COURSE CATALOG & ADMISSIONS APPLICATION
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 210A ..............................................431-8370
Engineering, Architecture and Computer
  Technologies - T 210A.....................................431-8410
Health, Physical Education, Athletics,
  and Dance - F 107A.........................................431-8460
History, Government and Economics - H 403E ......431-8510
Math, Physical and Computer Sciences - W 110 ...431-8550
  C 204  ..........................................................431-8391
  Math Center - W 224 & 226..............................431-8538
  Nursing - C 212..............................................431-8570
  Performing, Visual Arts and
  Communications - W 010 ....................................431-8610
Accommodative Services - S 201 ...........................431-8055
Art Gallery - W 150............................................431-8610
Bookstore - D .......................................................431-8080
Business - B 205 ...................................................431-8064
Community Services - B 118 ...............................431-8900
Counseling and Career Services - S 301..............431-8040
Day Care Center ......................................................431-8085
DCC Foundation - B 103 .......................................431-8400
James and Betty Hall Theatre - D ...........................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 Llelanie Orcutt Student Services Center
T - Taconic Hall
W - Allyn J. Washington Center for Science and Art

Dutchess Community College
Catalog Issue: Spring 2016
Volume XXXVII
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.suny dutchess.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
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

SPRING 2016
Tuesday, January 19 ......................... Credit classes begin  
Monday, February 1 .......................... Scholarship Application Process Begins  
Saturday, February 13 ...................... No Saturday credit classes  
Monday, February 15 ....................... President’s Day, College closed  
Tuesday, February 16 ....................... No day or evening credit classes, College open  
Wednesday, February 17 ................... Monday make-up day, day & evening credit classes  
Friday, March 11 ............................ Mid-term grades due,  
Mon., Mar. 14 – Sun., Mar. 20 ............. Mid-semester recess  
Saturday, March 19 ......................... No Saturday credit classes  
Saturday, March 26 ......................... Snow make-up day for Saturday credit classes  
Monday, April 4 .............................. Last date to withdraw from a course with a “W”  
Wednesday, May 4 ........................... Last date to withdraw from all courses with a “W”  
Wednesday, May 11 ....................... Last day of credit classes  
Thur., May 12 and Fri., May 13 .......... Make-up days, if needed  
Wednesday, May 18 ....................... Grades due by 6 p.m.  
Wednesday, May 18 ....................... Scholarship Ceremony  
Thursday, May 19 ......................... Graduation

FALL 2016
Monday, August 29 ....................... Credit classes begin  
Saturday, September 3 ..................... No Saturday credit classes  
Monday, September 5 ...................... Labor Day, College closed  
Saturday, October 8 ....................... No Saturday credit classes  
Monday, October 10 ....................... Columbus Day, no credit classes, College open  
Tuesday, October 11 ....................... No credit classes, College open  
Wednesday, October 12 .................. Monday make-up Day, day credit classes  
Friday, October 14 ......................... Mid-term grades due  
Monday, November 7 ..................... Last date to withdraw from a course with a “W”  
Wednesday, November 23 .............. College closes at 5:15 p.m. for Thanksgiving recess,  
Thursday, November 24 .................. Thanksgiving, College closed  
Friday, November 25 ..................... Thanksgiving recess, College closed  
Saturday, November 26 .................. No Saturday credit classes  
Friday, December 9 ....................... Last date to withdraw from all courses with a “W”  
Mon., Dec. 12 – Sat. Dec. 17 .......... Day & evening evaluation and exam period  
Thursday, December 22 ................. Grades due at 5 p.m.
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. 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 2015 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 Weather Channel meteorologist). 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!

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 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 Learning 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.
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, 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.

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/dorm, email studenthousing@sunydutchess.edu or call (845) 790-3676.

Smoking Policy

It is the policy of Dutchess Community College to prohibit smoking in all College buildings and on all College grounds, except for “designated smoking areas” situated on campus. 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.

Dutchess Community College will become a completely tobacco-free environment on May 31, 2016. The ban includes cigarettes, e-cigarettes, cigars, chewing tobacco, pipes, vaping, snus, dip and all related products. Use of these products will be prohibited on all college property.
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.

Full-Time Admissions
A free application form for admission as a full-time 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 more generalized 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.)

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/admissions/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:
Carmel High School, Fair Street, Carmel, NY

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 Dean of Student Services and Enrollment Management.
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.
Part-Time 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. (Such students are technically designated as non-matriculated. Please see the definitions of matriculated and non-matriculated in “Types of Enrollment.”) College advisors are available to advise non-matriculated, part-time students.

Types of Enrollment
Two sets of terms, “part-time and full-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.

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.”

Time to Apply
The College will accept and review applications at any time. However, students wishing to be admitted in the fall are strongly urged to submit their applications by the preceding April 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.

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.
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 have officially chosen and been accepted into a specific program of study at the College. You must be matriculated in order to 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, a high school equivalency diploma (HSE), or proof of a completed degree from an accredited college. 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.

**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, GED, 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 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.

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, registrants take an untimed computerized placement test, used to evaluate a student’s college preparation in writing, reading, and mathematics. Placement testing results are used in the selection of appropriate courses for the student, therefore the test should be taken seriously. Students are encouraged to work sample problems to prepare for the test. Placement testing scores are valid for 2 years. Students may re-test within the 2 year timeframe only after completing a significant and approved academic intervention such as SmartStart, Reclaim My Math, and Refresh.

Students in need of testing accommodations who only need extended time may take the computer-based reading, writing, and math placement test without prior approval from the Office of Accommodative Services. For all other placement tests and accommodation requests, 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 must request accommodations before taking the placement tests. Students who opt to take placement tests without their accommodations are not eligible to re-test with accommodations.

Students who have successfully completed a college-level English class are waived from taking the college's writing and reading placement tests. Additionally, students who have earned a score of 500 or better on the SAT Writing exam or 22 or better on the ACT English exam are waived from taking the college's writing and reading placement tests and can register for ENG 101.

Students who have successfully completed a college-level math class or have earned a 500 or better on the SAT math exam or a 22 or better on the ACT math exam are waived from the college's math placement test for placement into math courses below the 200 level. For courses at the 200 level, students with a New York State high school transcript can be placed on the basis of their Math Regents test scores.
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. For more information about the placement test go to: sunydutchess.edu/testing.

Students whose placement test scores indicate that they would benefit from further college preparation are required to take the 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.

Applicants for full-time admission in the fall semester will be invited to come to the campus during the spring or summer to plan for their fall program. Full-time applicants for the spring semester will be scheduled for appointments during the fall and winter preceding their enrollment.

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.

Applicants who have not graduated from high school, do not have a High School Equivalency Diploma, or show academic deficiencies may be required to enroll in necessary, credit-equivalent courses. Such decisions will be based on the results of the assessment tests which applicants are required to take. In cases where the test results do not indicate that the applicant will benefit by undertaking college study, the applicant will be referred to an appropriate community agency, or encouraged to pursue independent study in the Academic Services and Testing office.

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 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 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 fill out Transcript Request Forms. These forms are mailed to all colleges previously attended, requesting that the forms be completed and returned 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.

Normally, credits for which a student has earned a grade lower than C will not be accepted in transfer. Grades of P are normally 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 under “credits from other sources,” 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
Matriculated students may earn credits for courses that are specifically required in their curricula, except for physical education courses, by earning acceptable scores on departmental proficiency examinations, which are given on campus four times each academic year.

A non-refundable fee of $45, payable before registering for the examination, is charged for each proficiency exam attempted. Students must register for the examinations at least 30 days prior to the exam date. Students are strongly advised to discuss the content and format of the proficiency exam with the appropriate department head.

A student may not take a proficiency examination in a course that he or she has previously failed at Dutchess without permission of the appropriate department head. Likewise, departmental approval is required for a student to retake a proficiency test.

In those instances where a department head can determine that a student is proficient in a course without the results of a proficiency test, the department head 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.

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@suny dutchess.edu.

Programs for Students Requiring Additional Academic Preparation
DCC 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 to promote their success in college-level courses receive academic advisement through the Office of Academic Services and Testing. This advisement policy provides students the opportunity to take advantage of DCC's college readiness programs, preparatory courses and holistic academic support services.
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.

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.

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.

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.
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.

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 2015-2016 academic-year credit courses*
- New York State Resident† ... $1,680.00 per semester
- Nonresident ......... $3,360.00 per semester
- Student Activity Fee ............ $5.00 per credit hour
- Technology Fee ................... $13.00 per credit hour

**Tuition for Part-Time Students**
*For 2015-2016 academic-year credit courses*
- New York State Resident† ...... $140.00 per credit hour
- Nonresident ..................... $280.00 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.

**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 2015-2016 academic year. The tuition and fee schedule shown is for the 2015-2016 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.
Your deposit payment and/or financial aid award is a valid commitment of your intent to attend DCC.

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:

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<thead>
<tr>
<th></th>
<th>Full Semester</th>
<th>8-wk term or less</th>
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<td>Prior to first day</td>
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<td>During 1st week</td>
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<td>During 2nd week</td>
<td>50%</td>
<td>0%</td>
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<tr>
<td>During 3rd week</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>After 3rd week</td>
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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 this 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.

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. Any account that remains unpaid after the end of the semester may be assigned to a collection agency. 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 done 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 to the Federal Department of Higher 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 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 a PIN number. You can apply for a PIN number at www.pin.ed.gov.

Income Documentation. All financial aid applicants and/or their families may be required to submit IRS Tax Return transcripts and/or W-2 forms, and also provide appropriate non-taxable income documentation when required.

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 visit the New York State Higher Education Services Corporation (NYSHESC) website when applying online.

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 seven credits of funding per semester. Applicants, to qualify, must meet NYS satisfactory academic progress standards and meet income guidelines.

EOP Applicants. Applicants may obtain further information by consulting the coordinator of the Educational Opportunity Program located on the 3rd floor of the Orcutt Student Services Center.

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 Gill 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 in the Office of the Registrar.

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.

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

The DCC Foundation also offers scholarships to our continuing students (24+ credits) and graduating students. Awards for these scholarships are made through the generosity of private donors. Applications are available during the spring semester of each academic year.

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

- Pell Grants
- Supplemental Education Opportunity Grants
- Federal Direct Stafford Loan (subsidized)
- Federal Direct Stafford Loan (unsubsidized)
- Federal Direct PLUS Loan (Parent Loan Undergraduate Students)
- Federal Nursing Student Loans
- College Work Study
- Federal Perkins Loans
- NYS TAP
- NYS APTS
- Institutional Assistance

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 2011 semester, the percentage of students who graduated within a three-year period (26%) 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
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.

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, 2014, the Foundation’s assets total $9,616,144. This growth provides for scholarships and grants in excess of $380,000 to be awarded each year.

Every May the DCC Foundation holds its Honors Convocation on campus and about 170 second-year and graduating students are given awards that range from $500 - $4,000. Additionally, the Foundation provides scholarships for full-time incoming freshmen who have graduated from a Dutchess County high school in the top 10% of their class; the Charles and Mabel Conklin Scholarship for Academic Excellence. These scholarships cover the cost of tuition for two consecutive years (four semesters) of full-time study at Dutchess Community College.

In addition to scholarships, the Foundation also supports endowed chairs programs and sponsors a variety of special programs to support the College’s mission. The Dutchess Community College 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 who attend Dutchess Community College.

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- Marty Triola, Treasurer
- Jim Fedorchak, Secretary

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- 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
- Martha Russell ’01, Developmental Assistant
- Michele Ann Romano, Secretary

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

(Continued from previous page)

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 18%. 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/consumerinformation
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: Admissions, Registrar, Counseling and Career Services, Accommodative Services, Financial Aid, Health Services, Student Activities, Residential Life and Athletics. They are coordinated and directed by the dean of Student Services and Enrollment Management.

**Academic Advisement and Orientation**

**Academic Advisement**

Each full-time student is assigned an advisor who assists in the selection of courses and meeting curriculum requirements. Advisement for part-time students is provided day and evening at the Academic Advising Center adjacent to the Registrar. All students may utilize the advisement center. Students are urged to take the initiative in meeting early and regularly with their advisors 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 requires 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 in the week prior to the start of classes. 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.

A Fall Parents Night is an additional component of the Freshman Orientation Program. Parents have the opportunity to find out what programs, services and academic options are available to their sons and daughters.

**Counseling and Career Services**

The Office of Counseling and Career Services (C&CS) provides campus-wide programs and services for students to enhance wellness, support personal and career development, and aid students in transferring after graduation. Counseling services are available to students by appointment, or during walk-in hours. For additional information or to schedule an appointment with a professional in C&CS, call (845) 431-8040 or come to the Student Services Center, Room 301. Services are also available at DCC South.

**Career Planning**

Career planning helps students identify and implement educational and career goals. Meeting with a career professional at C&CS can help you to:

- **Learn About Yourself** – this includes learning about your values, interests and abilities in order to determine a career path that you will find most satisfying.
- **Identify Potential Careers** – research and explore potential careers to find the right fit for you.
- **Pursue Education and Experience** – find the right educational path and gain valuable experience in order to reach your career goals.
- **Pursue Employment** – learn about job search skills, networking, resume critiques, mock interviews, and view job postings in myDCC under Counseling and Career Services in the Student Life Tab.

At C&CS you also can explore Career Coach, which is a computer-based career planning program. C&CS also organizes on-campus job fairs and other career-related events. To speak with a career professional, call (845) 431-8040 or stop by Student Services Center, Room 301.
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 are an integral part of growth and development at college. To help students succeed, C&CS 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, alcohol/drug abuse education workshops 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, sexual orientation, gender identity or trauma. To speak with a counselor, call (845) 431-8040 or stop by Student Services, Room 301.

In addition to offering counseling, C&CS provides other wellness-oriented services including a yearly campus-wide wellness fair, workshops on a range of mental health issues, and a Mentors in Violence Prevention Program.

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 to consult with a transfer advisor in Counseling and Career Services (Student Services Center, Room 301 (845) 431-8040. 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.

Accommodative Services

The Office of Accommodative Services provides support services for students with learning, emotional, mobility, sensory and health-related disabilities. The Office authorizes appropriate accommodations services based on the student’s self-identified impact of the disability in the academic setting. Supports range from classroom and testing accommodations to tutoring, assistive technology training to general academic advising.

Students who have a disability or condition that they believe will impact their experience are encouraged to disclose with the Office of Accommodative Services; documentation is required. Once documentation is received, the student will follow up with a formal intake appointment at which accommodations and services are arranged.

The campus buildings are all physically accessible with walkways clearly marked. There are medical and disabled parking spaces available throughout the campus. A state-issued disabled parking hangtag is required to park in the designated spaces.

For further information concerning services for students with disabilities, contact the Office of Accommodative Services located in Student Services Center, Room 303, (845) 431-8055.
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

Students are required to give prompt and courteous attention to all College obligations, to use the property of the College with care and economy, to observe appropriate standards of conduct and morality, to obey local, state, and federal laws, and to comply with the policies of the institution. This applies to behavior both on and off campus. The College has prepared detailed policy statements defining its position on acceptable campus conduct and the rights and responsibilities of students as members of an academic community. The Code of Conduct covers issues pertaining to campus behavior, classroom conduct, academic dishonesty, health-related problems, and internet usage. Both statements appear in the Student Rights and Responsibilities Handbook. All students are advised to become thoroughly familiar with them and to observe the regulations described therein. The handbook is available online by accessing myDCC at http://mydcc.sunydutchess.edu.

Upon admission to the College, each student accepts an unqualified commitment to uphold the highest ethical standards in pursuing academic and personal achievement both in and out of the classroom. Failure to comply with these rules for student conduct may be cause for disciplinary sanctions as specified in the Student Rights and Responsibilities Handbook.

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. 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 Registration, Financial Aid, Student Accounts and Dean of Student Services offices, as well as at DCC South. A parent/guardian 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.

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 Dean of Student Services.

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: Alpha Beta Gamma; Anime and Gaming Society; Anthropology Club; Architecture Club Association for Health & Research Professions; BIOS; Business Club; Campus Activity Board; Chess Club; Christian Fellowship; Communication Society; Criminal Justice; Cultures United; Dutchess Radio; Early Education Club; Engineering Club; Fire Science Club; Hudson Valley Aviation Club; Human Services Club; Improv Club; Jazz Music and Education Club; Literary Magazine; Masquers’ Guild; Newman Club; Nursing Club; Outdoor Adventure Club; Paralegal Association; Phi Theta Kappa; Political Science; Psychology Club; RPM (Rap, Poetry & Music); Society of Hispanic Professional Engineers (SHPE); Stonewall Club; and Ultimate Frisbee.

Programming Board
The Programming Board is a committee of students responsible for the social programming and special activities and events for the entire student body. Each semester a schedule of planned activities is mailed to each of our students. The Programming Board is responsible for developing new programs that meet the needs of our diversified student population. All DCC students are encouraged to join.

Lyceum, The Film Series, Family Festival
The formal education offerings of the College are enriched and supplemented by a variety of programs sponsored each year by the Student Government Association.

The Lyceum Series has hosted distinguished speakers such as Maya Angelou, Linda Chavez, Robert Kennedy, Jr., Barbara Walters, Julian Bond, Samuel “Sandy” Berger, and Ralph Nader, and performing artists in the areas of dance, music and theater. This series has received wide acclaim and was cited by the Association of College Unions-International as one of the most outstanding cultural series in the country. The majority of the programs are offered on Thursdays from 12:30 to 1:45 p.m., with several programs offered on various evenings throughout the academic year. Each semester a brochure is available with a description and details of each program.

The Friday Night Film Series offers current motion picture releases. Each member of the College community is allowed to bring a guest, with DCC students receiving priority seating. Movies are free of charge.

The Family Festival series provides films and performing artists for children. All programs are held on selected Saturday mornings and are open, free of charge, to the community. A detailed program is available upon request from the Office of Student Activities, (845) 431-8050.

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 by the Student Literary Magazine Club featuring 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.

Alumni Affairs
The Dutchess Community College Alumni Association is part of the DCC Foundation. Students who are graduates or have completed at least 45 credit hours at Dutchess Community College are considered Alumni. For more information, please contact the DCC Foundation at (845) 431-8400.

The Alumni Association provides scholarships for the continuing study of a Dutchess graduate.

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 College has developed a well-balanced program of varsity athletics for both men and women; and schedules intercollegiate contests in soccer, cross country, women’s volleyball, men’s and women’s basketball, baseball, and women’s softball.

The College is a member of the National Junior College Athletic Association of the Mid-Hudson Athletic Conference.
Additional Student Services

Bookstore
The DCC Bookstore is located in Dutchess Hall, room 211 (845) 431-8080. In addition to all the textbooks required for your classes, it has a wide variety of school supplies, reference materials, novelties, greeting cards, giftcards and Dutchess imprinted gifts and clothing. Special orders for textbooks are welcome.

An ATM adjacent to the Bookstore is available to students when Dutchess Hall is open. The ATM will accept most bank cards, credit cards and debit cards.

During the week of final exams at the end of the fall and spring semesters, the Bookstore has “Buy Back Days” during which students may sell their used textbooks back to the Bookstore. Students should be aware that current supply, condition, publication date and whether or not faculty will use the book in the future are all factors that affect the buyback price.

Refund policies and bookstore hours are posted in the store and online at www.dccbookstore.com.

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 has been 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.

Residence Hall
On-campus housing is now 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 two-, four-, five- and six-person 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.
- 465 beds
- Lounge on each floor; multi-purpose atrium
- Wireless Internet and cable television service
- Laundry and mail rooms; 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 eligible 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/dorm, email studenthousing@sunydutchess.edu or call (845) 790-3676.
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 an “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 head 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 Rights and Responsibilities Handbook. Types of academic dishonesty, from cheating to unauthorized duplication of computer software, are listed. The Handbook is available online at www.sunydutchess.edu/studentservices.

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. To avoid plagiarism, students should prepare papers and other work according to the guidelines established by the English Department and included in the Rights and Responsibilities Handbook.
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.

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.

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.

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 in 1970 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 Phi 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. Under normal conditions, 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. The College maintains no official records of courses so audited.
Change of Curriculum
Students may change their curriculum if they find 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. The 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.

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 head will be the determining factor. Students absent from the college for three or more years may need to rematriculate upon their return. They may choose to rematriculate 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 head, 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:

<table>
<thead>
<tr>
<th></th>
<th>Total Credit</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>A</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>CHE 121</td>
<td>4</td>
<td>C</td>
<td>2.33</td>
<td>9.32</td>
</tr>
<tr>
<td>MAT 118</td>
<td>3</td>
<td>D</td>
<td>1.00</td>
<td>3.00</td>
</tr>
<tr>
<td>HIS 102</td>
<td>3</td>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>BHS 103</td>
<td>3</td>
<td>A</td>
<td>3.67</td>
<td>11.01</td>
</tr>
<tr>
<td>PED 101</td>
<td>1</td>
<td>B</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
<td>38.33</td>
</tr>
</tbody>
</table>

Calculate GPA = 38.33/17 = 2.25
Graduation System

The following grading system is used at Dutchess Community College:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Grade Points</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>Good/Average</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>Average</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>Good/Average</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>Acceptable</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory/Average</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory/Average</td>
<td>2.00</td>
<td>70-76</td>
</tr>
<tr>
<td>D</td>
<td>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.</td>
<td>1.00</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>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.”</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>J</td>
<td>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.</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>P</td>
<td>Passing (given only as a midterm grade with permission of the dean of academic affairs)</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>U</td>
<td>Audit (No Credit)</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Normally, 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 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 Point Average of 2.0 or better in courses applicable to the curriculum in which the student is a candidate for graduation.
5. Be recommended for graduation by the Academic Standards Committee.
6. Apply for graduation by submitting the graduation application.
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. See also: Second Degree.

Matriculation

Matriculation is the process by which a student becomes an official candidate for a degree or certificate at the College. Full-time students become matriculated through the initial registration process. Part-time students are not automatically matriculated, but are eligible to apply for matriculation after enrolling in one or more credit courses and submitting the Application for Admission. Part-time students are encouraged to matriculate to declare intent to complete the degree requirements as of the time of matriculation.

Student status is defined as follows:

Full-Time Student: A student enrolled for 12 or more credit hours during a semester.
Part-Time Student: A student enrolled in fewer than 12 credit hours during a semester.

Although the College reserves the right to modify courses or programs where appropriate, matriculated students in that circumstance will have an opportunity to use the waiver process to apply equivalent courses toward the completion of the degree or certificate. See also: Waiver of Program Requirement.
**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 course load to part time status. First-time full-time students may be invited to a Student Success Workshop for reinstatement to full-time status.

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 credit restrictions. Although a student on academic probation is performing below the standards normally required by the College, that student is still considered to be in good academic standing.

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:

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED</th>
<th>PROBATION**</th>
<th>DISMISSAL***</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18*</td>
<td>lower than 1.50</td>
<td>lower than 1.00</td>
</tr>
<tr>
<td>19-36</td>
<td>lower than 1.75</td>
<td>lower than 1.40</td>
</tr>
<tr>
<td>37-54</td>
<td>lower than 1.90</td>
<td>lower than 1.70</td>
</tr>
<tr>
<td>more than 54</td>
<td>lower than 2.00</td>
<td>lower than 1.90</td>
</tr>
</tbody>
</table>

*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 an “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.
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. 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. Information on course offerings and registration procedures is available in the spring.

Transcripts
Official transcripts of a student’s academic record will be issued at his/her request and sent to other educational institutions and prospective employers. Requests for official transcripts must be filed in writing in the Office of the Registrar. A $5.00 fee is charged for each transcript requested. An additional fee may be charged for rush requests. 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.

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 should normally be approved before the student enrolls in a substitute course. The approval process is initiated by the academic advisor, reviewed by the appropriate department heads, and finally acted upon by the dean of academic affairs.

Winter Session
A series of accelerated online two- and three-credit courses are available over winter break. A three-credit course is $454 and a two-credit course is $311. 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 Registrar’s office.

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).
- 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.
Academic Support Services

Academic Services and Testing
The mission 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. Two key components of Academic Services are the Student Academic Success Center and developmental education programs designed to fully prepare students for success in college.

The Student Academic Success Center (SASC) plays a central role in academic 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 also are available for targeted courses at the request of faculty members or students. Other services include: academic success events and enrichment activities, academic planning and advisement and computer-assisted instruction in writing, reading, mathematics and study skills. 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. Through a unique opportunity offered, qualifying SMARTSTART students can participate in the Bridges to Excellence (B2E) program that offers acceptance to Marist College. 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.

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

Business Resource Center
The Business Resource Center is located on the second floor of Taconic Hall, Room 316 and provides academic support to the Business Department Programs. The BRC provides free tutoring in Financial Accounting, Managerial Accounting, Business Math and Microsoft Office programs. The Center has a computer lab with printing and technical assistance. A teaching lab assistant orients students to equipment and materials. All students are welcome to use the Business Resource Center.

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 5 pm. Call (845) 431-8000 ext. HELP (4357). The DCC Help Desk website is accessible through the myDCC college web portal.

MyDCC
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 Center
The Math 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 Math Center 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 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 about the Math Center, visit sunydutchess.edu/mathcenter, or call (845) 431-8538.
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. All electronic resources are accessible from any computer on the main campus, DCC South and most are available from off campus as well.

DCC’s outstanding reference staff provides knowledgeable 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 have the materials delivered either to DCC or electronically. Faculty may take advantage of our information literacy sessions by inviting librarians into the classroom for general orientations or more specific instruction matching resources with particular assignments. Online research guides help students choose appropriate resources within a particular class or discipline. Several of our database vendors provide mobile applications so that DCC students 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. When the Library is closed, students may use Ask Us 24/7 — a chat reference service connecting them to an academic librarian at another college. For further information on library services, please call (845) 431-8630.

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 sunydutchess.edu/writingcenter or call (845) 431-8095.

Online Tutoring

On the My Courses tab in myDCC you’ll find NetTutor, a free online service that connects students to professional tutors in a variety of subjects, including math, writing, world languages and more. Tutors are available evenings and weekends for most subjects, 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.
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

<table>
<thead>
<tr>
<th>HEGIS Code</th>
<th>Program</th>
<th>Degree</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUNY General Education Requirement</td>
<td></td>
<td>37</td>
</tr>
<tr>
<td>5304</td>
<td>Architectural Technology (ARC)</td>
<td>A.A.S.</td>
<td>38</td>
</tr>
<tr>
<td>5317</td>
<td>Construction Technology Management (CNS)</td>
<td>A.A.S.</td>
<td>39</td>
</tr>
<tr>
<td>5610</td>
<td>Art Studies (ASP)</td>
<td>A.S.</td>
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<tr>
<td>5610</td>
<td>Visual Arts (VAT)</td>
<td>A.S.</td>
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<td>AVIATION SCIENCE</td>
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<td>5011</td>
<td>Aviation Management (AVM)</td>
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<td>5302</td>
<td>Aviation Science: Pilot (AVI)</td>
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<td>5002</td>
<td>Accounting (ACC)</td>
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<td>Business Administration (BUS)</td>
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<td>Paralegal (PAL)</td>
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<td>5002</td>
<td>Bookkeeping (BOK)</td>
<td>Certificate</td>
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<td>Paralegal Certificate (PLL)</td>
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<td>48</td>
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<tr>
<td>5008</td>
<td>COMMUNICATIONS AND MEDIA ARTS (COM)</td>
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<td>5101</td>
<td>Computer Information Systems (CIS)</td>
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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. **Technological Competency**: Students will demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline.

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.
THE SUNY GENERAL EDUCATION REQUIREMENT

The SUNY General Education Requirement directs candidates for a bachelor’s degree, as a condition of graduation, to complete an academically rigorous and comprehensive core General Education curriculum of no fewer than 30 credit hours including, but not limited to, at least three credit hours of course work to instill knowledge and skills in each of the following academic subjects: mathematics, natural science, social science, American history, Western Civilization, Other World Civilizations, humanities, the arts, foreign languages and basic communications. The Associate of Art and Associate of Science curricula at Dutchess Community College include a minimum of 30 of the required 30 General Education credit hours. The Associate of Applied Science curricula include a minimum of 20 General Education credits. The courses listed in the following appendices satisfy the General Education requirement in the designated academic subject.

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<tr>
<th>Appendix A Mathematics</th>
<th>Appendix B Natural Sciences</th>
<th>Appendix C Social Sciences</th>
<th>Appendix D American History</th>
<th>Appendix E Western Civilization</th>
<th>Appendix F Other World Civilizations</th>
<th>Appendix G Humanities</th>
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DUTCHES COMMUNITY COLLEGE | SPRING 2016 CATALOG | 37
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.

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SECOND SEMESTER

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<td>ENG 102</td>
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<tr>
<td>ARC 106</td>
<td>Building Materials &amp; Construction II</td>
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<tr>
<td>ARC 110</td>
<td>Architectural Drawing (c)</td>
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<tr>
<td>ARC 122</td>
<td>Architectural Presentation I</td>
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<tr>
<td>ARC 216</td>
<td>Design Theory</td>
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<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
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THIRD SEMESTER

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<tbody>
<tr>
<td>ECO 105, GOV 121, HIS 104, HIS 108</td>
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<tr>
<td>ARC 202</td>
<td>Mechanics of Structures</td>
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<tr>
<td>ARC 123</td>
<td>Architectural Presentation II</td>
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<tr>
<td>ARC 203</td>
<td>Architectural Design</td>
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<tr>
<td>ARC 205</td>
<td>Working Drawings</td>
<td>4</td>
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<tr>
<td>ARC 211</td>
<td>Mechanical and Electrical Systems in Bldgs</td>
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FOURTH SEMESTER

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<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
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<tr>
<td>ARC 240</td>
<td>Capstone Project</td>
<td>4</td>
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<tr>
<td>ARC 207</td>
<td>Structural Analysis</td>
<td>3</td>
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<tr>
<td>ARC 214</td>
<td>Professional Practice</td>
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<td>TOTAL CREDIT HOURS</td>
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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 37.
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.

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<td>MAT 132</td>
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<td>ARC 103</td>
<td>Basic Architectural Drawing (b)</td>
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<td>Bldg. Materials &amp; Const. I</td>
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<td>ENR 215</td>
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<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
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<td>Social Problems in Today’s World</td>
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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 37.
The Art Studies program is designed for students who are interested in transferring to a baccalaureate institution in order to pursue an interest in art. Articulations exist to facilitate student transfer into Art Education programs at the bachelor’s level. Students will study foundations courses in studio art and art history. The program fulfills SUNY’s General Education requirements.

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

Students graduating from this program will successfully achieve the following goals and program learning outcomes:

GOALS

• Outline possible transfer options to four-year universities as well as possible career opportunities in the field of Art education.

• Create an Artist’s Portfolio containing samples of their Art work at DCC for perusal by transfer institutions.

LEARNING OUTCOMES

• Create basic drawing, two-dimensional, and three-dimensional art projects that incorporate research, visual idea development, and communication of visual concepts and schemes including structure, form, space, composition, line, color, balance, perspective and synthesis.

• Analyze their and others’ art work in terms of description, comparison, and evaluation of design elements, principles, methods, goals, content, meaning, relevance and voice.

• Experiment in one or more Art area of choice, including graphic design, ceramics, photography, calligraphy and mixed media.

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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>Foreign Language</td>
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<td>ART 110</td>
<td>Two-Dimensional Design (b) or ART 111</td>
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<td>ART 111</td>
<td>Three-Dimensional Design (b)</td>
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<tr>
<td>ART 112</td>
<td>Drawing I</td>
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<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
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| **SECOND SEMESTER** |                                               |          |
| Studio Art (b) or Transfer Specific Course (a) | 3        |
| ART 113    | Drawing II                                     | 3        |
| ENG 102    | English Composition II                         | 3        |
| MAT 109    | Survey of Mathematics or higher                | 3        |
| American History (Appendix D)                  | 3        |
| **TOTAL**  |                                               | 15       |

| **THIRD SEMESTER** |                                               |          |
| ART 101    | History of Art                                 | 3        |
| Studio Art (b) or Transfer Specific Course (a) | 3        |
| WFE 101    | Lifetime Wellness and Fitness                  | 3        |
| Science (a) |                                                 | 4        |
| PSY 111    | Psychological Principles I                     | 3        |
| **TOTAL**  |                                               | 16       |

| **FOURTH SEMESTER** |                                               |          |
| Professional Communication (c)                | 3        |
| Human Development (a)                         | 3        |
| Western Civilization (a)                      | 3        |
| (ART102 unless other course required)         |          |
| Other World Civilizations (a)                 | 3        |
| Studio Art (b)/Transfer Specific Course (a)   | 3        |
| Free Elective (a) (b)                         | 3-4      |
| **TOTAL**  |                                               | 18       |
| **TOTAL CREDIT HOURS**                       | 64       |

a. Select PSY 203, PSY 204 or PSY 221 for the Human Development requirement based on the specific transfer school requirement. Students should consult with their academic advisors and with the DCC transfer counselor to match course recommendations for these areas with the specific transfer schools. In cases where there is no specific requirement for a category, another course may be selected. When selecting courses, students should be aware of prerequisite requirements for each institution. Select a SUNY General Education course on page 37.

b. Students should consult with their academic advisors and with the DCC transfer counselor to determine which studio art courses to select including foundations courses (ART 110, 111, 112, 113, 120). A studio art course is defined as any ART course with lab contact hours (with the exception of ART 260 Internship).

c. A Professional Communication course is usually SPE 101 Public Speaking or THE 120 Performing Skills for the Classroom. Students should consult with their academic advisor for transfer specific courses.
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.

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

Upon successful completion of the VAT program, students will be able to:
- Explore possible transfer options to four-year colleges and universities as well as possible career opportunities in the field of Visual Art.
- 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 visual 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.

<table>
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<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr.Hrs.</th>
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<td>Social Problems in Today’s World</td>
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<td>ENG 101</td>
<td>Composition I</td>
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<td>MAT 109 or higher (b)</td>
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<td>Two-Dimensional Design</td>
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<td>ART 112</td>
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<tr>
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<td>ART 101</td>
<td>History of Art</td>
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<td>ART 120</td>
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<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>American History (Appendix D)</td>
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<td>Science (c)</td>
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<td>ART 102</td>
<td>History of Modern Art</td>
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<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
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<td>Other World Civilizations (e)</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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</table>

*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 & 113; 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 95.

d. Free Elective: See page 96 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 37. 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.

<table>
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<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr.Hrs.</th>
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<td>3</td>
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<td>MAT 118</td>
<td>Elementary Statistics</td>
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<td>CIS 111</td>
<td>Computer System and Applications</td>
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<td>BUS 104</td>
<td>Business Organization and Management</td>
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<td>SPE 101</td>
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<td>Aviation Law</td>
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<td>ACC 104</td>
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<td>AVI 116</td>
<td>Flight Safety</td>
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<td>BHS 103</td>
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</tbody>
</table>

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 37.
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.

Upon completion of the AVI program, students will have:
- Successfully completed all required flight practical exams for private, instrument and commercial ratings.
- Successfully completed the required FAA written exams for each of the following ratings: private, instrument and commercial.
- Demonstrated the knowledge and skills needed to safely exercise the privileges and responsibilities of a commercial/instrument pilot acting as pilot-in-command of a single-engine aircraft.
- Completed requirements of a 4-year accredited aviation program after two years of full-time study in such a program after graduating with the DCC AVI A.S. degree.

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): Private $8,891 per semester; Instrument $8,800; Commercial Special $6,559 and $7,181. 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 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.

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.
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.
- Students will have an awareness of specialized career fields in the accounting profession.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>American History (Appendix D)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Business Mathematics (a) or Math Elective (c)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Introduction to Microsoft Word</td>
<td>2</td>
</tr>
<tr>
<td>ACC 100</td>
<td>Accounting Introductory Seminar (b)</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

ENG 102  | Composition II                                    | 3        |
ACC 102  | Principles of Accounting II                      | 4        |
ACC 205  | Computerized Accounting Applications              | 2        |
BUS 102  | Introduction to Business                          | 3        |
or 104   | Business Organization & Management               | 3        |
BUS 109  | Introduction to Microsoft Excel                   | 1        |
BUS 110  | Introduction to Microsoft Access                  | 1        |
BHS 103  | Social Problems in Today's World                  | 3        |
TOTAL    |                                                        | 17       |

THIRD SEMESTER

Math Elective (c) or Science (d) | 3-4
ACC 204  | Managerial Accounting                             | 4        |
BUS 210  | Business Communication                            | 3        |
ACC 241  | Income Tax Procedures                             | 3        |
General Education Elective (e) | 3        |
TOTAL    |                                                        | 16-17    |

FOURTH SEMESTER

Science (d) | 4        |
ACC 213  | Accounting Systems and the Computer               | 3        |
BUS 255  | Office Practice                                   | 3        |
or ACC 260 | Accounting Internship                           | 3-4      |
Free Elective (f) |                          | 3         |
TOTAL    |                                                        | 13-14    |
TOTAL CREDIT HOURS  | 63        |

a. Recommended that BUS 101 be taken prior to or concurrently with ACC 101.
b. ACC 100 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 BUS 100 have fulfilled the ACC 100 requirement.
c. Mathematics courses: MAT 109, 110, 118, 125, 184, 185 or 221. Students must meet math course prerequisites.
d. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See page 95.
e. Elective courses: Any course listed in appendix A, B, C, D, E, F, G or I on the SUNY General Education Requirement, page 37.
f. See page 96 for a full discussion of the free elective requirement. The subject area for Accounting includes all courses labeled ACC.
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;
- research business careers.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>ENG 101</td>
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<td>BUS 101</td>
<td>Business Mathematics</td>
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<td>Introduction to Business</td>
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<tr>
<td>BUS 103</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
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<td>BUS 112</td>
<td>Introduction to Microsoft Word</td>
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<td>Accounting (a)</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td>ENG 102</td>
<td>Composition II</td>
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<td>BUS 109</td>
<td>Introduction to Microsoft Excel I</td>
<td>1</td>
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<tr>
<td>BUS 110</td>
<td>Introduction to Microsoft Access</td>
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<td>BUS 111</td>
<td>Introduction to Microsoft PowerPoint</td>
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<td>BHS 103</td>
<td>Social Problems in Today's World</td>
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<td>Business Electives (b)</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>BUS 210</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>BUS 215</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>American History Course (Appendix D)</td>
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<tr>
<td>Business Elective (b)</td>
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<td>3</td>
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<tr>
<td>Free Elective (d)</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>15-16</strong></td>
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<tr>
<td><strong>FOURTH SEMESTER</strong></td>
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<td></td>
</tr>
<tr>
<td>Science (e)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>General Education Electives (f)</td>
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<tr>
<td>Business Elective (b)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUS 290</td>
<td>Business Internship</td>
<td></td>
</tr>
<tr>
<td>or Business Elective (b)</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

a. Choose from the following:  
ACC 101 Principles of Accounting  
ACC 104 Financial Accounting

b. Select any BUS or ACC course.

c. Elective: Courses applicable in this program are: (a) any BUS or ACC courses (b) courses applicable in all programs.

d. See page 96 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 95.

f. General Education Elective: Choose two courses from Appendix A, E, F, H, or I. The 2 courses must be from two different appendices to fulfill this requirement.
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 44. Students interested in the two-year A.A.S. program in Accounting should see page 43.

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;
• research business careers and upper-level educational institutions.

Select courses in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Computer Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Math 118</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 104</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Organization &amp; Management</td>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>American History</td>
<td>(Appendix D)</td>
<td>3</td>
</tr>
<tr>
<td>ACC 204</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>MAT 125, MAT 185 or MAT 221</td>
<td>4</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td>(Appendix B)</td>
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<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
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<tr>
<td>ECO 201</td>
<td>Micro Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective (a)</td>
<td></td>
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<tr>
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<td>TOTAL</td>
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</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ACC 221</td>
<td>Intermediate Accounting or</td>
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<tr>
<td>or BUS 216</td>
<td>Business Law II</td>
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<tr>
<td>BAT Elective (b)</td>
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<tr>
<td>ECO 202</td>
<td>Macro Economics</td>
<td>3</td>
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<tr>
<td>General Ed</td>
<td>Appendix E, F, or I</td>
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<tr>
<td>BAT Elective (b)</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>15-16</td>
</tr>
</tbody>
</table>

a. See page 96 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, MAT 185 or WFE 101 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 complete this program will:
• Understand 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.
• Understand and apply the basic principles of legal research in an accurate, effective, and efficient manner.
• Demonstrate 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.
• Demonstrate essential employability behaviors, such as attendance, collaboration, and meeting deadlines.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
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</tr>
<tr>
<td>GOV 151</td>
<td>Introduction To Law</td>
<td>3</td>
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<tr>
<td>PAL 110</td>
<td>Fundamentals of Paralegalism</td>
<td>3</td>
</tr>
<tr>
<td>PAL 120</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Introduction to Microsoft Word</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>American History (Appendix D)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 111</td>
<td>Computer Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>PAL 210</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
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<td>18</td>
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</table>

<table>
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<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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<tbody>
<tr>
<td>BHS 103</td>
<td>Social Problems In Today's World</td>
<td>3</td>
</tr>
<tr>
<td>Math (a)</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>PAL 230</td>
<td>Law of Business Organizations</td>
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<tr>
<td>PAL 240</td>
<td>Civil Litigation</td>
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<td>3-4</td>
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<td>TOTAL</td>
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<tbody>
<tr>
<td>PAL 220</td>
<td>Wills, Trusts, and Estates</td>
<td>3</td>
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<td>PAL 250</td>
<td>Real Property Law</td>
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<td>Paralegal Elective (b)</td>
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<tr>
<td>Science (c)</td>
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<td>4</td>
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<tr>
<td>Free Elective (d)</td>
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<td>3-4</td>
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<td>16-18</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

a. MAT 109 or above; BUS 101 Business Mathematics may be substituted.


c. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, or physics. Recommended: BIO 103 Human Biology.

d. Students must choose a course from one of the SUNY General Education Appendices from which they have not taken another course.
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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>ACC 100</td>
<td>Accounting Introductory Seminar</td>
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<td>ENG 101</td>
<td>Composition I</td>
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<tr>
<td>ACC 101</td>
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<tr>
<td>BUS 101</td>
<td>Business Mathematics</td>
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<td>BUS 103</td>
<td>Keyboarding for Information Processing</td>
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<td>BUS 109</td>
<td>Introduction to Microsoft Excel</td>
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<td>BUS 110</td>
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<td>BUS 112</td>
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<td>Principles of Accounting II</td>
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<td>BUS 103</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS 255</td>
<td>Office Practice</td>
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<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

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.

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

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GOV 151</td>
<td>Introduction To Law</td>
<td>3</td>
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<tr>
<td>BUS 103</td>
<td>Keyboarding for Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Introduction to Microsoft Word</td>
<td>2</td>
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<tr>
<td>PAL 100</td>
<td>Paralegal Introductory Seminar</td>
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<tr>
<td>PAL 110</td>
<td>Fundamentals of Paralegalism</td>
<td>3</td>
</tr>
<tr>
<td>PAL 120</td>
<td>Legal Research</td>
<td>3</td>
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<td>TOTAL</td>
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<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 101</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 210</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>Paralegal Electives—select four from: BUS 215, CRJ 265, PAL 210 PAL 220, PAL 230, PAL 240, PAL 250</td>
<td>12</td>
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</tr>
<tr>
<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
<tr>
<td>or GOV 222</td>
<td>State and Local Government</td>
<td></td>
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</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
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<td>34</td>
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</table>
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.

Graduates of the COM program will:

• Produce a body of work suitable for transfer to a four-year institution and/or professional opportunities in their chosen field of communications and media arts.

• Solve creative problems within their field of communications and media arts, including research and synthesis of technical, aesthetic, and conceptual knowledge.

• Effectively communicate their ideas professionally and connect with their intended audience using visual, oral and written presentation skills relevant to their field.

• Effectively 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 major cultural and aesthetic trends, both historical and contemporary, on communications and media arts venues.

• List and execute the professional skills and behaviors necessary to compete in the local, national and/or global marketplace for the communications and media arts industry.

Course No. Descriptive Title Cr. Hrs.  

FIRST SEMESTER  
COM 100 Communications Introductory Seminar 1  
ENG 101 Composition I 3  
MATH (a) 3  
COM 101 Intro. to Communications Media 3  
COM 103 The Art and Craft of Editing 3  
ART110, ART112, ART 150, ART 157 (c) 3  
TOTAL 16  

SECOND SEMESTER  
ENG 102 Composition II 3  
American History (Appendix D) 3  
COM 110 Basic Video Production 3  
COM 120 Intro to Media Writing 3  
COM 140 Media and Society 3  
SPE 100 or SPE 101 (b) 3  
TOTAL 18  

THIRD SEMESTER  
BHS 103 Social Problems in Today’s World 3  
COM 210 Visual Effects for the Moving Image I  
or COM 233 Sound Design and Technology for Media  
or COM 249 TV Production/TV News  
or COM 221 Media Strategies for Public Relations  
or COM 262 Documentary Production I 4  
Interest Area Course (d) 3  
Science (e) 4  
TOTAL 14  

FOURTH SEMESTER  
COM 211 Visual Effects for the Moving Image II  
or COM 234 Basic Music Production  
or COM 250 Advanced Video Production  
or COM 263 Documentary Production II 4  
Interest Area Course (d) 3  
Science (e) 4  
Free elective (f) 3  
TOTAL 14  
TOTAL CREDIT HOURS 62  

(a) Mathematics course: MAT 109 or higher. Students planning to pursue a B.A. degree at SUNY institutions should take MAT 110.
(b) Students may choose between SPE 100 or SPE 101.
(c) Students interested in Visual Effects should take ART 110 for their art course.
(d) Interest Area Courses: Students must select two courses from the list below to complement their concentration. Substitutions may be made with approval of the department head.
Documentary Production: ART150, ART151, ART153, ART155, ART157, ART254, ART255, ART257, BHS206, COM233, COM280, GOV211
Journalism and Public Relations: ART157, ART254, BUS102, BUS105, BUS107, BUS208, BUS210, COM280, ENG211, ENG214, GOV211, GOV219, GOV222, SPE100, SPE101, SPE115, SPE201, SPE210, SPE211, SPE219
Visual Effects and Digital Filmmaking: ART110, ART140, ART141, ART142, ART145, ART147, ART161, ART209, COM243, COM244, ENG226, ENG227
Students also may take a 3 credit internship as an Interest Area Course: COM261.
(e) Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics.
(f) See page 96 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:

- Develop a creative and structured approach to solving a business problem by configuring alternate IT approaches.

- Write, test and debug a program that utilizes basic programming fundamentals such as variable declaration, iteration, conditionals, array manipulation, basic computational constructs and relational database connectivity.

- Solve a business problem or capitalize on a business opportunity utilizing the appropriate commercially available software and hardware solutions.

- Submit an analysis of a business problem/opportunity and design an IT system using industry standard techniques to satisfy the problem/opportunity.

- Identify and differentiate the basic components of computer system hardware, system software and data communication technologies from a data perspective.

- Identify the major knowledge paths in the field of information technology and acquire the necessary technical and communication skills required for future career growth.

- Identify the legal issues and moral issues facing society as a result of the IT field and contrast the various viewpoints on each issue.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
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<tr>
<td>CIS 111</td>
<td>Computer Systems and Applications</td>
<td>3</td>
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<tr>
<td>CIS 112</td>
<td>Computer Programming I</td>
<td>4</td>
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<tr>
<td>Math (b)</td>
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**SECOND SEMESTER**

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<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 114 or CIS 117</td>
<td>Computer Programming in C or Data Communication Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Computer Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective (a)</td>
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<td>TOTAL</td>
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**THIRD SEMESTER**

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<th>Course No.</th>
<th>Descriptive Title</th>
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<tbody>
<tr>
<td>CIS 214</td>
<td>C++ Object Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 216</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Data Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS Elective (a)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 200 Level Elective (a)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Math/Science (b, c)</td>
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<td>3-4</td>
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**FOURTH SEMESTER**

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<th>Course No.</th>
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<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>ECO 105, GOV 121, HIS 104, HIS 108</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 223</td>
<td>Computer Projects and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 200 Level Elective (a)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
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<tr>
<td>Free Elective (d)</td>
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<td>3-4</td>
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<td>15</td>
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<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

a. Elective courses: (a) courses applicable in all programs, see page 95; (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 5101)
(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.

Courses should be selected in consultation with an advisor.

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

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 5101)
(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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>CIS Introductory Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Computer Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 117</td>
<td>Data Communication Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 126</td>
<td>UNIX/LINUX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Career Seminar, Career Exploration (a)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>15</td>
</tr>
<tr>
<td>SECOND SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 218</td>
<td>Routing and Switching Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Conducting Business on the Internet or</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 108</td>
<td>Conducting Research on the Internet</td>
<td>3</td>
</tr>
<tr>
<td>CIS 217</td>
<td>Advanced Server</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 226</td>
<td>Advanced Linx</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 150</td>
<td>Information Management Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Career Seminar, Career Advancement (a)</td>
<td>2</td>
</tr>
<tr>
<td>Elective (b)</td>
<td></td>
<td>3</td>
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<td>17</td>
</tr>
<tr>
<td></td>
<td>TOTAL CREDIT HOURS</td>
<td>32</td>
</tr>
</tbody>
</table>

a. The cooperative education experience requires 10 hours per week of related work experience.

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.
COMPUTER INFORMATION SYSTEMS
COMPUTER SOFTWARE SUPPORT (SSC) (HEGIS 5101)
(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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>CIS Introductory Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Computer Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Conducting Business on the Internet</td>
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</tr>
<tr>
<td>or CIS 108</td>
<td>Conducting Research on the Internet</td>
<td>3</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Computer Based Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Career Seminar, Career Exploration (a)</td>
<td>2</td>
</tr>
<tr>
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<td>TOTAL</td>
<td>15</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 113</td>
<td>Visual Basic Programming</td>
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<tr>
<td>or CIS 112</td>
<td>Computer Programming</td>
<td>3-4</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Information Security Management</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 140</td>
<td>Healthcare Information Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Microcomputer Systems for Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Career Seminar, Career Advancement (a)</td>
<td>2</td>
</tr>
<tr>
<td>Elective (b)</td>
<td></td>
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<tr>
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<td>TOTAL CREDIT HOURS</td>
<td>29</td>
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</table>

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 5101)
(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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
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<th>Course No.</th>
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<tr>
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<td>CIS 100</td>
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<tr>
<td>CIS 111</td>
<td>Computer Systems and Applications</td>
<td>3</td>
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<tr>
<td>CIS 107</td>
<td>Conducting Business on the Internet</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Visual Basic Programming</td>
<td>3</td>
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<tr>
<td>CIS 120</td>
<td>Computer Based Publishing</td>
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</tr>
<tr>
<td>CIS 160</td>
<td>Career Seminar, Career Exploration (a)</td>
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SECOND SEMESTER

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<tbody>
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<td>ENG 101</td>
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<tr>
<td>CIS 133</td>
<td>Advanced Visual Basic</td>
<td>3</td>
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<tr>
<td>or CIS 140</td>
<td>Healthcare Information Management</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 150</td>
<td>Information Security Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 126</td>
<td>UNIX/LINUX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 228</td>
<td>Web Site Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Career Seminar, Career Advancement (a)</td>
<td>2</td>
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<td>Elective (b)</td>
<td></td>
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<td>17</td>
</tr>
<tr>
<td></td>
<td>TOTAL CREDIT HOURS</td>
<td>32</td>
</tr>
</tbody>
</table>

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

Upon successful completion of the INM program the student will:

- Appropriately utilize data and information by:
  a. differentiating between data and information,
  b. critically discerning the quality of the data,
  c. identifying the parameters and constraints in the storage and transmission of data.
- Effectively manage Information Technology (IT) projects by:
  a. identifying the scope, resources, budget, timeline, and critical path,
  b. using project management software.
- Effectively design and implement IT solutions based on the analysis of business needs by:
  a. selecting the appropriate software to solve a particular business problem,
  b. producing comprehensive and usable documentation for business solutions,
  c. designing, organizing, and implementing database solutions to business problems,
  d. updating, deleting and adding data to relational database management systems,
  e. differentiating between hardware and software issues relating to the management of information,
  f. writing programs to process data and produce information,
  g. utilizing word processors, spreadsheets and other client software to solve a business need,
  h. integrating the available application software to maximize the data management strengths of the individual products,
  i. utilizing the functions of at least one operating system to implement an IT solution,
  j. designing effective reports and choosing the appropriate software to create and update the reports.
- Identify and apply methods to assure appropriate data security and risk management by:
  a. identifying and mitigating the risks to data,
  b. identifying security threats to both stored and transmitted data,
  c. designing effective defenses for both stored and transmitted data.

Courses should be selected in consultation with an advisor.

### Course No. Descriptive Title Cr. Hrs.

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Computer Systems &amp; Application</td>
<td>3</td>
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<tr>
<td>MAT Course (a)</td>
<td></td>
<td>3-4</td>
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<tr>
<td>CIS 112 or CIS 113 or CPS 141 (b)</td>
<td>3-4</td>
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<tr>
<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS: 15-17

#### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT Course (a)</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Interest Area Course (c)</td>
<td>3</td>
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<tr>
<td>Interest Area Course (c)</td>
<td>3</td>
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</tr>
<tr>
<td>General Education Course (d)</td>
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TOTAL CREDITS: 15-16

#### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 212</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
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<tr>
<td>American History (Appendix D)</td>
<td>3</td>
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</tr>
<tr>
<td>Interest Area Course (c)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC/BUS/CIS/ECO Course (e)</td>
<td>3</td>
<td></td>
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<tr>
<td>Science Course (f)</td>
<td>4</td>
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</tbody>
</table>

TOTAL CREDITS: 16

#### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS213</td>
<td>Data Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness &amp; Fitness</td>
<td>3</td>
</tr>
<tr>
<td>Interest Area Course (c)</td>
<td>3</td>
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<tr>
<td>Interest Area Course (c)</td>
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<td>Transfer Course (g)</td>
<td>3-4</td>
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<tr>
<td>Free Elective (h)</td>
<td>3-4</td>
<td></td>
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</tbody>
</table>

TOTAL CREDITS: 18-20

TOTAL CREDIT HOURS: 64

- Students must select from MAT 110, MAT 118, MAT 125, MAT 184, MAT 185, MAT 214, MAT 221, MAT 222.
- 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.
- 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.
d. Courses that meet the SUNY General Education requirement are listed on page 37. 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 CPS program will:

- understand the principles of programming and will have experience programming with a high level programming language.
- have the academic coursework in mathematics, science and general education to successfully transfer to a four year Computer Science program.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPS 100 (a)</td>
<td>Introductory Seminar</td>
<td>1-3</td>
</tr>
<tr>
<td>or CLP 101</td>
<td>Career Exploration and Planning</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
</tr>
<tr>
<td>MAT 185</td>
<td>Precalculus Mathematics (b)</td>
<td></td>
</tr>
<tr>
<td>or 221</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>CPS 141</td>
<td>Introduction to Computer Science and Programming</td>
<td>4</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>15-17</td>
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</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>American History (Appendix D)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Calculus I (b)</td>
<td></td>
</tr>
<tr>
<td>or 222</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>CPS 142</td>
<td>Advanced Programming Techniques</td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness &amp; Fitness</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16</td>
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**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Science (d)</td>
<td></td>
<td>4</td>
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<tr>
<td>MAT 222 (b)</td>
<td>Calculus II</td>
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<tr>
<td>or Elective (e)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CPS 231</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective (c)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective (e)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>17</td>
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</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 214</td>
<td>Discrete Mathematics Using Proofs</td>
<td></td>
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<tr>
<td>or 215</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CIS 227</td>
<td>Assembler Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>Elective (e)</td>
<td>MAT 223 or Science strongly recommended</td>
<td>4</td>
</tr>
<tr>
<td>General Education Elective (c)</td>
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<td>3</td>
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<tr>
<td>Free Elective (f)</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

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 37 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 37.

e. Elective courses: Courses applicable in this program are: (a) Specific courses listed above; (b) courses applicable in all programs. See page 95.

f. See page 96 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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
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</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
</tr>
<tr>
<td>GOV 121</td>
<td>The American National Experience</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Biology (a)</td>
<td>4</td>
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<tr>
<td>Math 118 (b)</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 265</td>
<td>Criminal Law &amp; Procedure</td>
<td>3</td>
</tr>
<tr>
<td>BHS 142</td>
<td>Criminology</td>
<td>3</td>
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THIRD SEMESTER

<table>
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<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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<tbody>
<tr>
<td>CRJ 201</td>
<td>Police Organization and Administration</td>
<td>3</td>
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<tr>
<td>PSY 206</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BHS 242</td>
<td>Drug and Alcohol Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 206</td>
<td>Criminal &amp; Scientific Investigation</td>
<td>3</td>
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<td>General Education Elective (c)</td>
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FOURTH SEMESTER

<table>
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<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PSY 134</td>
<td>Group Dynamics</td>
<td>3</td>
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<tr>
<td>BHS 262</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 261</td>
<td>White Collar Crime</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 266</td>
<td>Contemporary Problems and Issues in Criminal Justice</td>
<td>3</td>
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<tr>
<td>SPE 101</td>
<td>Public Speaking</td>
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<td>Free Elective (d)</td>
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<td>3-4</td>
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<tr>
<td>TOTAL</td>
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<td>18-19</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

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 37 for the list of the General Education Appendices.

d. See page 96 for a full discussion of the free elective requirement. The subject area for Criminal Justice includes all courses labeled CRJ.
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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Introduction to Security Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107</td>
<td>Communication and the Crim Just Process</td>
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<td>CRJ 141</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 265</td>
<td>Criminal Law &amp; Procedure</td>
<td>3</td>
</tr>
<tr>
<td>GOV 121</td>
<td>The American National Experience</td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Biology</td>
<td></td>
</tr>
<tr>
<td>or BIO 104</td>
<td>Environmental Biology</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>16</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHS 242</td>
<td>Drug and Alcohol Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 253</td>
<td>Ethics in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 206</td>
<td>Criminal and Scientific Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 201</td>
<td>Criminal Justice Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>HED 134</td>
<td>First Aid, CPR</td>
<td>3</td>
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<tr>
<td><strong>ELECTIVE (a)</strong></td>
<td></td>
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<td><strong>TOTAL</strong></td>
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<td>18</td>
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<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>PSY 134</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 261</td>
<td>White Collar Crime</td>
<td>3</td>
</tr>
<tr>
<td>MAT 118</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or MAT 109</td>
<td>Survey of Mathematics</td>
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<tr>
<td>PSY 206</td>
<td>Social Psychology</td>
<td>3</td>
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<tr>
<td><strong>Free elective (b)</strong></td>
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<td>3-4</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>15-16</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

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 95.

b. See page 96 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.
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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>PSY 111</td>
<td>Psychological Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ECH 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECH 102</td>
<td>Introductory Seminar: Programs for Young Children</td>
<td>1</td>
</tr>
<tr>
<td>ECH 120</td>
<td>Infant and Toddler Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECH 121</td>
<td>Infant and Toddler Curriculum Fieldwork (a, b)</td>
<td>1</td>
</tr>
<tr>
<td>ECH 111</td>
<td>Curriculum Activities for Young Children</td>
<td>2</td>
</tr>
<tr>
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<tr>
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<td></td>
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<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ECH 107</td>
<td>Preparing to Teach Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECH 108</td>
<td>Early Childhood Practicum I (a, b)</td>
<td>2</td>
</tr>
<tr>
<td>PSY 221</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101, PSY 134 or THE 120</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT 109 or higher</td>
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<tr>
<td>THIRD SEMESTER</td>
<td></td>
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</tr>
<tr>
<td>ECH 254</td>
<td>Diverse Early Childhood/Elementary Classrooms</td>
<td>3</td>
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<tr>
<td>ECH 205</td>
<td>Early Childhood Practicum II (a, b)</td>
<td>4</td>
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<tr>
<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
<tr>
<td>American History (Appendix D)</td>
<td></td>
<td>3</td>
</tr>
<tr>
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<tr>
<td>FOURTH SEMESTER</td>
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<tr>
<td>ECH 206</td>
<td>Early Childhood Practicum III (a, b)</td>
<td>4</td>
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<tr>
<td>ECH 212</td>
<td>Language and Literature in Early Childhood</td>
<td>3</td>
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<tr>
<td>ECH 214</td>
<td>Dev. Appropriate Practice: Observation and Assessment</td>
<td>3</td>
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<tr>
<td>BIO 104</td>
<td>Environmental Biology</td>
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</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>62</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Psychological Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ECH 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECH 102</td>
<td>Introductory Seminar: Programs for Young Children</td>
<td>1</td>
</tr>
<tr>
<td>ECH 111</td>
<td>Curriculum Activities for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECH 120</td>
<td>Infant and Toddler Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECH 121</td>
<td>Infant and Toddler Curriculum Fieldwork (a)</td>
<td>1</td>
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<tr>
<td>TOTAL</td>
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<table>
<thead>
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<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>ECH 107</td>
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</tr>
<tr>
<td>ECH 108</td>
<td>Early Childhood Practicum I (a)</td>
<td>2</td>
</tr>
<tr>
<td>PSY 221</td>
<td>Child Development</td>
<td>3</td>
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<tr>
<td>Free Elective</td>
<td></td>
<td>3-4</td>
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<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
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<td>13-14</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
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<td>29</td>
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</tbody>
</table>

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.
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 graduating from this program should be able to:

- Explain how systems, components, and theories work, including the operating principles for common electrical, electronic, and electromechanical components and devices such as, but not limited to, ac and dc sources, resistors, capacitors, inductors, transistors, digital systems, control systems, power systems, and motors.
- 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 specification sheets, circuit schematics, and mechanical drawings.
- Demonstrate organized troubleshooting skills.
- Define and demonstrate effective team-building skills.
- Demonstrate technical communication skills including proficient use of word processing, spreadsheet, and presentation software.
- Research and analyze the value of information on technical topics.
- Develop solutions to open-ended problems utilizing a hands-on learning approach.
- Demonstrate awareness of customer needs, quality, and continuous improvement.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Elective (a)</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
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<tr>
<td>ELT 105</td>
<td>DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ELT 107</td>
<td>Intro to Prog. for Automation</td>
<td>3</td>
</tr>
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<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

| 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       |

Notes:

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 37 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 prerequisites.
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.

Courses should be selected with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 121</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 221</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>ENR 101</td>
<td>Introduction to Engineering</td>
<td>2</td>
</tr>
<tr>
<td>ENR 100</td>
<td>Engineering Technology Introductory Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENT 131</td>
<td>Technical Drawing</td>
<td>1</td>
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<tr>
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<td>See footnote (a)</td>
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<td>TOTAL</td>
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<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
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<tbody>
<tr>
<td>ENG 102</td>
</tr>
<tr>
<td>WFE 101</td>
</tr>
<tr>
<td>PHY 151</td>
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<tr>
<td>MAT 222</td>
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<td>ENR 102</td>
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<tr>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>PHY 152</td>
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<tr>
<td>MAT 223</td>
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<td>ENR 208</td>
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<td>BHS 103</td>
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<thead>
<tr>
<th>THIRD SEMESTER</th>
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<tbody>
<tr>
<td>PHY 251</td>
</tr>
<tr>
<td>MAT 224</td>
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<td>Advanced Technical Electives (d)</td>
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</table>

- 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.

- In addition to the second semester course load, Biomedical and Chemical Engineering students should take CHE 122.

- 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

- 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 take 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
TELECOMMUNICATIONS TECHNOLOGY: VERIZON (TEN)
(HEGIS 5310)

This program has been designed in cooperation with the VERIZON Communications, the Communications Workers of America and the International Brotherhood of Electrical Workers. It is offered at a number of community colleges and technical colleges throughout New York state and New England and gives qualified VERIZON employees an opportunity to earn an A.A.S. Degree. Those VERIZON employees who qualify will be given one day off from work per week with pay according to a pre-arranged schedule. Actual hours and day of the week may vary according to group scheduling, advanced standing credit, etc. Students will complete 60 credit hours of work over a 4-year period to complete the program.

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

Courses should be selected in consultation with an advisor.

Graduates of the Next Step Telecommunications Technology Program will demonstrate:
• Competency in telecommunications technology principles and services.
• Competency in electrical systems.
• Competency in problem solving processes that are prevalent in all telecommunications technology related projects.
• Competency in installing, maintaining, troubleshooting and repairing telecommunication and telecommunications-enabled systems and services.
• Competency in telecommunication transmission systems, including fiber optics, local and wide area networks, and wireless communications.
• Competency in converged network systems used to transmit voice, video and data over the same transmission medium.
• Understanding of the seven-layer OSI model.
• Understanding of higher level protocols including the TCP/IP protocol suite as it applies to Verizon’s core business.
• Competency in computer hardware, operating systems and software applications.
• Competency in workplace skills, including team building, project leadership, problem solving, customer focus, technology and service delivery, and quality.
• Ability to write coherently, conduct research, and engage proficiently in oral discourse.
• Understanding of the history and development of the labor movement including current issues and future perspectives.
• Understanding of the interplay of technology, work and society.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>FIRST SEMESTER</td>
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<tr>
<td>MAT 128</td>
<td>Technical Mathematics A</td>
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<td>CIS 109</td>
<td>Computer Applications</td>
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<td>SECOND SEMESTER</td>
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<td></td>
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<tr>
<td>EMS 106</td>
<td>Digital Electronics I</td>
<td>4</td>
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<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>TOTAL</td>
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<td>7</td>
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<tr>
<td>THIRD SEMESTER</td>
<td></td>
<td></td>
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<tr>
<td>MAT 129</td>
<td>Technical Mathematics B</td>
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<tr>
<td>EMS 206</td>
<td>Digital Electronics II</td>
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<td>FOURTH SEMESTER</td>
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<tr>
<td>PHY 141</td>
<td>Physics for Telecommunications</td>
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<td>ENT 108</td>
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<tr>
<td>FIFTH SEMESTER</td>
<td></td>
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<tr>
<td>ELT 121</td>
<td>Electronic Systems for Telecommunications I</td>
<td>4</td>
</tr>
<tr>
<td>TEL 110</td>
<td>Applied Telecommunications I</td>
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<td>ELT 221</td>
<td>Electronic Systems for Telecommunications II</td>
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</tr>
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<td>TEL 211</td>
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<td>EIGHTH SEMESTER</td>
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<tr>
<td>HIS 226</td>
<td>Labor History</td>
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<tr>
<td>TEL 212</td>
<td>Applied Telecommunications IV</td>
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<tr>
<td>TOTAL CREDIT HOURS</td>
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</table>
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 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.
- Be prepared to enter the workforce in the HVAC industry as installers, technician’s assistants or salespersons.
- 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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</thead>
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<tr>
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<tr>
<td>MAT 222</td>
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<td>FALL SEMESTER</td>
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<td>MAT 223</td>
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<td>CPS 141</td>
<td>Introduction to Computer Science</td>
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</tr>
<tr>
<td>CHE 121</td>
<td>General Chemistry I</td>
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<td>SPRING SEMESTER</td>
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<tr>
<td>MAT 224</td>
<td>Differential Equations</td>
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<td>CPS 142</td>
<td>Advanced Programming Techniques</td>
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<td>PHY 152</td>
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<tr>
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<td>TOTAL CREDIT HOURS</td>
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</table>

a. Courses to be used for this requirement include all courses from the DCC SUNY General Education Appendices in the following categories: Appendix A, 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.
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 of Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of this program, students will:

• 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
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<tr>
<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105</td>
<td>General Biology I</td>
<td>4</td>
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<tr>
<td>HED 134</td>
<td>First Aid, Safety and CPR</td>
<td>3</td>
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<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
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<tr>
<td>ESW 100</td>
<td>Exercise Science and Wellness Seminar</td>
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<td>BIO 106</td>
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<td>Stress Management or Physical Education</td>
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<td>ESW 101</td>
<td>Intro to Exercise Science</td>
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<td>PSY 111</td>
<td>Psychological Principles I</td>
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<td>BIO 209</td>
<td>Mammalian Anatomy</td>
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<td>Elementary Statistics (a)</td>
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<td>BIO 122</td>
<td>Nutrition</td>
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<td>Exercise Testing</td>
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<tr>
<td>BIO 210</td>
<td>Mammalian Physiology</td>
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<td>(Appendix D)</td>
<td>3</td>
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<td>SPE 101</td>
<td>Public Speaking</td>
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<td>ESW 202</td>
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</table>

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:

- Explain the history of fire service from its origin up to the present and the concept of chain of command.
- Describe the origin and role of fire prevention, fire codes and public education and the role they play in today’s world.
- Define fire and combustion with its associated phenomena 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.
- Define 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.
- Explain the properties of water as an extinguishing agent and be able to perform the calculations required for design and use of municipal water and fire protection systems.
- Cite and define applicable laws and legal issues, as they relate to emergency services.
- Employ chain of command, Standard Operating Procedures, Incident Command System and mission statements.
- Transfer as a junior into a Fire Science program at a four-year college.

In addition, depending on which other technical course(s) is/are completed, the graduate will be competent to complete at least one of the following:

- Create and apply various strategies and tactics, as appropriate, based on a variety of scenarios.
- Define and describe the various causes of fire and describe the process of determining whether they are accidental or intentional in origin. Students also will be able to define the process of conducting an investigation, as well as discuss the importance of accurate documentation.
- Develop a perspective on worker exposure, identify the primary sources of potential chemical and physical agents in the workplace, identify the techniques for assessing the risk of worker exposures, outline the principal methods of testing and monitoring the worker and his environment and identify and discuss the major techniques for the control of chemical and physical agents in the workplace.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Cr. Hrs.</th>
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<tr>
<td>FIRST SEMESTER</td>
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<tr>
<td>ENG 101</td>
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<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
<tr>
<td>MAT 184 or MAT 132</td>
<td>Algebra and Trig for Precalculus or Technical Mathematics II</td>
<td>3</td>
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<tr>
<td>FIR 100</td>
<td>Fire Science Intro. Seminar</td>
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<tr>
<td>FIR 102</td>
<td>Fundamentals of Fire Protection</td>
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<tr>
<td>FIR 104</td>
<td>Fundamentals of Fire Prevention</td>
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<td>SECOND SEMESTER</td>
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<td>ENG 102</td>
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<tr>
<td>CHE 121</td>
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<td>FIR 110</td>
<td>Fire Behavior &amp; Combustion</td>
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</tr>
<tr>
<td>FIR 112</td>
<td>Fire/Emergency Services Safety</td>
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<td>FIR 114</td>
<td>Building Construction for Fire Protection</td>
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<tr>
<td>THIRD SEMESTER</td>
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<td></td>
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<tr>
<td>PHY 121</td>
<td>General Physics I</td>
<td>4</td>
</tr>
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<td>FIR 204</td>
<td>Fire Protection Systems</td>
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<td>FIR 214</td>
<td>Legal Aspects in Fire and Safety</td>
<td>3</td>
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<td>FIR 222</td>
<td>Fire and Safety Administration</td>
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<td>FOURTH SEMESTER</td>
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<tr>
<td>Foreign Language (b)</td>
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<tr>
<td>FIR 212</td>
<td>Fire Protection Hydraulics and Water Supply</td>
<td>3</td>
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<tr>
<td>FIR 224 or FIR 226</td>
<td>Strategy and Tactics or Fire Investigation</td>
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<td>American History (c)</td>
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<tr>
<td>Elective (a)</td>
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<tr>
<td>TOTAL CREDIT HOURS</td>
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<td>63</td>
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</tbody>
</table>

Notes:

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.
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:
• Explain the history of the fire service from its origin up to the present and the concept of chain of command.
• Describe the origin and role of fire prevention, fire codes and public education and the role they play in today’s world.
• 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.
• Define 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.
• Explain the properties of water as an extinguishing agent and be able to perform the calculations required for design and use of municipal water and fire protection systems.
• Employ chain of command, Standard Operating Procedures, Incident Command System and mission statements.

**Course No.** | **Descriptive Title** | **Cr. Hrs.**
--- | --- | ---
**FIRST SEMESTER**
ENG 101 | Composition I | 3
BHS 103 | Social Problems | 3
MAT 184 | Algebra and Trig for Precalculus or MAT 132 | 3
Technical Mathematics II |  
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 96 for a full description of the free elective requirement.
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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
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<td>ENG 101</td>
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<td>BHS 103</td>
<td>Social Problems In Today’s World</td>
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<tr>
<td>American History (Appendix D)</td>
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<td>Lifetime Wellness and Fitness</td>
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<td>GSS 100</td>
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<tr>
<td>TOTAL CREDIT HOURS</td>
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<td>64</td>
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</table>

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 37. A minimum of two science courses from Appendix B on page 37. 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.

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

**NOTES:**
1. 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 96.
### 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 205, 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 205, 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>BHS 110</td>
<td>Intro. to Human Services</td>
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<td>CHC 103</td>
<td>Child Care and Youth Practicum I</td>
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<td>ENG 101</td>
<td>Composition I</td>
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<tr>
<td>PSY 111</td>
<td>Psychological Principles I</td>
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<td>PSY 134</td>
<td>Group Dynamics</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>BHS 103</td>
<td>Social Probs. in Today’s World</td>
<td>3</td>
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<td>CHC 104</td>
<td>Child Care and Youth Practicum II</td>
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<td>ENG 102</td>
<td>Composition II</td>
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<td>MAT 109</td>
<td>Survey of Mathematics</td>
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<td>Interviewing and Counseling Skills</td>
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<td>PSY 203</td>
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<td>CHC 203</td>
<td>Child Care and Youth Practicum III</td>
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<td>ECO 105, GOV 121, HIS 104, HIS 108</td>
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<td>PSY 202</td>
<td>Therapeutic Intervention Skills</td>
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<td>PSY 235</td>
<td>Psychology of Exceptionality</td>
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<td>BHS 245</td>
<td>Issues and Ethics in the Human Services</td>
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<td>CHC 206</td>
<td>Child Care and Youth Practicum IV</td>
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<td>PSY 207</td>
<td>Creative Arts Therapy</td>
<td>3</td>
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<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
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<td>Free Elective (b)</td>
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<td><strong>TOTAL</strong></td>
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<tr>
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</table>

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 96 for a full discussion of the free elective requirement. The subject area for Child Care includes all courses labeled CHC.
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

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<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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<td>ENG 101</td>
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<td>PSY 111</td>
<td>Psychological Principles I</td>
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<td>PSY 134</td>
<td>Group Dynamics</td>
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<td>BHS 110</td>
<td>Introduction to Human Services</td>
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<tr>
<td>CMH 103</td>
<td>Community Mental Health Practicum I</td>
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#### SECOND SEMESTER

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<tr>
<td>ENG 102</td>
<td>Composition II</td>
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<td>BHS 103</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
</tr>
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<td>PSY 102</td>
<td>Interviewing &amp; Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Developmental Psychology</td>
<td>3</td>
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<tr>
<td>CMH 104</td>
<td>Community Mental Health Practicum II</td>
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<tr>
<td>MAT 109 or higher</td>
<td>Survey of Mathematics</td>
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#### THIRD SEMESTER

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<tr>
<td>ECO 105, GOV 121, HIS 104, HIS 108</td>
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<td>PSY 202</td>
<td>Therapeutic Intervention Skills</td>
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<td>CMH 203</td>
<td>Community Mental Health Practicum III (a)</td>
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<td>Abnormal Psychology</td>
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#### FOURTH SEMESTER

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<td>Creative Arts Therapy</td>
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<td>BHS 245</td>
<td>Issues and Ethics in the Human Services</td>
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<td>CMH 204</td>
<td>Community Mental Health Practicum IV (a)</td>
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<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
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<td>Free Elective (c)</td>
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<td>TOTAL CREDIT HOURS</td>
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### NOTE:

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 96 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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
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<td>ENG 101</td>
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<td>PSY 102</td>
<td>Interviewing and Counseling Skills</td>
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<tr>
<td>BHS 242</td>
<td>Drug and Alcohol Use and Abuse</td>
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<td>CDC 103</td>
<td>Chemical Dependency Counseling Practicum I</td>
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<td>CDC 203</td>
<td>Chemical Dependency Counseling Practicum III</td>
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SECOND SEMESTER

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<td>PSY 134</td>
<td>Group Dynamics</td>
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<td>BHS 103</td>
<td>Social Problems in Today's World</td>
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<td>PSY 111</td>
<td>Psychology Principles I</td>
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<td>CDC 104</td>
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<td>CDC 204</td>
<td>Chemical Dependency Counseling Practicum IV</td>
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<tr>
<td>BHS 201</td>
<td>Contemporary Problems and Issues in Substance Abuse</td>
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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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
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</tr>
<tr>
<td>BHS 110</td>
<td>Introduction to Human Services</td>
<td>3</td>
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<td>CHC 103</td>
<td>Child Care and Youth Practicum I</td>
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SECOND SEMESTER

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<td>Interviewing and Counseling Skills</td>
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<td>CHC 104</td>
<td>Child Care and Youth Practicum II</td>
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<td>PSY 235</td>
<td>Psychology of Exceptionality</td>
<td>3</td>
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<td>BHS 242</td>
<td>Drug and Alcohol Use and Abuse</td>
<td>3</td>
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<td>CHC 206</td>
<td>Child Care and Youth Practicum IV</td>
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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 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.
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.

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
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</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>American History (Appendix D)</td>
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<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
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<tr>
<td>Humanities Recommended: Foreign language (a)</td>
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<tr>
<td>Science (b)</td>
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<td>LAH 100</td>
<td>Liberal Arts Humanities Intro. Seminar</td>
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<td>TOTAL</td>
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<tr>
<td>SECOND SEMESTER</td>
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<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
</tr>
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<td>ENG 102</td>
<td>Composition II</td>
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<td>Humanities Recommended: Foreign language (a)</td>
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<td>Math (c)</td>
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<tr>
<td>English courses (d)</td>
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<tr>
<td>Other World Civilizations course (e)</td>
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<td>Humanities (a)</td>
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<td>Free Elective (h)</td>
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<tr>
<td>TOTAL CREDIT HOURS</td>
<td>64</td>
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</tr>
</tbody>
</table>

a. Humanities Courses: Students must select at least one course from General Education Appendices H or I, page 37. 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 37.

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 37. 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 37.

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 95. Recommended courses are listed in the General Education Appendices D, E, F, and H; see page 37. 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 96 for a full discussion.
This advisement track 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. An Other World Civilizations requirement further broadens the exposure.

Students may choose between two intensive writing tracks. The Creative Writing Track allows a student to build a suitable background for further study in a variety of creative writing majors such as drama, fiction, non-fiction and poetry. The Informational Writing Track provides a suitable background for further study in a variety of informational writing majors such as journalism, business and/or technical writing, advertising or public relations.

The Associate in Arts (A.A.) degree 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**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<tr>
<td>ENG 101</td>
<td>Composition I</td>
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<tr>
<td>American History (Appendix D)</td>
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<td>WFE 101</td>
<td>Lifetime Wellness &amp; Fitness</td>
<td>3</td>
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<tr>
<td>Humanities: Foreign Language</td>
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<td></td>
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<tr>
<td>Science (a)</td>
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<td>Liberal Arts Humanities Intro. Sem.</td>
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**SECOND SEMESTER**

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<td>Social Problems in Today's World</td>
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<td>ENG 102</td>
<td>Composition II</td>
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<td>Humanities: Foreign Language</td>
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<td>Math (b)</td>
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<td>Science (a)</td>
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**THIRD SEMESTER**

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<td>English course (c)</td>
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<td>Other World Civilizations courses (d)</td>
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<tr>
<td>Humanities Courses (e)</td>
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<td>Social Science Courses (f)</td>
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**FOURTH SEMESTER**

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<td>Social Science courses (f)</td>
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<td>Electives (g)</td>
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<td>16-17</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS**

64

Notes:

a. Science courses: Creative Writing Track: students may select applicable courses in astronomy, biology, chemistry, geology, physical science, physics. See General Education Appendix B, page 37. Informational Writing Track: PHS 101 and BIO 103 or BIO 104 recommended.

b. Mathematics courses: Creative and Informational Writing Tracks: MAT 118 recommended.

c. English courses: Creative Writing Track: students should take ENG 209, ENG 210 and/or ENG 214. Informational Writing Track: students should take ENG 226 and ENG 218.

d. Other World Civilization courses: Select a course from SUNY General Education Requirements Appendix F, page 37.

e. Recommended Humanities courses: Creative Writing Track: PHI 107. Informational Writing Track: ART 145 or ART 157.

f. Social Science courses: Students must select one Social Science course from the following: BHS 204, 208, 210, 214, GEO 102, GOV 219, 220, 223, HIS 107, 108, 206. Students may choose additional courses in Behavioral Science, Economics, Geography, Government, History, HGE 101 and Psychology. Students may choose additional courses in Behavioral Science, Economics, Geography, Government, History, HGE 101 and Psychology. Students must complete a total of nine credits and choose at least two fields. BHS 103 may not be used to satisfy the Social Science requirement.

g. Electives: Creative Writing Track: students should take ENG 218 and ENG 226 and another relevant writing course. Informational Writing Track: students should take ENG 211.

h. Free Elective: see page 96 for a full discussion.
LIBERAL ARTS AND SCIENCES

HUMANITIES AND SOCIAL SCIENCES: HONORS ADVISEMENT SEQUENCE

The Honors Advisement Sequence challenges students with an enriched liberal arts education through correlated courses and an upper level interdisciplinary seminar. The Sequence is designed for students who, upon completing the program, intend to continue work toward a bachelor’s degree.

The Sequence features small classes, including a freshman seminar which familiarizes students with campus life and provides a forum for questions and concerns. Each semester’s course offerings emphasize a central theme. The first semester focuses on global intellectual and cultural tradition; the second and third semesters focus on recent American political, literary and historical development; and the final semester emphasizes the complexities and richness of the contemporary world.

Individual academic advisement and intensive counseling prepare students for transfer to competitive four-year institutions. In the past, DCC Honors students have transferred to Colgate, Cornell, New York University, Vassar and Williams as well as the State University’s more selective four-year campuses.

Students are selected for the Honors Sequence on the basis of high school achievement and an individual interview. Qualified LAH students may enter the Honors Sequence after their first or second semester at DCC and after an individual interview with the Honors Coordinator. Capable students unable to commit themselves to the entire Honors Sequence may enroll in selected Honors courses with the written permission of the Honors course’s instructor or the Coordinator of the Honors Sequence.

The Associate in Arts degree in Liberal Arts and Sciences: Humanities and Social Sciences is awarded upon completion of the requirements of the Honors Advisement Track.

A minimum of 24 credits of Honors courses, the completion of LSS 201, and a GPA of 3.2 or higher are required for a student to receive certification for the completion of the Honors Sequence.

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
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<td><strong>FIRST SEMESTER</strong></td>
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<td>BHS 103-H</td>
<td>Social Problems in Today’s World</td>
<td>3</td>
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<tr>
<td>ENG 101-H</td>
<td>Composition I (a)</td>
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<tr>
<td>HIS 107-H</td>
<td>History of World Civilization (a)</td>
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<td>PHI 107-H</td>
<td>Introduction to the Art of Reasoning</td>
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<td>LSS 100</td>
<td>Honors Introductory Seminar</td>
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<td>Humanities</td>
<td>Foreign Language recommended (b)</td>
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<td><strong>TOTAL</strong></td>
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<td>ENG 102-H</td>
<td>Composition II</td>
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<td>Electives (f)</td>
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<tr>
<td>PSY 111-H</td>
<td>Psychological Principles I</td>
<td>3</td>
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<td>Math (c)</td>
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<td>Humanities (b)</td>
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<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>16</td>
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<tr>
<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>ENG 204-H</td>
<td>American Literature: Civil War to the Present (a)</td>
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<td>HIS 104-H</td>
<td>History of the United States II (a)</td>
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<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
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<td>Elective</td>
<td>Humanities or Social Science (d)</td>
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<td>Science (e)</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>ENG 264-H</td>
<td>Global Literature (a)</td>
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<td>GOV 219-H</td>
<td>Global Politics (a)</td>
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<td>LSS 201-H</td>
<td>Liberal Studies Seminar</td>
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<td>Free Elective (g)</td>
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<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td></td>
<td>64</td>
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</tbody>
</table>

a. When offered concurrently, the following courses are recommended to be taken together.
   ENG 101-H and HIS 107-H
   ENG 204-H and HIS 104-H
   ENG 264-H and GOV 219-H

b. Other English 200 level courses may be offered and are applicable for the completion of the Honors Sequence.

c. Mathematics courses: MAT 109-H or MAT 118-H recommended; MAT 109 or higher is required.

d. Humanities/Social Science courses: ART (ART 101 recommended), BHS (BHS 204-H recommended), DAN, ECO, FRE, GEO, GOV, HIS, HUM, ITL, MUS, PHI, PSY, SPA, SPE, THE and 200-level ENG courses (except ENG 211).

e. Science courses: AST 132 H recommended. Applicable four-credit courses in AST, BIO, CHE, GLG, PHS, PHY.

f. Elective courses: INT 801 recommended. Courses applicable in this program are: (a) Specific courses listed above; (b) courses applicable in all programs. See page 95.

g. For a full discussion of the free elective see page 96.
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 complete the LAM program will:

- successfully transfer to a four-year institution of higher learning to earn a baccalaureate degree in mathematics or mathematics education;

- have a broad and enriched background in the liberal arts;

- use contemporary technology to explore mathematical ideas and effectively communicate their observations.

- use mathematics in a non-trivial way in physics.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Cr. Hrs.</th>
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<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>LAM 100</td>
<td>Mathematics Introductory Seminar</td>
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<td>or CPS 100</td>
<td>or LAH 100 (a)</td>
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<td>CPS 141</td>
<td>Introduction to Computer Science (c)</td>
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<td>ENG 101</td>
<td>Composition I</td>
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<td>MAT 221</td>
<td>Calculus I</td>
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<td>MAT 222</td>
<td>Calculus II</td>
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<td>PHY 151</td>
<td>Engineering Physics I (b)</td>
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<td><strong>THIRD SEMESTER</strong></td>
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<td>BHS 103</td>
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<td>MAT 214</td>
<td>Discrete Mathematics Using Proofs</td>
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<td>PHY 152</td>
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<td>Free Elective (f)</td>
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<td></td>
<td>TOTAL CREDIT HOURS</td>
<td>64</td>
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</tbody>
</table>

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 37 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 95; CPS 142, CPS 231 with department approval. A minimum of 8 elective credits including the free elective is required.

f. See page 96 for a full discussion of the free elective requirement. The subject area for Mathematics includes all courses labeled MAT.
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:

- Qualify to transfer as a junior to a four-year institution of higher learning to earn a baccalaureate degree in a natural or physical science;
- Have successfully completed an enriched and broadened background in the liberal arts;
- Have successfully completed courses in a particular field of interest in the natural and/or physical sciences;
- Have met the SUNY General Education requirements in mathematics, writing and critical thinking;
- Have developed the technological skills and expertise in computer use for data collection/analysis, laboratory procedures, and field work as appropriate to their area of concentration, necessary for success in junior-senior courses at their respective transfer institutions.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
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<tbody>
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<td>ENG 101</td>
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<td>(Appendix D)</td>
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<td>BHS 103</td>
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<td>Science (a) (c)</td>
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<td>SCI 100 (d)</td>
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<td>Social Science (f)</td>
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<td>Electives (h) (15-16 credits)</td>
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<td>Free Elective (i) (3-4 credits)</td>
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<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64


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 37 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, and H. 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 37 for the list of the General Education Appendices.

i. For a full discussion of the free elective see page 96.
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.

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.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.
### LIBERAL ARTS AND SCIENCES - EDUCATION
Adolescent Education 7-12 with SUNY New Paltz

#### BIOLOGY (EDB)

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<td>American History (Appendix D)</td>
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**Notes:** See page 78

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Notes: See page 78

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*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 78.

### HISTORY/SOCIAL STUDIES (EDH)

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Notes: See page 78
### MATHEMATICS (EDM)

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**Notes:** See page 78

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*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 78
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 Advisement Center (SSC 204) 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.

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.

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.

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TOTAL CREDIT HOURS 64
# ENGLISH OR HISTORY CONCENTRATION

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## 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:

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

**ELECTIVES: Select no more than two:**

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.

## 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.

**REQUIRED:**
- 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)

- The American National Experience (GOV 121)

**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)
### SPANISH CONCENTRATION ADVISEMENT TRACK (EED)

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*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.

### BIOLOGY CONCENTRATION ADVISEMENT TRACK (EED)

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*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
LIBERAL ARTS AND SCIENCES

ADVISEMENT TRACK FOR TRANSFER TO MOUNT SAINT MARY COLLEGE:
OPTIONS IN CHILDHOOD EDUCATION AND TEACHING STUDENTS WITH DISABILITIES

This advisement track is designed for students who plan to transfer and pursue a baccalaureate degree in preparation to become certified teachers in one of the following areas: Childhood Education, grades 1-6 or Childhood Education and Teaching Students with Disabilities, grades 1-6. The program provides for the first two years of study to be completed at Dutchess Community College and the following two years at Mount Saint Mary College.

Students preparing for transfer to Mount Saint Mary College must do the following while at Dutchess Community College: choose an academic concentration, earn a minimum grade of C in all teacher certification courses and pass three proficiency tests required by the Division of Education at MSM College.

Students pursuing a career in teaching must pass three New York State Teaching Certification Tests. While two of the three tests will be administered after transfer to Mount Saint Mary College, students are encouraged to take the Liberal Arts and Sciences Test (LAST) just prior to or immediately after completing an Associate degree at Dutchess Community College.

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

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NOTES:

a. All students are required to complete one semester of foreign language study prior to transfer. Individuals with previous foreign language study who wish to continue with that language should consult the foreign language instructor for assistance in selecting the appropriate course.

b. Students should select a course from Appendix B, Natural Science, see page 37.

c. The baccalaureate degree in Childhood Education/Teaching Students with Disabilities, grades 1-6 requires a minimum of 30 credit hours in an academic major. Students should plan to complete between 12 and 16 credits toward the major at Mount Saint Mary College (Biology, English, Hispanic Studies, History/Political Science, Mathematics, Social Science with a concentration in History or History/Political Science).

d. THE 120 Performing Skills for the Classroom is recommended or students should select a course in Art, Music, Theater or Dance from Appendix H, The Arts, see page 37.

e. A demonstration of minimum computer literacy is a requirement at Mount Saint Mary College. This requirement can be met if a student takes CIS 111 at DCC or passes a proficiency test administered at MSM. It is recommended that students who choose not to take CIS 111 select a course that will apply to their academic major.
LIBERAL ARTS AND SCIENCES
ADVISEMENT TRACK FOR TRANSFER TO MOUNT SAINT MARY COLLEGE:
OPTIONS IN ADOLESCENCE EDUCATION AND TEACHING STUDENTS WITH DISABILITIES

This advisement track is designed for students who plan to transfer and pursue a baccalaureate degree in preparation to become certified teachers in one of the following areas: Adolescence Education, grades 7-12, Adolescence Education and Teaching Students with Disabilities, grades 7-12. The program provides for the first two years of study to be completed at Dutchess Community College and the following two years at Mount Saint Mary College.

Students preparing for transfer to Mount Saint Mary College must do the following while at Dutchess Community College: choose an academic concentration, earn a minimum grade of C in all teacher certification courses and pass three proficiency tests required by the Division of Education at MSM College. Students pursuing a career in teaching must pass three New York State Teaching Certification Tests. While two of the three tests will be administered after transfer to Mount Saint Mary College, students are encouraged to take the Liberal Arts and Sciences Test (LAST) just prior to or immediately after completing an Associate degree at Dutchess Community College.

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

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**NOTES:**

a. All students are required to complete one semester of foreign language study prior to transfer. Individuals with previous foreign language study who wish to continue with that language should consult the foreign language instructor for assistance in selecting the appropriate course.

b. Students should select a course from Appendix B, Natural Science, see page 37.

c. MAT 184 or higher recommended for concentrations in Mathematics and Science. MAT 109 or higher recommended for students in concentrations other than Mathematics and Science.

d. Students should plan to complete between 12 and 16 credits toward the major at Mount Saint Mary College (Biology, English, Hispanic Studies, History/Political Science, Mathematics, Social Science with a concentration in History or History/Political Science).

e. THE 120 Performing Skills for the Classroom is recommended or students should select a course in Art, Music, Theater or Dance from Appendix H, The Arts, see page 37.

f. A demonstration of minimum computer literacy is a requirement at Mount Saint Mary College. This requirement can be met if a student takes CIS 111 at DCC or passes a proficiency test administered at MSM. It is recommended that students who choose not to take CIS 111 select a course that will apply to their academic major.
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:
• obtain New York State certification as a clinical laboratory technician and secure employment;
• 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.

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<td>TOTAL CREDIT HOURS</td>
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<td>64-65</td>
</tr>
</tbody>
</table>

**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 96 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.
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 (CoAEMSP) (8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CAHEP) (1361 Park St., Clearwater, FL 33756; (727) 210-2350, www.cahep.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:

- obtain New York state certification and secure employment;
- perform advanced assessment of the sick and injured patients in a pre-hospital setting;
- utilize personal protective and safety equipment and be aware of exposure control response plan;
- assess, triage and treat multiple patients simultaneously;
- develop and implement appropriate treatment plans;
- analyze and properly interpret diagnostic test results;
- apply extrication principles to ensure the safe removal of patients from hazardous or life threatening environments;
- document all aspects of patient care from dispatch to transfer of patient;
- interface professionally with a wide variety of allied health professionals;
- utilize, troubleshoot and maintain advanced medical diagnostic equipment;
- properly provide leadership and coordination among varying emergency services responders;
- integrate the concepts of emergency vehicle operations with priority dispatch;
- recognize the need for personal well-being as a priority in providing patient care;
- integrate the principles of therapeutic communications to communicate with diverse populations;
- interact through radio and telephone communication with 911 centers;
- identify key performance indicators for quality assurance and quality improvement and incorporate into EMS system performance;
- interpret maps and directions under extreme conditions and pressure;
- provide initial stabilization and response coordination of large scale disasters;
- recognize the need for continuing education as a means to maintain competency and certification

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- integrate the principles of therapeutic communications to communicate with diverse populations;
- interact through radio and telephone communication with 911 centers;
- identify key performance indicators for quality assurance and quality improvement and incorporate into EMS system performance;
- interpret maps and directions under extreme conditions and pressure;
- provide initial stabilization and response coordination of large scale disasters;
- recognize the need for continuing education as a means to maintain competency and certification
MEDICAL AND ALLIED HEALTH TECHNOLOGIES
PHLEBOTOMIST (PDC)
(HEGIS 5205)
(Applied Academic Certificate)

This program prepares students for a career as a Phlebotomist/Data Clerk. Phlebotomists/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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>AHS 100</td>
<td>Allied Health Introductory Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PDC 101</td>
<td>Basic Concepts of Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>MSO 102</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **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**                                               |

**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.
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.

The four-semester sequence is possible only if the student has matriculated prior to March 15, and tests into ENG101 and BIO131.

Nursing is offered as a day or evening program. Interested students should review the handbook, “The guide for pre-nursing students,” available on the department webpage http://www.sunydutchess.edu/academics/departments/Nursing/ for additional information regarding costs and requirements for admission and progression into the day or evening program. Often, students require six or more semesters to complete the entire program. Typically, once the student enters the clinical nursing 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 the graduate will:

- Be a competent professional.
- Practice within the scope of the New York State Nurse Practice Act and the ANA Code of Ethics.
- Practice according to the National League for Nursing Core Components and Competencies.

### Course No. Descriptive Title Cr. Hrs.

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Psychological Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 105</td>
<td>Nursing Science I (a)</td>
<td>6</td>
</tr>
<tr>
<td>NUR 107</td>
<td>Survey of Professional Nursing (a)</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

#### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 132</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 112</td>
<td>Nursing Science II (a)</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

#### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
</tr>
<tr>
<td>BIO 212</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 213</td>
<td>Nursing Science III (a)</td>
<td>8</td>
</tr>
<tr>
<td>NUR 215</td>
<td>Parent-Child Nursing (a)</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

#### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 105, GOV 121, HIS 104, HIS 108</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NUR 204</td>
<td>Professional Issues in Nursing (a) (c)</td>
<td>1</td>
</tr>
<tr>
<td>NUR 216</td>
<td>Nursing Science IV (a) (c)</td>
<td>4</td>
</tr>
<tr>
<td>NUR 218</td>
<td>Nursing Synthesis (a) (c)</td>
<td>2</td>
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<tr>
<td>PED Elective (b)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

### 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.

4. 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:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED 101, PED 106, PED 111, PED 113, PED 114, PED 115, PED 116, PED 117, PED 120, PED 145, PED 197</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

   d. These courses must be taken in the semester immediately preceding graduation.

Please see following page for part-time course sequence.
## COURSE SEQUENCE FOR PART-TIME EVENING STUDENTS IN NURSING

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1 - Fall</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Semester 2 - Spring</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>BHS 103</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Semester 3 - Fall</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 131</td>
<td>4</td>
</tr>
<tr>
<td>HIS option</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Semester 4 - Spring</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 132</td>
<td>4</td>
</tr>
<tr>
<td>PSY 203</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Semester 5 - Fall</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 212</td>
<td>4</td>
</tr>
<tr>
<td>PED Elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Semester 6 - Spring</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 105</td>
<td>6</td>
</tr>
<tr>
<td>NUR 107</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Semester 7 - Fall</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 112</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>Semester 8 - Spring</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 213</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 215</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester 9 - Fall</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 216</td>
<td>4</td>
</tr>
<tr>
<td>NUR 218</td>
<td>2</td>
</tr>
<tr>
<td>NUR 204</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 64
This program lets students develop their individual skills in several performing arts course areas, especially Dance, Music, and Theater. It allows for coherent combinations of these courses to be taken to meet special interests such as training in musical theater. 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 of Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program, students will:

1. Identify personal goals, and construct a workable individual plan for transfer to and success at a four-year university or conservatory.
2. Some students may identify personal goals and construct a workable individual plan to embark on a professional career in the performing arts, and/or to become involved in local music, dance, and theatrical productions.
3. Identify and illustrate relevant professional performing arts contributions in terms of achievement and social significance in the past and present.
4. Display basic proficiency in one or more areas of the performing arts in class theater scenes, music juries, and dance recitals.
5. Create an appropriate and versatile repertoire of audition pieces in the student's performance area.
6. 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PFA 100</td>
<td>Performing Arts Introductory Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 104, HIS 108, GOV 121</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MUS 201 or MUS 212</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>THE 105</td>
<td>Introduction to the Theater</td>
<td>3</td>
</tr>
<tr>
<td>DAN 101</td>
<td>Foundations of Dance</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>WFE 101</td>
<td>Lifetime Wellness and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>BHS 103</td>
<td>Social Problems in Today's World</td>
<td>3</td>
</tr>
<tr>
<td>Performance courses (b)</td>
<td></td>
<td>7-8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16-17</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 109 or higher (d)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ART 101 or ART 104</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>THE 161 or MUS 210 or MUS 211</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Performance courses (b)</td>
<td></td>
<td>7-8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16-17</td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science (a)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Performance courses (b)</td>
<td></td>
<td>9-10</td>
</tr>
<tr>
<td>Free Elective (c)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16-17</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>


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**

**SECOND TIER PERFORMANCE COURSES**

c. See page 96 for full description of the free elective. Students interested in theater are strongly advised to take ENG 207 or ENG 208 as their free elective.

d. BUS 101 may be a possible substitute. Students should check with transfer colleges. 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.

Courses should be selected in consultation with an advisor.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Descriptive Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 113</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 115</td>
<td>Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 201</td>
<td>History of Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 210</td>
<td>Advanced Music Performance I</td>
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<tr>
<td><em>Choice of at least one, but not more than two:</em></td>
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<tr>
<td>MUS 121</td>
<td>Chorus I</td>
<td></td>
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<tr>
<td>MUS 131</td>
<td>Jazz Ensemble I</td>
<td></td>
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<tr>
<td>MUS 136</td>
<td>Orchestra I</td>
<td></td>
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<tr>
<td>MUS 143</td>
<td>Guitar Consort I</td>
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<tr>
<td>MUS 151</td>
<td>Chamber Choir I</td>
<td>1-2</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>14-15</td>
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</tbody>
</table>

| **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 | | |
| **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.

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>LIST OF APPLICABLE COURSES</th>
<th>PROGRAM EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>ACC104, ACC204</td>
<td>ACC: ACC104 not applicable</td>
</tr>
<tr>
<td>ARC</td>
<td>ARC216</td>
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<tr>
<td>ART</td>
<td>All courses except ART 140, 145, 153, 154, 242</td>
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<tr>
<td>ASL</td>
<td>ASL101, ASL102</td>
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<tr>
<td>AST</td>
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<tr>
<td>BHS</td>
<td>All courses</td>
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<tr>
<td>BIO</td>
<td>All courses except BIO 001, 003, 030</td>
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<tr>
<td>BUS</td>
<td>BUS102, BUS103, BUS104, BUS109, BUS110, BUS111, BUS112, BUS162, BUS215, BUS216, BUS254</td>
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<tr>
<td>CHE</td>
<td>All courses</td>
<td>CPS, ENR, LAM, LAX: CHE111, CHE112 not applicable</td>
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<td>CIS</td>
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<td>DAN</td>
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<td>ECO</td>
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<td>BAT: ECO105 not applicable</td>
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<tr>
<td>ENG</td>
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<td>ENR</td>
<td>ENR101, ENR207</td>
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<td>ESW</td>
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<td>FRE</td>
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<td>GEO</td>
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<td>GOV</td>
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<tr>
<td>HED</td>
<td>All courses</td>
<td>NUR: HED134, HED 203, HED224 not applicable</td>
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<td>PED</td>
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<td>PHI</td>
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<td>PHS</td>
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<tr>
<td>PHY</td>
<td>All courses except PHY141</td>
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<tr>
<td>PSY</td>
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<tr>
<td>REA</td>
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<tr>
<td>SPA</td>
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</tr>
<tr>
<td>THE</td>
<td>All courses except THE120</td>
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</tr>
</tbody>
</table>

*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.
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 head.

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
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
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 ACCOUNTING I
4 Lecture 0 Lab 4 Credit Hours
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; the accounting system and internal controls; the measurement and control of cash, receivables, inventories, plant assets including intangible assets and natural resources. This course is not for Business Administration-Transfer students.

ACC102 PRINCIPLES OF ACCOUNTING II
4 Lecture 0 Lab 4 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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: BUS103 (Keyboarding), BUS109 (Excel) Prerequisite or co requisite: ACC 102

ACC213 ACCOUNTING SYSTEMS AND THE COMPUTER
3 Lecture 0 Lab 3 Credit Hours
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 the pry and integrate it with computer practice. Prerequisites: ACC 102 with a grade of C or better and BUS 109 and BUS 110.

ACC221 INTERMEDIATE ACCOUNTING I
4 Lecture 0 Lab 4 Credit Hours
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. Prerequisites: ACC204 with a grade of C or better.

ACC241 INCOME TAX PROCEDURES
3 Lecture 0 Lab 3 Credit Hours
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 102 or permission of ACC Program Chair.

ACC260 INTERNSHIP IN ACCOUNTING
1 Lecture 8 Lab 3 Credit Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 DRAWINGS II
1 Lecture 2 Lab 2 Credit Hours
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 Hours
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
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 Hours
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 Hours
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, elevations, 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 Hours
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 Hours
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. Prerequisites: ARC 110 or permission of instructor.
ARC205 WORKING DRAWINGS I
1 Lecture 6 Lab 4 Credit Hours
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 Hours
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 Hours
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.

ARC214 PROFESSIONAL PRACTICE
2 Lecture 2 Lab 3 Credit Hours
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 Hours
This course will provide the student with at least 5 works for portfolio. Skills, idea generation and development, and presentation. This course is presented by art faculty, visiting professionals and alumni from various disciplines and specialties.

ARC240 CAPSTONE PROJECT
1 Lecture 6 Lab 4 Credit Hours
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
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 Hours
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 Hours
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
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; 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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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, 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 Hours
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, perspective, 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 Hours
This foundation studio course addresses color relationships, interactions and use in visual compositions. Pre- or Corequisite: ART 110.

ART140 GRAPHIC DESIGN I: DESIGN WITH DIGITAL IMAGES
2 Lecture 2 Lab 3 Credit Hours
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 typographic 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 Hours
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 Hours
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 Hours
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.

ART150 TRADITIONAL PHOTOGRAPHY I
2 Lecture 2 Lab 3 Credit Hours
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 I.

ART151 TRADITIONAL PHOTOGRAPHY II
2 Lecture 2 Lab 3 Credit Hours
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 Hours
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.

ART155 DIGITAL PHOTOGRAPHY II
2 Lecture 2 Lab 3 Credit Hours
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 manual 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 or ART 157 with a grade of C or better.

ART157 DIGITAL PHOTOGRAPHY I
2 Lecture 2 Lab 3 Credit Hours
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 or ART 157 with a grade of C or better.

ART161 FOUNDATIONS OF ANIMATION
2 Lecture 2 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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.
Prerequisites: ART 110, ART 112 and Art 120.

ART242 GRAPHIC DESIGN IV: TYPE AND COMPOSITION
2 Lecture 2 Lab 3 Credit Hours
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.
Prerequisites: ART 140 and ART 145

ART254 PHOTOJOURNALISM WORKSHOP
2 Lecture 2 Lab 3 Credit Hours
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 Hours
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 Hours
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.
Prerequisites: Art majors with a minimum of 32 credits and permission of department

ART264 WEB DESIGN
2 Lecture 2 Lab 3 Credit Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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 3 Credit Hours
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 Hours
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 Hours
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.
AVI 104 INSTRUMENT FLIGHT
4 Lecture 0 Lab 4 Credit Hours
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: AVI 101 or equivalent.

AVI 110 AVIATION LAW
3 Lecture 0 Lab 3 Credit Hours
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.

AVI 111 INTRODUCTION TO FLIGHT LABORATORY
0 Lecture 3 Lab 1 Credit Hour
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.
Corequisite: AVI 101 or equivalent.

AVI 114 INSTRUMENT FLIGHT LABORATORY
0 Lecture 3 Lab 1 Credit Hour
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.
Prerequisites: 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 checks.
Corequisite: AVI 104 or equivalent.

AVI 116 FLIGHT SAFETY
3 Lecture 0 Lab 3 Credit Hours
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.

AVI 201 AVIATION MANAGEMENT
3 Lecture 0 Lab 3 Credit Hours
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.
Prerequisites: AVI 104

AVI 208 COMMERCIAL FLIGHT
3 Lecture 0 Lab 3 Credit Hours
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

AVI 209 COMMERCIAL FLIGHT PRACTICUM
0 Lecture 3 Lab 1 Credit Hour
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 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 checks.

AVI 218 COMMERCIAL FLIGHT LABORATORY I
0 Lecture 3 Lab 1 Credit Hour
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 Hours
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 head 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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 head.

BHS201 CONTEMPORARY PROBLEMS AND ISSUES IN SUBSTANCE ABUSE
2 Lecture 0 Lab 2 Credit Hours
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 Hours
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 Hours
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 Hours
The study of human behavior in a biological and cultural context. The various sub-divisions of anthropology, their concerns, 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 Hours
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 Hours
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 Hours
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 Hours
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 head.
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.

A systematic examination of child physical and sexual abuse. Various historical factors, dynamics, and symptoms will be discussed using theoretical and empirical constructs.

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.

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.

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.

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.

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.

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.

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. 

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.

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.

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.
BHS253 TOPICS IN THE BEHAVIORAL SCIENCES III
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 head.

BIO030 INTRODUCTION TO BIOLOGY
2 Lecture 3 Lab 3 Credit Hours
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. Students must register for both a lecture and a lab. 2 Lecture, 3 Lab, 0 Credit Hour (3 Credit Equivalents).

BHS271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 head must be obtained. Proposed study plans require departmental approval. Projects may be based on 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 Hours
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 Hours
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
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 note-taking, 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.
Corequisite: BIO 105

BIO003 COURSE SPECIFIC STUDY SKILLS FOR BIO 103
1 Lecture 0 Lab 1 Credit Hour
This is a study skills course designed for students who require support in BIO 103 Human Biology. Its content correlates with Human Biology and is taught by a BIO 103 instructor. BIO 003 will include practical work with note-taking, textbook mastery, exam preparation and test taking techniques, as well as specific strategies necessary for success in the study of laboratory materials.
BIO 115 ANATOMY AND PHYSIOLOGY FOR PARAMEDICS
4 Lecture 3 Lab 5 Credit Hours
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.

BIO 117 UNDERSTANDING CANCER
3 Lecture 0 Lab 3 Credit Hours
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.

BIO 122 NUTRITION
3 Lecture 0 Lab 3 Credit Hours
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.

BIO 130 INTRODUCTION TO PHYSIOLOGY
3 Lecture 2 Lab 4 Credit Hours
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.

BIO 131 ANATOMY AND PHYSIOLOGY I
3 Lecture 2 Lab 4 Credit Hours
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.

BIO 132 ANATOMY AND PHYSIOLOGY II
3 Lecture 2 Lab 4 Credit Hours
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.

BIO 144 HUMAN GENETICS AND VALUES
3 Lecture 0 Lab 3 Credit Hours
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.

BIO 203 INVERTEBRATE ZOOLOGY
3 Lecture 3 Lab 4 Credit Hours
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

BIO 204 GENERAL BOTANY
3 Lecture 3 Lab 4 Credit Hours
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. Pre-requisite: BIO 105

BIO 205 GENETICS
3 Lecture 3 Lab 4 Credit Hours
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. Pre-requisite: BIO 105 and BIO 106

BIO 207 GENERAL MICROBIOLOGY
3 Lecture 3 Lab 4 Credit Hours
A study of microorganisms, with major focus on the bacteria. Morphology, physiology and genetics are emphasized. Applied areas are included. Pre-requisites: BIO 105-106, CHE 121-122 or permission of instructor.

BIO 209 ANATOMY
3 Lecture 3 Lab 4 Credit Hours
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. Pre-requisites: BIO 105 – BIO 106

BIO 210 PHYSIOLOGY
3 Lecture 3 Lab 4 Credit Hours
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. Pre-requisites: BIO 105 – 106 and BIO 209 or permission of the instructor.

BIO 212 MICROBIOLOGY
3 Lecture 3 Lab 4 Credit Hours
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. Pre-requisites: BIO 131 and BIO 132 with a grade of C or better.

BIO 213 CELL PHYSIOLOGY
3 Lecture 3 Lab 4 Credit Hours
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 Hours
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.
Pre-requisites: BIO 105 with a grade of C or better.

BIO225 ENVIRONMENTAL MEASUREMENTS
2 Lecture 4 Lab 4 Credit Hours
The study of standard qualitative and quantitative methods of environmental analysis, emphasizing the collection of field data, sampling techniques, population estimates, collecting techniques and practical applications.
Pre-requisites: BIO 105 and BIO 107

BIO226 ENVIRONMENTAL CONTAMINANTS
3 Lecture 3 Lab 4 Credit Hours
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.
Pre-requisites BIO 105

BIO271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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
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 Hours
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 45; 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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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
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
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
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 Hours
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 Hours
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 Hours
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 Hours
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.

BUS208 SMALL BUSINESS MANAGEMENT  
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours
An introduction to the legal environment in which business functions. Topics studied include the judicial system, business related torts, intellectual property, the law of contracts and sales. Prerequisite: BUS 102 or BUS 104 or PAL 120 or departmental permission.
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
1 Lecture  4 Lab  2 Credit Hours
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 203. Pre or Corequisite:  PSY 102.

CDC104 CHEMICAL DEPENDENCY COUNSELING PRACTICUM II
1 Lecture  4 Lab  2 Credit Hours
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 Hours
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 Hours
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
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 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 Hours
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 Hours
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 Hours
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 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.

CHC104 CHILD CARE AND YOUTH PRACTICUM II
1 Lecture  4 Lab  2 Credit Hours
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. Also, students are required to attend a weekly seminar class, meet weekly with a college 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.

CHC103 CHILD CARE AND YOUTH PRACTICUM III
1 Lecture  8 Lab  3 Credit Hours
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-requisites: BHS 110, PSY 102, and PSY 203.

CHC104 CHILD CARE AND YOUTH PRACTICUM IV
1 Lecture  8 Lab  3 Credit Hours
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-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.

CHC106 CHILD CARE AND YOUTH PRACTICUM V
1 Lecture  8 Lab  3 Credit Hours
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-requisites:  CHC 103 or CHC 104 and PSY 235.

CHC271 SPECIAL STUDY PROJECT I
1 Lecture  0 Lab  1 Credit Hour
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 Hours
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 Hours
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 Hours
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. A scientific calculator is required.

CHE112 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY
3 Lecture 2 Lab 4 Credit Hours
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 Hours
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 Hours
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 Hours
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 measuring refractive index, density, microboiling 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.

CHE232 ORGANIC CHEMISTRY II
3 Lecture 3 Lab 4 Credit Hours
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
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 Hours
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 Hours
Similar to CHE 271, except that the student’s time commitment to the project will be approximately 105-135 hours.

CIS012 COURSE SPECIFIC STUDY SKILLS FOR CIS 112
1 Lecture 0 Lab 1 Credit Hour
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.

COMPUTER INFORMATION SYSTEMS

CIS107 CONDUCTING BUSINESS ON THE INTERNET
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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.
CIS109 COMPUTER APPLICATIONS
3 Lecture 0 Lab 3 Credit Hours
This course is an introductory course in basic computer orientation to hardware and implementation of software applications in Telecommunications. Students will use various software packages to create documents, spreadsheets, graphs, databases and presentations. The student will utilize this knowledge to solve problems and transfer information via electronic medium. Lectures, interactive learning and demonstrations will be employed. Laboratory exercises and presentations will be required.

CIS111 COMPUTER SYSTEMS AND APPLICATIONS
3 Lecture 0 Lab 3 Credit Hours
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 and management information systems. Practical hands-on experience will be provided using popular integrated microcomputer application software in database, spreadsheet and word processing management. No prior computer experience required.

CIS112 COMPUTER PROGRAMMING I
4 Lecture 0 Lab 4 Credit Hours
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 Hours
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 Hours
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 Hours
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: CIS111 or concurrent enrollment, or permission of the instructor.

CIS120 COMPUTER BASED PUBLISHING
3 Lecture 0 Lab 3 Credit Hours
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: CIS111 or concurrent enrollment, or permission of the instructor.

CIS123 COMPUTER PROGRAMMING II
3 Lecture 0 Lab 3 Credit Hours
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-output processing, storage allocation, data types and organizations, and subroutine linkage. Programming activities involve problem definition, analysis, solution and documentation. Prerequisite: CIS112 with a grade of C or better.

CIS124 COMPUTER OPERATING SYSTEMS
3 Lecture 0 Lab 3 Credit Hours
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-output 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 Hours
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: CIS111 or concurrent enrollment. Programming experience advisable.

CIS140 HEALTH INFORMATION MANAGEMENT
3 Lecture 0 Lab 3 Credit Hours
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: CIS111.

CIS150 INFORMATION SECURITY MANAGEMENT
3 Lecture 0 Lab 3 Credit Hours
This course examines he 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: CIS111 with a grade of C or better.

CIS160 CAREER SEMINAR, CAREER EXPLORATION
3 Lecture 0 Lab 3 Credit Hours
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.
CIS 161: SPRING CAREER SEMINAR, CAREER ADVANCEMENT
3 Lecture 0 Lab 3 Credit Hours
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.

CIS 211: FILE ORGANIZATION
3 Lecture 0 Lab 3 Credit Hours
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.

CIS 212: SYSTEMS ANALYSIS AND DESIGN
3 Lecture 0 Lab 3 Credit Hours
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 CIS 113 or CPS 141, with a grade of C or better.

CIS 213: DATA MANAGEMENT CONCEPTS
3 Lecture 0 Lab 3 Credit Hours
This course is designed to introduce students to more advanced operations, applications and capabilities of microcomputers within a business environment. Topics include: hardware, operating systems, advanced database management, advanced spreadsheets, advanced word processing, presentation and management software, programming and application integration. Prerequisite: CIS 111 with a grade of C or better or equivalent knowledge.

CIS 214: C++ OBJECT ORIENTED PROGRAMMING
3 Lecture 0 Lab 3 Credit Hours
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.

CIS 215: INTERNET PROGRAMMING USING JAVA
3 Lecture 0 Lab 3 Credit Hours
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-Requisite: CIS 114, an object oriented programming course or permission of instructor.

CIS 216: LAN I - WINDOWS SERVER
3 Lecture 0 Lab 3 Credit Hours
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.

CIS 217: LAN II - ADVANCED SERVER
3 Lecture 0 Lab 3 Credit Hours
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: CIS 216 or permission of the instructor.

CIS 218: ROUTING AND SWITCHING TECHNOLOGY
3 Lecture 0 Lab 3 Credit Hours
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.

CIS 223: COMPUTER PROJECTS AND APPLICATIONS
3 Lecture 0 Lab 3 Credit Hours
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, CIS 213 and programming experience in a high level computer language.

CIS 226: ADVANCED UNIX/LINUX
3 Lecture 0 Lab 3 Credit Hours
This course will provide the student with the opportunity to study 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.

CIS 227: ASSEMBLER LANGUAGE PROGRAMMING
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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. Prerequisites: BHS 110, PSY 102 and PSY 203.

CMH203 COMMUNITY MENTAL HEALTH PRACTICUM III
1 Lecture 8 Lab 3 Credit Hours
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 Corequisites: CMH 103 or CMH 104 and PSY 201 and PSY 202.

CMH204 COMMUNITY MENTAL HEALTH PRACTICUM IV
1 Lecture 8 Lab 3 Credit Hours
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. Prerequisites: CMH 103 or CMH 104.

CMH271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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 Hours
CNS240 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
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.

CNS272 SPECIAL STUDY PROJECT II
2 Lecture 0 Lab 2 Credit Hours
Similar to CNS 271, except that the student’s time commitment to the project will be approximately 70-90 hours.

CNS273 SPECIAL STUDY PROJECT III
3 Lecture 0 Lab 3 Credit Hours
Similar to CNS 271, except that the student’s time commitment to the project will be approximately 105-135 hours.

COMMUNICATIONS MEDIA

COM100 COMMUNICATIONS INTRODUCTORY SEMINAR
1 Lecture 0 Lab 1 Credit Hour
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 COMMUNICATIONS MEDIA
2 Lecture 2 Lab 3 Credit Hours
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 Hours
This course is an introduction to the basic principles, aesthetics, and techniques of film and video editing. Students will work with a nonlinear computer-based video editing program to create a variety of short projects that illustrate different editing techniques.

COM104 INTRODUCTION TO COMMUNICATIONS MEDIA
2 Lecture 2 Lab 3 Credit Hours
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.

COM106 ADVANCED COMMUNICATIONS MEDIA
3 Lecture 0 Lab 4 Credit Hours
This 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.

COM110 BASIC VIDEO PRODUCTION
2 Lecture 2 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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.
Prerequisites: COM 210

COM220 PERFORMING FOR THE MEDIA
2 Lecture 2 Lab 3 Credit Hours
This course provides an opportunity to study the practical approaches to performance for the media. It is a study in contemporary performance with a basic and essential knowledge of on-camera acting for film and television, corporate presentations, reporting, 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 video projects. The course places an emphasis on voice production and on-camera acting/performing techniques.
Prerequisite: COM 101 or SPE 101 or THE 109.
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.

Prerequisites: COM 120

COM233 SOUND DESIGN AND TECHNOLOGY FOR MEDIA
3 Lecture 2 Lab 4 Credit Hours
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 Hours
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 Hours
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 Hours
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 corequisite ENG 102.

COM246 AMERICAN CINEMA
3 Lecture 0 Lab 3 Credit Hours
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.

COM248 TELEVISION PRODUCTION / TELEVISION NEWS
3 Lecture 2 Lab 4 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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
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.
Corequisite: CPS 141.

CPS141 INTRODUCTION TO COMPUTER SCIENCE AND PROGRAMMING
4 Lecture 0 Lab 4 Credit Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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
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 Hours
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 Hours
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 INTERROGATION**
3 Lecture 0 Lab 3 Credit Hours
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.).
Pre-requisite: CRJ 141 or permission of Department Head.

**CRJ201 CRIMINAL JUSTICE ORGANIZATION AND ADMINISTRATION**
3 Lecture 0 Lab 3 Credit Hours
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 head.

**CRJ205 FORENSIC PHOTOGRAPHY**
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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.).
Pre-requisite: CRJ 141 or permission of department head.

**CRJ207 CRIMINAL LAW AND PROCEDURE**
3 Lecture 0 Lab 3 Credit Hours
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.
Pre-requisite: CRJ 141 or permission of department head.

**CRJ265 CRIMINAL LAW AND PROCEDURE**
3 Lecture 0 Lab 3 Credit Hours
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.
Pre-requisite: CRJ 141 or permission of department head.

**CRJ266 CONTEMPORARY PROBLEMS AND ISSUES IN CRIMINAL JUSTICE**
3 Lecture 0 Lab 3 Credit Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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.
COLLEGE STUDY SKILLS
CSS071 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
Beginning dance and movement improvisation as a compositional and performing technique. Development of skill in improvising dance movement and structuring dance improvisations.

DAN108 DANCE HISTORY
3 Lecture 0 Lab 3 Credit Hours
The history of dance as a cultural medium 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  
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  2 Lab  1 Credit Hour  
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.

**DAN147 PERFORMANCE AND APPLIED DANCE II**  
0 Lecture  2 Lab  1 Credit Hour  
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.

**DAN246 PERFORMANCE AND APPLIED DANCE III**  
0 Lecture  2 Lab  1 Credit Hour  
This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques and learns specific choreography.

**DAN247 PERFORMANCE AND APPLIED DANCE IV**  
0 Lecture  2 Lab  1 Credit Hour  
This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques and learns specific choreography.

**DAN271 SPECIAL STUDY PROJECT I**  
1 Lecture  0 Lab  1 Credit Hour  
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 Hours  
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 Hours  
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 Hours  
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  
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 Hours  
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 Hours  
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 Hours  
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 rhythm, 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 Hours  
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  
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 Hours
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 given by 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 Hours
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 Hours
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 9 Lab 4 Credit Hours
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 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: 1 Lecture, 9 Lab, 4 Credit Hours.
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 Hours
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 Hours
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.
Corequisites: ECH205 or ECH 206 or EED 207.

ECH254 DIVERSE EARLY CHILDHOOD/ELEMENTARY CLASSROOMS
3 Lecture 0 Lab 3 Credit Hours
Students will examine historical perspectives and contemporary issues facing early childhood/elementary 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
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 Hours
Similar to ECH 271, except that the student’s time commitment to the project will be approximately 70-90 hours.
before taking ECO 224.

Note: It is recommended that students take ECO 201 and ECO 202 facing the United States and the world in the 21st century.

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.

ECONOMICS

ECO105 ECONOMIC ISSUES
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours

ECO202 MACRO ECONOMICS
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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.

ECONOMICS

ECO271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
Similar to ECO 271, except that the student’s time commitment to the project will be approximately 105-135 hours.

ELEMENTARY EDUCATION

EED100 ELEMENTARY EDUCATION INTRODUCTORY SEMINAR
1 Lecture 0 Lab 1 Credit Hour
An orientation to early childhood/childhood education as a profession, certification requirements for a dual certification in birth-Grade 2/Grade 1-Grade 6, issues in early/elementary education and topics including success in and knowledge of resources at DCC.

The student will be introduced to the required cumulative professional portfolio.

EED103 EARLY CHILDHOOD/CHILDHOOD OBSERVATIONS
0 Lecture 3 Lab 1 Credit Hour
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 and understanding of teaching these age groups. The course is 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 Hours
This course explores the interaction between symbolic development, language and literacy acquisition in children birth through five years of age, and the 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
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 by the field supervisor assigned. Transportation to field sites is the responsibility of the student.

Co-requisite: EED 115.
EL207 EED FIELDWORK II
0 Lecture 3 Lab 1 Credit Hour
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.
Prerequisites: EED 115 and EED 116
Co-requisite: ECH 214 or permission of department

ELECTRICAL TECHNOLOGY
ELT105 DC CIRCUITS
2 Lecture 2 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 II with a C or higher.

ELT211 ELECTRONIC SYSTEMS FOR TELECOMMUNICATIONS I
2 Lecture 4 Lab 4 Credit Hours
Students practice the analysis and application of advanced electronic circuits as applied to the telecommunications industry. Topics include frequency response of filters, op-amps, oscillators, amplitude modulation, noise and LC circuits. Troubleshooting and analysis by computer simulation software is stressed throughout.
Prerequisites: ENT 108 and PHY 141.
Corequisite: TEL 110.

ELT213 ELECTRO-MECHANICAL DEVICES
2 Lecture 2 Lab 3 Credit Hours
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

ELT216 AUTOMATION SYSTEMS
2 Lecture 2 Lab 3 Credit Hours
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.
EIT218 ELECTRONICS II
2 Lecture 3 Lab 3 Credit Hours
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: EIT 108 or departmental permission

EIT221 ELECTRONIC SYSTEMS FOR TELECOMMUNICATIONS II
2 Lecture 4 Lab 4 Credit Hours
Students practice the analysis and application of advanced electronic circuits as applied to the telecommunications industry. Topics include frequency modulation, communication: techniques, digital, wired, and wireless, transmission lines, antennas, and fiber optics. Troubleshooting and analysis by computer simulation software is stressed throughout.
Prerequisite: EIT 121 Corequisite: TEL 210

EIT231 PHOTOVOLTAIC SYSTEMS
3 Lecture 0 Lab 3 Credit Hours
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: EIT 106 (AC Circuits) or PHY 152 (or equivalent) or permission of instructor.

EIT250 ELECTRONICS PROJECT LABORATORY
0 Lecture 3 Lab 1 Credit Hour
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: EIT218 with a grade of C or better and EIT 115.

EIT271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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.

EIT272 SPECIAL STUDY PROJECT II
2 Lecture 0 Lab 2 Credit Hours
Similar to EIT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

EIT273 SPECIAL STUDY PROJECT III
3 Lecture 0 Lab 3 Credit Hours
Similar to EIT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ENGLISH

ENG001 COURSE SPECIFIC STUDY SKILLS FOR ENG 101
1 Lecture 0 Lab 1 Credit Hour
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
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 Hours
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 not count towards full-time/part-time status.

ENG092 BASIC PATTERNS OF WRITING
3 Lecture 0 Lab 3 Credit Hours
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 not count towards full-time/part-time status.

ENG095 ENGLISH AS A SECOND LANGUAGE I
3 Lecture 0 Lab 3 Credit Hours
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. 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 not count towards full-time/part-time status.

ENG096 ENGLISH AS A SECOND LANGUAGE II
3 Lecture 0 Lab 3 Credit Hours
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 not 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 Hours
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 Hours
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 Hours
A survey course beginning with a study of writers such as Twain and Thoreau, 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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours  
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 Hours  
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 Hours  
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 Hours  
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 Hours  
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 Hours  
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 Hours  
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 Hours  
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, Sanchez, Tan and Hong-Kingston.  
Prerequisite: ENG 102.

ENG264 CONTEMPORARY INTERNATIONAL LITERATURE  
3 Lecture  0 Lab  3 Credit Hours  
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.

ENG266 SELECTED GLOBAL LITERARY STUDIES  
3 Lecture  0 Lab  3 Credit Hours  
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.

ENG267 LITERARY STUDIES I  
3 Lecture  0 Lab  3 Credit Hours  
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: ENG 102.

ENG269 LITERARY STUDIES II  
3 Lecture  0 Lab  3 Credit Hours  
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: ENG 102.

ENG271 SPECIAL STUDY PROJECT I  
1 Lecture  0 Lab  1 Credit Hour  
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 Hours  
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 Hours  
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 Hours
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
Designed for students in Engineering Science (ENR) and Electrical Technology (EIT) curricula, this course will focus on personal development and effective strategies for successful completion of the AS and AAS degrees. 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 Hours
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 Hours
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 Hours
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 Hours
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, Thévenin’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 PHY152.

ENR204 MECHANICS OF MATERIALS
4 Lecture 0 Lab 4 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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.
Note: Students must register for both a lecture and a lab.
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 Hours
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
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 Hours
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 Hours
Similar to ENR 271, except that the student’s time commitment to the project will be approximately 105-135 hours.

ENT108 DC AND AC CIRCUITS
3 Lecture  3 Lab  4 Credit Hours
In this course, students learn to analyze DC and AC passive circuits using Ohm’s Law, Kirchhoff’s laws and Superposition. RC and RL circuits are analyzed for impedance and phase angles. Troubleshooting, analysis by computer simulation using simulation software and telecommunication applications are stressed. Prerequisites: MAT 129 and CIS 109.

ENT110 LINEAR ELECTRONICS I
2 Lecture  4 Lab  4 Credit Hours
In this course, students are taught the characteristics of amplifiers using operational amplifiers with respect to amplification, dB, frequency response, and input and output impedance. Operational amplifier applications such as inverting and non-inverting amps, summing amps, averaging amps and comparators are introduced with emphasis on the uses of these devices in the telecom industry. Electro-optical devices, such as LEDs, laser diodes and photodiodes are studied and will include uses in the telecom industry. Diodes and transistors are conceptually introduced. Transformers are introduced in connection with power supplies. Diodes are applied as switches in linear and switching power supplies. The frequency response of passive networks and amplifiers is measured. Cutoff frequencies, rolloff, bandwidth, and magnitude and phase are discussed and visualized via Bode plots. Troubleshooting and analysis by computer simulation software is stressed throughout the course. Prerequisite: ENT 108, PHY 131.

ENT131 TECHNICAL DRAWING
1 Lecture  1 Lab  1 Credit Hour
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.

ENT210 LINEAR ELECTRONICS II
2 Lecture  4 Lab  4 Credit Hours
Students practice the analysis and application of advanced electronic circuits as applied to telecommunications. Topics include frequency response of active filters, oscillators, amplitude modulation, frequency modulation, phase locked loops, pulse modulation concepts and introduction to television. Theoretical and hands-on troubleshooting of test circuits, and analysis by computer simulation is stressed throughout the course. Prerequisite: ENT 110.

ENR108 DC AND AC CIRCUITS
3 Lecture  3 Lab  4 Credit Hours
In this course, students learn to analyze DC and AC passive circuits using Ohm’s Law, Kirchhoff’s laws and Superposition. RC and RL circuits are analyzed for impedance and phase angles. Troubleshooting, analysis by computer simulation using simulation software and telecommunication applications are stressed. Prerequisites: MAT 129 and CIS 109.

ENT271 SPECIAL STUDY PROJECT I
1 Lecture  0 Lab  1 Credit Hour
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.

ENT272 SPECIAL STUDY PROJECT II
2 Lecture  0 Lab  2 Credit Hours
Similar to ENR 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 Hours
Similar to ENR 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
This course introduces students to 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 Hours
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 Hours
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 Hours  
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  
3 Lecture 0 Lab 3 Credit Hours  
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 Hours  
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  
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 Hours  
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 Hours  
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  
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 Hours  
This course provides an overview of the philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; laws and regulations affecting the fire service, nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems and introduction to fire strategy and tactics.

FIR104 FUNDAMENTALS OF FIRE PREVENTION  
3 Lecture 0 Lab 3 Credit Hours  
A study of the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and abatement of fire hazards, fire prevention with built-in fire protection systems, fire investigation and life-safety education.

FIR110 FIRE BEHAVIOR AND COMBUSTION  
3 Lecture 0 Lab 3 Credit Hours  
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 Hours  
Students will gain an understanding of the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA). Topics to include OSHA regulations, citations, inspections and record keeping, safety programs, accident prevention and investigation, loss source analysis, hazard identification and control, worker’s compensation and risk management. The basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services will be introduced.

FIR114 BUILDING CONSTRUCTION FOR FIRE PROTECTION  
3 Lecture 0 Lab 3 Credit Hours  
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 Hours  
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 Hours  
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 Hours  
The course examines the legislative and legal decisions relating to personnel practices, employee safety and public protection. Emphasizes the legal responsibilities, liabilities and authority of the fire service practitioner.  
Pre- or Co-requisite: FIR 102.
FIR222 FIRE AND SAFETY ADMINISTRATION
3 Lecture 0 Lab 3 Credit Hours
An overview of organizational and management practices in the fire and safety fields. Emphasis is on supervision and leadership styles, motivation, morale and organizational behavior. Prerequisite: FIR 102.

FIR224 STRATEGY AND TACTICS
3 Lecture 0 Lab 3 Credit Hours
This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Prerequisites: FIR 112 and FIR 114.

FIR226 FIRE INVESTIGATION
3 Lecture 0 Lab 3 Credit Hours
An in-depth study of fire, arson and explosion scenes. Emphasis will be placed on the principles and techniques of scene preservation and analysis, management of investigative functions, documentation of the scene and determination of the cause and origin of fire. Prerequisite: FIR 112.

FIR271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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.

FIR272 SPECIAL STUDY PROJECT II
2 Lecture 0 Lab 2 Credit Hours
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 Hours
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 Hours
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 Hours
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.

FRE109 FRENCH REVIEW
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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.
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 105-135 hours.

Similar to FRE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

Similar to FRE 271, except that the student's time commitment to the project will be approximately 35-50 hours.

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 105-135 hours.

Similar to FRE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

Similar to FRE 271, except that the student's time commitment to the project will be approximately 35-50 hours.

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.

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 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.

Continuation of GER 201. Language laboratory work. Special arrangements made for students interested in reading scientific German. Prerequisite: GER 201 or permission of the department.

Continuation of GER 201. Language laboratory work. Prerequisite: GER 201 or permission of the department.

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.

Continuation of GER 271. Except that the student's time commitment to the project will be approximately 70-90 hours.

Continuation of GER 271. Except that the student's time commitment to the project will be approximately 105-135 hours.

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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
The course will analyze the major theoretical foundations of international relations such as realism, idealism and neorealism. 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 Hours
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. 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 Hours
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 Hours
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 Hours
This 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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 SEMINAR

GS100 GENERAL STUDIES SEMINAR
1 Lecture  0 Lab  1 Credit Hour
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

HE125 WOMEN’S HEALTH ISSUES
3 Lecture  0 Lab  3 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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
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 note-taking, 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 not count towards full-time/part-time status.

HIS101 WESTERN CIVILIZATION: ANCIENT NEAR EAST TO 1700
3 Lecture  0 Lab  3 Credit Hours
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.

HIS102 WESTERN CIVILIZATION FROM 1700 TO THE PRESENT
3 Lecture  0 Lab  3 Credit Hours
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 HIS 102 may be taken separately.

HIS103 HISTORY OF THE UNITED STATES I
3 Lecture  0 Lab  3 Credit Hours
The study of American history from the Colonial Era through the Civil War. 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 HIS 104 may be taken separately.

HIS104 HISTORY OF THE UNITED STATES II
3 Lecture  0 Lab  3 Credit Hours
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 HIS 104 may be taken separately.

HIS107 HISTORY OF WORLD CIVILIZATIONS BEFORE 1700
3 Lecture  0 Lab  3 Credit Hours
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 Hours
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 Hours
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 intersemester visit.

HIS182 OVERSEAS STUDY: AMERICA'S MIRROR II
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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 HISTORY OF RUSSIA AND THE SOVIET UNION
3 Lecture 0 Lab 3 Credit Hours
A survey of the major events, social and cultural changes, and political developments of the Soviet Union 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.

HIS215 THE HISTORY OF THE CITY OF NEW YORK
3 Lecture 0 Lab 3 Credit Hours
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 Hours
A general survey course of Duchess 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 Hours
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 Hours
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.

HIS219 THE POLITICAL HISTORY OF AMERICAN CIVIL WAR 1850-1877
3 Lecture 0 Lab 3 Credit Hours
An examination of the development of American 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 rise 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.

HIS220 THE WAR IN VIET NAM
3 Lecture 0 Lab 3 Credit Hours
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 past World War II years through the Kennedy, Johnson and Nixon administrations, and will evaluate the consequences of the conflict at home and abroad. 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 Hours
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.

HIS222 THE HISTORY OF AMERICAN CULTURE AND IDEAS
3 Lecture 0 Lab 3 Credit Hours
This course will focus on the cultural and intellectual history of the United States from colonial times 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.
HIS226 LABOR HISTORY
3 Lecture 0 Lab 3 Credit Hours
In this course, students study the following key curriculum areas: Labor History, Changes in Work and Technology, Corporate Structures and Strategies, Global Economy, and Collective Bargaining. The course is only available to students in the Telecommunications Technology: Verizon program.

HIS271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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
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 Hours
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
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 Hours
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 Hours
Similar to HUM 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ITALIAN

ITAL101 ELEMENTARY ITALIAN I
3 Lecture 1 Lab 3 Credit Hours
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.

ITAL102 ELEMENTARY ITALIAN II
3 Lecture 1 Lab 3 Credit Hours
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 a lab.

ITAL199 ITALIAN REVIEW
3 Lecture 1 Lab 3 Credit Hours
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 lab.
Prerequisite: Permission of department.

ITAL201 INTERMEDIATE ITALIAN I
3 Lecture 0 Lab 3 Credit Hours
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.

ITAL202 INTERMEDIATE ITALIAN II
3 Lecture 0 Lab 3 Credit Hours
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.

ITAL204 ITALIAN CULTURE AND LANGUAGE I
3 Lecture 0 Lab 3 Credit Hours
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.
LAT201 EDUCATIONAL SETTINGS: ADOLESCENT LEARNING ENVIRONMENTS
1 Lecture 0 Lab 1 Credit Hour
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 Corequisites: LAT 100, BHS 207 and PSY 204 or permission of the department.

LIBERAL STUDIES

LSS100 HONORS INTRODUCTORY SEMINAR
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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
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 G-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 Hours
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 095/099 or 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 pre-requisite. Pre-requisites: Compass Pre-Algebra score of at least 36 OR Compass Algebra Score of at least 23 OR CSM 094 with a grade of C or better.

MAT092 MATHEMATICAL LITERACY FOR COLLEGE STUDENTS
3 Lecture 0 Lab 3 Credit Hours
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. Pre-requisites: Regents Geometry score of 1-49 in the last two years, OR Regents Integrated Algebra score of 50-74 in the last two years, OR CSM 094 with grade of C or higher, OR Compass Pre-Algebra score of 36 or more, OR Compass Algebra score of 23-48. Any student who has passed the Integrated Algebra Regents Exam with a 75 or better within the last 2.5 years should not take MAT 092.
MAT095 INTERMEDIATE ALGEBRA PART I
1 Lecture 0 Lab 1 Credit Hour
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.
Pre-requisites: Compass Algebra exam score of 49 or higher, or Integrated Algebra Regents exam score of 75-84 within the last 2 years, or MAT 091 with a C or higher. Students who took MAT 092 instead of MAT 091 must have an A- in MAT 092 or receive approval from the department head.

MAT096 INTERMEDIATE ALGEBRA PART II
1 Lecture 0 Lab 1 Credit Hour
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
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 Hours
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.
Pre-requisites: Compass Algebra score of at least 49 OR Integrated Algebra Regents within the last 2 years of at least 75 OR MAT 091 with at least a C. Students who took MAT 092 instead of MAT 091 must have an A- in MAT 092 or receive approval from the Department head.

MAT107 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 Lecture 0 Lab 3 Credit Hours
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.
Pre-requisites: Regents Algebra 2/Trig score 50-64 in the last two years, OR Regents Integrated Algebra score of 85 or more in the last two years, OR MAT 097 or MAT 099 or MAT 131 with a C or higher, OR Compass Algebra score of 76 or higher.

MAT109 SURVEY OF MATHEMATICS
3 Lecture 0 Lab 3 Credit Hours
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.
Pre-requisites: Regents Algebra 2/Trig score ANY score in the last two years, OR Regents Geometry score of 50 or more in the last two years, OR Regents Integrated Algebra of 75 or more in the last two years, OR MAT 092 or MAT 091 with a C or higher (note that MAT 092 is recommended instead of 091), OR Compass Algebra score of 49 or higher.

MAT110 COLLEGE ALGEBRA
3 Lecture 0 Lab 3 Credit Hours
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.
Pre-requisites: Regents Algebra 2/Trig score 50-64 in the last two years, OR Regents Integrated Algebra score of 85 or more in the last two years, OR MAT 097 or MAT 099 or MAT 131 with a C or higher, OR Compass Algebra score of 76 or higher.

MAT116 EXPLORING APPLICATIONS OF MATHEMATICS
3 Lecture 0 Lab 3 Credit Hours
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.
Pre-requisites: 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 Hours
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 Hours
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
MAT125 CALCULUS WITH BUSINESS APPLICATIONS
4 Lecture 0 Lab 4 Credit Hours
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: Compass College Algebra Score of at least 46 OR Algebra II and Trigonometry Regents exam score within the last 2 years of at least 85 OR MAT 110 with at least a C or MAT 184 with at least a C.

MAT128 TECHNICAL MATHEMATICS A
4 Lecture 0 Lab 4 Credit Hours
This is the first course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics include operations in the real number system, functions and graphs, first-degree equations, lines and linear functions, systems of linear equations, right triangle trigonometry, geometry (perimeters, areas, volumes of common figures), rules of exponents, polynomial operations, factoring, operations on rational expressions, quadratic equations, and binary and hexadecimal notation. A calculator and a laptop computer will be used throughout.
Prerequisite: MAT128.

MAT131 TECHNICAL MATHEMATICS I
3 Lecture 0 Lab 3 Credit Hours
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: Regents Algebra 2/Trig score 1-49 in the last two years, OR Regents Geometry score of 50 or more in the last 2 years, OR Regents Integrated Algebra of 75 or more in the last two years, OR MAT 091 or MAT 091 with a C or higher (note that MAT 091 is recommended instead of 091), OR Compass Algebra score of 49 or higher.

MAT132 TECHNICAL MATHEMATICS II
3 Lecture 0 Lab 3 Credit Hours
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: Regents Algebra 2/Trig score 50-64 in the last two years, OR Regents Integrated Algebra score of 85 or more in the last two years, OR MAT 097 or MAT 099 or MAT 131 with a C or higher, OR Compass Algebra score of 76 or higher.

MAT184 ALGEBRA AND TRIG FOR PRECALCULUS
3 Lecture 0 Lab 3 Credit Hours
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: Regents Algebra 2/Trig score 50-64 in the last two years, OR Regents Integrated Algebra score of 85 or more in the last two years, OR MAT 097 or MAT 099 or MAT 131 with a C or higher, OR Compass Algebra score of 76 or higher.

MAT185 PRECALCULUS
4 Lecture 0 Lab 4 Credit Hours
This course is intended primarily for students planning to take calculus. Topics include a review of the fundamental operations; polynomial, rational, trigonometric, exponential, logarithmic, and inverse functions; modeling and data analysis. A graphing calculator from the TI-83/84 family of calculators is required for this course.
Prerequisite: Compass College Algebra Score of at least 46 OR Algebra II and Trigonometry Regents exam score within the last 2 years of at least 65 OR MAT 184 with at least a C OR MAT 132 with at least a C OR MAT 110 with at least an A-.

MAT214 INTRODUCTION TO DISCRETE MATHEMATICS USING PROOFS
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 221 with a grade of C or better.

MAT221 CALCULUS I
4 Lecture 0 Lab 4 Credit Hours
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.
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MEDICAL SERVICES OCCUPATIONS

MSO102 MEDICAL TERMINOLOGY
2 Lecture  0 Lab  1 Credit Hours
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 Hours
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 Hours
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.

MUS113 AURAL SKILLS I
0 Lecture  2 Lab  1 Credit Hour
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
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 Hours
This course is designed for musicians and requires prior knowledge and ability to read music. Topics include notation, pitch, meter, rhythm, scales, key signatures, intervals and their inversions, triads and their inversions, figured-bass, diatonic triads, Roman Numerals, melodic analysis, simple keyboard harmony, and cadences. Concurrent enrollment in MUS 113 is recommended.

MUS116 THEORY II
3 Lecture  0 Lab  3 Credit Hours
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
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
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
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
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.

MUS135 JAZZ HISTORY
3 Lecture 0 Lab 3 Credit Hours
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
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, 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
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.

MUS138 JAZZ IMPROVISATION
0 Lecture 2 Lab 1 Credit Hour
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.

MUS141 PIANO I
0 Lecture 2 Lab 1 Credit Hour
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
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.

MUS143 GUITAR ENSEMBLE I
0 Lecture 2 Lab 1 Credit Hour
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
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
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.

MUS146 GROUP PIANO II
0 Lecture 2 Lab 1 Credit Hour
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.

MUS151 CHAMBER CHOIR I
0 Lecture 2 Lab 1 Credit Hour
This course is designed for more advanced singers. Students rehearse and perform ensemble singing of choral music in a variety of musical styles. There is one on-campus concert, and additional performances may be required.

MUS152 CHAMBER CHOIR II
0 Lecture 2 Lab 1 Credit Hour
This course is designed for more advanced singers. Students rehearse and perform ensemble singing of choral music in a variety of musical styles. There is one on-campus concert, and additional performances may be required.

MUS153 COMMUNITY CHOIR
0 Lecture 2 Lab 1 Credit Hour
This course is designed for students who have previously participated in a community chorus. Students rehearse and perform ensemble singing of choral music in a variety of musical styles. There is one on-campus concert, and additional performances may be required.

MUS154 CHOIR AFRICAN AMERICAN
0 Lecture 2 Lab 1 Credit Hour
This course is designed for students who have previously participated in a community chorus. Students rehearse and perform ensemble singing of choral music in a variety of musical styles. There is one on-campus concert, and additional performances may be required.

MUS155 MUSICAL THEATRE ENSEMBLE I
0 Lecture 2 Lab 1 Credit Hour
This course is designed for students with prior choral music experience. Students rehearse and perform ensemble singing of musical theatre repertoire. There is one on-campus concert, and additional performances may be required.

MUS156 MUSICAL THEATRE ENSEMBLE II
0 Lecture 2 Lab 1 Credit Hour
This course is designed for students with prior choral music experience. Students rehearse and perform ensemble singing of musical theatre repertoire. There is one on-campus concert, and additional performances may be required.
MUS161 PERFORMANCE AND APPLIED MUSIC I
0 Lecture 2 Lab 1 Credit Hour
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
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.
Prerequisite: MUS 161.

MUS201 HISTORY OF MUSIC I
3 Lecture 0 Lab 3 Credit Hours
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.

MUS202 HISTORY OF MUSIC AFTER 1750
3 Lecture 0 Lab 3 Credit Hours
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: MUS 201.

MUS205 VOCAL REPERTOIRE I
0 Lecture 2 Lab 1 Credit Hour
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
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 201.

MUS207 VOCAL REPERTOIRE III
0 Lecture 2 Lab 1 Credit Hour
This course is a continuation of Vocal Repertoire II 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.
Prerequisites: MUS 122, MUS 221.

MUS210 ADVANCED MUSIC PERFORMANCE I
0 Lecture 6 Lab 3 Credit Hours
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.

MUS211 ADVANCED MUSIC PERFORMANCE II
0 Lecture 6 Lab 3 Credit Hours
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.

MUS212 HISTORY OF AMERICAN MUSICAL THEATRE
3 Lecture 0 Lab 3 Credit Hours
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 own performance reviews at their own expense.

MUS219 ELECTRONIC MUSIC WORKSHOP
2 Lecture 2 Lab 3 Credit Hours
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
The purpose of this course is to improve the student’s ensemble singing though 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
The purpose of this course is to improve the student’s ensemble singing though 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
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
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.
Students learn ensemble singing through study and performance of choral music in a variety of musical styles. The course includes several public concerts which provide students with an opportunity to perform choral music they have mastered in class.

Prerequisite: Concurrent enrollment in MUS 121, MUS 122, MUS 221, or MUS 222.

MUS261 PERFORMANCE AND APPLIED MUSIC III
0 Lecture 2 Lab 1 Credit Hour
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.
Prerequisite: MUS 162

MUS262 PERFORMANCE AND APPLIED MUSIC IV
0 Lecture 2 Lab 1 Credit Hour
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.
Prerequisite: MUS 261.

MUS271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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 Hours
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 to 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
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 Hours
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-entryrubric 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
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. Corequisite: NUR 105.

NUR111 COMPUTERS IN NURSING
2 Lecture 2 Lab 3 Credit Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
Parent-child nursing is the study of nursing care related to the prenatal, intrapartal and postpartal 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 Hours
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 Hours
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
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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.
PAR102 PATHOPHYSIOLOGY AND IV THERAPY
2 Lecture 2 Lab 3 Credit Hours
This course is designed to introduce the paramedic 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 Hours
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. PAR 120 Clinical I
0 Lecture 8 Lab 2 Credit Hours
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-Require: PAR 106 with a grade of C or better.

PAR201 TRAUMA
2 Lecture 2 Lab 3 Credit Hours
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: PAR 101, PAR 102, and PAR 106 with a grade of C or better.

PAR203 CARDIOLOGY AND PULMONOLOGY
3 Lecture 2 Lab 4 Credit Hours
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 Hours
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 Hours
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-Require: PAR 209
Co-Require: PAR 240

PAR209 MEDICAL EMERGENCIES II
2 Lecture 2 Lab 3 Credit Hours
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-Require: PAR 230.

PAR220 CLINICAL II
0 Lecture 8 Lab 2 Credit Hours
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 Hours
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 of C or better in each. Co-require: PAR 209.

PAR240 SUMMATIVE EVALUATION
0 Lecture 16 Lab 4 Credit Hours
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.
* 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
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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
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
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
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.
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.

PED113 INTRODUCTION TO THE MARTIAL ARTS
0 Lecture 2 Lab 1 Credit Hour

This course is designed to improve basic badminton skills including serves, and to increase the knowledge and ability of how to effectively implement these skills in singles and doubles play.

PED120 BADMINTON I
0 Lecture 2 Lab 1 Credit Hour

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

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 Hours

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 Hours

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. Pre-Requisite: PED134.

PED136 THEORY AND TECHNIQUES OF COACHING
2 Lecture 0 Lab 2 Credit Hours

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. Pre-requisites: PED134 and PED135.

PED145 CARDIO CONDITIONING
0 Lecture 2 Lab 1 Credit Hour

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

The historic art of fencing. Offense and defense with the foil, saber 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.
PED199 VARSITY SPORTS I
0 Lecture 2 Lab 1 Credit Hour
A student successfully completing a season of participation on an intercollegiate varsity athletic team may be granted one credit of PED. Students will be required to attend all practices and games. Registration will be processed through the athletic department. Participating students are required to:
1. Complete the full season (exception-illness or injury)
2. Sign up for this credit with the respective coach by the first week of the season.

PED202 FITNESS TRAINING PRACTICUM
2 Lecture 3 Lab 3 Credit Hours
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.

PED204 GROUP EXERCISE LEADERSHIP
2 Lecture 3 Lab 3 Credit Hours
This course involves theory as well as practical application via an internship experience teaching group exercise classes at local fitness centers and on campus under the supervision of faculty and fitness center directors. The course will prepare students for national group exercise leader fitness certification examinations. This course requires two scheduled lecture hours, two scheduled lab hours and one hour instructing at a local fitness center.

PED220 BADMINTON II
0 Lecture 2 Lab 1 Credit Hour
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
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. Pre-requisite: PED 120 - Badminton I

PED272 SPECIAL STUDY PROJECT II
2 Lecture 0 Lab 2 Credit Hours
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 Hours
Similar to PED 271, except that the student’s time commitment to the project will be approximately 105-135 hours.

PED299 VARSITY SPORTS II
0 Lecture 2 Lab 1 Credit Hour
A student successfully completing a second season of participation on an intercollegiate varsity athletic team or a season in a different varsity sport may be granted one credit of PED. Students will be required to attend all practices and games. In addition, the student will prepare a resume detailing academic and athletic accomplishments to be implemented for potential transfer options and/or career explorations. The students will also arrange a six-hour practicum through the athletic department to provide instructional assistance at resident youth programs. This will include participants serving in a managerial capacity. Prerequisite: PED199

PERFORMING ARTS

PFA100 PERFORMING ARTS: INTRODUCTORY SEMINAR
1 Lecture 0 Lab 1 Credit Hour
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.

PHILOLOGY

PHI107 INTRODUCTION TO THE ART OF REASONING
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 Hours
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 Hours
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
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. Similar to PHI 271, except that the student’s time commitment to the project will be approximately 70-90 hours.

PHI272 SPECIAL STUDY PROJECT II
2 Lecture 0 Lab 2 Credit Hours
Similar to PHI 271, except that the student’s time commitment to the project will be approximately 105-135 hours.

PHI273 SPECIAL STUDY PROJECT III
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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. An electronic calculator is required (functions needed include +, -, x).

PHS102 EARTH SCIENCE
3 Lecture  2 Lab  4 Credit Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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. Time commitment to the project will be approximately 35-50 hours.

PHS272 SPECIAL STUDY PROJECT II
2 Lecture  0 Lab  2 Credit Hours
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 Hours
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 Hours
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 Hours
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.
PHY141 PHYSICS FOR TELECOMMUNICATIONS
3 Lecture  2 Lab  4 Credit Hours
This course is designed to introduce students to the physical laws and
principles inherent in the study of mechanics, wave mechanics, light
and optics, electricity and magnetism, and modern physics. There will
be an emphasis placed on the following topics: vibrations and waves,
electricity and magnetism, and wave optics. Dimensional analysis and
problem solving will be stressed.
Prerequisite: MAT 129.

PHY151 ENGINEERING PHYSICS I
3 Lecture  3 Lab  4 Credit Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
Similar to PHY 271, except that the student’s time commitment to the
project will be approximately 105-135 hours.
PSY206 SOCIAL PSYCHOLOGY
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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.
Prerequisites: BHS 110, PSY 102, PSY 202, PSY 203, PSY 235 or PSY 201.

PSY209 PSYCHOBIOLOGY
3 Lecture 0 Lab 3 Credit Hours
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 Hours
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 head.

PSY221 CHILD DEVELOPMENT
3 Lecture 0 Lab 3 Credit Hours
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 department head.

PSY231 TOPICS IN PSYCHOLOGY I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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 Hours
An overview of exceptionality 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 head.

PSY251 TOPICS IN PSYCHOLOGY I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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
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 Head 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 Hours
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 Hours
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 Hours
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/partial-time status.

REA100 APPLIED READING STRATEGIES
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 note-taking, 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 Hours
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
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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 Hours
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
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
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
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 Hours
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 Hours
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 Hours
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.

SPE271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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 Hours
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 Hours
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 Hours
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.

Prerequisites: College level English proficiency. MAT 091 (Beginning Algebra) or its equivalent.

TELECOMMUNICATIONS

TEL110 APPLIED TELECOMMUNICATIONS I
3 Lecture 2 Lab 4 Credit Hours
This course is designed to train students in the organization, architecture, setup, maintenance, hardware and software aspects of local area networks. Topics include: introduction to networks, types and characteristics of different network architectures and network topologies, intra and inter-network devices, network operating systems, peer-to-peer and client/server environments, LAN setup and maintenance, network printing, internal web server. A hands-on approach will be taken, with team projects throughout.

Prerequisite: ENT 108.
Corequisite: ELT 121.

TEL210 APPLIED TELECOMMUNICATIONS II
3 Lecture 2 Lab 4 Credit Hours
This course will cover basics of Voice over Internet Protocol (VoIP) systems. Topics include: an overview of TCP/IP networks with a focus on VoIP, an introduction to VoIP, Quality of Service (QoS), VoIP system components, VoIP protocols and VoIP protocol analysis, VoIP architecture and VoIP codecs. A hands-on approach will be taken, with team projects throughout.

Prerequisite: TEL 110 and EMS 206.
Corequisite: ELT 221.

TEL211 APPLIED TELECOMMUNICATIONS III
3 Lecture 2 Lab 4 Credit Hours
This course covers the organization, architecture, setup, hardware and software aspects networked video delivery systems. Topics include: video transport, compression, packet transport, multicasting, content ownership and security, transport security, IPTV/IP video to the home, video file transfer, VPN's and home-office video links. A hands-on approach will be taken, with team projects throughout.

Prerequisite: TEL 210.

TEL212 APPLIED TELECOMMUNICATIONS IV
3 Lecture 2 Lab 4 Credit Hours
A survey of current and emerging technologies in telecommunications will be presented. Lectures, interactive learning, demonstrations and hands-on work will be employed.

Prerequisite: TEL 211.

TEL271 SPECIAL STUDY PROJECT I
1 Lecture 0 Lab 1 Credit Hour
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.

TEL272 SPECIAL STUDY PROJECT II
2 Lecture 0 Lab 2 Credit Hours
Similar to TEL 271, except that student's time commitment to the project will be approximately 70-90 hours.

TEL273 SPECIAL STUDY PROJECT III
3 Lecture 0 Lab 3 Credit Hours
Similar to TEL 271, except that the student's time commitment to the project will be 105-135 hours.
THEATRE

THE103 DESIGN AND STAGECRAFT  
2 Lecture  2 Lab  3 Credit Hours  
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 Hours  
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 Hours  
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, costing, 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 Hours  
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 presentations.

THE110 HOW TO AUDITION  
1 Lecture  0 Lab  1 Credit Hour  
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 Hours  
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. 
Note: Students must register for both lecture and lab.

THE161 THEATRE PRACTICUM I  
2 Lecture  2 Lab  3 Credit Hours  
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 Hours  
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 Hours  
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 PERFORMING FOR THE MEDIA  
2 Lecture  2 Lab  3 Credit Hours  
This course provides an opportunity to study the practical approaches to performance for the media. It is a study in contemporary performance with a basic and essential knowledge of on-camera acting for film and television, corporate presentations, reporting, as well as voice-over recording. There will also be some opportunity for self-directed learning with group performances in the television studio and audio production suites, as well as performing in student-directed video projects. The course places an emphasis on voice production and on-camera acting/performing techniques. 
Prerequisite: COM 101 or SPE 101 or THE 109.

THE261 THEATRE PRACTICUM II  
2 Lecture  2 Lab  3 Credit Hours  
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  
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 Hours  
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 Hours  
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 Hours
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 Hours
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
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
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 Hours
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 Hours
Similar to WFE 271 except that the student’s time commitment to the project will be approximately 105-135 hours.
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M.A., University of Notre Dame  
Ed.D., University of Massachusetts Amherst  

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B.A., University of Florida  
M.S., SUNY New Paltz

William Anderson (2012), Vice President and Dean of Administration  
B.S., M.S., Clarkson University  
Ed.D., Wilmington University

Bridgette Anderson (2002), Associate Dean of Administration for Physical Plant  
B.S., M.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  
B.B.A., M.B.A., Baruch College, City University of New York  

Edward P. Cox (2012), Director of Campus Security and Public Safety  
A.A.S., Dutchess Community College  
B.S., SUNY New Paltz  

### Office of Academic Affairs

Ellen Gambino (2006), Vice President of Academic Affairs  
A.A., Dutchess Community College  
B.A., SUNY New Paltz  
M.S., Pace University  
Ed.D., Saint John Fisher College  
Recipient of 2013 Chancellor's Award for Excellence in Professional Service  

Cathy Carl (2010), Director of the Library  
A.A.S., Dutchess Community College  
B.A., M.P.A., Marist College  
M.L.S., University at Albany, SUNY  

Bernadette F. Cekuta (2011), Coordinator of Emergency Services Program  
A.A.S., Dutchess Community College  
B.S., Marist College  

Vacant, Associate Librarian  

Timothy Decker (1981), Director of Programs and Activities, DCC South  
B.A., Marist College  
M.S., SUNY New Paltz  
Recipient of 2005 Chancellor's Award for Excellence in Professional Service  

Cammie Jones (2015), Community-Based Learning Coordinator  
B.S., The University of Texas at Austin  
M.A., Louisiana State University A & M  

Carol Helion (2015), Assistant to the Vice President of Academic Affairs  
A.A.S., Dutchess Community College  

### Office of Administration

William Anderson (2012), Vice President and Dean of Administration  
B.S., M.S., Clarkson University  
Ed.D., Wilmington University  

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Lisa Keto (2006), Assistant to the Vice President and Dean of Administration
A.S., Dutchess Community College
B.S., Empire State College

Cathy Morillo (2006), Assistant Dean of Administration for Financial Services
A.A.S., Dutchess Community College
B.S., Nyack College
M.B.A., Iona College

Debra Ramsay (2014), Assistant Dean of Administration for Financial Services
A.S., Dutchess Community College
B.A., Pace University

Donna Rocap (2005), Associate Dean of Administration
A.S., Ulster Community College
B.S., M.B.A., SUNY New Paltz

Coreen Sims (2012), Assistant Director of Human Resources Management
B.A., Marist College
M.S.L., Walden University

Ansamma Varkey (1981), Assistant Director of Information Systems
Diploma, Business Programming, Southern Ohio College
B.S., Madras University
Recipient of 2009 Chancellor’s Award for Excellence in Professional Service

Office of Student Services and Enrollment Management
Vacant, Vice President and Dean of Student Services and Enrollment Management

Mark Balaban (2011), Director of Counseling and Career Services
B.A., Rutgers University
M.A., Ph.D., George Mason University

William V. Benedetto (1990), Associate Registrar
B.A., Kent State University
M.A., University of Akron

Linda Bertolozi (2014), Interim Coordinator of Disability Services
A.A., Dutchess Community College
B.S., State University of New York College at Cortland
M.A., Marist College

Eileen Black (2015), Admissions Coordinator of Housing
A.A.S., Dutchess Community College

Lauren Bunnell (2009), Registrar Counselor
A.A., Broome Community College
B.A., State University of New York at Plattsburgh
M.A., State University of New York at Binghamton

Marcia Butland (2015), Director of Student Conduct and Community Standards
A.A., Dutchess Community College
B.A., University at Albany, SUNY
M.S., Central Connecticut State University

Rachel Craparo (2000), Assistant Director of Financial Aid
B.A., Marist College
M.P.S., SUNY New Paltz

Stewart Dawes (2005), Registrar Counselor
A.A., Dutchess Community College
B.A., State University of New York College at Plattsburgh
M.S., Alfred University

Michelle Diano (2008), Admissions Counselor
B.A., M.A., Marist College

Doris Diaz-Kelly (2001), Assistant Dean of Students
B.A., M.S., State University of New York at Binghamton

Ted Goehring (2007), Counselor, Counseling and Career Services
A.S., Columbia-Greene Community College
B.A., SUNY New Paltz
M.A., Capella University

Anne Gorrick (2014), Assistant Director of Financial Aid
B.A., SUNY New Paltz

Matthew Hanlon (2003), Assistant Director of Student Activities
B.A., University at Albany, SUNY
M.A., Marist College

Tammy MacBrien (2012), Counselor
A.A.S., Dutchess Community College
B.A., SUNY New Paltz
M.A., Western Connecticut State University

Carmen McGill (2002), Admissions/Minority Counselor
B.A., Howard University

Rachel Mead (2014), Temporary Counselor
A.A., Dutchess Community College
B.A., Marist College
M.A., City College of New York

Susan L. Mead (1981), Director of Financial Aid
A.A.S., Dutchess Community College
B.S., M.P.A., Marist College

Marta Newkirk (2000), Assistant Dean of Student Services
B.A., Mount Saint Mary College
M.P.S., SUNY New Paltz
M.A., Marist College
Recipient of 2012 Chancellor’s Award for Excellence in Professional Service

Michael Roe (2011), Associate Dean of Student Services and Enrollment Management
B.A., State University of New York College at Oswego
M.Ed., St. Lawrence University

Jesse Saland (2012), Counselor, Counseling and Career Services
B.A., Skidmore College
M.S.W., Fordham University

A.A.S., Dutchess Community College
B.S., M.S. Ed., SUNY New Paltz

F. Michael Weida (1994), Director of Student Activities
B.A., Thiel College
M.Ed., Kent State University

Robert Zasso (2000), Assistant Director of Financial Aid
B.A., Eastern Connecticut State University
M.A., Western Connecticut State University
Office of Community Services and Special Programs
Virginia Stoeffel (2007), Dean of Community Services and Special Programs
B.A., College of New Rochelle
M.A., New York University
Troy Adams (2014), Assistant Dean of Community Services
A.A., Mercy College
B.A., The College of New Rochelle, School of New Resources
M.S., The College of New Rochelle
Tim Vermillion (2013), Assistant Dean of Community Services
B.F.A., School of Visual Arts
M.S., Long Island University

Office of Communications and Public Relations
Judi Stokes (2010), Director of Communications and Public Relations
A.A., Nassau Community College
B.S., Syracuse University
Jason Miller (2007), College Writer
B.A., Marist College
Jaclyn Murray (2015), Print and Multimedia Designer
B.S., Ithaca College

DCC Foundation
Diana Pollard (2005), Executive Director of the Dutchess Community College Foundation
A.S., Dutchess Community College
B.S., M.B.A./M.K.T., University of Phoenix
Vacant, Assistant Director
Vacant, Development Coordinator

Institutional Research, Planning, and Assessment
Donna M. Johnson (2010), Director of Institutional Research, Planning and Assessment
B.S., SUNY New Paltz

FACULTY
Department of Allied Health and Biological Sciences
Karen Ingham (1990), Department Head, Program Chair and 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.Ed., M.S., UMass Lowell
Mark Condon (1996), Professor, Biology
B.S., Montclair State College
M.S., New York University
Carolyn DaMota (2011), Instructor, Biology
B.S., SUNY New Paltz
M.S., UMass Amherst
Constance R. Eames (1974), Professor, Biology
B.S., University of Michigan
M.A., State University of New York at Binghamton
Katherine Espinosa (2013), Instructor, Biology
B.S., M.A., SUNY New Paltz
Sandra Fraley (2003), Professor, Biology
B.A., Hunter College
M.S., Ph.D., Syracuse University
Elizabeth Justin (2005), Assistant Professor, Biology
B.S., M.S., Holy Cross College, India
Richard Kirker (1991), Assistant Professor, Biology
A.S., Columbia-Greene Community College
B.A., M.S., College of Saint Rose
Ph.D., Fordham University
Gordon Lake (2014), Instructor, Biology
B.S., M.S., Memorial University of Newfoundland, St. Johns, NL, Canada
Andrew Scala (1990), Professor, Biology
B.A., Rutgers University
M.S., Ph.D., University of Rochester
Recipient of 2010 Chancellor’s Award for Excellence in Teaching
David Walsh (2004), Program Chair, Instructor, Fire Science
A.S., Dutchess Community College
B.S., Marist College
B.S., SUNY Empire State College

Department of Behavioral Sciences
Michael Hall (2007), Department Head and Assistant Professor, Psychology
B.A., Creighton University
M.A., University of Nebraska
Jason Bishop (2011), Instructor, Behavioral Science
B.S., Radford University
M.S., Virginia Commonwealth University
Janay Gasparini (2015), Instructor, Criminal Justice
A.A.S., State University of New York College of Technology
B.A., SUNY New Paltz
M.A., Boston University
David M. Gavner (2002), Instructor, Behavioral Science
A.A., Ulster County Community College
B.A., M.A., Marist College
Cathleen Greenan (2006), Assistant Professor, Behavioral Science
M.B.A., Hunter College
M.A., Columbia University
Francis Kolarik (2014), Instructor, Criminal Justice
A.A., Dutchess Community College
B.S., M.P.A., Marist College
Mehmet Kucukozer (2011), Assistant Professor, Behavioral Science
B.A., University of Michigan
Master’s in Translation and Interpretation, Universidad Autonoma de Guadalajara
M.A., Queens College
Ph.D., CUNY Graduate Center
Barbara McArdle (2008), Associate Professor, Criminal Justice
A.A.S., Westchester Community College
B.A., Iona College
J.D., Brooklyn Law School
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

Stephanie Roberg-Lopez (1996), Professor, Anthropology  
B.A., Columbia University  
M.A., Yale University  
Recipient of 2006 Chancellor’s Award for Excellence in Teaching

Daniel Valentine (2000), Program Chair and Assistant Professor, Criminal Justice  
A.A., Dutchess Community College  
B.S., Wilmington College  
M.A., Washington State University

Mareve VanVoorhis (2001), Program Chair and Assistant Professor, Child Care and Human Services  
A.A.S., Dutchess Community College  
B.S., Empire State College  
M.P.S., SUNY New Paltz

Marguerite Woodcock (2015), Instructor Early Childhood  
B.A., Empire State College  
M.S., Concordia University

Department of Business

Michael Araujo (2012), Department Head and Associate Professor, Business  
B.A., Curry College  
M.B.A., Providence College  
M.Ed., Suffolk University

William T. Harwood (1979), Professor, Business and Paralegal  
B.S., Bryant College  
M.Ed., State University of New York at Buffalo

Irene Hughes (2014), Instructor, Business Management  
B.S., M.B.A., Mount Saint Mary College

Ahmed Ismail (2014), Assistant Professor, Accounting  
B.A., Somali National University  
M.S.A., Kent State University  
M.B.A., California State University Fresno

Maryann E. Longhi (1985), Associate Professor, Business  
A.A., B.A., St. Leo College  
M.P.S., SUNY New Paltz

Joan McFadden (2008), Associate Professor, Chair, Paralegal Program  
A.A., Dutchess Community College  
B.A., Marist College  
J.D., Pace University School of Law

Scott Willmen (2013), Assistant Professor  
B.A., Gettysburg College  
M.B.A., Auburn University  
D.B.A., Argosy University, Sarasota

Department of Engineering, Architecture and Computer Technologies

Mark Courtney (2006), Department Head, Program Chair and Associate Professor, Engineering  
B.S., Rensselaer Polytechnic Institute  
M.S.Ed., Capella University

Leah M. Akins (1997), Professor, Engineering  
B.S., Lafayette College  
M.S., Lehigh University  
Ph.D., Drexel University  
Recipient of 2011 Chancellor’s Award for Excellence in Teaching

Daniel Barbuto (2002), Program Chair and Assistant Professor, Electrical Engineering  
B.S., M.S., Manhattan College

David Freeman (1992), Program Chair and Assistant Professor, Architecture  
A.A.S., Dutchess Community College  
B.A., New York Institute of Technology Registered Architect

Carson Lee McCullers (2010), Instructor, Computer Information Systems  
B.S., M.S., University of Connecticut at Storrs

Catherine McGuire (2004), Associate Professor, Architecture  
B.A., Lehigh University, M.Arch., Catholic University of America

Paul Pilon (2007), Instructor, Architecture  
A.A.S., Dutchess Community College  
B.Arch., Virginia Polytechnic Institute

John Trosie (2005), Program Chair, Assistant Professor, Aviation Science  
B.S., M.S., Mercy College

Francis Whittle (1980), Program Chair and Professor, Computer Information Systems  
B.A., Marist College  
M.S., Syracuse University  
Ph.D., University at Albany

Department of English and Humanities

Richard A. Malboeuf (1982), Department Head and Professor, English  
B.A., M.A., D.A., University of Michigan

Joseph J. Allen (1998), Professor, English  
B.A., M.Ed., St. Lawrence University  
Ph.D., Ball State University

Jordan Bell (2013), Instructor, English  
B.A., M.A., SUNY New Paltz

Kevin Cavanaugh (2003), Associate Professor, English  
B.A., James Madison University  
M.A., SUNY New Paltz  
Ph.D., University at Albany, SUNY

Lucia Cherici (2001), Professor, English  
B.A., M.A., University of Bucharest  
Ph.D., Indiana University of Pennsylvania

Brenda DeMartini-Squires (2009), Assistant Professor, English  
B.F.A., M.F.A., University of Iowa  
M.A., Ph.D., University of Missouri

Thomas Denton (1977), Professor, English  
B.A., University of Utah  
M.A., Ohio University

John M. Desmond (1982), Associate Professor, English  
B.A., University of Connecticut  
M.A., University of Wisconsin

Michele Elone (1991), Assistant Professor, French and Italian  
B.A., London University, England  
M.A., University of Lille, France

Jacqueline A. Goiffe-McNish (1991), Chair LAH Program, Professor, English  
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 Iraza (2011), Instructor, English
B.A., M.A., SUNY New Paltz

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), Instructor, 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

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

Lisa Pignetti (2003), Assistant Professor, Reading
B.S., SUNY New Paltz
M.S., University at Albany, SUNY

Michael Rambadt (2015)
Instructor, English
A.A., Dutchess Community College
B.A., Vassar College
M.A., SUNY New Paltz

Jody Sterling (2001), Professor, English
B.A., State University of New York College at Potsdam
M.A., University of Toronto

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

Gail Upchurch Mills (2011), Assistant Professor, English
B.A., Howard University
M.A., Loyola University
M.F.A., Chicago State University
Ph.D., Binghamton University

Rose Wiley (2007), Instructor, English
B.S., Central Connecticut State University
M.S., Syracuse University

Leigh Williams (1993), Professor, English
B.A., Colorado College
M.A., University of Minnesota

Jennifer Yanoti (2012), Instructor, English
B.A., M.A.T., M.A., Binghamton University

Department of Health, Physical Education, Athletics and Dance

Tara Sweet-Flagler (1998), Interim Department Head and Associate Professor, Wellness and Fitness
B.S., Adelphi University
M.S., Queens College
Recipient of 2015 Chancellor’s Award for Excellence in Teaching

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

Kathleen O’Connell (2008), Assistant 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

Deborah Van Buren (1998), Associate Professor, Wellness and Fitness
A.S., Dutchess Community College
B.S., M.P.S., SUNY New Paltz
M.S., Independence University

Department of History, Government and Economics

Werner Steger (2000), Department Head, Professor, History
B.A., Ludwig-Maximilians University
M.Phil., Ph.D., George Washington University

Seemi Ahmad (1993), Professor, Economics
B.A., University of Punjab
M.S., Islamabad University
M.A., M.A., Boston University

Michael Boden (2011), Assistant Professor, History
B.S., United States Military Academy
M.M.A.S., United States Army Command and General Staff College
M.A., Ph.D., Vanderbilt University

Mikko Manner (2009), Associate Professor, Economics
B.S., Lehigh University
M.B.A., Cornell University
Ph.D., Rensselaer Polytechnic Institute

Weldon McWilliams (2012)
Assistant Professor, History
B.A., Stony Brook University, SUNY
M.A., Ph.D., Temple University

Laura Murphy (2004), Associate Professor, History
B.A., University of Memphis
M.A., Ph.D. State University of New York at Binghamton

Matthew Murray (2013), Instructor, Government
A.A., Dutchess Community College
B.A., SUNY New Paltz
M.A., City University of New York Graduate Center
Joseph Norton (1992), Professor, History
B.A., M.A., Providence College
Ph.D., St. John’s University

Karin Riedl (2015), Assistant Professor, Government
B.A., Queen Mary & Westfield College,
London University
M.A., Monterey Institute of International Studies
Ph.D., Graduate Center, CUNY

Andrew Rieser (2003), Professor, History
B.A., M.A., Johns Hopkins University
Ph.D., University of Wisconsin

Todd Wilmot (2008), Assistant Professor, History
A.A., Dutchess Community College
B.A., George Washington University
M.A., Fordham University
M.L.I.S., Rutgers University

Department of Mathematics, Physical and Computer Sciences

Anthony J. Zito (1991), Department Head, Associate Professor, Physical Sciences
B.S., University of Massachusetts
M.A., Brandeis 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

Jeffrey L. Clark (1979), Associate Professor, Mathematics and Computer Science
B.S., East Stroudsburg State College
M.S., Syracuse University

Susan Conrad (2000), Associate 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

Philip Darcy (2007), Assistant Professor, Mathematics
B.S., St. Bonaventure University
M.S., Rensselaer Polytechnic Institute

Sandra DeGuzman (2005), Associate Professor, Mathematics
B.A., LeMoyne College
M.S., Rutgers University

Carla DeTieste-Jutt (2005), Assistant Professor, Mathematics
A.A., S.S., Dutchess Community College
B.S., M.S., SUNY New Paltz

Barbara Dolansky (2000), Associate Professor, Mathematics
A.A., Dutchess Community College
B.A., M.A., University at Albany, SUNY

Jessica Geer (2015), Assistant Professor, Chemistry
B.A., Temple University
Ph. D., University of the Sciences in Philadelphia

Jason Gumaer (2014), Instructor, Mathematics
B.S., State University of New York College at Plattsburgh
M.A., University at Albany

Johanna Halsey (1990), Professor, Mathematics
B.A., William Smith College
M.Math., Worcester Polytechnic Institute

Manish Jadhav (2014), Assistant Professor, Physics and Astronomy
B.Sc., Ruia College and Institute of Science
M.S., University of Alabama, Huntsville
Ph.D., Alabama A&M University

Maryanne Johnson (2013), Instructor, Mathematics
B.S., Mount Saint Mary College
M.S., SUNY New Paltz

Renee Lathrop (2003), Associate Professor, Physics
B.S., Susquehanna University
M.S., University of Nebraska
Recipient of 2013 Chancellor’s Award for Excellence in Teaching

Mark McConnaughhay (1987), Professor, Physical Sciences
B.S., Bucknell University
M.S., Rice University
M.S., Louisiana State University

Tammy Powell-Kopilak (2000), Associate Professor, Mathematics
B.A., Concordia University
Graduate Diploma in Education, Bishop’s University
M.A., Western Connecticut State University

Mark Roland (2001), Instructor, Mathematics
A.A.S., Westchester Community College
B.S., Mercy College
M.A. Marist College

Diana Staats (1982), Professor, Mathematics and Computer Science
B.A., SUNY New Paltz
M.A., State University of New York at Binghamton

Sara Taylor (2004), Associate Professor, Mathematics
B.A., M.A., University of Northern Iowa

Rachel Van Der Stuyf (2013), Instructor, Mathematics
B.A., Lafayette College
M.A., City College of New York

Timothy Welling (1999), Associate Professor, Physical Sciences
B.S.A., University of Georgia
M.S., University of Connecticut
C.A.S., Oglethorpe University

Department of Nursing

Ingeborg Grutzner (1989), Department Head, Professor, Nursing
Diploma, University Hospital (Frankfurt, Germany)
A.A.S., Dutchess Community College
B.S., Regents College
M.S., Pace University
M.S., Marist College

Michele Comolli, (2015), Instructor, Nursing
B.S., Pace University
M.A., Columbia University
Ph. D., A.T. Still University

Karen Desmond (1980), Professor, Nursing
B.S., Adelphi University
M.A., New York University
Pamela Duda (2012), Instructor, Nursing  
A.A.S., Dutchess Community College  
B.S.N., M.S. SUNY New Paltz

Barbara Kabbash (1992), Associate Professor, Nursing  
B.S.N., William Patterson College  
M.S., Russell Sage College

Nancy Moskowitz (2002), Assistant Professor, Nursing  
B.S., Herbert Lehman College, CUNY  
M.S.N., University of Hartford

Kathleen Reitter (2015), Instructor, Nursing  
B.S., Alfred University  
M.S., Pace University

Treesa Scaria (2013), Assistant Professor, Nursing  
M.S.N., Manipal Academy of Higher Education  
B.S.N, Mangalore University

Margaret Craig (2007), Assistant Professor, Art History  
B.S., Franklin Pierce College  
M.P.S., SUNY New Paltz  
Recipient of 2015 Chancellor’s Award for Excellence in Teaching

Juan Garcia-Nunez (1997), Associate Professor, Communications  
B.A., M.A., Pratt Institute

Lindsey Guile (2014), Instructor, Visual Arts  
B.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), Instructor, Visual Arts  
B.A., Gettysburg College  
B.F.A., School of the Art Institute of Chicago

Camilo Rojas (1991), Professor, Communications  
B.F.A., M.F.A., Pratt Institute  
Recipient of 2009 Chancellor’s Award for Excellence in Teaching

Eric Somers (1987), Professor, Design and Communications  
B.A., M.A., Michigan State University

Dana Weidman (2003), Associate Professor, Program Chair, Communications and Media Arts  
B.A., Grinnell College  
M.F.A., American Film Institute

ACADEMIC SUPPORT STAFF

Mary Beth Buglion (2001), Field Laboratory Supervisor, Behavioral Sciences  
A.A.S., Dutchess Community College  
B.S., SUNY New Paltz

Nancy Checchi (2015)  
Clinical Lab Coordinator  
B.S., Marymount College

Eileen M. Hall (1999), Field Laboratory Supervisor, Behavioral Sciences  
B.S., M.S., SUNY New Paltz

Mallory Jackson (2011), Field Laboratory Supervisor, Behavioral Sciences  
B.S., State University of New York College at Oneonta  
M.P.A., Marist College

Paula Lockshon (2012), Human Services Field Supervisor  
B.S., SUNY New Paltz  
M.S.W., Yeshiva University

Michele Murasso (1991), Field Laboratory Supervisor, Behavioral Sciences  
B.S., State University of New York College at Plattsburgh  
M.A., Marist College

Elaine Myriathopoulos (2005), Nursery School Educator  
B.A., Wesleyan University

Manuel Sairitupa (2001), Laboratory Assistant, Computer Information Systems  
B.S., Pace University  
M.S., Marist College

Shelley Squires-Trani (2015), Lab Nursery School Childhood Educator  
A.A.S. Dutchess Community College  
B.F.A., SUNY Purchase  
M.P.S., SUNY New Paltz

Thomas Storey (2010), Laboratory Assistant, Computer Information Systems  
B.S., M.S., SUNY New Paltz
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Ackerman</td>
<td>Behavioral Sciences</td>
</tr>
<tr>
<td>Jon Alessandrello</td>
<td>HVAC/Electrical</td>
</tr>
<tr>
<td>Marcia Ali</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>Karen Anson</td>
<td>Student Services</td>
</tr>
<tr>
<td>Michael Arzillo</td>
<td>Information Systems</td>
</tr>
<tr>
<td>Mike Avezzano</td>
<td>Grounds</td>
</tr>
<tr>
<td>Jeannette Bagnasco</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>Jeffrey Baker</td>
<td>Telecommunications and Instructional Media</td>
</tr>
<tr>
<td>Susan Barlanti</td>
<td>Nursing Department</td>
</tr>
<tr>
<td>John Biedinger</td>
<td>Building Maintenance</td>
</tr>
<tr>
<td>Cheryl Billings</td>
<td>Library</td>
</tr>
<tr>
<td>Angelina Bissessar</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Deborah Blades</td>
<td>Counseling and Career Services</td>
</tr>
<tr>
<td>Ivana Boland</td>
<td>Admissions</td>
</tr>
<tr>
<td>Gladys Boone</td>
<td>Scheduling</td>
</tr>
<tr>
<td>Thomas Bouton</td>
<td>Information Services</td>
</tr>
<tr>
<td>Daniel Bradford</td>
<td>Telecommunications and Instructional Media</td>
</tr>
<tr>
<td>Marie Braig</td>
<td>Mailroom</td>
</tr>
<tr>
<td>Jason Brainard</td>
<td>Scheduling</td>
</tr>
<tr>
<td>James Brazee</td>
<td>Information Systems</td>
</tr>
<tr>
<td>Maureen Byrum</td>
<td>Business Department</td>
</tr>
<tr>
<td>Willie Calhoun</td>
<td>Housekeeping</td>
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<tr>
<td>Anna Carbone</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>Marc Cardinale</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Sue Kay Case</td>
<td>Admissions</td>
</tr>
<tr>
<td>Kent Chiavaroli</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>Marsha Clemons</td>
<td>Financial Aid</td>
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Terriann Texiera Paravati, Switchboard
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*Deceased
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Ross L. Pattison (1974)  
Donald H. Puretz (1975)  
Toni M. Emery (2002)  
Patricia DeLessio (2003)  
Holly Molella (2004)  
Wesley Ostertag (2005)  
Stephanie Roberg-Lopez (2006)  
Richard Reitano (2007)  
Jacqueline Goffe-McNish (2008)  
Camilo Rojas (2009)  
Andrew M. Scala (2010)  
Leah M. Akins (2011)  
Renee Lathrop (2012)  
Kathleen O’Connell (2014)  
Wendy Joyce (2014)*  
Margaret Craig (2015)  
Tara Sweet-Flagler (2015)  
Elizabeth Albertson (2015)*  

SUNY Chancellor’s Award for Excellence in Professional Service

Dennis Dempster (1979), Director of Admissions and Registrar  
Deborah Weibman (1980), Associate Registrar  
George McClellan (1985), Associate Dean of Community Services  
Roberta Keppel (1988), Coordinator of Study Skills  
Jeffrey I. Levinson (1989), Registrar Counselor  
Howard C. Himelstein (1990), Associate Dean of Student Personnel Services  
Ronald Kupin (1991), Director of Information Systems  
Mary B. Mucci (1992), Associate Dean of Academic Affairs  
Lois Stewart (1993), Assistant Dean of Community Services  
Gary C. Pfeifer (1994), Associate Dean of Academic Affairs  
Susan L. Moore (1995), Director of Scheduling  
Connie Bard Fowle (1996), Coordinator of the PACE Program  
Jay Simpson (1997), Director of Telecommunications and Instructional Media  
Madison K. Finley (1998), Associate Dean of Academic Affairs  
Rita Banner (1999), Director of Admissions  
Barbara J. Liesenbein (2000), Director of the Library  
John Mazzetti (2001), Director of Institutional Advancement  
Gail Hermosilla (2003), Director of Planning and Institutional Research  
Timothy Decker (2005), Director of DCC South  
Carol Stevens (2006), Associate Dean of Student Services  
Rita D. Weber-McKee (2007), Director of Academic Services  
Ansamma Varkey (2009), Assistant Director of Information Systems  
Wendy Bohlinger (2010), Counselor/Coordinator of CSTEP  
Bridgette Anderson (2011), Associate Dean of Administration for Physical Plant  
Marta Newkirk (2012), Assistant Dean of Student Services  
Ellen Gambino (2013), Associate Dean of Academic Affairs  
Sally Weglinski (2014), Assistant Director of Academic Services and Testing  
Chrisie Mitchell (2015), Associate Director of the Mary Louise Van Winkle Teaching Learning Center  

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Michael Araujo, Chair
Mary Ann Bopp, Educational Consultant, IBM, Fishkill
Tina Chirico, Anderson Center for Autism
Joan Hollister, SUNY, New Paltz
Teresa M. Laffin, CPA, MidHudson Regional Hospital
Bruce Marley, Cash Management Specialist, Central Hudson Gas & Electric
Joan McDermott, Dutchess County Department of Health
Penny B. Ormiston, CPA PC
Dr. Gregory Tully, Marist College
Sandra Weidner, Accounting/Business Adjunct

ARCHITECTURAL AND CONSTRUCTION TECHNOLOGY
David Freeman, Chair
Vincent Bettina, Owner-Estate Builders, Inc.
Thomas Edib, Project Manager-Fellenzer Engineering, LLP
Dennis Gagnon, Arris Construction
Felix A. Iapichino, Owner-Jadar Development Corp.
Ciro Interrante, Architect
Joseph Kirchhoff, Owner, Kirchhoff Consigli Construction Management
Charles Liscum, Architect-Liscum McCormack Van Voorhis
James Madison, Arris Contracting Company
David Mateer, Principal, Jacobs Consultancy Inc.
Carlo Mazzarelli, Mazzarelli Architecture & Planning
Michael McCormack, Architect, Liscum McCormack Van Voorhis
Christopher Meyer, Meyer Contracting Corp.
John C. Morgan, R.A. Architect
Edmund Murphy, Associate Executive Director, Real Estate Development, Hudson River Housing, Inc.
Donald Swartz, Architect, The Swartz Architectural Group
Raymond Van Voorhis, Architect, Liscum, McCormack Van Voorhis
Christie Wheate Billeci, CWB Architect

BUSINESS ADMINISTRATION
Diana Babington, Spackenkill High School
Mary Deadly, Arlington School District
Betty Fanelli, Marshall & Sterling
Dan Jenkins, Sears Holdings
Stan C. Morse, Co-owner, Marstan Travel
Roxie Tymkewycz, Riversides Bank
Greg Voght, Creative Resources Group
Laura Voght, Creative Resources Group
Mary Kaye Vrba, Dutchess County Tourism

CAREER & TECHNICAL EDUCATION COUNCIL
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Laraine Kautz, Executive Director, Dutchess County Workforce Investment Board
Harold King, Executive Vice President, The Council of Industry of Southeastern New York
Jeanne Lipscomb, 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, Process Engineering Technician, Global Foundries
Angela Patella, Director of Counseling, ACCESS-VR, New York State Education Department
Adam J. Podpora, Operation Services Engineer, Central Hudson Gas & Electric

COMPUTER INFORMATION SYSTEMS
Bryan Golden, Consultant, Custom Computer Software, Carmel
Daniel Hu, IBM

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Butch Anderson, Sheriff, Dutchess County Sheriff’s Office
Maura Barrett, Attorney
Raymond D. Bryant, Chief of Police, NYS University Police, New Paltz
Dominick Chimento, Lieutenant, New York State Police
Thomas H. Jones, NYS Police, Assistant Zone Commander
Kirk Imperati, Undersheriff, Dutchess County Sheriff’s Office
Joseph T. Smith, Supt., Shawangunk Correctional Facility
Patricia Thornton, U.S. Postal Inspector

EARLY CHILDHOOD
Tammy Corcoran, Director, MidHudson Regional Hospital Child Care Center
Dr. Sonja deGroot Kim
Gina Kantor, Executive Director, Acorns to Oaks
Carol Murray, Bard Nursery School
Dr. Arlene Rider, Empire State College
Dr. Julie Riess, Director, Wimpfheimer Nursery School
Shelley Trani, Director, DCC Day Care Center
Jeanne Wagner, Executive Director, Dutchess County Child Development Council, Inc.
Florence Winklarrer, Director, Young Hearts Child Care
Carol Zaccara, Director, ABL Day Care Center

ELECTRICAL TECHNOLOGIES
William Cox, The Solar Energy Consortium (TSEC)
C. William Ecker, Jr.
Dr. Baback Izadi, SUNY New Paltz
Dave Leary, Ebara Technologies, Inc.
John Lombardi, CIA Security
Christopher Short, Agile TCP Control Systems & Software Consultant
Bill Wolfson, ETC Technologies

FIRE SCIENCE
Gus Antalek, Lieutenant, 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.
Thomas J. O’Gorman, Arlington F.D.
Jeffrey S. Pells, Captain, Beacon F.D.
Chris Rea, Assistant Chief, Kingston F.D.
Barry Ward, Deputy Chief, LaGrange F.D.
HUMAN SERVICES
Karen Barone, The Pines
Mette Christiansen, Lecturer and
  Fieldwork Coordinator, SUNY
  New Paltz
Kelly Clark Barton, The Children’s
  Home of Poughkeepsie
Lisa Cardinale, Senior Public Health
  Education Coordinator, Dutchess
  County Department of Health
Nancy Dingee, Special Education
  Teacher, Poughkeepsie Middle School
Janet Dykman, Associate Director of
  Residential Services, Cardinal Hayes
  Home for Children
Donna Menconeri, River Haven
  Runaway & Homeless Youth Program
Mary Moody, Community Volunteer

MEDICAL LABORATORY
TECHNOLOGY
Dee Croft, MidHudson Regional
  Hospital, Laboratory
Joline Frey, Lab Manager, MidHudson
  Regional Hospital
Maryanne M. Kearney, Columbia
  Memorial Hospital
Adria Marallo, Quest Diagnostics
  Lorraine Murphy, DCC MLT alumnus
Alice Omichi, MidHudson Regional
  Hospital
Terrence Paskell, Marist College
Kimberly Gates, Lab Corp
Dr. Neela Pushparaj, Program Medical
  Advisor, MidHudson Regional
  Hospital
Mary Van Demark, Marist College

NURSING
Luanne Convery, VP, Patient Care
  Services, Putnam Hospital Center
Margaret Cusumano, VP of Patient Care
  Services and Chief Nursing Officer,
  Vassar Brothers Medical Center
Loretta Donovan, Director, Learning &
  Talent Development, Health Quest
Barbara Good, R.N., MidHudson
  Regional Hospital, Certified
  Home Health
Cathy Halwick, Director of Nursing
  Practice, MidHudson
  Regional Hospital
Patricia Long, R.N., Director of
  Nursing, Elant
Pamela Rhodes, VP, Patient Care
  Services/CNO, Health Quest

PARALEGAL
Rachel Flanagan Frost, Attorney
Jessica M. Knapp
  Steinberg, Symer & Platt, LLP
Barbara F. Nicolis, ABA Certified
  Paralegal, Levine & Levine, P.C.
Andrew Roepe, Village Justice,
  Village of Montgomery
Hon. Christine A. Sproat
  Supreme Court Chambers

PARAMEDIC
Michael Benenati, EMT-P, EMS
  Administrator, LaGrange F.D.
Ann Bollman, RPAC, EMT-P,
  Vassar Brothers Medical Center
Francine Brooks, MD, Vassar Brothers
  Medical Center ED
Guy Carpico, EMT-P, Transcare EMS
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.
Linda Mihans, Dutchess County
  EMS Coordinator
Gary Neifeld, MD, MidHudson Regional
  Hospital ED
David O’Brien, RPAC, EMT-P,
  MidHudson Regional Hospital
Richard Parrish, Emergency Service
  Coordinator-UC/HAHVT, Kingston
  Hospital
Shane Race, EMT-P, Air Methods
James Rawley, RPAC, EMT -
  MidHudson
  Regional Hospital
Cathi Tegtmeier, Emergency Response
  Coordinator-Dutchess County
David A. Violante, EMT-P, Arlington
  Fire District
W. Andrew Wilson, MD, Northern
  Dutchess Hospital ED
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
Board of Trustees
H. Carl McCall, Chair
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Eric Corngold
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Johanna Duncan-Pointier, Senior Vice Chancellor for Community College and Educational Pipeline
Robert Haelen, Vice Chancellor for Capital Facilities and General Manager – SUNY Construction Fund
Curtis Lloyd, Vice Chancellor for Human Resources
Joseph Porter, Vice Chancellor for Legal Affairs and General Counsel

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 AACC, 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 medical technology program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018; and its 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.)

The Laboratory Nursery School, attached to the college's Early Childhood Program, is accredited by the National Association for Laboratory Schools.

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.
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Admissions Procedures

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.suny dutchess.edu](http://www.suny dutchess.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](http://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.suny dutchess.edu/dorm](http://www.suny dutchess.edu/dorm) to learn more about this opportunity; housing applications are accepted beginning in early spring for the fall semester.
ADMISSION APPLICATION

1. a. Name: ________________________________________________   ___________________________   ____________________
   Last                                                                                                   First                                                      Middle
   b. If you have academic records under another name, please indicate:
      Former Last Name ____________________________________    First Name ___________________________________

2. Social Security Number: __ __ __--__ __ --__ __ __ __               3. Date of Birth: ___ ___ /___ ___ /___ ___ ___ ___

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.

6. a. Mailing Address: ____________________________________________________________________________________
    Street
    ___________________________________________________________   ________________________________________________
    City   County    State  Zip Code  Country (if not U.S.)
    b. Permanent Address:  __________________________________________________________________________________ 
    (If different)   Street
    ___________________________________________________________   ________________________________________________
    City   County    State  Zip Code  Country (if not U.S.)

7. Telephone: (Home) __________________________________________    (Cell) ___________________________________

8. Gender:  □ Male   □ Female

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  □ 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(s) Name ___________________________________________________________
   a. Parent’s Email: __________________________________________@__________________________________________

15. a. Indicate your Secondary Education Status. Mark only one:
      □ Graduated or will graduate  □ Withdrew from High School  □ Completed NY GED  □ Completed non-NY GED
      from High School   □ Home Schooled  □ Completed NY TASC
   b. Enter date of High School Graduation, High School Withdrawal or completion of GED/TASC.   (List only month and year.)

16. High School: ____________________________________________
    Name            City            State        Zip

> CONTINUE ON NEXT PAGE >
17. Indicate whether you are applying as a Freshman (have *not* taken college-level work after high school graduation) or as a Transfer (have taken college-level work after high school graduation):  
   □ Freshman □ 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):

<table>
<thead>
<tr>
<th>College Name</th>
<th>City/State</th>
<th>Dates Attended/# of credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

20. Are you applying for the Educational Opportunity Program?  □ Yes □ No

21. Are you interested in receiving information about our new, on-campus suite-style residence hall?  □ Yes □ No

22. Military status  
   □ Active Military Duty □ Dependent of Active Duty □ Veteran  
   □ National Guard or Active Reserve □ Other __________________

23. 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.

24. a. Have you ever been convicted of a felony? (not including youthful offender status)  □ Yes □ No
   b. Have you been dismissed from a college for disciplinary reasons?  □ Yes □ No

Applicant Signature: ________________________________________________ Date: _______________________

EDUCATION  
Current high school students should have their counselor/advisor complete 25 - 27 below.  
*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.*

25. High School CEEB Code: ____________

26. a. Rank in class is ________ out of ________ (class size)  b. High School Average (at time of application): ________

27. Is this an IEP diploma?  □ 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. Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Telephone:** (845) 431-8010 | **Fax:** (845) 431-8605 | **TTY#:** (845) 431-1906

The staff of Dutchess Community College is very proud of its campus and facilities, and invites prospective students to visit! Please call the Admissions Office at the number above to make arrangements.

Dutchess Community College does not discriminate on the basis of race, color, gender, religion, age, national origin, disability, or sexual orientation in its educational programs and activities, including employment, or in the admission to such programs and activities. Additionally, it is the policy of Dutchess Community College that all actions within the College toward students and employees will be based on performance-related criteria. Attitudes and preferences of individuals that are personal in nature, such as private expressions of sexual orientation, will provide no basis for judgment related to such individuals.

Please send completed application to: Admissions Office
Dutchess Community College | 53 Pendell Road | Poughkeepsie, NY 12601  
(845) 431-8010

DUTCHESS COMMUNITY COLLEGE