



Fulton-Montgomery  
Community College

Futures Made. Here.

2805 State Hwy. 67  
Johnstown, New York 12095-3790  
(518) 762-4651

A Community College of the  
State University of New York  
Sponsored by the Counties of  
Fulton and Montgomery

2009-2010

This catalog and additional information is on our website at [www.fmcc.suny.edu](http://www.fmcc.suny.edu)  
For general information e-mail us at [geninfo@fmcc.suny.edu](mailto:geninfo@fmcc.suny.edu)

Fulton-Montgomery Community College is an equal opportunity, affirmative action institution. Programs and services at Fulton-Montgomery Community College are open to all without regard to age, sex, race, color, national origin, disability or sexual orientation.



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The College reserves the right to make changes in the program requirements as well as procedures described in the catalog. Contact the Admissions Office for any updates or revisions.



## **Welcome to Fulton-Montgomery Community College!**

At FM we pride ourselves on being a small, friendly community college focused on your success as a student. As you walk onto our campus, you'll feel the friendly atmosphere, see people who know each other and who will know you, and experience an academic environment that fosters excellence. Our faculty are approachable and our staff is very willing to help you.

Another unique aspect of FM is the diversity of our students. While most of our students come from Fulton and Montgomery Counties, our student population comes from across the Country and around the World. In fact, we have students from Asia, Africa, Europe, and South America. Because our campus is small, you will have the opportunity to meet many of these individuals and get to know them personally.

You can choose from a multitude of academic programs. From Liberal Arts to Engineering, from Biology to Theatre, from Education to Computer Information Technology you will find a program that's right for you. And if you're not sure which program will take you where you want to go, we can help you figure that out too with our excellent academic advisors.

What you can't do at FM is hide. We'll know you. We'll know how well you are progressing in your studies. And we'll get to know your strengths and areas for improvement. You won't be just a number.

FM offers dozens of clubs and student activities designed to provide you with learning experiences outside of class, recreation, fellowship, and the opportunity to make new friends. FM has it all.

I know that you will gain a high quality education; learn from excellent and caring faculty; and take home memories that will last a lifetime. I know this, because our alumni tell me.

I look forward to meeting you on campus. If I can be of any help, let me know.

Again, welcome to FM!

Dustin Swanger, Ed.D.  
President



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## Communications — Main Operator (518) 762-4651

ACADEMIC PROGRAMS  
Admissions Office  
736-5300 or Ext. 8301

ADMISSION  
Admissions Office  
736-5300 or Ext. 8301

ATHLETICS & PHYSICAL  
EDUCATION  
Director of Athletics  
Ext. 2103

BOOKSTORE  
Bookstore  
762-8022 or Ext. 2300

BUSINESS OFFICE  
Bursar's Office  
Ext. 8601

CAMPUS SAFETY  
Public Safety Office  
Ext. 4000

CAREER PLACEMENT  
Career Planning  
Transfer  
Ext. 4700

CHILD CARE  
YMCA Daycare FMCC Campus  
762-5333

EMPIRE STATE COLLEGE  
736-1716 or Ext. 3810

HOUSING  
Admissions Office  
736-5300 or Ext. 8301

LIBRARY SERVICES  
Evans Library  
Ext. 5610

NON-CREDIT EDUCATION  
Continuing Education  
Workforce Training  
Ext. 8102

SCHOLARSHIPS &  
FINANCIAL AID  
Financial Aid Office  
736-5301 or Ext. 8201

STUDENT AFFAIRS  
Office of Student Affairs  
Ext. 8101

STUDENT DEVELOPMENT CENTER  
Advisement  
Ext. 4700

TRANSCRIPTS & RECORDS  
Registrar's Office  
736-5302 or Ext. 8701

VETERANS AFFAIRS  
Registrar's Office  
736-5302 or Ext. 8701

Visitors are welcome at the FM Campus. For your convenience, it is best to schedule an appointment in advance if you wish to meet with a specific staff member.



### **VISION**

The Vision of Fulton-Montgomery Community College is to be Fulton and Montgomery Counties' preferred resource for post-secondary education, a potent catalyst for economic development and a vital center for cultural enrichment.

### **CORE VALUES**

Our mission is guided by the following core values:

- Quality education and teaching
- Excellence and integrity
- Student learning
- Accessibility
- Caring, personalized service
- Dedicated personnel
- Diversity

### **MISSION**

Fulton-Montgomery Community College is Fulton and Montgomery Counties' partner for quality education, accessible transfer and career programs, economic development and cultural and intellectual enrichment.

### **SCOPE OF PROGRAMS AND SERVICES OFFERED**

Fulton-Montgomery Community College's goals and objectives will focus on programs and services necessary to achieve its vision, to reflect its core values, and to implement its mission.

The following programs and services are offered.

- Instructional Programs
- Business and Organizational Training Programs
- Community Education Programs
- Academic Enrichment Services
- Outreach and Support Services
- Student Development Services

## **College-Wide Goals**

The following goals are designed to guide our current five-year strategic plan. All staff at the College will use these broad goals to develop objectives, strategies and measures necessary to achieve our vision and mission.

**GOAL #1:** Enable students to reach their goals through quality education and support services.

**GOAL #2:** Provide students with quality, accessible transfer and career education programs.

**GOAL #3:** Build relationships with community that improve the region's value of education.

**GOAL #4:** Develop a professional climate that values each individual and the diversity of people and ideas and promotes excellence in service.

**GOAL #5:** Support economic and workforce development in the region.

**GOAL #6:** Provide opportunities for cultural, intellectual and athletic enrichment for students and the community.

**GOAL #7:** Expand resources to meet the mission of the College.

## **History and Location**

The Boards of Supervisors of Fulton and Montgomery Counties approved the Charter for Fulton-Montgomery Community College on March 21, 1963. The College became the twenty-seventh two-year institution in the State University system. The goal of the College has been to meet local needs and provide services through low cost, quality education. The residents of the two counties are encouraged to use the services and facilities of the College.

Fulton-Montgomery Community College opened its doors in September 1964, in temporary quarters. In 1969 the College moved to a permanent site consisting of 194 acres, five buildings and several athletic fields. Located halfway between Johnstown and Amsterdam, the campus is situated in the foothills of the Adirondack Mountains. Albany, the state capital, is approximately forty miles southeast of the campus. This setting allows students to enjoy a wide variety of cultural, historical and recreational activities.

## **Accreditation**

Fulton-Montgomery Community College is accredited by the Middle States Association of Colleges and Schools. All of its programs are registered with the New York State Department of Education, and are approved for the training of veterans under the various public laws. The College is approved for the holders of New York State scholarships. The College is authorized by the Board of Regents of the University of New York to confer upon its graduates the degree of Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in Occupational Studies. The College is also authorized to offer a number of one-year Certificate programs.

## **Campus Facilities**

In 2009 FM completed campus renovations totaling over \$1.2 million dollars. These renovations included mechanical system upgrades, fire alarm enhancements and replacement of steam and electrical systems. Other renovations included newly painted Classroom Building walls, air conditioning part of the College Union, newly furnished student lounges and over 200 new computers equipped with the latest software.

FM continued our strong commitment to campus safety through improvement of the Public Safety Department that included an emergency notification system and a video surveillance system featuring 40 cameras throughout the campus, all aimed at enhancing the safety and security of the campus.

The College now has a state-of-the-art Radiologic Technology Lab. This lab, located in the lower level of the Classroom Building features a digital radiology machine with a picture archiving and communications system. The equipment comes complete with an instructional mannequin that has an internal skeleton to teach student how to take images.

The COMMUNICATIONS AND VISUAL ARTS BUILDING contains a theater, television studios, art studios, The Perrella Gallery, a student study lounge, and the Student Development Center. The Center houses the counseling offices, academic advising, BRIDGE offices, other student services offices, as well as an educational and career resource room.

The ADMINISTRATION BUILDING houses the offices of the President of Fulton-Montgomery Community College, the Provost and Vice-President for Academic Affairs, Admissions, Financial Aid, Bursar, Vice President of Student Affairs and Registrar.

The COLLEGE UNION houses the Office of the Coordinator of Student Activities, the Bookstore, Cafeteria and student organization offices. There is also a game room, lounges and areas for conferences, displays, exhibits, small group meetings and the office of Continuing Education.

The EDUCATIONAL RESOURCES CENTER contains the Evans Library with a collection of more than 52,000 books as well as computer access to full-text periodicals, a number of specialized online reference materials, and the Internet. In addition, professional librarians are available to assist with all research and reference needs. The Kenneth R. Dorn Regional History Studies Room and a library information literacy classroom are located on the second floor. The Information Commons, located on the first floor, houses the



reading, writing and math labs, tutoring services and services for learning disabled students. The College's MIS Center and graphic arts labs are located on the lower level of this building.

The FOUNDATION & FINANCE (F-Building) is located in the HFM Career & Technical Center (BOCES). The Vice President of Administrative and Institutional Services and Business Services are located there.

The CLASSROOM BUILDING contains a telecenter, lecture halls, faculty offices, conference rooms, and science laboratories. Student computer labs are located on the lower level. COCAL, Project LIFT, and offices of the Deans for Business, Technology, & Health Professions and Arts & Sciences are located on the second floor. A unit of Empire State College is located on the first floor.

The PHYSICAL EDUCATION CENTER includes two gymnasiums and a state-of-the-art Wellness Center and classroom, as well as new locker facilities. Athletic playing fields and tennis courts are located nearby.

The CHILDCARE CENTER provides specially designed facilities for the children of students, staff and community members.

### **Educational Facilities Off Campus**

The HFM Career and Technical Center, operated by the Board of Cooperative Educational Services (BOCES), located next door to the campus, is the site for laboratory work for courses in automotive technology and construction technology.

Fulton-Montgomery Community College has an Educational Site located at the Riverfront Center in Amsterdam, New York. Currently the College offers a variety of day and evening classes at this location.

### **Distance Learning**

Fulton-Montgomery Community College offers a number of distance learning opportunities to students. The College has selected certain courses, credit and non-credit, for delivery via the World Wide Web and other electronic means. By taking advantage of these offerings, students can engage in higher education and lifelong learning from the comfort of their homes on a schedule that offers them the ability to accommodate competing demands of work, family and other commitments.

Fulton-Montgomery Community College is a member of the SUNY Learning Network which provides a high-quality infrastructure and consistent on-line environment for these courses. FM's distance learning courses are offered by qualified instructors in the field, often the same instructors who deliver these courses in the traditional campus-based mode. The courses are transcribed for credit as they would be if they were delivered by traditional methods.

Students interested in more information about the College's distance learning opportunities should contact the Admissions Office.





### **Foundation of Fulton-Montgomery Community College, Inc.**

The mission of the Foundation of Fulton-Montgomery Community College, Inc. is to enhance Fulton-Montgomery Community College through positive regional community relations, and to develop private funds to advance educational opportunities for students, staff and the community. By generating, processing and allocating gifts, the Foundation supports efforts that enhance the quality of programs by funding scholarships, new academic initiatives, technology, endowments, faculty/staff development, athletic programs, and capital projects.

The Foundation is overseen by a Board of Directors whose membership is comprised of community leaders from both Fulton and Montgomery Counties, a faculty member, an Alumni representative, a Student Government representative, and a representative from the College Board of Trustees. The Foundation acts as the sole recipient of gifts for the College. The Corporation was founded in 1976 and has been granted 501(c)(3), not-for-profit status by the Internal Revenue Service.

The Foundation is administrator of all funds, gifts and endowments that support annual Scholarships and Awards, The Perrella Gallery, and The Evans Library of Fulton-Montgomery Community College. Additionally, the Foundation collects and administers funds restricted for the enhancement of the Kenneth R. Dorn Regional History Collection, the William G. Barto Memorial Lecture Series, and funds raised to support intercollegiate athletic programs.

Annual fundraising events of the Foundation include the signature events, FM Foundation Golf Tournament and Distinguished Alumni Dinner. The annual campaign fundraising and special gifts raise funds for general support of the Foundation. The Foundation is building for the future by working with donors to establish planned gifts and legacies to support the college.

The current comprehensive campaign: The Campaign for FM: A Path for Renewal has raised \$1.2 million dollars in donations to-date to fund Innovative Teaching & Learning Facilities, expand Academic Health-care Facilities, increase Scholarship Support, and expand the Cultural and Intellectual Enrichment of the Region.

The FM Alumni Association is a division of the FM Foundation. College Alumni play an important role for the college in many ways. Alumni offer new and innovative ideas and can serve as an avenue of communication for students and the community. Many alumni serve their alma mater by becoming volunteers at special events of the College, act as student mentors, or as college supporters in their community to give something in return to the college that helped shape their lives.

For information on how you can assist with Building Futures with FM, contact the Foundation of FM, Inc. at (518) 762-4651 Ext. 3700.



FALL 2009

Sept. 1	Tues.	Orientation
Sept. 2	Wed.	Professional Staff Development Day
Sept. 3	Thurs.	First Day of Classes
Sept. 3-9	Thurs. – Wed.	Late Registration (subject to \$25 late fee)
Sept. 3-16	Thurs. – Wed.	Late Payment Period (Subject to \$25.00 late fee)
Sept. 7	Mon.	College Closed - Labor Day
Sept. 9	Wed.	Last Day for Student-Initiated Schedule Changes
Sept. 17	Thur.	Late Payment Period (subject to additional \$50 late fee)
Oct. 12	Mon.	College Closed – Columbus Day Holiday (Saturday classes will be in regular session)
Oct. 22	Thurs.	Mid-Term Grades Due
Oct. 24	Sat.	Fall Open House, 9:00 a.m.
Oct. 26	Mon.	Registration Begins for Winter 2010 and Spring 2010
Nov. 11	Wed.	College Closed – Veteran’s Day Holiday
Nov. 12	Thurs.	Last Day for Individual Course Withdrawals
Nov. 26-29	Thurs. – Sun.	College Closed – Thanksgiving Holiday
Dec. 1	Tues.	Deadline to Apply for Graduation
Dec 4	Fri.	Special Friday Makeup Session (for evening classes only)
Dec. 16	Wed.	Last Day of Classes (classes end at 10 p.m.)
Dec. 17-19	Thurs.-Sat.	Final Exams
Dec. 21	Mon.	Final Grades Due
Dec. 24 – Jan 3	Thurs. – Sun.	College Closed Christmas Holiday

WINTER 2010

Jan. 4	Mon.	First Day of Classes for Winter Session
Jan. 5	Tues.	Late Payment Subject to a \$25 Late Fee
Jan. 18	Mon.	College Closed – Martin Luther King, Jr. Holiday
Jan. 22	Fri.	Last Day of Classes for Winter Session
Jan. 25	Mon.	Final Grades Due for Winter Session

**SPRING 2010**

Jan. 25.....	Mon.....	Orientation
Jan. 26.....	Tues.....	Professional Staff Development Day
Jan. 27.....	Wed.....	First Day of Classes for Spring Semester
Jan. 27 – Feb. 2.....	Wed.-Tues.....	Late Registration (subject to \$25 late fee)
Jan. 27 – Feb.9.....	Wed. – Tues.....	Late Payment Period (subject to \$25 late fee)
Feb. 2.....	Tues.....	Last Day for Student-Initiated Schedule Changes
Feb. 10.....	Wed.....	Late Payment Period (subject to additional \$50 late fee)
Feb. 15.....	Mon.....	College Closed – President’s Day Holiday (Sat, Feb. 13 classes will be in regular session)
Mar. 1.....	Mon.....	Registration Begins for Summer
Mar. 6.....	Sat.....	Spring Open House, 9:00 a.m.
Mar. 17.....	Wed.....	Mid-Term Grades Due
Mar. 19.....	Fri.....	No Day or Evening Classes – Founder’s Day
Mar 20 – Mar 28.....	Sat. – Sun.....	No Classes – Spring Recess
Mar. 29.....	Mon.....	Registration Begins for Fall
Apr. 2.....	Fri.....	College Closed in observance of Good Friday
Apr. 6.....	Tues.....	Last Day for Individual Course Withdrawals
May 7.....	Fri.....	Special Friday Make-up Session (for evening classes only)
May 12.....	Wed.....	Last Day of Classes for Spring Semester (classes end at 10 p.m.)
May 14.....	Fri.....	Final Exams
May 15.....	Sat.....	Saturday Exams
May 17.....	Mon.....	Final Exams
May 19.....	Wed.....	Final Grades Due
May 26.....	Wed.....	Professional Staff Development Day
May 27.....	Thurs.....	Phi Theta Kappa Academic Awards Ceremony (evening)
May 28.....	Fri.....	Commencement (evening)
May 31.....	Mon.....	College Closed Memorial Day Holiday



SUMMER 2010

DAY SESSION I

May 31	Mon.	College Closed – Memorial Day Holiday
June 1	Tues.	First Day of Classes For “Day Session I”
June 2	Weds.	Late Payment Period for “Day Session I” (subject to \$25 late fee)
June 22	Tues.	Last Day for Individual Course Withdrawals for “Day Session I”
June 25	Fri.	Special Friday Make Up Day for “Day Session I”
July 2	Fri.	Last Day of Classes for “Day Session I”
July 5	Mon.	College Closed – Independence Day Holiday
July 6	Tues.	Final Grades Due for “Day Session I”

DAY SESSION II

July 5	Mon.	College Closed – Independence Day Holiday
July 6	Tues.	First Day of Classes for “Day Session II”
July 7	Wed.	Late Payment Period for “Day Session II” (subject to \$25 late fee)
July 27	Tues.	Last Day for Individual Course Withdrawals for “Day Session II”
July 30	Fri.	Special Friday Make Up Day for “Day Session II”
Aug. 6	Fri.	Last Day of Classes for “Day Session II”
Aug 9	Mon.	Final Grades Due for “Day Session II”

8-WEEK EVENING SESSION

June 1	Tues.	First Day of Classes For “8-Week Evening Session”
June 2	Wed.	Late Payment Period for “8-Week Evening Session” (subject to \$25 late fee)
July 2	Fri.	Last Day for Individual Course Withdrawals for “8-Week Evening Session”
July 5	Mon.	College Closed – Independence Day Holiday
July 16	Fri.	Special Friday Make Up Day for “8-Week Evening Session”
July 22	Thurs.	Last Day of Classes for “Summer 8-Week Evening Session”
July 26	Mon.	Final Grades Due for “8-Week Evening Session”

10-WEEK EVENING SESSION

June 1	Tues.	First Day of Classes for “10-Week Evening Session”
June 2	Wed.	Late Payment Period for “10-Week Evening Session” (subject to \$25 late fee)
July 5	Mon.	College Closed – Independence Day Holiday
July 15	Thurs.	Last day for Individual Course Withdrawal for “10-Week Evening Session”
July 30	Fri.	Special Friday Make Up Day for “10-Week Evening Session”
Aug. 6	Fri.	Last Day of Classes for “10-Week Evening Session”
Aug 9	Mon.	Final Grades Due for “10-Week Evening Session”

Fulton-Montgomery Community College is a College of the State University of New York and provides college level education to students from a variety of educational backgrounds. Admission to Fulton-Montgomery Community College is determined without regard to age, race, color, sex, religion, national origin, disability or sexual orientation of the applicant.

Fulton-Montgomery Community College's Office of Admission offers prospective students with support throughout the admission process. The Admissions Office is responsible for providing initial, relevant information about academic opportunities at the College. Students interested in pursuing academic studies may contact the office to receive applications for admission, degree program information, or meet with an Admissions representative to discuss academic goals.

### **General Admission Requirements**

Admission to Fulton-Montgomery Community College's degree and certificate programs, with the exception of the General Education Certificate (0985), is open to any individual who has met one of the following criteria:

- Possession of a High School Diploma from an accredited school as evidenced by an official high school transcript showing the graduation date.
- General Equivalency Diploma (GED). A copy of the GED diploma and/or transcript will be acceptable for admission.
- A letter from the Superintendent of Schools documenting equivalency of instruction to a high school program. This refers to home-schooled students. Please refer to section below titled "Home Schooled Students".
- Possession of a previous college degree as evidenced by an official college transcript from a regionally accredited college or university or any institution in NYS authorized by the Board of Regents to confer degrees.
- Completion of 24 semester hours of college course work consisting of six (6) credits in English/ Language Arts, three (3) credits in Mathematics, three (3) credits in Natural Sciences, three (3) credits in Social Sciences, three (3) credits in Humanities, and six (6) credits in courses within a registered program of study. Submission of an official college transcript will be acceptable.
- Successful completion with passing scores as defined by the Commissioner of Education of the following five Regents examinations or approved alternative assessments for these examinations: the Regents Comprehensive Examination in English, the Regents Examination in Mathematics, the Regents Examination in United States History and Government, a Regents Examination in Science, and the Regents Examination in Global History and Geography.

Applicants who have not obtained a high school diploma, a General Equivalency Diploma, or who have not met one of the above stated criteria may be admitted in our General Education Certificate Program (0985). See “Non-High School Graduates” section for further details.

Applicants for admission must select a desired degree or certificate program of study. Students who are uncertain of which degree or certificate to pursue may meet with an academic advisor to discuss options.

Applicants must complete a COMPASS (computerized assessment) placement test prior to scheduling classes to determine course placement. Transfer students who have met certain academic criteria may receive a waiver for the COMPASS test, based on prior course work at the college level.

Applicants are not required to submit SAT or ACT scores for admission.

### **Home Schooled Students**

Home-schooled students are welcome to apply for admission to FM. Proof of high school completion or equivalency may come in the following forms:

- Official transcript from an accredited home school institution.
- Letter from the Superintendent of Schools stating that the student’s home school program is substantially equivalent to a four-year high school program pursuant to the requirements of Section 100.10 of the Regulations of the Commissioner of Education.

If a home-schooled student has not met the above stated criteria, he or she may be considered for admission to study in the General Education Certificate program (0985), if his/her high school class has graduated. Students in this situation will be required to take the Ability to Benefit (ATB) examination to be considered for financial aid.

### **Early Admission Program**

Fulton-Montgomery Community College offers high school seniors an option to study at the College on a part-time or full-time basis as an Early Admit student. This program allows qualified seniors the opportunity to fulfill high school graduation requirements through completed college credit. The College has an Early Admission Office on campus and an Early Admission Liaison, who acts as the student’s academic advisor, as well as the liaison between the College and the participating high school.

The available options for this program are as follows:

- Seniors in the top half of their high school class who are recommended by their guidance counselor or high school principal may study in this program.
- Seniors, who are not in the top half of their class and who are recommended by their guidance counselor or principal, may apply for the Early Admit Exploratory program at the College, taking courses which have no effect upon high school graduation requirements.

- Early Admit Students may enroll for full-time or part-time study. Early Admit Students may take all classes at FM or enroll for courses at their high school as well as FM.

**The application process is as follows:**

1. High School Juniors complete the Early Admission Program Application for Admission and submit it to their guidance counselor. The application is available in high school guidance offices.
2. The guidance counselor completes the application and provides the College with an official high school transcript.
3. The Admissions Office acts on the application and sends a decision letter to the student.

Full-time (12 or more credits) may apply for financial aid by completing the FAFSA. Early Admit Students are eligible for TAP (Tuition Assistance Program) only.

**Concurrent Enrollment Program (CEP): College in the High School**

The Concurrent Enrollment Program (CEP), sometimes referred to as the College in the High School Program, consists of college level courses taught to qualified high school students at off-campus locations, typically at area high schools. Please contact your high school guidance counselor for admission criteria. Please refer to Page 62 for program specifics.

**Non-High School Graduates – General Education Certificate Program**

Fulton-Montgomery Community College has developed a program of study for the student whose high school class has graduated, and does not possess a high school diploma or General Equivalency Diploma (GED). Students meeting this criteria can apply to attend the College in the General Education Certificate Program (0985).

Consisting of 28 credit hours of study, the student will work closely with an academic advisor in an effort to complete the specific college credits required to apply for the GED through the FMCC Registrar's Office. A nonrefundable \$10.00 processing fee must accompany all applications mailed to the High School Equivalency Program office. Candidates who meet all requirements and who have earned the required credits (as certified by the registrar of the institution where the credits were earned) will receive a diploma and an official transcript certifying that they were awarded the New York State High School Equivalency Diploma Based on Earned College Credit. These credits, once earned, and once the GED has been granted, may then be applied to a degree or certificate program.

Students who wish to enter this program of study must take an Ability to Benefit (ATB) examination to determine if, in the judgment of the College, the student has a reasonable chance of succeeding in college-level coursework. Successful completion of the Ability to Benefit examination will also determine if the applicant will be eligible to receive state-funded financial aid.

The General Education Certificate (0985) program is not eligible for Federal Financial Aid including, but not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, Federal Work-Study, Federal Student Loan Program and Federal Veteran Educational benefits. For more information contact the Financial Aid Office at 518-736-5301.

Students who have or will be graduating with an Individual Education Plan (IEP) diploma must apply to the General Education Certificate Program.

### **International Student Admission**

Students wishing to study at the College who are not citizens of the United States and who will study under a non-immigrant F-1 Student Visa is considered an International Student. Students who enter the College demonstrating sufficient English language skills may enroll directly in degree courses, or, dual admission may be granted for the Intensive English Language program and degree program which will be contingent upon completion of the Language program. A single admission status may also be granted for the Intensive English Language program.

Applicants should contact the Director of International Students and ESL programs for detailed information and application forms.

### **English for Speakers of Other Languages**

The College offers a non-credit bearing Intensive English Language program for students whose native language is not English. This program is open to non-immigrants, refugees, and permanent residents intending to continue their studies.

### **Educational Opportunity Program (EOP)**

The College's Educational Opportunity Program (EOP) for New York State residents is an academic and financial aid program which helps capable students go to college, if they show promise for mastering college-level work. Offered to full-time students only, EOP accepts both graduating seniors and adult learners in their freshman year who qualify academically and financially for the program.

In addition, transfer students may be considered for admission if they were enrolled in EOP, HEOP (Higher Educational Opportunity Program), SEEK (Search for Education, Elevation and Knowledge), or a similar academic and financial support program at their previous college(s).

To qualify for EOP a student must be a resident of New York State with a high school diploma or its equivalent. To be considered academically disadvantaged, students must meet any one of the following criteria:

1. Be in the lower one-half of their class;
2. Score below 50 on either of the PSAT exams;
3. Score below 500 on either of the SAT exams;
4. Have a high school average (at the end of the junior year) less than 75, or
5. Possess a General Equivalency Diploma (GED).

Applicants must also file a Free Application for Federal Student Aid (FAFSA) and a NYS Tuition Assistance Program (TAP) form so that financial eligibility and need can be determined. Completed applications (both admissions and financial aid) must be on file in the Financial Aid Office by June 1 in order to receive priority for admission to this program. Students must supply their family's latest income tax statements and other financial documentation to verify eligibility for EOP.



## **Application for Admission – Policies and Procedures**

Students considering Fulton-Montgomery Community College may contact the Office of Admission at (518) 736-5300 to obtain an application and admission information. Applications for admission are accepted on a continuous basis and should be received by the office prior to the start of classes. Students who have previously applied or attended Fulton-Montgomery Community College should contact the Admissions Office directly for specific directions on completing the re-admission process. The process for applying is as follows:

1. All applicants must submit a completed Fulton-Montgomery Community College Application for Admission. Applications and college literature are available from the Admissions Office, at area high school guidance offices, community agencies and online at [www.fmcc.suny.edu](http://www.fmcc.suny.edu).
2. Applicants must submit an official, final high school transcript, with proof of graduation, to the Admissions Office prior to the start of the semester.
3. Applicants who possess a General Equivalency Diploma (GED), must submit a copy of the diploma and score report prior to the start of the semester.
4. Transfer students, if they wish to transfer in college credits earned from other institutions, must submit official college transcripts directly to the Office of the Registrar.

The student will be notified of acceptance to the College through written correspondence. An official acceptance will be conditional upon successful submission of the above-required documents.

Nursing (0622) and Radiologic Technology (0628) require a separate application for admission. Applications may be obtained through the Admissions office. Please refer to the program descriptions and qualifications in this catalog for further admission criteria to these competitive admission programs.

Felony Conviction and Academic Dismissal information is requested and required on the application for admission. If the applicant indicates the affirmative answer on either of these questions, he/she will be subject to a review process. Fulton-Montgomery Community College complies with the State University of New York Admission Policy for Ex-offenders. Failure to disclose a felony conviction prior to or after admission may result in expulsion from the College. Failure to disclose a disciplinary dismissal may also result in expulsion from the College.

## **Transfer Admission and Advanced Placement**

Applicants for admission who would like to have their previous college work evaluated for transfer credit must request official transcripts from previously attended colleges be sent directly to the Registrar's Office. Students who have earned college credits in high school through concurrent enrollment programs such as Project Advance or University in the High School must submit an official transcript from the sponsoring college or university to receive credit. Courses to be considered for transfer must carry a grade of "C" or better from an accredited college listed in the Higher Education Directory, published by Higher Education Publications, Inc. Students seeking college credit for satisfactory performance on Advanced Placement Examinations should have score reports sent directly from the testing agency to the Registrar's Office for evaluation. A score of 3 or better is required to receive Advanced Placement credit. No more than 50% of a degree or certificate requirement can be fulfilled through transfer credit or advanced placement credit and only courses applicable toward a degree or certificate will be accepted.

Students seeking transfer credit from colleges or universities outside the United States should utilize a fee-based credentialing service that evaluates foreign transcripts and provides a transcript evaluation that can be used by FM for potential credit evaluation. Contact the Registrar's Office for the name and address of a recommended credentialing service.

College credit may also be awarded for the successful completion of proficiency examinations, for experiential learning, certain relevant military training, and for qualified learning through career and technical programs at secondary schools and/or New York State Career and Technical Centers. Please refer to Methods of Earning Credit in the Academic Policies section of this catalog for additional details.

To earn a degree from Fulton-Montgomery Community College (except under special circumstances) a minimum of 50% of the degree requirements must be completed at FM.

### **Nursing Admission**

Students interested in the Nursing Program (0622) must complete the general application for admission and a supplemental nursing application. Accepted applicants must provide documentation of a current American Heart Association CPR certification and a completed health form prior to the beginning of the first semester. The Nursing program is a competitive admission program, and is limited to those students who have successfully completed the prerequisites prescribed for the program. Refer to the catalog program description for further detail.

Students who are readmitted should complete all requirements within a four-year period.

### **Radiologic Technology Admission**

Students interested in the Radiologic Technology Program (0628) must complete the general application for admission and a supplemental Radiologic Technology application. Accepted applicants must provide documentation of a current American Heart Association CPR certification and a completed health form prior to the beginning of the first semester. The Radiologic Technology program is a competitive admission program and is limited to those students who have successfully completed the prerequisites prescribed for the program. Any prior healthcare experience will be utilized in the admissions process. Refer to the catalog description for further detail.

To qualify for the next sequential radiology course, the student must earn a grade of "C" or higher in all radiology courses, pass the clinical portion, and earn a grade of "C" or higher in Anatomy & Physiology I & II (BI181 and BI182).

Students who are readmitted should complete all requirements within a four-year period.

## **Student Code of Conduct**

The laws of the local community are enforced on the campus by the safety and security office and area law enforcement officials. Conduct that constitutes violation of law is punishable by the courts and the College reserves the right to take action as well. Should the administration judge that the continued presence of a student constitutes a danger for the College community, that student may be suspended or dismissed. Suspension and dismissal may also be imposed for serious breaches of academic discipline such as cheating, dishonesty, malicious abuse or damage. Consult the Student Handbook for a description of standards of conduct expected of students and disciplinary procedures.

## **Campus Tours**

Campus Tours are offered Monday - Friday. Students interested in tours are encouraged to call the Admissions Office to reserve a time. Group tours are also offered and can be coordinated through the Admissions Office as well. Call (518) 736-5300 to reserve a tour for yourself or for your group.

## **Campus View Student Housing**

Campus View Student Housing, a 144-bed complex, is located adjacent to the campus and is an all suite facility, four students per suite. Each suite has a large living/dining room, two bedrooms and a bathroom. The suite is furnished with a sofa, two chairs, coffee table and kitchen table. The bedrooms are furnished with beds, dressers and student desks. Campus View is a safe place to live. A full-time Residential Life Manager is on staff to address any issues that may arise. Each floor is assigned a Resident Assistant (RA) to oversee student activities and assist students as needed. Security personnel are on site as well. All first-year, full-time students who reside outside a commutable distance from the college are required to live at Campus View Student Housing for their freshman year. Campus View residents also have a meal plan. All residents must participate in the meal plan. Contact the Admissions Office at (518) 736-5300 or email us at [geninfo@fmcc.suny.edu](mailto:geninfo@fmcc.suny.edu), if you have any questions or to schedule a tour of Campus View Student Housing.

## **Glossary of Terms**

This catalog provides our students with a resource of information pertaining to the program requirements and College policies and procedures about academic and student services the College offers. This section identifies and defines college terms that will help students gain a full understanding of the information within our catalog.

**Academic Dismissal.** A student who does not meet Satisfactory Academic Progress will be dismissed from the College. Academic Dismissal will result in the loss of matriculated status.

**Academic Probation.** Students on Academic Dismissal may apply for Academic Probation if they have extenuating circumstances or have taken one or more years off from college. Students on Academic Probation may be required to attend tutoring or counseling sessions to improve academic performance.

**Articulation Agreement.** A formal agreement between Fulton-Montgomery Community College and a baccalaureate degree granting institution. These agreements are established for specific academic programs and depending on the transfer institution, may assure transfer with junior standing upon completion of the appropriate coursework and achievement of a minimum grade average.

**Attendance.** Students are expected to be present and on time for all scheduled classes and laboratories. In cases where a student is tardy or absent, the student is responsible for materials or assignments presented in his/her absence. The degree to which attendance affects a student's final grade will be determined by the individual instructor and stated in the course syllabus.

**Associate Degree.** A title conferred on a student signifying completion of a two-year program comprised of program defined credit hours.

**Bookstore.** Located in the Lower Level of the College Union building, the bookstore provides a place where textbooks, school supplies, clothing, snacks and FM gear may be purchased.

**Bursar's Office.** The Bursar's Office is responsible for the invoicing and subsequent collection of tuition, fees, and other related college charges. The Office is also responsible for the disbursement of State and Federal financial aid as governed by the appropriate regulation. In addition, the Office issues student refunds, collects Certificates of Residence, and partners with the bookstore to allow students to charge books using the student's actual financial aid award. In addition, the Bursar's Office is responsible for the collection of monies owed by financially-delinquent students and works with an outside collection agency to provide arrangements for these collections.

**Certificate.** A document issued to a student signifying completion of a specific series of skill courses.

**Certificate of Residence Form.** Form used to verify that a student is an In-State resident, eligible for in-state tuition rate. The student is required by New York State Education Law-6305, to submit a valid Certificate of Residence form each academic year, from their home county. Fulton/Montgomery County residents can complete and have it notarized at the Bursar's Office, located in the Administration Bldg (A-107).

**Change of Major.** The process of changing a student's matriculation in one program to a different program. A student should initiate the change by contacting his/her current academic advisor, located in the Student Development Center.

**College Union.** The campus building which houses the college bookstore, student lounges, the cafeteria, student activities office, student government office, and continuing education office. Many programs and activities meet in the college union.

**Common Hours.** Times during the week when no classes are held. These hours are used for student activities, and for SGA, faculty, committee and club meetings. At FM, common hours are Monday, Wednesday, and Friday from 12:00 p.m. – 1:00 p.m. In the fall semester, there is a common hour every Thursday, from 12:30 p.m. – 2:00 p.m. and in the spring semester, every Tuesday, from 12:30 p.m. – 2:00 p.m.

**Continuing Education.** The Continuing Education Office is designed to offer students a viable and flexible non-credit alternative to the traditional full-time college degree. Contact the Continuing Education Office for details and offerings.

**Course Description.** Located in the back of the catalog, the course description tells the student what is taught in the course, and identifies any prerequisites for the course.

**Course Load.** The number of courses or credit hours taken in a given semester.

**Course Withdrawal.** If a student is unable to complete a course, for whatever reason, the student must withdraw from the course within the published date guidelines or risk receiving a grade of “F” for the course.

**Credit Hours.** The number of credits associated with a course; sometimes, but not always equal to clock hours spent in class. Sometimes referred to as semester hours.

**Drop/Add.** The procedure utilized when a student decides to change his/her schedule, after the initial registration, by dropping or adding a course without academic penalty.

**Elective Course.** A major requirement which a student may choose to take from a number of possible courses, as distinguished from specific required courses.

**Financial Aid.** Grants, loans, and scholarships available to assist students with paying the costs of attending college. Students must be matriculated and in good academic standing to receive financial aid.

**Full-time Student.** A student enrolled for 12 or more credit hours per semester.

**General Education Coursework.** Courses which represent the common areas of knowledge and skills that pertain to educated persons and those which offer a coherent and broadly comprehensive academic foundation.

**Good Academic Standing.** The status of a student who has met or exceeded the requirements specified in the Academic Standards. A student must be in good academic standing to be eligible for financial aid, intercollegiate athletics, and other campus activities.

**In-State Resident.** A legal resident of New York State for a minimum of one calendar year. Student must submit a valid Certificate of Residence form, from their home county, each academic year in order to receive in-state tuition rate.

**Major.** A set of courses which awards a certificate or associate degree with the purpose of preparing a student to enter the work world immediately or to transfer to a degree program at another college.

**Matriculated Student.** A matriculated student has been accepted for admission to the College, has registered in a major and is pursuing courses toward a degree or certificate. Students must maintain good academic standing to keep their matriculated status.

**Mid-Term Grades.** Mid-term grades are indicators of a student’s progress. Mid-term grades are not recorded on official transcripts.

**Non-Matriculated Student.** A non-matriculated student is one who has not yet been accepted for admission to the College, has lost matriculated status by not enrolling in coursework for one term, or has been academically dismissed. Courses taken by a non-matriculated student may later count toward a degree, however, the student will not be eligible for financial aid.

**Notice of Admission.** Upon applying to FM, students will be notified in writing of their admission to the College. Notice of Admission to the College does not guarantee admission to programs requiring a separate application for competitive admission.

**Out-of-State Resident.** Legal Resident of a state other than New York. Student pays out-of-state tuition rate.

**Part-time Student.** A student enrolled for fewer than 12 credit hours per semester.

**Prerequisite Course.** A course that a student must successfully complete before enrollment in a particular subsequent course.

**Registered Student.** A registered student is one who has scheduled classes.

**Registrar's Office.** The Registrar's Office, located in the Administration Building, room A-109, maintains the official academic record of each student. The Office is responsible for: the clearance of all students for course registration; registration of part-time, self-advised students for credit-bearing courses; collection of grades from instructors and recording them on student transcripts; collection of immunization records; issuance of academic transcripts and immunization records upon student request; coordination of the evaluation and recording of transfer credit from documents issued by other institutions; review of student credentials for graduation; certifying student enrollment; and processing changes of name or address.

**Satisfactory Academic Progress (SAP).** The status of a student who has met or exceeds both the qualitative and quantitative measurements of academic progress according to the Academic Standards. A student must meet the Satisfactory Academic Progress requirements to be eligible for financial aid.

**Student Development Center.** The Student Development Center is located near the classroom building and houses the career center and academic advisement offices.

**Total Withdrawal.** The procedure whereby a student may withdraw from all coursework. The withdrawal process must be started at the Student Development Center and finalized through the Provost and Vice President for Academic Affairs. A student who withdraws and then desires to return in a subsequent semester must reapply to the College.

**Transcript.** A student's official academic record maintained by the Registrar's Office. It shows all academic work attempted and grades earned, as well as transfer credits accepted from other schools.

**Transfer Credit.** Credit from coursework taken at a previous institution which is accepted toward a degree requirement at Fulton-Montgomery Community College. Transfer credit is not used in computing the student's grade point average at FM.



All tuition and fees must be paid in full by the due date listed on the Tuition and Fees Invoice. All students claiming New York State residency must submit a Certificate of Residence to the Bursar's Office by the due date listed on the Tuition and Fees Invoice. The Bursar's Office is located in the Administrative Building, Room A-107. You can reach this office by calling (518) 762-4651 (Extensions 8602, 8603, 8604).

Accounts not paid by the due date listed on the Tuition and Fees Invoice will be considered delinquent and will be subject to late fees. Unpaid accounts will be referred to a collection agency, incurring additional collection costs. Continued attendance in class will not be allowed.

Upon each student's registration, class space is reserved for that student, and that student incurs a financial obligation. Students deciding not to attend must officially withdraw through the Student Development Center. Refunds will be issued in accordance with the SUNY Uniform Tuition Refund Policy.

### Payment Procedure

Payments are made in the Bursar's Office, A107, located in the Administration Building, by one or more of the following methods:

- Cash
- Check, traveler's check or money order made payable to FMCC.
- Master Card, Visa or Discover – you may pay by phone at (518) 762-4651, Ext. 8602, 8603 or 8604. This is a great way to avoid waiting in line at the Bursar's Office!
- Tuition Pay – Enrollment forms are included with the tuition and fees invoices and are available in the Bursar's Office.
- Financial Aid – Only accepted aid (e.g. TAP, PELL, SEOG, Stafford Loan, "Outside Scholarships") can be credited to your bill, i.e., aid for which the signed Financial Aid Acceptance Letter has been returned to the Financial Aid Office. Students are responsible for all tuition and fees not covered by accepted aid.
- Employer Sponsored Programs or other third party sponsorships.\* A letter from the sponsor detailing the charges to be covered is required.

**\*PLEASE NOTE:**

***Employee Reimbursement programs require that students pay FM by the payment due date. The student will then request reimbursement from their employer by submitting proof of satisfactory academic achievement (as determined by the employer) at the end of the semester.***

### Certificate of Residence

A Certificate of Residence is required from each student maintaining permanent residence in New York State for a full year or more immediately preceding registration. Those not qualified for the New York State resident tuition rate are charged tuition at the non-resident rate, which is double the resident rate. Those failing to submit a Certificate of Residence are also charged tuition at the non-resident rate. A **new** Certificate of Residence is required for each academic year. The academic year runs from fall through summer. Certificate of Residence applications are available in the Bursar's Office. Each certificate must be notarized in accordance with the instructions included on the certificate.

Students residing in Fulton or Montgomery County may bring their completed Certificate of Residence applications, along with proof of residence, to the Bursar’s Office for notarization.

New York State residents residing outside of Fulton and Montgomery Counties will obtain their Certificates of Residence from their County Treasurer in accordance with the instructions listed on the Certificate of Residence application.

### College Withdrawal

Registered students not planning to attend must officially withdraw from the college (for Withdrawal Procedures, refer to page 62) through the Student Development Center, N107. Refunds and /or tuition and fee reductions will be made in accordance with the SUNY Uniform Tuition Refund Policy based on the effective date of withdrawal.

**A Student who officially withdraws shall be liable for payment of tuition and refundable fees in accordance with the following schedule:**

<b>Schedule for Student Tuition Liability</b>			
<b>Liability for Semester (9-15 weeks in length)</b>			
Student Tuition Liability		Student Tuition Refund	
Prior to the first day	0%	100%	Tuition & Fees
During 1st week	25%	75%	Tuition Only
During 2nd week	50%	50%	Tuition Only
During 3rd week	75%	25%	Tuition Only
After 3rd week	100%	0%	Refund due student
<b>Liability for 8 Week Term or Less (8 weeks or less in length)</b>			
Student Tuition Liability		Student Tuition Refund	
Prior to the first day	0%	100%	Tuition & Fees
During 1st week	75%	25%	Tuition Only
During 2nd week	100%	0%	Refund due student
During 3rd week	100%	0%	Refund due student
After 3rd week	100%	0%	Refund due student

Student initiated schedule changes processed prior to the start of the semester are not assessed an add/drop fee. However, **schedule changes made during the first week of the semester will be assessed an \$8.00 add/drop fee.** Students dropping part of their course load (prior to the start of the semester and during the first week only) will be refunded any tuition and/or fees associated with the courses dropped. Schedule changes are initiated in the Student Development Center, N107. (For Add/Drop Procedures, refer to page 61)





### Course Withdrawal

After the first week of the semester, a student may withdraw from a course through the Student Development Center, N107. **There will be no adjustment in tuition and/or fees.** A grade of “W” will be issued. (For Course Withdraw Procedures, refer to page 62)

### Return of Title IV Funds

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing Federal funds when a student withdraws from college. The amount of Title IV assistance earned is based on the amount of time a student spends in academic attendance. A federal aid recipient who completely withdraws from all classes before completing more than 60% of the semester will have his/her federal aid recalculated to determine what portion of the aid was earned and what portion must be returned. If a student withdraws before the 60% point they are considered to have not earned all of their federal aid.

The procedure for the return of Title IV Funds is as follows:

1. The student submits the withdrawal paperwork.
2. The College will determine the amount of aid that was earned by the student.
3. The College will compare the amount of aid earned to the amount of aid disbursed.
4. The College will notify the student of the College’s responsibility and of the student’s responsibility for returning unearned funds.
5. The College will distribute the unearned funds back to the Title IV programs in the following order:
  - a. Unsubsidized Federal Stafford Loan
  - b. Subsidized Federal Stafford Loan
  - c. Federal Parent Loan for Undergraduate Students
  - d. Federal Pell Grant
  - e. Federal Supplemental Educational Opportunity Grant

There will not be an adjustment made to tuition and fees that the student will be charged for the semester. The Federal policy bases its concept on the idea that the student “earns” his/her federal aid as the semester progresses. If a student withdraws after the 60% point in the semester the student is considered to have “earned” all of their federal aid.

The policy for students who have stopped attending classes **but** who have not officially withdrawn from the college is as follows:

1. At the end of each semester a Last Date of Attendance will be determined. The last date of attendance will be determined in one of two ways (1) the midpoint of the semester if you withdraw without notifying the College or (2) your last date of attendance at an academically related activity as documented by the College.
2. The withdrawal procedures will be based on that determined date.
3. Return of Title IV procedures will be implemented as outlined above.

**TUITION AND FEE SCHEDULE  
PROPOSED CHARGES PER SEMESTER 2009-2010**

\*Tuition and Fees are subject to change\*

<u>Tuition</u>	<u>Full-Time</u>	<u>Part -Time</u>
NYS Resident with a valid Certificate of Residence on file	\$1,597.00	\$133.00/Credit
NYS Resident without a valid Certificate of Residence on file	\$3,194.00	\$266.00/Credit
Out-of-State Resident	\$3,194.00	\$266.00/Credit
Fees:		
Student Activity Fee	\$82.00	\$5.00/Credit
Student Accident and Sickness Insurance (Mandatory - 7 Credits or More)	\$50.00	
Automobile Permit Fee		\$5.00 Fall/Winter Semesters \$5.00 Spring/Summer Semesters
Lab Fee (per Lab)*		\$20.00/30.00/40.00
Late Registration/Payment	\$25.00	
Extended Payment (late fee plus \$50)	\$75.00	
Transcripts (academic and immunization)	\$5.00	
Graduation Fee (final semester only)	\$50.00	
Experiential Learning Fee	\$35.00/CR	
Technology Fee**9 or more credits	\$135.00	
**8 credits or fewer	\$80.00	
Add-Drop Fee (student-initiated only)	\$8.00	
Student ID Replacement Fee	\$10.00	
Nursing Testing/Remediation Fee (per semester)	\$100.00	

\*Laboratory Fees - Lab fees are assessed for courses that offer various types of labs, special equipment and/or support services. This includes traditional lab arrangements associated with science and technology courses as well as the computer labs and peer tutor program which the College makes available as support to many courses in the Business, Technology and Liberal Arts areas.

\*\*Technology Fees - The Technology Fee supports development, implementation and access to campus wide facilities and services.

Financial aid is available to qualified students at Fulton-Montgomery Community College. Financial aid is considered any grant, scholarship, loan, or employment opportunity with the purpose of assisting students with educationally related expenses. Financial aid at Fulton-Montgomery Community College is awarded on the basis of student need and the availability of funds. Funds are limited so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible. Completed applications (both Admissions and Financial Aid) must be on file by July 1 in order to receive priority funding.

Financial aid funding comes primarily from four sources, the Federal government, State government, colleges and universities, and private organizations. Descriptions of the aid programs, eligibility requirements, application procedures, and award amounts are summarized on the following pages.

Students wishing to be considered for assistance from aid programs administered by Fulton-Montgomery Community College must complete a Free Application for Federal Student Aid (FAFSA School Code 002867) annually. The FAFSA may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). New York State residents who complete their FAFSA online will also have the opportunity to complete their Express TAP Application (ETA) online in the same session (to apply for a TAP award).

### **Estimated Cost of Attendance for Fall 2008 & Spring 2009**

<b>Full Time Students</b>	<b>Not Residing at Home</b>	<b>Residing at Home</b>
Tuition & Fees	\$3468	\$3468
Room & Board	\$8290	\$4145
Books & Supplies	\$ 900	\$ 900
Personal Expenses	\$ 1600	\$ 1600
Transportation	<u>\$ 1600</u>	<u>\$ 1600</u>
Est. Total for year	\$15,858	\$11,713

### **Federal Programs**

#### **Federal Pell Grant**

The Federal Pell Grant is awarded to eligible full and part-time undergraduate students. The amount of the award is determined by the student's financial need. The Federal Pell Grant may be used for any college related expenses and, as a grant, does not have to be repaid (unless the student stops attending classes and it is determined that the student has been overpaid).

**Application Procedures:** Complete the Free Application for Federal Student Aid (FAFSA) annually and submit the application for processing. After the application has been processed, the student will receive a Student Aid Report (SAR). Based on the SAR information, the Financial Aid Office will determine the student's eligibility for Federal student aid. Once the award is determined, the Federal Pell Grant will be credited to the student's account and will be disbursed according to the College's disbursement policy.

**Selection of Recipients and Allocation of Awards:** In order to be eligible for a Federal Pell Grant, the student must be matriculated in an eligible degree program, in good academic standing, and making satisfactory academic progress.

Financial need is determined by the information provided on the student's FAFSA. A formula developed by the U.S. Department of Education and approved by Congress is applied to the application during processing. The formula calculates the student's Estimated Family Contribution (EFC) on which Pell eligibility is based.

**Award Schedule:** Federal Pell Grant awards for the 2009-2010 academic year range from \$976 to \$5,350. The amount of the award will be affected by the (EFC) Expected Family Contribution, student's cost of attendance and enrollment status.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received be used only for educational expenses. The student must continue to attend classes regularly.

Award refunds are paid by check and will be mailed to the student's local address.

### **Academic Competitiveness Grant (ACG)**

This federal grant is awarded to full-time or part-time undergraduate students who are US citizens pursuing an undergraduate degree. Students must have completed a rigorous secondary program of study in High School and have graduated after January 1, 2005 and have not previously enrolled in an undergraduate program. Second year recipients must have a grade point average of 3.0 or better to retain eligibility.

**Application Procedures:** Complete the Free Application for Federal Student Aid (FAFSA) annually and submit the application for processing. The College will determine your eligibility for the ACG award once your final high school transcript has been submitted to the College's Admissions Office.

**Selection of Recipients and Allocation of Awards:** To be eligible for the ACG award students must be Pell eligible, enrolled full-time or part-time, matriculated in a degree program or certificate program, not owe any refunds from a federal grant and not be defaulted on a student loan.

**Award Schedule:** Eligible students may receive an ACG award up to \$750 for the first academic year and up to \$1,300 for the second academic year.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received will be used only for educational expenses. The student must continue to attend classes regularly.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

This Federal grant is awarded to eligible full and part-time undergraduate students. The amount of the award is determined by the student's financial need, and by the amount of funding available to the College. SEOG may be used for any college-related expenses and, as a grant, does not have to be repaid (unless the student stops attending classes and it is determined that the student has been overpaid).

**Application Procedures:** Eligibility for SEOG is automatically determined for all students who complete the Free Application for Federal Student Aid (FAFSA).

**Selection of Recipients and Allocation of Awards:** To be eligible for SEOG, the student must: (1) be in exceptional financial need determined by the Expected Family Contribution (EFC) (2) be matriculated in an eligible degree program (3) not owe any refunds from the Federal Pell Grant or any other award program, and (4) the student must not be in default on any student loan.

**Award Schedule:** Awards range from \$100 to \$400, depending upon the student's financial need, the availability of SEOG funds at Fulton-Montgomery Community College, and the amount of any other financial aid.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received will be used only for educational expenses. The student must continue to attend classes regularly.

Award refunds are paid by check and will be mailed to the student's local address.

## **Federal Work-Study Programs (FWS)**

The Federal Work-Study Program is financed by federal funds. This program gives the student the opportunity to pay for part of his/her educational expenses by working a part-time job either on or off campus.

**Application Procedures:** Eligibility for FWS is determined by submitting a supplemental application the students can pick up in the Financial Aid Office after completion of the FAFSA.

**Selection of Recipients and Allocation of Awards:** In order for a student to be eligible for FWS, the student must be matriculated, enrolled at least half time in an eligible degree program and demonstrate financial need.

Financial need is determined by the information provided on the student's FAFSA. A formula developed by the U.S. Department of Education and approved by Congress is applied to the application during processing. The formula calculates the student's Estimated Family Contribution (EFC).

The college makes employment reasonably available to all eligible students. In the event that more students are eligible for FWS than there are funds available and/or positions available, preference is given to students on a first come first served basis.

**Award Schedule:** The Financial Aid Office will work with the student to arrange a job for up to nine hours per week during enrollment periods. Many factors including, but not limited to, financial need, the student's class schedule and academic progress are considered by the Financial Aid Office when determining the student's work schedule.

Students will be paid federal minimum wage in most cases and receive a paycheck every two weeks.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received will be used only for educational expenses. The student must continue to attend classes regularly.

### **Federal Stafford Loan Program**

Federal Stafford Loans are a way for the student to borrow money from a participating lender to pay for his/her educational expenses. Fulton-Montgomery Community College will use the student's Federal Stafford Loan to pay for school charges, and will disburse remaining money to the student for other educational expenses.

There are three types of Federal Student Loans:

- Federal Subsidized Stafford Loans - These loans are based on financial need. The Federal government will defer the interest on this type of loan while the student is in school.
- Federal Unsubsidized Stafford Loans - Eligible students may borrow this type of loan regardless of need. The students are responsible for all interest charged on these loans.
- Federal PLUS loans - Parents of eligible dependent students may borrow this loan to assist with their child's educational expenses. Repayment begins 60 days after the loan is fully disbursed.

**Application Procedures:** Eligibility for the Federal Subsidized and Unsubsidized Stafford loans is determined when a student submits a FAFSA Form to the Financial Aid Office at Fulton-Montgomery Community College. If the student chooses to borrow a loan, he/she will be required to sign an E-MPN (Electronic Master Promissory Note) as part of the application.

Additionally, the student must complete an entrance interview and an exit interview when the student graduates or stops attending the college. Loan applications must be submitted in a timely manner. Students should review the application for loan procedures and deadlines.

**Selection of Recipients and Allocation of Awards:** To be eligible for a Federal Stafford Loan, the student must: (1) be a U.S. citizen or permanent resident alien; (2) take at least six credit hours and be matriculated in an eligible degree program; and (3) not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan.

**Loan Schedule:** A first year undergraduate student (defined as under 29 credit hours earned) may borrow up to \$3,500 per year. Eligibility increases to \$4,500 for students defined as second year students (30+ earned credit hours). Student may borrow up to an aggregate limit of \$23,000 for their entire undergraduate degree. Federal unsubsidized eligibility is \$2,000 for the first two years for a dependent student and \$6,000 for an independent student. The interest rate is 6.8%.

**Repayment Terms:** Interest rates for the Federal Stafford Loan programs are variable, and recalculated each year. The fixed interest rate for a Federal Stafford Loan is 6.8 percent. The fixed interest rate for the Federal PLUS Loan is 8.5% percent. Additionally, all Federal Stafford Loan borrowers are charged an origination fee of 1.5 percent.

There are several different ways to repay a Federal Stafford Loan.

- A standard repayment plan has a fixed monthly repayment amount for a fixed period of time, usually ten years.
- An extended repayment plan has a lower fixed monthly payment amount, and loan repayment can be extended beyond the usual ten years.
- A graduated repayment plan usually begins with lower monthly payments, and payment amounts increase at specified times. Payments may be for the usual ten-year period, or they may be extended beyond ten years.
- An income-contingent repayment plan sets an annual repayment amount based on the borrower's income after leaving school. The loan is repaid over an extended period of time, not to exceed twenty-five years.

A servicing agency will be responsible for maintaining the student's loan account and repayments. It is the student's responsibility to maintain contact with that agency. The student will receive information at both the entrance and exit interviews.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy ). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received will be used only for educational expenses. The student must continue to attend classes regularly.

If the borrower is a first-time undergraduate student loan funds cannot be disbursed until 30 days after the first day of the student's program. Loan refunds are made by check and will be mailed to the student's local address.

### **Title IV Disbursement Policy Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)**

After tuition and other charges (such as bus passes, bookstore and daycare) due to Fulton-Montgomery Community College are deducted, the remaining financial aid will be refunded to the student. The college disburses these proceeds after the 60% mark of the semester. Refund checks are mailed to the student's local address.

### **U. S. Department of Veterans Affairs (VA) Educational Benefits**

Eligible veterans and their dependents are entitled to receive monthly educational benefits for full- or part-time study under the provision of several different veteran programs. They are as follows:

#### **TYPES**

Chapter 30 Montgomery G.I. Bill—Active Duty

Chapter 31 Vocational Rehabilitation

Chapter 32 Post-Vietnam Era Veterans' Educational Assistance Program

Chapter 33 Post-9/11 G.I. Bill

Chapter 35 Survivors' and Dependents' Educational Assistance Program

Chapter 1606 Montgomery G.I. Bill—Selected Reserves

Chapter 1607 Reserve Educational Assistance Program

Application Procedures: The U.S. Department of Veterans Affairs website describes the various VA education programs, eligibility, and benefit rates. Applicants may file an online application through the website: <http://gibill.va.gov>. Applicants will receive a Certificate of Eligibility that must be submitted to the college registrar/VA officer for certification of benefits.

Veteran Deferrals: Eligible veteran students receiving educational benefits may receive a tuition deferral at the Registrar's Office. Students who will be receiving benefits for the first time at Fulton-Montgomery Community College must submit a Certificate of Eligibility prior to receipt of a tuition deferral.

Students are advised to meet with the college Registrar/VA officer for additional information. Students who qualify for benefits under several programs should review their options carefully before choosing one particular program.

### **New York State Programs**

#### **Tuition Assistance Program (TAP)**

The New York State Higher Education Services Corporation (HESC) administers the TAP program. TAP is a grant and does not have to be repaid.



**Application Procedures:** Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and if the student is a New York State resident, they will be given access to a link to complete the Express TAP application on the Web. If the FAFSA is not processed online, and, if, on the FAFSA, the student indicates that he/she is a New York State resident and lists at least one New York State college or university in Step 6 of the FAFSA, the student's information will be forwarded to New York State Higher Education Services Corporation (NYSHESC). Once NYSHESC receives the record, they will send the student an Express TAP application, a Request for Information or a status letter and change form. The student should submit requested information directly to NYSHESC. HESC will determine the student's eligibility and will mail an award certificate.

**Selection of Recipients and Allocation of Awards:** To qualify, the student must: (1) be a New York State resident and a U.S. citizen or permanent resident alien; (2) be enrolled full time and matriculated in an approved New York State post-secondary institution; (3) meet income requirements (see the TAP application for details); (4) be charged a tuition of at least \$200 per year; and (5) be in compliance with the academic requirements.

\*Full-time status for New York State scholarships is determined by enrollment in 12 or more degree applicable credits per term. A repeated course in which a grade of "D" or better was previously earned is not counted toward the 12-hour full-time study requirement.

Undergraduate students may generally receive eight total TAP awards throughout their course of post-secondary study. New York State, however, has limited students to six term awards while enrolled in an Associate Degree program.

**Award Schedule:** The TAP award is scaled according to the student's level of study, tuition charge, and net taxable income.

### **Aid for Part-Time Study (APTS)**

APTS is a New York State grant program that provides funding if the student is attending college on a part-time basis (3-11 degree applicable credits per term). At Fulton-Montgomery Community College, this grant is awarded only to students who have a 3.0 cumulative grade point average from prior attendance. Applicants must achieve and maintain a 3.0 cumulative grade point average.

**Selection of Recipients and Allocation of Awards:** Awards will be made to dependent and independent students who meet the income limits set by NYSHESC (see the APTS application available in the Financial Aid Office for income guidelines.) Applications must be completed and submitted to the Financial Aid Office by the deadline indicated on the application. Applicants must be undergraduate New York State residents enrolled for 3 to 11 credits (Note: part-time status is determined by enrollment in no less than 3 degree applicable credits and no more than 11 credit hours. Repeated courses in which a grade of "D" or better was previously earned are not counted toward the part-time study requirement.)

After receiving one term of APTS, the student must maintain a 3.0 cumulative average. Additionally, the student is not eligible for APTS if he/she has used all terms of TAP eligibility.

**Award Schedule:** APTS awards at Fulton-Montgomery Community College range from \$100 to \$1,000. The Financial Aid Office determines awards.

**New York State Satisfactory Academic Progress:**

New York State academic standards require that a student complete a certain number of credits each term an award is received, accrue degree credit at specified levels, and maintain a certain grade point average. The specific requirements, however, are based on the number of state awards received, no matter at what institution, as outlined in the chart below. An Aid for Part-time Study or part-time summer TAP award counts as one-half of a TAP award.

**New York State Academic Programs Requirements\***

After this award	1	2	3	4	5	6
This many degree credits must be accrued.	3	9	18	30	45	60
This grade point average must be attained	0.5	0.75	1.30	2.0	2.0	2.0
In the term this many hours must be completed	6	6	9	9	12	12

\* Academic requirements are continually reviewed by the state and federal governments and are subject to change.

If a student fails to meet the academic standing requirements outlined above due to extenuating circumstances, New York State allows the College to consider a request for a waiver of the requirements. The student’s situation must be viewed as an exceptional and extraordinary case, meaning, the circumstances preventing the student from meeting the requirements were highly unusual and most probably out of the student’s control. The student must be an otherwise serious and successful student. A waiver of the state requirements may only be granted once in a student’s educational career. If a student feels his/her situation warrants use of this one-time only waiver, the appeal process is begun in the Financial Aid Office.

In 1996, New York State legislation changed the required grade point average to a “C”, or 2.0, at the end of the fourth term in which the student receives State aid. If a student does not meet this requirement due to circumstances that can be demonstrated to have affected the student’s ability to achieve a “C” average at the end of a particular term, the student may request a waiver. Requests for waiver of this requirement are separate from the Waiver of Good Academic Standing Requirements and should be made directly to the Financial Aid Office.

**Remedial Courses:** In determining financial aid eligibility, the credit hour equivalent of remedial courses is counted toward enrollment status if the student is required to take the courses based on placement test results. For TAP purposes, a first-time TAP recipient must be enrolled in at least 3 credit hours per term that pertain to their degree program. Students who have received TAP previously must be enrolled in 6 credit hours per term that apply to their degree program.

**Repeat Courses** in which a grade of “D” (“C”, if that is the course’s passing grade) or better was previously earned do not count toward a student’s enrollment status for New York State scholarships. All attempts of any course will count toward the calculation of credits for the 150% Rule.

## **Educational Opportunity Program (EOP)**

**Application Procedures:** Students who want to apply for the Educational Opportunity Program (EOP) MUST complete the State University of New York Admissions Application or the Fulton-Montgomery Community College Free Admissions Application (indicating that the student wants to be considered as an EOP applicant), provide proof of high school graduation or General Equivalency Diploma (GED), complete the Free Application for Federal Student Aid (FAFSA), and provide supporting financial documentation. The deadline for completion of these records is June 1 in order to receive priority for EOP selection.

**Selection of Recipients and Allocation of Awards:** An applicant must be: (1) a New York State resident; (2) academically disadvantaged according to definitions of the State University; and (3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget. Selection of eligible applicants is conducted by the Financial Aid/EOP Office.

Once selected, EOP students may continue in the program for a total of six semesters at a two-year institution. EOP students can transfer to four year institutions and maintain eligibility for EOP funding.

**Award Schedule:** The amount of financial assistance and other support provided to EOP participants is dependent on financial needs determined by federal and state guidelines.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations. A statement of the College's Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid/EOP Office. Each recipient must also apply for TAP, Federal Pell and other financial aid every year.

## **New York State Scholarship Programs**

New York State offers several scholarships to students with specific criteria. Listed are several scholarship opportunities available to New York State students. Please refer to New York State Higher Education Services Corporation's website ([www.hesc.org](http://www.hesc.org)) for details.

New York State World Trade Center Memorial Scholarship  
Awards for Children of Veterans  
Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers, and Emergency Service Workers  
Persian Gulf Veterans Tuition Awards  
Vietnam Veterans Tuition Awards  
New York State Aid to Native Americans  
New York State Volunteer Recruitment Service Scholarship

## **Policies Affecting Financial Aid Eligibility**

**Return of Title IV Aid:** Under the Higher Education Amendments of 1998, Federal student aid (Pell, SEOG, and Federal Student Loans) must be recalculated for students who withdraw from or stop attending all of their courses before completing at least 60% of the term. This calculation is required under the Return of Title IV Aid regulation. Class attendance is monitored throughout each term.

**Official Withdrawals:** If a student officially withdraws from all of his courses before completing at least 60% of the term, his federal financial aid will be recalculated based on the student's withdrawal date. The student's recalculated aid will be based on the percentage of time he completed in the term. The percentage of financial aid eligibility will be directly related to the percentage of the term completed.

**Unofficial Withdrawals:** If a student does not formally withdraw from all of his courses but he stops attending his courses before completing at least 60% of the term, the student is considered unofficially withdrawn from the College and the aid will be recalculated under the Return of Title IV Aid regulation. In the case of an unofficial withdrawal, the effective date of withdrawal will be the last date of documented attendance.

If a student officially or unofficially withdraws after the end of the college's refund period, the student is liable for all of his or her tuition and fees, even if the student's financial aid is decreased. If the student's financial aid previously covered his or her bill, but no longer covers it after the Return of Title IV Aid calculation, the student will be expected to pay his or her outstanding tuition and fees. Further, if the student receives a disbursement of financial aid, and the Return of Title IV Aid calculation shows that the student was not entitled to the funds, the student will be billed for the funds, and the overpayment information will be forwarded to the U.S. Department of Education. It will be the student's responsibility to repay the funds before he or she is eligible to receive any further federal student aid, even if the student attends another college. This overpayment will appear on the Student Aid Report (SAR) until the overpayment is repaid.

**Matriculation:** To be eligible for Federal or State financial aid, a student must be accepted into a degree or certificate program and pursuing courses toward that degree or certificate.

**Ability-To-Benefit:** To be eligible for Federal student aid (including Federal Pell Grant, Federal Work Study, FSEOG, and Federal Stafford Loans), and New York State aid, a student must have a high school diploma or its recognized equivalent, or demonstrate the ability to benefit from the education or training offered. Students seeking Federal or State financial aid who do not have a high school diploma or its recognized equivalent and who have been accepted through the General Education Certificate program must pass an independently administered examination approved by the Department of Education.

The College's placement test, Compass, has been approved as the measure of the ability of a student to benefit from post-secondary instruction. Students who fail to reach the passing score on the test are ineligible for Federal and State financial aid.

**Course Selection:** State and federal financial assistance is available to assist students in pursuing their program of study. To receive New York State scholarships, a full-time student must be enrolled in at least 12 credits that are required for the student's degree program. Students receiving part-time New York State scholarships must be registered for less than 12 credits and the aid will be based only on the coursework that is required of the degree program. All courses taken will count toward the calculation of credits for the maximum timeframe standard (150% rule) under the Academic Standards Policy.

**Good Academic Standing:** Students must meet the college's good academic standing requirements as outlined under Academic Policies to be considered for financial aid eligibility. Additionally, students must meet the satisfactory academic progress requirements as outlined below. To receive Federal financial aid, a student must meet the Academic Standards policy. To receive State financial aid, a student must meet the state academic progress requirements.

**Federal Satisfactory Academic Progress:** See Academic Standards Policy for Fulton-Montgomery Community College.

To be eligible for Federal Title IV student aid, a student must demonstrate satisfactory academic progress. Under Federal law and regulation, the College is required to establish, publish and enforce minimum academic standards for the continued receipt of Federal Title IV student aid. A satisfactory academic progress policy must include both a qualitative measure and a quantitative measure of the student's progress. At Fulton-Montgomery Community College, the qualitative standard is measured using the student's cumulative grade point average (GPA) as calculated by the Registrar's Office, and the quantitative standard is measured using the student's overall credit hours earned. Additionally, a measure of maximum timeframe (150% Rule) is performed as a part of the policy. Students must meet the minimum requirements of the SAP policy to retain eligibility for Federal Title IV student aid.

The Title IV student aid programs affected by the satisfactory academic progress policy are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program, and the Federal Stafford Loan Program (including the Subsidized, Unsubsidized and Parent Loans for Undergraduate Students). Additionally, many scholarships and outside funding sources may have specific requirements regarding satisfactory academic progress.

(A). Maximum Timeframe Standard- (150% Rule): To quantify academic progress, the College is required to set a maximum timeframe in which a student is expected to complete a program. At Fulton-Montgomery Community College the maximum timeframe cannot exceed 150% of the published length of the program, measured in credit hours attempted. For example, students in associate degree programs where the published length of the program is 62 credits hours can receive federal student aid through the point when they reach attempted hours (one and one-half times the published length of program). The maximum timeframe evaluation for transfer students will consider both those credits attempted at Fulton-Montgomery Community College and those accepted as transfer credit by the College. The calculation of maximum timeframe is based on the cumulative student record at the college. If the student has already completed a program or has changed majors, the student must submit a Program Credit Evaluation to the Financial Aid Office, the evaluation is completed by an Advisor in the Student Development Center.

(B). Percentage of Overall Credit Hours Earned Standard- Under the quantitative measure of academic progress, the student's percentage of overall credit hours earned must meet or exceed the minimum percentage requirement for each increment on the chart. "Attempted" credit hours include all credit coursework included in the student's academic history at Fulton-Montgomery Community College, including all accepted transfer credits. "Earned" credits include all attempted credit hours, as well as credits accepted for transfer, for which a passing grade has been received. In this measurement, withdrawals, grades of "incomplete", failing grades, and instances where courses are still in progress (IP) at the time of grade submission will be treated as attempted and unearned. Repeated credit courses will be counted as attempted credit hours for each attempt, and will be counted as earned credit hours only once (when and if the student earns a passing grade).

Credit exclusions do not affect the cumulative GPA for the measurement of academic progress. All grades will be counted for Financial Aid purposes.

**Satisfactory Academic Progress Status:** Students who meet or exceed the minimum cumulative qualitative and quantitative requirements will be considered to be maintaining satisfactory academic progress.

**Unsatisfactory Academic Progress Status:** Students who measure below the minimum cumulative qualitative and quantitative requirements will be academically dismissed from the College. Academic dismissal results in a loss of matriculated status. Students who measure in this status will lose their matriculated status within their program and be ineligible for Federal, State and Institutional student aid. Please see page 67 for instruction on how to regain satisfactory academic progress under Academic Dismissal Options.

**Review of Satisfactory Academic Progress:** The College will measure academic progress at the end of the Fall and Spring terms. Academic progress will be measured for all students, both matriculated and non-matriculated. Evaluation of progress will occur shortly after final grades are posted by the Registrar's Office. Notices of ineligibility will be sent to students from the College. At the beginning of evaluation, grades listed as I (incomplete), F, W, IP (in progress), will be considered attempted and unearned. If a student's academic record is changed subsequent to the evaluation, the student may submit a request to the Coordinator of Financial Aid for reevaluation of the ineligibility determination. The most common situation leading to such a request is the successful resolution of "Incomplete" grades.

Additionally, the maximum timeframe evaluation will be completed at the end of each term. If at the time of evaluation the student has attempted less than 150% of the course work required for his or her program, the student would be considered eligible under the maximum timeframe standard for Title IV aid for the following term. If, however, the student has exceeded the maximum number of attempted credit hours for his program, the student will no longer be eligible for Federal financial aid programs (grants or loans) for any term in the program.

**Scholarships Provided by Local Donors:** Fulton-Montgomery Community College students may apply for scholarships that have been established by philanthropic, private donors over the past thirty years. These locally funded scholarships help defray the costs of tuition and other educational expenses. Some are available to students based on financial need and others are based on academic performance regardless of need. We encourage all students to apply for financial aid so the available financial assistance can be

matched to their needs. Application information regarding these scholarships, deadlines, and eligibility guidelines may be obtained from the Financial Aid Office.

Generous gifts from the **Arkell Hall Foundation, Inc.** and the estate of Grace Brownell-Felter fund several special scholarships, which assist students at Fulton-Montgomery Community College.

**Presidential Scholarship** for \$1,000 is awarded to graduating High School seniors who reside in Fulton, Montgomery, Hamilton counties or the Galway Central School District with 3.5 or equivalent grade point averages at the time of application. Students must attend full-time and maintain a 3.2 cumulative grade point average.

**Foundations of Education Scholarship** for \$750 per year is for full or part-time matriculated students who demonstrate documented financial need. Students eligible for this scholarship must maintain a 2.5 grade point average.

**The Marc A. Marino Scholarship Fund** is awarded to a full-time student enrolled in the Human Services or Early Childhood Education Program, with at least a 2.5 cumulative grade point average. Each award will be issued in the amount of \$500 (\$250 per semester) and is renewable up to four semester if the student maintains at least a 2.5 cumulative grade point average.

**New York State Federation of Home Bureaus, Inc.** has established a scholarship for Fulton-Montgomery Community College students. Recipients must reside in an eligible county (Fulton and Montgomery are approved), demonstrate financial need (per our standards), be a citizen of U.S., be full-time and maintain GPA of 2.5. Applicants for the scholarship must fill out the FMCC scholarship application and will be forwarded a supplemental Home Bureau Scholarship Application. Recipients will be picked by the Home Bureau Committee.

The **Amsterdam-Mohawk Valley Business and Professional Women Scholarship** has been established to award \$500 to a non-traditional student who graduated from a Montgomery County high school and is a current Montgomery County resident. The Amsterdam-Mohawk Valley Business and Professional Women organization established this scholarship to benefit students who have accumulated 30 credits or more, have a cumulative grade point average of 2.5 or better, and have documented financial need.

The **Amsterdam Rotary International Club** has established the Amsterdam Rotary Scholarship, which funds a first-year, full-time student with a \$500 scholarship. The student must be a resident of the Greater Amsterdam School District and show a history of community service or community activity.

A scholarship given in memory of **Clifford T. Weller**, the Clifford T. Weller Scholarship, awards \$1,000 for each of two years to a student having a minimum high school grade point average of "B" or better and has graduated from a Montgomery County high school.

The **Debra Kozlowski-Rector Memorial Scholarship** will be awarded one time each year for educational expenses to a student with documented financial needs. The student must be enrolled at Fulton-Montgomery Community College in the Human Services program with at least 30 accumulated credits, a GPA of 2.0, and be a non-traditional student.



The **Delaney Construction Corporation Scholarship** awards \$500 annually to a full-time, second-year student of Construction Technology if he or she is a resident of Fulton or Montgomery counties, has documented financial need, and a 2.5 cumulative grade point average. The Delaney Construction Company, Inc. of Mayfield, New York established the scholarship in 1997.

The **FM Alumni Scholarship**, established in 2007 and granted by FM's Alumni Advisory Committee is for \$1,000 (\$500 per semester). It is given to a full-time, matriculated student who had a parent or legal guardian graduate from FM. Students applying for this scholarship must complete a 250 word essay answering the question "How did FM benefit your parent/legal guardian and how do you feel it will benefit you?", attend FM for four consecutive semesters to maintain the scholarship, maintain a GPA of 2.75 and complete the FAFSA.

The **FM Foundation Award**. Established in 2004, this one-time award of \$250 is presented to a graduating senior in each high school in our service area, Fulton and Montgomery counties, Wells, and Galway based on a high school grade point average of "B" or better, a first-generation college student, and demonstrated need. The recipients of these awards are determined by the high school guidance counselor.

In 2002 the **Foundation of Fulton-Montgomery Community College, Inc.** established the **Foundation of FM Assistance Scholarship**. The Foundation currently awards \$1,000 scholarships for graduating high school seniors from Fulton or Montgomery counties that are enrolled as full-time students and have a documented financial need.

The **Foundation of Fulton-Montgomery Community College, Inc.** has established the **Foundation of FM Academic Excellence Scholarship**, the Foundation currently awards \$1,000 for graduating high school seniors from Fulton or Montgomery counties with an entering grade point average of 3.20 or better that are enrolled as full-time students. This scholarship was established in 2002.

The Fulton County Board of Supervisors has established the **Fulton County Health Care Scholarship** for students who are enrolled in designated health care fields. They must have accumulated at least 12 credits, be a resident of Fulton County, enrolled and matriculated in a designated health care field, have a cumulative GPA of 2.5 and file a Free Application for Federal Student Aid.

The Fulton County Highway Officials Association has established the **Fulton County Highway Officials Association Scholarship** for a student that is enrolled in a Construction Technology or Business Administration degree program. They must have accumulated 30 credits or more and maintain a cumulative grade point average of 2.5 or better. The student must have graduated from a Fulton County high school and be a current Fulton County resident.

For those who have served in the armed forces from Fulton County, the **Fulton County Servicemen's Association Scholarships** were established in 1985 by a generous endowment. The amounts of the scholarships vary. Anyone who has served in any of the armed forces is encouraged to apply.

The **Gerda Lider Scholarship**, a \$600 award, also supports nursing students who exhibit financial need. The family of Northville resident Gerda Lider, whose ambition was to study medicine or nursing, funded the scholarship.



The **Harold N. Martling Family Scholarship** is given annually to one student of nursing who demonstrates financial need. The scholarship is given in memory of members of the Martling family.

Since 1995, the **Johnstown Hospital Foundation Scholarships** have been awarded to three nursing students each year who reside in the Johnstown area or any community formerly served by the Johnstown Hospital. Students receive \$1,000 per semester for a maximum of \$4,000 over two years.

The **Johnstown Moose Family Center** established an endowed scholarship in 2002 to support graduates of Fulton or Montgomery county high schools. The **Johnstown Moose Family Center Scholarship** will award \$500 per year for a full-time student with a documented financial need. The student must maintain a grade point average of 2.5 or better.

The **Lisa Queeney FM Scholarship** awards a \$500 scholarship to a first-time student entering Fulton-Montgomery Community College full-time who has graduated from Mayfield Central School with an academic average of B or better. The scholarship will be awarded to a well-rounded student who participates in at least two extra curricular activities, and demonstrated leadership will be favorably judged. Identification of recipients will be the responsibility of an interdisciplinary faculty committee at Mayfield Central High School.

**FMCC/IAPHC Scholarship** is an endowed scholarship that will provide an annual award estimated at \$400 to students enrolled in Visual Communications or Graphic Communications Sales & Marketing at FM. The scholarship fund was provided through the fundraising efforts of Professor Joseph Marcuccio and the IAPHC, Graphic Professional Resource Network. The IAPHC was founded in 1919 with the purpose of improving the working life of printing craftsmen.

**Rita Mary Burke Foreign Language Scholarship** is a \$1,000 scholarship given to a matriculated second year student (30+ credits completed) with a proven interest and success in foreign languages. The student must have completed two (2) foreign language classes in succession with a minimum grade point average (GPA) of 3.7 within the discipline and an overall GPA of at least 3.0 to apply. This scholarship is a one year scholarship. This scholarship was established by a bequest from Rita Mary Burke, a founding Professor at FM, who taught foreign language classes and donations from friends and family.

The **William S. Pac Memorial Scholarship** has been established by his family to create a lasting tribute to his memory. William S. Pac was an Assistant Professor of English and Philosophy at Fulton-Montgomery Community College serving as an active and beloved member of the College family since 1990 until his death in March of 2008. The scholarship will be awarded to second year students who have completed Introduction to Philosophy or Ethics, and an English elective EN150 (Reading and Writing Poetry) or higher with the highest combination of grade point average and proven financial need.

**Doris Vincent Maceyka Scholarship** has been established in memory of Doris Vincent Maceyka, a 1971 graduate of Fulton-Montgomery Community College who achieved her degree as a nontraditional adult student. The scholarships are for students in applied science degree programs associated with FM's Center for Engineering and Technology. These programs include Electrical Technology, Engineering Science, Computer Technology, Computer Science, and Computer Information Systems. The \$1,000 scholarships will be awarded to second year students based upon the highest combination of proven financial need and academic achievement.

**Honors Program Scholarships** are meant to encourage academically gifted students to enroll in FM's Honors Program. This program provides academic challenges that will enable students to develop to their full-potential. The program enriches rather than accelerates the learning process. Students successfully completing all the Honors Program requirements earn the designation "Honors Concentration Degree" on their transcript.

**Returning Honors Student Scholarships** are awarded to full-time students who are accepted into the Honors Program with at least a 3.5 GPA. Students must have completed a honors course or honors option to be eligible and must maintain at least a 3.5 GPA to continue the scholarship over two semesters. These scholarships are \$1,500 each, but the number available will vary based upon funding.

**New Honors Student Scholarship** are awarded to full-time students who are accepted into the Honors Program, but have not yet taken an Honors section or Honors option. Students could be new to FM or existing students, but they must have a 3.5 GPA or equivalent high school achievement. Students must also register for at least one Honors section or Honors option. Students are eligible for up to four consecutive semesters and the awards will be \$750 per year.

## **Prizes and Awards**

Graduating students are the fortunate recipients of prizes and awards, which are awarded at the end of their studies at Fulton-Montgomery Community College. Donors who support higher education have established the prizes and awards. Winners are selected upon nomination by the academic deans and faculty in the spring of each year. These awards and prizes are listed by academic division.

## **Business, Technology, and Health Professions**

The **Joel Ager Prize** is given to a graduating student who has demonstrated academic achievement in any program and shows promise of future success. This prize has been established in memory of Joel Ager, one of the founding friends of FM.

The **Foundation of FM Nursing Practice Award** is given by the Foundation of FM for exemplary qualities essential to nursing practice.

The **Vincent F. Carelli Program Directors Award** is given to a student who has exhibited excellent clinical abilities, demonstrated outstanding patient care and demonstrated professional rapport with hospital radiology staff and fellow students.

The **Computer Science Alumni Award** is given to a non-traditional graduating student with a GPA of 2.5 or higher in the computer science field. Preference will be given to a student in a transfer-oriented program.

The **Foundation of FM Non-Traditional Academic Achievement Award** is given to a non-traditional graduating student with a cumulative grade point average of at least 2.5 with preference given to a student in a transfer-oriented degree program.

The family of Bailey Madora Harris for a nursing student has established the **Bailey Madora Harris Memorial Prize** with the highest grade in microbiology.

The **Foundation of FM Nursing Practice Award** is given to a student who has demonstrated the greatest proficiency in maternal and child nursing practice.

The **Dorothy Gennett Memorial Scholarship** is given to a student who has earned a superior academic record within the Business Curriculum and who is enrolled in Business at a four-year institution.

The **Kevin Grinnell Sr. Memorial Award** was established 2002 by his family. This award will be given to the graduating student in Electrical Technology with the highest academic average.

The family of Anna Derrig Geraghty, in her memory to recognize excellence in the care of the elderly, has established the **Anna Derrig Geraghty Nursing Award**.

The **Helen Kumpan Memorial Award** is given in memory of Nursing Professor Helen Kumpan to a nursing student who has achieved excellence in Psychiatric Nursing.

The **Nathan Littauer Hospital and Nursing Home Award** is given by the Nathan Littauer Hospital and Nursing Home to a distinguished graduate of Nursing.

**Angelo Clemente Food Service Award** is given in memory of Angelo Clemente to recognize special achievement in Restaurant Management and promise of future success in the field.

The **FM Nursing Faculty Alumni Award** is given in honor of present and retired FM nursing faculty to a student who best exemplifies the art of caring as an integral part of nursing.

The **Department of the Army – Spirit of Nursing Award** is given in recognition of academic excellence, leadership and commitment to the nursing profession.

The **Kathy Anne Marvel Nursing Award** is given by her family and friends to a graduating student who has demonstrated superior caring and commitment to patients, through bedside nursing.

The **NAPA Automotive Technology Award** is presented to a graduating student to reward special achievement in Automotive Technology and who shows promise of future success in the field.

The **St. Mary's Hospital Nursing Award** is presented by St. Mary's Hospital to honor a student who has demonstrated greatest proficiency in bedside nursing.

The District #10 New York State Nurse's Association funds the **Grace Sease – Catherine Eberle Award** which is given for outstanding community service, excellence in nursing, and demonstrated potential for future contribution to the field of nursing.

The **Student Nurses' Association Award** is given to a Nursing student who has made significant contributions of service to campus and community activities.

## Arts & Sciences

The **Southern Adirondack Dog Club Award** recognizes a student who has demonstrated academic achievement in biology and shows promise of future success.

The **Tribes Hill Fish and Game Club** is awarded to a student who displays academic achievement and has a strong interest in conservation studies and the environment.

Rensselaer Polytechnic Institute funds the **Joseph H. Smith, Jr. '45 Award** for an outstanding FM graduate for exemplary achievement in the study of Engineering Science. One FM graduate will receive a maximum of \$10,000 for two years of studies at RPI.

The **Richard Evans II Prize in English** is awarded to a graduating student who demonstrates academic excellence in English. Rebecca Evans, Trustee, made this gift possible in memory of Richard Evans II from 1973-1982.

The **New York State Publishers Foundation** has provided FM with funding for financial awards to be given to students who show a strong interest in print and/or online journalism.

The **Gerard R. Roux Memorial Award** is given in memory of Mathematics Professor Gerard R. Roux to recognize a student who demonstrates proficiency in a fundamental Math class.

The **John D. Vadney Mathematics Prize** awards \$1,500 to a student who will be continuing his or her studies in Mathematics, Physics or Engineering at a transferring higher level educational institution. Preference is given to students who will be studying full-time although part-time students are also eligible.

The **Deputy James F. Glover Memorial Award** is given by Terri Glover Easterly in memory of Deputy James F. Glover to a graduating student who is a resident of Fulton County majoring in Criminal Justice, has demonstrated academic achievement, and shows promise of future success.

The **AAUW (American Association of University Women) Award** is given to a non-traditional graduating student with a cumulative grade point average of at least 2.5. Preference is given to a student in a transfer-oriented degree program.

The **Chemical Rubber Company Award** is given to a student for outstanding scholastic achievement in Chemistry.

The **Deputy Gary Johnson Memorial Scholarship** is given to a student who is a resident of Montgomery County majoring in Criminal Justice, who has shown a commitment to the criminal justice system and who exemplifies the ideals of caring about people by the Montgomery STOP DWI Association.

The **Montgomery County Deputy Sheriffs' Association Scholarship** is given to a student who has excelled in the study of Criminal Justice and is a resident of Montgomery County.

The **New York State Sheriffs' Association Institute Scholarship** is awarded to a Criminal Justice major nominated for academic achievement, career goals and educational goals.



### **The Student Development Center - (518) 762-4651, Ext. 4700 & 4506**

Located in N-107 of the Visual Communications and Arts Building, the Student Development Center offers a variety of programs and services designed to assist students with setting and achieving short and long term academic, career, and personal goals. The following offices and services are available to help current and prospective students develop their greatest potential for academic and career success:

Academic Advisement & Registration  
Career & Transfer Counseling  
Services for Students with Disabilities  
Referrals for Community Services  
Evening Advisement

Academic Placement Testing  
Student Retention Services  
International Student Services  
Bridge Program Services

#### **Office Hours:**

Monday – Friday 8:00am – 4:00pm

Evening Advisement Hours: Monday – Thursday 4:00pm – 7:00pm

#### **Academic Advisement Registration**

An important aspect of a student's education involves making informed decisions regarding the selection of an academic major and semester coursework. The College has committed considerable effort and resources to maintain a high quality program of academic advisement and registration that offers individual advising appointments for new and continuing students. This personalized approach to advisement has proven to be an effective method for helping students acclimate to the College environment by providing an academic and career assessment to set academic goals, discuss program and course requirements, and address identified academic support needs.

Professional teaching and non-teaching faculty advisors have been cross-trained in all academic disciplines which eliminates the need for designated advisors. Each semester, students schedule an appointment with an advisor of their choice to develop and/or update an academic plan, discuss their academic progress, review degree requirements, review transfer and/or career plans, make course selections, and make any necessary referrals for additional services. The registration process is completed in the advisor's office.

Drop-in academic advisement services are also available prior to the designated advisement and registration period for new and continuing students. Faculty advisors are on duty throughout each day of the semester to answer questions, discuss academic concerns, and provide additional advisement services related to career planning and transfer.

#### **Evening Advisement - (518) 762-4651, Ext. 4710**

An evening advisor is available Monday - Thursday from 4:00 p.m. - 7:00 p.m. throughout the Fall and Spring semesters, and at designated times during the summer terms and winter session. The evening advisor provides full advising and registration services, as well as transfer and career planning assistance. Students are able to meet with the evening advisor by appointment or on a drop-in basis.



### **Academic Placement Testing**

FMCC wants to ensure that our students have the greatest opportunity for academic success in their educational programs. To assist students with achieving this goal, FMCC requires that all full and part-time matriculated students take a placement test that measures reading comprehension, writing, and mathematics. The scores from the placement test are not used to determine college admission, but instead are used by academic advisors to make course placement recommendations in the areas of English and Mathematics. Transfer students may also be required to take a placement test.

Students with disabilities who require special testing accommodations should contact the Coordinator of the Learning Center or the Coordinator of Students with Disabilities.

### **Ability-To-Benefit**

Students seeking state funded financial aid who do not possess a high school diploma or general equivalency diploma must pass an independently administered placement test called COMPASS, an instrument approved by the State Education Department to be a measure of a student's ability to benefit from post-secondary training. Students who are unable to attain a passing score on all sections of the placement test are ineligible for state aid. Students who are able to demonstrate with documentation that they have improved their ability to benefit from post-secondary education through their participation in an academic preparation program will be eligible to re-test after a period of one year.

For additional details concerning financial aid eligibility and ability-to-benefit regulations, please contact the Financial Aid Office at 518-736-5301.

### **Career Services**

FMCC offers several free career services for current students and alumni. We offer career planning assistance and a computerized career guidance system. Career staff members present a series of workshops throughout the academic year. These workshops include resumé and cover letter writing along with interviewing techniques. We can also assist you in the development and revision of your resumé.

The Career Center Resource room has a collection of books, pamphlets, periodicals, videos, and CD's that relate to career decision making and job search. We also maintain a job postings board which displays full and part-time jobs in the area. Each Spring semester we host a Job Fair on campus and invite local companies on campus to recruit our students.

The Career Lab is located in the Student Development Center, N107. For more information please call 518-762-4651 Ext. 4715.

### **Transfer Services**

The college provides transfer guidance to any student who is interested in pursuing an education after FMCC. Students can make an individual appointment with the transfer counselor or attend a transfer workshop to discuss transfer options, the transfer process, and how to find the school that is right for you.



Throughout the academic year, we have representatives from various colleges on campus to speak with students. The college organizes a Transfer Day where we have several colleges and universities send representatives to our campus on the same day to assist with the transfer process, on average we have over 40 colleges and universities represented. We have one each semester. For more information please call 518-762-4651 Ext. 4715. The Transfer Counselor is located in the Student Development Center, N107.

### **Transfer Articulation Agreements**

#### **SUNY Albany**

B.S. in Art, Atmospheric Science/Meteorology, Biology/Biochemistry and Molecular Biology, Chemistry, Computer Science/Computer Science and Applied Mathematics, Economics, English, Foreign Languages: French, Spanish, History/Social Studies (Teacher Education), Mathematics, Philosophy, Physics, Psychology, Rhetoric and Communications, Sociology, Theater, Accounting/Business Administrations, Criminal Justice, Social Welfare

#### **Binghamton University**

A.S. in Business Administration into B.S. in Management or Accounting

#### **SUNY Brockport**

A.S. Health Physical Education & Recreation Studies to B.S. in Physical Education

#### **Canton**

A.S./A.A.S. Business Administration to B.B.A. in Technology Management

A.A.S. Accounting to a B.B.A. in Technology Management: Financial Services

A.S./A.A.S. Business Administration and the A.A.S. in Accounting to a B.B.A. in Technology Management: Financial Services

A.A. in General Studies B.B.A. in Technology Management

#### **Cazenovia**

A.A.S./A.S./A.A. to B.S. in Liberal Professional Studies

#### **Clarkson University**

Associates of Science, Liberal Arts & Sciences: Sciences to a Bachelor of Science degree at Clarkson in Applied Mathematics & Statistics, Bio-Molecular Science, Chemistry, Environmental and Occupational Health, Environmental Science and Policy, Mathematics or Physics

Associate of Science, Engineering Science will be eligible for a Bachelor of Science degree in Aeronautical Engineering, Chemical Engineering, Civil Engineering, electrical Engineering and Mechanical Engineering

#### **College of Environmental Science and Forestry**

A.A. General Studies or the A.S. Liberal Arts: Science

Chemistry, Construction Mgmt. and Wood Products Eng., Environmental and Forest Biology, Environmental Resources and Forest Eng., Environmental Studies, Forest Resource Management, Forest Technology, Landscape Architecture, Paper Science and Engineering



### **College of Saint Rose**

A.A.S. in Early Childhood into a B.S. in Early Childhood Education

### **College of Technology at Delhi**

A.A.S. in Computer Information Systems to a B.T. in Network Administration

A.A.S. in Computer Information Systems to a B.B.A. Information Technology

### **SUNY Delhi**

A.A.S. in Construction Technology to a Bachelor of Technology in Architectural Design and Building - Construction Management option

A.A.S. or A.S. in Business Administration to a B.B.A. in Business and Technology Management

### **Eastern Kentucky University**

A.A.S. in Criminal Justice into a B.S. in Criminal Justice concentrations in Corrections or Police Studies

### **Excelsior College (Online)**

A.A.S. in Nursing to a B.S. in Nursing

A.A.S. Radiologic Technology to a B.S. in Health Sciences

A.A.S./A.S. in Criminal Justice to a B.S. in Criminal Justice: Justice/Administration, Enforcement Emphasis, Justice/Law Enforcement

A.A./A.A.S. in Human Services to a B.S. in Psychology or B.S. Sociology

Excelsior will accept all credits from any FMCC degree program, excluding remedial and physical education courses (up to 90 credits)

### **Franklin University (Online)**

B.S. in Digital Communication, Information Technology, Computer Science, Health Care Management, Public Safety Management, Management Information Sciences, Applied Management, Business Administration, Accounting, Human Resources, Marketing

### **SUNY Fredonia**

A.A. in Communications and Media Arts articulates with a BS in Communication

### **Green Mountain College**

A.A.S./A.S. Business Administration to a B.S. Business Administration

A.S. in Fine Arts to a B.F.A. in Fine Arts

### **Hartwick College**

Any A.A. or A.S. degree at FMCC

### **Hilbert College**

A.A.S. in Business/Accounting into a B.S. in Accounting

A.A./A.A.S. in Human Services into a B.S. in Human Services

A.S./A.A.S. in Business Administration into a B.S. in Business Administration

A.A.S. in Criminal Justice into a B.S. Criminal Justice





### **SUNY Institute of Technology**

A.A. in Comm. and Media Arts in a B.S. in Professional and Tech. Communication  
A.A.S. Graphic Communication: Sales and Marketing into a B.S. in Professional and Tech. Communication  
A.A.S. in Visual Communications Technology to a B.S. in Professional and Tech. Communication  
A.A.S. in Nursing to a B.S. in Nursing  
A.A.S. in Accounting into a B.S. in Accounting  
A.A.S. and A.S. in Business Administration into a B.S. in Business/Finance  
A.A.S. in Computer Info System into a B.S. in Business  
A.S. in Computer Science into a B.S. in Business  
A.A.S. in Office Technology into a B.S. in Business  
A.A.S. and A.S. in Business Administration into a B.S. Health Service Mgmt.  
A.A.S. in Computer Technology into a B.S. Telecommunications  
A.A.S. in Electrical Technology into a B.S. Telecommunications

### **Massachusetts College**

A.A.S. Early Childhood into a B.A. in Liberal Arts or a B.S. in Early Childhood

### **Morrisville State College**

A.S. Computer Information Systems into a B.T. in Information Technology

### **SUNY Cobleskill**

A.A.S./A.S. in Business Administration into a B.B.A. in Technology Management: Financial Services  
A.A.S. in Accounting into a B.B.A. in Technology Management: Financial Services  
One plus One - General Studies one year, second year Medical Laboratory Technology-Histotechnology

### **SUNY Oneonta**

A.S. in Business Administration into a B.S. Business Administration  
A.S. in Business Administration into a B.S. in Business Economics w/ minor in International Business

### **SUNY Oswego**

A.S. in Business Administration into a B.S. in Accounting, Business Administration, Finance, Human Resource Management, Marketing and Management  
A.A.S. or A.S. in Criminal Justice to a B.A. in Public Justice  
A.S. Theatre Arts into a B.A. in Theatre

### **Paul Smith's College**

A.A.S./A.S. in Business Administration into a B.S. in Business Mgmt. & Entrepreneurial Studies  
A.S. in Liberal Arts and Sciences: Science into a B.S. Fisheries and Wildlife Sciences.  
A.S. Liberal Arts and Science: Science into a B.S. in Recreation, Adventure Travel and Ecotourism  
A.S. Liberal Arts and Science: Science into a B.S. in Biology  
A.S. in Business Administration into a B.S. Hotel, Resort, and Tourism Management

### **Sage College of Albany**

A.S. Computer Science to a B.S. in Computer Network and Systems Administration  
A.S. Computer Science to a B.S. in Computer Information System Program  
A.A.S. Computer Information Systems Program to a B.S. Computer Network and Systems Administration



A.A.S. in Computer Information Systems to a B.S. Computer Information Systems Program  
A.A.S. and A.S. Business Administration to a B.S. in Business Administration  
A.S. Liberal Arts: Science into a B.S. in Clinical Biology  
A.S. in Fine Arts to a B.F.A. in Fine Arts  
A.A.S. in Nursing to a B.S. in Nursing  
A.S. Health, Physical Education, and Recreation Studies to a B.S. in Physical Education  
A.A. in Human Services to a B.S. in Psychology  
A.S. in Criminal Justice to a B.S. in Law and Society  
A.S. in Criminal Justice to a B.S. in Crime and Justice

### **Russell Sage**

A.S. Liberal Arts and Sciences: Math and Science to B.A. Biology Premedical  
A.A.S. in Nursing into a B.S. in Nursing  
A.A. in Liberal Arts and Science into a B.S. Interdisciplinary Studies in Health Studies (Pre-Occupational and Pre-Physical Therapy)  
A.A. in Liberal Arts and Sciences to a B.S. in Nutritional Science

### **SUNY Plattsburgh**

A.A.S. Early Childhood Education into a B.S. in Child Family Services/Child Care Mgmt.  
A.A. in Comm. and Media Arts to B.A./B.S. in Communication: Mass Media  
A.A.S. in Nursing into a B.S. in Nursing  
A.A.S. in Criminal Justice to a B.A. in Criminal Justice  
A.A. in General Studies to a B.A./B.S. in Communication Disorders and Sciences

### **SUNY Upstate Medical University**

A.S. Liberal Arts: Science, A.A.S. in Nursing  
B.S. in Cardiovascular Perfusion, Cytotechnology, Medical Imaging Sciences, Medical Technology, Physical Therapy, Radiation Therapy, Respiratory Care, Nursing

### **Wells College**

A.A./A.S. to a B.S./B.A.

### **University at Buffalo**

A.A.S. in Criminal Justice to a B.A. Sociology: Concentration in Law and Criminology  
\*\*Dual Admissions Program

Students selected for matriculation in this program will, upon completion of a prescribed sequence of courses leading to an associate degree from Fulton-Montgomery Community College, continue their studies at University at Buffalo (UB) with assurance that they may complete all requirements for the corresponding baccalaureate degree upon completion of four semesters of full-time course work. Dual admission students are not required to file an application for admission to UB but instead submit a one page Intent to Enroll form in the beginning of their intended transfer term. In addition, no tuition deposit will be required of students who transfer through this program. Please contact Mary-Jo at 762-4651 ext. 4710.

### **University of Phoenix (Online)**

A.A./A.S. or A.A.S.



### **Engineering Science**

Any student who successfully completes FMCC's A.S. degree in Engineering Science will receive two full years of transfer credit upon acceptance at engineering colleges who are members of the Association of Engineering Colleges of New York State.

### **College of Agriculture and Life Sciences at Cornell University**

"Agricultural Sciences, Animal Science, Applied Economics and Management, Atmospheric Science, Biological Engineering, Biometry and Statistics, Communication, Development Sociology, Environmental Engineering, Food Science, Information Science, International Agriculture and Rural Development, Natural Resources, Nutrition Sciences, Plant Sciences, Science of Earth Systems, Science of Natural and Environmental Systems.

### **The Office of Student Success and Retention**

The Office of Student Success and Retention works proactively to assist students to maximize their academic experience and success. The Office coordinates services and programs in which students can acquire skills necessary to act responsibly and succeed in their educational pursuits.

The staff also works closely with the faculty to identify students who are "at risk" of course failure early in the semester. The staff then assists the faculty in working with the student, to increase their chance of success. The Office of Retention Staff is also available for informational presentations to classes, clubs and other community organizations.

### **Services for Students with Disabilities**

Fulton-Montgomery Community College offers reasonable accommodations for students with physical, psychiatric and learning disabilities. Students with learning disabilities may receive services by contacting the Learning Center located on the first floor of the Evans Library in the Educational Resources Building. Students with physical or psychiatric disabilities may receive services by contacting the Coordinator of Services for Students with Disabilities located in the Student Development Center in the Visual and Communication Arts Building.

Students requesting accommodations for a disability must present documentation of the disability to the appropriate staff. This information is confidential and is kept separately from the academic file. Reasonable accommodations available to students are individualized by need. Possible accommodations may include, but are not limited to, tape recorders or note takers for class lectures, taped textbooks, and alternate test taking.

### **Learning Center: Professional Academic Support and Peer Tutoring Services**

Fulton-Montgomery Community College offers a tutoring program designed to assist students in achieving their academic goals. The Learning Center consists of a Mathematics Lab and a Writing Lab where students can receive help from both professional coordinators and peer tutors on a walk-in or an appointment basis during scheduled day and evening hours. Peer tutoring in the Accounting Lab and in all other academic subjects is scheduled at specific hours during the week or available upon request. Professional



learning skills assessment and assistance in critical reading, study skills, test-taking skills, and time-management is also available. A master schedule of course specific tutoring and lab hours is available at the Learning Center. Students in need of tutoring can contact the Learning Center located on the first floor of the Evans Library in the Educational Resources Building.

### **International Student Services**

The International Student Office currently assists foreign students from many countries around the world with a variety of services including admissions, academic advisement, and English as a Second Language study. The International Student Office specifically assists non-immigrant students with immigration matters, everyday living, housing referrals to Campus View Student Housing, health insurance, as well as personal and academic concerns.

An orientation seminar is also offered each academic session to familiarize new International Students with campus and community life. Fulton-Montgomery Community College has a limited amount of money available to international students for scholarships. There are two types of scholarships: academic and need based. Contact the Office of International Student Programs for an application and more information.

### **Mental Health Counseling**

Services are available Monday thru Friday by appointment. The services are completely confidential and not associated with the students school information. Feel free to call (518)762-4651 ext 4714 or stop by The Student Development Center, (N107F) if you are interested in services.

### **Bridge Program**

The Bridge Program can help you build your skills and prepare for a better job. Single parents or families with at least one minor child may qualify for these services:

- Career Counseling
- Assistance with college and financial aid applications
- Assistance with child care and transportation
- Academic advisement and registration
- Job Readiness Training
- Job Search/Job Development
- Established referral network with community agencies
- Individual assessment, case agencies management, and referral services

### **Training options include:**

- One-year training certificates and two-year vocational college degrees
- Adult Basic Education and GED
- English as a Second Language (classes are held in Amsterdam)
- Basic Skills Training for entry-level employment in your chosen career field
- Career Development Training to learn the basic skills needed to get and keep a good job

In the Bridge Program you can work at your own pace, get help when you need it, and learn through classroom and on-the-job training. The BRIDGE office is located in the Student Development Center.



### **TRiO Student Support Services**

TRiO is a federally funded program designed to assist qualified students to adjust to the college environment, to be successful academically, and to plan and prepare for fruitful careers or transfer to a four-year college. Students who are either first generation college students (neither parent hold a baccalaureate degree), are low income or who have a physical/learning disability qualify. Two thirds of the students we serve at TRiO need to be both first generation college students and low income.

TRiO students can take advantage of tutoring services, assessment of study and learning skills, workshops for academic support, personal development and cultural enrichment. Students can also receive assistance with financial aid, transfer counseling and academic advisement as well as career exploration and guidance. TRiO students also have access to the TRiO Study Lab equipped with computers and learning resources available exclusively to students accepted into the program.

Simply contact the TRiO staff via email at [trio@fmcc.suny.edu](mailto:trio@fmcc.suny.edu), by phone at (518) 762-4651 ext. 3609 or stop by our offices in the N-107 wing. We will be happy to pre-qualify you, help you fill out your application and get you connected with the many services we offer.

### **Bookstore**

The College Bookstore, located on the lower level of the College Union, is operated by the Fulmont College Association as a service to the student body, faculty, and staff. It provides required textbooks and educational materials. As an adjunct to this service the store also offers many non-academic items. Textbooks may be purchased on-line with a credit card. To access this service use the College's website. Earnings are placed in a fund for operational expenses. Excess funds are used by the Fulmont College Association for the benefit of the College community.

### **Child Care**

The Fulton County YMCA operates the FMCC Playmates Child Care Center providing a high quality, licensed and affordable program for children 18 months through 5 years of age. Children are engaged daily in well planned, developmentally appropriate learning activities in a warm and nurturing environment. Two nutritious meals and an afternoon snack are served each day and are included in the weekly fee. The center is open Monday through Friday from 7:30am-5:00pm when college classes are in session. Childcare tuition may be subsidized for qualified families. For more information, call Ms. Ann Day, Director, (518)762-5333.

### **Parking Permits**

Ample parking exists on the campus for students, staff and visitors. Designated lots have restricted parking reserved for those with the appropriate sticker. Students must park in the designated Student Lots. Parking regulations, including a map, are available at the Information Center in the Administration Building and the Public Safety Office, P-144 in the Physical Education Building. Cars parked in violation of campus regulations are subject to ticketing, and if appropriate, towing at the owner's expense.



### Temporary Parking Permits

Students who drive a vehicle other than the one they have registered must park in the student lot and go to the Public Safety Office, P-144 in the Physical Education Building, for a temporary permit.

### Student Government Association

The Student Government Association (SGA) represents the student body in identifying social, academic, cultural, and certain educational needs in the College community and in suggesting ways to meet those needs. The SGA also acts as a liaison between the student body and the College Administration and Board of Trustees. SGA, through the student activity fee, sponsors the Student Activities Board, the Fulton-Montgomery Athletic Association, and numerous other clubs and organizations.

Participation in SGA is possible as an elected officer, as a student member of a committee, or as a member of an SGA Club or organization. Membership in any club is open to all students. For additional information, visit the SGA Office located on the lower level of the College Union Building or the Student Activities Office on the first floor of the Union.

The Student Activities Board is a group of student volunteers who choose, schedule, and carry out activities including educational, social, cultural and recreational programs for the college community. The diverse needs of the student body are met by a variety of activities and functions.

The Student Government Association, and many of its clubs and organizations, conduct their meetings and hold their activities during the College common hours, which are times when no classes are held. The College is a member of the National Association for Campus Activities.

### Clubs and Organizations

The Student Government Association sponsors a number of clubs and organizations. New clubs are founded each year as student interest dictates. Current clubs include:

- |  |   |
|--|---|
| ABLE (Abilities Beyond Limitations Through Education)      | GLOW (Gay Straight Alliance)                      |
| Activities Programming Board                               | Graphic Arts Club                                 |
| Art Guild  | International Student Club                        |
| Athletic Booster Club                                      | Martial Arts 4 Civic Engagement                   |
| Aurora Christian Fellowship                                | Medical Imaging Student Association               |
| Business Students Association                              | Multimedia/Gaming Club                            |
| Communications Club  | Outdoor Adventure Club                            |
| DW not I   | Peer Tutoring Club                                |
| Early Childhood Club Helping Others (ECCHO)                | Res Life  |
| Electrical Technology                                      | Rotaract International                            |
| Engineering Exploration                                    | Society for the study of Modern<br>Visual Culture |
| Fencing  | Society for Artists and Writers                   |
| Film Club  | Student Government Association                    |
| Foggy Mountain Players (drama club)                        | Student Nurses Association                        |
| Fulton-Montgomery Athletic Association (FMAA)              | Students of the World                             |
| Fulton-Montgomery Scholastic Association (Phi Theta Kappa) |   |



### **Student Identification Cards**

All members of the campus community including students and employees are required to have a valid FMCC identification card that can be produced upon request. Validation to verify enrollment status is required every semester. Contact the Public Safety Office, P-144, Physical Education Bldg., at (518) 762-4651 ext. 4000 to inquire about scheduled times for ID processing.

### **Student Rights & Responsibilities**

#### **Student Responsibility**

It is the student's responsibility to familiarize himself/herself with all the College's Rules and Regulations as set forth in official College publications. Failure to read this catalog does not excuse students from the requirements and regulations herein.

#### **Human Rights and Dignity**

The College expects all students, staff and faculty to practice high regard for the human dignity of other persons. It seeks to prevent all types of discrimination on the basis of race, sex, religion, age, handicap and national origin. Repeated disregard for the rights and dignity of others will result in disciplinary action by the College. Any student who feels that he/she has been the victim of discrimination or harassment should first bring his/her complaint to the Vice President for Student Affairs to discuss such problems and to seek recourse, including lodging an official complaint which requires a formal hearing. If a formal hearing is requested, the procedures established by the College and published in the Faculty Handbook shall be followed. Such a hearing shall be confidential.

#### **Transportation**

Public bus services are available from central points in Amsterdam, Gloversville, and Johnstown during the day in the fall and spring semesters. For more information, contact the Information Center in the Administration Building.

#### **The Evans Library**

The Evans Library serves the students of FMCC by providing a variety of resources and services. Books, non-print media, and online resources are available as are professional librarians who provide reference and research assistance. Additional information can be found at <http://fmcc.suny.edu/library> or via email: [libinfo@fmcc.suny.edu](mailto:libinfo@fmcc.suny.edu).

#### **Cafeteria**

The FM Cafeteria is located in the College Union. We serve breakfast, lunch, and dinner Monday-Friday. Dining services are also available for our residential students on the weekends. The hours of operation are posted at the entrance of the cafeteria.

## **Registrar – Administration Building A-109 (518) 736-5302**

### **Certification of Enrollment**

Many agencies require that a student's enrollment, credit hours, and graduation be certified. The Registrar's Office will certify such information for the student. Agencies requesting such information include but are not limited to: Department of Labor, employment and training agencies, health insurance providers, Social Security, Institutional Loan Agencies, businesses (for employment purposes), Department of Social Services and the Veterans Administration. Certification for Veterans also involves noting any changes in course loads and notifying the VA of such changes, sending inquiries to the VA when veterans have problems in receiving benefits, and answering questions for the veterans concerning benefits, tutorial assistance and related affairs.

### **Forms and Bulletins**

The Registrar's Office provides forms and materials for students, i.e. registration forms, change of address, change of curriculum, master schedules, procedural bulletins and schedules. Information and forms for compliance with New York State Requirements on Immunization are also available. For transfer purposes, students often require information from their records, as well as assistance in filling out the forms. The Registrar's Office will help with these procedures.

### **Records and Transcripts**

The Registrar maintains the official academic record of each student. The principal document in this file is the transcript, which reflects all course work taken. Students should inspect their academic records to be sure they are accurate. The individual student is responsible to insure that records reflect any changes in name, address, social security number, or other civil information. The Registrar receives grades, records them on transcripts, and mails grade reports to students. At the written request of the student, the Registrar will send transcripts to colleges and prospective employers. Because of the confidential nature of academic records, students must specify in writing to whom the transcript is to be sent. The request must bear the student's signature. See Fee schedule for charges. Each official transcript bears the College seal and the Registrar's signature. Unofficial copies of transcripts are available to students upon request by presenting valid identification to the Registrar's Office.

Students may obtain an official copy of their immunization records by submitting a written request to the Registrar's Office or by appearing in person with valid identification. The same fee charged for an academic transcript will be charged for an immunization transfer record.

Student records, grades, transcripts, and immunization records will not be released for those students who have not met their financial obligations to the College.



## Immunization Requirements for College Students

New York State Public Law requires that all full-time students and part-time students taking six or more college credits, whose birth dates are on or after January 1, 1957, show proof of immunity against measles, mumps, and rubella:

**Measles:** Two doses of live measles vaccine both administered after 1967 with the first dose given after 12 months of age and the second dose on or after 15 months of age, or physician's documentation of measles disease, or a blood test showing immunity.

**Mumps:** One dose of live mumps vaccine administered after 12 months of age, or a physician's documentation of mumps disease, or a blood test showing immunity.

**Rubella:** One dose of live rubella vaccine administered after 12 months of age, or a blood test showing immunity.

Exemptions from the measles, mumps, and rubella immunity requirement may be granted for students with physician's documentation that specific immunizations would pose a serious health hazard or for students with specific documentation that immunization is contrary to their sincere and genuine beliefs of their religion.

**Meningococcal Meningitis:** New York State Public Law requires that colleges inform students about Meningococcal Meningitis and document that students have either received a Meningococcal Meningitis vaccine within the past ten years or have signed a waiver indicating they have been informed of the risks of the illness but have chosen not to be immunized. This law applies to all students enrolled in six or more credits, regardless of age.

Documentation forms are available at the Registrar's Office and the Admissions Office located in the Administration Building. Proof of immunity is to be submitted to the Registrar's Office prior to the first day of classes. Students not complying with New York State immunization laws will be withdrawn from all courses. Refunds will not be issued after the College's normal refund period.

Information on suspected and/or confirmed cases of the above diseases must be immediately reported to the Vice-President of Student Affairs who will report them to the Public Health Offices in Fulton and Montgomery Counties. In cases of outbreak of these diseases, students not immunized for any reason may be excluded from the campus.

## Family Educational Rights and Privacy Act (FERPA)

Fulton-Montgomery Community College complies with requirements of the federal Family Educational Rights and Privacy Act (FERPA) of 1974 concerning access to and confidentiality of students' educational and related records.

The College accords all the rights under this law to all students regardless of age. Exceptions to this application in specific cases are those students who it can be documented are considered dependents as defined in section 152 of the Federal Internal Revenue Code of 1986. In these instances the individual who declares them as dependent with the IRS may have access to specific educational information.

In general no one shall have access to nor will the institution disclose any information from current or past students' educational records without the written consent of the students except:

1. To personnel within the College
2. To persons or organizations providing students financial aid
3. To accrediting agencies carrying out their accreditation function
4. To persons in compliance with a judicial order or lawfully executed subpoena
5. In connection with the Attorney General's investigation or enforcement of Federal legal requirements of federally supported education programs
6. Where disclosure of a student's educational records to the court are necessary for the institution to defend itself against or initiate legal action against a parent or student, records may be disclosed without a court order
7. To persons in an emergency when a College official (senior administrator or designee) determines it is necessary to do so to protect the health or safety of students or other persons.

All exceptions are permitted under FERPA, as is the disclosure of Directory Information, discussed later in this policy, and at the discretion of the College.

Disclosure to personnel within the College is limited to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including alumni department staff and law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility to the College.

The College, at its discretion, may provide Directory Information in accordance with provisions of FERPA, to include: name, local and permanent address, telephone numbers, electronic mail address, dates of attendance, enrollment status (full-time/part-time), previous institutions attended, major field of study, academic level (year in school), degrees and awards received and dates awarded, participation in officially recognized activities/sports, physical factors (height and weight) of athletic team members, date and place of birth. Students currently enrolled can object to the release of certain categories of information by notifying in writing the Registrar's Office at the College within fourteen (14) days following the first day of class. The failure of any student to specifically object to the release of certain information or categories of information within the time indicated will be interpreted as approval. Requests for non-disclosure will be honored by the College for only one academic year. Authorization to with hold Directory Information must be filed annually with the Registrar's Office.

FERPA provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing is unacceptable. The initial request to review records should be directed to the office or department where the record is housed. Official academic records are considered those held in the Registrar's Office. Other departments that maintain students records include but are not limited to: the Financial Aid Office, the Admissions Office, the Student Development Center, college administered programs that provide academic services and personal support to special populations of students, and the Office of the Vice President for Student Affairs (discipline matters). Records are maintained and kept in accordance with the provisions of New York State's document "Records Retention and Disposition Schedule MI-1, Section 185.14, 8NYCRR (Appendix K)".

The College may require written requests at its discretion to review certain records, in which case the College will respond in writing to such requests within thirty (30) days. Students may have copies made of their records with the exception of official academic records for which there has been placed a "hold" for financial or disciplinary reasons. These copies will be made at the student's expense at the prevailing rate listed in the annual fee schedule. Educational records DO NOT include: records of instructional, administrative or professional support personnel which are the sole possession of the maker and are not accessible to others; records related to law enforcement and security: employment records; health records, the last being made available upon the written request to the student's physician.

As specified in FERPA students may NOT inspect and review: financial information supplied by their parents/legal guardian; confidential letters of recommendations associated with admission to a program, transfer or employment when they have waived their right of inspection and review; records containing information about more than one student. In the last situation the College will provide only that information pertinent to the inquiring student with the following exception: The disclosure of the final results of a student disciplinary proceeding against the alleged perpetrator of a crime of violence or a non-forcible sex offense may be disclosed to the victim. The College is not required to allow inspection and review of any confidential letters or recommendations in their files prior to January 1, 1975 provided these letters were collected under established procedures for confidentiality and were used only for the purposes for which they were collected.

The College is permitted under FERPA to disclose to a parent of a student the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation with respect to that use or possession AND the student is under 21 at the time of the disclosure to the parent.

Students who believe their educational records contain information that has been recorded inaccurately or in a way that misleads, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, in the case of the official academic records, or the appropriate Dean/Vice President in the case of other offices' files. If the decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within thirty (30) days that the record will not be amended. The student will also be informed of his/her right to a formal hearing.

Student requests for such a hearing must be made in writing to the Provost and Vice President for Academic Affairs within thirty (30) days of the refusal to amend the records. A hearing will be scheduled within thirty (30) days from the time the student's written request for such a hearing is received. At the hearing the student may present evidence relevant to the issues raised, and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense. The hearing panel will consist of the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, and one Academic Dean representing the student's academic program.

Decisions of the hearing panel will be final and will be based solely on the evidence presented at the hearing. The decision will include written statements summarizing the evidence presented as well as the statement of the decision. This document will be distributed to all parties involved in the hearing. If record amendment is required, this will be done within thirty (30) days after the hearing concludes. If the records are not to be amended, the student may place with the educational records statements commenting on the information in the records or a statement disagreeing with the decision of the hearing panel. All such statements will be placed in the record and will be maintained as a part of the record, and will be released whenever the record in question is disclosed.

The above process is limited to issues concerning accuracy in the recording and/or maintenance of student records, and to violation of student privacy rights. It does not change or supersede the remedies available to individuals addressed by the following procedures: "Appeal of Academic Regulations," "Appeal for Review of Grades," "Complaint Procedures," or the process outlined in the "Academic Integrity Policy and Procedures."

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provisions of FERPA may request in writing assistance from the President of the College. Further, students who believe that their rights have been abridged can file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. concerning the alleged failure of Fulton-Montgomery Community College to comply with FERPA.

## **ACADEMIC POLICIES**

### **Advisement and Early Registration**

Students are responsible for selecting their courses and programs. In order to assist in their individualized and proper placement in courses within the chosen curriculum, students are expected to attend an advisement and registration session prior to the beginning of classes. This affords the student an opportunity to sit with one of the College's academic advisors, to clarify the educational options based on interests and abilities. Although self-guided advisement is possible for part-time students, all students are urged to meet with an advisor.

A non-refundable tuition deposit is required prior to Advisement and Registration by all first-time students and/or students who have not been enrolled the previous semester.

When a student has paid the tuition deposit and completed the registration process, that student is considered registered for the semester, and as such has assumed responsibility for payment of all tuition and fees for the semester.

Students who register and at a later date decide not to attend the College, must follow the withdrawal procedures as outlined in the “Adjustment in Tuition and Fees” section. **Students who register and do not attend classes are liable for all tuition and fee charges unless they officially withdraw during the periods described in that section.**

Students are urged to read and understand the “Tuition and Fees” and “Adjustment in Tuition and Fees” section of this catalog once they have registered for study.

### **Course Load Advisement**

The normal, full-time course load for a student is 12-18 semester hours, including physical education. A student who wishes to carry more than the normal load must have approval from an advisor and the appropriate Academic Dean. Such approval will be granted only to those students who have demonstrated superior ability to do college work and have legitimate reasons for carrying the extra load. In addition, when a student going into the last semester needs to carry one additional course in order to meet graduation requirements, permission may be granted by the Provost and Vice President for Academic Affairs or the appropriate Academic Dean.

### **Course and Curriculum Changes**

Student initiated schedule changes may be made prior to the start of the semester and through the first week of classes. For any course(s) dropped or withdrawn before the first day of the College semester, the student is released from the obligation to pay tuition and fees for that particular course(s). Adjustment of tuition and fees will be made for course(s) added/dropped during the first week of classes only.

Please note changes in a student’s enrollment status may affect eligibility for financial aid. Students should consult with the Financial Aid Office prior to changing enrollment status.

**Curriculum Change.** All curriculum changes should be made in consultation with an advisor. The required form must be completed by the student, approved by an Advisor, and turned into the Registrar’s Office to be processed.

**Course Add/Drop.** Students may initiate the adding or dropping of a course(s) through the first week of classes. To add a course, an Add/Drop Form must be completed by the student, approved by an advisor, signed by the instructor, and turned in to the Registrar’s Office or Student Development Center to be processed. A course may be dropped during the first week through the same procedure except that the instructor’s signature is not required. During the second week of classes, an add-drop may be initiated by the College for reasons of inappropriate placement (overplacement or underplacement) in a course. Approval must be obtained from the appropriate Academic Dean, the advisor, the instructor, and the student for such an administrative add-drop.

Refer to the section titled Concurrent Enrollment Program for procedures pertaining to that program.

**Course Withdrawal.** After the first week of classes, a student may withdraw from a course during the first two-thirds (2/3) of the class sessions (consult the College's academic calendar for the actual date) and have a "W" grade automatically assigned. Refer to the academic calendar for exact dates for each term. The student must complete and sign the Course Withdrawal Form available at the Student Development Center, obtain a signature first from an advisor and then from the instructor of the course and submit the form to the Registrar's Office during the first two-thirds (2/3) of the course. In the absence of the instructor's signature, the appropriate Academic Dean may sign the course withdrawal form. It is the student's responsibility to make sure that the whole process of withdrawal is completed within the assigned periods. With administrative approval, a student may be assigned the "W" grade after the first two-thirds (2/3) of a course for verified, special circumstances such as death in the family, prolonged illness, relocation out of the area or termination of enrollment. Further information may be obtained from the Registrar, the Director of Advising, or the appropriate Academic Dean.

Refer to the section titled Concurrent Enrollment for procedures pertaining to that program.

### **Withdrawal from College**

Enrolled students who decide to leave the College during a semester or term must complete the student withdrawal procedure. They must report to the Student Development Center to complete the FMCC Withdrawal From College Form and then follow the procedures outlined on the form to be sure their obligations to the College have been met. Students who have officially terminated enrollment at the College as of the start of classes but prior to the end of the semester will be assigned a non-punitive grade of "W" for each course in which they are registered.

Students who do not complete the withdrawal procedure may be assigned grades of "F" in each course in which they are registered. Students who are receiving financial aid and are contemplating leaving the College should consult with the Financial Aid Office. In compliance with federal financial aid regulations, financial aid recipients who stop attending classes, regardless of whether they follow the college withdrawal procedures, will have their financial aid awards recalculated according to the last date of attendance reported by their instructors.

### **College in the High School**

The Concurrent Enrollment Program, referred to as College in the High School (CHS), consists of college courses taught to qualified high school students at off-campus locations, typically at area high schools. Such courses are held to the same standards as those taught on campus.

The add/drop and course withdrawal dates for these courses are defined below:

Students must enroll in a concurrent enrollment course within the first month the course meets. A student enrolled in a fall-semester or full-year College in the High School course may drop the course with a full refund of tuition paid through October 1st. A student enrolled in a spring-semester CHS course may drop the course with a full refund of tuition paid through March 1st.\*

Concurrent enrollment courses have varying end dates that fall outside the traditional fifteen-week semester.

Nevertheless, individual course withdrawal deadlines will follow a uniform schedule according to the length of the term. Students may withdraw from a fall-semester CHS course through December 1st. Students may withdraw from a spring-semester or full-year CHS course through May 1st. \* A grade of “W” is automatically assigned for course withdrawals and no refunds are issued. A student may not withdraw from a CHS course with a grade of “W” after the withdrawal deadline except in the case of special circumstances that are verified and approved by the Provost and Vice-President for Academic Affairs.

\* If these dates fall on a weekend or holiday, requests for drops or course withdrawals will be honored through the first day that classes meet after the deadline.

### Definition of Grading System Grade Points

A	Superior Achievement	4.0	IP	Course in Progress	*
A-		3.7	S	Satisfactory	*
B+		3.3	U	Unsatisfactory	*
B	Above Average Achievement	3.0	AU	Audit	*
B-		2.7	N	Non-Attendance	
C+		2.3		(Mid-Semester Grade Only)	*
C	Average Achievement	2.0		NE No Evaluation has been	
D	Minimal Passing	1.0		made at this time	
F	Below Minimal Passing	0		(Mid-Semester Grade Only)	*
W	Withdrawal	*	#	Institutional (non-degree) credits	*
I	Incomplete	*			

\*Special Grades. No grade points assigned. Not computed in cumulative grade point average.

### Explanation of Special Grades

**“W” Withdrawal Grade.** A course in which the “W” grade is recorded is not computed in any grade point index (semester or cumulative) even though it is recorded on the student transcript. All courses with grades of “W” are evaluated for satisfactory academic progress (see Academic Standards section) regardless of withdrawal status.

**“I” Grade.** At the discretion of the instructor, the “I” (Incomplete) grade may be assigned to a student who, at the end of the course, has not completed the requirements of the course due to special circumstances. Students must complete all required work by the date designated by the instructor which shall be no later than three (3) weeks prior to the end of the following regular semester. However, in cases judged to be special by the instructor, the time for completion of requirements may be extended by notifying the Registrar in writing. If no extension is granted or if no other grade is submitted by the instructor, failure to remove the “I” grade three (3) weeks prior to the end of the following regular semester will cause the grade to become an “F”.

**S/U” System of Grading.** Students may enroll in one or more courses with a grade option of “S” (Satisfactory) or “U” (Unsatisfactory) under the conditions explained below:

- a. Some courses may be designated by the Professional Staff as “S/U” courses.

b. A student may elect to take courses (other than those designated as “S/U” courses) up to a maximum of eight (8) credit hours toward the Associate Degree on an “S/U” grading basis. (Students in one-year certificate programs may take a maximum of five (5) credit hours under the “S/U” option. Those who are working toward two Associate Degrees may take a maximum of twelve (12) credit hours under the “S/U” option.) No more than one course can be taken in a single discipline (designated by letters such as EN, FL, HE, MA, NR, PE.) Program requirements with the approval of the Professional Staff may exclude the use of the “S/U” option. The intent of this option is to permit a student to explore areas of study that are less familiar to him/her without weakening standards of evaluation or masking a record of poor performance. To use this option, the following procedure must be followed:

1. The student must complete and sign the “S/U” Grading Option form available at the Student Development Center, obtain signatures first from an advisor and then from the instructor of the course to indicate his/her awareness of the “S/U” option having been selected and submit the form to the Registrar’s Office during the add/drop period. The declared intent of the student to take a course on “S/U” option cannot be rescinded.
2. The credit hours of a course that a student opted to receive “S/U” grading will be computed toward the maximum eight (8) credit hours allowed whether the student receives the “S” or the “U” grade.
3. In accordance with the traditional grading system, an “S” grade would range from “A” to “D” and a “U” grade would be at the same level as “F”. “S” and “U” grades are assigned no grade points and hence will not affect a student’s index. However, an “S” grade will receive credit toward the degree.
4. A student who took a course other than one designated as “S/U” option by the Professional Staff can repeat that course only under the regular letter grades, and the regular letter grade received will be used (irrespective of the “S/U” option grade received earlier) in computing the cumulative index. A student who took a course under the regular letter grades cannot repeat it under the “S/U” option.
5. Students are cautioned that “S” and “U” grades in any area, especially in their major area, may jeopardize their financial aid eligibility, athletic eligibility and/or chances for transfer to other colleges or career placement.

**Institutional Credit Courses.** Institutional Credit courses are defined as those courses designated by course numbers below 100. Institutional Credit courses will not be counted in the semester credits earned in the Grade Point Average. These courses will not be used to fulfill degree or certificate requirements. The symbol # is used after the mid-term and final grade to designate an Institutional Credit course.

**“N” Grade (Mid-Semester Grade Only).** The instructor may assign the “N” (Non-Attendance) grade, at mid-semester, to a student whose attendance is judged to be unsatisfactory by the instructor. The Registrar will attempt to notify every student who receives the “N” grade of the available options: a) withdrawal from the course, b) meeting with the instructor to discuss the possibility of completing the course, or c) acceptance of “F” as the final grade if no action is taken by the student.

**“NE” Grade (Mid-Semester Grade Only).** The instructor may assign the “NE” grade (No evaluation at this time) when an evaluation cannot be made at mid-semester. This designator does not imply a negative evaluation.



**“IP” Grade (In Progress).** Indicates that the course is in progress at the grade reporting time.

**“AU” Grade (Audit).** Students may use the option of taking courses for an audit grade by completion of the Audit Option Form and receive the grade “AU” on their transcript in place of credit grades. No credit is granted for an audited course unless the student re-registers for the course and receives a passing grade.

**Mid-Term Grades.** The purpose of mid-term grades is to give students an evaluation of their academic progress at mid-semester. Mid-term grades are not recorded on academic transcripts.

**Responsibility for Grading.** During the semester the instructor may use any marking system, for example: percentage, letters, or numbers; but only the grades of A, A-, B+, B, B-, C+, C, D, F, W, I, S, U, AU, and IP shall be used for reporting final course grades. Grades are assigned at the sole discretion of the instructor who teaches the course, but the special grades of W, I, S, U, AU, and IP shall be assigned only under the proper conditions outlined above.

**Change of Grades.** After a grade (other than the “I” or “IP” grade) has been reported to the Registrar’s Office it may be changed only if an error has been made in computation or recording. Any error detected in grading should be reported immediately by the instructor to the Vice President using the Change in Grade form available at the Registrar’s Office. The report must include the reason for the change in grade.

## Dean’s List

A student will be placed on the Dean’s List in recognition of superior achievement if he/she attains a semester index of 3.20 or higher for any semester with a minimum of six credit hours earned excluding grades of “S”, “U”, “AU”, “W”, “I”, AND “IP”. In computing the cumulative index while preparing the Dean’s List, “I” and “IP” grades will be assigned an index of 0.00. Institutional Credit courses will not be included in the Dean’s list computation.

## Repeating Courses

Any course may be repeated regardless of the previous grade earned. The highest grade will be used in computation of the cumulative index, except for honors, high honors, and highest honors. Please refer to the S/U System of Grading section of the catalog for guidelines to repeat courses previously taken under the S/U Grade Option. When repeating courses where prior credit was earned, consult the Financial Aid Office if financial aid is to be used.

## Curriculum Index / Grade Option

Current students have the option of applying to the appropriate Academic Dean to have unsatisfactory grades (“D’s” and “F’s”) which are five years or older, omitted from the computation of their cumulative index. Courses so treated will not be applicable toward credit for a degree. With approval, these unsatisfactory grades will remain on the transcript, but will be designated “NR” (not required), and it will be noted on the record that those grades were not counted in calculating the final cumulative index. Students may apply for this consideration one time only. There is no guarantee this policy will be recognized by any other institution of higher learning. Additionally, financial aid eligibility may be affected. Students wishing to investigate this option should consult with an academic advisor.

### Audit Policy

Students who register in a course for audit are expected to have the necessary prerequisites. In this respect, students are encouraged to make full use of the College’s counseling services, but the ultimate decision on whether to enroll for audit shall be the student’s responsibility. This decision is an irrevocable one. Full-time students may audit courses with no additional tuition charge. For part-time students the regular tuition schedule applies. Lab fees may apply.

New York State residents who are 60 years of age or older may audit credit courses without charge on a space available basis.

### Attendance Policy

Students are expected to be present and on time for all scheduled classes and laboratories. In cases where a student is tardy or absent, the student is responsible for materials or assignments presented in his/her absence. The degree to which attendance affects a student’s final grade will be determined by the individual instructor and stated in the course syllabus.

### ACADEMIC STANDARDS

**In order to maintain *matriculated status in a college program* and all the benefits associated with it including eligibility for financial aid such as grants, loans, scholarships, VA educational benefits, etc. and Academic Standing in one’s chosen major, students must earn a minimum GPA (Grade Point Average) and earn a minimum number of credits as outlined in the chart below:**

After Attempting								
This Many Credits:	6-11	12-23	24-35	36-47	48-59	60-71	72-83	84+
Earn At Least								
This Many Credits:	3	6	12	21	30	42	54	62
With a Cumulative								
GPA of AT LEAST:	0.50	0.50	1.00	1.50	1.75	1.90	2.00	2.00

Note: 2.00 = “C” average

Evaluation is based on credits attempted, earned, and grade point average. Earned credit includes credit earned at FMCC, transfer credit, advanced placement credit, experiential credit, and credit awarded through college level examination programs.

Students not meeting the above chart requirements (based on cumulative data) will further be evaluated for current academic progress as follows:

- A **full-time** student (12+ hours) will be considered in good academic standing if the most recent semester average is at least 2.0 and at least 12 hours are passed.
- A **part-time** student will be considered in good academic standing if the most recent semester average is at least 2.0 and all courses for which the student is registered are passed.

**Students not meeting the above Satisfactory Academic Progress policies will be dismissed from the College. Academic Dismissal will result in loss of matriculated status.**

*The ultimate responsibility for maintaining the satisfactory academic progress standard rests with the individual student. The College is dedicated to helping all students achieve their educational goals and offers various academic support resources to assist students. Students are advised to make full use of the resources available.*

## **Academic Dismissal Options**

If a student does not meet FMCC's academic standards, he/she has several options to consider:

1. Enroll as a non-matriculated student. Upon completing the work necessary to regain good academic standing and financial aid eligibility, file a readmit application in the Admissions Office. Students should work closely with an academic advisor to select coursework most appropriate to optimize chances of regaining satisfactory academic progress.
2. File an ACADEMIC APPEAL in the Registrar's Office. If special circumstances exist AND there exists a reasonable expectation for academic success, an appeal may be granted. A student filing an Academic Appeal must meet with a designated academic advisor to develop an educational plan. Academic Appeals will be reviewed, with corresponding education plans, by the Satisfactory Academic Progress Committee. The Satisfactory Academic Progress Committee, consisting of the Registrar, Coordinator of Outreach and Retention, and the Coordinator of Financial Aid, will make recommendations for approval or disapproval of the Academic Appeal to the Provost and Vice President for Academic Affairs who will make the final determination. Students reinstated through this process will have matriculation restored and will be placed on ACADEMIC PROBATION. Students on Academic Probation may have accompanying restraints placed upon their enrollment and/or may be required to attend tutoring, counseling, and study sessions to improve academic performance.
3. Take one year or more off from school to help resolve any personal circumstances affecting good academic standing. Upon returning to FMCC, the student must complete option 1 or 2 above to regain good academic standing status.

## **Students must file Academic Dismissal appeals within the following deadlines:**

For a Fall Semester, appeals for continuing students must be submitted prior to August 1. Students not enrolled during the previous spring semester must file appeals by August 1 or at the time the Admission/Readmission Application is filed, whichever is later.

For a Spring Semester, continuing students must submit appeals prior to the first day of classes. Students not enrolled during the previous fall semester must file appeals prior to January 15 or at the time the Admission/Readmission Application is filed, whichever is later.

## **Treatment of W, F, I, IP and Repeat Grades in Evaluating Academic Standing**

Any course(s) dropped during the Add-Drop period during the first week of classes are not evaluated and do not appear on the academic transcript. Students who withdraw from courses after the Add-Drop period or totally withdraw from college after the start of classes receive “W” grades at the end of the semester. A student who does not attend and fails to officially withdraw from one or more courses is still enrolled in those courses and may be assigned grades of “F” unless the proper withdrawal procedure is followed. All courses with grades of “W” or “F” are evaluated for satisfactory academic progress regardless of withdrawal status. Incomplete grades (“I”) and In-Progress grades (“IP”) are also evaluated for satisfactory academic progress. Once the grade is completed, it will be used to determine satisfactory academic progress for future semesters. Repeat grades count in attempted hours based on multiple attempts; however, only one earned grade will count in the earned credit/GPA calculation. Please refer to the college catalog for more information on FMCC’s grading system.

## **Financial Aid Eligibility for Academically Dismissed Students**

Academic Dismissal students are not eligible for financial aid including grants, loans, scholarships, VA educational benefits, etc. Financial aid eligibility requires that students meet the college’s satisfactory academic progress standards and any additional academic standards based on the type of aid they are receiving (State and/or Federal).

## **Academic Warning Letters**

Academic Warning letters are sent to any student who earns a GPA of less than 2.0 (“C” average). This status does not affect academic standing and does not appear on the student’s permanent record. Students notified of Academic Warning status are encouraged to contact an academic advisor to examine strategies to improve. Graduation requires a minimum 2.0 overall average.

## **Graduation Requirements**

To be eligible to receive an Associate Degree or certificate, students must successfully complete the appropriate course of study prescribed in the college catalog and maintain a cumulative grade point average of 2.00 or above. At least 50% of the semester hours must be completed at FMCC. To satisfy the requirements of a second degree, a student will be allowed to use credits from the first degree up to 50% of the requirements of the second degree. To be reviewed for the awarding of a degree or certificate, students must submit to the Vice-President’s Office an application for graduation indicating the semester in which they intend to complete all degree requirements. The application for graduation should be submitted prior to the last semester in which the work is to be completed or by December for graduation the following May.

The regulations of the Board of Regents of the State of New York require that students complete a four-year high school program or its equivalent prior to receiving a degree. Therefore, students pursuing an Associates Degree must provide documentation of one of the following:

- Possession of a high school diploma (official high school transcript showing graduation date); or

- High school equivalency diploma (GED transcript/diploma); or
- A letter from the superintendent of schools documenting equivalency of instruction to a high school program; or
- A college transcript showing possession of a previous college degree; or
- A college transcript showing completion of 24 semester hours of college coursework (i.e. 6 credits in English/Language Arts, 3 credits in Mathematics, 3 credits in Natural Sciences, 3 credits in Social Sciences, 3 credits in Humanities, and 6 credits in courses within the registered program); or
- Passage of the five Regents examinations or approved alternatives required for a high school diploma.

### **Earning a Second Degree**

Students with a prior degree from FMCC will be allowed to use up to 50% of the credits from the first degree toward the requirements of the second degree. Students must complete the Pursuit of Second Degree Approval Form in consultation with an academic advisor, selecting the appropriate hours of credit for approval from the Vice-President. Students pursuing a second degree must also meet all other requirements of the degree as stated in the catalog. A second degree will only be awarded as a means of recognizing that the student has competencies in two essentially different areas.

### **Methods of Earning Credit**

To earn a degree from Fulton-Montgomery Community College (except under special circumstances) a minimum of 50% of the degree requirements must be completed at FMCC. In addition to earning credit through enrollment in credit courses at FMCC, matriculated students may also be awarded credit through transfer from accredited institutions, examination, appropriate learning through career and technical programs at secondary schools and/or New York State Career and Technical Centers, and through evaluation of military experience or life experience. Credit earned through transfer, examination, or evaluation will be recorded on the FMCC transcript as degree hours earned but the grade earned will not be recorded on the transcript or used in computing the student's grade point average.

**Transfer Credit:** Students who want to earn transfer credit from other colleges and universities should refer to the section titled Transfer Admission and Advanced Placement in the Admissions section of this catalog for further information.

**Credit by Examination:** Matriculated students may earn college credit by examination for individual courses required in their program of study. Credit may be granted for satisfactory performance on externally administered examinations including, but not limited to, the College Level Examination Program (CLEP), the College Board's Advanced Placement (AP) Program, and comparable proficiency programs. The Vice-President & Dean of the College, in consultation with the appropriate Academic Dean and faculty member, will determine the equivalent content of an examination in relationship to a course offered by the College or one that would be acceptable on a transfer basis from another college. Current students are advised to consult with an academic advisor prior to registering for examinations in order to select examinations that meet course requirements within their major.

**Learning through Career and Technical Programs at Secondary Institutions:** Fulton-Montgomery Community College has written articulation agreements with a number of NYS Career and Technical Centers and secondary schools that enable students enrolled in career and technical programs to transfer to FMCC and earn college credit. Students who have enrolled at FMCC in a certificate or degree program related to their high school program within 2 years following high school graduation and have earned 12 semester hours of college credit at FMCC may be eligible for articulated credit. Students who are interested in applying for articulated credit should contact their high school guidance office or the appropriate secondary school teacher to request an articulation validation application. Final determination of credit to be awarded will be made by the appropriate FMCC department and Academic Dean after the school district/high school instructor has submitted the articulation validation application.

**Credit for Courses Taken in the Armed Services:** Students desiring credit for courses taken in the armed services should obtain an official record of their military education and job experience with descriptions from the appropriate military organization. Students may contact the FMCC Registrar to determine what organization to contact to obtain the appropriate records. Credit for courses taken in the armed services will be evaluated on an individual basis in relationship to the requirements of the student's academic program. College credit recommendations from the American Council on Education will be considered; however, the Vice-President of the College will determine final evaluation of college credit in consultation with the appropriate Academic Dean.

**Experiential Learning:** Experiential Learning Credit may be awarded for non-collegiate life experience. Students interested in exploring possible credit for experiential learning should contact the appropriate Academic Dean by mid-term of the semester previous to the one in which credit will be granted. Experiences that are educationally relevant and/or suggest equivalency to course content will be assessed according to specific criteria. Students will be responsible for documenting the experience and what was learned from such experience in a comprehensive portfolio and application for experiential learning. A faculty member, the appropriate academic dean, and the Vice-President will evaluate the student's portfolio. A non-refundable deposit will be required prior to the review. A fee will be required upon completion of the review and the awarding of credit. The deposit will be applied to the fee.

## **Graduation with Honors**

A student who meets the degree requirements with a cumulative index of 3.50 – 3.79 shall be awarded the degree with Honors. A student who meets the degree requirements with a cumulative index of 3.80 – 3.99 shall be awarded the degree with High Honors. A student who meets the degree requirements with a cumulative index of 4.00 shall be awarded the degree with Highest Honors. All courses taken at Fulton-Montgomery Community College will count toward the calculation of the cumulative honors index, including grades previously omitted from the computation of the cumulative index and repeated courses.

## **Substitutions and Waivers of Requirements**

With administrative approval, an equivalent or higher-level course may be substituted for a required course or a specific course may be waived by using uncredited advanced placement. However, the total

distribution requirements for any degree cannot be altered. A waived course does not decrease the number of credit hours required for graduation. To apply for a course substitution or waiver, the student must complete and sign the Course Substitution and/or Waiver Form, obtain the signature of an advisor, and submit it to the appropriate Academic Dean for approval. A student may request a waiver of the physical education requirements for documented medical reasons by submitting a physical education waiver application to the Dean for Business, Technology, & Health Professions with supporting documentation from a physician.

## Academic Integrity Policy

Academic integrity refers to a code of values that support and direct the education process. This code is based on legal, ethical, and educational concerns. Education in large part consists of the acquisition and demonstration of knowledge according to acceptable standards. Students must be familiar with these standards and will be held accountable for their use. Not being familiar with these standards is not an excuse for their breach. The following are examples of plagiarism and other unethical academic behaviors:

### Violation:

1. Plagiarism: “The appropriation (the use) of another’s intellectual property as your own; using the words or ideas of another without giving credit to that person,” according to Judith Arnold, Carol Poston, Katie Witek.
  - a. Failure to Acknowledge the Source(s) with Citations  
Examples include, but are not limited to the following:
    - Key words, unique expressions, phrases, sentences, or paragraphs without the use of quotations
    - significant ideas
    - quoted, paraphrased, or summarized material
    - another person’s data, evidence, or critical method
    - misrepresenting or fabricating academic work
    - using false or misleading citations or sources
    - submission of internet material or purchased papers as one’s own
  - b. Unauthorized use  
Examples include, but are not limited to the following:
    - The unauthorized use of copyright material (e.g. software)
2. Cheating  
Examples include, but are not limited to the following:
  - Giving or receiving unauthorized information before, during or after an examination
  - The unauthorized use of notes, books, or other aids during an examination
  - Looking at another student’s exam before, during or after the exam.
3. Multiple Submission  
Examples include, but are not limited to the following:
  - Submitting material for credit more than one course, without permission from the instructor(s)

#### 4. Sabotage and Theft

Examples include, but are not limited to the following:

- Damaging academic equipment or materials
- Theft or sabotage of another person's academic work or material

#### 5. Unauthorized Collaboration

Examples include, but are not limited to the following:

- Working with others on a project intended to be completed individually

#### 6. Falsification of Course-Related Assessment Documents

Examples include, but are not limited to the following:

- Falsifying or altering any academic evaluation form or record
- Falsifying experimental or computer data

**Penalties for Violation of Academic Integrity:** A faculty member who has evidence (or reason to believe) that a student has violated the academic integrity policy must notify the student of the infraction and penalty. A faculty member, at his or her discretion, may impose any one or a combination of the following penalties for plagiarism or cheating:

- Warning without further penalty
- Requiring reworking of the paper/assignment
- Lowering the grade of the paper/assignment
- Giving a failing grade for the paper/assignment
- Giving a failing grade on the examination
- Lowering the course grade by one full grade or more
- Giving a failing grade in the course

Other violations identified in the policy are subject to similar penalties.

The faculty member is responsible for keeping documentation on academic integrity violations in his/her courses. A permanent college record is made of a violation whose penalty is giving a failing grade in the course. Notification of course failure due to academic dishonesty will be forwarded to the Office of the Provost and Vice President for Academic Affairs. A third violation reported to the Office of the Provost and Vice President for Academic Affairs will result in suspension from the College for one calendar year. If another violation occurs after the student has returned to college, the student will be permanently suspended from the College.

**Student Appeal Process for Academic Integrity:** The student may initiate the following appeals process that must be completed by the end of the next semester:

1. The student will meet with the faculty member to discuss the decision within ten school days of the notification of the infraction.
2. If a resolution to the issue cannot be found, the student may request a meeting with the faculty member and the appropriate dean.



3. If necessary the matter will be forwarded in writing by the student, within ten school days of meeting with the faculty member and dean, to the Grievance Committee through the Office of the Provost and Vice President for Academic Affairs for a hearing of all parties concerned. The Grievance Committee will make a decision/recommendation in writing within ten days of the hearing that will be forwarded to the Provost and Vice President for Academic Affairs.
4. The Provost and Vice President for Academic Affairs will make a final decision and notify all parties in writing of that decision within three school days.

All persons involved will maintain confidentiality at all times. The College shall maintain the records of the Grievance Committee.

(Adapted from Community 4-5, 12-13)

Works Cited: Community Rights and Responsibilities, Albany: State University of New York at Albany, 1998

1 The Grievance Committee will consist of three faculty and two students. The student members will be appointed by the SGA. Two of the faculty members will be elected by the faculty and one appointed by the Provost and Vice President for Academic Affairs. The chair of the Committee will be a faculty member. Terms for faculty members will be three years, but initial appointments will be one each for 1, 2, and 3 years. In the event that a faculty member is personally involved with a case being appealed, the Provost and Vice President for Academic Affairs shall appoint an alternate faculty member to participate in hearing that appeal. In the event that a student member is personally involved in a case being heard, the SGA shall appoint an alternate student member for that particular case.

## **Academic Regulations**

The College has full sets of academic regulations available for review at the circulation desk in the Educational Resources Building and in various offices of the College.

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. Students should regularly review their academic programs with their advisors to make certain that requirements for their degrees are being met.



In fulfilling the College's mission to maximize the quality of life in Fulton and Montgomery Counties, a variety of opportunities, programs, courses, and services is offered to individuals, businesses, and organizations interested in professional development and advancement, personal growth, and cultural enrichment. Programs are offered year-round at various dates and times.

The Evans Library serves the residents of Fulton and Montgomery counties as well as area schools and businesses. The Kenneth R. Dorn Regional History Studies Collection features books of local interest as well as a web-site developed in cooperation with various local historical societies and museums (<http://fmphotoarchives.org>). Additional information can be found at <http://fmcc.suny.edu/library> or via email: [libinfo@fmcc.suny.edu](mailto:libinfo@fmcc.suny.edu).

### **Community Relations**

As a community college campus, facilities and services are available to the residents of the local area for their organizational, non-profit, and recreational use. Use of campus facilities is based on availability and must be in compliance with the College's policies and fees for such purposes as established by the Board of Trustees. The College assists community groups in scheduling of College facilities. For assistance, call (518) 762-4651, ext. 8101. For businesses interested in training or meeting facilities, please call (518) 762-4651, ext. 8102.

### **Non-Credit Courses**

Fulton-Montgomery Community College offers a variety of non-credit programs through its Office of Continuing Education located in the College Union. Courses, workshops, seminars, and other programs are offered year-round for workforce development, personal enrichment, and to serve community needs. Courses are offered on-campus, at the Riverfront Center, off-campus, and online. Programs are also frequently offered in collaboration with community agencies. Programs and courses change depending on business and community interest. Programs are regularly publicized throughout Fulton and Montgomery counties.

For information on current and upcoming programs:

- 1) Contact the Office of Continuing Education at (518) 762-4651, ext. 8102.

Or

- 2) Go online to the college web-site.

Go to: [www.fmcc.suny.edu](http://www.fmcc.suny.edu)

Click: Continuing Education and Workforce Training



### Non-Credit Courses and Programs Include:

- **Business and Workforce Development** – Management, supervision, teambuilding, customer service, small business development, safety, etc.
- **Computer Skills and Applications** – Microsoft Office (Word, Excel, Access, PowerPoint), Internet, email skills, web-page design, and PC troubleshooting. Several levels of courses from novice to advanced are offered.
- **Online Courses** – Over 350 courses are available online (over the Internet) that can be taken from work or home and at the participant's convenience. All that is needed is an up-to-date PC or Macintosh, Internet access, and email. For software computer courses, specific software is also required. Courses are offered in areas including Computers, Computer Certification Preparation, Entrepreneur/Business, Business Administration/Management, Test Preparation, Legal, Health Care, and Personal Enrichment.
- **Professional Licensing Preparation and Continuing Education** – NYS-approved license preparation for real estate sales is offered. In addition, training courses in other fields that may be eligible for c.e.u.s or contact hours are occasionally conducted.
- **Certified Nursing Assistant (CNA)** – This 120-hour NYS-approved training course is designed as a first step into the health-care field. Students are trained to work with hospital and nursing-home patients, and in-home care. Students successfully passing the NYS tests are certified as CNAs. In addition, successful completion of a one-day course immediately following the CNA course provides the additional Home Health Aide designation.
- **Emergency Medical Services** – EMT and Refresher courses.
- **Summer Youth Camps** – Week-long, half-day, programs in a variety of enrichment areas and sports.

### The Business and Industry Center (B&IC)

The Business & Industry Center (B&IC) at FMCC offers effective and affordable training options for area employers and individuals interested in updating workforce skills. Non-credit courses in computer basics and applications, management, supervision, and workforce development are offered to the public. Training courses and programs are also customized for businesses and organizations.

A full range of training services is available and includes program development and company-wide workforce skills assessments. Training courses or programs can be conducted on-site at a company or organization's location or on-campus. Customized programs range from one-on-one supervisory coaching to company-wide training. To develop leadership skills needed in the future, the B&IC can design individual training paths linking degree, certificate, and training programs. In addition to providing training facilities for small to large audiences, group computer training can be scheduled at both the main campus and at the Riverfront Center.



### **General Areas of Training and Customized Programs Include:**

- Management/Workforce Skills – Management, supervision, leadership, managing change, team building, quality, process improvement, customer service, Spanish, etc.
- Computer Applications – Basic skills, Windows, Microsoft Office, Internet, web-page design, desk-top publishing, presentations, etc.
- Small Business – Seminars and informational resources to help entrepreneurs get started, and owners and employees become successful.
- Professional licensing and certification preparation courses.
- Certified Nursing Assistant (CNA) Program.
- Technical Skills – From basic math through electronics.
- Safety and Health – Approved OSHA forklift safety training, industrial safety, CPR/First Aid, HAZMAT, etc.
- On-campus meeting and training facilities, including computer lab, are available for company training.

For more information on B&IC training programs, call (518) 762-4651, ext. 8102 or 8103.

### **Project LIFT (Living Independently For Tomorrow)**

Project LIFT offers career-readiness workshops for individuals from diverse backgrounds both educationally and economically. Training is offered in basic computer skills, self/skills assessment, career area exploration, resumé and cover letter preparation, interviewing skills, job search strategies and goal setting. Job placement services are available to all class participants. Project LIFT is administered by the Schenectady Community Action Program, hosted by FMCC, and funded by the New York State Department of Labor. For more information on Project LIFT, call (518) 762-4651, ext. 3611 or 3621.



Fulton-Montgomery Community College’s career and transfer programs and one-plus-one agreement offer students the opportunity either to complete studies for many careers or to initiate college studies to enter various professions and career fields.

The following list represents some of the frequently chosen career fields and the corresponding Fulton-Montgomery Community College program or agreements of study title.

<b>For a Career In</b>	<b>See FMCC Program Or Agreement In</b>
Accounting	Accounting (A.A.S.) or Business (A.S.)
Advertising	Business Administration (A.A.S.), Graphic Communications Sales & Marketing (A.A.S.) or Media Communication (A.S.)
Anthropology	Lib. Arts & Sciences: Science (A.S.) or Social Science (A.A.)
Architecture	Engineering Science (A.S.)
Art	Fine Arts (A.S.)
Astronomy	Lib. Arts & Sciences: Science (A.S.)
Automotive	Automotive Technology (A.A.S.) or Automotive Mechanics (Certificate)
Banking	Business Administration (A.A.S.)
Biochemistry	Lib. Arts & Sciences: Science (A.S.)
Bioengineering	Engineering Science (A.S.)
Biology	Lib. Arts & Sciences: Science (A.S.)
Botany	Lib. Arts & Sciences: Science (A.S.)
Broadcasting	Media Communications (A.S.)
Business Administration	Business Administration (A.S. or A.A.S.)
Business Education	Business Administration (A.S. or A.A.S.), Accounting (A.A.S.), Office Technology (A.A.S.) or Computer Information Systems (A.A.S.)
Carpentry	Construction Technology (A.A.S.)
Ceramics Engineering	Engineering Science (A.S.)
Chemical Engineering	Engineering Science (A.S.)
Chemistry	Lib. Arts & Sciences: Science (A.S.)
Civil Engineering	Engineering Science (A.S.)
Clerk-Typist	Office Technology: Clerical (Certificate) Medical Receptionist (Certificate)
Communications	Media Communication (A.S.)
Computer-based Training Design	Multimedia (A.A.S.)
Computer Engineering	Engineering Science (A.S.)
Computer Information Systems	Computer Information Systems (A.A.S.)
Computer Operator	Computer Technology (A.A.S.) Computer Systems Specialist (Certificate)
Computer Science	Computer Science (A.S.)
Construction/Contracting	Construction Technology (A.A.S.)
Counseling	Lib. Arts & Sciences: Social Sciences (A.A.) or Human Services (A.A.S. or A.A.)
Criminal Justice	Criminal Justice (A.A.S. or A.S. or Certificate)



Dentistry	Lib. Arts & Sciences: Science (A.S.)
Drama	Lib. Arts & Sciences: General Studies (A.A.) or Theatre Arts (A.S.)
Early Childhood	Early Childhood (A.A.S. or Certificate) or Lib. Arts & Sciences: General Studies, Social Science (A.A.), or Early Childhood Education (Teacher Education Transfer) (A.A.)
Earth Science	Lib. Arts & Sciences: Science (A.S.)
Ecology	Lib. Arts & Sciences: Science (A.S.)
Economics	Business Administration (A.S.)
Education	Lib. Arts & Sciences: General Studies, Social Science (A.A.), Science (A.S.) or Childhood Education (Teacher Education Transfer) (A.A.), Early Childhood Education (Teacher Education Transfer) (A.A.), or Adolescence Education (Teacher Education Transfer) (A.A.)
Electrical Engineering	Engineering Science (A.S.)
Electrical Technology	Electrical Technology (A.A.S.) or Electronics (Certificate)
Electrician	Construction Technology (A.A.S.)
Electronics Engineering	Engineering Science (A.S.)
Electronics Technology	Electrical Technology (A.A.S.) or Electronics (Certificate)
Elementary Education	Lib. Arts & Sciences: General Studies, Social Science (A.A.), Science (A.S.) or Childhood Education (Teacher Education Transfer) (A.A.), Early Childhood Education (Teacher Education Transfer) (A.A.)
Engineering	Engineering Science (A.S.)
English	Lib. Arts & Sciences: General Studies (A.A.)
Environmental Studies	Lib. Arts & Sciences: Science (A.S.)
Estimator	Construction Technology (A.A.S.)
Family Counseling	Lib. Arts & Sciences: Social Sciences (A.A.) or Human Services (A.A.S. or Certificate)
Film	Lib. Arts & Sciences: General Studies (A.A.)
Finance	Business Administration (A.S. or A.A.S.)
Fine Arts	Fine Arts (A.S.), Lib. Arts & Sciences: General Studies (A.A.)
Foreign Languages	Lib. Arts & Sciences: General Studies (A.A.)
Forestry	Lib. Arts & Sciences: Science (A.S.)
Genetics	Lib. Arts & Sciences: Science (A.S.)
Geology	Lib. Arts & Sciences: Science (A.S.)
Gerontology	Lib. Arts & Sciences: Social Science (A.A.) or Human Services (A.A.S. or Certificate)
Government	Lib. Arts & Sciences: Social Science or General Studies (A.A.)
Graphic Arts	Visual Communications Technology (A.A.S.) or Graphic Communications Sales & Marketing (A.A.S.)
Health	Nursing (A.A.S.), Lib. Arts & Sciences: General Studies (A.A.) or Health, Physical Education, and Recreation Studies (A.S.) or Liberal Arts and Science (A.S.)
History	Lib. Arts & Sciences: Social Science or General Studies (A.A.)
Human Services	Human Services (A.A.S. or Certificate)
Immunology	Lib. Arts & Sciences: Science (A.S.)
Information Science	Computer Information Systems (A.A.S.) or Computer Science (A.S.)



Insurance	Business Administration (A.S. or A.A.S.)
International Studies	Lib. Arts & Sciences: Social Sciences (A.A.)
Journalism	Media Communication (A.S.)
Law	Lib. Arts & Sciences: Social Science or General Studies (A.A.) or Criminal Justice (A.S.)
Law Enforcement	Criminal Justice (A.A.S., A.S. or Certificate)
Library Service	Lib. Arts & Sciences: Social Science, General Studies (A.A.)
Management	Business Administration (A.S. or A.A.S.)
Marine Biology	Lib. Arts & Sciences: Science (A.S.)
Marketing	Business Administration (A.S. or A.A.S.) or Graphic Communications Sales & Marketing (A.A.S.)
Masonry	Construction Technology (A.A.S.)
Mass Media/Communications	Media Communication (A.S.)
Material Science	Lib. Arts & Sciences: Science (A.S.) or Engineering Science (A.S.)
Mathematics	Lib. Arts & Sciences: General Studies (A.A.)
Mathematics Education	Lib. Arts & Sciences: General Studies (A.S.) or Childhood Education (Teacher Education Transfer) (A.A.), Early Childhood Education (Teacher Education Transfer) (A.A.), or Adolescence Education (Teacher Education Transfer) (A.A.)
Mechanical Engineering	Engineering Science (A.S.)
Medical Secretary	Medical Administrative Assistant (A.A.S.) Medical Receptionist (Certificate)
Medical Transcriptionist	Medical Transcription (Certificate)
Medicine	Lib. Arts & Sciences: Science (A.S.)
Mental Health	Lib. Arts & Sciences: Social Science (A.A.) or Human Services (A.A.S., A.A. or Certificate)
Meteorology	Lib. Arts & Sciences: Science (A.S.)
Microbiology	Lib. Arts & Sciences: Science (A.S.)
Multimedia	Multimedia Technology (A.A.S.)
Music	Lib. Arts & Sciences: General Studies (A.A.) or Theatre Arts (A.S.)
Natural Resources	Lib. Arts & Sciences: Science (A.S.)
Nursery Education	Early Childhood (A.A.S. or Certificate) or Lib. Arts & Sciences: General Studies, Social Science (A.A.) or Early Childhood Education (Teacher Education Transfer) (A.A.)
Nursing	Nursing (A.A.S.)
Nutrition	Lib. Arts & Sciences: Science (A.S.)
Oceanology	Lib. Arts & Sciences: Science (A.S.)
Office Administration	Office Technology (A.A.S. or Certificate)
Pathology	Lib. Arts & Sciences: Science (A.S.)
Personnel	Business Administration (A.S. or A.A.S.) or Lib. Arts & Sciences: Social Science (A.A.)
Pharmacology	Lib. Arts & Sciences: Science (A.S.)
Philosophy	Lib. Arts & Sciences: General Studies (A.A.)
Physical Education	Health, Physical Education, & Recreation Studies (A.S.)
Physical Therapy	Lib. Arts & Sciences: Science (A.S.) or Health, Physical Education, & Recreation Studies (A.S.)
Physics	Lib. Arts & Sciences: Science (A.S.) or Engineering Science (A.S.)



Plumbing	Construction Technology (A.A.S.)
Political Science	Lib. Arts & Sciences: Social Science or General Studies (A.A.)
Printing Technology	Visual Communications Technology (A.A.S.) or Graphic Communications Sales & Marketing (A.A.S.)
Project Management	Construction Technology (A.A.S.)
Psychology	Lib. Arts & Sciences: Social Science or General Studies (A.A.)
Public Administration	Lib. Arts & Sciences: Social Science or General Studies (A.A.)
Radio Broadcasting	Media Communication (A.S.)
Radiologic Technology	Radiologic Technology (A.A.S.)
Recreation	Health, Physical Education, & Recreation Studies (A.S.)
Retailing	Business Administration (A.A.S. or A.S.)
Robotics	Electrical Technology (A.A.S.)
Sales	Business Administration (A.A.S. or A.S.) or Graphic Communications Sales & Marketing (A.A.S.)
Science Education	Lib. Arts & Sciences: Science (A.S.) or Childhood Education (Teacher Education Transfer) (A.A.), Early Childhood Education (Teacher Education Transfer) (A.A.), or Adolescence Education (Teacher Education Transfer) (A.A.)
Secondary Education	Lib. Arts & Sciences: Social Science, General Studies (A.A.) or Mathematics, Science (A.S.) or Adolescence (Teacher Education Transfer) (A.A.)
Secretarial Science	Office Technology (A.A.S. or Certificate)
Social Work	Human Services (A.A.S. or Certificate) or Lib. Arts & Sciences: Social Science (A.A.)
Sociology	Lib. Arts & Sciences: Social Science or General Studies (A.A.)
Special Education	Lib. Arts & Sciences: General Studies, Social Sciences (A.A.) or Childhood Education (Teacher Education Transfer) (A.A.), Early Childhood Education (Teacher Education Transfer) (A.A.), or Adolescence Education (Teacher Education Transfer) (A.A.)
Speech	Media Communication (A.S.)
Statistics	Lib. Arts & Sciences: General Studies (A.A.)
Substance Abuse Counseling	Human Services (A.A.S., A.A. or Certificate) or Liberal Arts and Science: Social Science (A.A.)
Support Specialist	Computer Systems Specialist (Certificate)
Systems Analysts	Computer Information Systems (A.A.S.) Computer Science (A.S.)
Telecommunications	Electrical Technology (A.A.S.) or Electronics (Certificate)
Television Broadcasting	Media Communication (A.S.)
Theater	Theatre Arts (A.S.) or Lib. Arts & Sciences: General Studies (A.A.)
Urban Studies	Lib. Arts & Sciences: Social Sciences or General Studies (A.A.)
Veterinary Medicine	Lib. Arts & Sciences: Science (A.S.)
Video Production	Media Communication (A.S.)
Web Design	Multimedia Technology (A.A.S.) Computer Information Systems (A.A.S.)
Wildlife Biology	Lib. Arts & Sciences: Science (A.S.)
Zoology	Lib. Arts & Sciences: Science (A.S.)





Fulton-Montgomery Community College’s programs include Liberal Arts & Sciences, Business and Technology degrees and certificates. These programs are listed here along with the Higher Education General Information Survey (HEGIS) classification and the State University of New York Application Processing Center’s (APC) codes. Enrollment in programs that are not registered or otherwise approved may jeopardize a student’s eligibility for certain student aid awards.

FULTON-MONTGOMERY COMMUNITY COLLEGE		HEGIS	APC
		0765	77
A.A. DEGREE PROGRAMS	DEGREE	HEGIS	APC
Liberal Arts & Sciences: Adolescence Education .....	A.A. ....	5649.00 .....	1804
Liberal Arts & Sciences: Childhood Education .....	A.A. ....	5649.00 .....	1802
Liberal Arts & Sciences: Early Childhood Education .....	A.A. ....	5649.00 .....	1803
Liberal Arts & Sciences: General Studies .....	A.A. ....	5649.00 .....	0250
Liberal Arts & Sciences: Social Sciences.....	A.A. ....	5649.00 .....	0212
Human Services .....	A.A. ....	5506.00 .....	1175
A.S. DEGREE PROGRAMS			
Business: Business Administration .....	A.S. ....	5004.00 .....	0671
Computer Science .....	A.S. ....	5101.00 .....	0532
Criminal Justice .....	A.S. ....	5500.00 .....	1100
Engineering Science .....	A.S. ....	5609.00 .....	0530
Fine Arts.....	A.S. ....	5610.00 .....	1648
Liberal Arts & Sciences: Science.....	A.S. ....	5649.00 .....	0220
Health, Physical Education & Recreation Studies.....	A.S. ....	5299.30 .....	1130
Media Communication .....	A.S. ....	5008.00 .....	1173
Theatre Arts .....	A.S. ....	5610.00 .....	0695
A.A.S. DEGREE PROGRAM—TECHNOLOGIES			
Automotive Technology .....	A.A.S. ....	5306.00 .....	0525
Computer Information Systems .....	A.A.S. ....	5103.00 .....	0581
Computer Technology .....	A.A.S. ....	5104.00 .....	0559
Construction Technology.....	A.A.S. ....	5317.00 .....	0540
Electrical Technology .....	A.A.S. ....	5310.00 .....	0555
Graphic Communications Sales & Marketing.....	A.A.S. ....	5012.00 .....	1461
Multimedia Technology.....	A.A.S. ....	5008.00 .....	1388
Visual Communications Technology:			
Graphic Arts Printing .....	A.A.S. ....	5012.00 .....	0677



A.A.S. DEGREE PROGRAM—BUSINESS

Business: Accounting.....	A.A.S.....	5002.00	.....	0630
Business: Business Administration.....	A.A.S.....	5004.00	.....	0632
Medical Administrative Assistant.....	A.A.S.....	5005.00	.....	1176
Office Technology: Administrative.....	A.A.S.....	5005.00	.....	0625

A.A.S. DEGREE PROGRAM—PUBLIC AFFAIRS AND SERVICES

Criminal Justice.....	A.A.S.....	5505.00	.....	0640
Early Childhood.....	A.A.S.....	5503.00	.....	0605
Human Services.....	A.A.S.....	5501.00	.....	0604
Nursing.....	A.A.S.....	5208.00	.....	0622
Radiologic Technology.....	A.A.S.....	5207.00	.....	0628

A.O.S. DEGREE PROGRAMS

Individual Studies.....	A.O.S.....	5699.00	.....	0688
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CERTIFICATE PROGRAMS (One Year)

Automotive Mechanics.....	Certificate.....	5306.00	.....	0926
Criminal Justice.....	Certificate.....	5505.00	.....	0947
Computer Systems Specialist.....	Certificate.....	5104.00	.....	1596
Early Childhood.....	Certificate.....	5503.00	.....	0968
Electronics.....	Certificate.....	5510.00	.....	1061
General Education.....	Certificate.....	5699.00	.....	0985
Human Services.....	Certificate.....	5501.00	.....	0949
Individual Studies.....	Certificate.....	5699.00	.....	0987
Medical Receptionist.....	Certificate.....	5005.00	.....	1511
Medical Transcriptionist.....	Certificate.....	5005.00	.....	0062
Multimedia Technology.....	Certificate.....	5008.00	.....	1389
Office Technology: Clerical.....	Certificate.....	5005.00	.....	0935
Teaching Assistant.....	Certificate.....	5503.00	.....	1330



Note: In some programs, requirements are listed as categories of courses. The specific courses that comprise each category are listed below.

### **General Education**

Students who plan on earning an A.A. or A.S. degree are expected to complete courses in seven (7) of the (10) State University of New York (SUNY) General Education categories. Please consult with your academic advisor for specific course selections.

**BUSINESS** – includes courses in Accounting (BU), Economics (EC), Keyboarding (Computer) (BU, OT), Office Technology (OT), Medical Office Technology (OT, ME), and Business Administration (BU)

**COMPUTER INFORMATION SYSTEMS** – includes courses in Computer Information Systems (CS)

**CRIMINAL JUSTICE** – includes courses in Criminal Justice (CJ)

**EARLY CHILDHOOD EDUCATION** – includes courses in Education (ED)

**HEALTH, PHYSICAL EDUCATION & RECREATION** – includes courses in Health (HE), Physical Education (PE) and Recreation Studies (RE)

**HUMAN DEVELOPMENT** – includes courses in Human Development (HD)

**HUMAN SERVICES** – includes courses in Human Services (HS)

**HUMANITIES** - includes courses in Art (AR), Communications (CO), English (EN), Modern Foreign Language (FL), Music (U), Philosophy (HU), and Theater (TH)

**MATHEMATICS** – includes courses in Mathematics (MA)

**NURSING** – includes courses in Nursing (NU)

**SCIENCE** – includes courses in Biology (BI, SC), Chemistry (CH, SC), Engineering (ES), Geology (SC), Introductory Sciences (SC), Physics (PH, SC)

**SOCIAL SCIENCE** – includes courses in Criminal Justice (SS), History (SS), Political Science (SS), Psychology (SS), Sociology (SS)

**TECHNOLOGY** – includes courses in Automotive (AT), Computer Information Systems (CS), Computer Technology (TC), Construction (CT), Electricity and Electronics (EL), Mechanical Drawing/Drafting (MD), Multimedia (MM), Surveying (SU), Visual Communications (GA)



In order to receive an A.A. or A.S. degree from Fulton-Montgomery Community College, students are required to fulfill at least 21 credit hours or seven of the ten categories of the SUNY General Education requirements as part of their Associate's degree at Fulton-Montgomery Community College. Any SUNY General Education requirement that is not fulfilled at FMCC must then be completed at the four-year SUNY institution to which you transfer.

The table below lists the ten categories and the FMCC courses that satisfy each of the requirements. Please see an Academic Advisor for appropriate course selections.

Mathematics (M)	Natural Science (N)	Social Science (S)	American History (U)	Western Civilization (W)	Other World Civilizations (O)	Humanities (H)	The Arts (A)	Foreign Languages (F)	Basic Communications (C)
MA 150	BI 171	EC 282	SS 283 <sup>3</sup>	SS 183	AR 106	EN 150	AR 100	FL 141	EN 103
MA 151	BI 172	EC 283	SS 284 <sup>3</sup>	SS 184	SS 131	EN 200	AR 101	FL 142	EN 104
MA 154	BI 173	EN 140	SS 287 <sup>2</sup>	SS 296	SS 132	EN 231	AR 102	FL 143	EN 128
MA 156	BI 175	SS 264	SS 293 <sup>2</sup>			EN 232	AR 110	FL 144	
MA 157	CH 173	SS 278	SS 295 <sup>2</sup>			EN 233	AR 150	FL 147	
MA 158	PH 171	SS 280				EN 234	AR 160	FL 148	
MA 160	SC 131	SS 281				EN 235	AR 161	FL 171	
	SC 135	SS 282				EN 239	AR 210	FL 263	
	SC 137	SS 291				EN 241	AR 211	FL 172	
	SC 139	SS 294				EN 242	AR 220	SL 101 <sup>1</sup>	
	SC 143					EN 243	AR 221	SL 102 <sup>1</sup>	
	SC 144					EN 244	AR 230		
	SC 145					EN 245	AR 245		
	SC 146					HU 200	AR 275		
	SC 151					HU 250	MU 102		
	SC 161					HU 258	TH 101		
	SC 162					HU 266	TH 102		
	SC 170					HU 267	TH 105		
	SC 171					HU 271	TH 136		
	SC 181						TH 201		

<sup>1</sup> Only for Early Childhood Education, Human Services, Criminal Justice majors, and Childhood Education (Teacher Education Transfer) (A.A.), Early Childhood Education (Teacher Education Transfer) (A.A.), or Adolescence Education (Teacher Education Transfer) (A.A.).

<sup>2</sup> For students scoring above 84 percent on Regents.

<sup>3</sup> For all students.

**AUTOMOTIVE TECHNOLOGY (A.A.S.)  
APC — 0525**

Automotive Technology Program is designed to prepare students who, in addition to being knowledgeable in their chosen field, will have a basic background in the Arts and Sciences. Students in this program are expected to provide their own safety footwear, limited hand tools, and other personal items appropriate for automotive laboratory classes.

**FIRST YEAR**

**First Semester**

AT 121 Intro. to Automotive Function.....	3
AT 122 Theory of Intern. Comb. Engines.....	3
AT 124 Automotive Electrical Systems.....	3
SC 161 Intro. to Physics I .....	3
Mathematics Elective <sup>1,2</sup> .....	3-4
	15-16

**Second Semester**

EN 103 English I.....	3
AT 123 Intern. Comb. Engine Supp. Sys. ....	3
SC 162 Intro. to Physics II .....	3
Elective .....	3-4
Social Science Elective .....	3
CS 105 Microcomputer Applications.....	3
	18-19

**SECOND YEAR**

**First Semester**

EN 104 English II <u>or</u>	
EN 127 Technical English <sup>2</sup> .....	3
AT 225 Automotive Chassis Systems .....	3
Electives <sup>2</sup> .....	6
Social Science Elective .....	3
Physical Education .....	1
	16

**Second Semester**

AT 226 Power Trains — Des. Fea. & Anal. ....	3
AT 227 Electronic Engine & Chassis Anal.....	3
AT 228 Consumer Relations & Services.....	3
Electives .....	5-6
Physical Education .....	1
	15-16

AT Designated courses meet at co-located HFM BOCES.

Suggested Electives: BU 101, 103, EL 125, MD 171.

<sup>1</sup>Math placement depending upon preparation, competence at level of MA 142 or higher required. (Not MA 147 or MA 150)

<sup>2</sup> If MA 142 and EN 127 are taken, students must replace 6 elective credits with 6 credits in Liberal Arts and Sciences.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**AUTOMOTIVE MECHANICS (Certificate)**  
**APC — 0926**

This one-year Automotive Mechanics Certificate Program is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an associate’s degree.

Emphasis is on practical hands-on experience in all aspects of automotive mechanics including engines, support systems, electrical systems, chassis, and power train. Customer relations are also stressed. Modern electronic equipment is used in highly individualized laboratory projects. Advanced placement and credit for prior learning in school and on the job are possible. Students in this program are expected to provide their own safety footwear, limited hand tools, and other personal items appropriate for automotive laboratory classes.

Graduates may be employed as mechanics helpers, mechanics, and related careers. Jobs are available in small shops, dealerships, and automotive repair chain stores.

**First Semester**

AT 121 Introduction to Automotive Function .....	3
AT 122 Theory of Internal Combustion Engines .....	3
AT 124 Automotive Electrical Systems.....	3
AT 225 Automotive Chassis Systems .....	3
Elective .....	<u>3</u>
	15

**Second Semester**

AT 123 Internal Combustion Engine Support Systems .....	3
AT 226 Power Trains-Design Features & Analysis .....	3
AT 227 Electronic Engine & Chassis Analysis .....	3
AT 228 Consumer Relations & Services .....	3
Elective <sup>1</sup> .....	2-3
CS 105 Microcomputer Applications .....	<u>3</u>
	17-18

AT Designated courses meet at co-located HFM BOCES.

<sup>1</sup>Business course recommended.

Minimum of 32 semester hours required to complete this program.

**BUSINESS: ACCOUNTING (A.A.S.)**  
**APC — 0630**

In today’s highly rewarding, yet competitive job market, the accounting and finance professional is continuously in demand. At FMCC, our leading edge Accounting program is designed to provide students with the accounting, finance and business skills needed to succeed in both the private and public sectors of the economy. The program will provide students with an overview of the structure and functions of accounting, business and finance, as well as the communication, math and computer skills necessary for the business world today.

Core accounting courses prepare the student with the specialized accounting terminology, concepts and applications present in the fields of financial, managerial, cost, and tax accounting.

The program is designed to prepare students for employment upon graduation. In addition, students may decide to continue their studies at four-year institutions, and beyond. Consultation with an academic advisor is recommended and available to students wishing to pursue higher educational goals.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
BU 101 Principles of Business .....	3
BU 103 Mathematics of Business Finance.....	3
BU 121 Financial Accounting .....	4
CS 105 Microcomputer Applications .....	<u>3</u>
	16

**Second Semester**

EN 104 English II.....	3
BU 122 Managerial Accounting .....	4
EC 282 Macroeconomics.....	3
Science Elective .....	3
MA 150 or higher .....	<u>3-4</u>
	16-18

**SECOND YEAR**

**First Semester**

BU 221 Intermediate Accounting I.....	4
BU 171 Business Law I .....	3
BU 224 Cost Accounting.....	3
Liberal Arts Elective <sup>1</sup> .....	3
Business Elective <sup>2</sup> .....	3
Physical Education .....	<u>1</u>
	17

**Second Semester**

BU 222 Intermediate Accounting II.....	4
Social Science Elective .....	3
BU 225 Federal Income Tax .....	3
BU 172 Business Law II.....	3
Physical Education .....	<u>1</u>
	14

<sup>1</sup>EC 283, Microeconomics, is highly recommended for students who desire to continue their business education at a four-year institution.

<sup>2</sup>Business Electives may be chosen from any non-required course with a BU or EC prefix (not BU130).

Minimum of 63 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

**BUSINESS: BUSINESS ADMINISTRATION (A.A.S.)  
APC — 0632**

The FMCC Business Administration Program is designed to prepare our students with the core skills necessary to compete and succeed in today’s diverse business environment. Required courses include the organizational functions of accounting, marketing, finance, human resource management and business law. Exposure to these concepts provides our students with the knowledge they need, while introducing them to potential career paths they can pursue through their choice of business electives. The flexibility of this program allows for either part-time or full-time study.

The primary goal of this business program is to prepare students for employment upon graduation. In addition, students may decide to continue their studies at a four-year institution and beyond. Students confident they want to immediately continue onto a four-year institution may want to consider FMCC Business Administration (A.S.) Consultation with an academic advisor is recommended and available to students wishing to pursue higher educational goals.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
BU 101 Principles of Business .....	3
BU 103 Mathematics of Business Finance .....	3
BU 121 Financial Accounting .....	4
CS 105 Microcomputer Applications .....	<u>3</u>
	16

**Second Semester**

EN 104 English II.....	3
BU 122 Managerial Accounting .....	4
BU 141 Marketing.....	3
EC 180 Introduction to Economics.....	3
Mathematics Elective <sup>1</sup> .....	<u>3-4</u>
	16-17

**SECOND YEAR**

**First Semester**

BU 171 Business Law I .....	3
BU 179 Principles of Management.....	3
Business Elective <sup>2</sup> .....	3
Social Science Elective <sup>3</sup> .....	3
Science Elective <sup>4</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

BU 151 Human Resource Management .....	3
BU 160 Introduction to Finance.....	3
Business Elective <sup>2</sup> .....	3
Business Elective <sup>2</sup> .....	3
Liberal Arts Elective .....	3
Physical Education .....	<u>1</u>
	16

<sup>1</sup>Mathematics Elective may be fulfilled by completing MA 150 or higher.

<sup>2</sup>Business Electives may be chosen from any non-required course with a BU or EC prefix (not BU130).

<sup>3</sup>Social Science Elective may be fulfilled by completing any course beginning with one of the following prefixes: SS or EC.

<sup>4</sup>Science Elective may be fulfilled by completing any course beginning with one of the following prefixes: BI, CH, PH, or SC (not SC 121, SC 129).

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**BUSINESS: BUSINESS ADMINISTRATION (A.S.)  
APC — 0671**

This program is designed to prepare students to transfer to a four-year institution to complete a baccalaureate degree in business. The flexibility of this program permits students to meet the requirements of their intended transfer institutions.

Students transferring to four-year institutions may specialize at that institution in a particular field such as finance, marketing, business management, or business education.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
BU 121 Financial Accounting.....	4
EC 282 Macroeconomics.....	3
MA 160 Statistics.....	3
Social Science Elective .....	<u>3</u>
	16

**Second Semester**

EN 104 English II.....	3
BU 122 Managerial Accounting .....	4
EC 283 Microeconomics.....	3
Math Elective <sup>2</sup> .....	4
Liberal Arts Elective <sup>3</sup> .....	<u>3</u>
	17

**SECOND YEAR**

**First Semester**

BU 171 Business Law I .....	3
CS Elective .....	3
Business Elective .....	3
Liberal Arts Elective <sup>1</sup> .....	3
Science Elective.....	3-4
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

Business Elective.....	3
Liberal Arts Elective <sup>3</sup> .....	6
Elective <sup>4</sup> .....	3
Physical Education .....	<u>1</u>
	13

<sup>1</sup>SS 281, 291, or general education approved course in (U), (W), or (O) recommended.

<sup>2</sup>MA 154 Precalculus math level or higher (many colleges require Calculus).

<sup>3</sup>General Education approved course recommendation.

<sup>4</sup>Business course is recommended, including CS 105.

Minimum of 62 semester hours required to complete this program, which must include 30 semester hours in Liberal Arts & Science, plus two different physical education courses.

BU, CS and other electives should be chosen on the basis of the requirements of the four-year institution to which transfer is anticipated. BU 172 recommended for accounting transfer majors.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.

**COMPUTER INFORMATION SYSTEMS (A.A.S.)  
APC — 0581**

This curriculum is structured along the lines of career interests and job skills required by students who plan to enter the field of computer information systems.

The course work emphasizes practical problem solving skills, the use of computers, information technology and written and oral communication skills to achieve a well-rounded computer information systems background.

An FMCC graduate will have a solid foundation working with hardware, software and information management. They will be able to provide solutions using learned IT knowledge and interpersonal skills. They will have the ability to adapt to the ever-changing IT industry.

Morrisville State University offers Dual Admission into their B.T. Information Systems Program. For more information meet with FMCC's Transfer Counselor.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
CS 105 Microcomputer Applications .....	3
CS 115 Intro to Computer Programming Logic .....	3
Social Science Elective <sup>1</sup> .....	3
MA 151 Intermediate Algebra or Higher.....	3-4
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

CS 112 Advanced Applications .....	3
CS 129 Visual Basic Programming .....	3
CS 240 Hardware Concepts .....	3
EN 104 English II .....	3
Restricted Elective <sup>2</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR**

**First Semester**

CS 160 Database Design & Programming.....	3
CS 170 Web Site Development .....	3
CS 235 System Analysis & Design.....	3
CS 241 Networking Concepts .....	3
Liberal Arts Elective <sup>3</sup> .....	<u>3</u>
	15

**Second Semester**

CS 131 Java Programming.....	3
CS 230 Internet Programming .....	3
CS 236 System Dev. & Implementation .....	3
CS 289 Professional Development Seminar or IN 292 Internship .....	2
Science Elective <sup>4</sup> .....	3-4
Liberal Arts Elective <sup>3</sup> .....	<u>3</u>
	17-18

<sup>1</sup>Social Science Electives - see catalog listing.

<sup>2</sup>Restricted Electives include: BU 101, BU 121, BU 141, BU 151, BU 160 or BU 179. Other Restricted Electives may include any course with a EL, MD, TC, MM, GA, prefix and any other CS non-require course. See advisor.

<sup>3</sup>Liberal Arts Electives-see catalog listing

<sup>4</sup>Science-see catalog listing (not SC 121., SC129).

Minimum of 64-67 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

**COMPUTER SCIENCE (A.S.)**  
**APC — 0532**

The two-year Computer Science Program is designed for students who plan to transfer and continue their studies in programs leading to the bachelor’s degree or who plan to seek immediate employment. The program emphasizes a theoretical understanding of computers in combination with procedural object-oriented languages.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
CS 105 Microcomputer Applications .....	3
CS 115 Intro to Computer Programming Logic .....	3
MA 157 A. Geo. & Calculus I .....	4
Science Elective <sup>3</sup> .....	<u>3-4</u>
	16-17

**Second Semester**

EN 104 English II.....	3
CS 129 Visual Basic Programming .....	3
MA 158 A. Geo. & Calculus II .....	4
Liberal Arts Elective <sup>1</sup> .....	3
Science Elective <sup>3</sup> .....	<u>3-4</u>
	16-17

**SECOND YEAR**

**First Semester**

CS 125 C++ Programming.....	3
CS 235 Systems Analysis & Design .....	3
Mathematics Elective <sup>1</sup> .....	3-4
Social Science Elective <sup>1</sup> .....	3
Liberal Arts Electives <sup>1</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

CS 131 JAVA Programming .....	3
CS Elective <sup>2</sup> .....	3
Electives <sup>1</sup> .....	6
Social Science Elective <sup>1</sup> .....	3
Physical Education .....	<u>1</u>
	16

<sup>1</sup>Refer to transfer institution requirements. Electives should be selected to conform to the program requirements of the college or university to which the student plans to transfer.

<sup>2</sup>CIS Suggested Electives are CS 160, CS 170, CS 230 or CS 236.

<sup>3</sup>Science elective may not be SC 121, SC 129.

Minimum of 64 semester hours required to complete this program, which must include 30 semester hours in Liberal Arts and Science, plus two different physical education courses.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.



**COMPUTER TECHNOLOGY (A.A.S.)  
APC — 0559**

The Computer Technology Program offers students education in data telecommunications, networking, electronics, computer hardware, and software programming areas. The program is designed to allow a graduating student to obtain important technology skills needed for CCNA (Cisco Certified Network Associate) certification as well as provide the opportunity for transfer to a four-year institution for further training in Computer Technology/Engineering.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
EL 125 Electricity I .....	4
CS 115 Intro to Computer Prog. Logic .....	3
TC 131 Cisco I .....	4
MA Elective <sup>1</sup> .....	<u>4</u>
	18

**Second Semester**

EL 229 Electronics I .....	4
EN 104 English II <u>or</u>	
EN 127 Technical English .....	3
TC 132 Cisco II .....	4
MA Elective <sup>1</sup> .....	4
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR**

**First Semester**

TC 133 Cisco III .....	4
EL 132 Digital Electronics .....	4
Physics <sup>2</sup> .....	3-4
Social Science Elective .....	3
Physical Education .....	<u>1</u>
	15-16

**Second Semester**

TC 134 Cisco IV .....	4
EL 236 Microprocessors .....	4
Physics <sup>2</sup> .....	3-4
CS 125 C++ Programming <u>or</u>	
CS 129 Visual Basic Programming .....	3
Social Science Elective .....	<u>3</u>
	17-18

<sup>1</sup>MA 151 or higher, not MA 160.

<sup>2</sup>Choose Physics sequence from SC 161 and SC 162, or PH 171 and PH 172.

CS 105 or equivalent experience is a prerequisite for this program.

Students should work closely with an academic advisor and refer to transfer institution requirements when selecting electives. Recommended electives: PH 171-172, MA 157-158.

Minimum of 66 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**COMPUTER SYSTEMS SPECIALIST (Certificate)  
APC — 1596**

The one-year Computer Systems Specialist Program is designed for students who plan to enter the workforce as quickly as possible. The program prepares students to maintain contemporary hardware and operating systems commonly found in business and industry. It provides a foundation for pursuing industry-wide certifications.

NOTE: Program Prerequisite: CS 105 Microcomputer Applications.

**First Semester (spring)**

CS 170 Web Site Development .....	3
CS 240 Hardware Concepts .....	3
Business Elective <sup>1</sup> .....	3
Computer Science Elective <sup>2</sup> .....	<u>3</u>
	12

**Second Semester (fall)**

EN 103 English I <u>or</u>	
BU 137 Business Communication .....	3
MA 147 Algebra or Higher .....	3-4
CS 112 Advanced Applications .....	3
CS 115 Intro. to Computer Prog. Logic .....	3
CS 241 Networking Concepts.....	<u>3</u>

15-16

<sup>1</sup>Business Elective should be selected in consultation with advisor.

<sup>2</sup>Computer Science Elective may be selected from any non-required CS course. Discuss with advisor.

Internship is recommended.

Minimum of 28 semester hours required to complete this program.

**CONSTRUCTION TECHNOLOGY (A.A.S.)**  
**APC — 0540**

The Construction Technology curriculum is designed to meet the needs of students who are interested in careers in construction. With additional field experience, the successful graduate shall be prepared for entry-level construction; supervisory positions, general contracting, subcontracting, New York State construction field inspector positions, lab and field technicians for geotechnical engineering firms, and office and field positions with designers/builders/developers/surveying/engineering firms. In addition, the masonry and carpentry courses meet the classroom and lab activities training requirements for the Department of Labor masonry and carpentry apprenticeship training programs. Hands-on building activities represent approximately 60% of class time in most Construction Technology courses. Students in this program are required to provide some of their own personal protective equipment and a limited number of hand tools, in addition to texts for labs.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
CT 121 Bldg. Trades & Cons. Materials.....	3
CT 124 Blueprint Reading.....	1
MD 171 Introduction to Architectural Drafting.....	3
Mathematics Elective <sup>1</sup> .....	3-4
CS 105 Microcomputer Applications .....	<u>3</u>
	16-17

**Second Semester**

EN 104 English II <u>or</u>	
EN 127 Technical English .....	3
CT 122 Light Frame I.....	3
CT 225 Masonry, Concrete & Steel .....	3
Liberal Arts Elective .....	3
Mathematics <sup>1</sup> or Liberal Arts Elective .....	3-4
Social Science Elective .....	<u>3</u>
	18-19

**SECOND YEAR**

**First Semester**

CT 123 Light Frame II .....	3
CT 226 Plumbing & Climate Control.....	3
MD 180 Inter. Architectural Drafting .....	3
SC 161 Intro. to Physics I .....	3
CT 230 Principles of Soils.....	3
Physical Education .....	<u>1</u>
	16

**Second Semester**

CT 228 Estimating.....	3
SU 101 Surveying.....	3
CT 229 Electrical Wiring .....	3
Social Science Elective .....	3
Liberal Arts Elective .....	3
Physical Education .....	<u>1</u>
	16

<sup>1</sup>Math placement depending upon preparation, <sup>1</sup>competence at level of MA 142 or higher required, excluding MA 147 and MA 150.

CT Designated courses meet at co-located HFM BOCES.

Minimum of 65 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

**CRIMINAL JUSTICE (A.A.S.)  
APC — 0640**

This program is designed to prepare students for careers with federal, state, county and local enforcement organizations. The courses are concerned with fulfilling the educational needs of students aiding them in becoming efficient and knowledgeable criminal justice personnel. The program is open, as well, to those who are currently employed in law enforcement.

STUDENTS PLEASE NOTE: Many criminal justice agencies require applicants to meet qualifying entrance requirements. Students pursuing careers at these agencies should be aware of conditions that may disqualify applicants for employment based on health, physical conditions, or character.

University at Buffalo offers Dual Admission into their B.A. Sociology: Concentration in Law and Criminology Program. For more information meet with FMCC's Transfer Counselor.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
CJ 101 Intro. to Criminal Justice.....	3
CJ 103 Criminal Law .....	3
SS 281 Intro. to Sociology.....	3
Science Elective <sup>1</sup> .....	<u>3-4</u>
	15-16

**Second Semester**

EN 104 English II <u>or</u>	
EN 127 Technical English .....	3
SS 104 Constitutional Law .....	3
CJ 105 Principles of Criminal Investigation .....	3
SS 291 General Psychology .....	3
Mathematics Elective <sup>3</sup> .....	3-4
CS 105 Microcomputer Applications.....	<u>3</u>
	18-19

**SECOND YEAR**

**First Semester**

EN 132 Speech.....	3
CJ 112 Intro. to Police Org. & Mgt. ....	3
SS 209 Criminology.....	3
Elective <sup>2</sup> .....	4-6
Physical Education .....	<u>1</u>
	14-16

**Second Semester**

CJ 107 Police Community Relations .....	3
CJ 289 Professional Dev. Seminar .....	1
CJ 298 Criminal Justice Internship.....	3
SS 211 Public Administration.....	3
HU 258 Ethics <u>or</u> Liberal Arts Elective.....	3
Social Science Elective .....	3
Physical Education .....	<u>1</u>

17

<sup>1</sup>SC 135, SC 161, SC 170 suggested (not SC 121, SC 129).

<sup>2</sup>Recommended Electives: CJ 113, 121, 260, SS 208, SS 210.

<sup>3</sup>MA 151 or higher.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

**CRIMINAL JUSTICE (A.S.)  
APC — 1100**

Associate degree in Criminal Justice provides a broad foundation for careers in any part of the criminal justice system. It is appropriate for students who have not yet made a specific career choice. This associate degree is designed to be used as a stepping stone for a bachelor’s degree. Students will complete all ten of the SUNY General Education Requirements in the course of the program.

**FIRST YEAR**

**First Semester**

CJ 101 Intro. to Criminal Justice.....	3
CJ 103 Criminal Law .....	3
EN 103 English I .....	3
SS 281 Intro. to Sociology.....	3
Mathematics Elective <sup>1,2</sup> .....	<u>3-4</u>
	15-16

**Second Semester**

American History Elective <sup>2</sup> .....	3
Criminal Justice Electives <sup>3</sup> .....	3
EN 104 English II.....	3
SS 104 Constitutional Law .....	3
SS 291 General Psychology .....	3
PE Elective .....	<u>1</u>
	16

**SECOND YEAR**

**First Semester**

Criminal Justice Electives <sup>3</sup> .....	6
FL Elective <sup>2</sup> .....	3
Humanities Elective <sup>2</sup> .....	3
Science Elective <sup>2</sup> .....	<u>3</u>
	15

**Second Semester**

Restricted Electives <sup>4</sup> .....	3
Western Civilization Elective <sup>2</sup> .....	3
Mathematics <sup>5</sup> or Science Elective.....	3-4
Arts Elective <sup>2</sup> .....	3
World Civilization Elective <sup>2</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

<sup>1</sup>MA 151 or higher, students should consult transfer institution of interest for specific requirements.

<sup>2</sup>Students must choose a General Education Approved Course.

<sup>3</sup>Criminal Justice Electives: CJ 105, CJ 107, CJ 112, CJ 113, CJ 121, CJ 260, SS 209

<sup>4</sup>Restricted Electives: HS 211, HS 243, SS 208, SS 210, SS 211, SS 237, SS 264, SS 282, SS 292, SS 294, SS 386, SS 387.

<sup>5</sup>MA 160 suggested.

Minimum of 62 semester hours required to complete this program, which must include 30 semester hours in Liberal Arts and Sciences, plus two different physical education courses.



**CRIMINAL JUSTICE (Certificate)**  
**APC — 0947**

This program leads to a certificate in Criminal Justice and is designed to prepare students to become members of the municipal, county, and state police forces, as well as Federal Protection Officer, United States Marshal, campus security guard, correctional officer, institutional guard, youth-aid worker, social worker and other positions in the criminal justice system. The program is open, as well, to those who are currently employed in law enforcement. Below is a suggested sequence of the courses required for this certificate.

**First Semester**

EN 103 English I .....	3
CJ 101 Intro. to Criminal Justice.....	3
CJ 103 Criminal Law .....	3
CJ 112 Intro. to Police Organization & Management .....	3
SS 291 General Psychology .....	3
CS 105 Microcomputer Applications .....	<u>3</u>
	15

**Second Semester**

EN 104 English II .....	3
SS 104 Constitutional Law .....	3
CJ 105 Principles of Criminal Investigation .....	3
CJ 107 Police-Community Relations <u>or</u> SS 208 Juvenile Delinquency <u>or</u>	
CJ 121 Intro. to Corrections.....	3
SS 281 Intro. to Sociology.....	3
Mathematics Elective <sup>1</sup> .....	<u>3-4</u>
	17-18

<sup>1</sup>(Strongly Suggested MA 160 Statistics).

Minimum of 36 semester hours required to complete this program.

**EARLY CHILDHOOD (A.A.S.)**  
**APC — 0605**

This program is designed for students who plan to seek employment as teacher-caregivers at institutions and agencies serving young children.

In addition to providing for the student’s own intellectual and personal development, the course work under this program provides a broad understanding of the psychological, emotional, intellectual, and developmental needs of children and the skills necessary for meeting those needs. Graduates may find employment opportunities with various types of institutions and agencies serving young children - Child Care Centers, Nursery Schools, Pre-Kindergarten Programs, Head Start, Day Camps, Recreational Centers, and Social Service Agencies serving children.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
ED 171 Intro. to Early Childhood Ed.....	3
SS 291 General Psychology .....	3
Mathematics or Science Elective <sup>1</sup> .....	3-4
Elective <sup>2</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

EN 104 English II.....	3
ED 180 Safety, Health, & Nutrition .....	3
ED 185 Early Childhood Curriculum .....	3
SS 298 Child Development.....	3
Mathematics or Science Elective <sup>1</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR**

**First Semester**

SS 281 Sociology .....	3
ED 298 Early Childhood Practicum .....	4
Education Elective <sup>3</sup> .....	3
Humanities Elective <sup>2</sup> .....	3
Elective <sup>2</sup> .....	<u>3</u>
	16

**Second Semester**

Education Elective <sup>3</sup> .....	3
ED 299 Early Childhood Practicum .....	4
Humanities or Social Science Elective <sup>2</sup> .....	3
Mathematics or Science Elective <sup>1</sup> .....	3-4
Elective <sup>2</sup> .....	<u>3</u>
	16-17

<sup>1</sup>Must include at least 3 semester hours of mathematics and at least 3 semester hours of science (not MA 147, SC 121, SC 129).

<sup>2</sup>Recommended electives: Humanities: FL 143, 144, 243, 244  
 Social Science: SS 292, 294  
 Open electives: HE 135, 136, HD 221, HS 251

<sup>3</sup>ED Electives: ED 225, 250, 280, 293, EN 222.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**EARLY CHILDHOOD (Certificate)  
APC — 0968**

The Early Childhood Certificate Program is designed for those who want to learn the skills and develop the attitudes that are needed for entry-level positions at institutions and agencies serving young children and for in-service personnel who want to upgrade their skills, but do not want to undertake many of the supporting academic courses required for the two-year Associate in Applied Science degree. The program is flexible so that the students may choose the courses and field experiences that are most appropriate to their interests and career goals.

**Summer Session**

ED 171 Intro. to Early Childhood Education .....	3
SS 291 General Psychology <sup>1</sup> .....	3
	<u>6</u>

**First Semester**

EN 103 English I .....	3
ED 185 Early Childhood Curriculum .....	3
ED 298 Early Childhood Practicum .....	4
SS 298 Child Development <sup>1</sup> .....	3
	<u>13</u>

**Second Semester**

ED 180 Safety, Health & Nutrition in Early Childhood .....	3
Education Elective <sup>2</sup> .....	3
Education Elective <sup>2</sup> .....	3
ED 299 Early Childhood Practicum .....	4
	<u>13</u>

<sup>1</sup>Students may take EN 103 during the summer, SS 291 during the first semester and 298 during the second semester.

<sup>2</sup>ED Electives: ED 225, 250, 280, 293, EN 222.

Minimum of 32 semester hours required to complete this program.



**ELECTRICAL TECHNOLOGY (A.A.S.)  
APC — 0555**

This program is designed for students seeking employment in a wide variety of technical fields including engineering technician, clean-room technician, computer-aided design (CAD) technician, lab assistant and service technician. The Electrical Technology program introduces students to fundamental electronics, electronic circuit design, digital circuitry, and the circuit fabrication and testing process through a variety of lecture and laboratory experiments. The Electrical Technology program also directly matriculates to various four-year colleges, enabling students to pursue a bachelor of technology degree in Electrical Engineering Technology. An interest in electricity, electronics and computers is an asset.

**FIRST YEAR**

**First Semester**

EL 125 Electricity I .....	4
EL 132 Digital Electronics.....	4
MA Elective <sup>1</sup> .....	4
CS 105 Microcomputer Applications .....	3
Physical Education .....	<u>1</u>
	16

**Second Semester**

EL 229 Electronics I .....	4
EL 126 Electricity II .....	4
MA Elective <sup>1</sup> .....	4
Social Science Elective .....	3
EN 103 English I.....	<u>3</u>
	18

**SECOND YEAR**

**First Semester**

EL 230 Linear Electronics .....	3
Physics <sup>2</sup> .....	3-4
EL 235 Industrial Electronics & Robotics.....	4
Social Science Elective .....	3
Physical Education .....	1
MD 174 Computer Aided Drafting.....	<u>3</u>
	17-18

**Second Semester**

EL 129 Semiconductor and Fiber Optics Tech. ....	3
EN 104 English II <u>or</u>	
EN 127 Technical English .....	3
EL 236 Microprocessors.....	4
EL 234 Telecommunications.....	4
Physics <sup>2</sup> .....	<u>3-4</u>
	17-18

<sup>1</sup>MA 151 or higher, not MA 160.

<sup>2</sup>Choose Physics sequence from SC 161 and SC 162, or PH 171 and PH 172.

Students planning to transfer should see an advisor for appropriate course selection. The following courses are recommended by most four-year institutions: MA 157, 158, PH 171, 172, and Computer Programming as available.

Minimum of 68 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**ELECTRONICS (Certificate)**  
**APC — 1061**

This program is designed to provide technical training necessary for entry-level employment or further education in the electronics and telecommunications fields.

**First Semester**

EL 125 Electric Circuit Analysis I.....	4
EL 132 Digital Electronics.....	4
Math Elective <sup>1</sup> .....	4
CS 105 Microcomputer Applications .....	3
	<u>15</u>

**Second Semester**

EL 129 Semiconductor and Fiber Optics Technology.....	3
Electrical Elective <sup>2</sup> .....	3-5
EL 234 Telecommunications .....	4
EL 229 Electronics I.....	4
	<u>14-16</u>

<sup>1</sup>MA 142 or higher, not MA 147, MA 150.

<sup>2</sup>Electives include: EL courses, TC courses, MD 174.

Minimum of 30 semester hours required to complete this program.

## ENGINEERING SCIENCE (A.S.)

### APC — 0530

The Engineering Science Program closely parallels the first two years of the four-year college and university program in engineering. This enables graduates of the program to transfer, at the junior level, to such institutions and to specialize in any field of engineering. A strong emphasis placed on mathematics and physics also makes the Engineering Science Program the most appropriate course of study for those who wish to transfer and continue their studies in physics and applied mathematics.

Interest and motivation of the student are of paramount importance for succeeding in the program. A strong background in high school mathematics and physics is recommended for entrance to the program.

### FIRST YEAR

#### First Semester

EN 103 English I .....	3
PH 171 Physics I .....	4
MA 157 A. Geo. & Calculus I.....	4
CH 173 Chemistry I.....	4
ES 125 Intro. to Engineering Science.....	<u>2</u>
	17

#### Second Semester

EN 104 English II.....	3
PH 172 Physics II .....	4
MA 158 A. Geo. & Calculus II.....	4
CH 174 Chemistry II or Elective <sup>1</sup> .....	3-4
Social Science Elective <sup>3</sup> .....	3
Physical Education .....	<u>1</u>
	18-19

### SECOND YEAR

#### First Semester

ES 235 Mechanics: Statics .....	3
ES 251 Materials Science .....	3
PH 271 Physics III .....	4
MA 257 A. Geo & Calculus III.....	4
CS 125 Computer Programming (C++) <sup>2</sup> .....	3
Physical Education .....	<u>1</u>
	18

#### Second Semester

ES 236 Mechanics: Dynamics.....	3
ES 281 Electric & Electronic Circuits .....	4
MA 258 Differential Equations.....	4
MA 259 Linear Algebra or Elective <sup>1</sup> .....	3-4
Social Science Elective <sup>3</sup> .....	<u>3</u>
	17-18

<sup>1</sup>If two electives are chosen, at least one must be from the following: MD 171, 174, BI 171, BI 173, BI 181-182.

It is strongly recommended that students planning to transfer to a four-year institution take MA 259.

<sup>2</sup>May be postponed until the second year.

<sup>3</sup>May be taken during the first year.

Students are advised to select electives that are appropriate to the field of engineering in which they plan to major and that meet the requirements of the college to which they plan to transfer.

Minimum of 70 semester hours required to complete this program, which must include 30 semester hours in Liberal Arts and Science, plus two different physical education courses.

**FINE ARTS (A.S.)****APC — 1648**

This program is designed for students who wish to transfer and continue their studies in Fine Arts leading to a bachelor's degree, or for students seeking immediate employment. The opportunity is provided to develop basic concepts and skills in a wide variety of media while concentrating on the field of art.

**FIRST YEAR****First Semester**

AR 101 Art History I .....	3
AR 210 Drawing I .....	3
AR 150 2D Design .....	3
EN 103 English I .....	3
Science Elective <sup>1</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

AR 102 Art History II .....	3
AR 211 Drawing II .....	3
AR 160 3D Design .....	3
EN 104 English II .....	3
Mathematics Elective <sup>3</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR****First Semester**

AR 220 Painting .....	3
Humanities Elective .....	3
Math <sup>3</sup> or Science Elective <sup>1</sup> .....	3-4
Art Elective <sup>2</sup> .....	3
MM 102 Digital Design .....	<u>3</u>
	15-16

**Second Semester**

AR 300 Art Seminar .....	3
Social Science Elective .....	6
Art Elective <sup>2</sup> .....	3
Liberal Arts Electives <sup>4</sup> .....	<u>3</u>
	15

<sup>1</sup>Science elective not SC 121, SC 129.

<sup>2</sup>Art electives may be selected from the following: AR 200, 221, 230, 245, 275, 276, 295, 296, GA 110, 124, 125, 201, 202, CO 107.

<sup>3</sup>MA 150 or Higher.

<sup>4</sup>Electives should be selected to conform to the program requirements of the college or university to which the student plans to transfer.

Minimum of 62 semester hours required to complete this program, which must include 30 semester hours in Liberal Arts and Science, plus two different physical education courses.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.



**GENERAL EDUCATION (Certificate)  
APC — 0985**

The General Education curriculum is a one-year program leading to a certificate of completion. This program may be useful to the students who wish to strengthen their academic backgrounds before embarking on programs of study leading to the Associates Degree. It also offers the student with limited or unsettled educational goals the opportunity for a year of broadly based study and exploration.

Students without a GED or high school diploma are required to enroll in the General Education Certificate Program.

The General Education certificate provides an avenue to meet the qualifications to apply for a New York State High School Equivalency Diploma based on Earned College Credit. Students who wish to enroll in other Associate degrees or certificate programs must first earn a high school diploma or GED<sup>1</sup>.

**First Semester**

English Elective.....	3
CL 199 Career Preparation I <u>or</u>	
ER 105 Foundations of College Learning <u>or</u>	
ER 110 Intro to College Research .....	1
Social Science Elective .....	3
Mathematics Elective .....	3-4
Elective <sup>2</sup> .....	3
	13-14

**Second Semester**

English Elective.....	3
Science Elective <sup>3</sup> .....	3-4
Humanities Elective .....	3
BU 103 Mathematics of Business Finance <u>or</u>	
Open Elective.....	3
Elective .....	3
	15-16

<sup>1</sup>Students pursuing a GED through the college credit program option must work closely with an academic advisor.

<sup>2</sup>CS 105 recommended.

<sup>3</sup>Science Elective not SC 121, SC 129.

A minimum of 28 semester-hours must be completed.



**GRAPHIC COMMUNICATIONS SALES & MARKETING (A.A.S.)  
APC — 1461**

Graphic images are designed to communicate a variety of messages in modern society. Graphic design generates various types of media advertisements such as magazine ads, newspapers and printed materials. Online publishing and creative packaging also integrates the art world, with business and technology. The design and marketing of products impacts the buying decisions of the consumer. The focus of the program is to train students in business and graphic design skills to help them succeed in the graphic communications business world. Integrating digital photography, computers, software, and graphic communications design skills provides students with a solid foundation for employment or transfer in the field of graphic communications media. The program is versatile and allows students to enter the print media and publishing industry through a variety of channels. Basic business courses and concepts are introduced to bridge digital publishing technology into the advertising and marketing business world. Creative, technical and business tools are provided to begin careers in print media, advertising, newspaper, marketing and sales. Students can seek positions as print marketing specialists, customer service representatives, print media coordinators, web page designers and entrepreneurs. Students can transfer to colleges offering four-year degrees in communications, graphic design, marketing and advertising.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
GA 101 Communication Design .....	3
GA 125 Photoshop .....	3
BU 141 Marketing.....	3
CS 105 Microcomputer Applications .....	3
AR 150 Two Dimensional Design.....	<u>3</u>
	18

**Second Semester**

GA 103 Web Page Design & Digital Illustration.....	3
GA 104 Digital Publishing & Typography .....	3
EN 104 English II .....	3
Mathematics Elective <sup>1</sup> .....	3-4
BU 137 Business Communications.....	3
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR**

**First Semester**

GA 201 Digital Photography .....	3
GA 205 Graphic Design.....	3
Liberal Arts Elective.....	3
Social Science Elective .....	<u>3</u>
	15

**Second Semester**

GA 110 Advanced Web Page Design .....	3
GA 202 Creative Studio Photography .....	3
GA 207 Entrepreneurship & Portfolio Seminar .....	3
BU 170 Principles of Advertising .....	3
Social Science Elective .....	3
Physical Education .....	<u>1</u>
	16

<sup>1</sup>Mathematics placement dependent upon preparation competence at level of MA 150 or higher required.  
Three credits of course work to be selected from AR 101, AR 125, AR 210.  
Suggested electives: GA 124, GA 125, GA 201, GA 206, GA 208, GA 209, AR 162, CO 171, BU 165, Internship.

Minimum of 65 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

**HEALTH, PHYSICAL EDUCATION AND RECREATION STUDIES (A.S.)****APC – 1130**

This program is designed for students who plan to transfer and continue their studies in health, physical education, recreation and related fields. Preparation for a variety of careers such as the teaching professions, athletic training/sports medicine, coaching, fitness consultant, recreation/sports management, sports administration, physical therapist and occupational therapist may be initiated with this program.

**FIRST YEAR****First Semester**

EN 103 English I .....	3
PE 201 Intro. to H.P.E.R. ....	3
PE Activity .....	1
Elective <sup>2</sup> .....	3
SS 291 General Psychology .....	3
SC 137 Human Biology <u>or</u>	
BI 171 Modern Biology .....	<u>3-4</u>
	16-17

**Second Semester**

EN 104 English II.....	3
CS 105 Microcomputer Applications.....	3
PE 250 Series .....	2
HE 136 Safety & First Aid .....	3
HE 135 Personal Health.....	3
Math Elective <sup>1</sup> .....	<u>3-4</u>
	17-18

**SECOND YEAR****First Semester**

PE 250 Series or Elective <sup>2</sup> .....	2-3
BI 181 Anatomy & Physiology <sup>3</sup> .....	4
Liberal Arts Elective <sup>2</sup> .....	3
Liberal Arts Elective <sup>2</sup> .....	3
Elective <sup>2</sup> .....	3-4
PE Activity .....	<u>1</u>
	16-18

**Second Semester**

PE Activities or Health Education Elective <u>or</u>	
Elective <sup>2</sup> .....	3
BI 182 Anatomy & Physiology II <sup>3</sup> .....	4
Liberal Arts Elective <sup>2</sup> .....	3
Elective <sup>2</sup> .....	3
Elective <sup>2</sup> .....	<u>3-4</u>
	16-17

<sup>1</sup>Math 150 or higher.

<sup>2</sup>The following electives are recommended: EN 132, HD 221, HE 125, MA 160, PE 236, SC 129, SS 237, SS 281.

<sup>3</sup>May be taken during the first year.

Three additional unique General Education electives are required (chosen from the following General Education categories: American History, Western Civilization, Other Civilizations, Humanities, Art, and Foreign Languages) for a total of twenty-one credits.

A minimum of 65 credits are required to complete this program, which must include 30 semester hours in Liberal Arts and Sciences, plus two different physical education courses. Students may, based on their career goals and requirements of the transfer institution, prepare for transfer to upper-division majors in Physical Education, Health, Recreation Studies, or Exercise Studies by selecting appropriate elective courses as indicated below.

**PHYSICAL EDUCATION:** Two PE 250 series courses, one aquatics course, four additional PE activity credits and EN 132.

**HEALTH:** HE 125, 235, SS 129, SS 237.

**EXERCISE STUDIES:** EN 132, CH 173-174, HD 221, SC 129, MA 160, PH 171-172 (MA 154 prerequisite and MA 157 co-requisite).

Students interested in pursuing a career in physical therapy or occupational therapy should work closely with an academic advisor in selecting courses under the Health, Physical Education and Recreation Studies program in order to be able to transfer, at the junior level, to such a program at four-year colleges.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.

## **HONORS PROGRAM**

### **Program Description**

The Honors Program is designed to meet the needs of those students who, because of high academic ability, preparation and motivation, are ready to undertake rigorous and challenging academic work that exceeds those offered in regular courses. The program provides the kinds of academic challenges that will enable students to develop to their fullest potential. The program includes special Honors Section Courses and an Honors Option within regular courses. The program enriches rather than accelerates the learning process. Those successfully completing all the Honors Program requirements will have their transcripts stamped “Honors Concentration Degree.”

### **Admission Criteria**

A student must have applied and been admitted to an associate degree program at FMCC. The student must submit the following to the academic dean: a letter of application to the Honors Program, an academic letter of reference supporting the student's candidacy and the student's most recent transcript. Final approval for admission into the Honors Program is at the discretion of the Honors Program Committee.

### **Program Requirements**

Requirements for all Honors Concentration Degrees: admission into the Honors Program; completion of three Honors Section Courses or Honors Option Courses; the Honors Seminar; cumulative grade point average of 3.5 or higher; satisfaction of all the requirements for one of the following degrees:

- Associate in Arts
- Associate in Science
- Associate in Applied Science

The preferred method of earning an Honors Concentration Degree is to complete three Honors Section Courses, which are three regular catalog courses designated by the College as Honors. A student may complete the requirements for the Degree by taking an Honors Option Course in lieu of an Honors Section Course.

### **Honors Option Course**

An Honors Option is an extra element added to an existing course to challenge the student to go beyond course requirements and explore some aspect of the course in greater depth or breadth. It might be a research project, a critical essay, or an investigation of allied material not dealt within the course. The approach and content of the Honors Option matters less than the salience of the intellectual demands placed upon the student. Successful completion of a course with Honors Option will be identified in the student's transcript as “Honors Course”. To add an Honors Option to a course, the student must complete the Honors Option Course Form and get approval from the faculty member who teaches the course and the appropriate Academic Dean. Students must submit the completed Honors Option Course Form to the Registrar's Office by the tenth week of the semester in which they are taking the course.

### **Academic Integrity**

Any violation of the college's academic integrity policy as stated in the FMCC Student Handbook will result in a student's dismissal from the Honors Program.



**HUMAN SERVICES (A.A.S.)**

**APC — 0604**

The Human Services Program is designed to prepare students for the helping profession. The program is appropriate for current agency employees seeking to upgrade their skills and for students preparing for future careers as human service workers. The program combines academic course work with human service field experience through internships. This approach prepares students to move directly into employment upon graduation. The program is flexible so that students may choose courses and field work experience in accordance with their area of interest and particular career goals.

This program also is appropriate for students planning to transfer to four-year human service related programs. Students planning to transfer to a Baccalaureate Social Work program, however, may want to consider the A.A. degree program in Social Science.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
SS 291 General Psychology .....	3
SS 281 Intro to Sociology.....	3
SC 135 Introduction to Biology <u>or</u>	
SC 137 Human Biology <u>or</u>	
BI 181 Anatomy & Physiology I.....	3-4
HS 110 Intro to Human Services .....	3
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

EN 104 English II <u>or</u>	
EN 127 Technical English .....	3
HS 111 Human Service Interventions.....	3
SS 297 Developmental Psychology.....	3
CS 105 Microcomputer Applications.....	3
Human Services Elective <sup>2</sup> .....	3
Physical Education .....	<u>1</u>
	16

**SECOND YEAR**

**First Semester**

HS 298 Human Services Internship .....	4
MA 160 Statistics <u>or</u>	
Mathematics Elective .....	3-4
Elective <sup>1</sup> .....	3
Human Service Elective <sup>2</sup> .....	3
Psychology/Sociology Elective <sup>3</sup> .....	<u>3</u>
	16-17

**Second Semester**

HS 299 Human Services Internship.....	4
HD 221 Human Rel. & Group Dynamics .....	3
Psychology/Sociology Elective <sup>3</sup> .....	3
Elective <sup>1</sup> .....	3
Elective <sup>1</sup> .....	<u>3</u>
	16

<sup>1</sup>Suggested Electives: Foreign Languages, Early Childhood Education, Health Education, Criminal Justice, HU 258, SS 280, 282, 283, 284, 382, EC 180.

<sup>2</sup>Two from the following Human Service Electives required: HS 211, 231, 243, 251, 265.

<sup>3</sup>Two from the following Psychology/Sociology Electives required: SS 292, 264, 294, 298, 384, 386, 387, 285, 290 (with approval).

- MA 160 Statistics recommended.
- Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Sciences, plus two different physical education courses.
- Students planning to transfer to four-year programs are advised to select the electives based on the requirements of their transfer institutions. A grade of "C" or above is required for HS 110, HS 111 and EN 103, EN 104/EN 127.

**HUMAN SERVICES (A.A.)  
APC — 1175**

The Human Services program parallels the first two years of the four-year college and university programs in Human Services/Social Work. This enables graduates of the program to transfer at the junior level to some institutions and continue studies leading to a Bachelor’s degree in Social Work, Human Services or related areas. Human Services/Social Work professionals find employment with various types of social agencies including child protection agencies, senior citizen centers, agencies serving handicapped persons, family counseling centers, hospitals, schools and probation departments.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
SS 291 General Psychology .....	3
SS 281 Intro. to Sociology.....	3
SC 135 Introduction to Biology <u>or</u>	
SC 137 Human Biology <u>or</u>	
BI 181 Anatomy & Physiology I.....	3-4
HS 110 Intro. to Human Services .....	3
CS 105 Microcomputer Applications .....	<u>3</u>
	18-19

**Second Semester**

EN 104 English II .....	3
HS 111 Human Service Interventions .....	3
SS 297 Developmental Psychology.....	3
SS 264 Diversity in America .....	3
SS 284 US History II .....	<u>3</u>
	15

**SECOND YEAR**

**First Semester**

Human Services Elective <sup>1</sup> .....	3
SS 294 Sociology of the Family .....	3
MA 160 Statistics .....	3
Humanities Elective <sup>2</sup> .....	3
SS 292 Abnormal Psychology .....	3
Physical Education .....	<u>1</u>
	16

**Second Semester**

SS 387 Social Psychology <u>or</u>	
SS 386 Deviant Behavior & Social Control .....	3
SS 280 Public Policy <u>or</u>	
SS 282 American Political Systems.....	3
Human Services Electives <sup>1</sup> .....	6
Liberal Arts Elective <sup>3</sup> .....	3
Physical Education .....	<u>1</u>
	16

<sup>1</sup>Human Services Electives: HS 211, 231, 243, 251, 265.

<sup>2</sup>Humanities Electives: HU 250, 258, FL 143-144 or FL 243-244 recommended.

<sup>3</sup>Liberal Arts Elective should be used to meet a SUNY General Education Requirement.

Minimum of 65 semester hours required to complete this program, which must include 45 semester hours in Liberal Arts and Sciences, plus two different physical education courses.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.



**HUMAN SERVICES (Certificate)**  
**APC — 0949**

The Human Services Certificate Program is designed for persons who want to acquire an academic foundation along with the skills and attitudes that are needed for working in a human service agency, but who are not seeking a two-year degree. The program is flexible so that students may choose courses and have an opportunity to gain practical experience in a human service agency. Students also have the opportunity to build on this base if they decide to pursue an associate degree in the future.

**First Semester**

EN 103 English I .....	3
HS 110 Introduction to Human Services.....	3
SS 281 Introduction to Sociology.....	3
SS 291 General Psychology.....	3
Elective <sup>1</sup> .....	<u>3</u>
	15

**Second Semester**

EN 104 English II or EN 127 Technical English .....	3
HS 111 Human Service Interventions.....	3
SS 297 Developmental Psychology.....	3
HS Elective.....	3
Math Elective.....	<u>3-4</u>
	15-16

**Summer Session**

HS 298 Human Services Internship .....	4
HS Elective.....	<u>3</u>
	7

<sup>1</sup>Human Services Electives: HS 211, 231, 243, 251, 265, CS 105.

Minimum of 37 semester hours required to complete this program.

## INDIVIDUAL STUDIES:

### Individual Studies can be of two types:

- One-Year certificate (24-36 credits) APC -0987
- Two-year degree (A.O.S.) (60-62 credits) APC -0688

Individual Studies will be designed to provide specialized study for students with clearly identified career goals or special educational needs, which cannot be met by existing programs. Specific studies will be developed individually by the student and a faculty mentor committee.

Individual studies can include regular courses, independent and directed study, fieldwork, prior educational experience, and prior work experience. Distribution of credits in these areas will follow existing college policy. In addition, at least half of the credits must be directly related to the student's career goal or special educational needs.

Procedures for the development of individual studies are as follows: consultation with the faculty mentors to review the student's academic background and career and educational goals, development of a detailed proposal in which the proposed individual study and its relationship to the student's career goals or special educational needs are described, approval by mentors, and approval by the Dean of Business, Technology & Health Professions or Dean of Arts and Sciences.

The purpose of individual studies is to provide a greater curriculum flexibility, breadth, and depth in response to individual student career objectives or special educational needs which cannot be met by existing programs, to provide opportunity for students to explore fields at the College before making a more definite educational choice, to provide greater advanced placement opportunity, and to provide for articulated study which encourage individuals to return to college for short term updating or retraining (one-semester) as well as for additional specialization provided by the one-year certificate and two-year degree.

**INDIVIDUAL STUDIES: Collaborative Career Learning (A.O.S.)  
APC – 0688**

This two-year degree program is an individualized sequence of study which can combine COCAL certificate study with additional study in career related areas. AOS COCAL cannot duplicate existing business and technology programs. An Associate in Occupational Studies degree can be achieved upon completion of a minimum of 60 credits.

The following is an example of a COCAL sequence of course requirements:

**COMPUTER-AIDED DRAFTING (CAD)**

**FIRST YEAR**

**First Semester**

CL 191 .....	8
Math by advisement <sup>2</sup> .....	3-4
MD 171 Introduction to Architectural Drafting.....	3
MD 174 Computer-Aided Drafting .....	<u>3</u>
	17-18

**Second Semester**

CL 192 .....	8
CL 200 Career Search .....	1
Math by advisement <sup>2</sup> .....	4
CS 105 Microcomputer Applications.....	<u>3</u>
	16

**SECOND YEAR**

**First Semester**

CL 193 .....	8
EN 103 English I .....	3
Electives <sup>1</sup> .....	<u>3-4</u>
	14-15

**Second Semester**

CL 194 .....	8
MD 180 Intermediate Architectural Drafting .....	3
Electives <sup>1</sup> .....	<u>2-4</u>
	13-15

CL 191, 192, 193 & 194 each entails 180 hours of hands-on, off-campus learning.

<sup>1</sup>Related electives must include all applicable recommended electives in the COCAL certificate program and additional business, technology, and liberal arts and sciences courses as approved by the faculty mentor committee and the Dean of Business, Technology & Health Professions.

<sup>2</sup>Math placement depending upon preparation, competence at level of MA 150 or higher required upon program completion.





**INDIVIDUAL STUDIES: Collaborative Career Learning (Certificate)**  
**APC – 0987**

In this innovative approach to career learning, students learn career skills in fields in which jobs are available locally. Although similar to cooperative education and internship programs, COCAL requires that students learn basic career skills at job sites without pay. Students learn from practicing professionals who follow competency guidelines prescribed by the College and based on Dictionary of Occupational Titles specifications, national competency catalogs, and employer input. Students combine collaborative career learning with 12-18 credits of related college course work to earn a one-year certificate in Individual Studies.

Students include dislocated workers, displaced homemakers, young high school graduates interested in “hands-on” learning and immediate employment, as well as students interested in career exploration prior to committing themselves to four years of college. The primary goal of COCAL is employment upon graduation. Enrollment is competitive. Students should contact the COCAL office for full details.

The following is an example of a COCAL sequence of course requirements:

**PHLEBOTOMIST**

**First Semester**

**Second Semester**

CL 191.....	8	CL 192 .....	8
BI 181 Anatomy and Physiology I .....	4	CL 200 Career Search .....	1
HE 136 First Aid .....	3	BI 182 Anatomy & Physiology II.....	4
OT 283 Medical Terminology .....	<u>3</u>	Approved Electives <sup>1</sup> .....	<u>3-4</u>
	18		16-17

CL 191, 192, 193 & 194 each entails 180 hours of hands-on, off-campus learning.

Program Total 34-35 credits.

<sup>1</sup>Approved Electives: BI 282, HD 221, SC 137, SC 170.

A partial listing of Collaborative Career Learning fields which have led to an Individual Studies Certificate: Accounting Clerk, Banking, Computer Operator, Dental Assistant, Floral Design/Retail Management, Electrical Repair, Insurance Office Assistant, CNC Machine Operator, Medical Assistant, Medical Records Clerk, Pharmacy Technician, Phlebotomist, Physical Therapy Aide, Printing/Graphic Arts, Microcomputer Maintenance, Veterinary Assistant, Retail Management, and Travel. (May change from semester to semester.)



## LIBERAL ARTS AND SCIENCES: ADOLESCENCE EDUCATION (A.A.) APC — 1804

This program is designed to provide the basic curriculum elements as well as a professional component to prepare a student who intends to transfer into a teacher certification program at a SUNY four-year institution. The student will be required to complete all ten General Education requirements at the two-year level. This program directly complies with the SUNY transfer templates for articulation. The students must select a concentration area, and then must work closely with an advisor to assure concentration course sequencing, and to assure the correct course options meet the SUNY templates.

Below is a representative sequence of courses. Depending on the concentration selected by the student, the semester/course sequences will vary.

### FIRST YEAR

#### First Semester

EN 103 English I .....	3
CS 105 Microcomputer Applications .....	3
SS 291 General Psychology .....	3
Concentration Elective <sup>1</sup> .....	3-4
Foreign Language Elective I <sup>2</sup> .....	<u>3</u>
	15-16

#### Second Semester

EN 104 English II.....	3
ED 175 Foundations of Education .....	3
SS 299 Adolescent Psychology .....	3
Concentration Elective <sup>1</sup> .....	3
Foreign Language Elective II .....	<u>3</u>
	15-16

### SECOND YEAR

#### First Semester

Mathematics Elective <sup>3</sup> .....	3
Concentration Elective <sup>1</sup> .....	3
Fine Arts Elective <sup>4</sup> .....	3-4
Western Civilization Elective <sup>3</sup> .....	3
SS281 Intro. to Sociology.....	3
Physical Education .....	<u>1</u>
	16-18

#### Second Semester

Natural Science Elective <sup>3</sup> .....	3
Concentration Elective <sup>1</sup> .....	3
American History Elective <sup>3</sup> .....	3-4
Humanities Elective <sup>3</sup> .....	3
World Civilization Elective <sup>3</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

<sup>1</sup>Concentration electives are listed on the next page, and concentration electives may be used to satisfy General Education distribution requirements where appropriate.

<sup>2</sup>Foreign Language requirement must be selected from the FMCC Approved General Education list and must be two semesters of the same language.

<sup>3</sup>Courses must be selected from the FMCC Approved General Education list.

<sup>4</sup>Fine Arts Elective must be selected from the Liberal Arts Elective List as well as the Approved General Education List.

ED 201 Introduction to Teaching is recommended.

Minimum of 62 semester hours is required to complete this program, of which 45 hours are completed in Liberal Arts and Sciences, plus two different physical education courses. Students will work with designated advisors to select the appropriate course work.

## ADOLESCENCE EDUCATION MAJOR/ CONCENTRATION REQUIREMENTS

### Biology

BI 171	Modern Biology	4 s.h.
BI 282	Microbiology	4 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### Chemistry

CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.
CH 221	Organic Chemistry I	4 s.h.
CH 222	Organic Chemistry II	4 s.h.
MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.

### Earth Science

SC 143	Earth Systems	3 s.h.
SC 144	Ancient Earth	3 s.h.
SC 146	Our Solar System	3 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### English

EN 103	English I	3 s.h.
EN 104	English II	3 s.h.
EN 222	Children's Literature	3 s.h.
EN 233	American Literature I	3 s.h.
EN 234	American Literature II	3 s.h.

### History/ Social Science

EC 282	Macroeconomics	3 s.h.
EC 283	Microeconomics	3 s.h.
SS 282	Am. Political Systems	3 s.h.
SS 283	Am. History I	3 s.h.
SS 284	Am. History II	3 s.h.

### Mathematics

MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.
MA 257	Anal. Geo. & Calc. III	4 s.h.
MA 259	Linear Algebra	3 s.h.

### Physics

MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.
MA 257	Anal. Geo. & Calc. III	4 s.h.
PH 171	Physics I	4 s.h.
PH 172	Physics II	4 s.h.

## State University of New York Teacher Education Transfer Template

The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY Associate Degree-Granting Institutions (ADGIs) and those SUNY baccalaureate campuses with teacher education programs, consistent with the Chancellor's initiative, *A New Vision in Teacher Education* (<http://www.suny.edu/provost>). The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model AA or AS curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in Childhood or Early Childhood Education or in Adolescence Education:

- General Education Core: complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours);
- Major or Concentration: at present the TETT project web site covers coursework in seven majors/concentrations – Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics, Physics (12-18 credit hours); and
- Pedagogical Core: one Psychology course (Child or Adolescent) and Foundations of Education (6 credit hours).

When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution. Information pertaining to the admission requirements for participating senior college programs is provided as part of the guidance on the TETT web site, <http://www.suny.edu/EducationTransfer>. Students are also advised to visit the web pages of teacher education campuses of interest, accessible from this site.



## LIBERAL ARTS AND SCIENCES: CHILDHOOD EDUCATION (A.A.) APC — 1802

This program is designed to provide the basic curriculum elements as well as a professional component to prepare a student who intends to transfer into a teacher certification program at a SUNY four-year institution. The student will be required to complete all ten General Education requirements at the two-year level. This program directly complies with the SUNY transfer templates for articulation. The students must select a concentration area, and then must work closely with an advisor to assure concentration course sequencing, and to assure the correct course options meet the SUNY templates.

Below is a representative sequence of courses. Depending on the concentration selected by the student, the semester/course sequences will vary.

### FIRST YEAR

#### First Semester

EN 103 English I .....	3
CS 105 Microcomputer Applications .....	3
SS 291 General Psychology .....	3
Concentration Elective <sup>1</sup> .....	3-4
Foreign Language Elective I <sup>2</sup> .....	<u>3</u>
	15-16

#### Second Semester

EN 104 English II.....	3
ED 175 Foundations of Education .....	3
SS 298 Child Development.....	3
Concentration Elective <sup>1</sup> .....	3
Foreign Language Elective II .....	<u>3</u>
	15-16

### SECOND YEAR

#### First Semester

Mathematics Elective <sup>3</sup> .....	3
Concentration Elective <sup>1</sup> .....	3
Fine Arts Elective <sup>4</sup> .....	3-4
Western Civilization Elective <sup>3</sup> .....	3
SS281 Intro. to Sociology.....	3
Physical Education .....	<u>1</u>
	16-18

#### Second Semester

Natural Science Elective <sup>3</sup> .....	3
Concentration Elective <sup>1</sup> .....	3
American History Elective <sup>3</sup> .....	3-4
Humanities Elective <sup>3</sup> .....	3
World Civilization Elective <sup>3</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

<sup>1</sup>Concentration electives are listed on the next page, and concentration electives may be used to satisfy General Education distribution requirements where appropriate.

<sup>2</sup>Foreign Language requirement must be selected from the FMCC Approved General Education list and must be two semesters of the same language.

<sup>3</sup>Courses must be selected from the FMCC Approved General Education list.

<sup>4</sup>Fine Arts Elective must be selected from the Liberal Arts Elective List as well as the Approved General Education List.

ED 201 Introduction to Teaching is recommended.

Minimum of 62 semester hours is required to complete this program, of which 45 hours are completed in Liberal Arts and Sciences, plus two different physical education courses. Students will work with designated advisors to select the appropriate course work.

## CHILDHOOD/EARLY CHILDHOOD MAJOR/ CONCENTRATION REQUIREMENTS

### Biology

BI 171	Modern Biology	4 s.h.
BI 282	Microbiology	4 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### Chemistry

CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.
CH 221	Organic Chemistry I	4 s.h.
CH 222	Organic Chemistry II	4 s.h.
MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.

### Earth Science

SC 143	Earth Systems	3 s.h.
SC 144	Ancient Earth	3 s.h.
SC 146	Our Solar System	3 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### English

EN 103	English I	3 s.h.
EN 104	English II	3 s.h.
EN 222	Children's Literature	3 s.h.
EN 233	American Literature I	3 s.h.
EN 234	American Literature II	3 s.h.

### General Science

BI 171	Modern Biology	4 s.h.
SC 143	Earth Systems	3 s.h.
SC 144	Ancient Earth	3 s.h.
SC 146	Our Solar System	3 s.h.
SC 161	Intro. to Physics I	3 s.h.
SC 162	Intro. to Physics II	3 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### History/ Social Science

EC 282	Macroeconomics	3 s.h.
EC 283	Microeconomics	3 s.h.
SS 282	Am. Political Systems	3 s.h.
SS 283	Am. History I	3 s.h.
SS 284	Am. History II	3 s.h.

### Mathematics

MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.
MA 257	Anal. Geo. & Calc. III	4 s.h.
MA 259	Linear Algebra	3 s.h.

### Physics

MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.
MA 257	Anal. Geo. & Calc. III	4 s.h.
PH 171	Physics I	4 s.h.
PH 172	Physics II	4 s.h.

## State University of New York Teacher Education Transfer Template

The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY Associate Degree-Granting Institutions (ADGIs) and those SUNY baccalaureate campuses with teacher education programs, consistent with the Chancellor's initiative, A New Vision in Teacher Education (<http://www.suny.edu/provost>). The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model AA or AS curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in Childhood or Early Childhood Education or in Adolescence Education:

- General Education Core: complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours);
- Major or Concentration: at present the TETT project web site covers coursework in seven majors/concentrations – Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics, Physics (12-18 credit hours); and
- Pedagogical Core: one Psychology course (Child or Adolescent) and Foundations of Education (6 credit hours).

When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution. Information pertaining to the admission requirements for participating senior college programs is provided as part of the guidance on the TETT web site, <http://www.suny.edu/EducationTransfer>. Students are also advised to visit the web pages of teacher education campuses of interest, accessible from this site.

**LIBERAL ARTS AND SCIENCES: EARLY CHILDHOOD EDUCATION (A.A.)  
APC — 1803**

This program is designed to provide the basic curriculum elements, as well as a professional component to prepare a student who intends to transfer into a teacher certification program at a SUNY four-year institution. The student will be required to complete all ten General Education requirements at the two-year level. This program directly complies with the SUNY transfer templates for articulation. The students must select a concentration area, and then must work closely with an advisor to assure concentration course sequencing, and to assure the correct course options meet the SUNY templates.

Below is a representative sequence of courses. Depending on the concentration selected by the student, the semester/course sequences will vary.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
CS 105 Microcomputer Applications .....	3
SS 291 General Psychology .....	3
Concentration Elective <sup>1</sup> .....	3-4
Foreign Language Elective I <sup>2</sup> .....	<u>3</u>
	15-16

**Second Semester**

EN 104 English II.....	3
ED 175 Foundations of Education .....	3
SS 298 Child Development.....	3
Concentration Elective <sup>1</sup> .....	3
Foreign Language Elective II .....	<u>3</u>
	15-16

**SECOND YEAR**

**First Semester**

Mathematics Elective <sup>3</sup> .....	3
Concentration Elective <sup>1</sup> .....	3
Fine Arts Elective <sup>4</sup> .....	3-4
Western Civilization Elective <sup>3</sup> .....	3
SS281 Intro. to Sociology.....	3
Physical Education .....	<u>1</u>
	16-18

**Second Semester**

Natural Science Elective <sup>3</sup> .....	3
Concentration Elective <sup>1</sup> .....	3
American History Elective <sup>3</sup> .....	3-4
Humanities Elective <sup>3</sup> .....	3
World Civilization Elective <sup>3</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

<sup>1</sup>Concentration electives are listed on the next page, and concentration electives may be used to satisfy General Education distribution requirements where appropriate.

<sup>2</sup>Foreign Language requirement must be selected from the FMCC Approved General Education list and must be two semesters of the same language.

<sup>3</sup>Courses must be selected from the FMCC Approved General Education list.

<sup>4</sup>Fine Arts Elective must be selected from the Liberal Arts Elective List as well as the Approved General Education List.

ED 201 Introduction to Teaching is recommended.

Minimum of 62 semester hours is required to complete this program, of which 45 hours are completed in Liberal Arts and Sciences, plus two different physical education courses. Students will work with designated advisors to select the appropriate course work.

## CHILDHOOD/EARLY CHILDHOOD MAJOR/ CONCENTRATION REQUIREMENTS

### Biology

BI 171	Modern Biology	4 s.h.
BI 282	Microbiology	4 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### Chemistry

CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.
CH 221	Organic Chemistry I	4 s.h.
CH 222	Organic Chemistry II	4 s.h.
MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.

### Earth Science

SC 143	Earth Systems	3 s.h.
SC 144	Ancient Earth	3 s.h.
SC 146	Our Solar System	3 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### English

EN 103	English I	3 s.h.
EN 104	English II	3 s.h.
EN 222	Children's Literature	3 s.h.
EN 233	American Literature I	3 s.h.
EN 234	American Literature II	3 s.h.

### General Science

BI 171	Modern Biology	4 s.h.
SC 143	Earth Systems	3 s.h.
SC 144	Ancient Earth	3 s.h.
SC 146	Our Solar System	3 s.h.
SC 161	Intro. to Physics I	3 s.h.
SC 162	Intro. to Physics II	3 s.h.
CH 173	General Chemistry I	4 s.h.
CH 174	General Chemistry II	4 s.h.

### History/ Social Science

EC 282	Macroeconomics	3 s.h.
EC 283	Microeconomics	3 s.h.
SS 282	Am. Political Systems	3 s.h.
SS 283	Am. History I	3 s.h.
SS 284	Am. History II	3 s.h.

### Mathematics

MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.
MA 257	Anal. Geo. & Calc. III	4 s.h.
MA 259	Linear Algebra	3 s.h.

### Physics

MA 157	Anal. Geo. & Calc. I	4 s.h.
MA 158	Anal. Geo. & Calc. II	4 s.h.
MA 257	Anal. Geo. & Calc. III	4 s.h.
PH 171	Physics I	4 s.h.
PH 172	Physics II	4 s.h.

## State University of New York Teacher Education Transfer Template

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- General Education Core: complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours);
- Major or Concentration: at present the TETT project web site covers coursework in seven majors/concentrations – Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics, Physics (12-18 credit hours); and
- Pedagogical Core: one Psychology course (Child or Adolescent) and Foundations of Education (6 credit hours).

When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution. Information pertaining to the admission requirements for participating senior college programs is provided as part of the guidance on the TETT web site, <http://www.suny.edu/EducationTransfer>. Students are also advised to visit the web pages of teacher education campuses of interest, accessible from this site.

**LIBERAL ARTS AND SCIENCES: GENERAL STUDIES (A.A.)****APC — 0250**

This program is a university-parallel program designed for students who intend to transfer to a four-year institution. This program can be used either by students who are unsure of their plans and need maximum flexibility to explore their options or by students who wish to develop their curriculum within the requirements of the four-year institution to which they intend to transfer.

This program will also be appropriate for students who plan to transfer to a four-year college to pursue the baccalaureate degree in journalism, theater, communications, or public relations or to pursue teacher certification.

**FIRST YEAR****First Semester**

EN 103 English I .....	3
Social Science Elective .....	3
Mathematics Elective.....	3-4
Liberal Arts Elective <sup>1</sup> .....	3
Elective .....	3
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

EN 104 English II.....	3
Social Science Elective .....	3
Science Elective <sup>2</sup> .....	3-4
Liberal Arts Elective <sup>1</sup> .....	3
Elective .....	3
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR****First Semester**

Humanities Elective .....	3
Math or Science Elective <sup>2</sup> .....	3-4
Liberal Arts Electives <sup>1</sup> .....	6
Elective .....	<u>3</u>
	15-16

**Second Semester**

Humanities Elective .....	3
Social Science Elective .....	3
Liberal Arts Electives <sup>1</sup> .....	3
Electives.....	<u>6</u>
	15

Mathematics elective should be MA 150 or higher.

<sup>1</sup>Liberal Arts electives should be selected so as to produce a balance among the areas of Humanities, Social Sciences, and Math/Science.

<sup>2</sup>Science elective may not include SC 121 or SC 129.

Students interested in pursuing a career in communications, theater, early childhood education, elementary/secondary education, or special education should work closely with an academic advisor in selecting courses under the General Studies program in order to transfer to programs at four-year colleges at the junior level.

Program completion requires minimum of 62 semester hours, which must include 45 semester hours in Liberal Arts & Science, plus two different physical education courses.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.



**LIBERAL ARTS AND SCIENCES: SCIENCE (A.S.)****APC — 0220**

This program is designed for students who plan to transfer and continue their studies in any branch of science leading to a bachelor's degree. Preparation for the professions in biological sciences, physical sciences, medicine, dentistry, and education for a career in industry, research, or teaching can be initiated with this program.

**FIRST YEAR****First Semester**

EN 103 English I .....	3
Social Science Elective <sup>1</sup> .....	3
Foreign Language .....	3
Mathematics Elective <sup>2</sup> .....	3-4
Science Elective <sup>3</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-18

**Second Semester**

EN 104 English II.....	3
Social Science Elective <sup>1</sup> .....	3
Foreign Language .....	3
Mathematics Elective <sup>2</sup> .....	3-4
Science Elective <sup>3</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-18

**SECOND YEAR****First Semester**

Mathematics Elective <sup>2</sup> .....	3-4
Science Elective <sup>3</sup> .....	3-4
Science Elective <sup>3</sup> .....	3-4
Humanities Elective .....	3
Elective <sup>4</sup> .....	<u>3</u>
	15-18

**Second Semester**

Mathematics Elective <sup>2</sup> .....	3-4
Science Elective <sup>3</sup> .....	3-4
Humanities Elective .....	3
Electives .....	<u>6</u>
	15-17

<sup>1</sup>Social Science elective may be postponed until the second year.

<sup>2</sup>Math courses must be selected from the following: MA154, 156, 157, 158, 160, 257, 258, 259.

<sup>3</sup>Science electives must be those with BI, CH, ES (Not ES 125) and/or PH designators..

<sup>4</sup>A computer-programming course is recommended.

Students may, based on their area of interest and requirements of the transfer institution, develop Advisement Tracks in Biology, Chemistry, Pharmacy, Pre-med, or Physics. Recommended Advisement Track courses are given below.

**BIOLOGY:** BI 171, 172, 173, 175, 276; CH 173, 174; MA 154, 157, 158, 160.

**PHYSICS:** PH 171, 172, 271; ES 236 or 281; CH 173, 174; MA 157, 158, 257, 258. Suggested Electives: CS 125, 129 or 131; MA 259.

**CHEMISTRY:** CH 173, 174; PH 171, 172; BI 171; MA 157, 158, 160, 257. Suggested Elective: MA 258.

**PRE-MED/PHARMACY:** BI 171, 173; CH 173, 174, 221, 222; PH 171, 172; MA 154, 157, 158, 160.

Suggested Electives: BI 181, 182, 282.

Minimum of 62 semester hours required for graduation which must include 30 semester hours in Liberal Arts and Science, plus two different physical education courses. Students are advised to select the electives based on the requirements of their transfer institutions. Students are also advised to take, as additional electives, microcomputer applications courses recommended by their science faculty.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.

**LIBERAL ARTS AND SCIENCES: SOCIAL SCIENCE (A.A.)****APC — 0212**

This program is designed primarily for students who plan to transfer to four-year colleges to pursue their studies in any branch of Social and Behavioral Sciences including history, political science, pre-law, public affairs, sociology, psychology, and counseling.

**FIRST YEAR****First Semester**

EN 103 English I .....	3
Social Science Elective <sup>1</sup> .....	3
Elective .....	3
Foreign Language .....	3
Mathematics Elective <sup>2</sup> .....	3-4
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

EN 104 English II.....	3
Social Science Elective <sup>1</sup> .....	3
Foreign Language .....	3
Mathematics Elective <sup>2</sup> .....	3-4
Elective .....	3-4
Physical Education .....	<u>1</u>
	16-18

**SECOND YEAR****First Semester**

Literature Elective .....	3
Social Science Elective <sup>1</sup> .....	3
Elective or Foreign Language .....	3
Science Elective <sup>3</sup> .....	3-4
Social Science Elective .....	<u>3</u>
	15-16

**Second Semester**

Literature Elective.....	3
Social Science Elective <sup>1</sup> .....	3
Elective or Foreign Language .....	3
Science Elective <sup>3</sup> .....	3-4
Social Science Elective .....	<u>3</u>
	15-16

<sup>1</sup>Two courses must be from History and/or Political Science; two courses must be from Psychology and/or Sociology.

<sup>2</sup>Mathematics must be MA 150 or higher (MA 160 recommended).

<sup>3</sup>Science elective may not be SC 121 or SC 129.

Students are encouraged to take twelve semester hours of a foreign language.

Minimum of 62 semester hours required to complete this program which must include 45 semester hours of course work in Liberal Arts and Sciences, plus two different physical education courses. All students must complete a minimum of 6 semester hours in Mathematics and 6 semester hours in Science. Students are advised to select the electives based on the requirements of their transfer institutions. Students are advised to take, as additional electives, microcomputer applications or courses recommended by the Social Science faculty.

Students may, based on their area of interest and requirements of the transfer institution, develop Advisement Tracks in History, Political Science/Public Affairs, Psychology, or Sociology. Recommended Advisement Track courses are given below.

**HISTORY:** Social Science should include: SS 183-184, 283-284. Literature Elective: EN 231-232 or 233-234. Suggested Electives: EC 282-283.

**POLITICAL SCIENCE/PUBLIC AFFAIRS:** Social Science should include: SS 211, 283-284, 282, and 278 or 382. Literature Elective: EN 231-232 or 233-234. Math Elective: MA 160. Suggested Electives: EC 282-283.

**PSYCHOLOGY:** Social Science Elective: SS 210, 281, 291, 292, 297, 298, 299, 384. Math Elective: MA 160. Science Elective: SC 135 or BI 171, and SC 139 or BI 173. Suggested Elective: FL 143-144, 243-244.

**SOCIOLOGY:** Select three Sociology courses from: SS 208, 209, 237, 281, 264, 294, 386, 387, 382. Select three Social Science courses from: SS 183-184, 283-284, 293, 291, 282. Literature Elective: EN 231-232 or 233-234. Math Elective: MA 160.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.

**MEDIA COMMUNICATION (A.S.)  
APC — 1173**

This program is designed primarily for those students who plan to transfer to four-year colleges in programs leading to a bachelor’s degree in Communications, Journalism, Public Relations, or in other related fields.

**FIRST YEAR**

**First Semester**

CO 171 Mass Communications .....	3
CO 181 Writing for the Mass Media.....	3
MA 151 or Higher <sup>1</sup> .....	3-4
EN 103 English I .....	3
CS 105 Microcomputer App. or Higher .....	<u>3</u>
	15-16

**Second Semester**

CO 154 Basic Radio Production .....	3
CO 231 Journalism .....	3
CO 254 Television Production .....	3
EN 104 English II.....	3
Physical Education .....	1
Science Elective .....	<u>3-4</u>
	16-17

**SECOND YEAR**

**First Semester**

CO 264 Advanced TV Production .....	3
CO 241 Online Journalism.....	3
SS 291 General Psychology <u>or</u>	
SS 281 Intro. to Sociology.....	3
Physical Education .....	1
Liberal Arts Electives <sup>2</sup> .....	<u>6</u>
	16

**Second Semester**

CO 220 Public Relations .....	3
EN 132 Speech.....	3
SS 284 American History .....	3
Elective <sup>3,4</sup> .....	3
Liberal Arts Elective <sup>2</sup> .....	<u>3</u>
	15

<sup>1</sup>Students should check Mathematics requirements of transfer institution.

<sup>2</sup>In order to graduate, students must complete coursework in seven out of the ten General Education categories.

<sup>3</sup>IN 293 Internship Recommended.

<sup>4</sup>BU 141 recommended for students interested in developing a background in advertising.

Minimum of 62 semester hours required to complete this program, which includes 30 hours of Liberal Arts & Science, plus two different physical education courses. Students are advised to select their electives based on the requirements of their transfer institutions. Students are advised to consider additional electives in computer technology, photography, introduction to graphic communications, and advertising.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.

**MEDICAL ADMINISTRATIVE ASSISTANT (A.A.S.)**  
**APC — 1176**

The Medical Administrative Assistant Program is designed to train students to be administrative assistants in a medical setting performing a variety of administrative duties such as transcribing machine dictation, answering the telephone, scheduling appointments, greeting and directing visitors, recording medical charts, preparing reports and correspondence using a computer, receiving money for bills, and completing insurance forms.

The student will complete medical-related courses including medical terminology, medical administrative support procedures, medical transcription, medical insurance, and anatomy and physiology. Core courses in this program include keyboarding, business communications, machine transcription, and word processing.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
OT 283 Medical Terminology .....	3
OT 134 Intermediate Keyboarding <sup>1</sup> .....	3
OT 139 Intro. to Office Systems & Tech. ....	3
OT 235 Admin. Support Procedures I .....	3
Physical Education .....	<u>1</u>
	16

**Second Semester**

EN 104 English II.....	3
CS 105 Microcomputer Applications.....	3
BU 137 Business Communications.....	3
Liberal Arts Elective <sup>2</sup> .....	3
Mathematics Elective .....	<u>3-4</u>
	15-16

**SECOND YEAR**

**First Semester**

OT 230 Machine Transcription.....	3
OT 255 Admin. Office Management .....	3
OT 285 Medical Admin. Support Procedures.....	3
OT 241 WP Application (Basic).....	3
BI 181 Anatomy & Physiology I.....	<u>4</u>
	16

**Second Semester**

OT 244 WP Applications (Advanced) .....	3
OT 287 Medical Transcription I.....	3
ME 284 Medical Insurance.....	3
Social Science Elective <sup>3</sup> .....	3
Liberal Art Elective .....	3
Physical Education .....	<u>1</u>
	16

**Summer Semester**

OT 288 Medical Transcription II.....	<u>3</u>
	3

<sup>1</sup>Depending on preparation OT 133 Beginning Keyboarding may be required prior to OT 134. Completion of OT 134 is required for graduation.

<sup>2</sup>Minimum of 64 semester hours required for graduation (67 if OT 133 needed), which must include 20 hours in Liberal Arts and Science, plus two different physical education courses.

<sup>3</sup>SS Elective may be fulfilled by completing any course with an SS or EC designator.



**MEDICAL RECEPTIONIST (Certificate)  
APC — 1511**

Medical Receptionist is a one-year certificate program designed to prepare students to be receptionists in medical settings. Responsibilities of a medical receptionist may include handling telephone calls, scheduling appointments, greeting visitors, gathering patient information, explaining regulations, escorting patients to assigned rooms, verifying insurance information, taking payments, and entering data into computer.

Medical-related courses of Medical Terminology, Medical Office Procedures, and Medical Insurance, as well as core courses of Keyboarding, Word Processing, Microcomputers, Business Communications, and Administrative Support Procedures are required.

**Program Prerequisite: OT 133 or equivalent.**

**First Semester**

OT 134 Intermediate Keyboarding <sup>1</sup> .....	3
OT 235 Administrative Support Procedures I.....	3
CS 105 Microcomputer Applications .....	3
OT 283 Medical Terminology .....	3
OT 285 Medical Administrative Support Procedures .....	3
OT 139 Introduction to Office Systems & Technology .....	3
	<u>18</u>

**Second Semester**

OT Elective <sup>2</sup> .....	3
OT 241 or 244 WP Applications (Basic or Advanced).....	3
Business Elective <sup>2</sup> .....	3
BU 137 Business Communications .....	3
ME 284 Medical Insurance .....	3
	<u>15</u>

<sup>1</sup>Depending on preparation, OT 133 Beginning Keyboarding may be required. Completion of OT 134 is required for graduation.

<sup>2</sup>Recommended electives: OT 236, BU 299.

Minimum of 33 semester hours is required to complete this program.



**MEDICAL TRANSCRIPTIONIST (Certificate)  
APC —0062**

Medical Transcriptionist is a one-year certificate (including summer semester) program designed to provide students with the skills to transcribe medical documents using a computer and transcriber.

Emphasis is on medical terminology, anatomy and physiology, and medical transcription as well as core courses of business communications, keyboarding, microcomputers, and word processing.

Students entering this program should have good language skills. Beginning keyboarding, OT133, or the equivalent is a prerequisite for this program.

**First Semester**

OT 134 Intermediate Keyboarding <sup>1</sup> .....	3
OT 283 Medical Terminology .....	3
BI 181 Anatomy & Physiology I.....	4
CS 105 Microcomputer Applications .....	3
OT 139 Introduction to Office Systems & Technology .....	3
	16

**Second Semester**

OT 230 Machine Transcription.....	3
OT 244 Word Processing Applications (Advanced) .....	3
OT 287 Medical Transcription I.....	3
OT 241 Word Processing Applications (Basic) .....	3
BU 137 Business Communications .....	3
	15

**Summer Semester**

OT 288 Medical Transcription II.....	3
	3

<sup>1</sup>Depending on preparation OT 133 Beginning Keyboarding may be required. Completion of OT 134 is required for graduation.

Minimum of 34 semester hours is required to complete this program (37 if OT 133 needed).

**MULTIMEDIA TECHNOLOGY (A.A.S.)  
APC – 1388**

Multimedia is the blending of text, images, and sound into a product designed to instruct, entertain, or inform. Multimedia works are evident as CD-ROM, laser disc, Internet, virtual reality, and software products. The multimedia program is designed to instruct students on how to use the technology required to create multimedia works.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
CS 105 Microcomputer Applications .....	3
GA 101 Communication Design .....	3
AR 150 Two Dimensional Design.....	3
MM 101 Multimedia Technology .....	3
Liberal Arts Elective.....	<u>3-4</u>
	18-19

**Second Semester**

EN 104 English II.....	3
MD 174 Computer-Aided Design .....	3
GA 104 Digital Publishing & Typography .....	3
Social Science Elective .....	3
MM 102 Digital Design .....	3
Physical Education .....	<u>1</u>
	16

**SECOND YEAR**

**First Semester**

GA 125 Adobe Photoshop™ .....	3
Mathematics Elective <sup>1</sup> .....	3
Elective .....	3
CO 254 Video Production .....	3
MM 201 Multimedia Development .....	3
Physical Education .....	<u>1</u>
	16-17

**Second Semester**

GA 110 Advanced Web Design .....	3
Elective .....	3
MM 202 Multimedia Portfolio .....	3
Social Science Elective .....	3
Science Elective .....	<u>3-4</u>
	15-16

<sup>1</sup>Mathematics placement dependent upon preparation, competence at level of MA 150 or higher required.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**MULTIMEDIA TECHNOLOGY (CERTIFICATE)  
APC – 1389**

Multimedia is the blending of text, images, and sound into a product designed to instruct, entertain, or inform. Multimedia works are evident as CD-ROM, laser disc, Internet, virtual reality, and software products. The multimedia certificate trains the student in the fundamentals of producing multimedia works.

**First Semester**

MM 101 Multimedia Technology .....	3
GA 101 Communication Design .....	3
CS 105 Microcomputer Applications .....	3
AR 150 Two Dimensional Design.....	3
CO 254 Video Production .....	3
Elective .....	<u>2-3</u>
	17-18

**Second Semester**

MM 102 Digital Design .....	3
GA 125 Adobe Photoshop™ .....	3
MD 174 Computer Aided Design .....	3
GA 104 Digital Publishing & Typography.....	3
Elective .....	<u>3</u>
	15

Minimum of 32 semester hours required to complete this program.





## NURSING (A.A.S.) APC — 0622

The Nursing Science Program offers a four-semester curriculum, which provides a balance of Liberal Arts, Sciences and Nursing as illustrated below. The nursing courses assist students in gaining knowledge, attitudes, and skills essential to nursing practice in a variety of settings. Graduates of this program are prepared to take the NCLEX examination for licensure as a Registered Professional Nurse (R.N.) Successful completion of the licensing examination qualifies the graduate to assume a beginning staff nurse position in a hospital/agency.

Prerequisites: High School or college level Biology, Algebra(or equivalent) and Chemistry are required. A minimum GPA of 2.8 is required to be considered for admission to this competitive program. Three letters of professional recommendation and a personal essay must also accompany the nursing application. Further details of these requirements are provided on the Nursing Application for Admission. Students will be required to take the Compass Assessment test in math, reading and writing. Students are required to carry their own liability insurance. A medical examination is required annually of all accepted nursing students. All accepted students must meet the physical & emotional requirements as stated on the health form. All students must obtain an American Heart Association BLS Healthcare Provider card prior to admission to the program. There is a required (1 institutional non-degree credit) Nursing Process course for Licensed Practical Nurses accepted with Advanced Placement Credit and for students readmitted or transferring into the Nursing Program. In addition to successfully completing the Nursing Process course, each student is required to attend at least one of the clinical skills review sessions that is held in January. This is a pre-requisite for his/her entrance into NU106.

Prior FMCC credit or transfer credit will not be granted for college level Anatomy/Physiology I and II, and Microbiology if the courses are more than seven years old.

A separate application is required for admission to the Nursing Program. Please note: application deadlines do apply to the Nursing Program. Students should contact the Admission's Office for full details. Non-matriculated nursing students are not allowed to register for nursing courses.

### FIRST YEAR

#### First Semester

NU 105 Nursing Science I <sup>1</sup> .....	7
BI 181 Anatomy & Physiology I .....	4
SS 291 General Psychology .....	3
Physical Education .....	<u>1</u>
	15

#### Second Semester

EN 103 English I .....	3
NU 106 Nursing Science II <sup>1</sup> .....	7
BI 182 Anatomy & Physiology II .....	4
SS 297 Developmental Psychology .....	3
Physical Education .....	<u>1</u>
	18

### SECOND YEAR

#### First Semester

NU 205 Nursing Science III <sup>1</sup> .....	9
BI 282 Microbiology .....	4
EN 104 English II <u>or</u>	
EN 127 Technical English .....	<u>3</u>
	16

#### Second Semester

NU 206 Nursing Science IV <sup>1</sup> .....	10
NU 207 Pharmacology .....	3
SS 281 Sociology .....	3
Elective .....	<u>3</u>
	19

<sup>1</sup>To qualify for the next sequential nursing course, the student must earn a grade of "C" or higher in nursing courses, pass the clinical laboratory portion, and earn a grade of "C" or higher in the following support courses: BI 181, BI 182, and BI 282. Students are expected to provide uniforms to wear in laboratory periods. Clinical hours may vary within clinical courses based on restrictions set by affiliating agencies. Some courses meet at sites other than the main campus. Students must make their own transportation arrangements. All fees for standardized tests taken in the course of study will be the responsibility of the student.

Upon admission or readmission to the Nursing Program, credit will not be given for BI 181, BI 182, and BI 282 that are more than seven years old.

Minimum of 68 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

A three-week preceptorship is required for graduation and is included in NU 206.

**OFFICE TECHNOLOGY: ADMINISTRATIVE (A.A.S.)****APC — 0625**

The Office Technology: Administrative Program provides the necessary foundation for positions as administrative assistants, secretaries, office managers, and receptionists in support positions in computerized offices in business, government, and industry. Courses may be elected in Administrative Office Management, Medical, Legal, or Desktop Publishing.

**FIRST YEAR****First Semester**

EN 103 English I .....	3
BU 130 Speedwriting .....	3
OT 134 Intermediate Keyboarding <sup>1</sup> .....	3
Mathematics or Science <sup>2</sup> .....	3-4
CS 105 Microcomputer Applications .....	<u>3</u>
	15-16

**Second Semester**

OT 139 Intro. to Office Sys. & Tech. ....	3
BU 137 Business Communications.....	3
Career Electives <sup>3</sup> .....	3
Social Science Elective <sup>4</sup> .....	3
Liberal Arts Elective <sup>6</sup> .....	<u>3</u>
	15

**SECOND YEAR****First Semester**

OT 230 Machine Transcription.....	3
OT 235 Admin. Support Procedures I.....	3
OT 241 Word Processing (Basic) .....	3
OT 255 Administrative Office Management .....	3
Liberal Arts Electives <sup>5</sup> .....	3
Business Elective <sup>5</sup> .....	3
Physical Education .....	<u>1</u>
	19

**Second Semester**

OT 244 Word Proc. Appl. (Advanced).....	3
*OT 236 Admin. Support Procedures II .....	3
OT 248 Integ. Software Applications .....	3
Career Electives <sup>3</sup> .....	3-4
Liberal Arts Electives <sup>5</sup> .....	4
Physical Education .....	<u>1</u>
	17-18

<sup>1</sup>Depending on preparation, OT 133 may be required prior to OT 134. Completion of OT 134 is required for graduation.

<sup>2</sup>Math or Science Elective may be fulfilled by taking MA 150 or higher or any course with a designator of BI, CH, ES, PH, or SC, except SC 121, SC 129. BI 181 Anatomy & Physiology I is recommended as the mathematics or science elective for OT Administrative majors electing the medical career sequence.

<sup>3</sup>Career Electives. Students interested in pursuing a career in Administrative Office Management, Legal, Medical, or Desktop Publishing, should work closely with an academic advisor in selecting courses under the Office Technology: Administrative program.

**Medical#**

OT 288 Medical Trans. II (Summer Only)  
 OT 287 Med. Transcription I (Spring Only)  
 OT 283 Medical Terminology  
 OT 249 Office Tech. & Admin. Practicum  
 or BU 299 Internship  
 ME 284 Medical Insurance (Spring Only)  
 \*OT 285 Medical Admin. Office Procedures

**Desktop Publishing**

OT 249 Office Tech. Admin. Practicum  
 or BU 299 Internship  
 GA 101 Intro to Graphic Comm. Tech.  
 (Fall Only)

**Legal**

OT 249 Office Tech. & Admin. Practicum  
 or BU 299 Internship  
 BU 171 Business Law I  
 BU 172 Business Law II (Spring Only)

**Administrative Office Management**

OT 249 Office Tech. & Admin. Practicum  
 or BU 299 Internship

*#Note: OT 236 (Spring) may be replaced with OT 285 (Fall only) for OT Administrative degree students electing the medical career sequence. Please discuss with an advisor.*

<sup>4</sup>Social Science Elective may be fulfilled by completing any course with an SS or EC designator.

<sup>5</sup>Business Electives may be fulfilled by completing any non-required course with a BU or OT designator.  
 (If needed, OT 133 may fulfill the BU elective. See also \*)

<sup>6</sup>Minimum of 65 semester hours required for graduation, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.



**OFFICE TECHNOLOGY: CLERICAL (Certificate)**  
**APC — 0935**

This program leads to a certificate after one year of study. It is designed to provide students with concentrated skill training for immediate employment. However, all credits can be applied toward an associates degree.

Emphasis is on applying basic clerical skills such as keyboarding, administrative support procedures, and business communications in a computerized office environment. An individualized instructional system is used by the instructor in some courses. Graduates will be prepared for employment as clerk typists, receptionists, and general office workers in modern automated offices in business, industry, and government.

Program prerequisites: OT 133 Beginning Keyboard or equivalent.

**First Semester**

OT 134 Intermediate Keyboarding <sup>1</sup> .....	3
OT 235 Administrative Support Procedures I .....	3
OT 139 Introduction to Office Systems & Technology .....	3
Business Elective <sup>2</sup> .....	3
CS 105 Microcomputer Applications .....	<u>3</u>
	15

**Second Semester**

OT 230 Machine Transcription <sup>2</sup> .....	3
OT 236 Administrative Support Procedures II.....	3
OT 241 Word Processing Applications (Basic) <sup>2</sup> .....	3
BU 137 Business Communications <sup>2</sup> .....	<u>3</u>
	12

<sup>1</sup>A student must have completed OT 133 or equivalent. Minimum 27 credits required (30 if OT 133 is needed).

<sup>2</sup>Students interested in pursuing a career in Receptionist/Office Assistant should work closely with an academic advisor in selecting courses under the Office Technology: Clerical program. These students should take BU 137 in the second semester and the Business Elective in the first semester.



**RADIOLOGIC TECHNOLOGY (A.A.S.)  
APC — 0628**

This rigorous program of study provides the student with the essential qualifications to obtain an Associate in Applied Science Degree in Radiologic Technology. Graduates will be eligible to take the examination of the American Registry of Radiologic Technologists for certification and New York State licensure.

The radiologic technologist, also known as a radiographer, is an integral member of the Health Care Team. Radiologic technologists utilize their knowledge of human anatomy, radiographic procedures and radiation safety to provide quality diagnostic radiographic films, for the purpose of diagnosis and treatment of injury and disease. Radiologic technologists must be professional using compassion and critical thinking to serve their patients expectations. Technologists work in hospitals, clinics, private imaging centers and medical physician offices.

Students attend didactic and laboratory classes on campus and practical clinical experience in area hospitals.

**FIRST YEAR**

**First Semester**

RT 101 Intro. to Radiologic Tech.....	3
RT 102 Patient Care in Medical Imaging.....	1
RT 110 Radiographic Procedures I.....	3
RT 120 Clinical Experience I.....	4
RT 130 Radiographic Physics I.....	3
BI 181 Anatomy & Physiology I.....	<u>4</u>
	18

**Second Semester**

RT 111 Radiographic Procedures II.....	3
RT 121 Clinical Experience II.....	4
RT 131 Radiographic Physics II.....	3
BI 182 Anatomy & Physiology II.....	4
EN 103 English I.....	<u>3</u>
	17

**SUMMER**

RT 122 Clinical Experience III.....	7
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**SECOND YEAR**

**First Semester**

RT 210 Adv. Radiographic Procedures.....	2
RT 220 Clinical Experience IV.....	6
RT 231 Quality Management.....	2
EN 104 English II.....	3
SS 291 General Psychology.....	3
Physical Education.....	<u>1</u>
	17

**Second Semester**

RT 211 Adv. Radiographic Procedures II.....	2
RT 212 Sectional Anatomy.....	1
RT 221 Clinical Experience V.....	6
RT 230 Radiologic Health.....	3
SS 281 Sociology.....	<u>3</u>
Physical Education.....	1
	16

A minimum of 75 semester hours are required to complete this program, which must include 20 semester hours in Liberal Arts and Science, plus two different physical education courses.

1. Prerequisites: High School Algebra and Intermediate level Algebra, High School Biology and either High School Chemistry or High School Physics with Lab or equivalent. A grade of "B" required for all pre-requisite courses.
2. Students are required to carry their own liability insurance. A medical examination is required annually. All students must meet the physical and emotional requirements as stated on the health form. All students must be certified in American Heart Association adult and pediatric cardiopulmonary resuscitation (CPR) prior to admission to the program.
3. To qualify for the next sequential radiology course, **the student must earn a grade of "C" or higher in radiology courses**, pass the clinical portion, and earn a grade of "C" or higher in BI 181 and BI 182.
4. Some courses meet at clinical hospital sites.



**TEACHING ASSISTANT (Certificate)  
APC — 1330**

This program is designed to prepare students to work as Teaching Assistants and to provide them with a core of college level courses that may be applied to an Associates degree. Graduates are prepared to accept positions as Teaching Assistants. This program fulfills the college credit hour requirement for a New York State Level III Teaching Assistant Certificate.

**First Semester**

CS105 Microcomputer Applications .....	3
ED 175 Foundations of Education .....	3
EN 103 English I .....	3
MA Elective <sup>1</sup> .....	3-4
SS 291 General Psychology .....	3
	15-16

**Second Semester**

ED 201 Introduction to Teaching .....	1
EN 104 English II .....	3
General Education Elective <sup>2</sup> .....	3
Science Elective <sup>3</sup> .....	3-4
SS 298 Child Development <u>or</u>	
SS 299 Adolescent Development .....	3
	13-14

<sup>1</sup>MA150 or higher; MA151 suggested for students intending to pursue further education. Students should select a Mathematics elective from the Approved General Education course list.

<sup>2</sup>Students must select an Approved General Education Elective from one of the following categories (American History, Arts, Foreign Language, Humanities, Other World Civilizations, or Western Civilization)

<sup>3</sup>Students should select a science elective from the Approved General Education course list.

A minimum of 28 semester hours are required to complete this program.

**THEATRE ARTS (A.S.)  
APC — 0695**

The Theatre Arts Program is designed for students wishing to continue their studies toward the Bachelor's Degree. The curriculum integrates acting and directing, design and production, and the history and literature of the stage. Taking advantage of the college's new state-of-the-art theatre in both course work and production activity, the FMCC Theatre Arts Program provides a balanced mix of study and practice, understanding and process, thinking and doing. It demands much of — and gives much to — students in the development of creativity, teamwork, adaptability, historical perspectives, and critical thinking.

**FIRST YEAR**

**First Semester**

CS 105 Microcomputer Applications .....	3
EN 103 English I .....	3
Foreign Language Elective .....	3
Physical Education .....	1
TH 105 Acting I .....	3
TH 136 Intro. to Theatre .....	<u>3</u>
	16

**Second Semester**

EN 104 English II.....	3
Liberal Arts Elective <sup>1</sup> .....	3
Mathematics Elective <sup>2</sup> .....	3
TH 101 Theatre History.....	3
TH 102 Stagecraft.....	<u>4</u>
	16-17

**SECOND YEAR**

**First Semester**

Liberal Arts Electives <sup>1</sup> .....	6
Science Elective <sup>4</sup> .....	3-4
TH 210 Acting II .....	3
Theatre Elective <sup>3</sup> .....	<u>3-4</u>
	15-17

**Second Semester**

Liberal Arts Electives <sup>1</sup> .....	6
Physical Education .....	1
Social Science Elective .....	3
TH 230 Directing.....	3
Theatre Elective <sup>3</sup> .....	<u>3</u>
	16

<sup>1</sup>Students interested in transfer should carefully select elective offerings which will be accepted at the upper level institution.

<sup>2</sup>MA 150 or higher.

<sup>3</sup>Theatre Electives: EN 132, EN 235, EN 245 MU 101, MU 102, TH 201, TH 202, TH 250.

<sup>4</sup>Science Elective not SC 121, 129.

Minimum of 63 semester hours required to complete this program, which must include 30 semester hours in Liberal Arts and Science, plus two different physical education courses.

NOTE: All A.A. and A.S. degree programs require coursework that meet 7 of the 10 General Education Competencies.

**VISUAL COMMUNICATIONS TECHNOLOGY: Printing (A.A.S.)**

**APC — 0677**

The Visual Communications Technology curriculum is designed to prepare students to seek employment as print media prepress specialists, page layout artists, web page designers and printing production technicians. The market for employment includes advertising, print media marketing, daily newspapers, commercial printing, graphic communications, magazine and book publishing industries.

Emphasis is directed toward acquiring contemporary creative skills and knowledge in the areas of traditional photography, digital cameras, graphic design, web page design, presentation design, media publishing, digital technology and desktop scanning.

Special focus is on training and development of computer skills using cross-platform Apple™ and windows networks supplemented with industry standard software. Laser, inkjet printing and color copy systems are used to demonstrate emerging and growing technologies. In addition, traditional color reproduction, lithographic and digital workflows, finishing and related areas are studied and applied. Industry related specialty areas are introduced to include in-plant printing, graphic arts supplies, paper sales, customer service and allied industries.

The Visual Communications Technology Program provides a solid career path through Tech-Prep and high school transfer. Students can transfer to colleges offering 4-year degrees in graphic design, print media, communications and marketing.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
GA 101 Communication Design .....	3
GA 125 PhotoShop .....	3
AR 150 Two Dimensional Design.....	3
CS 105 Micro Computer Applications .....	3
Physical Education .....	<u>1</u>
	16

**Second Semester**

EN 104 English II.....	3
Mathematics <sup>1</sup> .....	3-4
GA 103 Web Page Design & Digital Illustration.....	3
GA 104 Digital Publishing and Typography.....	3
Restricted Elective <sup>2</sup> .....	3
Physical Education .....	<u>1</u>
	16-17

**SECOND YEAR**

**First Semester**

GA 201 Digital Photography .....	3
GA 205 Graphic Design.....	3
SC Elective .....	3
Liberal Arts Elective.....	3
Social Science .....	<u>3</u>
	15

**Second Semester**

GA 110 Advanced Web Page Design .....	3
GA 202 Creative Studio Photography .....	3
GA 207 Entrepreneurship & Portfolio Seminar.....	3
Liberal Arts Elective .....	3
Elective .....	3
Elective or Internship <sup>3</sup> .....	<u>3</u>
	18

<sup>1</sup>Mathematics placement dependent upon preparation, competence at level of MA150 or higher.

<sup>2</sup>Restricted Electives AR 110, AR 160, AR 161, AR 162

<sup>3</sup>Suggested electives: AR 161, AR110, BU 137, BU 170, CO 171, CS170, GA124, MM 101, Internship BU 299

Minimum of 65 semester hours required to complete this program, which must include 20 semester hours in Liberal Arts and Sciences, plus two different physical education courses.



GENERAL NOTE: All courses described in this catalog are regularly offered unless noted as follows: FA— fall semester only; WI — intersession/winter term only; SP— spring semester only; SU — summer session only.\* 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 dropped from the curriculum since the last printing of this catalog.

General Education

Students who plan on earning an A.A. or A.S. degree are expected to complete courses in seven (7) of the (10) State University of New York (SUNY) General Education categories. Please consult with your academic advisor for specific course selections.

The General Education Knowledge areas are listed accordingly: A: Arts; C: Communications; F: Foreign Language; H: Humanities; M: Mathematics; N: Natural Sciences; O: Other Civilizations; S: Social Sciences; U: U.S. History; W: Western Civilization.

Courses are listed in alphabetical order by title. An index of page numbers is found in the back of this book.

\*s.h. means semester hours.

Non-Credit Laboratory Courses (Course listings)

The purpose of these labs is to provide supplementary instruction for students who desire it on a non-credit basis. Fees are covered as part of credit tuition and/or lab fees.

C001 Computer Laboratory Non-Credit

This course has been designed to provide supervised hands-on computer experience for those students enrolled in data processing and mathematics courses requiring understanding of computer operation and use of computer terminals. Hours vary according to student needs.

C002 Office Technology Laboratory Non-Credit

This course is designed to provide instructional support for those students enrolled in office technology and word processing courses and to provide alternate instructional experiences for those who wish to learn independently. Hours vary according to student needs.

C003 Nursing Laboratory Non-Credit

This course has been designed to provide instructional support for those students enrolled in nursing courses and to provide alternate instructional experiences for those who wish to learn independently. Hours vary according to student needs.

C004 Mathematics Laboratory Non-Credit

This course has been designed to provide remedial assistance in mathematics for students planning to enroll or currently enrolled in any of the traditional mathematics courses offered at the College. Hours vary according to student needs.

C005 Accounting Laboratory Non-Credit

This course has been designed to provide remedial support experiences for those students enrolled in traditional accounting courses, and to provide alternative experiences for those who wish to learn independently to update their vocational skills in accounting. Hours vary according to student needs.





### **C006 Study Skills Laboratory                      Non-Credit**

Students work independently under the supervision of the instructor, who set up an individualized remedial program to enhance the student's study skills and college-level performance. *Hours vary according to student needs.*

### **C007 Electricity Laboratory                      Non-Credit**

This course has been designed to provide hands-on electric circuitry experience for those students enrolled in electrical programs that require additional work in electricity. *Hours vary according to student needs.*

### **C008 Academic Software Skills                      Non-Credit**

This course has been designed to provide academic computing skill experience for those students enrolled in Career/Liberal Arts & Science programs that require additional work with various software packages. *Hours vary according to student needs.*

## **English as a Second Language Intensive Language Program (EF) (Course listings)**

Fulton-Montgomery Community College offers a full-time non-credit Intensive English as a Second Language (ESL) Program for students who need to improve their language ability before beginning full-time study in a college degree program. The ESL Language Program is also intended for those who want to study English for career or social purposes. Students are given instruction in listening, reading, writing and speaking skills as well as American culture studies. A free placement exam is required before enrollment. For more information contact the Office of International Student & ESL Programs.

All ESL courses beginning with the EF prefix are non-credit/credit-equivalent remedial courses and may be used to meet credit requirements of any athletic, enrollment, financial aid and immigration requirements. However, they cannot be used as electives towards graduation and may not be substituted for any English requirement of any curricula. Students seeking to meet these requirements are required to be matriculated into

a degree program and have a pre-filled program of study form completed prior to enrollment. Tuition charged for credit-equivalent hour courses are consistent with credit hour charges.

The core courses of the Intensive English Language Program include the following four skill areas: Listening Skills, Reading Skills, Writing Skills, and Speaking Skills. Courses are available in multiple language proficiency levels. Each course has 75 hours of intensive language classroom instruction; 5 credit-equivalent hours. Advice and recommendation of the ESL faculty may also allow students to enroll in credit-bearing courses related to their academic goals.

### **Listening Skills**

Practice in aural comprehension, sound discrimination, vocabulary building, and comprehension of main ideas and inferences. Related reading, writing and note-taking activities. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *Hours of class per week: 3. Credit-Equivalent hours: 5.*

### **Reading Skills**

Practice in comprehension of basic written communication, simple descriptive and narrative texts to more advanced academic materials, study skills, and expository writing. Dictionary usage, vocabulary expansion. Related writing and speaking activities. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *Hours or class per week: 5. Credit-Equivalent hours: 5.*

### **Writing Skills**

Written reinforcement of grammatical concepts and basic writing tasks and handwriting improvement to the development of written communication skills in preparation for college expository and argumentative composition. Composition from sentence level activities to the paragraph and short essay levels. Integration of related skills. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *Hours of class per week: 5. Credit-Equivalent hours: 5.*

**Speaking Skills**

Development from simple speaking skills to skills for conversational and academic contexts. Practice in exposition, guided discussion and debate. Related listening, reading and writing activities as well as note-taking and academic study skills. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *Hours of class per week: 5. Credit-Equivalent hours: 5.*

**Orientation to American Culture**

Assistance through lecture/workshop/field trip and guest speaker series in adjusting to life and studies at FMCC and the surrounding community, and in understanding specific and broader aspects of American culture. Mandatory for all incoming full-time international students. *Hours of class per week: 5. Credit-Equivalent hours: 5.*

**Content Based ESL I**

Students are taught English language skills while also studying various topics and themes related to a subject matter class. Vocabulary, discussion, and written activities, including note-taking and essay preparation, will center on various academic themes. This course may lead to further English Language Studies at higher levels or be repeated, depending on the progress of the student. *Hours of class per week: 5. Credit-Equivalent hours: 5.*

**Art  
(Course listings)****AR 100 Studio****3 s.h.**

A beginner's course designed to introduce the student to a variety of basic art media and visual aesthetic principles. The course focuses on developing self-expression through the media of design, drawing, painting, printmaking, and sculpture, as well as on evaluating art through class critiques. (Does not fulfill Fine Arts major requirements) *Hours of class per week: 4. General Education: A.*

**AR 101 Art History I****FA 3 s.h.**

Introduction to the history of art. A survey of world painting, sculpture, and architecture from prehistoric times to the Renaissance. The course emphasizes stylistic developments and appreciation of man's aesthetic achievements. Presentation combines lecture,

text, and visual materials. *Hours of class per week: 3. General Education: A.*

**AR 110 Language of Visual Art****3 s.h.**

This is a non-majors art appreciation course that covers the functioning and meaning of art in various forms and purposes. The course explores how and why the arts exist as human invention for sharing experience and how they are made. Such art forms as painting, sculpture, architecture, photography, crafts, and commercial art will be examined in this course. Does not fulfill Fine Arts major requirements. *Hours of class per week: 3. General Education: A.*

**AR 102 Art History II****SP 3 s.h.**

A continuing introductory course to the History of Art. This course surveys world painting, sculpture, and architecture, from the Renaissance to the present. Prerequisite: None (AR 101 recommended). *Hours of class per week: 3. General Education: A.*

**AR 106 Survey of Non-Western Art History****3 s.h.**

A survey course focusing on the cultural and historical heritage of selected Non-Western societies from the ancient world to the present day. Exposure through multimedia to painting, sculpture, architecture and decorative arts from a variety of cultures including those of Africa, Asia, Oceania and the Americas. *Hours of class per week: 3. General Education: O.*

**AR 150 Two-Dimensional Design****FA 3 s.h.**

An introduction to the elements and principles of two-dimensional design. The course focuses on visual design as a language to be explored through aesthetic creative problems. Topics include organization, balance, contrast, rhythm, texture, visual movement, and color theory. *Hours of class per week: 4. General Education: A.*

**AR 160 Three-Dimensional Design****SP 3 s.h.**

An introduction to the elements and principles of three-dimensional design as they relate to art, architecture and product design. Form, space, balance, proportion, texture, color and function will be explored through a series of creative visual problems in which aesthetic solutions will be sought. The course will also focus on the evaluation and analysis of a designed form. *Hours of class per week: 4. General Education: A.*

**AR 161 Principles of Photography I      FA 3 s.h.**

This course is designed to introduce students to fundamental camera and darkroom techniques. Through lectures, we will discuss various choices in camera, film, lighting, composition, developing and print enlarging. Students will be required to have own 35mm SLR camera. *Lab fees. Hours of class per week: 4. General Education: A.*

**AR 162 Principles of Photography II      SP 3 s.h.**

This course is designed to help foster student's artistic abilities while using photography as the medium. All technical information is taught in AR 161 Art Photography I and is a prerequisite for this course. Photo II is created with the artist in mind. Projects, ideas, and concepts are limited only to the student's creativity. Students are required to have their own 35 mm camera. *Lab fees. Prerequisite: AR 161. Hours of class per week: 4.*

**AR 200 Printmaking I      FA 3 s.h.**

An introduction to basic printmaking techniques. Topics include intaglio printmaking (etching and engraving), the relief print (woodcut and linoleum cut), mono and collograph printmaking. Students develop the conceptual and technical skills needed to produce original prints. The course stresses the development of appropriate attitudes towards quality, organization, and self-discipline along with growth in creative expression. *Prerequisite: AR 100 or 210. Hours of class per week: 4.*

**AR 210 Drawing I      FA 3 s.h.**

A preliminary course which concentrates on the development of technical and creative skills necessary to make drawings as expressive visual language. Topics will include visual composition, line, value, gesture, volume and linear perspective. Drawings will be made from observed and non-observed subjects. *Hours of class per week: 4. General Education: A.*

**AR 211 Drawing II      SP 3 s.h.**

An exploration of drawing using a wider variety of media, with emphasis on creative personal expression. Topics include the development of expressive composition, content and technique, drawing from both non-observed and observed subjects. *Prerequisite: AR 210 or permission of instructor. Hours of class per week: 4. General Education: A.*

**AR 220 Painting I      FA 3 s.h.**

An introduction to painting with water-based acrylic paint utilizing traditional and contemporary techniques. Topics to be covered will be visual composition, application techniques, material use, color theory, value and texture. An emphasis will be placed on seeking personal creative solutions through the exploration of a variety of techniques. Paintings will be made from observed and non-observed subjects. *Prerequisite: None (AR 210 recommended). Hours of class per week: 4. General Education: A.*

**AR 221 Painting II      SP 3 s.h.**

A continuation of the exploration of aesthetic concepts, composition, techniques, and expressive methods used in painting. The course encourages individuals to further develop the technical skill and creativity in the medium of painting. *Prerequisite: AR 220 or permission of the instructor. Hours of class per week: 4. General Education: A.*

**AR 230 Watercolor Painting      3 s.h.**

An introduction to watercolor painting focusing on basic concepts, techniques, and materials needed to produce creative works in a watercolor medium. The course emphasizes developing compositions through the use of expressive design elements such as movement, value, texture, balance, and color theory. It explores the creative process through a variety of visual problems derived from both observed and subjective sources. *Prerequisite: None (AR 210 recommended). Hours of class per week: 4. General Education: A.*

**AR 240 Life Drawing      3 s.h.**

Students will develop anatomical knowledge of the human figure while enhancing drawing techniques. Building upon basic drawing skills, this course will focus on observed perspective techniques such as foreshortening and visual viewpoints, gesture studies, strengthening visual memory and drawing sequential action figures. Included will be application and analysis of compositional issues as well as an overview of mainstream figural concepts in contemporary art and illustration. Student will work with the human figure and explore how objective and subjective knowledge work together to create competent and creative images. *Lab fee. Prerequisite: AR 210 Drawing I or permission of instructor. Hours of class per week: 4.*

**AR 245 Introduction to Sculpture 3 s.h.**

The study and exploration of sculpture materials and techniques necessary to produce works of art in a three dimensional form. Basic techniques used will include modeling, carving, casting, welding and wood fabrication methods. Sculpture will be made in a variety of materials and may include clay, stone, wood, metal and found materials. Forms will be created using both additive and subtractive processes. Topics will include: expressive use of form balance, rhythm, emphasis, texture and color. A lab fee is required. *Prerequisite: AR 160 or permission of instructor. Hours of class per week: 4. General Education: A.*

**AR 275 Ceramics I FA 3 s.h.**

A general course in pottery using a variety of forming techniques, including hand-building techniques, slab, wheel throwing, and ceramic sculpture. It covers concepts relating to clay, glazes, slips, aesthetic and functional form, and firing techniques. Students are required to furnish their own clay. *Lab fee. Hours of class per week: 4. General Education: A.*

**AR 295 Gallery Management FA-SP 3 s.h.**

An introduction to the operation and management of a contemporary exhibition space. Practical experience will be gained through participation in planning, installing and coordinating a variety of exhibitions in the college's gallery. These exhibitions will be part of the Gallery's yearly exhibition schedule and will allow students to work with a variety of visiting artists as well as curate exhibitions dealing with historical or other cultural subjects. Class projects and lecture demonstrations will be used to explain the theories and procedures of curatorial practices for museums and galleries. Topics will include: display principles, curatorial practices, public relations, management practices as well as exhibition preparation and maintenance. Three field trips will be taken during the semester. *Prerequisites: AR 150; AR 160 highly recommended. Hours of class per week: 4*

**AR 300 Fine Arts Seminar SP 3 s.h.**

The course allows the student opportunity to develop professional presentation and career skills for employment, college transfer, and exhibition opportunities. It focuses on the development of aesthetic judgment and familiarization with past and current art trends.

Topics include portfolios, resumés, presentations, and business matters of concern to artists. *Hours of class per week: 4.*

**Automotive Technology  
(Course listings)**

Automotive Technology courses may meet at sites other than the main campus. Students must make their own transportation arrangements.

Students may need special clothing or equipment in addition to texts. Details are provided by the instructor.

**AT 121 Introduction to Automotive Function FA 3 s.h.**

A basic course dealing with the construction, principles of operation, and identification of chassis units and support components. Consideration is given to tool identification, shop safety, methods of operation, special tools, automotive terminology, publication, and basic welding (arc and oxyacetylene). *Hours of class per week: 2. Hours of lab per week: 3.*

**AR 122 Theory of Internal Combustion Engine FA 3 s.h.**

Investigates the basic principles of internal combustion engines, cycles, engine types, construction, and services. Compression condition, noise identification, and internal engine condition analysis is studied through lab experience with high-tech diagnostic equipment. *Hours of class per week: 2. Hours of lab per week: 3.*

**AT 123 Internal Combustion Engine Support Systems SP 3 s.h.**

Study of the lubrication, cooling, fuel, and emission systems of the internal combustion engine. Experience is gained in the laboratory with test equipment and the infrared unit. *Prerequisites: AT 121, 122, SC 161, or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

**AT 124 Automotive Electrical Systems FA 3 s.h.**

Application of the principles of electricity to the design, operation, service and repair of automotive electrical starting, lighting, charging and ignition systems. *Prerequisites: AT 121, 122, completion of/concurrent registration in SC 162, or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

**AT 225 Automotive Chassis Systems FA 3 s.h.**

A more advanced study of steering and suspension designs, including rear suspension, front-end geometry, tire design features and service, and standard and power disc and drum brake systems including basic air conditioning. Prerequisites: AT 121, SC 162, or permission of instructor. *Hours of class per week: 2. Hours of lab per week: 3.*

**AT 226 Power-Trains —  
Design Features & Analysis SP 3 s.h.**

Investigation of the automotive power train. Topics considered include clutches, standard transmission design, automatic transmission designs, drive lines, conventional and limited slip differentials, and axle and wheel bearing requirements. Laboratory experience with special transmission tools, measuring devices, and special pressing equipment is included. Prerequisites: AT 121, SC 162, completion of/concurrent registration in AT 225, or permission of instructor. *Hours of class per week: 2. Hours of lab per week: 3.*

**AT 227 Electronic Engine & Chassis  
Analysis SP 3 s.h.**

This course deals with diagnostics and running problems of the modern automobile. Computerized engine and chassis systems are examined using modern test equipment and hand held scanners. Prerequisites: AT 123, 124, 225, 226, SC 162, or permission of instructor. *Hours of class per week: 2. Hours of lab per week: 3.*

**AT 228 Consumer Relations & Services SP 3 s.h.**

The focus of this course will be dealing with the concepts of wholesale and retail operation as they relate to automotive service manager-customer relations, factory representation-dealer relations, and inspection and service for customer comforts. The experience will include field observation of service manager operation and factory warranty function and how it relates to the dealership service technician. *Hours of class per week: 3.*

**Biology  
(Course listings)****BI 171 Modern Biology FA 4 s.h.**

A course in general biological principles relating cell structure to function. Topics discussed include the origin and evolution of life; biochemistry; energetics; the molecular basis of cell metabolism; principles of hered-

ity and the genetic control of cell activity; cell division; the homeostatic regulation of the cell environment. Physiological processes at the organismic level are analyzed and correlated with the simpler manifestations at the cell level. The course emphasizes modern research, the nature and philosophy of science, and the art of experimentation as carried on concurrently in the laboratory portion of the course. *Hours of class per week: 3. Hours of lab per week: 3. General Education: N.*

**BI 172 Plant Biology 4 s.h.**

A lecture, lab and field course that introduces major topics of plant biology. Topics include: evolutionary relationships of the major plant groups from algae to angiosperms, microanatomy, morphology, development, life cycles, physiology and photosynthesis. Emphasis is on the land plants especially the angiosperms. Included is an introduction to the ecology of major land plant groups. Prerequisite: BI 171 or permission of instructor. *Hours of class per week: 3. Hours of lab per week: 3. General Education: N.*

**BI 173 Animal Biology SP 4 s.h.**

An evolutionary survey of the animals, from protozoa through chordata. Physiological systems are studied, with a focus on general performance and comparative differences among animal groups. The course examines the roles of ecosystem niches and adaptive potential, so that the student becomes aware of the evolutionary significance of the structures studied. It also emphasizes relationships among organisms, with a special focus on impacts on and by humans. *Prerequisite: BI 171 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3. General Education: N.*

**BI 175 Fundamentals of Tropical Biology 4 s.h.**

This course covers organismal, population, community and ecosystem ecology as it applies to tropical ecosystems. Topics include evolution and adaptation to tropical climate and weather, tropical biodiversity, tropical habitats including mangroves, dry land habitats, hardwood hammocks, pinelands, cypress domes and rainforests; tropical community interactions including pollination biology, dispersal, competition, predation, parasitism and mutualism, and conserving biodiversity in the tropics. Field trips will be made to various sites in South Florida including the grounds of the Kampong National Tropical Botanical Gardens, Big Cypress National Park and Everglades National Park. *Hours of class per week: 3. Hours of lab per week: 3. General Education: N.*





**BI 181 Anatomy & Physiology I**

**FA 4 s.h.**

**BI 182 Anatomy & Physiology II**

**SP 4 s.h.**

A two-semester course exploring the human body as an integrated complex of systems. This course provides a systems approach to the study of human anatomy and physiology. In the first semester students will investigate the concepts of biology and chemistry necessary to the understanding of physiology. They will investigate the structure and function of the cell, tissues, joints, the skeletal, muscular, nervous systems and special senses. In the second semester the emphasis is on studies of blood, the circulatory, digestive, urinary reproductive and endocrine systems as well as metabolism and acid base balance and electrolytes. The laboratory for each session is designed to reinforce the lecture materials and will include dissections of vertebrates as well as experiments on animal tissue and human subjects. *Hours of class per week: 3. Hours of lab per week: 3.*

**BI 276 Ecology**

**SP 4 s.h.**

A study of ecological principles that pertain to individual organisms, populations, communities and ecosystems. Topics include temperature, water and energy balance within organisms, population distribution and abundance, intraspecific and interspecific interactions, species abundance and diversity, energy flow and nutrient cycling through communities, and some mechanisms of population, community and ecosystem change over time. Laboratories will focus on both lab and field techniques in ecology with a strong emphasis on experimental design. *Prerequisite: BI 172 or BI 173 or permission of instructor. (MA 151 strongly recommended). Hours of class per week: 3.*

**BI 282 Microbiology**

**4 s.h.**

A lecture and lab course that introduces major topics of microbiology. Topics include: microbial cell structure, function, physiology, metabolism, genetics, diversity, and ecology. Applied microbiology topics include: biotechnology and medical microbiology. Students are introduced to basic microbiological skills in the laboratory including: sampling for microbes, aseptic technique, isolation, culturing, identification, and light microscopy techniques. Major emphasis is on bacteria. Other organisms discussed include: viruses, fungi and eukaryotic human parasites. *Prerequisite: BI 171 or*

*SC 135 or both BI 181 and BI 182 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.*

**Business:  
Business Administration,  
Accounting  
(Course listings)**

**Business Administration**

**BU 101 Principles of Business**

**3 s.h.**

An introductory course to the diverse world of business, its structure, its operations and its impact upon each of us as employees, as consumers, as individuals, and as members of society. The course acquaints the student with major disciplines of business, such as management, marketing, finance, human resource management and production management, from which the student may choose a career core for future study and training. The course may use case studies and computerized and manual business games. *Hours of class per week: 3.*

**BU 103 Mathematics of Business Finance**

**3 s.h.**

A review of the basic fundamentals and use of shortcut operations in arithmetic computations. Instruction in financial topics dealing with bank loans, interest, credit cards, bank reconciliation, property taxes, payroll, inventory, depreciation, trade and cash discounts, partial payments, markup and markdown, and present value. *Hours of class per week: 3.*

**BU 130 Speedwriting**

**3 s.h.**

Students will develop fast, efficient note-taking skills for use in many careers (including office support) and for personal use through the development of Speedwriting, an alphabetic shorthand system. Specific uses for Speedwriting are recording minutes of meetings, telephone messages, class notes, instructions, and dictated correspondence. This course is open to all students.

**BU 137 Business Communication**

**3 s.h.**

Emphasis on composing various types of business communications in a clear and concise manner while maintaining readers' goodwill. The course also includes a review of grammar and mechanics of writing, spelling, and some public speaking. *Prerequisite: None. (OT 133 or equivalent recommended). Hours of class per week: 3.*



**BU 141 Marketing** **3 s.h.**  
Introduction to the basic principles and terminology used in the marketing field. Familiarity with the variety of environmental factors that influence marketing decisions as well as the importance of a customer-oriented philosophy of doing business. Topics covered include: determining marketing opportunities, environmental analysis, consumer buying behavior, as well as product planning, promotion, distribution and pricing. The importance of market research is also discussed. *Hours of class per week: 3.*

**BU 145 Salesmanship** **3 s.h.**  
A comprehensive treatment of professional salesmanship, including an analysis of consumer types and buying motives, the approach and development of sales strategy. Students are required to make sales presentations in role-playing situations. The course places equal emphasis selling consumer and industrial products. *Prerequisite: BU 141 or permission of instructor . Hours of class per week: 3.*

**BU 151 Human Resources Management** **3 s.h.**  
Introduction to the basic principles, techniques and terminology used in the human resources field. Topics covered include: human resource planning, job analysis and design, equal opportunity laws, recruitment, selection, orientation, training, performance appraisals, wages, incentives and benefits. Unions and collective bargaining are also discussed. *Hours of class per week: 3.*

**BU 153 Supervision** **SP 3 s.h.**  
Study of the supervisor, key person in a company's chain of command. Supervisory role as perceived by superiors, subordinates, and peers. Study of the skills, attitudes and aptitudes necessary for effective supervision. Emphasis on practical solutions to employer-employee problems within supervisor's authority and responsibility. The course uses lecture, case discussion, and role-playing instructional techniques. *Prerequisite: BU 101. Hours of class per week: 3.*

**BU 160 Introduction to Finance** **3 s.h.**  
The course introduces the student to the role of finance in modern business operations, providing a survey of both internal and external financial requirements and transactions handled primarily by mid-management personnel. *Prerequisite: BU 121. Hours of class per week: 3.*

**BU 170 Advertising** **3 s.h.**  
A survey of the advertising field, policies, procedures, and practices in planning and preparing various types of advertisements and selecting media. *Prerequisite: BU 141 or permission of instructor. Hours of class per week: 3.*

**BU 171 Business Law I** **3 s.h.**  
This course is designed to introduce students to the substantive legal areas of constitutional law, crimes, torts, common law contracts, sales contracts and commercial paper as it applies to their personal lives and to the business environment. The interaction of business ethics and the law is also examined. *Hours of class per week: 3.*

**BU 172 Business Law II** **3 s.h.**  
This course provides in-depth treatment of the substantive legal areas of agency law partnership law, corporation law, employment law and government regulation of business. The interaction of business ethics and law is also examined. *Prerequisites: BU 171 recommended. Hours of class per week: 3.*

**BU 179 Principles of Management** **3 s.h.**  
The course deals with the basic principles of management with applications to both entry-level positions and middle managers. It covers principles such as the nature and role of the manager, the decision-making process, and the traditional management functions of planning, organizing, leading and controlling. *Hours of class per week: 3.*

**BU 183 Purchasing** **3 s.h.**  
This course covers the nature and importance of the procurement function in modern business organizations. Topics covered include development of sources of supply; purchasing procedures, policies and techniques; the negotiation of process; vendor selection and price determination as well as the service, quality and legal aspects of purchasing. *Hours of class per week: 3.*

**BU 201 Principles of Global Business** **3 s.h.**  
A study of the basic concepts pertaining to global business and communication, including cultural, economic, political, legal, and geographic aspects of developed and developing countries. The course addresses global marketing, management, financing, production, sourcing, communication, and ethics to acquaint the student with various areas of global business. *Prerequisites: BU 101, EC 180, or permission of instructor. Hours of class per week: 3.*



**BU 243 Retail Management** **SP 3 s.h.**

A study of the principles and problems in the management of retail operations covering organization, store planning, selecting locations, customer services, merchandising policies, stock levels, and purchasing procedures. *Prerequisite: BU 101, BU 141 or permission of instructor . Hours of class per week: 3.*

**BU 265 Small Business Management** **3 s.h.**

The course provides essential concepts of starting and operating a small business with a focus on developing a business plan. Topics covered include ways to become an entrepreneur, franchise operations, marketing plans, financial plans and management plans. *Prerequisite: BU 141 and BU 121 recommended. Hours of class per week: 3.*

**BU 298-299 Business Internship** **1-4 s.h.**

The Business Internship serves as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant business courses may be placed with an approved agency on a part-time basis. Participation requires the approval of a Business Instructor and the appropriate Academic Dean. Evaluation of the student's performance is the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student. *Prerequisites: Previous business relevant coursework, approval of instructor and dean. Hours of class per week: 1-4.*

## Accounting (Course listings)

**BU 119 Survey of Accounting** **3. s.h.**

Survey of Accounting is designed for students who simply want to perform the essential accounting tasks encountered in the everyday on-the-job situations faced by office managers, secretaries, mechanics, salon owners, the self-employed -- and many more. This course will especially benefit entrepreneurs who have little or no familiarity with accounting principles or business recordkeeping. Students will be exposed to basic bookkeeping, budgeting and how to use financial statements and other accounting information. Additional topics will include petty cash, bookkeeping for office managers, payroll management, and third party billing. A key objective of this course is to help students make sound financial decisions and effectively

communicate with financial professionals. Survey of Accounting is an ideal elective for non business majors and entry-level business students alike. Students seeking college transfer credits should consult with their advisor or the course instructor before enrolling.

**BU 121 Financial Accounting** **4 s.h.**

Financial Accounting introduces the fundamental concepts that comprise financial accounting and generally accepted accounting principles, and provides a strong foundation in basic accounting principles and techniques for both general business students and students who intend to pursue an accounting career. Special emphasis is placed on the traditional concepts that comprise a first semester college accounting course, including: analysis of business transactions in accordance with accrual basis accounting, the accounting cycle, financial statement preparation and analysis, the hallmarks of internal control, and coverage of accounting elements such as assets, liabilities, equity, and revenue and expenses. *Hours of class per week: 4.*

**BU 122 Managerial Accounting** **4 s.h.**

Managerial Accounting emphasizes managerial decision making and follows Financial Accounting. Course topics include cost analysis and cost allocations; product pricing and profit analysis; job order and process costing; budgeting concepts and applications; standard costing and the balanced scorecard; manufacturing accounting and incremental analysis. This course will build a solid foundation for both general business students and students who intend to pursue careers in accounting. *Prerequisite: BU 121. Hours of class per week: 4.*

**BU 147 Computerized Accounting:  
Principles and Applications** **4 s.h.**

A hands-on introductory accounting course, Computerized Accounting: Principles and Applications provides students with real-world exposure to use of leading microcomputer accounting solutions. Primary computerized accounting principles covered include Receivables, Payables, Inventory, and Payroll; culminating in the generation of end-of-period financial statements in conformity with Generally Accepted Accounting Principles. Additional topics may include: Fixed Assets Depreciation, Bond Interest Amortization and Present Value Analysis. *Prerequisites: CS 105 and BU 121 or permission of instructor. Hours of class per week: 4.*



**BU 221 Intermediate Accounting I FA 4 s.h.**

This course covers the theoretical framework of accounting with emphasis on the cost, matching, revenue and full disclosure concepts and how they relate to the preparation of the four required financial statements. A detailed review of the accounting cycle is also covered. *Prerequisite: BU 122. Hours of class per week: 4.*

**BU 222 Intermediate Accounting II SP 4 s.h.**

This course provides a detailed examination of specific financial statement accounts or group of accounts, including but not limited to inventory, bonds payable, investments, stockholders' equity, fixed assets and leases. The examination reviews the specific GAAP rules that apply to each account or group of accounts covered as well as their presentation on the financial statements. *Prerequisite: BU 221. Hours of class per week: 4.*

**BU 224 Cost Accounting FA 3 s.h.**

Accounting for direct labor, materials, and factory overhead under both job-order costing and process costing. Standard cost principles and procedures; budgeting and direct decision-making is among other topics covered. *Prerequisite: BU 122. Hours of class per week: 3.*

**BU 225 Federal Income Taxes SP 3 s.h.**

This course covers federal tax law and regulations. It emphasizes the tax formula, gross income, exclusions, deductions, tax credits, gains and losses and the computation of income tax liability. This course also provides practice in the preparation of individual tax returns and the preparation of tax returns for sole proprietorships. *Prerequisite: BU 121 or permission of instructor. Hours of class per week: 3.*

**Chemistry  
(Course listings)  
(See also SC 170, 171)****CH 173 General Chemistry I FA 4 s.h.****CH 174 General Chemistry II SP 4 s.h.**

This course provides a comprehensive introduction to fundamental chemical principles. Topics include scientific notation, dimensional analysis, thermo chemistry, atomic theory, periodicity, bonding, states of matter, solutions, electrochemistry, thermodynamics, kinetics, nuclear chemistry, and a brief introduction to organic chemistry. *Prerequisites: High School Algebra, MA 147 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3. CH 173-General Education: N.*

**CH 221 Organic Chemistry I FA 4 s.h.****CH 222 Organic Chemistry II SP 4 s.h.**

An integrated course examining the structure, synthesis and reactions of aliphatic and aromatic organic compounds and stressing the underlying principles of reaction mechanisms, kinetics, stereochemistry and detection techniques. The second half of the course (CH 222) is a continuation of the first half and includes the study of fats, carbohydrates, proteins and nucleic acids. The laboratory is designed to familiarize the student with basic techniques of organic chemistry including extractions, crystallization, distillation and chromatography, and the application of these techniques to qualitative analysis and synthesis. *Prerequisites: CH 173-174. Hours of class per week: 3. Hours of lab per week: 3.*

**Criminal Justice  
(Course listings)****CJ 101 Introduction to Criminal Justice 3 s.h.**

A survey of the historical and philosophical development of law enforcement; analysis of the court system; the criminal justice process; constitutional limitations placed upon the criminal justice system. The course emphasizes the interrelationship between these agencies and future trends in law enforcement. *Hours of class per week: 3.*



### **CJ 103 Criminal Law 3 s.h.**

A survey of the history and philosophy of criminal law; the scope, purpose, definition and classification of modern criminal law; offenses against the person, property offenses; and a discussion of the relationship between the Constitutional rights of the individual and the protection of society. *Hours of class per week: 3.*

### **CJ 105 Principles of Criminal Investigation 3 s.h.**

An analysis of the nature and purpose of criminal investigation. Discussion includes various methods of investigation, the interview, the interrogation of witnesses and suspects, collection and preservation of evidence, use of informants, techniques of surveillance and special investigation techniques, methods used in police science laboratory, ballistics, documents, serology, photography, and related forensic services. *Prerequisite: CJ 103. Hours of class per week: 3.*

### **CJ 107 Police-Community Relations 3 s.h.**

Survey of the numerous and complex factors involved in the area of human rights. Topics covered include controlling racial prejudice in the community; the role of police as professionals; and examination of prejudice and discrimination and their effects and implications for police in a changing society. The course surveys the history and development of civil rights and liberties. *Hours of class per week: 3.*

### **CJ 112 Introduction to Police Organization & Management 3 s.h.**

The principles of administration and management as they apply to law enforcement agencies. A study of police organizational structure, responsibilities, and inter-relationships; an analysis of staff-line relationships and functions within the context of a police environment. Analysis of the functions of specialized units within police organizations, including police planning and research, patrol operations, internal affairs, and public relations. Principles of personnel management and supervision; police labor relations; consideration of alternative and comparative models of law enforcement organizations; the elements of organized crime and impact on police operations and management. *Hours of class per week: 3.*

### **CJ 113 Private Sector Issues 3 s.h.**

This course is designed to familiarize the student

with the legal and historical aspects of private sector police. Special attention will be given to the differences between public and private sector police. Principles and practices related to internal loss prevention will be covered. The legal and ethical responsibilities of private sector police in relation to issues of safety and health. *Hours of class per week: 3.*

### **CJ 121 Introduction to Corrections 3 s.h.**

A course designed to expose the student to the history of, and theories behind, various types of correctional programs. The corrections field is comprised of many areas. The course explores the continuum of correctional services from probation to community corrections to institutional facilities, both the function of the facility and the inmate subculture, through parole. Further, the course addresses basic philosophical issues in corrections and focuses on the relationship between system goals and the needs of society. *Hours of class per week: 3.*

### **CJ 260 Criminal Prosecution Seminar SP 3 s.h.**

A practical, realistic, simulated prosecution of a hypothetical criminal case, from investigation through arrest, arraignment, pre-trial hearings, trial and appeal. Students are required to engage in the same discretionary decision-making as practiced by Police, Prosecutors and the Courts. The class prepares documents used in the prosecutorial process, including search warrants and their supporting affidavits, arrest and charging documents, pre-trial motion and answering papers, and basic appellate arguments. Students engage in courtroom testimony and presentation of evidence through role-playing in simulated hearings. *Prerequisites: CJ 103, 104, 105, permission of instructor. Hours of class per week: 3.*

### **CJ 289 Professional Development Seminar 1 s.h.**

This is a capstone course which surveys the current and anticipated opportunities for a career within the Criminal Justice System through a variety of methods that may include on site experiences, field surveys, professional publications, speakers and symposiums. Through documented self-assessment, students will identify their educational strengths and weaknesses and determine formal and informal methods for further professional growth and development. Students are expected to investigate and present a professional topic review. *Hours of class per week: 1.*



**CJ 298-299 Criminal Justice Internship 1-4 s.h.**

The Criminal Justice Internship serves as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant criminal justice courses may be placed with an approved agency on a part-time basis. Participation requires the approval of a Criminal Justice Instructor and the appropriate Academic Dean. Evaluation of the student's performance is the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student. *Prerequisites: Previous criminal justice relevant coursework, approval of instructor and Dean. Hours of class per week: To Be Announced.*

**Collaborative Career Learning (COCAL)  
(Course listings)**

**CL 191 Collaborative Career Learning I 8 s.h.**

**CL 192 Collaborative Career Learning II 8 s.h.**

These courses provide a structured approach to specialized individual career orientation, training, and development. Competency objectives are identified as a basis for learning. Local business and industry sites are used as classroom/laboratories. A college COCAL coordinator monitors and evaluates students with industry personnel. Areas of career study are limited to those areas not offered by the College in traditional curricula. *Prerequisite: Enrollment in Collaborative Career Learning. Co-requisite: Six to nine credits of on-campus study related to career area. Hours of class per week: 12 at business & industry site.*

**CL 193 Collaborative Career Learning III 8 s.h.**

**CL 194 Collaborative Career Learning IV 8 s.h.**

These courses are designed for students who, because of changes in the job market, or individual career goals, need "re-careering" in a structured environment. Competency objectives are identified as a basis for learning. Local business and industry sites are used as classroom/laboratories. A college COCAL coordinator monitors and evaluates students with industry personnel. Areas of career study are limited to those areas not offered by the College in traditional curricula. *Prerequisites: CL 191-192, enrollment in Collaborative Career Learning Program. Co-requisite: Six to nine cred-*

*its of on-campus study related to career area. Hours of class per week: 12 at business & industry site.*

**CL 199 Career Exploration 1 s.h.**

Students are provided with material to assist them in the career decision-making process. Through self-assessment inventories, students identify their interests, skills, work-related values, and experiences. Careers are explored by researching occupations career paths and organizations. Emphasis is on employment fields appropriate to background and preparation for students' COCAL training experience. *Prerequisite: Concurrent registration in CL 191 or permission of instructor. Hours of class per week: 3 (5 wks).*

**CL 200 Career Search 1 s.h.**

Students are presented with material that provides a better understanding of successful career preparation. Emphasis is on employment for students who are training in fields where entry-level job skills have been identified locally. Content includes practical aspects of the job search. Human Relations as it relates to career development is discussed. *Prerequisite: CL 199 or permission of instructor. Hours of class per week: 3.*

**CL 201 Career Success 1 s.h.**

Designed for students who are enrolled in COCAL, internships, Work Study, co-ops, or other forms of experiential learning or for those about to graduate and enter into the job market. Students are presented with material that relates work ethic, workplace relationships, workplace diversity, and workplace communication skills to career development.

**Communications  
(Course listings)**

**CO 154 Basic Radio Production 3 s.h.**

This course will provide instruction in the theory and practice of audio production. While the course is radio production, the theory and skills taught are the basis for audio production for television and for online. Students will study the aesthetics and techniques of production, including scripting and editing. *Hours of class per week: 3.*

**CO 171 Introduction to Mass Media FA 3 s.h.**

This general survey course covers the eight mass media: books, magazines, newspapers, movies, radio, television, records and computers. Students study the history, economics, employment opportunities, and societal impact. Lecture, guest speakers, videos, and the Internet are all used in this course. *Hours of class per week: 3.*

**CO 181 Writing for the Mass Media FA 3 s.h.**

This class teaches the basics of writing for a newspaper, broadcast station, public relations firm, and advertising agency. This writing course is the foundation for writing for almost all mass media. *Hours of class per week: 3.*

**CO 220 Public Relations SP 3 s.h.**

The principles and theory of public relations management are discussed in context of clients and business categories. Students learn the role of public relations practitioners as well as the ethical standards used by practitioners. A class or group project is assigned. *Prerequisites: EN 103, CO 171 or permission of instructor. Hours of class per week: 3.*

**CO 231 Journalism SP 3 s.h.**

A study of the principles and practices of journalism, with special emphasis on print journalism. The course examines critically the question of what constitutes the news, the techniques of newsgathering, news and feature writing, news editing, and ethical questions faced by journalists. *Prerequisites: CO 171 or permission of the instructor. Hours of class per week: 3.*

**CO 241 Introduction to Online Journalism FA 3 s.h.**

This course will stress how to conceive and create media documents for the Internet. The major emphasis of this course will be on interactive thinking and other skills that journalists need to use online media effectively. Students produce the campus online newspaper. *Hours of class per week: 3*

**CO 254 Television Production 3 s.h.**

This is an introduction to the basics of television production. Students learn to use the TV equipment by turning scripts into finished productions. Students learn the basics of linear and non-linear editing and audio production. *Hours of class per week: 4.*

**CO 264 Advanced Television Production FA 3 s.h.**

Course content focuses on field production, news-reporting, scripting, taping and post-production using

non-linear editing techniques. This course incorporates audio production skills. *Prerequisites: CO 254 (CO 171 & EN 103 recommended). Hours of class per week: 3.*

**Computer Information Systems  
(Course listings)****CS 105 Microcomputer Applications 3 s.h.**

The course provides an introduction to microcomputers and end-user system/application software. The microcomputer is demonstrated as a tool to support other academic or professional disciplines. Topics include operating systems, word processing, spreadsheet, presentation, database and web page design software. Internet related applications are also used. The course emphasizes familiarization with computer components and the operation of the overall microcomputer system. *Prerequisite: None. Hours of class per week: 3. Additional computer hours as needed.*

**CS 112 Advanced Applications 3 s.h.**

The course expands on introductory concepts and explores more powerful applications of spreadsheet and database productivity software. Students will develop macros and user defined functions, utilize a higher level programming language, apply advanced techniques such as grouping, aggregates, multi-page forms and worksheets, and data conversion and exchange to develop software solutions. Students are required to use the microcomputer lab to complete various projects assigned. *Prerequisite: CS 105 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

**CS 115 Introduction to  
Computer Programming Logic 3 s.h.**

This course presents logic tools used by computer programmers in the program development process. It uses sequence structures, selection structures and repetition structures to develop all problem-solving algorithms. The course is taught language-independent in order to emphasize problem solving rather than computer language syntax. It also covers commonly used data structures (variables, constants, arrays), operators (assignment, math, boolean, relational), and introductory object-oriented programming concepts. *Prerequisites: Completion of or concurrent registration in MA 151; completion of or concurrent registration in CS 105 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*



### **CS 125 C++ Programming 3 s.h.**

Students write computer programs for software engineering applications using C++. The course emphasizes techniques to write, modify, test, and validate programs, as well as interpret design specifications. Other topics include use of an integrated development environment, standard C++ classes, user-defined classes (objects) with encapsulated data members and member functions for object-oriented programming, expressions, control structures, arrays, and pointers. *Prerequisite: CS 115 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS 129 Visual Basic Programming 3 s.h.**

This course teaches the basics of visual programming with Visual Basic (VB). This course is for all levels of programmers who wish to apply their knowledge in an object-oriented, event-driven environment. The course will identify the major steps in developing a VB solution. Topics include: Visual Studio development environment, fundamentals of event-driven programming, controls, and Visual Basic syntax. Advanced topics include creating objects, accessing databases, creating multi-form applications, creating menus, creating executable applications, debugging, and error handling. *Prerequisite: CS 115, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS 131 Java Programming 3 s.h.**

Java is an object-oriented programming (OOP) language that provides functionality using classes, from which user defined objects are instantiated. Code can be modularized as free-standing applications and/or web browser executable applets. The course content will include classes, expressions and flow control, selection structures, control structures, methods, the Java Virtual Machine, stream I/O, exception handling, and building GUIs. Students will gain a working knowledge of inheritance vs. composition, subclasses vs. superclasses, polymorphism, and encapsulation. A Java Platform, Standard Edition Development Kit (JDK) will be used for hands-on exercises and projects. The class may be taught in a multi-platform environment. *Prerequisites: CS 115 or equivalent or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS 160 Database Design & Programming 3 s.h.**

The course expands on introductory database concepts and explores more powerful applications of database design and management. Students design relational tables, queries, forms and reports using database software and maintain data dictionaries. Students will apply entity relationships and data normalization. Students will create programs in Structured Query Language (SQL), create stored procedures, and will implement Open and Object Linked and Embedded Database Connectivity. Through hands-on experience, students master concepts in data mining, report generation and presentation through a front end application such as Crystal Reports. Students will perform database backups on the server. *Prerequisite: CS 115 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS 170 Web Site Development 3 s.h.**

Students will develop and manage integrated Web pages using HTML/XHTML and Web page developing tools. Students will utilize graphics processing software to incorporate images. Students will construct Web pages with text, lists, tables, frames, hyperlinks, and publish to a server. There will be an emphasis on writing client-side scripts (JavaScript). Advanced topics include processing user requests and generating dynamic Web pages. Other topics include domain name registration, Web server implementation, and ADA compliance. *Prerequisite: CS 105 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS 230 Internet Programming 3 s.h.**

This course will cover client and server-side programming concepts and multi-tier architecture that allow students to produce effective, interactive Web applications. Students will create and access MySQL databases through PHP server-side scripting. Students will demonstrate functional ability with HTML/XHTML. Additional topics include authenticating users, shopping-cart technologies, object-oriented programming and e-commerce programming concepts. *Prerequisite: CS 160 and CS 170, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*





### **CS 235 Systems Analysis and Design 3 s.h.**

In this course, students will utilize professional methods and techniques to analyze, design, and implement a pilot of an information system. Topics include business concepts and processes, project management, information gathering, data design, written and oral communication, problem solving, input and output design techniques, cost/benefit analysis, presentation methods, and workplace skills. The course is designed to develop interpersonal and team-building skills. *Prerequisite: CS 105 and any one of the following: CS 129, CS 131, CS 125, CS 160 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS236 Systems Development and Implementation 3 s.h.**

In this course, students will develop and implement a software solution for an application, emphasizing joint application design, test case development, testing vs. production environments, data conversion, changeover, user training, and cost vs. benefit analysis. Students will expand interpersonal, teamwork, project management, and oral and written communication skills in professional scenarios. *Prerequisite: CS 235 or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

### **CS240 Hardware Concepts 3 s.h.**

The course provides a hands-on introduction to PC hardware setup. Students will install, configure, upgrade, diagnose and troubleshoot desktop PC's. Students will disassemble and reassemble PC's, perform preventive maintenance procedures, and maintain safety in a lab environment. Topics include hardware/software concepts, boot process, command prompts, memory, hard drive configuration, expansion cards, fundamentals of installing/supporting operating systems, and using firmware and diagnostic software. *Prerequisites: CS 105. Hours of class per week: 2. Hours of lab per week: 2. Additional computer hours as needed.*

### **CS241 Networking Concepts 3 s.h.**

This course enables students to recognize networking media and topology. The course will identify protocols and Open Source Initiative (OSI) models. Students will identify hardware and software problems of a network and provide network support. Installing and configuring the hardware and software on a local area network of computers is an integral part of the course. Students will install and use proprietary and open source net-

work operating systems. *Prerequisite: CS 240. Hours of class per week: 2. Hours of lab per week: 2. Additional computer hours as needed.*

### **CS 289 Professional Development Seminar 2 s.h.**

This capstone course surveys the current and anticipated opportunities of a career in Computer Information Systems through a variety of methods that may include guest lectures, on-site experiences, field surveys, professional publications, and trade shows. Through documented self-assessment, students identify educational strengths and weaknesses and determine formal and informal methods for further professional growth and development. Students are expected to work in an internship and provide feedback on the internship for discussion. *Co-requisite IN 291 or Higher. Intended for students that have completed at least 12 credits in CS courses. Hours of class per week: 2 consecutive hours. Additional computer hours as needed.*

## **Computer Technology (See Technology, Computer) Construction (Course listings)**

Construction Technology courses may meet at sites other than the main campus. Students must make their own transportation arrangements.

Students may need special clothing or equipment in addition to texts. Details are provided by the instructor.

### **CT 121 Introduction to Building Trades & Construction Materials FA 3 s.h.**

In addition to orienting the new student to the CT program, this course introduces the student to the principles and concepts that are fundamental to the building construction industry. While the course does focus on the characteristics of traditional building materials, the impact that new technology has on materials and methods are also discussed. Other topics of importance to this course are: construction safety, O.S.H.A., the relationship between owner, architect/engineer, and builder, contracts, scheduling, bonding, insurance requirements, building permits, code enforcement, and construction law. *Hours of class per week: 3.*



### **CT 122 Light Frame Construction I      SP 3 s.h.**

A study of construction framing materials and techniques for residential and light commercial buildings. The safe and proper use for framing tools and equipment is an integral part of the course. Students will participate in lab activities beginning with framing floor systems and sequentially move through framing systems to include gable and hip roofs, and roof coverings. *Prerequisite: Concurrent registration in CT 121. Hours of class per week: 2. Hours of lab per week: 3.*

### **CT 123 Light Frame Construction II      FA 3 s.h.**

A study of construction framing materials and techniques for residential and light commercial buildings. The safe and proper use for framing tools and equipment is an integral part of the course. Students will participate in lab activities that include techniques for: cornice and rake trim, exterior trim and siding, sheet-rock, jointing and taping, hanging doors and installing windows, and techniques for interior trim. *Prerequisites: CT 121, 122. Hours of class per week: 2. Hours of lab per week: 3.*

### **CT 124 Blueprint Reading      FA 1 s.h.**

The student shall learn entry level techniques for obtaining trade information and understanding construction working drawings, blueprints, and spec books for basic residential/light commercial buildings. Parts of a blueprint, scale, reading architectural rulers, azimuth reading, alphabet of lines, symbols, construction math, and terminology are discussed using real jobsite blue prints and examples. HVAC, electrical, and plumbing schematics may be discussed very briefly if time permits. *Hours of class per semester: 1.*

### **CT 225 Masonry, Concrete & Steel Construction      SP 3 s.h.**

A study of masonry and concrete construction methods that includes discussions on traditional brick/block laying and pouring concrete that relate to building foundations and masonry exterior veneers. The relationship between concrete foundations and steel spanned buildings are discussed. The safe and proper use for masonry and concrete tools and equipment is an integral part of the course. Students will participate in lab activities that include: laying modern and

traditional brick patterns, standard masonry block laying practices, setting concrete wall forms, and placing and finishing concrete slabs. *Prerequisite: CT 121. Hours of class per week: 2. Hours of lab per week: 3.*

### **CT 226 Plumbing & Climate Control      FA 3 s.h.**

A basic course in plumbing and climate control, including use of tools, basic lead working, steam and hot water heating, water distribution, venting drainage, and general installation, maintenance, and repair. *Prerequisites: CT 121, 122, 124. Hours of class per week: 2. Hours of lab per week 3.*

### **CT 228 Construction Estimating      SP 3 s.h.**

While the primary focus of this course is to develop methods for preparing cost estimates for construction projects using the quantity take-off method, this course also details the role of the estimator as part of the construction process. Labor, overheads, equipment rental, subcontractors, profit, scheduling, contracts, and bonding are all discussed in detail. Estimating computer programs are reviewed but all estimating formulas are presented and then the student is required to put those on a computer spreadsheet. For this reason, students will need a thorough knowledge of computer spreadsheets. *Prerequisites: CT 121, 122, 123,124, 225, and Microcomputers. Hours of class per week: 3.*

### **CT 229 Electrical Wiring I      FA 3 s.h.**

A course dealing with installation of wiring, including armored cable, wiremold, and Romex; installation of wiring boxes, light fixtures, rigid metal conduit and electrical metallic tubing and connectors, and wiring such systems. *Prerequisite: None (EL 125 recommended or permission of instructor). Hours of class per week: 2. Hours of lab per week: 3.*

### **CT 230 Principles of Soils      SP 3 s.h.**

A study of the principles of erosion control, surface drainage and subsurface drainage. The course considers soil genesis, composition, classification, physical and chemical characteristics in relation to soil moisture, fertility and management. It encompasses all problems related to construction. *Hours of class per week: 2. Hours of lab per semester: 2.*



**CT 245 Masonry/Bricklaying FA 3 s.h.**

A course designed to meet the needs of individuals interested in developing masonry skills beyond what is offered in CT 225. While the primary focus of this course is bricklaying techniques: layout, leads, piers, brick facias, arches, and fireplace construction, students will also participate in lab activities that include: laying glass block, setting wall & floor tile, and applying cultured stone. *Prerequisite: CT 225. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 249 Electrical Wiring II SP 3 s.h.**

A follow-up to Electrical Wiring I with more emphasis on applying the National Electrical Code and using the code book and other sources to help solve problems such as those found on national tests for electricians and electrical inspectors. Special emphasis given to solving electrical problems and issues encountered by certified electricians and electrical inspectors. *Prerequisite: CT 229. Hours of class per week: 2. Hours of lab per week: 3.*

poverty and affluence, education and opportunities, incomes and costs of living. *Hours of class per week: 3.*

**EC 282 Macroeconomics 3 s.h.**

An analysis of aggregate economic behavior with application to the dynamic present-day economy. A study in detail of macroeconomic fluctuations of the business cycle with special emphasis on the income-expenditure theory of cycles and trends, forecasting, high level of employment and international trade. The course reviews monetary resources and economic growth policies. *Hours of class per week: 3. General Education: S.*

**EC 283 Microeconomics 3 s.h.**

An analysis of economic theory coupled with practical applications related to the consumer and the individual firm. The course considers concepts of a more technical nature relative to price, distribution, production, costs and indifference curves under various market conditions. *Hours of class per week: 3. General Education: S.*

**Directed Study  
(Course listings)  
(See also Independent Study)**

**DS 291-294 Directed Study 1-4 s.h.**

Directed Study affords students the opportunity to study a course already listed in the College catalog but not scheduled during the particular semester. Participation requires the sponsorship of the appropriate instructor and approval of the appropriate Dean. A student taking the Directed Study is expected to confer regularly with the instructor and meet all the requirements of the course. *Hours of class per week: To Be Arranged.*

**Early Childhood & Teacher Education  
Transfer  
(Course listings)**

**ED 171 Introduction to Early Childhood Education FA 3 s.h.**

This course presents information and theory regarding developmentally appropriate practice for children from birth to eight years. It emphasizes developing the student's understanding of the importance of creating an effective learning environment; advancing physical and intellectual competence; supporting social and emotional development; establishing relationships with families; and maintaining a commitment to professionalism. Attention is given to skills needed in a variety of program settings, including Head Start, child care, pre-kindergarten, nursery schools and first through third grades. *Hours of class per week: 3.*

**Economics  
(Course listings)**

**EC 180 Introduction to Economics 3 s.h.**

A course designed around topics and problems that emphasize the individual's participation in the economy, both as consumer and supplier of productive resources, and the private and public institutions through which economizing is accomplished. Basic economic concepts are introduced where necessary to explain economic activity. Special attention in discussion sessions to topics such as employment and unemployment,

**ED 175 Foundations of Education 3 s.h.**

A study of the historical, philosophical, political, legal, sociological, and ethical bases of (N-12) education in the United States. The course also examines the role of the educator, public and private educational institutions, cultural diversity, and contemporary educational issues. *Hours of class per week: 3.*





**ED 180 Safety, Health & Nutrition in Early Childhood** **3 s.h.**

The course addresses basic issues of safety, health, and nutrition in early childhood. It covers such topics as maintaining a safe and healthy environment, appropriate immunizations, recognizing signs of illness and controlling communicable diseases in early childhood settings. The course includes documenting and reporting child abuse and maltreatment, and it stresses policy development supporting safe and healthy practice in early childhood programs. In addition, the course addresses factors that help promote and maintain the health and well being of the individual working with young children. Hours of class per week: 3.

**ED 185 Early Childhood Curriculum** **3 s.h.**

This course is designed to develop and foster a creative and holistic approach to teaching young children in early childhood settings. Using literature, music & movement, science, art, block, and cooking activities, the student explores the potential of varied teaching/learning techniques for supporting a child's total development. Students work in teams to develop lesson plans and conduct learning activities. Prerequisite: ED 171. Hours of class per week: 3.

**ED 201 Introduction to Teaching** **1 s.h.**

This course will include the following topics: professionalism, observation techniques, behavior management, time management, placement preparation, code of ethics, portfolio preparation and career exploration. It is anticipated that students will achieve the Child Abuse Recognition and Reporting certification requirement in this class. Prerequisites: ED 171 or ED 175, SS 298, or SS 299, SS 291 (may be taken concurrently). Hours of class per week: 1.

**ED 225 Arts & Crafts for Early Childhood Education** **3 s.h.**

This course presents materials and techniques for promoting creative artistic development in young children. It explores a variety of art activities. Students gain hands-on experience in the artistic media and the use of art materials. Activities relate to the principles of child development, enhance creativity, and support all areas of the curriculum. Prerequisites: ED 171, or permission of instructor. Hours of class per week: 3.

**ED 250 Music for Early Childhood Education** **3 s.h.**

This course addresses the musical disposition of young children and presents developmentally appropriate instructional techniques for supporting them. It emphasizes helping children develop listening, singing, and beat competency by providing planned and spontaneous musical experiences. The course also covers musical concepts such as melody, rhythm, and form, along with movement activities. Prerequisites: ED 171, or permission of instructor. Hours of class per week: 3.

**ED 280 Introduction to Young Children with Special Needs** **SP 3 s.h.**

An introductory course designed to meet the needs of pre-professionals and professionals in early childhood who work with special needs children. The course presents a practical approach to the identification of special needs children, strategies and practices to inclusion in formal and informal settings, and a review of resources available to professionals and parents. Prerequisites: None (SS 298 recommended). Hours of class per week: 3.

**ED 293 Introduction Preschool Programs, Start Up and Management** **3 s.h.**

A course designed for students interested in early childhood program management. Topics covered include business styles and relationships, personnel and staff development, marketing, licensing and registration processes, finances, budgeting, space and equipment, safety, children's programs, and the CACFP food management in early childhood settings. Hours of class per week: 3. Prerequisites: Successful completion of ED 171, ED 180, ED 185. Completion of ED 298 recommended.

**ED 298-299 Early Childhood Practicum** **FA-SP 4 s.h.**

Early Childhood practicum is designed to provide work and learning experience in the field of early childhood education. Individual field experience is developed with community agencies and institutions. In addition, practicum students spend one hour per week in a seminar session where they reflect on their field experiences and integrate the insights they have achieved in their fieldwork. Prerequisites: ED 171, 185, and permission of instructor or Dean. Hours of class per week: 1. (+ additional hours to be arranged.) Course enrollment restricted to Early Childhood Education Majors.



## **Electricity and Electronics (Course listings)**

### **EL 125 Electric Circuit Analysis I      FA 4 s.h.**

The first course offered in both the Electrical and Computer Technology curriculums. The course investigates the fundamental concepts of voltage, current, and power as applied to both DC and AC circuits and introduces superposition and Thevenin's Theorem. The course investigates the nature of resistance, inductance, capacitance, magnetism, and electromagnetism. The course also develops competencies in electronic tests, measurement methods, and troubleshooting techniques. *Prerequisites: Math A/Course I. Two-year degree students should also be enrolled in MA 151 or 157. Hours of class per week: 3. Hours of lab per week: 2.*

### **EL 126 Electric Circuit Analysis II      FA 4 s.h.**

A continuation of EL 125 where analysis methods such as Superposition, Mesh, Nodal, Thevenin's Theorem, and Norton's Theorem are applied to DC, AC, and mixed source electronics circuits. Complex numbers are applied to AC circuit analysis. The course studies concepts of power factor, power factor correction, and maximum power transfer. It uses computer simulation using software to understand circuit transient response and to measure the effects of component tolerance variation and frequency change. It presents many laboratory investigations into resonant circuits and basic filter circuits. *Prerequisites: EL 125. Co-requisite: MA 154 or 158. Hours of class per week: 3. Hours of lab per week: 2.*

### **EL 129 Semiconductor & Fiber Optics Technology      3 s.h.**

This course describes the fabrication process involved in producing integrated circuits, semiconductor devices, and fiber optic components. Students are introduced to the steps in the design, fabrication, and testing of integrated circuits and will become familiar with the technologies used in silicon wafer manufacturing, photolithography, and clean room environments. The theory of fiber optic materials, interfaces and systems is introduced. Students will become familiar with fiber optic cable construction, single mode and multimode fiber, wave propagation, termination and testing methods. *Hours of class per week: 2. Hours of lab per week: 2.*

### **EL 132 Digital Electronics      4 s.h.**

The course introduces Boolean logic and the digital devices necessary to produce digital computing and control circuitry. The course covers fundamental AND, OR, INVERT, NAND, and NOR devices as well as more complex devices such as latches, flip-flops, one-shots, RAM and ROM. Digital circuits studied include counters, registers, shift registers, arithmetic units, error detection and correction, programmable logic, and state machines. The course introduces the student to industry standard combinatorial and sequential design techniques and places a strong emphasis on developing design skills. The content of this course provides the necessary background to understand computer architecture concepts covered in EL 236. *Hours of class per week: 3. Hours of lab per week: 3.*

### **EL 229 Electronics I      FA 4 s.h.**

An introduction to the theory, design and application of circuits used in the electronics field. Specific areas of study include diodes, rectifiers, filters, regulators, transistor characteristics, transistor bias, small and large signal amplifiers. *Prerequisites: EL 125. Hours of class per week: 3. Hours of lab per week: 3.*

### **EL 230 Linear Electronics      SP 3 s.h.**

The course delves deeper into the material developed in EL 229 and investigates additional circuit concepts. It studies the high and low frequency response of amplifiers, using Bode diagrams. Other topics include feedback, oscillators, switching circuits, op amps, and the field effect transistor. In addition, it introduces waveform analysis using the frequency domain. *Prerequisite: EL 229. Hours of class per week: 2. Hours of lab per week: 3.*

### **EL 234 Telecommunications      SP 4 s.h.**

The course introduces the theory governing electronic communication elements and discusses the various systems used to accomplish communication tasks. Theories covered include radio wave propagation, antennas, transmission lines, frequency and time division multiplexing, and modulation techniques. Systems studied include AM & FM transmitters and receivers, telephone and data communications. *Prerequisites: EL 125. Hours of class per week: 3. Hours of lab per week: 2.*



**EL 235 Industrial Electronics & Robotics**

**SP 4 s.h.**

Students study the theory and operation of semiconductor devices and systems used in industrial controls including fundamentals and applications of robotics. They become familiar with and are able to troubleshoot and repair controls containing semiconductor devices such as SCRs, photoelectric devices, timing circuits, UJTs, speed controls for DC motors, and controls for AC motors and lighting systems. The course includes sensing mechanisms, programming, interfacing and other industrial applications of robotic units. These items are assembled and tested for performance in lab. *Prerequisite: EL 125. Hours of class per week: 3. Hours of lab per week: 3.*

**EL 236 Introduction to Microprocessors**

**SP 4 s.h.**

The course provides an understanding of microprocessor computer architecture. Students learn the hardware and programming details of a microprocessor system. Topics include microprocessor system organization, registers, memory, addressing, machine language programming, interrupts and interfacing. Additional topics include memory technologies, memory system interfacing and programmable logic devices (PLD's). *Prerequisite: EL 132 or equivalent. Hours of class per week: 3. Hours of lab per week: 3.*

**English  
(Course listings)**

**EN 020 Basic English and Reading Comprehension**

**3 I.C.\***

This course teaches the fundamentals of writing, functional usage, and reading comprehension and may, for some students, serve as a prerequisite for further study of composition. It includes a study of grammar, composition, and reading comprehension with an emphasis on the fundamental principles of English language usage. The course assists students in their ability to write clear and concise sentences, to construct effective paragraphs, and to comprehend written materials. *Hours of class per week: 3. \*3 institutional (non-degree) credits.*

**EN 040 Introduction to Writing**

**3 I.C.\***

This course includes a review of the grammar components and paragraph development, followed by intensive work in the development of short essays. It emphasizes the writing process, paying special attention to methods of organizing, revising, and editing. *Prerequisite: Grade of "C" or above in EN 020, or result of COMPASS placement test. Based on the student's academic background, completion of this course may be necessary preparation for enrollment in courses required for graduation in some academic programs. Hours of class per week: 3. \*3 institutional (non-degree) credits.*

**EN 103 English I**

**3 s.h.**

This course is designed to improve written and oral communication skills. Students learn to write specific types of essays that are coherent and grammatically and mechanically correct. They also participate in a group discussion and/or oral presentation. The course also covers research techniques and procedures for documenting sources. *Prerequisite: Grade of "C" or above in EN 040 or result of COMPASS placement test. Hours of class per week: 3. General Education: C.*

**EN 104 English II**

**3 s.h.**

This course expands on the written and oral communication skills learned in EN 103. The written and oral assignments focus on students' understanding, research, and interpretation of such literary genres as short stories, poetry, and drama. *Prerequisite: EN 103. Hours of class per week: 3. General Education: C.*

**EN 127 Technical/Professional Writing**

**SP 3 s.h.**

This course applies the principles of effective writing to specific forms of technical and professional writing. It deals with skills required to communicate in industrial, business, and technical settings implementing basics forms of technical writing including correspondence, resumes, detailed memos, descriptive documents, manuals, and proposals. The emphasis is on instruction and practice to handle real situations faced outside of the classroom. *Prerequisite: EN 103. Hours of class per week: 3.*

**EN 128 Honors English II****SP 3 s.h.**

This course develops the writing and speaking skills of those students whose backgrounds enable them to function in an intense and independently organized study of the arts and sciences. Among other assignments, students prepare an oral and a written presentation on some aspect of the creative process. In any program, this course may be used to meet the requirement of EN 104. Either EN 104 or 128, but not both, may be credited toward a degree or certificate. *Prerequisite: EN 103 or permission of instructor. Hours of class per week: 3. General Education: C.*

**EN 132 Speech****3 s.h.**

The course aims to enrich the students ability to communicate. It introduces the students to the forms of public speaking and affords the opportunity to practice both the formal and informal deliveries of speech while maintaining individual expression and creativity. *Hours of class per week: 3.*

**EN 140 Introduction to Linguistics****3 s.h.**

An introduction to the cognitive science of Linguistics, a field of study which examines the phenomena of human communication. The course will look at how language is produced, how it is examined and explained by linguists and how language functions in human communities. Topics covered will include semantics, morphology, phonology, syntax, socio-linguistics, historical linguistics and language obsolescence. *Prerequisite: EN 103. Hours of class per week: 3. General Education: S.*

**EN 150 Reading & Writing Poetry****3 s.h.**

This course explores the poetic tradition through creative writing, analytical writing, and close critical reading of published poems and unpublished student poems. Special attention is given to studying the poetic forms and traditions. *Prerequisite: "C" or better in EN 103 or permission of instructor. Hours of class per week: 3. General Education: H.*

**EN 200 Short Story****3 s.h.**

This course surveys the development of the short story from its origins in the oral tradition to its present form. Through reading and discussion of a wide variety of 19th- and 20th-century short stories, the course emphasizes the artistic development of this literary

genre. Course work includes critical papers and group presentations. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 210 Popular Literature****3 s.h.**

*This course is a close study of popular literature written by various authors working in the traditional five pop genres: detective (crime), romance, adventure, horror and science fiction. Using the historical, psychological and mythological theories that can help shape our understanding of these texts, students will analyze and compare selections representative of and important to each genre. Special attention is given to the study of the patterns and traditions which developed in each genre. Prerequisites: EN 103, EN 104. Hours of class per week: 3. General Education: H.*

**EN 222 Children's Literature****3 s.h.**

A survey of all forms of children's literature and a study of a variety of materials relating to the development of literacy in children. Students carry out critical study and evaluation of many children's books in the areas of fiction, non-fiction and poetry. The course examines criteria for the selection of children's books for pleasure, enrichment of curriculum areas, and child development. It also examines appropriate presentation techniques. *Prerequisites: EN 103, 104 or permission of Instructor. Hours of class per week: 3.*

**EN 231 Masterpieces of****World Literature I****FA 3 s.h.**

This course surveys world literature from the Greek and Roman classics through the Renaissance. Readings include such representative authors as Homer, Sophocles, Plato, Virgil, Dante, and Chaucer. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 232 Masterpieces of World****Literature II****SP 3 s.h.**

This course surveys world literature from the 17th century to the present. Readings include such representative authors as Voltaire, Flaubert, Tolstoy, Woolf, Mann, and Achebe. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 233 American Literature I FA 3 s.h.**

A survey of the literatures of the United States from pre-Colonial times through the Civil War with an emphasis on representative figures and movements. Discussions stress the cultural-historical contexts of the readings, the emergence of American myths and values, and the formation of an identifiable American style. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 234 American Literature II SP 3 s.h.**

A survey of the literature of the United States from the Civil War through the present with an emphasis on representative figures and movements. Analysis includes the general movements of thought, literary techniques and themes revealed in the works of representative writers. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 235 Modern Drama SP 3 s.h.**

An introduction to modern drama as literature, emphasizing on such movements as naturalism, expressionism, and theater of the absurd. Readings include such representative European authors as Ibsen, Strindberg, Chekhov, Pirandello, Lorca, and Ionesco, as well as American playwrights such as O'Neill, Miller, and Williams. Some attention is also paid to non-Western dramas. The course develops appreciation of the theater through class discussion and a required critical writing paper. Students observe a current dramatic production. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 239 Modern Novel SP 3 s.h.**

The course explores the evolution of the novel as genre from the late 19th through 20th centuries. It considers significant cultural, historical and aesthetic developments of this period, paying special attention to the formal, stylistic, and thematic innovations of the major modern and postmodern authors. Selected novelists include Conrad, Joyce, Woolf, Fitzgerald, Faulkner, Ellison, Waugh, Greene, O'Connor, and Pynchon. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 243 English Literature I 3 s.h.**

A survey of the first eight centuries of English literature examining both thematic and stylistic continuity and significant developments over the course of the period. The course will begin with a close reading of Beowulf

before proceeding to representative works of the Middle Ages, Renaissance, and Restoration/Eighteenth Century. Selected readings include the poetry the Gawain poet, Chaucer, Spenser, Donne, Jonson, Marvell, Milton, Dryden, and Pope; the prose of Malory, Bacon, Swift and Johnson; and the drama of the Mystery Plays, Marlowe, Shakespeare, Wycherley, and Congreve. Discussions will examine pertinent historical, biographical and intellectual contexts of the readings. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 244 English Literature II 3 s.h.**

A survey of the last two centuries of English literature examining both thematic and stylistic continuity and significant developments over the course of the period. The course will begin with a close reading of the major Romantic poets before proceeding to representative works in the Victorian, Modern, and Postmodern periods. Selected readings include the poetry of Blake, Wordsworth, Keats, Tennyson, Hardy, Yeats, Eliot, Auden, and Heaney; the prose of Austen, the Brontes, Dickens, Conrad, Joyce, Lawrence, and Woolf; and the drama of Beckett and Pinter. Discussions will examine pertinent historical, biographical and intellectual contexts of the readings. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 245 World Drama SP 3 s.h.**

An examination of major dramas from the Greeks to the late nineteenth century, in light of their literary, theatrical, and socio-cultural values. Readings include representative plays from the following periods and movements: Classical Greece and Rome, the Middle Ages, the Renaissance, Neo-Classicism, the Restoration, Romanticism, and Realism. Genres include tragedy, comedy, melodrama, farce, and various hybrids. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3. General Education: H.*

**EN 290 Special Topics in Literature 3 s.h.**

This course involves an examination of a topic, a theme, an author, a genre, a period, or a literary tradition not covered extensively in other English courses. Topics vary with each offering, but specific topics are announced before pre-registration. The course may be repeated for credit, but prior topics may not be repeated for additional credit. *Prerequisite: EN 103, 104 or permission of Instructor. Hours of class per week: 3.*





### Educational Resources (Course listings)

**ER 105 Freshman Year Experience 1 s.h.**

The Foundations of College Learning provides an educational foundation for a student's major transition from high school to college and for adults returning to school. Through both the course curriculum and professional staff, students have an opportunity to gain a better understanding of their educational and career goals and the academic skills they need to fulfill these goals. Students will also learn about ways to cope with and balance the academic, social and personal aspects of their lives. The course will provide an introduction to the Fulton-Montgomery campus community and the resources students have available to them at the College. *Hours of class per semester: 15.*

**ER 110 Introduction to College Research 1 s.h.**

This course is designed to provide the student with the basic information literacy skills needed to successfully research a college-level term paper. Included are locating book and periodical information in both paper and electronic formats and research using the World Wide Web. The methods used are lecture, assignment, and hands-on use of materials and equipment. This course may also be offered in a web based, distance learning format. *Hours of class per semester: 15.*

### Engineering (Course listings)

**ES 125 Introduction to Engineering 2 s.h.**

This course provides an orientation to the profession for students choosing an engineering career. It is divided into three parts. Part one introduces the student to the engineering fields and the engineering profession. Part two introduces the student to the engineering design process. Part three introduces the student to computer aided engineering. *Hours of class per week: 1. Hours of lab per week: 2.*

**ES 235 Mechanics: Statics FA 3 s.h.**

A course designed for sophomore engineering, mathematics, and physics majors. It presents the principles of statics of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems and develops the analytical ability of the student. Topics covered are vec-

tor algebra; forces and equilibrium; structures, plane and space trusses, frames and machines; centroids of lines, areas, and volumes; flexible cables, beams with distributed loads; friction; area moments of inertia and mass moments of inertia. *Prerequisites: PH 171, MA 157, and completion of or concurrent registration in MA 158. Hours of class per week: 3.*

**ES 236 Mechanics: Dynamics SP 3 s.h.**

A course designed for sophomore engineering, mathematics, and physics majors. It presents the principles of dynamics of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems and develops the analytical ability of the student. Topics covered are equations of motion, rectilinear and curvilinear motion, motion relative to translating and rotating axes; work and energy; impulse and momentum; central force motion; simple harmonic motion, damped oscillations and forced oscillations. *Prerequisites: PH 171, MA 157-158. Hours of class per week: 3.*

**ES 251 Materials Science FA 3 s.h.**

This is a first course in materials science and engineering for Engineering Science majors. The emphasis of the course is on the relationships between structure of solids and their physical properties. Topics covered include atomic and molecular structure, phase equilibria, microstructures, deformation and fracture, materials treatments and processes, metals, ceramics, polymers and composites, electrical and magnetic properties, and materials performance. *Prerequisites: PH 171, CH 173. Hours of class per week: 3.*

**ES 281 Electric & Electronic Circuits SP 4 s.h.**

A course on the analysis of linear and nonlinear circuits, designed for engineering and physics majors. Topics covered are Ohm's law, Kirchoff's laws, superposition principle, mesh analysis, modal analysis, Thevenin's theorem, Norton's theorem, maximum power transfer; inductance and capacitance; response of first and second order systems — natural response, steady state response and complete response; average and rms values, phaser, impedance, complex power, series and parallel resonant circuits; complex frequency, transfer functions, poles and zeroes; characteristics of diodes and transistors and operational amplifiers. *Prerequisites: PH 172, concurrent registration in MA 258. Hours of class per week: 3. Hours of lab per week: 3.*

**Modern Foreign Languages  
(Course listings)  
(American Sign Language)****FL 141 Elementary French I FA 3 s.h.**

This is the first part of Elementary French, and it is assumed that the student has little no French. This course focuses on getting students to communicate from day one. Students are expected to prepare grammatical material on their own in the workbook and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students will be evaluated by a mid-term, final and oral exams, at least 5 journal (writing) assignments, and two class participation evaluations. Quizzes may also be administered periodically during the semester. This course is not open to Native or Heritage speakers of French. *Hours of class per week: 3. General Education: F.*

**FL 142 Elementary French II SP 3 s.h.**

This is the second part of Elementary French, and it is assumed that the student has either one semester or little more than one year of high school French. This course focuses on getting students to communicate from day one. Students are expected to prepare grammatical material on their own in the workbook and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students will be evaluated by a mid-term, final and oral exams, at least 5 journal (writing) assignments, and two class participation evaluations. Quizzes may also be administered periodically during the semester. This course is not open to Native or Heritage speakers of French. *Hours of class per week: 3. General Education: F.*

**FL 143 Elementary Spanish I FA 3 s.h.**

This is the first part of Elementary Spanish, and it is assumed that the student has little no Spanish. This course focuses on getting students to communicate from day one. Students are expected to prepare grammatical material on their own in the workbook and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students will be evaluated by a mid-term, final and oral exams, at least 5 journal (writing) assignments, and two

class participation evaluations. Quizzes may also be administered periodically during the semester. This course is not open to Native or Heritage speakers of Spanish. *Hours of class per week: 3. General Education: F.*

**FL 144 Elementary Spanish II SP 3 s.h.**

This is the second part of Elementary Spanish, and it is assumed that the student has either one semester or little more than one year of high school Spanish. This course focuses on getting students to communicate from day one. Students are expected to prepare grammatical material on their own in the workbook and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students will be evaluated by a mid-term, final and oral exams, at least 5 journal (writing) assignments, and two class participation evaluations. Quizzes may also be administered periodically during the semester. This course is not open to Native or Heritage speakers of Spanish. *Hours of class per week: 3. General Education: F.*

**FL 147 Elementary German I FA 3 s.h.**

This is the first part of Elementary German, and it is assumed that the student has little no German. This course focuses on getting students to communicate from day one. Students are expected to prepare grammatical material on their own in the workbook and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students will be evaluated by a mid-term, final and oral exams, at least 5 journal (writing) assignments, and two class participation evaluations. Quizzes may also be administered periodically during the semester. This course is not open to Native or Heritage speakers of German. *Hours of class per week: 3. General Education: F.*

**FL 148 Elementary German II SP 3 s.h.**

This is the second part of Elementary German, and it is assumed that the student has either one semester or little more than one year of high school German. This course focuses on getting students to communicate from day one. Students are expected to prepare grammatical material on their own in the workbook and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting.



Students will be evaluated by a mid-term, final and oral exams, at least 5 journal (writing) assignments, and two class participation evaluations. Quizzes may also be administered periodically during the semester. This course is not open to Native or Heritage speakers of German. *Hours of class per week: 3. General Education: F.*

**FL 171 Elementary Chinese I 3 s.h.**

Students will learn the tone system and the basic grammar of the Chinese spoken language. At the same time, students will begin to learn how to handle everyday situations that involve asking and answering questions, making and responding to simple statements and maintaining uncomplicated face-to-face conversations in Chinese. Topics will be limited to personal background, basic needs such as getting meals, shopping, and transportation, and routine social functions. Students will begin to learn the Pin Yin system of transcribing Chinese sounds and words. At the end of this course, students will have a speaking vocabulary of approximately 300 Chinese words. *Hours of class per week: 3. General Education: F.*

**FL 172 Elementary Chinese II 3 s.h.**

Students will master the tone system and most of the basic grammar of the Chinese spoken language. Students will continue to learn how to handle everyday situations that involve asking and answering questions, making and responding to simple statements and maintaining uncomplicated face-to-face conversations in Chinese. Topics will include those in Chinese I, but will also include asking for and understanding information over and above basic needs, such as making train, theater, or hotel reservations. The Pin Yin system will continue to be used, with particular emphasis on its use in modern Chinese/English dictionaries. At the end of the course, students will have a speaking vocabulary of approximately 700 Chinese words. *Prerequisite: FL 171 Elementary Chinese I. Hours of class per week: 3.*

**FL 241 Intermediate French I FA 3 s.h.**

This is the first part of Intermediate French, and it is assumed that the student has 2 semesters of college French, or about two to three years of High school French. This course focuses on getting students to communicate from day one, and to expand their knowledge of grammar. Students are expected to prepare gram-

matical material on their own in the workbook, and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students are required to complete a final course portfolio which will include at least 5 journal (writing) assignments, two class participation evaluations and a final project consisting of three separate components. This class is not open to Native or Heritage Speakers of French. *Hours of class per week: 3.*

**FL 242 Intermediate French II SP 3 s.h.**

This is the second part of Intermediate French, and it is assumed that the student has 3 semesters of college French, or about three to four years of High school French. This course emphasizes more developed writing and conversation in French, as well as a review of main grammar points covered in the first three semesters. Students are expected to prepare grammatical material on their own in workbook, and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students are required to complete a final class portfolio which will include at least 5 journal (writing) assignments, two class participation evaluations and a final project consisting of three separate components. *Hours of class per week: 3.*

**FL 243 Intermediate Spanish I FA 3 s.h.**

This is the first part of Intermediate Spanish, and it is assumed that the student has 2 semesters of college Spanish, or about two to three years of High school Spanish. This course focuses on getting students to communicate from day one, and to expand their knowledge of grammar. Students are expected to prepare grammatical material on their own in the workbook, and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students are required to complete a final course portfolio which will include at least 5 journal (writing) assignments, two class participation evaluations and a final project consisting of three separate components. This class is not open to Native or Heritage Speakers of Spanish. *Prerequisite: FL 144. Hours of class per week: 3.*





**FL 244 Intermediate Spanish II SP 3 s.h.**

This is the second part of Intermediate Spanish, and it is assumed that the student has 3 semesters of college Spanish, or about three to four years of High school Spanish. This course emphasizes more developed writing and conversation in Spanish, as well as a review of main grammar points covered in the first three semesters. Students are expected to prepare grammatical material on their own in workbook, and bring questions and be ready to work with the material in class. Class time is then reserved largely for the use and practice of new material, as well as trouble shooting. Students are required to complete a final class portfolio which will include at least 5 journal (writing) assignments, two class participation evaluations and a final project consisting of three separate components. *Hours of class per week: 3.*

**FL 263 Advanced Spanish Composition 3 s.h.**

This course is designed specifically with the heritage speaker of Spanish in mind. Based on culturally centered readings in Spanish, students will develop, and improve, their reading and writing skills in Spanish by producing essays, participating in online threaded discussions and writing a small research paper. While this course directly targets the heritage speaker of Spanish, it might also be appropriate for the native speaker who wants to improve his or her writing skills in the language. Additionally, non-native speakers who have completed at least FL 244, or the equivalent (about 4 to 5 years of high school Spanish), and who wish to continue their study of the language, would also find this a suitable course. *Prerequisites: FL 244 or equivalent (four semesters of college Spanish: 2 semesters of elementary Spanish; 2 intermediate) or four or five years of High School Spanish. General Education: F.*

**American Sign Language**

**SL 101 Elementary American Sign Language I 3 s.h.**

Introduces American Sign Language, the visual-gestural language of the deaf. Incorporates non-verbal communication techniques, basic sign terminology, basic vocabulary, finger spelling, basic linguistic principles, and conversational skills. Introduces Deaf Culture and the job of an Interpreter. *Hours of class per week: 3.*

**SL 102 Elementary American Sign Language II 3 s.h.**

Expands skills in American Sign Language. Emphasis placed on expressive and receptive conversational skills, including vocabulary expansion, master linguistic principles, classifications, sign fluidity, and transliteration. *Prerequisite: SL 101 Elementary Sign Language I. Hours of class per week: 3.*

**Visual Communications  
(Graphic Arts)  
(Course listings)**

**GA 101 Communication Design FA 3 s.h.**

An introduction and orientation to the graphic communications industry to include the basic history of printing, publishing, advertising to current trends in print and web media. The course emphasis is directed toward the lithographic printing process with an overview of screen printing, flexography, ink jet, laser and basic computer platform comparisons. Creative design methods, various substrates and an introduction of how printed products are made is emphasized. Students learn the basic principles and differences of the various printing process and their basic work flows. Students engage in hands-on-training in digital design software, computer terminology, file formats and utilities using Apple OSX® and Windows computers. A creative approach and overview of the Corel Painter® software application is taught to introduce and apply digital design concepts. *Hours of class per week: 2. Hours of lab per week: 3.*

**GA 102 Web Page Design 3 s.h.**

Web Page Design introduces graphic arts students to the world wide web and provides artistic and technical training on how a web page is created and designed. Using page-authoring software, students build and preview text, images and links. Students learn how to apply standard HTML formats without typing HTML codes. In addition, basic flatbed scanning techniques are applied to scan and apply graphic file formats acceptable for viewing on the World Wide Web. Adobe® web authoring software Dreamweaver® and Flash® is used to coincide with Adobe® graphic design software used throughout the Visual Communications Technology Program. Apple OSX® and Windows platform. *Prerequisite: GA 101, Macintosh or Windows knowledge, or instructor's approval. Hours of class per week: 2. Hours of lab per week: 2.*



## **GA 103 Web Page Design & Digital**

### **Illustration**

**3 s.h.**

Web Page Design & Digital Illustration builds on the principles and practices learned in GA 101. The course focuses on practical skills in print media design and lithographic reproduction. Students learn web page design techniques to include: job planning, cascading style sheets, CMYK, RGB, web color spaces, digital imposition and linking text and graphics. Graphic design concepts and job pre-flighting are further explored using Apple® and Windows computers. New print media techniques and digital workflows are reviewed to familiarize students with multiple software packages to design and integrate text and images into finished ad designs. Software such as: Adobe® Dreamweaver, Illustrator and QuarkXPress™, software is introduced. *Prerequisite: GA 101, Macintosh or Windows knowledge, or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

## **GA 104 Digital Publishing & Typography SP 3 s.h.**

An introduction to digital publishing and design Adobe® InDesign software. This course builds on previous design and technical concepts learned. The course emphasizes the function of typefaces, type identification, point sizes, copyediting, proofreading, style sheets, column guides, and editing skills. File management, scanning, file formats, and color output equipment is used to complete design projects. Students learn image-generating techniques used in advertising, newspaper and the commercial print media sector of the industry. Students gain practical skills in digital publishing and advertising design using the Apple® and Windows computer platforms. Software includes Adobe™ InDesign. *Prerequisite: GA 101. Hours of class per week: 2. Hours of lab per week: 2.*

## **GA 110 Advanced Web Page Design 3 s.h.**

Conceptual ideas are developed through the use of web page layout and design tools. In addition, students work with support software to create dynamic web pages. Animated Gifs. JPEG. file formats are created and used in conjunction with the software. The course defines tips and tricks used by the graphic arts professionals for combining creative artwork, graphics and text to prepare images for the World Wide Web. This course

builds on basic web page design principles. Course projects include analyzing web sites, web color space, web page construction, and the application of design principles for a successful web page. *Prerequisites: GA 103 or MM 101, or instructor's permission. Hours of class per week: 2. Hours of lab per week: 2.*

## **GA 124 DTP Using QuarkXPress™ SP 3 s.h.**

This course is designed to provide students with hands-on training in basic and intermediate desktop publishing techniques using QuarkXPress™ software. Students gain experience by developing digital publishing skills in the areas of typography, color, page layout and print media techniques. Through learning modules and course projects, students learn file management, setting preferences, working with master pages, creating style sheets, and setting tabs, proofing and editing skills. Students use black & white, color scanning techniques and high-resolution color copying systems to accomplish design projects. *Prerequisite: GA 104 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 2.*

## **GA 125 Adobe Photoshop® 3 s.h.**

Adobe PhotoShop® is a powerful pixel-based image manipulation program. The program features a wide range of image editing tools for adjusting black and white, color photos and artwork. The program is used for the home office, by graphic and digital artists, digital photographers, illustrators and service bureaus. PhotoShop allows the digital artist to add creative enhancements to an image by using PhotoShop's special effects features. This course is for beginners to intermediate users who want to become familiar with the program and its tools. The topics and hands-on training include toolbox identification and importing images from a photo C.D., filters, layers, cropping rotating graphics, making selections, masks, channels, file compression techniques and photo restoration. These techniques are performed using the Apple® Macintosh and the PC platform. *Hours of class per week: 2. Hours of lab per week: 2.*



### **GA 201 Digital Photography & Design 3 s.h.**

This course emphasizes technology, design and the terminology of digital photography. Students learn how to use digital photography as a way to think visually. Students learn the functions of digital cameras. ISO, memory, white balance, photo composition and file management are taught. Pixel-based software digital cameras and scanners are used to capture and manipulate photo images. Students develop new approaches to creative design using digital technology and traditional design principles. Students restore photos, explore lighting, balance, and special effects. Visual creativity is emphasized to enhance and stimulate creative and original thought processes. Prerequisite: GA 101, 125, AR 161, Macintosh/PC experience or permission of instructor. *Hours of class per week: 2. Hours of lab per week: 2.*

### **GA 202 Creative Studio Photography 3 s.h.**

The emphasis of this course is to build student experiences using studio lighting techniques to capture digital images. Students learn how to manage TIFF, JPEG and RAW camera files using photographic software. Students learn to work with the complexities of studio lighting, and learn creative photographic lighting techniques. The course focuses on digital cameras in the studio, lighting equipment controlling measuring light. Students are also engaged in learning professional software as a tool for image enhancements, creative commercial advertising and graphic design. Prerequisite: GA 125, or AR 161, or GA 201 Macintosh PC experience or permission of Instructor. *Hours of class per week: 2. Hours of lab per week: 2.*

### **GA 205 Graphic Design 3 s.h.**

This course approaches the planning and design aspects of creating complete digital posters, publications, logo work and creative advertisements. Emphasis is directed toward designing multi-color publications produced in advertising agencies, newspaper firms, in-plant printing facilities and commercial print media businesses. Advanced design principles and multiple software applications are used for graphic design. Print and web media specifications are stressed. Job planning techniques using dummy's, thumbnail concepts and

design principles are developed. Page impositions and proofing techniques are emphasized. Artwork and design concepts are created manually, or by computer. Offset reproduction, paper specifications, grades and ink relationships are taught. This course emphasized completion of finished digital artwork. Introduction to graphic arts portfolio design. Prerequisites: GA 101 Communication Design, GA 103 Web Page Design and Digital Illustration, or MM 101 Multimedia Technology, or permission of instructor. *Hours of class per week: 2. Hours of lab per week: 2.*

### **GA 207 Entrepreneurship & Portfolio Seminar 3 s.h.**

This course is designed to develop knowledge and skills in the area of organizational communication and basic print media management. Emphasis is directed toward the print media, advertising, marketing, publishing and freelance segments of print and web media. Topics include plant and studio layout, the balance sheet, wage policies, inventory control, equipment costing, and leasing and customer service. Creative design projects are emphasized in addition to all software learned in previous courses. Presentation and PDF software is used to develop digital portfolios. This course is designed to stimulate students to develop useful skills for sales, marketing and entrepreneurship in the print media and the publishing industry. Time management, job research, job preparation, transfer options and final portfolio organization is emphasized. Adobe® Acrobat and PowerPoint™ software is used. *Prerequisites: GA 101, GA 103, GA 104, Macintosh™/PC experience or permission of instructor. Hours of class per week: 2. Hours of lab per week: 2.*

## **Human Development (Course listings)**

### **HD 100 Studies of the Person 3 s.h.**

This course investigates the concept of the fully functioning person through the study of theories of psychology and human development and the application of those theories to the self. Topical areas explored include theories of development, models of self-esteem, theories related to the self-actualizing process, stress management, transactional analysis, relationships and death and loss. *Hours of class per week: 3.*

**HD 221 Human Relations & Group Dynamics****3 s.h.**

A course designed to assist students in acquiring knowledge and skills that enable them to communicate more effectively with other people, individually and in small groups. Learning activities include role-playing and human relations skill training exercises as well as film and lecture presentations on theories of interpersonal communication. Topics include obstacles to communication, attending behavior, listening skills, communication skills, conflict management, systems theory, gender differences, family dynamics, leadership, group roles, group norms and pressures. *Hours of class per week: 3.*

**Health  
(Course listings)****HE 135 Personal Health****3 s.h.**

A course dealing with the application of scientific principles of effective, healthful living. Topics include critical areas of health, the causes and effects of health problems, and the practical application of this knowledge toward positive action. The course covers drugs as well as environmental health, family hygiene, mental health, and social diseases. *Hours of class per week: 3.*

**HE 136 First Aid & Safety****3 s.h.**

A course granting National Safety Council: First Aid (Level III) and CPR Certification, and New York State Education Department First Aid & CPR Certification for Coaches, following satisfactory completion. The course emphasizes safety with discussion of accident causation and prevention in recreation, home, and community. *Hours of class per week: 3.*

**HE 138 Health Care Provider CPR****1 s.h.**

This course is an American Heart Association CPR course which includes infant, child, and adult CPR.

**Human Services  
(Course listings)**

Human Services courses are not credited toward Social Science requirements but may be used for elective Liberal Arts credit.

**HS 110 Introduction to Human Services****3 s.h.**

This course offers students a general introduction to

the field of human services. It defines the present-day structure of the Human Services field as it fits within the broader context of human service professions. The historical evolution of the helping profession provides a background from which to view current social problems. The course discusses the education and training structure as it relates to the development of practical skills, knowledge, and values necessary for successful human service work. It also discusses theoretical concepts that have determined a variety of intervention strategies to meet a vast assortment of client needs. Students study basic topics, beginning with the concept of human needs, which have dictated the shape of the existing network of agencies and services. Self-awareness opportunities encourage students to appraise their suitability to the field. *Hours of class per week: 3.*

**HS 111 Human Services Interventions****3 s.h.**

This course emphasizes the role of the person in the environment and covers the following topics: the helping relationship, observation skills, reporting and recording procedures, effective interviewing techniques, the transition from interview to counseling, problem-solving techniques, the importance of values and ethical standards, as well as issues of diversity and culture. *Hours of class per week: 3.*

**HS 211 Problems of Substance Use Disorders****3 s.h.**

This course introduces students to the subjects of drug and alcohol—their use, misuse, and abuse. It takes a multidimensional approach, reviewing the historical, social, legal, biological, pharmacological, and psychological aspects of the topic. The course emphasizes the problems that arise from their legal and illegal use. Students are encouraged to think critically and examine personal beliefs and values regarding drug and alcohol use or abuse. In addition, attention is given to methods of prevention and treatment. *Prerequisite: SS 291. Hours of class per week: 3.*

**HS 231 Introduction to Gerontology****FA 3 s.h.**

This course provides a broad-based introduction to the study of human aging. The elderly are considered from several perspectives, including the biological, psychological, sociological, political, and economic. Students explore historical events and current trends in the gray



ing of America. The course highlights individual activities and community services that enhance and improve the quality of life for the older person. *Prerequisite: SS 297. Hours of class per week: 3.*

**HS 243 Family Violence Issues** **SP 3 s.h.**

The course examines the phenomenon of violence as it may occur throughout the course of family life. It covers the following topics: child abuse/neglect, including sexual, physical, and emotional abuse; domestic violence or spousal assault; elder abuse. It also examines reporting considerations and discusses the prevention, assessment, and treatment of violent families. It identifies legal and cultural issues. *Prerequisite: SS 281 (291, 294 recommended). Hours of class per week: 3.*

**HS 265 Mental Health Services** **FA 3 s.h.**

This course is designed to equip students with the concepts, terms, and structures of the mental health field. A psychosocial approach focuses on individual mental health needs, community mental health providers, and the role of the paraprofessional. Topics include the identification of mental disorders, current therapy approaches, the use of psychotropic medication, legal issues, ethical and cultural considerations, and appropriate attending skills for mental health workers. *Prerequisites: HS 110 (SS 291, 292 recommended). Hours of class per week: 3.*

**HS 298-299 Human Services**

**Internship I & II** **FA-SP 4 s.h.**

Human Services Internship is designed to provide individualized work and learning experiences in the field of human services. Interns spend 10 to 12 hours per week over the course of the semester in a community human service agency. In addition, interns spend one hour per week in a seminar session where they may reflect on their field experiences and integrate the insights they have achieved in their fieldwork. These sessions develop helping skills including sensitivity, empathy, attending, and questioning, confrontation and problem solving. They also address goal setting, case management, and case planning and client assessment. *Prerequisites: An earned grade of "C" or higher in HS 110, HS 111, approval of HS program faculty or Dean. Hours of class per week: 1 + additional hours to be arranged.*

**Humanities: Philosophy and Religion**  
**(Course listings)**

**(See also Art, Communications, English,  
Modern Foreign Languages, Music,  
Theater)**

**HU 200 Myth, Story and Symbol** **FA 3 s.h.**

The course will investigate mythology from a variety of world cultures, storytelling and the oral tradition, as well as symbolism as it relates to the human experience. Coursework will enlighten students to the powerful connection of the three topic areas to modern media, societal beliefs, and social mores. Group activities, oral presentations, and a culminating creative project presentation will comprise the bulk of the coursework. *Prerequisite: EN 103. Hours of class per week: 3. General Education: H.*

**HU 250 Introduction to Philosophy** **FA 3 s.h.**

An introduction to fundamental philosophical problems in some of the basic divisions of philosophy — metaphysics, epistemology, ethics, political philosophy, and philosophy of religion. The course includes the arguments of several major philosophers. It emphasizes the development of critical thinking — i.e., “doing philosophy” — in addition to studying philosophical issues. *Prerequisite: EN103 strongly recommended. Hours of class per week: 3. General Education: H.*

**HU 260 Intro to Philosophy of the Arts** **3 s.h.**

Introduction to Philosophy of the Arts confronts issues related to the production, interpretation, critical analysis, and media of art (which includes painting, music, architecture, photography and film, literature, and popular/mass art) within the Western culture. This course asks: 1) what is deemed as art and by what philosophical, cultural, and historical standards are such determinations made; 2) what can be considered a philosophical study of art; 3) can one objectively interpret art or is such interpretation always based one's personal beliefs, attitudes, values, and experiences; 4) what are the historical, ethical, and cultural ramifications of art and philosophical analysis of it; 5) how has technological advancement, from the alphabet to contemporary forms of “new media,” transformed the creation, experience, interpretation, and place of art within Western culture? *Prerequisites: EN 103. Hours of class per week: 3. General Education: H.*



**HU 258 Ethics****SP 3 s.h.**

An introduction to the basic ethical theories and their applications to human behavior and choices. Students study and compare non-normative theories such as subjectivism and relativism, and normative theories such as utilitarianism, deontology, virtue theories, natural law, natural rights, and Platonism. Prerequisite: EN103 strongly recommended. *Hours of class per week: 3. General Education: H.*

**HU 271 Comparative Religions****3 s.h.**

A survey of world religions, major and minor, past and present, from both Eastern and Western cultures. The course traces the historical development of religion through the mythologies of Egypt, Greece, etc., as well as the historical progression of the Semitic religions: Judaism - Christianity - Islam. The course emphasizes similarities and differences among the various religions but also deals with the influence of religion on science, art, politics, etc., and their influence on religion. *Hours of class per week: 3. General Education: H.*

**HU 290 Special Topics in the Humanities 3 s.h.**

An interdisciplinary course that examines a subject not covered extensively in other Humanities courses. Topics vary with each offering but generally involve multicultural perspectives. Specific topics are announced before pre-registration. The course may be repeated for credit, but prior topics may not be repeated for additional credit. *Prerequisite: EN 104. Hours of class per week: 3.*

**Honors Program  
(Course listing)****ID 291 Honors Seminar****SP 3 s.h.**

An interdisciplinary seminar involving extensive review of the literature and in-depth examination of the global, national, and local relevance of the issues under consideration. Emphasis is on the general background reading, preparation, and discussions of the topic in philosophical, historical, social, technological, or scientific terms. By this approach, students gain insight into the multi-disciplinary nature of the topic. This format allows close communication and interaction between a small group of students and an experienced group of faculty. *Prerequisites: sophomore status in the Honors Program OR Completion of at least 30 s.h., point average of 3.2, approval from the Dean of Arts and Sciences. Hours of class per week: 3.*

**Internships  
(Course listings)****IN 291-294 Internship****1-4 s.h.**

This course serves as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant courses may be placed with an approved agency on a part-time basis. Participation requires the approval of a College instructor and the appropriate Dean. Evaluation of the student's performance is the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student. Prerequisite: Previous relevant course work. *Hours of class per week: to be arranged.*

**Independent Study  
(Course listings)  
(See also Directed Study)****IS 291-294 Independent Study****1-4 s.h.**

The course affords students the opportunity to investigate in-depth areas not available in existing courses. Provided they obtain the sponsorship of a faculty member and the permission of the Dean, students may submit proposals contracting to undertake from one to four semester hours of independent study in approved areas. Students accepted for independent study are expected to confer regularly with their mentors and to demonstrate satisfactory proficiency in the particular area of study they have proposed to investigate. *Hours: To Be Arranged.*

**Mathematics  
(Course listings)****MA 099 Basic Mathematics****4 I.C.\***

A developmental course in arithmetic skills. The course prepares students for college-level mathematics. Topics include whole numbers and the place value system; verbal problems; exponents; square roots; primes; factoring; L.C.M.; fractions; decimals; metric system; discount, profit and interest; mensuration, perimeter and circumference; area and volume. This course does not satisfy graduation requirements. *Hours of class per week: 4. \*4 institutional (non-degree) credits.*

**MA 142 Technical Mathematics**      **4 s.h.**

A first course for most students in Automotive, Construction, Natural Resources, and Visual Communications Technologies. Topics include review of signed numbers and operations, exponents, algebraic fractions, calculator usage, the metric system, perimeter/area/volume, triangle trigonometry, law of sines and cosines, surveying applications, and dimensional analysis. Not credited toward the A.S. or A.A. degree mathematics requirements. *Hours of class per week: 4.*

**MA 147 Algebra**      **4 s.h.**

A modern approach to introductory algebra. This course is designed for students who have a limited mathematics background. Topics include sets and number systems; operations; exponents; polynomials and rational expressions; first-degree equations; graphs; verbal problems. Not credited toward the Associate Degree mathematics requirements. In certain academic programs completion of this course, based on the student's academic background, may be necessary preparation for enrollment in courses required for graduation. *Hours of class per week: 4.*

**MA 150 Survey of Mathematics**      **3 s.h.**

An overview of mathematics for the non-science student. Topics may include elementary symbolic logic, introductory set theory, numeration systems, number bases, modular arithmetic, topics in algebra, topics in geometry, probability, and voting methods. Not open to students who have credit for Intermediate Algebra, MA 151, Math 11 or Course III. Not credited toward the A.S. degree in Math/Science or Engineering Science but may be used for elective credit. *Hours of class per week: 3. General Education: M.*

**MA 151 Intermediate Algebra for College Students**      **4 s.h.**

A course designed for students who have had only a minimum of high school mathematics and who wish to enroll later in any of the following courses: MA 154, MA 160. Topics include properties of real numbers; polynomials and rational expressions; equations, exponents and radicals; functions and graphs; and simultaneous systems. *Prerequisite: MA 147 or one year of high-school algebra. Not open to students who have credit for Math 11 or Course III. Hours of class per week: 4. General Education: M.*

**MA 154 Pre-Calculus Mathematics**      **4 s.h.**

Background material for the study of the calculus. Topics include relations, functions, and graphs; inequalities and absolute value; exponential and logarithmic functions; circular functions and topics from trigonometry; complex numbers; synthetic division and solution of polynomial equations. *Prerequisite: Intermediate Algebra, MA 151, Math 11, Course 3, or permission of instructor. Hours of class per week: 4. General Education: M.*

**MA 156 Survey of Calculus**      **4 s.h.**

A streamlined approach to differentiation and integration of algebraic and transcendental functions. This condensed version of a traditional calculus course is to make formulas and theorems reasonable and clear, using arguments that can be made rigorous, if desired. *Prerequisite: Precalculus or satisfactory performance on the placement exam. Hours of class per week: 4. General Education: M.*

**MA 157 Analytic Geometry & Calculus I**      **4 s.h.**

First course in a sequence of four courses covering topics from the calculus, analytic geometry, differential equations and advanced areas. Primarily for mathematics or science majors, although qualified students from other fields are encouraged to elect the course. Topics include functions; limits; continuity; asymptotes; differentiation of rational, polynomial and trigonometric functions; curve sketching; antidifferentiation; Riemann sums; the Fundamental Theorem; integration by substitution; applications. *Prerequisite: MA 154 or 3 years of high-school mathematics and permission of instructor. Hours of class per week: 4. General Education: M.*

**MA 158 Analytic Geometry & Calculus II**      **4 s.h.**

A continuation of MA 157. Topics include the differentiation and integration of logarithmic, exponential, inverse trigonometric, and hyperbolic functions; areas; volumes; integration techniques; approximations; improper integrals; infinite series; Taylor polynomials; tests for convergence/divergence; applications. *Prerequisite: MA 157. Hours of class per week: 4. General Education: M.*

**MA 160 Statistics****3 s.h.**

A course designed to give a foundation in statistics for students in Business, Social Science, Education, Humanities, or Computer Information Systems who are planning to transfer to a four-year program. Topics include descriptive statistics; counting principles and probability; binomial, and normal distributions; hypothesis testing using the normal curve; linear regression and correlation; and chi-square tests. *Prerequisites: Intermediate Algebra, MA 151, Math 11, Course 3, or permission of instructor. Hours of class per week: 3. General Education: M.*

**MA 257 Analytic Geometry & Calculus III****FA 4 s.h.**

A continuation of MA 158. Topics include conic section; parametric equations; polar equations; arc length; vector differentiation and integration; tangent and normal vectors; multivariate differentiation and integration in several coordinate systems; line integrals; applications including lines, planes, areas, volumes, mass, and moments. *Prerequisite: MA 158. Hours of class per week: 4.*

**MA 258 Differential Equations****SP 4 s.h.**

Topics include definitions and properties of differential equations; differential equations of first degree and order; applications, Bernoulli's equation, linear independence; general solutions to homogeneous and non-homogeneous equations; differential operators; auxiliary equations; the LaPlace transformation and its inverse; series solutions about ordinary and singular points. *Prerequisite: MA 257. Hours of class per week: 4.*

**MA 259 Linear Algebra****SP 3 s.h.**

A course designed for second-year mathematics or science students. Topics include systems of linear equations, vector spaces, linear dependence, bases, dimension, linear transformations, matrices, determinants, eigenvectors. *Prerequisite: MA 158. Hours of class per week: 3.*

**Mechanical Drawing/Drafting  
(Course listings)****MD 171 Introduction to Architectural Drafting****FA 3 s.h.**

The course covers drafting work in lettering, use of drawing instruments including the drafting machine and parallel straight edge, geometrics, orthographic projection, cross sections, axonometric projection, intersections and sketching. *Hours of class per week: 2. Hours of lab per week: 2.*

**MD 174 Computer Aided Drafting: Auto CAD****3 s.h.**

This course teaches the basics of computer aided drafting, using the AutoCAD software package, as applied to engineering type drawings. Topics include geometric construction basics, object properties, polar and delta positioning, orthographic views, dimensioning, auxiliary and sectional views. Three dimensional drawing and solid modeling will be introduced using the AutoDesk Inventor software. *Hours of class per week: 2. Hours of lab per week: 2.*

**MD 180 Intermediate Architectural Drawing****SP 3 s.h.**

Architectural drawing as related to functional planning of residence buildings, working drawings, including plans, elevations, section, details, notes and specifications. *Prerequisite: MD 171. Hours of class per week: 2. Hours of lab per week: 2.*

**Medical Office Assistant  
(Course listings)****ME 284 Medical Insurance****SP 3 s.h.**

This course presents standardized basic concepts and brings all reimbursement systems down to a common denominator that simplifies and clarifies medical insurance. The procedures necessary to successfully file medical claims for reimbursement are covered. This course benefits students in medical-related programs as well as practicing medical assistants. *Prerequisite: OT 283 or 285. Hours of class per week: 3.*





## Multimedia (Course listings)

### MM 101 Multimedia Technology 3 s.h.

This course examines both software and hardware found in the multimedia developer's toolbox by surveying current multimedia applications and underlying technologies. The creation of digital images, sounds, video, animation, and web-based content are all explored. There is a special focus on the Internet and web-based technologies as well as delivery of multimedia content on CD-Rom. Topics: computer use in multimedia, sound, video, graphic picture formats, Internet web usage, basic HTML, 2D drawing, 2D animation, applications of multimedia, and current information on the multimedia industry. *Hours of class per week: 2. Hours of lab per week: 2.*

### MM 102 Digital Design 3 s.h.

This course focuses on content design in a digital world. The creation of 3D worlds and 3D animations teach the student the importance of lighting, color and texture in a digital world. This course also explores digital video and sound editing technologies to provide the student with production experience as a means of showcasing his or her work. Students learn the fundamentals of a digital portfolio and multimedia authoring. *Prerequisite: MM 101 or permission of Instructor. Prerequisite for non-majors: GA 101 or AR 150, or permission of Instructor. Hours of class per week: 2. Hours of lab per week: 2.*

### MM 201 Multimedia Development 3 s.h.

This course provides the student with an in-depth look at current multimedia authoring software and interactive media design. Students will create interactive illustrations and multimedia titles for distribution on both CD-Rom and Internet. Students are expected to have an intermediate level understanding of graphic design principles and applications. Game design and theory, beginner level programming methods and packaging of multimedia titles are all covered in this course. *Prerequisite: MM 102. Hours of class per week: 2. Hours of lab per week: 2.*

### MM 202 Multimedia Portfolio 3 s.h.

This course provides the student with a capstone opportunity to use multimedia software to develop complex multimedia projects. Student work results in

the production of an interactive multimedia titles and cumulative portfolio. *Prerequisite: MM 201. Hours of class per week: 2. Hours of lab per week: 2.*

## Music (Course listings)

### MU 102 Musical Theatre Practicum SP 3 s.h.

An in-depth study of the musical score, lyrics, and book of a particular musical, resulting in its production. These activities involve sixty hours of class and rehearsal time and culminate with the performance of the show. This course may be repeated once for credit. *Prerequisite: Admission by audition only. Hours of class per week: 4.*

### MU 111 College Chorus 1 s.h.

Study and performance of a variety of choral literature. The emphasis is on developing the student's ability to sing with a group. Special attention is paid to choral phrasing and interpretation. Each semester's work culminates in a campus performance by the Chorus. May be taken for credit for four semesters. No prior experience with choral singing is required. *Hours of class per week: 2.*

## Nursing (Course listings)

The professional component of the Nursing major assists students in gaining the knowledge, attitudes, and skills essential to nursing practice in a variety of settings.

### NU 105 Nursing Science I 7 s.h.

This course introduces concepts, skills, and procedures common to nursing care of all patients, regardless of age or disability. Emphasis is placed upon acquiring a body of knowledge that permits individualization of nursing care based upon a sound, scientific rationale. The nursing process, the role of the nurse, communication theory, provision for meeting basic physical needs, nutrition, pharmacology, and the special needs of the aged are included. Practice in basic skills is provided in the College laboratory and through selected patient care assignments at long-term care facilities. *Prerequisite: Completion of or concurrent registration in BI181 and SS291. Hours of class per week: 5. Hours of lab per week: 6.*

**NU 106 Nursing Science II 7 s.h.**

The course focuses on the commonalities of acute care, including the care of patients undergoing diagnostic and surgical treatment. Other topics of study include: care of patients with fluid, electrolyte, and acid-base imbalances; care of patients with mobility problems; care of patients with malignancies; and care of patients with communicable diseases and care of Pediatric patients. Patient care assignments and observational experiences are provided through affiliations with multiple health care agencies. *Prerequisites: NU 105, completion of concurrent registration in BI 182, SS 297. Hours of class per week: 4. Hours of lab per week: 10.*

**NU 205 Nursing Science III 9 s.h.**

This course is divided into three major units. Each instructor assumes complete responsibility for classroom and clinical instruction in a specialty area. Specialty units include Mental Health, Medical-Surgical with emphasis on patients with cardiovascular and respiratory dysfunction, and Maternal-Child Health. *Prerequisites: NU106, completion of or concurrent registration in, BI 282. Hours of class per week: 5. Hours of lab per week: 12.*

**NU 206 Nursing Science IV 10 s.h.**

This course stresses complex health needs of adults. Principles, concepts, and skills introduced in previous courses are further developed and expanded. Professional issues and topics are also discussed. Clinical experiences include advanced Medical-Surgical interventions, medication administration, application of principles of leadership and group management, and a three week preceptorship. *Prerequisite: NU205. Hours of class per week: 6. Hours of lab per week: 11. In addition, a 3-week preceptorship is required.*

**NU 207 Pharmacology 3 s.h.**

This three-credit course is designed to expand on basic knowledge of pharmacology. Emphasis is placed on current drug therapy and the specific nursing responsibilities for the safe administration of drugs, assessing drug effects, intervening to make the drug regimen, and monitoring the overall patient care plan to prevent medication errors. Emphasis will be placed on basic concepts of pharmacology, groups of therapeutic drugs, commonly prescribed individual drugs, human responses to drug therapy, applying nursing process in relation to prescribed drug therapy regimens and principles

of therapy in various circumstances and populations. *Prerequisite: 2 semesters of NU courses, or permission of instructor. Hours of class per week: 3.*

**NU 099 Nursing Process 1 s.h.**

This course introduces nursing concepts with emphasis on the use of the nursing process in meeting the basic needs of individuals. Selected nursing content from the core curriculum is discussed. The course is for Licensed Practical Nurses, or transfer students, accepted into the Nursing Program with advanced placement or students readmitted to the Nursing Program. This course must be completed prior to entrance into NU 106 Nursing Science II. *Prerequisite: BI 181, SS 291. Hours of class per semester: 15. 1 institutional (non-degree) credit.*

**Office Technology  
(Course listings)****OT 133 Introductory Keyboarding 3 s.h.**

This course is taught using PCs in the Office Technology Lab by a self-paced, individualized method of instruction combining basic word processing functions with keyboarding skills. There is emphasis on the use of the touch system in building speed and accuracy, sound ergonomic practices, numeric input skill, and the composition skills necessary for effective computer keyboarding. The creation of basic documents including e-mail is introduced. *Hours of class per week: 3. Additional hours are required in the Office Technology Lab. A pretest is optional for advanced placement in the course.*

**OT 134 Intermediate Keyboarding 3 s.h.**

This course is taught using PCs in the Office Technology Lab by a self-paced, individualized method of instruction combining basic word processing functions with keyboarding skills. Speed and accuracy continue to be stressed. Students learn to create business documents using keyboarding skills and basic word processing functions. Documents include e-mail, memos, letters, and reports. Proofreading and composing at the computer are included. *Prerequisite: OT 133 or equivalent. Hours of class per week: 3. Additional hours are required in the Office Technology Lab. Advanced placement pretest in course is optional, however, a five-minute timed writing pretest is required.*



### **OT 135 Voice Recognition Technology SP 3 s.h.**

This course introduces the use of voice recognition software as a tool for writing, data input, and record keeping. Voice formatting and communication will be stressed. Topics include installation and set up, software features, voice writing and formatting, accuracy development, error training, and using voice recognition in other software programs. Legal, medical, government, and business applications will be used. *Prerequisites: CS105 or equivalent. Hours of class per week: 3.*

### **OT 139 Introduction to Office Systems & Technology 3 s.h.**

This is an orientation course designed to introduce the skills and knowledge of office information systems in the modern on-line, interactive office. Topics include an office information software overview, including Windows, its use in supporting mission-critical functions, and the information cycle. Emphasis is on how teamwork is facilitated by procedures and technology, including personal information management software (Outlook) and the Internet utilized in office systems. System concepts are presented. Laboratory exercises are completed on PCs using the Windows environment with e-mail and internet access. Co-requisite: OT 133 or OT 134 & CS 105 or permission of instructor. *Hours of class per week: 3. Additional hours in the Office Technology Lab.*

### **OT 230 Machine Transcription 3 s.h.**

This course is taught in the Office Technology Lab. This is a comprehensive course designed to provide the student with the necessary skills to prepare documents from a recorded voice. Material to be transcribed consists of various forms of business correspondence used in fifteen different employment areas such as governmental, legal, medical, manufacturing, banking, retailing, etc. In addition, strong emphasis is placed on building language and vocabulary skills such as spelling, grammar, word division, abbreviations, punctuation, pronunciation, and word definition to prepare the student to edit when necessary. Use of reference manual is emphasized. Cassette transcribers are used. *Prerequisites: EN 103 or BU 137, OT 134, or permission of instructor. Hours of class per week: 3. Additional hours in the Office Technology Lab.*

### **OT 235 Administrative Support Procedures I FA 3 s.h.**

An overview of office services and responsibilities of office employees is provided. Topics covered include career planning, employment opportunities, work organization and time management, computer information systems, financial assistance, telecommunications, communication processes, office teamwork and ethics. The students are introduced to integrated software using PCs in the Windows environment. *Hours of class per week: 3.*

### **OT 236 Administrative Support Procedures II SP 3 s.h.**

An overview of office procedures and responsibilities of office employees is provided. Topics covered include receptionist and telephone techniques, mail procedures, document creation, records management, mailing and shipping services, meeting and conference planning, and travel arrangements. Selected exercises are performed on PCs in the Windows environment using integrated software applications. *Hours of class per week: 3.*

### **OT 241 Word Processing Applications (Basic) 3 s.h.**

Basic output applications are taught on PCs using MS Word software. Students learn specialist-level concepts and skills. Topics include creating, editing, and printing; formatting characters, paragraphs, documents and sections, multi-page documents, tables, outlines, and columns; styles; templates and wizards, and autotext; manipulating tabs and text within and between documents; writing and help tools; borders, images, and drawing; creating Web pages and hyperlinks; and sharing documents using comments, tracking changes, and comparing and merging documents. Students are required to apply these concepts and skills in the production of common office communications including letters, memos, reports, newsletters, labels and envelopes, and Web pages. *Co-requisite: OT 134 and OT 139. Hours of class per week: 3. Additional hours in the Office Technology Lab may be required.*

**OT 244 Word Processing****Applications (Advanced)****3 s.h.**

Advanced office output applications are taught on PCs using Microsoft Word software. Students learn expert-level concepts and skills. Topics include footnotes and endnotes; merging; sorting and selecting; hyphenation, finding and replacing special characters, auto summarizing, and line numbering; objects and images, watermarks and dropped caps, and WordArt; styles; macros; custom dictionaries; master documents and subdocuments; index, table of figures, and table of authorities; forms; shared documents, including creating multiple versions, protecting documents, and customizing document properties; sharing data between documents; and XML. Students are required to apply these concepts and skills in the production of office documents and communications such as long reports, merged letters, flyers and Web pages. *Prerequisites: OT 241. Hours of class per week: 3. Additional hours in the Office Technology Lab may be required.*

**OT 248 Integrated Software****Applications****SP 3 s.h.**

This course provides experience using an integrated software suite. Microsoft Office is used to complete advanced word processing functions, to prepare documents that integrate files from various suite applications, the internet, and other new technologies. Topics include productivity, web page and Internet integration; desktop publishing, presentation graphics, worksheet, and data base documents as well as emerging software technologies will be introduced. Using language skills, making decisions, and working without direct supervision will be included. *Prerequisites: CS105, OT139 and OT241. Hours of class per week: 3.*

**OT 249 Office Technology &****Administration Practicum****SP 3 s.h.**

Using PCs in the Windows environment and other technology, Office Technology & Administration students receive actual on-the-job work experience in a model office support center. The duties performed are primarily correspondence-related, but may also be administrative in nature. Although the primary workstation for this course is the College's Model Office, other arrangements, if available, can be made. Work logs are a major responsibility of the student requiring a minimum of

ten hours per week. *Prerequisites: OT 230, 239 and permission of instructor. Hours of class per week: 10-15.*

**OT 255 Administrative Office****Management****FA 3 s.h.**

This course provides a foundation in the theory and practice of management in the administrative office. Emphasis is on basic concepts, problem solving, and communications. E-mail, the Internet and Presentation Graphics (Power Point) will be utilized. In addition, issues related to staffing, productivity, job analysis, and integrating automated services is studied. Some assignments simulate on-the-job experience or be completed through study of administrative offices in the community. *Prerequisite: CS 105, equivalent experience, or permission of instructor. Hours of class per week: 3.*

**OT 257 Records Management****FA 3 s.h.**

This course provides a study of the concepts, principles, procedures, and issues necessary for optimizing the value of records and information on an organization-wide basis. The focus is on systems, tools, and guidelines for effective records management. Topics include an overview of records management, the management of active and inactive records, electronic and automated systems, image technology, and other related records management functions. Problem-solving activities, projects, and case problems are included. *Prerequisite: CS105 or equivalent experience. Hours of class per week: 3.*

**OT 283 Medical Terminology****3 s.h.**

Emphasis is on understanding medical terms. The logic behind the formation of medical terms, analysis of words, and interpretive and deductive skills are used. Terms associated with all anatomical systems are covered. Slides and tapes may be used. *Hours of class per week: 3.*

**OT 285 Medical Administrative Support****Procedures****FA 3 s.h.**

Emphasis is on topics covered by the American Association of Medical Assistants' Study Outline for Certification Review Administrative Division: patient relations, legal and ethical issues, communications, financial records, billing and collection, and insurance. *Prerequisite: OT 133 or equivalent. Hours of class per week: 3.*

**OT 287 Medical Transcription I SP 3 s.h.**

This course begins with an introduction to medical transcription and use of medical references. Medical document transcription is emphasized. Terminology, language skills, and transcription skills are systematically reinforced. Assignments include a variety of medical documents and dictator accents. The office technology lab is used. *Prerequisite: OT 134, 283, or permission of instructor. Hours of class per week: 3. Additional hours required in the Office Technology lab.*

**OT 288 Medical Transcription II SU 3 s.h.**

This course continues to build on the material learned in Medical Transcription I. Specialty areas such as: cardiology, psychiatry, neurology, ob/gyn, and respiratory/pulmonary are included. Terminology, language skills, and transcription skills continue to be systematically reinforced. Emphasis is on accurate transcription of realistic dictation. Assignments include a wide variety of medical documents and dictator accents. Computers and software are utilized. The office technology lab is used. *Prerequisite: OT 287 (OT 134 & OT 283). Hours of class per week: 3. Additional hours are required in the Office Technology Lab.*

**Physical Education  
(Course listings)****PE 031 Intramural Activities 1 s.h.**

Students are required to participate satisfactorily in supervised sport activities to complete course requirements. The schedule of activities is available from the Physical Education faculty. This course may not be used to satisfy Physical Education activity course requirements but may be repeated for additional elective credit. *Hours of class per week: 1.*

**PE 110 Introduction to Fitness 1 s.h.**

A course designed as a survey in physical fitness. It has both lecture and lab components. Laboratory sessions present a variety of fitness activities. Course lectures cover the physiological and emotional effects of exercise, dietary concerns, and a variety of wellness issues. *Hours of class per week: 2.*

**PE 111 Jogging 1 s.h.**

A course designed to instruct individuals in developing cardio-vascular fitness through jogging. Emphasis

on monitoring fitness indicators such as heart rates and active use of a variety of aerobic and anaerobic running activities. *Hours of class per week: 2.*

**PE 114 Canoeing 1 s.h.**

A course designed to instruct beginning-level techniques of canoeing. Students must be able to demonstrate swimming proficiency. Emphasis on paddle strokes, selection and use of equipment, safety, and survival techniques. Course meets at sites other than main campus. Students make their own transportation arrangements. *Hours of class per week: 2.*

**PE 115 Hiking 1 s.h.**

A course designed to instruct individuals in developing strength and cardiovascular fitness through hiking. This course will include five day-long hikes. Course will meet at sites other than the main campus. Transportation will be provided. *Hours of class per week: 2.*

**PE 116 Body Shaping 1 s.h.**

This course is designed to instruct individuals to improve cardiorespiratory function, muscle tone, strength, and flexibility through basic movement exercises. *Hours of class per week: 2.*

**PE 118 Weight Training & Conditioning 2 s.h.**

This course includes instruction in technique and safe use of a variety of strength training equipment. Individual programs are designed to improve fitness levels. Emphasis on familiarizing students with various systems of training and the benefits of each. This course satisfies **one** physical education activity course requirement. *Hours of class per week: 3.*

**PE 123 Bowling 1 s.h.**

Instruction in fundamental bowling skills rules etiquette and selection of equipment. Course meets at sites other than main campus. Students make their own transportation arrangements and pay an additional fee at off-campus site. *Hours of class per week: 2.*

**PE 124 Golf 1 s.h.**

Beginning-level instruction in fundamental golf skills, rules etiquette, and selection and care of equipment. Course meets at sites other than main campus. Students make their own transportation arrangements and pay an additional fee at off-campus site. *Hours of class per week: 2.*





**PE 127 Cross-Country Skiing 1 s.h.**

A beginning-level course designed to instruct the individual in traditional techniques of cross-country skiing. Emphasis on selection of equipment, technique, safety and fundamentals of travel on a variety of terrain. Planning and safety on trips are discussed and implemented on trails within the Adirondack Park. Course meets at sites other than main campus. Students make their own transportation arrangements and pay an additional fee at off-campus site. *Hours of class per week: 2.*

**PE 128 Aerobic Dance 1 s.h.**

A fitness course designed to improve cardio-respiratory function, muscle tone, strength and flexibility. It emphasizes low-impact activities. *Hours of class per week: 2.*

**PE 130 Step Aerobics 1 s.h.**

A high-intensity activity course to promote cardio-respiratory fitness using low-impact steps techniques. *Hours of class per week: 2.*

**PE 131 Volleyball 1 s.h.**

An introduction to the skills, rules and strategies involved in the game of volleyball. A progression begins with basic drills and continues through intermediate play. Special emphasis on volleyball as a recreational activity. *Hours of class per week: 2.*

**PE 133 Soccer 1 s.h.**

An introduction to the skills, rules and strategies of soccer. A progression begins with basic drills and continues through intermediate play. Play includes both full field and the indoor game. The course is designed for all levels of ability. *Hours of class per week: 2.*

**PE 136 Basketball 1 s.h.**

An introduction to the skills, rules and strategies of basketball. Both individual and team skills are emphasized through a variety of drills and game situations. *Hours of class per week: 2.*

**PE 141 Beginning Swimming 1 s.h.**  
Open to non-swimmers or those with marginal skills. The course focuses on buoyancy, breath control, the introduction of swimming strokes, water games and activities. *Hours of class per week: 2.*

**PE 142 Intermediate Swimming 1 s.h.**

Open to all students who possess moderate swimming skills. The course focuses on stroke refinement, beginning diving, forms of rescue, water games and activities. *Hours of class per week: 2.*

**PE 146 Lifeguarding 2 s.h.**

Open to all students with advanced swimming skills. The course focuses on the duties and responsibilities of a lifeguard, rescue techniques, emergency care and management skills. This course satisfies **one** physical education activity course requirement. *Hours of class per week: 3.*

**PE 147 Water Aerobics 1 s.h.**

A course to help develop the various components of fitness (cardiovascular endurance, strength and flexibility) in a comfortable setting and provide a relatively safe environment for injury-free exercise participation. Available to swimmers and non-swimmers. *Hours of class per week: 3.*

**PE 148 Core Stability Training 1 s.h.**

Core stability training is a physical education course which will enable students to develop core strength, balance and coordination. Stability balls are the training tools used to execute this course. Students who take this course will be able to utilize the skills they develop into everyday functional activities. *Hours of class per week: 2.*

**PE 150 Yoga 1 s.h.**

Hatha Yoga is the physical aspect of yoga consisting of postures that help increase flexibility and overall physical fitness. The fundamentals of proper alignment and body mechanics while practicing the postures will be covered in this course. Proper breathing and relaxation techniques will be also explored. *Hours of class per week: 2.* Students must provide their own Yoga mat.

**PE 151 Racquet Activities 1 s.h.**

An introduction to basic skills, rules and strategies in racquetball, tennis and badminton. Emphasis on improving skill level and progression to game play. *Hours of class per week: 2.*



**PE 171 Ice Fishing** **WI 3 s.h.**  
 The course takes advantage of the College's location near Adirondack lakes. Some time spent in classroom discussing development and theory of ice fishing and use of equipment. Talks by local conservation officials. Visit to local hatchery. Much time spent ice fishing on Sacandaga and other lakes of the region. Course meets at sites other than main campus. Students make their own transportation arrangements. NYS Fishing License required. This course satisfies **one** physical education activity course requirement. *Hours of class per week: 3.*

**PE 201 Introduction to Health, Physical Education, & Recreation** **FA 3 s.h.**  
 The course provides an historical background and understanding of health, physical education, and recreation. Experiences in classroom observations, athletics, supervised teaching and administration is interspersed with lectures. Individual objectives and qualifications are reviewed, as are opportunities in the profession. Not credited toward Physical Education activity course requirements. Course meets at sites other than main campus. Students make their own transportation arrangements. *Hours of class per week: 3.*

**PE 236 Introduction to Care & Prevention of Athletic Injuries** **SP 3 s.h.**  
 The course emphasizes the scientific and clinical foundations of athletic training and sports medicine. It focuses on athletic injury prevention, recognition and initial care, along with laboratory time for practice of taping and wrapping techniques. Not credited toward Physical Education activity course requirements. *Prerequisite: HE 136. Hours of class per week: 3.*

**PE 252 Lifetime Sports: Aquatics** **2 s.h.**  
 Philosophy and instructional techniques in Aquatics for Physical Education Majors. Not credited toward Physical Education activity course requirements. *Hours of class per week: 2. Hours of lab per week: 1.*

**PE 254 Lifetime Sports: Soccer** **2 s.h.**  
 Philosophy and instructional techniques in Soccer for Physical Education Majors. Not credited toward Physical Education activity course requirements. *Hours of class per week: 2. Hours of lab per week: 1.*

**PE 256 Lifetime Sports: Basketball** **2 s.h.**  
 Philosophy and instructional techniques in Basketball for Physical Education Majors. Not credited toward Physical Education activity course requirements. *Hours of class per week: 2. Hours of lab per week: 1.*

**PE 257 Lifetime Sports: Racquet Activities** **2 s.h.**  
 Philosophy and instructional techniques for Physical Education majors in one of the lifetime sports areas: Racquet Activities (Tennis & Racquetball). Not credited toward Physical Education activity course requirements. *Hours of class per week: 2. Hours of lab per week: 1.*

**Physics**  
**(Course listings)**  
**(See also SC 131, 161, 162)**

**PH 171 Physics I** **FA 4 s.h.**  
**PH 172 Physics II** **SP 4 s.h.**  
 A comprehensive course stressing the basic concepts, principles, and laws of physics, designed for engineering, mathematics and science majors. Areas covered are fundamentals of mechanics, heat and thermodynamics, electricity and magnetism, oscillations and waves. It also covers briefly atomic and nuclear physics. It uses fundamental forces and conservation of energy, linear momentum, and angular momentum as unifying themes for the different branches of physics. The course places major emphasis on developing the analytical ability and problem solving skills of the student. *Prerequisite: Concurrent registration in MA 157 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3. General Education: N.*

**PH 271 Physics III** **FA 4 s.h.**  
 A course designed for engineering and physics majors. Topics covered are Maxwell's equations and electromagnetic waves; special theory of relativity; photoelectric effect, Compton effect, pair production and annihilation, X-Rays, electron diffraction, deBroglie waves; particle in a box; uncertainty principles, Bohr model of the atom; Schrodinger equation; Pauli exclusion principle and the periodic table; nuclear structure; radioactivity; nuclear fission and fusion reactions; Maxwell-Boltzman distribution, quantum statistics, laser, band theory of solids and semiconductors. *Prerequisites: PH 171-172, MA 157-158. Hours of class per week: 3. Hours of lab per week: 3.*

**Peer Tutoring  
(Course listings)****PT 199 Training for Peer Tutoring 1 s.h.**

The course provides practice in effective techniques of peer tutoring. Prerequisites: Completion of at least 15 credit hours with a minimum G.P.A. of 3.0 and recommendation of area instructor. *Hours of class per week: To Be Arranged.*

**Radiologic Technology  
(Course listings)****RT 101 Introduction to Radiologic  
Technology 3 s.h.**

This course provides the students with a basic understanding of the science of radiology. The role of a health care provider and the radiographer responsibilities will be discussed. Ethical behavior and ethical issues in a clinical setting will be discussed. The introduction of radiology medical terminology will be discussed. The role terminology plays in the understanding of orders directly pertaining to patient care in radiology and other related medical care. The role of the radiographer students in direct patient care and patient education will be discussed. *Hours of class per week: 3*

**RT 102 Patient Care in Medical Imaging 1 s.h.**

This course offers students a clinical overview of medical imaging as it pertains to patient care. Understanding Medical Imaging Procedures, equipment, biological effects of radiation, patient education and communication are the major topics. Infection control, patient care and assessment, examination preparation are just a few of the many clinical aspects of radiology in relationship to the healthcare environment. *Hours of class per week: 1.*

**RT 110 Radiographic Procedures I 3 s.h.**

Students learn to perform the principles of radiographic positioning of the chest, abdomen, extremities, hips and pelvis. Practice on positioning skills will be provided in a lab setting and through designated area hospital's radiology departments. Emphasis will be placed upon the quality of the diagnostic radiograph, the principles of safety and radiation protection to the patient, technologists and other ancillary staff. *Hours of class per week: 2. Hours of lab per week: 2*

**RT 111 Radiographic Procedures II 3 s.h.**

Students learn to perform the principles of radiographic positioning of the digestive and urinary tract, spine, ribs, and skull. Practice on positioning skills will be provided in a lab setting and through designated area hospitals radiology departments. Emphasis will be placed upon the quality of the diagnostic radiograph, the principles of safety and radiation protection to the patient, technologists, and other ancillary staff. *Hours of class per week: 2. Hours of lab per week: 2*

**RT 120 Clinical Experience I 4 s.h.**

Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. *Hours of lab per week: 16.*

**RT 121 Clinical Experience II 4 s.h.**

Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I & II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. *Hours of lab per week: 16.*



**RT 122 Clinical Experience III 7 s.h.**

Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I & II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures (deemed competent in) under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. Forty hours a week for the summer session. *Hours of lab per week: 40.*

**RT 130 Radiographic Physics I 3 s.h.**

This course gives the students a basic knowledge of atomic structure that will lead directly into the properties of x-rays. The students will learn the nature of radiation and the study of x-ray production. Emphasis will be on the radiographic image including radiation exposure and radiographic technique. The basics of radiation protection will be covered in this course. *Hours of class per week: 3.*

**RT 131 Radiographic Physics II 3 s.h.**

This course is a continuation of RT 130, Radiographic Physics I. Fluoroscopic and tomographic equipment requirements and operation will be covered. The study of special x-ray imaging such as: mammography, computed tomography, digital imaging will be discussed. Special emphasis will be on quality control and laboratory focus will be on quality control testing. *Hours of class per week: 2. Hours of lab per week: 2.*

**RT 210 Advanced Radiographic Procedures I 3 s.h.**

The students will learn the central nervous system, circulatory system, and cardiac catheterization. This course will provide the students with a basic knowledge of sectional anatomy, as it relates to various computer generated modalities. Specific emphasis will be focused on angiography, interventional radiology, mobile radiography, surgical radiography, tomography, and computed tomography. The students learn to perform positioning on pediatric and geriatric patients. They will learn

the principles of pediatric and geriatric imaging and special patient care that these patients must be provided with to achieve quality diagnostic radiographs. *Hours of class per week: 2. Hours of lab per week: 2.*

**RT 211 Advanced Radiographic Procedures II 2 s.h.**

This course gives the students an introduction of other types of imaging that are available in radiography, that may be of interest in pursuing their careers. The students learn the principles of these imaging modalities, which include digital angiography and digital spot imaging, magnetic resonance imaging, diagnostic ultrasound, nuclear medicine, bone densitometry, positron emission testing, and radiation oncology. The fundamentals of quality assurance in a diagnostic radiology department will be presented. *Hours of class per week: 2.*

**RT 212 Sectional Anatomy 1 s.h.**

A study of Human Anatomy as viewed in the cross-sectional planes of the body, Sagittal, Coronal, Transverse, and Longitudinal. Sectional Anatomy's main focus is to ascertain the physical relevance of anatomic structures in CT and MRI imaging. *Hours of class per week: 1.*

**RT 220 Clinical Experience IV 6 s.h.**

This course, a continuation of RT 122, will provide the students with an orientation to a new affiliate hospital. Emphasis will be on the performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Students will perform radiology procedures as covered in RT 110, Radiographic Procedures I, RT 111, Radiographic Procedures II, and RT 210 Advanced Radiographic Procedures I. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. *Hours of lab per week: 24.*

**RT 221 Clinical Experience V 6 s.h.**

Emphasis will be on the performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Students will perform radiology procedures as covered in RT 110, Radiographic Procedures I, RT 111, Radiographic Procedures II, RT 210, Advanced Radiographic Procedures I, and RT 211 Advanced Radiographic Procedures II. Students observe technologists positioning patients for various radiologic examinations, including other medical imaging modalities. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. *Hours of lab per week: 24.*

**RT 222 Clinical Experience VI 3 s.h.**

Performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Emphasis is on student's ability to improve and master their professional capabilities. This course is designed for students who need more clinical experience and/or to successfully complete the graduation requirements for clinical education. *Hours of lab per week: 40.*

**RT 230 Radiographic Health 3 s.h.**

The content of this course is to provide the principles of ionizing radiation and its effects on the human body. Chronic and acute effects of radiation effecting biological response will be presented. The principles of radiation protection to the radiographer, the patient, other personnel and the general public will be discussed. Focus will be on radiographic protection procedures, radiographic features in equipment, and the requirements of regulatory agencies on radiation health and safety. *Hours of class per week: 3.*

**RT 231 Quality Management 2 s.h.**

Quality management includes the topics of quality assurance and quality control that are associated with today's medical imaging departments. Each medical imaging department must develop and adhere to standards for the safe operation of the radiographic equipment. These standards are mandated by federal and state regulatory agencies. This course details quality management guidelines for radiographic equipment,

both analog and digital, as well as radiographic imaging quality properties. In addition, film analysis and film critique skills are introduced. Prerequisites: RT 130 and RT 131. *Hours of class per week: 2.*

**Science  
(Course listings)  
(See also Biology, Chemistry,  
Engineering, Physics)**

**SC 129 Nutrition 3 s.h.**

The biological roles of energy, protein, vitamins, and minerals; digestion, absorption, and storage of nutrients, the chemical nature of foods and food processing; assessment of nutritional status; interactions of nutrients and disease; food supplementation and community nutrition. Does not satisfy the FMCC lab science graduation requirement. *Hours of class per week: 3.*

**SC 131 Environmental Physics 3 s.h.**

A course centered around the contemporary problems—energy, pollution, and depletion of natural resources—of our physical environment. It analyzes different forms of energy, energy conservation principles, our energy resources, methods of energy conversions and their by-products, first and second laws of thermodynamics, and efficiency of current energy usage—thermal pollution, air pollution, solid waste, noise pollution, nuclear radiation pollution, and their effects on man and the environment. It explores the potential for more efficient use of our natural resources. The course studies energy sources of the future—breeder reactor, fusion reactor, solar energy, geothermal energy, magnetohydrodynamics, fuel cells and energy from wastes. *Hours of class per week: 2. Hours of lab per week: 2. General Education: N.*

**SC 135 Introductory Biology:  
Molecules & Cells 3 s.h.**

This course is designed for people with no or minimal background in biology. It prepares students to take upper-level biology courses such as BI 171, 172, 173, and 282. The course introduces students to the characteristics of life, cellular anatomy and physiology, Mendelian and molecular genetics, and evolution. Laboratory investigations apply concepts presented in lecture. The course integrates observation, interpretation, and library research by means of written laboratory reports and investigation into scientific literature. *Hours of class per week: 2. Hours of lab per week: 3. General Education: N.*

**SC 136 Essentials of Anatomy & Physiology 3 s.h.**

This course is designed for the study of the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells, and the following systems: skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. An introduction to common human disease processes. For non-science majors or as preparation for students intending to take advanced anatomy and physiology courses. *Hours of class per week: 3. General Education: N.*

**SC 137 Human Biology FA 3 s.h.**

This course in Human Biology focuses on how the systems of the human body operate and how various illnesses interfere with that operation. Lectures cover organ systems from a functional aspect, then diseases from a malfunctional perspective, with special attention given to the connection between malfunctions and symptoms. The course also covers how treatment for disease is related (or not) to system malfunction. Laboratories cover simple internal anatomy, disease-causing organisms, simple diagnostics, and such topics as medical ethics and epidemiology. Laboratory approaches vary from hands-on dissection to group discussion. *Hours of class per week: 2. Hours of lab per week: 3. General Education: N.*

**SC 139 Introductory Biology:  
Animals & Plants SP 3 s.h.**

A phylogenetic approach to plant and animal groups, both living and extinct, using representative fossils and live specimens when available. An understanding of the inter-relationships between and among plant and animal species is complemented by topics from comparative anatomy and physiology. The course integrates observation, interpretation and library research by means of written laboratory reports and investigation into scientific literature. Included are dissections and micro-anatomy of representative invertebrates, vertebrates, and plants, field collection, identification, and study of plants and animals of biologic interest. *Hours of class per week: 2. Hours of lab per week: 3. General Education: N.*

**SC 143 Earth Systems 3 s.h.**

A perspective on the Earth that emphasizes the structure, dynamics, and resources of the planet, and examines man's use and misuse of finite resources. Major

topics include rocks, minerals, and mining soils from a geologic perspective; surface and underground waters—their movement, origins, use and abuse; the atmosphere and its pollution; natural geological hazards such as landslides, earthquakes and faults; geothermal, tidal and other sources of energy; landforms and land use; wastes and their treatment; environmental action and the future. Labs include practical identification of minerals and rocks; topographic maps. *Hours of class per week: 2. Hours of lab per week: 2. General Education: N.*

**SC 144 The Ancient Earth 3 s.h.**

A look at the earth's history, ancient environments, and the fossil record. The dimension of time is a unifying theme that links the history and present state of the oceans; the fossil fuels—earth's savings bank; landscapes and their "evolution," fossilization and the "endangered species" of the past; the evolution and fossil record of invertebrates and fishes; the dinosaurs—when giants walked the earth; mammals, man and glaciers; the geological history of New York State and the Northeast. Labs include detailed study of the fossil record and nearby sedimentary rock sequences. *Hours of class per week: 2. Hours of lab per week: 2. General Education: N.*

**SC 145 Environmental Geology 3 s.h.**

The course will explore the underlying processes behind all major geologic hazards such as volcanoes, landslides, earthquakes, floods, and hurricanes and their impact on humanity. In depth coverage will be given to tsunamis, meteorite impacts and subsidence. The distribution and human consumption of our natural resources will be discussed. *Hours of class per week: 2. Hours of lab per week: 2. General Education: N.*

**SC 146 Our Solar System 3 s.h.**

A survey of the current state and past evolution of our solar system, the inner planets, the outer planets and the search for life in the solar system. Stress will be placed on the processes that have shaped the planets and their satellites. *Hours of class per week: 2. Hours of lab per week: 2.*

**SC 149 Geology of the Mohawk Valley 3 s.h.**

Geology of the Mohawk Valley will teach the basic principles of geology using local examples to illustrate. Topics of the course will include rocks and minerals, structures, sedimentation, erosion, glaciation and



glacial geomorphology. Fossils of the Paleozoic and Cenozoic eras will be looked at. The course will make extensive use of field trips to teach both basic principles and unique geologic attractions. *Hours of class per week: 2. Hours of lab per week: 2.*

**SC 151 Physical Anthropology 3 s.h.**

An introductory course in physical anthropology. The course will begin with a study of evolutionary process and genetics. Such issues, as the definition of race, and culture will be discussed. The course will examine the fossil record in regard to human evolution. Labs will focus on genetics, human osteology, and paleoanthropology. *Hours of class per week: 2. Hours of lab per week: 2. General Education: N.*

**SC 161 Introduction to Physics I FA 3 s.h.****SC 162 Introduction to Physics II SP 3 s.h.**

A two-part first course in physics intended for technology students and other non-science majors. The course uses lectures supported by laboratory investigation to achieve a hands-on, practical approach to understanding important physical laws of nature. Topics covered include quantitative methods for describing motion; the relationships between forces and motion; work, power, and energy; momentum methods for analysis of collisions and explosions; torque and rotational motion; vibrations and waves; sound; basic electricity and magnetism; electromagnetic waves; atoms and spectra; atomic nuclei and nuclear energy; geometric and wave optics; heat and thermodynamics; and fluid mechanics. Prerequisites: High school algebra, MA 147 or equivalent, or permission of instructor. (SC 161 recommended, but not required to be taken before SC 162). *Hours of class per week: 2. Hours of lab per week: 3. General Education: N.*

**SC 170 Introductory Chemistry I 3 s.h.**

A course designed for students having little or no chemistry background that seek entrance into allied health careers. The course will center on topics from organic and biochemistry and the role of chemistry in human health. Course lectures will be augmented by laboratory experimentation and technical report writing. Prerequisites: High School Algebra, MA 147 or permission of instructor. *Hours of class per week: 2. Hours of lab per week: 3. General Education: N.*

**SC 181 Introduction to Environmental Science 3 s.h.**

A broad-based approach to environmental relationships and issues emphasizing critical thinking and research techniques. The course focuses on four major areas: (1) what ecosystems are and how they work; (2) balancing needs and resources; (3) pollution of the soil, water, and air; (4) seeking solutions to environmental problems. Prerequisites: None. (High-school Biology, Chemistry, Math recommended). *Hours of class per week: 2. Hours of lab per week: 3. General Education: N.*

**SC 290 Special Topics in the Sciences 1-3 s.h.**

Discussion and analysis of a subject of current interest in the sciences not covered extensively in other science courses. Topics vary with each offering. Specific topics and credit hours are announced before pre-registration. The course may be repeated for credit, but prior topics may not be repeated for additional credit. Prerequisite: Any SC, BI, CH, NR, or PH course; permission of the instructor. *Hours of class per week: 1-3.*

**Social Sciences  
(History, Political Science,  
Psychology, Sociology)****History  
(Course listings)****SS 131 World Civilizations I 3 s.h.**

This course is a survey of the major developments in political, cultural, intellectual, and scientific/technological history in Africa, the Americas, Asia, Europe, and the world from the dawn of time to 1650. *Hours of class per week: 3. General Education: O.*

**SS 132 World Civilizations II 3 s.h.**

This course is a survey of the major developments in political, cultural, intellectual, and scientific/technological history in Africa, the Americas, Asia, Europe, and the world from 1650 to the present. *Hours of class per week: 3. General Education: O.*



**SS 183 Western Civilization I 3 s.h.**

This course is a survey of western civilization from ancient times until the 17th century. The emphasis is on the major ideas and events that shaped the values and ideas of early Europe. Topics examined include the rise and fall of the classical civilization of Greece and Rome, the growth of Christianity, the Renaissance and the Protestant Reformation. *Hours of class per week: 3. General Education: W.*

**SS 184 Western Civilization II 3 s.h.**

This course is a survey of western civilization from the 17th century until the present. The emphasis is on the development of the nation-state and the rise of modern political, social, economic and intellectual concepts. Topics examined include the religious wars, the French Revolution, the Industrial Revolution, the rise of a middle class and the two world wars and their ramifications. *Hours of class per week: 3. General Education: W.*

**SS 212 Sociology of Law 3 s.h.**

A study of the legal order, the creation of norms in simple societies as well as the role of laws in contemporary society. The creation of formal rules of law, the basic principles of criminal law, the enforcement of the criminal law and the control of the police and issues of corruption. *Hours of class per week: 3.*

**SS 220 New York State History 3 s.h.**

This course is a survey of the history of New York from pre-colonial times to the present. Topics include the transition of New York from a Dutch to an English colony, the American Revolution, the part of New York played in the coming about of the Civil War, the effect the Erie Canal had in state development, immigration and migration, and the merge of New York State in the modern world.

**SS 225 Professional Ethics 3 s.h.**

This course is an inquiry into the relationship between morality and the rule of law. A wide range of moral dilemmas within the field of the applied social sciences and criminal justice will be examined. This track will familiarize the student with the history and philosophy of the Criminal Justice System, as well as the culture and behaviors within its major components of police, court, corrections and human services personnel. The

lessons will examine a variety of ethical controversies associated with the contemporary Criminal Justice System, in order to develop a critical perspective on the nature of justice and the key decision-making processes that every individual member is confronted within their respective professional responsibilities. Current ethical issues will be brought into the classroom throughout the semester. *Hours of class per week: 3.*

**SS 239 The American Revolution 3 s.h.**

This course examines the political, constitutional, social, economic and intellectual origins of the American Revolution. It looks also at the events of the revolution proper from varying perspectives, including military, social and intellectual. Finally, the course explores the consequences and ramifications of the Revolution including social and economic changes, as well as the development of federalism. *Hours of class per week: 3.*

**SS 241 The Civil War FA 3 s.h.**

This course will investigate the causes, events and consequences of the American Civil War. It will focus on the various theories of the origins of that war, examine in depth the people and events made prominent in the war, and lastly look at the lasting effects of the war. The course will utilize several perspectives including social, military, economic and constitutional. *Hours of class per week: 3.*

**SS 283 Survey of American History I 3 s.h.**

This course examines the history of the United States from its origins until reconstruction with emphasis on the development of a constitutional system. Topics studied include the colonial period, the American Revolution, the ratification of the Constitution, Jacksonian Democracy and the various disputes that led to the Civil War. *Hours of class per week: 3. General Education: U.*

**SS 284 Survey of American History II 3 s.h.**

This course examines United States history from 1865 until the present. The emphasis is on the social, political and economic development of the country. Attention is also given to the relationship between the United States and the rest of the world. Topics studied include reconstruction, westward expansion, the industrial revolution, immigration, the great depression and the ramifications of the cold war. *Hours of class per week: 3. General Education: U.*



**SS 287 America Since 1945 FA 3 s.h.**

An interdisciplinary study of the U.S. since 1945 using sociology, history, and political science data to examine major changes and trends. The course focuses on four major aspects of this period: 1) cultural—changes in norms, values, and personal behavior; 2) social—changes in the nature and functions of social institutions; 3) political—trends and changes as reflected in the presidential elections; 4) international—patterns in American social relations. *Hours of class per week: 3.*

**SS 293 Diplomatic History of the United States Before 1900 3 s.h.**

This course examines the relations of the United States with foreign nations from the American Revolution until the Spanish-American War. *Hours of class per week: 3. General Education: U.*

**SS 295 Diplomatic History of the United States Since 1900 3 s.h.**

A continuation of SS 293, studying American foreign relations from the turn of the century to the present. *Hours of class per week: 3. General Education: U.*

**SS 296 Israel: Biblical Period to 1948 3 s.h.**

Major historical, political, social, and military developments from the time of Abraham to the emergence of the Modern State of Israel in 1948. Areas of concentration include the Biblical Period; Resistance against Greece and Rome; Life in the Diaspora; Rise of Jewish Nationalism; Growth of the Yishuv; Balfour Declaration and the British Mandate; Arab-Jewish Confrontation; Holocaust; Palestine in WW II; War of Independence; Mass Immigration. *Hours of class per week: 3. General Education: U.*

**Political Science  
(Course listings)****SS 104 Constitutional Law 3 s.h.**

Comprehensive analysis of the rules of evidence and criminal procedural law; judicial notice, presumption, real and circumstantial evidence, burden of proof, provide of court and jury, documentary evidence, hearsay, confessions and admissions; laws of arrest; search and seizure. *Hours of class per week: 3.*

**SS 211 Public Administration 3 s.h.**

A study of the theory and basic principles of public administration in the United States, including discussions related to the development, organization, functions, and problems of national, state, and local administration. *Hours of class per week: 3.*

**SS 278 International Politics 3 s.h.**

This course examines the new patterns of relations that have developed among nation-states, intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) in the post-Cold War period. The focus will be on the increasing regionalization and globalization of governmental and non-governmental organizations and movements and their effects on world stability and on the lives of average citizens. Using the new and competing models of world politics, students will focus on: the roles of the state and individuals in developing foreign policies; the increasing role of NGOs (from human rights groups to international terrorist groups) in shaping the actions of states; wars and conflict management; and the global economy and the divide between “North and South.” Students will also examine specific global issues such as: AIDS, pollution, human rights, workers rights, and terrorism. *Hours of class per week: 3. General Education: S.*

**SS 280 Public Policy SP 3 s.h.**

This course examines what governments do and don't do to deal with the perceived social problems of the nation. The study progresses in the following fashion: 1) an analysis of what “policy” is; 2) a comparison of the way liberals, conservatives, and radicals identify and define social issues and the role they believe the government should play in solving the problems; 3) an examination of the policy-making process; and 4) a discussion of the existing and possible alternative policies designed to deal with the issues related to crime, welfare, education, health, economic growth, and affirmative action. *Hours of class per week: 3.*

**SS 282 American Political System 3 s.h.**

The purpose of this study is to examine the various political and governmental structures that make up the American political system: political culture, constitutional arrangements, public opinion, pressure groups, political parties, elections, Congress, president, courts, and bureaucracy. The major theme of this study is the understanding that since the American political system was intentionally designed to make it difficult for any one individual or group to govern effectively, public policies are usually the results of compromises; hence, the final outcome is less than any one wishes. Hoping to make the student a realistic observer of the process, the course explores, then, how the "system" affects the relationship between the promises and the performances of elected officials. *Hours of class per week: 3. General Education: S.*

**Psychology  
(Course listings)****SS 210 Forensic Psychology 3 s.h.**

The science of psychology as applied to the legal domain. The course examines the relationship between psychology, criminality, and the legal context in which forensic psychology is practiced. The course is concerned with the prevention, detection, and reduction of crime. *Prerequisite: SS291 (292 recommended). Hours of class per week: 3.*

**SS 291 General Psychology 3 s.h.**

This course is intended to acquaint students with the discipline of psychology, the scientific study of behavior and mental processes. Given the complex nature of its subject matter, the topics addressed by psychologists are wide-ranging. They may include any of the following: the history and systems of psychology, the scientific method, the brain and nervous system, sensation and perception, states of consciousness, motivation and emotion, learning, problem-solving, life-span development, personality, social psychology, cultural diversity, adjustment, health psychology, mental illness, counseling and psychotherapy. *Hours of class per week: 3. General Education: S.*

**SS 292 Abnormal Psychology 3 s.h.**

A biological, psychosocial and sociocultural approach structured around the Diagnostic and Statistical Manual of Mental Disorders (Fourth Edition), (DSM-IV). The course stresses the nature, causes, and treatment of these maladaptive behaviors. It investigates historical information, clinical assessment, and biologically-based and psychologically-based therapies. *Prerequisites: SS 291 or permission of instructor. Hours of class per week: 3.*

**SS 297 Developmental Psychology 3 s.h.**

A systematic examination of the patterns of development and behavior changes that occur during each of the principal stages of life: childhood, adolescence, adulthood, and old age. Attention is given to cultural and social, as well as genetic forces affecting human development. *Prerequisite: SS 291 or permission of instructor. Hours of class per week: 3.*

**SS 298 Child Development SP 3 s.h.**

A study of the person from conception up to adolescence, including cognitive, physical, emotional, moral, and social phases of development. *Prerequisite: SS 291 or permission of instructor. Hours of class per week: 3.*

**SS 299 Adolescent Development 3 s.h.**

Focus on the physical, cognitive, social, and moral developments of adolescents, and on contemporary adolescent problems and issues. *Prerequisite: SS 291 or permission of instructor. Hours of class per week: 3.*

**SS 384 Personality Theories 3 s.h.**

A study of personality as a theoretical construct that includes an organized system of structures and processes. Major models and how they are derived are used to pursue basic concepts of personality. *Prerequisites: SS 291, 297 or permission of instructor. Hours of class per week: 3.*



## **Sociology (Course listings)**

### **SS 208 Juvenile Delinquency SP 3 s.h.**

A consideration of the methods and philosophy of the juvenile court system, police programs for the prevention and control of juvenile delinquency, and the role of various social work agencies in the care and treatment of juveniles. Special attention given to police techniques used in handling juveniles, with special emphasis on the use of existing community resources. The course examines prevailing professional philosophy, existing law, public policy, and knowledge of current delinquent behavior theories. *Prerequisite: SS 281, SS 291. Hours of class per week: 3.*

### **SS 209 Criminology FA 3 s.h.**

A survey of the nature and scope of prevalent forms of criminology. The course considers the major theories of criminal conduct drawn from psychological, social and cultural modes of explanation. It includes a discussion of various classifications and topologies and the role of crime statistics, as well as the relevance of these factors for understanding, prevention, control and prediction. *Prerequisite: SS 281, SS 291. Hours of class per week: 3.*

### **SS 237 Human Sexuality 3 s.h.**

An examination of sexual development, with a view toward patterns that are self-actualizing. Some of the areas of study are human sexuality as one expression of our personality, functions of the anatomy involved in reproduction and sexuality, birth control, family planning, pregnancy and childbirth, STD's, HIV, coercive behavior, courtship, relationship, marriage, parenthood, and sexuality through the life cycle. *Hours of class per week: 3.*

### **SS 264 Diversity in America SP 3 s.h.**

This course examines the sociological concepts and principles that help determine the nature of intergroup relations, especially the outcomes of dominant-subordinate relationships. These concepts and principles are then applied to the American experiences of ethnic, religious and racial minority groups. *Prerequisite: None. (SS 281 recommended). Hours of class per week: 3. General Education: S.*

### **SS 281 Introduction to Sociology 3 s.h.**

An introductory course designed to acquaint the student with the study of sociology as one of the sciences that deals with the relationship between individuals and the wider society. The methods and objectives of sociological research, the varying patterns of social organization, and the study of society in relation to individual and group behavior are major areas of study. *Hours of class per week: 3. General Education: S.*

### **SS 294 The Sociology of Families FA 3 s.h.**

An examination and analysis of marriage and family from an interdisciplinary perspective. The course attempts to communicate information, theories, and ideas about marriage and family as a social institution. Issues may include: cross-cultural variations of marital and family types, gender roles, love, mate selection, parenting, the challenges of combining work and marriage, communication in marriage, family crises such as violence and divorce, and factors behind lasting relationships. Students are encouraged to make connections between the course material and their own experiences. Students are also encouraged to develop their own questions and answers about marriage and family through assignments and class discussions. *Prerequisite: SS 281 or permission of instructor. Hours of class per week: 3.*

### **SS 386 Deviant Behavior and Social Control SP 3 s.h.**

The course presents and analyzes a variety of definitions, concepts, and key theoretical perspectives in an effort to increase student knowledge and understanding of the multiple ways that deviant behavior may be defined, explained, and interpreted. Each perspective also offers suggestions for resolving the "problem" of deviant behavior in society. The course reviews such suggestions and weighs their respective advantages and disadvantages. It also analyzes (and applies these perspectives to) different forms of deviant behavior and conditions. Students are encouraged to develop their own questions and answers about deviance through assignments, class discussions, and presentations. *Prerequisite: SS 281 or permission of the instructor. Hours of class per week: 3.*



**SS 387 Social Psychology****3 s.h.**

Human social behavior. A scientific attempt to understand and explain how the thought, feeling, and behavior of individuals are influenced by the actual, imagined, or implied presence of others. The study of people-loving, hating, working, helping, trusting, fighting, communicating. *Prerequisite: 3 credit hours of Sociology or Psychology. Hours of class per week: 3.*

**Interdisciplinary  
(Course listing)****SS 290 Special Topics in the  
Social Sciences****3 s.h.**

An examination, using the methodology of the social sciences, of a subject not covered extensively in other Social Science courses. Topics vary with each offering but frequently involve interdisciplinary and multicultural perspectives. Specific topics are announced before pre-registration. The course may be repeated for credit, but prior topics may not be repeated for additional credit. *Prerequisite: Any two SS courses. Hours of class per week: 3.*

**Surveying  
(Course listings)****SU 101 Surveying I****3 s.h.**

Surveying I is an elementary course in surveying. It includes fundamentals of plane surveying and emphasizes the use and care of leveling instruments. Linear measurements and theory and practice of leveling are studied in coordinated lecture and field work. Course often meets at sites other than main campus. Students make their own transportation arrangements. *Prerequisite: MA 142 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 2.*

**Computer Technology  
(Course listings)****TC 131 Cisco Networking I****4 s.h.**

This course is the first in a four course series on Cisco networking. Using a combination of instructor led web based, and hands on lab materials students begin to learn how to design, install, and maintain internetworks. Topics include the OSI Model, Internetworking Devices, IP Addressing, LAN Media & Topologies, Structured Cabling, PC hardware & software, patch cables, installation of structured cabling, cable management techniques, and the use of test equipment. In the course students will maintain an engineering journal, work in engineering teams, and learn to manage networking projects. *Prerequisites: Major in Computer Technology, Electrical Technology or concurrent enrollment in EL 125 or EL 127 or EL 232 (See advisor for other options) or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.*

**TC 132 Cisco Networking II****4 s.h.**

This course is the second in a four course series on Cisco networking. Using a combination of instructor led, web based, and hands-on lab materials students continue to learn how to design, install, and maintain internetworks. Topics include the OSI Model Layers 1-7, WANs, routing, using a router, and routing components, router startup and setup, router configurations, IOS, TCP/IP, IP addressing, and routing protocols. Students will continue to maintain an engineering journal, work in engineering teams, and learn to manage networking projects. *Prerequisite(s): TC 131. Hours of class per week: 3. Hours of lab per week: 3.*

**TC 133 Cisco Networking III****4 s.h.**

This course is the third in a four course series on Cisco networking. Using a combination of instructor led, web based, and hands on lab materials students continue to learn how to design, install, and maintain internetworks. Topics include a review of past material, LAN switching, VLANs, LAN Design, IGRP, Access Lists, and IPX. Threaded Case Studies (TCSs) are used extensively in this course as students continue working in engineering teams, and learn to design, install and manage networking projects. *Prerequisite(s): TC 132. Hours of class per week: 3. Hours of lab per week: 3.*

**TC 134 Cisco Networking IV 4 s.h.**

This course is the fourth in a four course series on Cisco networking. Using a combination of instructor led, web based, and hands-on lab materials students continue to learn how to design, install, and maintain internetworks. Topics include a review of past material, WANs, WAN Design, PPP, ISDN, Frame Relay and review for the Cisco CCNA Exam. Students continue to use Threaded Case Studies (TCSs) and work in teams designing, installing and managing networking projects. *Prerequisite(s): TC 133. Hours of class per week: 3. Hours of lab per week: 3.*

**Theatre  
(Course listings)****TH 101 Theatre History 3 s.h.**

The interactions of cultural, political, economic, and scientific forces with dramatic art and their implications for modern movements in dramatic theory and practice. Students trace the development of the theatre from its beginnings to the present. The course focuses on European and American theatre, with some attention to non-Western traditions. *Hours of class per week: 3.*

**TH 102 Stagecraft FA 4 s.h.**

The course provides students with theory and practice in the visual, aural, and construction facets of theatre through attention to scenery, sound, and lighting equipment. Workshop is required. *Hours of class per week: 4.*

**TH 105 Fundamentals of Acting SP 3 s.h.**

The course studies movement and speech as aspects of dramatic art and provides exercises to enrich and discipline the imagination and to develop and control the responses of the body and speech to the imagination. It also entails some preliminary application of the elements of acting to the study of scenes, including analysis of the script for structure, objectives, and style. *Hours of class per week: 3.*

**TH 136 Introduction to Theatre 3 s.h.**

The course is intended as a survey to introduce students to theatre as a technique apart from, although closely related to, literature. Students study acting techniques, stage devices, set design, costuming, and make-up. The student reads significant plays to consider drama as art, audience reactions and needs, methods of expression, and interpretation. The course requires textbooks and provides laboratory experience. *Hours of class per week: 3. General Education: A.*

**TH 201 Theatre Practicum 4 s.h.**

The rehearsal and participation in an FMCC production under the direction and instruction of a faculty member. Course registration occurs after casting, and all cast members are required to register. May be repeated for credit. *Hours of class per week: 4.*

**TH 202 Theatre Seminar SP 3 s.h.**

Application of theatre study to the challenges of theatre practice. The course provides an intensive study of the components of theatre in relation to actual productions; plays are produced and directed by seminar students. *Prerequisite: TH 201 or permission of instructor. Hours of class per week: 3.*

**TH 210 Acting II 3 s.h.**

A course designed for students who have completed Acting I or those with substantial prior acting experience in productions and/or classes. The course focuses on techniques and theories of acting. Students concentrate on the role of the actor in relation to the play as a whole, as well as fundamentals of stage speech, movement, projection, characterization, and interpretation. *Prerequisite: TH 110 or audition. Hours of class per week: 3.*



**TH 220 Principles of Theatrical Design and Production** **3 s.h.**

An introduction to the study of the major elements of theatrical production. This is a project-oriented course that introduces an understanding of the relationship between text and visual representation. Students explore the various mediums and methods of artistic presentation used by professional designers. Topics range from scenic, costume and lighting design to production organization, management, and procedures. *Prerequisite: TH102. Hours of class per week: 3.*

**TH 230 Directing** **3 s.h.**

An introduction to all aspects of translating a play from script to stage. Students experiment with analysis and interpretation, director's concept, visual composition, and the history and theories of directing. The class consists of the rehearsal and presentation of scenes of varying dramatic styles in association with some reading and writing assignments about specific problems in directing. The final project is the public performance of a twenty-minute one-act play. *Prerequisite: TH 220, or permission of instructor; TH 110 recommended. Hours of class per week: 3.*

**TH 250 Introduction to Film Studies** **3 s.h.**

This course will introduce students to the history and theory of cinema as an art form, examining formative directors, styles of filmmaking, and artistic movements in world cinema. Students will concentrate on close textual analyses of films and, through readings, lectures, class discussion, and written assignments, will learn to recognize and analyze film language (editing, cinematography, sound, special effects, etc.) and be introduced to recent theoretical approaches to cinema. *Prerequisite: EN 104. Hours of class per week: 3.*



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	<b>Term Expires</b>
Linda Bumpus, Mayfield, NY .....	2011
Michael DiMezza, Tribes Hill, NY.....	2011
Jennifer Gardella, Amsterdam, NY .....	2014
Taiyebah Ghazi-Moghadam, Amsterdam, NY .....	2012
Edmund C. Jasewicz, Amsterdam, NY .....	2010
James Landrio, Gloversville, NY .....	2010
Larry Peck, Gloversville, NY .....	2013
Michael J. Pepe, Amsterdam, NY .....	2015
John B. Thomas, Fultonville, NY .....	2016
James Miles, Broadalbin, NY (Student Trustee).....	2010



**\*\*Date in parenthesis indicates year of initial appointment to the College.\*\***

DUSTIN SWANGER, *President*

B.A., State University of New York at Fredonia; M.A., State University of New York, Brockport; Ed.D., Nova Southeastern University (2006)

LENA C. ANDERSSON, *Instructor, English*

B.A., University of New Orleans; M.A., University of Denver (2006)

JOHN J. ARMSTRONG, *Instructor, Criminal Justice*

A.S., B.S., M.S., University of New Haven (2007)

STEPHEN J. BARRY, *Assistant Professor, Social Sciences*

B.A., State University of New York, Oswego; Ph.D., University at Buffalo (2001)

DEBRA BARTMAN, *Education Support Specialist I, Transfer Counselor*

A.A., Fulton-Montgomery Community College; B.S., State University of New York at Oneonta (2005)

WILLIAM P. BONNER, *Senior Education Support Specialist V, Infrastructure Administrator*

A.A.S., Suffolk County Community College; B.S., Empire State College; Chancellor's Award for Excellence in Professional Service, 2007 (1990)

PAULA BROWN-WEINSTOCK, *Assistant Professor, Social Sciences*

B.A., State University of New York, Oswego; M.S., University at Albany; Ph.D. Syracuse University (2000)

JOEL CHAPIN, *Professor, Art*

A.A., Fulton-Montgomery Community College; B.S., Skidmore College; M.F.A., University at Albany; Chancellor's Award for Excellence in Teaching, 2002 (1990)

SUSAN CHRISTIANO, *Senior Education Support Specialist V, Registrar*

B.A., State University of New York College, Oneonta; Chancellor's Award for Excellence in Professional Service, 2004 (1988)

CYNTHIA CLOSE, *Instructor, Director Radiologic Technology*

A.A.S. Hudson Valley Community College; B.A., State University of New York Institute of Technology; M.S. Nelson Rockefeller College of Public Affairs and Policy (2005)

TERRY CONAWAY, *Assistant Professor, English*

A.A., Orange County Community College; B.A., M.A., State University of New York, New Paltz (2003)

REBECCA A. COZZOCREA, *Senior Education Support Specialist IV, Coordinator of Financial Aid*

B.S., M.S., College of Saint Rose (2000)



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\*224-a. Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from an examination of any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study or work requirement which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the country in which such institution of higher education is located for the enforcement of his rights under this section.
  - 6.a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

The State University of New York (SUNY) is the largest, centrally managed, multi-level system of public education in the nation. Its sixty-four campuses bring the opportunity for college education within commuting distance of almost every New York citizen. The University system offers a wide range of certificate programs and associate, baccalaureate and graduate degree courses of study.

A Board of Trustees appointed by the governor governs the State University of New York. The Board establishes the overall academic policy of the University and determines the specific policies to be followed by the thirty-four state supported campuses. Each of the thirty community colleges also has its own local Board of Trustees, which develops local policies and goals. New York State contributes one-third to forty percent of the operating costs and one-half of the capital costs of the community colleges.

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**STATE UNIVERSITY OF NEW YORK  
UNIVERSITY CENTERS**

State University of New York at Albany  
State University of New York at Binghamton  
State University of New York Buffalo  
State University of New York at Stony Brook

**COLLEGES OF ARTS & SCIENCE**

Empire State College  
State University College at Brockport  
State University College at Buffalo  
State University College at Cortland  
State University College at Fredonia  
State University College at Geneseo  
State University College at New Paltz  
State University College at Old Westbury  
State University College at Oneonta  
State University College at Oswego  
State University College at Plattsburgh  
State University College at Potsdam  
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**COLLEGES & CENTERS FOR THE HEALTH SCIENCES**

Downstate Medical Center at Brooklyn  
Upstate Medical Center at Syracuse  
College of Optometry at New York City  
(Health Sciences Center at Buffalo University Center)\*  
(Health Sciences Center at Stony Brook  
University Center)\*

**COLLEGES OF TECHNOLOGY**

College of Technology at Alfred  
College of Technology at Canton  
College of Technology at Cobleskill  
College of Technology at Delhi  
College of Technology at Farmingdale  
College of Technology at Morrisville

**SPECIALIZED COLLEGES**

College of Environmental Science & Forestry at  
Syracuse  
Maritime College at Fort Schuyler  
Institute of Technology at Utica/Rome  
(Fashion Institute of Technology at New York City)\*\*\*

**STATUTORY COLLEGES\*\***

College of Agriculture & Life Sciences at  
Cornell University  
College of Ceramics at Alfred University  
College of Human Ecology at Cornell University  
School of Industrial & Labor Relations at  
Cornell University  
College of Veterinary Medicine at Cornell University

**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  
Community College of the Finger Lakes at  
Canandaigua  
Corning Community College at Corning  
Dutchess Community College at Poughkeepsie  
Erie Community College at Williamsville, Buffalo, &  
Orchard Park  
Fashion Institute of Technology at New York City\*\*\*  
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,  
Riverhead & Brentwood  
Sullivan County Community College at Lock Sheldrake  
Tompkins-Cortland Community College at Dryden  
Ulster County Community College at Stone Ridge  
Westchester Community College at Valhalla

\*The Health Sciences centers at Buffalo and Stony Brook are operated under the administration of their respective University Centers.

\*\*These operate as “contract colleges” on the campuses of independent universities.

\*\*\*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.

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