Clark (1979), Associate Professor, Mathematics and Computer Science
B.S., East Stroudsburg State College
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Graduate Diploma in Education, Bishop's University
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M.A. Marist College

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M.S., Marist College

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B.S., Alfred University
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B.S.N, Mangalore University

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Department Chair:
Joseph Cosentino (1997), Professor, Speech and Theater
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M.F.A., Goddard College
M.A., SUNY New Paltz

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A.A., Cypress College
B.A., M.A., California State University

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B.M., Ithaca College School of Music
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D.M.A., Rutgers University

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M.Phil., Trinity College, Dublin
Ph.D., University of Pittsburgh

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B.S., Franklin Pierce College
M.P.S., SUNY New Paltz
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Juan Garcia-Nunez (1997), Associate Professor, Communications
B.A., M.A., Pratt Institute

Elizabeth Gerbi (2017), Instructor, Musical Theatre
B.M., Ithaca College
M.M.E., Boston University

Lindsey Guile (2014), Assistant Professor, Visual Arts
A.A., Jefferson Community College
B.F.A., M.A., State University of New York College at Oswego
M.F.A., SUNY New Paltz

Lowell Handler (2000), Associate Professor, Photography
B.F.A., School of Visual Arts
M.A., New School University

Margeaux Lippman Hoskins (2015), Instructor, Speech
B.A., Marist College
M.A., Pepperdine University
Ph. D., University of Washington

Holly McCabe (2013), Assistant Professor, Visual Arts
B.A., Gettysburg College
B.F.A., School of the Art Institute of Chicago
M.A., SUNY New Paltz

Camilo Rojas (1991), Professor, Communications
B.F.A., M.F.A., Pratt Institute
Recipient of 2009 Chancellor's Award for Excellence in Teaching

Dana Weidman (2003), Professor, Communications and Media Arts
B.A., Grinnell College
M.F.A., American Film Institute

Department of Physical Sciences

Department Chair:
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B.S.A., University of Georgia
M.S., University of Connecticut
C.A.S., Oglethorpe University

Jean-Michel Campagne (2012), Assistant Professor, Chemistry
B.S., Ph.D., Virginia Commonwealth

Jefferson Cavalieri (1992), Professor, Chemistry
B.S., Tufts University
Ph.D., University of Wisconsin

Susan Conrad (2000), Professor, Physical Science and Geology
B.A., Franklin and Marshall College
M.S., Southern Illinois University
Recipient of 2012 Chancellor's Award for Excellence in Teaching

Jessica Geer (2015), Assistant Professor, Chemistry
B.A., Temple University
Ph.D., University of the Sciences in Philadelphia

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B.S, Ruia College and Institute of Science
M.S., University of Alabama, Huntsville
Ph.D., Alabama A&M University

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B.A., State University of New York at Geneseo
Ph.D., State University of New York at Albany

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B.S., Susquehanna University
M.S., University of Nebraska
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B.S., University of Massachusetts
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Clinical Lab Coordinator
B.S., Marymount College

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B.S., SUNY New Paltz

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B.A., Goucher College
M.S., University of North Carolina

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B.A., Wesleyan University

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B.S., Pace University
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A.A.S. Dutchess Community College
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B.S., M.S., SUNY New Paltz

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Jon Alessandrello, Heat & Vent Technician

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Karen Anson, Program Assistant

Michael Arzillo, Systems Specialist

Michael Avezzano, Groundskeeper II

Jeffrey Baker, Instructional Media Technician

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Marie Braig, Clerk

Jason Brainard, Activities Coordinator

Kevin Becker, Chemistry Teaching Lab Assistant

Carole Bengough, Programmer Analyst

John Biedinger, Locksmith

Cheryl Billings, Principal Library Clerk

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Phyllis Black-Ruffell, Program Assistant

Ivana Boland, Program Assistant

Gladys Boone, Activities Coordinator

Thomas Bouton, Programmer Analyst

Daniel Bradford, User Services Administrator

James Brazee, Software Specialist

James Brown, Cleaner

Fabian Bustamante, Cleaner

Maureen Byrum, Senior Office Assistant

Willie Calhoun, Cleaner

Linda Callis-Bennett, RPN

Anna Carbone, Head Cleaner

Suekay Case, Program Assistant

Thomas Charles, Cleaner

Kent Chiavaroli, Supervising Head Cleaner

Marsha Clemmons, Principal Program Assistant

Bobette Collins, Program Assistant

Raymond Conklin, Teaching Lab Assistant

Anthony Corrado, Heat & Vent Supervisor

Desiree Couto, Program Assistant

Kenneth Coyle, Delivery Driver

Christine Craig, Senior Library Clerk

Eileen Cultrera, Receptionist

Brenda Cummings, Supervisor of Nurses

Vanessa Cutchin, Accounting Clerk

Karen Dalbo, Program Assistant

Cheryl Daley, RPN Sub.

Christopher D'Ascanio, Program Assistant

Thomas D'Ascanio, Accounting Clerk

Eric Dedrick, Groundskeeper I

Daphne Demps-Claire, Principal Accounting Clerk

Cathleen Denizard, Cleaner

Luke Derboghossian, Building Maintenance Mechanic II

Scott Derby, Software Specialist

James Devens, Programmer Analyst Trainee

Grace Diaz, Program Assistant

Lisa Dieffenthaler, Administrative Assistant

Stephen Doland, Teaching Lab Supervisor

Kathleen Dorney, Accounting Clerk

Daniel Downey, Building Maintenance Mechanic

Catherine Duncan, Housekeeping Supervisor

Thomas Duffy, Purchasing Agent

John Ellison, Teaching Lab Assistant

Margaret Ellmore, Office Assistant

Eileen Fasano, Program Assistant

Adrianna Frazier, Program Assistant

Carl Firlings, Groundskeeper I

Zachary Fischer, Micro Network Support Specialist

Laura Fitzmaurice, Secretary

Nancy Fitzpatrick, Program Assistant

Yvonne Flowers, Principal Accounting Clerk, *Winner of the 2016 Chancellor's Award for Excellence in Classified Service*

Bonnie Foote, Senior Office Assistant

Corinne Fuimarello, Senior Office Assistant

Mary Gabel, Senior Office Assistant

Francine Green, Supervising Office Assistant
 Nancy Geer, Secretary
 Doris Geigel, Head Cleaner
 Beverly Juchem, Cleaner
 Richard Kaputa, Senior Campus Guard
 Joanne Kase, Principal Accounting Clerk
 Barbara King, Program Assistant
 Maryanne Kinsella, Research Assistant
 Edward Kogut, Safety Coordinator
 Janet Kolarik, Receptionist
 Barbara Korey, Senior Library Clerk
 Margaret Koriniskie, Senior Program Assistant
 Norman Krueger, Carpenter
 John Kuklis, Supervising Head Cleaner
 Jeanine LaRosa, Accounting Clerk
 Joseph Laster, Athletic Facility and Equipment Attendant
 Alessandro Lazcano, Cleaner
 April Leszczynski, Secretary
 Sheila Lewis-Merced, Cleaner
 Alec Levinson, Cleaner
 Lori Liano, Accountant
 Brett Lipton, Campus Guard
 Elvis Lopez, Cleaner
 Sabrina Lopez, Office Assistant
 Douglas Lyke, Instructional Media Technician
 James MacBrien, Athletic Facility & Equipment Attendant
 Carlos Madrigal, Cleaner
 Maureen Mackey, Programmer Analyst
 Wilder Manrique, Instructional Media Technician
 Brendan Manwaring, Cleaner
 Veronica Martin-Follette, Library Clerk
 M. Margaret Narvaez-Cooper, Program Assistant
 Cheryl Mayfield, Payroll Clerk
 Christine McCarthy-Pagano, Drafting Technician II
 Rory McEntyre, Teaching Lab Assistant
 Ronald McKeon, Electrician I
 Cheryl Medeiros, Office Assistant
 Katherine Merry, Library Clerk
 Richard Merry, Building Maintenance Mechanic II
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 Lorraine Messina, Junior Systems Programmer
 David Meyer, Building Maintenance Supervisor
 Daniel Milanese, Software Specialist
 Allison Miller, Program Assistant
 Debra Miller, Senior Office Assistant
 Lori Morris, Clerk
 Barbara Mosher, Administrative Assistant
Winner of the 2017 Chancellor's Award for Excellence in Classified Service

Paul Neal, Building Maintenance Mechanic II
 Joan Nesel, Accounting Clerk
 Kathleen Nigro, Library Clerk
 Tyyine Norman, Program Assistant
 Gail O'Neil, Program Assistant
 Pamela Osterhoudt, Office Assistant
 Ashley Owens, Clerk
 Jenni Oyler, Chemistry Teaching & Lab Assistant
 Matthew Palmatier, Warehouse Supervisor
 Anthony Pane, Auto & Equipment Mechanic
 Lynette Patrice, Senior Program Assistant
 David Patterson, Cleaner
 Vasilios Papanicolaou, Building Maintenance Mechanic II
 Deborah Pettyjohn, Library Clerk
 Nelson Perez, Groundskeeper I
 Danielle Perrin, Office Assistant
 Russell Pignatello, Building Maintenance Mechanic III
 James Plass, Groundskeeper II
 Loretta Polhill, Program Assistant
 Deborah Priest, Senior Program Assistant
 Vincent Prinzivalli, Program Assistant
 Pierina Provenzano, Senior Office Assistant
 Mary Ramaglia, Program Assistant
 Ann Marie Rambo, Program Assistant
 Dawn Reardon, Accounting Clerk
 Kristen Rego, Teaching Lab Assistant
 Christopher Reilly, Groundskeeper
 Leslie Riley, Supervisor of Athletic Facilities
 Ruisdael Rivera, Attendant
 Charonique Roberts, Secretary
 Karen Roach, Program Assistant
 Michele Romano, Secretary
 Doreen Roome, Office Assistant
 Linda Rutherford, Secretary
 Carol Sappe, Accountant
 Deborah Scardaci, Office Assistant
 Laura Scardaci, Program Assistant
 Teresa Schaab, Cleaner
 Kristy Schmauch, Program Assistant
 Brent Smith, Painter
 Steven Schmitz, Program Analyst
 Elizabeth Seelbach, RPN
 Gregory Starzyk, Supervisor of Grounds
 Alyson Stewart, Senior Office Assistant
 Tara Stohr, Library Clerk
 Mary Taylor, Payroll Clerk
 Terriann Texiera, Program Assistant
 Ricky Thomas, Cleaner
 Heidi Thorn, Administrative Assistant
 Jesse Thorpe, Cleaner
 Andrea Townsend, Senior Office Assistant
 Dawn Vaeth, Payroll Clerk

Cheryl Verdile, Supervisor of Student Accounts
 Rita Vitulli, Senior Office Assistant
 Marie Vivirito, Senior Office Assistant
 Shaun Wade, Groundskeeper I
 Carol Walker, Office Assistant
 Sabrina Wells, Program Assistant
 Horace West, Head Cleaner
 Pamela White, Secretary
 Wayne Whitney, Cleaner
 David Williams, Cleaner
 Scott Winne, Cleaner
 William Wolfson, Security Systems Specialist
 Clifford Young, Head Cleaner
 Barbara Zelig, RPN Sub.

CURRICULUM ADVISORY COMMITTEES

ACCOUNTING

Tina Chirico, Anderson Center
for Autism
Joan Hollister, SUNY, New Paltz
Bruce Marley, Retired Cash Management
Specialist, Central Hudson
Gas & Electric
Deborah Most, DCC Accounting
Professor Emeritis
Penny B. Ormiston, CPA PC
Dawn Reshen-Doty, CEO,
Benway Enterprises
Dr. Gregory Tully, Marist College
Roxie Tymkewycz, Riverside Bank

ARCHITECTURE AND CONSTRUCTION MANAGEMENT

Thomas Edib, Project Manager-Fellenzer
Engineering, LLP
Felix A. Iapichino, Owner-Jadar
Development Corp.
Ciro Interrante, CIA Architect
Charles Liscum, Architect-Liscum
McCormack Van Voorhis
James Madison, Arris Construction
David Mateer, Principal, Jacobs
Consultancy Inc.
Carlo Mazzarelli, Mazzarelli
Architecture & Planning
Michael McCormack, Architect,
Liscum McCormack Van Voorhis
Christian Meyer, Meyer
Contracting Corp.
John C. Morgan, R.A. Architect
Edmund Murphy, Retired Executive
Director, Hudson River Housing Inc.
Giovanni Palladino, Kirchhoff
Companies
Donald Swartz, Architect, The Swartz
Architectural Group
Raymond Van Voorhis, Architect,
Liscum, McCormack Van Voorhis
Christie Wheate Billeci, CWB Architect
Kathryn Whitman, Principal Owner,
Kathryn Whitman Architecture

BUSINESS ADMINISTRATION

Diana Babington, Diana Babington,
School Counselor, Spackenkill
High School
Dan Jenkins, Store Manager,
Sears Holdings
Stan C. Morse, Co-owner, Marstan
Travel
Eileen Murphy, Associate Dean &
Director of Undergraduate
Programs, Lubin School of Business,
Pace University
Greg Voght, Creative Resources Group
Laura Voght, Creative Resources Group
Mary Kaye Vrba, Dutchess County
Tourism

CAREER & TECHNICAL EDUCATION COUNCIL

Carlos Galarza, Student Representative,
Dutchess Community College
Bernard Handel, President, Handel
Companies, Trustee-Handel
Foundation
Laraine Kautz, Executive Director,
Dutchess County Workforce
Investment Board
Harold King, Executive Vice President,
The Council of Industry of
Southeastern New York
Jeanne Lipscomb, Supervising Labor
Services Representative, New York
State Department of Labor
Louise McLoughlin, Vice President,
Workforce Development, Dutchess
County Regional Chamber
of Commerce
Craig McMahon, Current Student
and Alumni
Majdie (Mike) Nesheiwat, C4
Development Engineering
Technician, Global Foundries
Jody B. Miller, EEO/Human Rights
Officer
Angela Patella, Director of Counseling,
ACCESS-VR, New York State
Education Department
Adam J. Podpora, Operation
Services Engineer, Central Hudson
Gas & Electric
Brian Zeidan, Director of Development,
The Brookmeade Community

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Joline Frey, Lab Manager, MidHudson
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Kimberly Gates, Lab Corp
Maryanne M. Kearney, Columbia
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Adria Marallo, Quest Diagnostics
Lorraine Murphy, DCC MLT alumnus
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COMPUTER INFORMATION SYSTEMS

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Computer Software, Carmel
Daniel Hu, IBM

CRIMINAL JUSTICE

Butch Anderson, Sheriff, Dutchess
County Sheriff's Office
Paul D. Annetts, Correctional Facility
Review Specialist, NYS Commission
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Maura Barrett, Attorney
Dominick Chiumento, Lieutenant,
New York State Police
Erik Grutzner, Chief of Police,
Pleasantville Police Department
Kirk Imperati, Undersheriff, Dutchess
County Sheriff's Office
Thomas H. Jones, NYS Police, Assistant
Zone Commander
Mary Kopp Adams, Director of Sex
Offender Management Unit, NYS
DOCCS
Lori Mikus, Probation Officer I.,
Dutchess County Probation
Patricia Thornton, U.S. Postal Inspector
John Watterson, Dutchess County
Sheriff's Office

EARLY CHILDHOOD

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Dr. Sonja deGroot Kim
Gina Kantor, Executive Director, Acorns
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Sandra Kraich, Director, Louis
Greenspan Day Care Center,
Dutchess Community College
Carol Murray, Director, ABL Day Care
Center, Bard College
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Dr. Julie Riess, Director, Wimpfheimer
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ELECTRICAL TECHNOLOGIES

William Cox, The Solar Energy
Consortium (TSEC)
Christian William Ecker Jr.,
Retired Verizon
Dr. Baback Izadi, Department of
Electrical and Computer
Engineering, SUNY New Paltz
Dave Leary, Ebara Technologies, Inc.
Nathan Newland, Global Foundries
Adam J. Podpora, Operation Services
Engineer, Central Hudson Gas
and Electric
Gerald Wagner, Wagner Technical
Services, Inc.
Bill Wolfson, ETC Technologies

FIRE SCIENCE

Gus Antalek, Captain, Arlington F.D.
Tory Gallante, Chief, Arlington F.D.
Mark Johnson, Chief, City of
Poughkeepsie F.D.
Chris Maeder, Chief, Fairview F.D.
Michael Merritt, Firefighter, Beacon F.D.
Jeffrey S. Pells, Captain, Arlington F.D.
Chris Rea, Assistant Chief, Kingston F.D.
Barry Ward, Deputy Chief,
LaGrange F.D.

HUMAN SERVICES

Karen Barone, Recreation Specialist,
Manor at Woodside
Lisa Cardinale, Quality Improvement
Coordinator, Dutchess County
Department of Mental
Hygiene
Mette Christiansen, Lecturer and
Fieldwork Coordinator, SUNY
New Paltz
Nancy Dingee, Special Education
Teacher, Poughkeepsie Middle School
Janet Dykman, Supervisor, Cardinal
Hayes Home for Children
Patricia Lamanna, Field Supervisor
Emeritus, Dutchess Community
College
Donna Menconeri, River Haven
Runaway & Homeless Youth Program
Mary Moody, Community Volunteer

NURSING

Christine Andrews, Associate Chief
Nurse Ambulatory Care/Acute
Medicine, VA Hudson Valley Health
Care Systems
Lore Bogolin, VP Patient Care Service;
Chief Nurse Officer, Vassar Brothers
Medical Center
Lisa Cerniglia, Clinical Resource
Coordinator, MidHudson Regional
Hospital
Luanne Convery, VP, Patient Care
Services, Putnam Hospital Center
Barbara Good, R.N., MidHudson
Regional Hospital, Certified
Home Health
Cathy Halwick, Director of Nursing
Practice, MidHudson
Regional Hospital
Cathi Tegtmeier, Director of
Communicable Disease Control &
Public Health Preparedness, Dutchess
County Department of Behavioral
and Community Health
Pamela Rhodes, VP, Patient Care
Services/CNO, Health Quest

PARALEGAL

Lorenzo Angelino, Attorney, Law Offices
of Lorenzo L. Angelino
Rachel Flanagan Frost, Attorney
Jessica M. Knapp
Steinberg, Symer & Platt, LLP
Gerard Marino, Kirchoff Companies
Andrew Roepe, Village Justice,
Village of Montgomery
Kyle Steller, Attorney, McCabe & Mack

PARAMEDIC

Michael Benenati, EMT-P, EMS
Administrator, LaGrange F.D.
Ann Bollman, RPAC, EMT,
Arlington Fire District
Francine Brooks, MD, Vassar Brothers
Medical Center ED
Guy Carpico, EMT-P, Vassar Brothers
Medical Center
Seth Goldstein, EMT-P, Arlington F.D.
George Hemroth, Non-Paramedic
Member
Edward Horton, RN, EMT-P, Mobile
Life Support Services, Inc.
William T. Jeffries, EMT-P, Mobile Life
Support Services, Inc.
John Mahoney, Assistant Emergency
Response Coordinator, Department
of Emergency Response Dutchess
County
Gary Neifeld, MD, Assistant Medical
Director, Vassar Brothers Medical
Center
David O'Brien, RPAC, EMT-P,
MidHudson Regional Hospital
Mark Papish, M.D., Medical Director,
MidHudson Regional Hospital
Richard Parrish, Emergency Service
Coordinator-UC/HAHV, Kingston
Hospital
Deborah Pellegrini, Student
Representative
James Rawley, RPAC, EMT, Vassar
Brothers Medical Center
Cathi Tegtmeier, Director of
Communicable Disease Control
& Public Health Preparedness,
Dutchess County Department
of Behavioral and Community
Health
David A. Violante, EMT-P, Arlington
Fire District
W. Andrew Wilson, MD, Northern
Dutchess Hospital ED

SUNY CHANCELLOR'S AWARDS FOR EXCELLENCE - AWARD WINNERS

Excellence in Teaching

Ross L. Pattison (1974)	Jacqueline Goffe-McNish (2008)	Margaret Craig (2015)
Donald H. Puretz (1975)	Camilo Rojas (2009)	Tara Sweet-Flagler (2015)
Toni M. Emery (2002)	Andrew M. Scala (2010)	Elizabeth Albertson (2015)*
Patricia DeLessio (2003)	Leah M. Akins (2011)	Mareve VanVoorhis (2016)
Holly Molella (2004)	Susan Howes Conrad (2012)	Anne Marie Zanchetti (2016)*
Wesley Ostertag (2005)	Renee Lathrop (2013)	Gail Upchurch-Mills (2017)
Stephanie Roberg-Lopez (2006)	Kathleen O'Connell (2014)	Trudy Cirrincione (2017)*
Richard Reitano (2007)	Wendy Joyce (2014)*	

**Excellence in Adjunct Teaching*

Excellence in Professional Service

Dennis Dempster (1979)	Susan L. Moore (1995)	Rita D. Weber-McKee (2007)
Deborah Weibman (1980)	Connie Bard Fowle (1996)	Ansamma Varkey (2009)
George McClellan (1985)	Jay Simpson (1997)	Wendy Bohlinger (2010)
Roberta Keppel (1988)	Madison K. Finley (1998)	Bridgette Anderson (2011)
Jeffrey I. Levinson (1989)	Rita Banner (1999)	Marta Newkirk (2012)
Howard C. Himelstein (1990)	Barbara J. Liesenbein (2000)	Ellen Gambino (2013)
Ronald Kupin (1991)	John Mazzetti (2001)	Sally Weglinski (2014)
Mary B. Mucci (1992)	Gail Hermosilla (2003)	Chrisie Mitchell (2015)
Lois Stewart (1993)	Timothy Decker (2005)	Patrick Griffin (2016)
Gary C. Pfeifer (1994)	Carol Stevens (2006)	Susan Mead (2016)

Excellence in Classified Service

Carol Helion (2015)
Yvonne Flowers (2016)
Barbara Mosher (2017)

FACULTY AND ADMINISTRATORS EMERITI

Anthony A. Adamo	James Flynn	Stephen Lange	Donald H. Poretz
Martha Afzal	Alfredo Fonts*	Frank LaRose	Aaron Rand
Thomas Andrew*	Sharon Fowler	Linda W. LaRou	Ellena Reda
Philip Arnold	Jerome Frankel	David Lax*	Richard Reitano
Joan Artz	Fred Galt*	Nancy Lebron	Peter G. Rollerli
Arthur R. Askue*	Edna Gardenier*	Jerry A. Lee*	Carol Roper
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Helen Baldwin*	Nancy Giaccone	Barbara Liesenbein	A. Leslie Ross*
Rita Banner	Joseph Giardino	I. Jack Lippman*	Julia M. Ross*
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Diane Becker	Sondra Giordano	Maryann E. Longhi	Walter Ross*
Domenica Bellacicco	Ernest Gleckman	Maisry MacCracken	Elliot Rudoy
Robert Benney*	Charles W. Grech*	Richard MacNamee	Anthony Ruggiero*
Madeline E. Bashoff	Paul Greenfield	Richard A. Malboeuf	Harold E. Russell*
Holly St. John Bergon	Nancy Greska	Carl Marchese	Rudolph Russo
Eileen Best	Roy Gross	Eleanor Marr	Gloria Rutgers
Mary Biasotti	Eileen Hall	Philip Marsh	Richard Salamon
Lydia Binotto	James Hall	Freda R.H. Martens*	Justin Seipp*
Gervas Blakely*	Hugh Halsey*	Michael Mayer*	Gilbert Seligman
Robert Bleadow	Gerald Hamel	Joan Mazza	Yvonne Sewell
Karen T. Blonder	William Happ	John Mazzetti	Bea Sheffield*
Pamela Blum	William Harwood	William McAlduff	Michael Shohat*
Mary Bodanza	David Heimlich	George McClellan*	Andrew B. Sillin
Wendy Bohlinger	Dorothy Hellerman	Mark McConnaughay	Jay Simpson
James Brazee*	Peggy Lee Henderson	Carmen McGill	Richard Skimin*
Gail Brittain	Gail Hermosilla	Alice McGovern	Duane Smith*
Frederick Brough	Paul G. Higgins	Connie McLaughlin	Ewing E. Smith*
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Alma Cudney	Henry Horowitz	Susan L. Moore	George Stevens
John Davenport*	Raymond Hoyle	John Moran	Lois Stewart
Patricia DeLessio	William Jacobs	Robert E. Moseley*	William Stigall*
John DeMadaler	Bina Jhanji	Deborah Most	Jonathan Stone
John Demenkoff*	J. Al Johnson	Mary Mucci	Judith Tavel
Dennis Dempster	Larry O. Johnson	Henry Muller	Roger Thorpe
Carl L. Denti	Elizabeth Jordan	Marcia Murray	Arnold Toback
Thomas Denton	Janet Junge	Henry Muschio	Thomas M. Toler
Elisabeth Deran	Charles Karian	Susan Nagel	Kim Touchette
John Desmond	Kathleen M. King	William Nichols*	Deloris Traver
Karen Desmond	John Kirn*	Joseph Norton	Edward Travis
Joel Diamond	Sally Klein*	Samuel Olanoff*	Marty F. Triola
Toni Doherty	William Kleinhomer*	Clifford Olsen*	Suzanne Valenti
W. John Dunn	Judith Kohl	Wesley Ostertag	Mary Louise Van Winkle
Richard Dykeman	Beth Kolp	Victoria Passikoff	Ansamma Varkey
Constance R. Eames	Edward Kompass	Ross L. Pattison	Xavier Verbeck*
Toni M. Emery	Aniela Kosinska*	Darleene Peters	Wendy Walker
Samuel Englehart	Lewis A. Krevolin	Richard Peveryly*	Jane Ward
John Falabella	Anthony Krzywicki*	Gary Pfeifer	Allyn J. Washington
Albert Feldman*	Constance Kuhn	June S. Pierson	Rita D. Weber-McKee
Antonio Ferri	Ronald Kupin	Russell Pirog	Deborah Weibman
Daniel Fetler*	Susan LaFosse	Michael Pope	Ellen Wild
Gary Fidler	Patricia Lamanna	Geraldine Pozzi-Galluzi	Rose Wiley
Madison K. Finley	Carolyn Lampack	Stephen Press	O. Howard Winn
Matthew Fitzgerald	Anne F. Landry	Arthur Pritchard	Patricia Zerbe
	Alfred Lane		<i>*Deceased</i>

STATE UNIVERSITY OF NEW YORK

The State University's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New York citizens and comprise the nation's largest, centrally managed system of public higher education.

When founded in 1948, the University consolidated 29 state-operated, but unaffiliated, institutions. In response to need, the University has grown to a point where its impact is felt educationally, culturally and economically throughout the state.

Nearly 400,000 students are pursuing traditional study in classrooms or are working at home, at their own pace, through Empire State College, whose students follow individualized and often non-traditional paths to a degree. Of the total enrollment, more than 100,000 students are 24 years or older, reflecting State University's services to specific constituencies, such as refresher courses for the professional community, continuing educational opportunities for returning service personnel and personal enrichment for more mature persons.

State University's research contributions are helping to solve some of modern society's most urgent problems. It was a State University scientist who first warned the world of potentially harmful mercury deposits in canned fish, and another who made the connection between automobile and industrial exhaust combining to cause changes in weather patterns. Other University researchers continue important studies in such wide-ranging areas as immunology, marine biology, sickle-cell anemia and organ transplantation.

More than 1,000 Public Service activities are currently being pursued on State University campuses. Examples of these efforts include special training courses for local government personnel, state civil service personnel and the unemployed; participation by campus personnel in joint community planning or project work and campus-community arrangements for community use of campus facilities.

A distinguished faculty includes nationally and internationally recognized figures in all the major disciplines. Their efforts are recognized each year in the form of such prestigious awards as Fulbright-Hays, Guggenheim and Danforth Fellowships. The University offers a wide diversity of what are considered the more conventional career fields, such as business, engineering, medicine, teaching, literature, dairy farming,

medical technology, accounting, social work, forestry and automotive technology. Additionally, its responsiveness to progress in all areas of learning and to tomorrow's developing societal needs has resulted in concentrations which include pollution, urban studies, computer science, immunology, preservation of national resources and microbiology.

SUNY programs for the educationally and economically disadvantaged have become models for delivering better learning opportunities to a once-forgotten segment of society. Educational Opportunity Centers offer high school equivalency and college preparatory courses to provide young people and adults with the opportunity to begin college or to learn marketable skills. In addition, campus-based Education Opportunity Programs provide counseling, developmental education and financial aid to disadvantaged students in traditional degree programs.

Overall, at its EOC's, two-year colleges, four-year campuses and university and medical centers, the University offers 3,600 academic programs. Degree opportunities range from two-year associate programs to doctoral studies offered at 12 senior campuses.

The 30 two-year community colleges operating under the program of State University play a unique role in the expansion of educational opportunity. They provide local industry with trained technicians in a wide variety of occupational curriculums, and offer transfer options to students who wish to go on and earn advanced degrees.

During its brief history, State University has graduated more than 1 million alumni, the majority of whom are pursuing their careers in communities across the state.

State University is governed by a Board of Trustees, appointed by the governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the SUNY board is defined by law. The state contributes one-third to 40 percent of their operating cost and one-half of their capital costs.

*The State University motto is:
To Learn, To Search, To Serve*

STATE UNIVERSITY OF NEW YORK

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University Centers/Doctoral Degree Granting Institutions

University at Albany
Binghamton University
University at Buffalo
Stony Brook University
College of Ceramics at Alfred University
College of Optometry
Cornell University:
Agriculture and Life Sciences
Human Ecology
Industrial and Labor Relations
Veterinary Medicine
Environmental Science and Forestry at Syracuse
Downstate Medical Center
Upstate Medical Center

University Colleges

College at Brockport
College at Buffalo
College at Cortland
College at Fredonia
College at Geneseo
College at New Paltz
College at Old Westbury
College at Oneonta
College at Oswego
College at Plattsburgh
College at Potsdam
College at Purchase
Empire State College

Technology Colleges

Alfred State College
College of Technology at Canton
College of Agriculture and Technology at Cobleskill
College of Technology at Delhi
Farmingdale State College
Maritime College
Morrisville State College
SUNYIT - SUNY Institute of Technology at Utica/
Rome

Community Colleges

(Locally-sponsored, two-year colleges under the program of State University)

Adirondack Community College at Glens Falls
Broome Community College at Binghamton
Cayuga County Community College at Auburn
Clinton Community College at Plattsburgh
Columbia-Greene Community College at Hudson
Corning Community College at Corning
Dutchess Community College at Poughkeepsie
Erie Community College at Buffalo
Fashion Institute of Technology at New York City***
Finger Lakes Community College at Canandaigua
Fulton-Montgomery Community College at Johnstown
Genesee Community College at Batavia
Herkimer County Community College at Herkimer
Hudson Valley Community College at Troy
Jamestown Community College at Jamestown
Jefferson Community College at Watertown
Mohawk Valley Community College at Utica
Monroe Community College at Rochester
Nassau Community College at Garden City
Niagara County Community College at Sanborn
North Country Community College at Saranac Lake
Onondaga Community College at Syracuse
Orange County Community College at Middletown
Rockland Community College at Suffern
Schenectady County Community College at Schenectady
Suffolk County Community College at Selden
Sullivan County Community College at Loch Sheldrake
Tompkins Cortland Community College at Dryden
Ulster County Community College at Stone Ridge
Westchester Community College at Valhalla

****While authorized to offer such baccalaureate and master's degree programs as may be approved pursuant to the provisions of the Master Plan, in addition to the associate degree, the Fashion Institute of Technology is financed and administered in the manner provided for community colleges.*

Accreditation

Dutchess Community College is accredited by the Middle States Association of Colleges and Secondary Schools. It is a member of the American Association of Community Colleges, the International/Intercultural Consortium of the AACCC, and a founding member of the Association of Colleges of the Mid-Hudson area. Its curricula are approved by the State University of New York and registered by the State Education Department.

Its nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000; and its Clinical Laboratory Technician program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018; (773)714-8880; and its Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; (727) 210-2350, www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) (8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.)

Its concurrent enrollment program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), PO Box 578, Chapel Hill, NC 27514.

The College is authorized to award certificates, and the Associate in Arts, Associate in Science, and Associate in Applied Science degrees as established by the Board of Regents of the University of the State of New York.

The College is approved for recipients of New York State Scholarships for Veterans' training.

The Louis Greenspan Day Care Center is accredited by the National Association for the Education of Young Children (NAEYC) (1313 L St. NW, Suite 500, Washington, DC, 20005; (202) 232-8777, www.naeyc.org.)

Admissions Procedures

Office of Admissions
Orcutt Student Services Center
Room 101
(845) 431-8010
Fax: (845) 431-8605
admissions@sunydutchess.edu
www.sunydutchess.edu

Please follow the steps below to assist with your admission to DCC:

- Submit your Admissions Application:** You may apply using our paper application or online at www.sunydutchess.edu. Once we receive your application, you will receive a letter with a checklist of any items that are missing in order for your application to be complete. This letter also will include your myDCC user name and password.
- Submit Transcripts:** Request that your high school transcript, HSE scores, AP scores, and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be mailed or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.
- Take Placement Test:** If you are a new college student, you will be sent information about taking our placement test. Students who have successfully completed college level English and/or math may have portions of this test waived.
- Register for Classes:** You will then be accepted and notified by the Office of the Registrar or Office of Academic Services with registration information.
- Apply for Financial Aid:** Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Upon completion of the FAFSA, New York state residents will be prompted to complete the Tuition Assistance Program (TAP) application for consideration for New York state grants and scholarships.
- Request Immunization Records:** Students taking six or more credits who were born on or after January 1, 1957 must submit proof of immunity to measles, mumps and rubella in order to register for classes. Your records may be faxed to (845) 431-8504.
- Apply for Housing:** Students interested in living in our suite-style residence hall should visit www.sunydutchess.edu/dorm to learn more about this opportunity; housing applications are accepted beginning in early spring for the fall semester.

1. a. Name: _____
Last First Middle

b. If you have academic records under another name, please indicate:
Former Name _____

2. Social Security Number*: _____ 3. Date of Birth: ____/____/____

**Students without a social security number may skip this question.*

4. a. Are you applying for full-time or part-time study? Full-time (12+ credits) Part-time (1-11 credits)
b. Semester for which you are applying: Fall 20 ____ Spring 20 ____

5. Academic Program Choice (Required): _____ If unsure, please see list on back cover.

6. a. Permanent Address: _____
Street

City County State Zip Code Country (if not U.S.)

b. Mailing Address: _____
(If different) Street

City County State Zip Code Country (if not U.S.)

7. Telephone: (Home) _____ (Cell) _____

8. Gender: Male Female Please text me with important DCC updates and reminders.

9. Are you a U.S. citizen? Yes No If no, country of citizenship _____
If no, do you have a Visa Permanent Resident Card Work Permit Other Documentation

10. Check here if English is not your native language. What is your native language? _____

11. a. Are you Hispanic/Latino? Yes No
b. If Hispanic/Latino, is your background (select one): Central American Cuban Dominican
 Mexican Puerto Rican South American Other Hispanic/Latino

12. Is your race (select one or more): American Indian or Alaskan Native Asian
 Black or African American Native Hawaiian or Other Pacific Islander White

13. Email: _____@_____

14. If you are under 21 years of age: Parent/Guardian(s) Name _____

a. Parent/Guardian's Email: _____@_____

15. a. Indicate your Secondary Education Status. Mark only one: Graduated or will graduate from High School
 Withdrew from High School Home Schooled Completed High School Equivalency Diploma (TASC/GED)

b. Enter date of High School Graduation, High School Withdrawal
or completion of High School Equivalency Diploma: /____/____
(List only month and year.)

16. High School: _____
Name City State Zip

a. NYC DOE OSIS # _____ (NYC High School Graduates Only)

> CONTINUE ON NEXT PAGE >

17. Will you be entering DCC as a First-time (**have not** taken college-level work *after* high school graduation) or Transfer (**have** taken college-level work *after* high school graduation) student? First-time Transfer
18. a. While in high school, did you receive (or do you expect to receive) college credits before graduation? Yes No
 b. If yes, check all that apply (you must request official college transcripts or AP score reports in order to earn college credits: Advanced Placement (AP) International Baccalaureate (IB)
 Course taken in high school or at a college prior to graduation: College Name _____
 Other _____
19. College Education: List all colleges and universities previously attended (including DCC):
- | College Name | City/State | Dates Attended/# of credits earned |
|--------------|------------|------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
20. Does one or more of the following apply to you: you are or were in foster care at any time after the age of 13; you are an orphan who was not adopted before the age of 13? Yes No
21. Are you applying for the Educational Opportunity Program? Yes No
22. Do you plan to apply for our on-campus suite-style residence hall? Yes No
23. Military status: Active Military Duty Dependent of Active Duty Dependent of Veteran
 National Guard or Active Reserve Veteran Other _____
24. If you are a student with a documented disability who is in need of accommodation, please contact the Office of Accommodative Services at (845) 431-8055.
25. a. Have you ever been convicted of a felony? (not including youthful offender status) Yes No
 b. Have you been dismissed, expelled and/or suspended from a college for disciplinary reasons? Yes No

My signature below verifies that the information I have reported on this application is complete and factually correct. I understand that knowingly providing false information may be cause for denying or withdrawing an offer of admission.

Applicant Signature: _____ **Date:** _____

EDUCATION Current high school students should have their counselor/advisor complete this section.
If your school does not calculate or disclose exact rank in class, we would appreciate your estimating this student's rank as nearly as possible.

High School CEEB Code: _____
 a. Rank in class is _____ out of _____ (class size) b. High School Average (at time of application): _____
 Is this an IEP diploma or CDOS credential? Yes No

Signature of School Official: _____

If you have any questions concerning any part of this application, or Dutchess Community College's Admissions procedures, please contact the DCC Admissions Office.

Telephone: (845) 431-8010 | Fax: (845) 431-8605 | TTY#: (845) 431-1906

Dutchess Community College is committed to the principle of equal opportunity in education and employment and does not engage in unlawful discrimination based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence or dating violence victim status, or criminal conviction in the execution of its educational programs, activities, employment, daily operations or admission policies, in accordance with all applicable federal, state and local laws.

Please send completed application to: Admissions Office
 Dutchess Community College | 53 Pendell Road | Poughkeepsie, NY 12601
 (845) 431-8010




Welcome to Dutchess Community College



- 1** Allyn J. Washington Center for Science and Art (Art Gallery)
- 2** Bowne Hall
- 3** Center for Business and Industry
- 4** Conklin Hall (Student Housing)
- 5** Drumlin Hall (Dining)
- 6** Dutchess Hall (Bookstore, Student Lounge, Theatre)

- 7** Falcon Hall (Gymnasium)
- 8** Hudson Hall (Library)
- 9** Louis Greenspan Day Care Center
- 10** Orcutt Student Services Center (Admissions, Financial Aid, Registration, Student Accounts)
- 11** Taconic Hall

- P** Parking
- ♿** Parking for Persons with Disabilities
- ☎** Blue Light Emergency Phones

 *Proud to be a smoke- and tobacco- free campus.*

DUTCHESS
COMMUNITY COLLEGE

DUTCHESS COMMUNITY COLLEGE

53 PENDELL ROAD
POUGHKEEPSIE, NY 12601
(845) 431-8000
www.sunydutchess.edu



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