

FULTON-MONTGOMERY COMMUNITY COLLEGE

Johnstown, New York 12095-3790
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A College of the
State University of New York
Sponsored by the Counties of
Fulton and Montgomery

2003-2004

This catalog and additional information is on the World Wide Web at www.fmcc.suny.edu
For general information e-mail us at 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.

Special Education

Speech

Statistics

Substance Abuse Counseling

Support Specialist

Systems Analysts

Telecommunications

Television Broadcasting

Theater

Transportation Management

Urban Studies

Veterinary Medicine

Video Production

Water/Waste Mgt Conservation

Web Design

Word Processing

Wildlife Biology

Zoology

Lib. Arts & Sciences: General Studies, Humanities or
Social Sciences (A.A.)

Communications & Media Arts (A.A.)

Lib. Arts & Sciences: Mathematics (A.S.)

Human Services (A.A.S. or Certificate) or
Social Science (A.A.)

Computer Systems Specialist (Certificate)

Computer Technology (A.A.S.)

Computer Systems Specialist (Certificate)

Electrical Technology (A.A.S.) or Electronics (Certificate)

Communication & Media Arts (A.A.)

Lib. Arts & Sciences: Humanities or General Studies (A.A.)

Spatial Information Technology (Certificate)

Lib. Arts & Sciences: Social Sciences or General Studies (A.A.)

Lib. Arts & Sciences: Science (A.S.)

Communications & Media Arts (A.A.)

Natural Resource Conservation (A.A.S.)

Multimedia Technology (A.A.S.)

Office Technology (A.A.S.) or Office Technology:

Word Information Processing (Certificate)

Lib. Arts & Sciences: Science (A.S.)

Lib. Arts & Sciences: Science (A.S.)



ACADEMIC PROGRAMS BY DEGREE/CERTIFICATE AWARDED AND ONE-PLUS-ONE JOINT AGREEMENT

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.

	HEGIS	APC
FULTON-MONTGOMERY COMMUNITY COLLEGE	0765	77

A.A. DEGREE PROGRAMS	DEGREE	HEGIS	APC
Liberal Arts & Sciences: General Studies	A.A.	5649.00	0250
Liberal Arts & Sciences: Humanities	A.A.	5649.00	0201
Liberal Arts & Sciences: Social Sciences	A.A.	5649.00	0212
Fine Arts	A.A.	5610.00	0664
Communications & Media Arts	A.A.	5606.00	0501
Human Services	A.A.	5506.00	1175

A.S. DEGREE PROGRAMS	DEGREE	HEGIS	APC
Business: Business Administration	A.S.	5004.00	0671
Computer Science	A.S.	5101.00	0532
Engineering Science	A.S.	5609.00	0530
Liberal Arts & Sciences: Mathematics	A.S.	5617.00	0221
Liberal Arts & Sciences: Mathematics/Science	A.S.	5649.00	0645
Liberal Arts & Sciences: Science	A.S.	5649.00	0220
Health, Physical Education & Recreation Studies	A.S.	5299.30	1130
Environmental Studies	A.S.	5499.00	1016
Spatial Information Technology	A.S.	5499.00	1586

A.A.S. DEGREE PROGRAM - TECHNOLOGIES	DEGREE	HEGIS	APC
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
Natural Resources Conservation	A.A.S.	5499.00	0617
Visual Communications Technology:			
Graphic Arts Printing	A.A.S.	5012.00	0677

A.A.S. DEGREE PROGRAM - BUSINESS	DEGREE	HEGIS	APC
Business: Accounting	A.A.S.	5002.00	0630
Business: Business Administration	A.A.S.	5004.00	0632
Business: Logistics Management	A.A.S.	5004.00	1663
Legal Office Assistant	A.A.S.	5005.00	1606
Legal Secretary	A.A.S.	5005.00	0673
Medical Administrative Assistant	A.A.S.	5005.00	1176
Medical Office Assistant	A.A.S.	5214.00	0602
Office Technology: Administrative	A.A.S.	5005.00	0625

Office Technology: Word/Information Processing A.A.S. 5005.00 0694

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

Crafts Management A.A.S. 5012.00 0417
 Criminal Justice A.A.S. 5505.00 0640
 Early Childhood A.A.S. 5503.00 0605
 Food Service Administration A.A.S. 5404.00 0570
 Human Services A.A.S. 5501.00 0604
 Nursing-Undergraduate A.A.S. 5208.10 0622

A.O.S. DEGREE PROGRAMS

Individual Studies A.O.S. 5699.00 0688

CERTIFICATE PROGRAMS (One Year)

Automotive Mechanics Certificate 5306.00 0926
 Criminal Justice Certificate 5505.00 0947
 Computer Systems Specialist Certificate 5104.00 1596
 Desktop Publishing: Digital Typesetting Certificate 5008.00 1094
 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
 Legal Office Clerk Certificate 5005.00 1499
 Library Technician Certificate 5504.00 1667
 Medical Information Processing Certificate 5214.00 0045
 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
 Office Technology: Word/Information
 Processing Certificate 5005.00 0996
 Quantity Food Production Certificate 5404.00 0044
 Spatial Information Technology Certificate 5499.00 1501

1-YEAR, PLUS 1-YEAR AGREEMENT

SUNY FMCC & Herkimer County Community College

(Degree awarded by SUNY Herkimer County Community College)

EMT-Paramedic A.A.S.

ACADEMIC PROGRAM REQUIREMENTS

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), Computer Information Systems (CS), Economics (EC), Keyboarding (Computer) (BU, OT), Legal Assisting (LE), Office Technology (OT), Medical Office Technology (OT, ME), Business Administration (BU) and Food Service Administration (FS)

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

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 (MU), 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 History (SS), Political Science (SS), Psychology (SS), Sociology (SS), Criminal Justice (CJ)

TECHNOLOGY - includes courses in Automotive (AT), Computer (TC), Construction (CT), Electricity and Electronics (EL), Mechanical Drawing/Drafting (MD), Multimedia (MM), Natural Resources Conservation (NR), Photography (ER), Spatial Information Technology (SP), Surveying (SU), Visual Communications (GA)

SUNY GENERAL EDUCATION APPROVED COURSES

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 Sciences (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 186**	SS 183	SS 131	EN 200	AR 100	FL 141	EN 103
MA 151	BI 172	EC 283	SS 283†	SS 184	SS 132	EN 231	AR 101	FL 142	EN 104
MA 154	BI 173	SS 264	SS 284†	SS 296		EN 232	AR 102	FL 143	EN 128
MA 157	BI 181	SS 278	SS 287**			EN 233	AR 150	FL 144	CO 181
MA 158	BI 182	SS 280	SS 293**			EN 234	AR 160	FL 147	
MA 160	CH 173	SS 281	SS 295**			EN 235	AR 210	FL 148	
	PH 171	SS 282				EN 239	AR 211	FL 171	
	SC 131	SS 291				EN 245	AR 220	FL 172	
	SC 135	SS 294				HU 250	AR 221	SL 101*	
	SC 137					HU 258	AR 230	SL 102*	
	SC 139					HU 266	AR 245		
	SC 143					HU 267	AR 275		
	SC 144					HU 271	MU 102		
	SC 145						TH 101		
	SC 146						TH 102		
	SC 151						TH 105		
	SC 161						TH 201		
	SC 162								
	SC 170								
	SC 171								

*Only for Early Childhood Education, Human Services, and Criminal Justice majors.

** For students scoring above 84 percent on Regents.

†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*	<u>3-4</u>
	15-16

Second Semester

EN 103 English I	3
AT 123 Intern. Comb. Engine Supp. Sys.**	3
SC 162 Intro. to Physics II	3
Mathematics or Elective*	3-4
Social Science Elective	3
Microcomputers	<u>3</u>
	18-19

SECOND YEAR

First Semester

EN 104 English II or	
EN 127 Technical English	3
AT 225 Automotive Chassis Systems**	3
Electives	6
Social Science Elective	3
Physical Education	<u>1</u>
	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	<u>1</u>
	15-16

**Course meets at the HFM Career and Technical Center (CTC). Students make own transportation arrangements.

Suggested Electives: BU 101, 103, EL 125, MA 144, MD 171.

*Math placement depending upon preparation, competence at level of MA 142 or higher required.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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	3
	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**	2-3
Microcomputers	3
	17-18

*Course meets at the HFM Career and Technical Center (CTC). Students make own transportation arrangements.

**Business course recommended.

Minimum of 32 semester hours required to complete this program.

BUSINESS: ACCOUNTING (A.A.S.)

APC — 0630

The Accounting Program provides the basic principles and procedures which are readily applicable to the problems students will meet in the business world of accountants and cost analyst trainees in numerous areas such as industry, finance, insurance, banking and government on the junior-management level.

FIRST YEAR

First Semester

EN 103 English I	3
BU 101 Principles of Business	3
BU 103 Mathematics of Business Finance	3
BU 121 Principles of Accounting I	4
Microcomputers	3
	<u>16</u>

Second Semester

EN 104 English II	3
BU 122 Principles of Accounting II	4
EC 180 Intro. to Economics	3
Social Science Elective	3
Mathematics Elective	3-4
	<u>16-17</u>

SECOND YEAR

First Semester

BU 221 Intermediate Accounting I	4
BU 171 Business Law I or	
BU 172 Business Law II	3
BU 224 Cost Accounting	3
Elective**	3
Elective**	3
Physical Education	1
	<u>17</u>

Second Semester

BU 222 Intermediate Accounting II	4
Science Elective	3-4
Liberal Arts Elective	3
Electives**	4
Physical Education	1
	<u>15-16</u>

*EC 281, 282 strongly recommended for transfer students.

**Suggested Electives: BU, MA, CS.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

BUSINESS: BUSINESS ADMINISTRATION (A.A.S.)

APC — 0632

The Business Administration Program is designed to provide an exposure to various areas of business-related operations. It allows for Business electives in Sales/Retailing, Mid-Management, or General Finance. The program provides a foundation for middle management positions in the field of insurance, retailing, banking, civil service, finance, sales, or administrative management in various types of organizations.

FIRST YEAR

First Semester

EN 103 English I	3
BU 101 Principles of Business	3
BU 103 Mathematics of Business Finance	3
BU 121 Principles of Accounting I	4
Microcomputers	3
	<u>16</u>

Second Semester

EN 104 English II	3
BU 122 Principles of Accounting II	4
Social Science Elective	3
Mathematics Elective	3-4
Elective**	<u>2-3</u>
	15-17

SECOND YEAR

First Semester

EC 180 Intro. to Economics	3
Science Elective	3
BU Electives*	6
Elective**	3
Physical Education	<u>1</u>
	16

Second Semester

Liberal Arts Elective	3
BU Electives*	6
Electives**	7
Physical Education	<u>1</u>
	17

**Students interested in pursuing a career in Sales/Retailing, General Finance, or Management should work closely with an academic advisor.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

American Institute of Banking students should work closely with an academic advisor in selecting courses after submitting AIB course work for advanced placement and/or credit.

Students planning to transfer should select their liberal arts and sciences to meet the requirements of the four-year institutions which they plan to attend. EC 282 and 283 are strongly recommended. Also see A.S. program.

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 Principles of Accounting I	4
EC 282 Macroeconomics	3
MA 160 Statistics	3
Social Science Elective	3
	<u>16</u>

Second Semester

EN 104 English II	3
EC 283 Microeconomics	3
BU 122 Principles of Accounting II	4
Math Elective**	3-4
Liberal Arts Elective*	3
	<u>16-17</u>

SECOND YEAR

First Semester

BU 171 Business Law I	3
CS Elective	3
Business Elective	3
Liberal Arts Elective*	3
Science Elective	3-4
Physical Education	1

Second Semester

BU 261 Managerial Accounting	3
Liberal Arts Elective*	3
Electives***	7
Physical Education	1
	<u>14</u>

16-17

*SS 281, 291, 183-4, and 283-4 or EN 132 recommended.

**MA 154 Pre-calculus math level or higher (many colleges require Calculus).

***Business courses are recommended, including CS 104; however, some credits may need to be Liberal Arts for 30-credit total.

Minimum of 62 semester hours required to complete this program, plus two hours of physical education.

Business 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.

COMMUNICATIONS AND MEDIA ARTS (A.A.)

APC — 0501

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
ER 110 College Research	1
MA-150 or higher*	3-4
EN 103 English I	3
CS 104 or higher	3
	16-17

Second Semester

CO 231 Journalism	3
CO 254 Television Production	3
EN 104 English II	3
Physical Education	1
Science Elective	3-4
Liberal Arts Elective**	2
	16-17

SECOND YEAR

First Semester

CO 264 Advanced TV Production	3
CO 241 Online Journalism	3
SS 291 General Psychology or	
SS 281 Intro. to Sociology	3
Physical Education	1
Liberal Arts Elective	3
Elective***	3
	16

Second Semester

CO 220 Public Relations	3
EN 132 Speech	3
SS 284 American History	3
Elective****	3
Liberal Arts Elective**	3
	15

*Students should check Mathematics requirements of transfer institution.

**In order to graduate, students must complete coursework in seven out of the ten General Education categories.

***IN 293 Internship Recommended.

****BU 141 recommended for students interested in developing a background in advertising.

Minimum of 62 semester hours required to complete this program. 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.

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.

Graduates will have sufficient knowledge to function as information system specialists who will be able to implement and modify a computer information system using application software packages, write program modules using a business or procedural language, and install and support maintenance of computer hardware and software in a stand alone or networked environment.

FIRST YEAR

First Semester

EN 103 English I	3
CS 104 Microcomputer Productivity I or	
CS 106 Microcomputer Productivity II	3
CS 115 Intro to Computer Logic	3
Liberal Arts Elective	3
MA 151 or higher	3-4
Physical Education	1
	16-17

Second Semester

EN 104 English II	3
CS 125 C++ Programming	3
CS 140 Computerized Information	
Systems Management	3
CS 160 Database Design & Management	3
BU 121 Accounting I	4
	16

SECOND YEAR

First Semester

CS 121 COBOL Programming or	
CS 129 Visual Basic Programming	3
CS 240 Systems Operations I: PC	3
CS 233 Advanced Programming	
Techniques & Data Structures	3
Social Science Elective	3
Elective*	2-4
Physical Education	1
	15-17

Second Semester

CS 121 COBOL Programming or	
CS 129 Visual Basic Programming or	
CS 131 Introduction to Object Oriented	
Programming using JAVA	3
CS 135 Systems Analysis & Design	3
CS 241 Systems Operation II:	
Multi-user Environment	3
CS 289 Professional Development Seminar ..	2
Science Elective	3-4
Elective**	3
	17-18

*BU 122, 137 or CS 202 required.

**May be required to be Liberal Arts Elective in order to meet Liberal Arts Requirement. If not, BU or CS elective is recommended.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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 business or procedural languages and applications.

FIRST YEAR

First Semester

EN 103 English I	3
CS 115 Intro to Computer Logic	3
CS 104 Microcomputer Productivity I or	
CS 106 Microcomputer Productivity II	3
MA 157 A. Geo. & Calculus I	4
Science Elective	3-4
	16-17

Second Semester

EN 104 English II	3
CS 125 C++ Programming	3
MA 158 A. Geo. & Calculus II	4
Electives*	2-3
Science Elective	3-4
	15-17

SECOND YEAR

First Semester

CS 121 COBOL Programming or	
CS 129 Visual Basic Programming	3
CS 233 Advanced Programming	
Techniques & Data Structures	3
Mathematics Elective*	3-4
Social Science Elective	3
Electives*	3
Physical Education	1
	16-17

Second Semester

CS 131 Introduction to Object Oriented	
Programming using JAVA or	
CS 113 Programming Assembly Language ...	3
CS 135 Systems Analysis & Design	3
Electives*	6-7
Social Science Elective	3
Physical Education	1
	16-17

*Refer to transfer institution requirements.

**Students should work closely with an academic advisor and refer to transfer institution requirements when selecting electives.

Minimum of 64 semester hours required to complete this program, which must include 30 semester hours in liberal arts and sciences, plus two hours of physical education.

The following are recommended electives for students interested in pursuing careers in mathematical and scientific applications: BU 101, 121, 122, 141, 152, 160, 179, CS 113, 120, 121, 122, 124, 129, 131, 160, 202, 240, 241, 289, EC 282, 283, EL 232, 236, MA 160.

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 Logic	3
TC 131 Cisco I	4
MA 151 or MA 157	4
	18

Second Semester

EL 229 Electronics I	4
EN 104 English II	3
TC 132 Cisco II	4
MA 154 or MA 158	4
Physical Education	1
	16

SECOND YEAR

First Semester

TC 133 Cisco III	4
EL 132 Digital Electronics	3
CS 125 Programming C++	3
SC 161 or PH 171	3-4
Social Science Elective	2

Second Semester

TC 134 Cisco IV	4
EL 236 Microprocessors	4
SC 162 or PH 172	3-4
Social Science Elective	3
Physical Education	1
	15-16

CS 104 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 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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.

First Semester

EN 103 English I or	
BU 137 Business Communication	3
MA 147 Algebra or Higher	3-4
CS 104 Microcomputer Productivity I or	
CS 106 Microcomputer Productivity II	3
CS 140 Comp. Info. Sys. Mgt.	3
CS 240 Systems Operations I: PC	3
	15-16

Second Semester

GA 102 Web Page Design	3
CS 160 Database Design & Mgt.	3
CS 202 Advanced Spreadsheets	3
CS 241 Systems Operations II: Multi-user	3
BU Elective*	3-4
	15-16

*Students should work closely with an academic advisor/program faculty when selecting elective.

Internship is recommended.

Minimum of 30 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*	3-4
Microcomputers	3
	16-17

Second Semester

EN 104 English II or EN 127 Technical English	3
CT 122 Light Frame I**	3
CT 225 Masonry, Concrete & Steel**	3
Elective*	2-3
Math or Elective*	3-4
Social Science Elective*	3
	17-19

SECOND YEAR

First Semester

CT 123 Light Frame II**	3
CT 226 Plumbing & Climate Control	3
CT 229 Electrical Wiring**	3
SC 161 Intro. to Physics I*	3
CT 230 Principles of Soils	3
Physical Education	1
	16

Second Semester

CT 228 Estimating	3
SU 101 Surveying	3
MD 180 Intermediate Architectural Drafting	3
Social Science Elective	3
Elective*	3
Physical Education	1
	16

*Math placement depending upon preparation, competence at level of MA 142 or higher required.

**Course meets at sites other than main campus. Students make own transportation arrangements.

Suggested Electives: CT 243, 245, 250, BU 101, 103, 121, 171, EN 101, MA 144, 151, EL125.

Minimum of 65 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

CRAFTS MANAGEMENT (A.A.S.)

APC — 0417

The Crafts Management Program is designed for students who wish to learn how to design, produce, and sell quality craft products. This program also provides the flexibility to allow students to transfer to baccalaureate degree programs in related fields. This program will meet the needs of the student who desires to achieve the background necessary to begin their own business in any artistic venture, i.e., craft shop, pottery shop, print-making shop, etc.

FIRST YEAR

First Semester

EN 103 English I	3
AR 210 Drawing I	3
AR 150 2D Design	3
Social Sciences Elective	3
Science Elective	3-4
Physical Education	1
	<u>16-17</u>

Second Semester

EN 104 English II	3
AR 211 Drawing II	3
AR 160 3D Design	3
BU 103 Math of Business Finance	3
Social Science Elective	3
Physical Education	1
	<u>16</u>

SECOND YEAR

First Semester

BU 121 Accounting	4
AR 295 Gallery Management	3
Elective*	3
Mathematics Elective	3-4
Elective**	3
	<u>16-17</u>

Second Semester

BU 165 Small Business Management	3
BU 171 Business Law	3
Elective*	3
Elective*	3
Elective	2-3
	<u>14-15</u>

*Four Electives must be selected from the following: AR 100, 200, 220, 221, 275, 300, ER 101, 102.

**Suggested Elective: BU 137, 140, or 141.

Minimum of 62 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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.

FIRST YEAR

First Semester

EN 103 English I	3
CJ 103 Criminal Law	3
CJ 106 Intro. to Criminal Justice	3
SS 281 Intro. to Sociology	3
Science*	3-4
	15-16

Second Semester

EN 104 English II	3
CJ 104 Constitutional Law	3
CJ 105 Principles of Criminal Investigation ...	3
SS 291 General Psychology	3
Mathematics (MA 160 suggested)	3-4
Microcomputers	3
	18-19

SECOND YEAR

First Semester

EN 132 Speech	3
CJ 209 Criminology	3
CJ 112 Intro. to Police Org. & Mgt.	3
CJ Elective	3
Elective**	2-3
Physical Education	1
	15-16

Second Semester

CJ 107 Police Community Relations	3
CJ 111 Intro. to Public Administration	3
HU 258 Ethics or Liberal Arts Elective	3
Social Science Elective	3
Elective*	3
Physical Education	1
	16

*SC 130 suggested.

**Recommended Electives: CJ 208, 121, 260, 299.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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 103 Criminal Law	3
CJ 106 Intro. to Criminal Justice	3
CJ 112 Intro. to Police Organization & Management	3
SS 291 General Psychology	3
CS 104 Microcomputers	3
	18

Second Semester

EN 104 English II	3
CJ 104 Constitutional Law	3
CJ 105 Principles of Criminal Investigation	3
CJ 107 Police-Community Relations <u>or</u>	
CJ 208 Intro. to Juvenile Delinquency <u>or</u>	
CJ 121 Intro. to Corrections	3
SS 281 Intro. to Sociology	3
Mathematics (Strongly Suggested MA 160 Statistics)	3-4
	18-19

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*	3-4
Elective**	3
Physical Education	1
	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*	3-4
Physical Education	1
	16-17

SECOND YEAR

First Semester

SS 281 Sociology	3
ED 298 Early Childhood Internship	4
ED Elective**	3
Humanities Elective**	3
Elective**	3
	16

Second Semester

ED Elective***	3
ED 299 Early Childhood Internship	4
Humanities or Social Science**	3
Mathematics or Science*	3-4
Elective**	3
	16-17

*Must include at least 3 semester hours of mathematics and at least 3 semester hours of science.

**Recommended electives: Humanities: FL 143, 144, 243, 244
 Social Science: SS 292, 294
 Open electives: HE 135, 136, HD 221, HS 251

***ED Electives: ED 225, 250, 275, 280.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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*	3
	6

First Semester

EN 103 English I	3
ED 185 Early Childhood Curriculum	3
ED 298 Early Childhood Internship	4
SS 298 Child Development*	3
	13

Second Semester

ED 180 Safety, Health & Nutrition in Early Childhood	3
ED Elective**	3
ED Elective**	3
ED 299 Early Childhood Internship	4
	13

*Students may take EN 103 during the summer, SS 291 during the first semester and 298 during the second semester.

**ED Electives: ED 225, 250, 275, 280.

Minimum of 32 semester hours required to complete this program.

ELECTRICAL TECHNOLOGY (A.A.S.)

APC — 0555

This program is designed for those students who plan to seek employment after two years at Fulton-Montgomery Community College as engineering technicians, electrical draftsmen, lab assistants and service technicians. The program also prepares students for transfer into bachelor of technology programs. An interest in electricity and electronics and a degree of manual dexterity are assets. Students in this program may be required to provide their own electronic calculators and small hand tools.

Prerequisite: High school algebra. Trigonometry and physics are recommended. If a student's math-science level of competence does not equal or exceed the prerequisite, that student should consider a pre-technology course of study.

FIRST YEAR

First Semester

EL 125 Electricity I	4
EL 132 Digital Electronics	4
MA 151 Inter Algebra <u>or</u>	
MA 157 A. Geo. & Calculus I	4
CS 104/106 Microcomputers	3
Physical Education	<u>1</u>
	16

Second Semester

EL 229 Electronics I	4
EL 126 Electricity II	4
MA 154 Precalculus <u>or</u>	
MA 158 A. Geo. & Calculus II	4
Social Science Elective	3
EN 103 English I	<u>3</u>
	18

SECOND YEAR

First Semester

EL 230 Linear Electronics	3
SC 161 Intro. to Physics <u>or</u>	
PH 171 Physics I	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 Fiber Optics	3
EN 104 English II <u>or</u>	
EN 127 Technical English	3
EL 236 Microprocessors	4
EL 234 Telecommunications	4
SC 162 Intro. to Physics <u>or</u>	
PH 172 Physics II	<u>3-4</u>
	17-18

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 69 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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*	4
CS 104/106 Microcomputers	3
	15

Second Semester

EL 129 Fiber Optics Technology	3
Electrical Elective	3-5
EL 234 Telecommunications	4
EL 229 Electronics I	4
	14-16

*MA 142 or higher; MA 161 recommended.

Electives include: EL courses, TC courses, MD 174.

Minimum of 29 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
Physical Education	1
	16

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*	3-4
CS 125 Computer Programming (C++)**	3
	17-18

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
Social Science Elective***	3
Physical Education	1
	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*	3-4
Social Science Elective***	3
	17-18

*If two electives are chosen, at least one must be from the following: MD171, 174; BI171, BI173; BI181-182. It is strongly recommended that students planning to transfer to a four-year institution take MA 259.

**May be postponed until the second year.

***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 68 semester hours required to complete this program.

ENVIRONMENTAL STUDIES (A.S.)

APC — 1016

This program is designed for students who plan to transfer and continue their studies leading to bachelor's degree in any branch of Environmental Studies. Preparation for the professional field of Environmental Studies leading to a variety of careers in industry, government, research or teaching can be initiated with this program.

FIRST YEAR

First Semester

EN 103 English I	3
BI 171 Modern Biology	4
CH 173 Fund. of Chemistry I	4
SC 181 Intro. Environmental Science	3
Physical Education	1
	15

Second Semester

EN 104 English II	3
BI 172 Plant Biology <u>or</u>	
BI 173 Animal Biology <u>or</u>	
SC 143 Earth Systems*	3-4
CH 174 Fund. of Chemistry II	4
MA 157 A, Geo. & Calculus I	4
Physical Education	1
	15-16

SECOND YEAR

First Semester

MA 160 Statistics <u>or</u>	
MA 158 A, Geo. & Calculus II*	3-4
PH 171 Physics I	4
CH 221 Organic Chemistry I	4
Social Science Elective	3
Elective**	3
	17-18

Second Semester

BI 276 Ecology	3
PH 172 Physics II <u>or</u>	
SC 131 Environmental Physics*	3-4
Social Science Elective	3
Electives**	6
	15-16

*Students are advised to select courses, in consultation with Environmental Studies program faculty, to meet the requirements of the transfer institution.

**Suggested Electives: MA 158, 160, PH 172, SC 131, CH 222, BI 172, 173, SC 143, 144, HU 258, NR 241, 242, 250, SS 383, EC 180

Minimum of 62 semester hours required to complete this program.

FINE ARTS (A.A.)

APC — 0664

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

EN 103 English I	3
AR 210 Drawing I	3
AR 150 2D Design	3
Social Science Elective	3
Science Elective	3-4
Physical Education	1
	16-17

Second Semester

EN 104 English II	3
AR 211 Drawing II	3
AR 160 3D Design	3
Social Science Elective	3
Mathematics Elective	3-4
Physical Education	1
	16-17

SECOND YEAR

First Semester

AR 220 Painting	3
Humanities Elective	3
Math or Science Elective	3-4
Art Elective**	3
Elective*	3
	15-16

Second Semester

AR 300 Art Seminar	3
Social Science Elective	3
Art Elective**	3
Electives*	6
	15

*Electives should be selected to conform to the program requirements of the college or university to which the student plans to transfer.

**Art electives may be selected from the following: AR 101, 102, 200, 221, 230, 245, 161, 162, 275, 295, 296, GA 110, 124, 125, CO 254.

Minimum of 62 semester hours required to complete this program.

FOOD SERVICE ADMINISTRATION (A.A.S.)

APC — 0570

The Food Service Administration curriculum is a Hospitality Management Program designed to develop technical competence and prepare students for supervisory positions in the hospitality, restaurant industries. It allows for career electives in Restaurant Management, Diet and Nutrition or, Hotel/Motel Administration. As the third largest industry in the world, food service is still growing. The need for skilled management increases as technology increases. This program is the first step to a challenging job in a recession-proof industry.

FIRST YEAR

First Semester

EN 103 English I	3
FS 101 Intro. to Restaurant Management	1
FS 111 Intro. to Safety & Sanitation	2
FS 122 Basic Culinary Skills	3
HE 121 Nutrition	3
SC 139 Intro. to Biology I or	
SC 170 Intro. Chemistry I or	
BI 171 Modern Biology or	
BI 181 Anatomy & Physiology I	3-4
	15-16

Second Semester

EN 104 English II or	
EN 127 Technical English	3
FS 123 Food Purchasing	3
FS 124 Advanced Culinary Skills	3
BU 103 Math of Business Finance	3
HE 125 Advanced Nutrition or	
Liberal Arts Elective	3
Microcomputers	3
	18

SECOND YEAR

First Semester

FS 225 Cost Control	3
FS 224 Service and Hospitality Management	3
Social Science Elective	3
Career Electives or Seminar	6
Physical Education	1
	16

Second Semester

FS 227 Restaurant Organization & Mgt	3
FS 248; 258, 268, or 240, 280 Seminar	3
FS 298 Internship	3
Career Elective	3
Liberal Arts Elective	3
Physical Education	1
	16

-Students interested in pursuing a career in Restaurant Management, Culinary Foods, Nutrition & Diet Therapy, or Hotel/Motel Administration should work closely with an academic advisor.

-Course may meet at site other than main campus. Students make own transportation arrangements. Students are required to purchase and maintain supportive utensils and clothing.

Recommended Electives: BU101, 122, 171, 153, 140, 137, FS126, 226, MA150, 160, SC131, 172, BI181, 182.

-Culinary courses are approved by the American Culinary Federation.

-Students completing courses also receive a certificate from the National Restaurant Association and may apply courses toward the Management Development Diploma of the NRA.

Minimum of 65 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

QUANTITY FOOD PRODUCTION (Certificate)

APC — 0044

This program leads to a certificate in Quantity Food Production at the end of one year. 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 practical hands-on experience in food selection and preparation, purchasing, cost control, hospitality management, and nutrition. An internship in the food industry is required.

Students will be prepared for positions in all areas of quantity foods: preparation, receiving, operations, purchasing and service. Graduates may be employed by owner-operated restaurants, chain restaurants, contractual food service companies, and other agencies associated with the production of food.

CERTIFICATE CORE

First Semester

FS 101 Introduction to Restaurant Management	1
FS 111 Introduction to Safety & Sanitation	2
FS 122 Basic Culinary Skills	3
FS 225 Wine & Beverage Cost Control	3
FS 224 Service & Hospitality Management	3
	<u>12</u>

Second Semester

FS 123 Food Purchasing	3
FS 124 Advanced Culinary Skills	3
FS 298 Internship*	3
Microcomputers	3
FS 299, or FS Elective, or Seminar*	3
Elective**	3
	<u>18</u>

*Students taking three semester hours of FS 298 Internship must take a three-semester-hour FS elective for a total of six credits.

**Suggested electives: FS 226, 227, 240, 248, 258, 268, 280, HA 160, HA 175, HE 121, or FS 299, BU 101, 122, EN 103.

Culinary Courses are approved by the American Culinary Federation.

Minimum of 30 semester hours required to complete this program.

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.

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 <u>or</u>	
BU 103 Mathematics of Business Finance	3-4
Elective**	3
	13-14

Second Semester

English Elective	3
Science Elective	3-4
Humanities Elective	3
Mathematics Elective <u>or</u>	
BU 103 Mathematics of Business Finance	3-4
Elective	3
	15-17

*Students pursuing a GED through the college credit program option must work closely with an academic advisor.

**CS 104 or CS 106 recommended.

A minimum of 28 semester-hours must be completed.

GRAPHIC COMMUNICATIONS SALES & MARKETING (A.A.S.)

APC — 1461

Graphic images are communicated in modern society using a variety of media. Advertisements, magazines, newspapers, printed materials and creative packaging integrate art, 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 technology skills in order to succeed in the graphic communications business world. The combination of computer technology, software, photography and graphic communications technical skills provides students with a solid foundation for employment in the field. In addition, the program is versatile and allows students to enter the printing and publishing industry through a variety of channels. Basic business courses and concepts are introduced to bridge desktop publishing technology into the business world. Creative technical and business tools are provided to begin careers in print sales, graphic computer and newspaper sales. Also, positions as print marketing specialists, customer service representatives, printing production coordinators, web page designers and entrepreneurship opportunities are available throughout the industry.

FIRST YEAR

First Semester

EN 103 English I	3
GA 101 Intro. to Graphic Comm. Technology.....	3
BU 101 Principles of Business	3
ER 101 Principles of Photography	3
Keyboarding/Computer Applications Option*	3
AR 150 Two Dimensional Design	3
Physical Education	1
	16-19

Second Semester

GA 103 Graphic Comm & Elect Publishing ...	3
GA 104 Comp. & Desktop Publishing Sys	3
EN 104 English II or	
EN 127 Technical English	3
MA 142 Mathematics or higher**	3-4
BU 141 Marketing	3
Physical Education	1
	16-17

SECOND YEAR

First Semester

GA 205 Graphic Arts Layout & Design	3
BU 137 Business Communications	3
ER 101 Principles of Photography or	
Graphic Arts Elective	3
GA 102 Web Page Design	3
Elective	3
Social Science Elective	3
	18

Second Semester

GA 207 Entrepreneurship & Management	3
BU 170 Principles of Advertising	3
BU 145 Salesmanship	3
Liberal Arts Elective	3
Social Science Elective	3
	15

*Keyboarding/Computer Applications options: BU 100, CS 101, CS 104, CS 106.

**Mathematics placement dependent upon preparation competence at level of MA142 or higher required.

Three credits of course work to be selected from AR 101, AR 125, AR 210.

Suggested electives: GA 121, GA 122, GA 124, GA 125, GA 201, FA 206, GA 208, GA 209, GA 210, ER 102, 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 sciences, plus two hours of physical education.

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

<i>First Semester</i>		<i>Second Semester</i>	
EN 103 English I	3	EN 104 English II	3
PE 201 Intro. to H.P.E.R.	3	CS 104/106 Micro Computer Productivity	3
PE Activity	1	PE 250 Series	2
HE 135 Personal Health	3	HE 136 Safety & First Aid	3
General Psychology	3	Elective*	3
SC 137 Human Biology or		Math Elective	3-4
BI 171 Modern Biology	3-4		
	16-17		17-18

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
PE 250 Series or Elective*	2-3	PE Activities or HE Elective or	
BI 181 Anatomy & Physiology***	4	Elective**	3
Elective	3	BI 182 Anatomy & Physiology II***	4
Elective	3	Elective	3
Elective	3-4	Elective	3
PE Activity	1	Elective	3-4
	16-18		16-17

*Math 150 or higher (excluding MA 160).

**The following electives are recommended: EN 132, HD 221, HE 121, 125, 237, MA 160, PE 236, RE 235, SS281.

***May be taken during the first year.

Three additional unique General Education electives are required (chosen from 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. 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 121, 125, 235, 237.

RECREATION STUDIES: MA 160, EN 132, HD 221, RE 235, and four PE activity credits, Social Science electives: SS 281. Additional electives from Art, Music, Theater, ED 282, 283, CO 220, 231 suggested.

EXERCISE STUDIES: EN 132, CH 173-174, HD 221, HE 121, 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.

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 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

For admission to the Honors Program, a student must meet the following requirements: submit a letter of application to the academic dean for admission to the Honors Program and one academic letter of reference supporting the student's candidacy for the Honors Program; approval of the Honors Program Committee.

Program Requirements

Requirements for all Honors Concentration Degrees: admittance into the Honors Program; 3.5 cumulative grade point average; the Honors Seminar; three courses with either Honors or Honors Options designation. Two of the Honors or Honors Option courses must be from the student's declared major. The third Honors or Honors Option course must be from a discipline other than the student's declared major.

In the case of Liberal Arts: General Studies, students must complete 2 Honors or Honors Option courses in a chosen area of concentration.

In the case of Nursing: students have the option of completing two (2) separate and distinct honor options within one (1) Nursing Science course (NU105, NU106, NU205 or NU206).

Associate in Arts

Associate in Science

Associate in Applied Science

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	1
	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 104/106 Microcomputers	3
Human Services Elective**	3
Physical Education	1
	16

SECOND YEAR

First Semester

HS 298 Human Services Internship	4
MA 160 Statistics <u>or</u>	
Math Elective	3-4
Elective*	3
Human Service Elective**	3
Psychology/Sociology Elective***	3
	16-17

Second Semester

HS 299 Human Services Internship	4
HD 221 Human Rel. & Group Dynamics	3
Psychology/Sociology Elective***	3
Elective*	3
Elective*	3
	16

*Suggested Electives: Foreign Languages, Early Childhood Education, Health Education, Criminal Justice, HU 258, SS 280, 282, 283, 284, 382, EC 180.

**Two from the following Human Service Electives required: HS 211, 231, 243, 251, 265.

***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 hours of physical education.

-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 104 Microcomputer Productivity I <u>or</u>	
CS 106 Microcomputer Productivity II	3
	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	3
	15

SECOND YEAR

First Semester

Human Services Elective*	3
SS 294 Sociology of the Family	3
MA 160 Statistics	3
Humanities Elective**	3
SS 292 Abnormal Psychology	3
Physical Education	1
	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 System	3
Human Services Electives*	6
Liberal Arts Elective***	3
Physical Education	1
	16

*Human Services Electives: HS 211, 231, 243, 251, 265.

**Humanities Electives: HU 250, 258, FL 143-144 or FL 243-244 recommended.

***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 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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*	3
	<hr/> 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	3-4
	<hr/> 15-16

Summer Session

HS 298 Human Services Internship	4
HS Elective	3
	<hr/> 7

*Human Services Electives: HS 211, 231, 243, 251, 265, CS 104/106.

Minimum of 37 semester hours required to complete this program.

INDIVIDUAL STUDIES: Associate in Occupational Studies (A.O.S.)

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**	3-4
MD 171 Introduction to Architectural Drafting	3
MD 174 Computer-Aided Drafting	3
	17-18

Second Semester

CL 192	8
CL 200 Career Search	1
Math by advisement**	4
Microcomputers	3
	16

SECOND YEAR

First Semester

CL 193	8
EN 103 English I	3
Electives	3-4
	14-15

Second Semester

CL 194	8
MD 180 Intermediate Architectural Drafting	3
Electives	2-4
	13-15

CL 191, 192, 193 & 194 each entails 180 hours of hands-on, off-campus learning.

*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.

**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

CL 191	8
BI 181 Anatomy and Physiology I	4
HE 136 First Aid	3
OT 283 Medical Terminology	3
	18

Second Semester

CL 192	8
CE 200 Career Search	1
BI 182 Anatomy & Physiology II	4
Approved Electives	3-4
	16-17

CL 191, 192, 193 & 194 each entails 180 hours of hands-on, off-campus learning.

Program Total 34-35 credits.

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.)

LEGAL OFFICE ASSISTANT (A.A.S.)

APC — 1606

Legal Office Assistant is a two-year program designed to develop competencies not only in general office work, but also with the necessary legal background to allow students to perform limited paralegal work with emphasis on legal research abilities.

Students will receive training in areas identified as important by area law offices such as Keyboarding, Microcomputers, Word Processing, Legal Administration Support Procedures, as well as meet the core requirements for A.A.S. degree. Legal emphasis will be more intense with Business Law, Legal Terminology, Legal Dictation, Legal Document Production, specific areas of Real Estate, Estate and Trusts, Introduction to Legal Assisting, and Legal Research and Writing.

Students will be able to perform regular office duties but in addition will have the ability to do legal research duties and will have a strong background in the particular areas of Real Estate and Estate Trusts.

FIRST YEAR

First Semester

EN 103 English I	3
OT 133/134 Intermediate Keyboarding*	3
CS 104 or CS 106 Microcomputers	3
Physical Education	1
LE 101 Intro. to Legal Assisting	3
OT 239 Intro. Office Systems & Tech.	3
	16

Second Semester

English Elective	3
OT 273 Legal Terminology	1
OT 274 Legal Dictation	1
OT 275 Legal Document Production	1
OT 244 Word Processing Applic.(WordPerfect) ..	3
Physical Education	1
Liberal Arts Elective	3
HD 221 Human Relations/Gr. Dynamics	3
	16

SECOND YEAR

First Semester

BU 171 Business Law I	3
OT 241 Word Processing Applic. (Word)	3
Math/Science Elective**	3-4
LE 227 Estate & Trusts	3
OT 235 Admin. Support Proc.	3
	15-16

Second Semester

LE 102 Legal Research & Writing	3
Social Science Elective	3
OT 276 Legal Office Support Proc. I	3
Math/ Science Elective**	3-4
OT/BU Elective	3
LE 201 Real Estate	3
	18-19

Strongly suggest the following electives: BU 125, 137, EN 127, OT 255.

*Depending on preparation OT 133 may be needed, OT 134 required for graduation.

**Strongly advise that if a Math is taken in the first semester, a Science should be taken in the next semester or (vice-versa).

Suggested Math electives: MA 151, 160.

Minimum of 65 semester hours required for graduation (68 if OT 133 needed), which must include 20 semester hours in liberal arts and science, plus two semester hours of physical education.

LEGAL OFFICE CLERK (Certificate)

APC — 1499

Legal Office Clerk is a certificate program to be completed in two semesters. This program will prepare students for basic office work in a law firm. Skill courses such as keyboarding, word processing, and microcomputers will be required as well as the core business courses, Business Communications, Office Accounting, and Administrative Support Procedures. In addition, the following legal courses will be required: Business Law, Legal Terminology, Legal Dictation Production, Legal Administration Support Procedures, and Introduction to Legal Assisting.

Students will be trained for an entry-level position in the legal office environment and will be able to transfer those credits toward a two-year degree.

Program prerequisite: OT 133 Beginning Keyboarding or equivalent.

First Semester

OT 134 Intermediate Keyboarding*	3
BU 171 Business Law I	3
OT 235 Administrative Support Procedures I	3
BU 125 Office Accounting	3
LE 101 Introduction to Legal Assisting	3
CS 104 or CS 106 Microcomputers	3
	<hr/> 18

Second Semester

OT 273 Legal Terminology	1
OT 274 Legal Dictation	1
OT 275 Legal Document Production	1
OT 244 Word Processing Applications (WordPerfect)	3
BU 137 Business Communications	3
OT 139 Introduction to Office Systems & Technology	3
OT 276 Legal Administrative Support Procedures	3
	<hr/> 15

*A student must have completed OT 133 or equivalent.

Minimum of 33 credits required (36 if OT 133 needed).

LEGAL SECRETARY (A.A.S.)

APC — 0673

The Legal Secretary Program is a two year program providing students with extensive secretarial training with legal emphasis. In addition to the courses satisfying the A.A.S. requirements, students will receive the basic business courses: Keyboarding, Word Processing, Administrative Support Procedures, and Speedwriting. The legal emphasis reflects the need for secretary office work in the area legal firms - Legal Terminology, Legal Dictation, Legal Document Production, Introduction to Legal Assisting, Real Estate, Legal Office Support Procedures.

Students would be trained for secretarial level positions in the legal environment and would receive an A.A.S. in that field.

FIRST YEAR

First Semester

EN 103 English I	3
OT 133/134 Intermediate Keyboarding*	3
CS 104 or CS 106 Microcomputers	3
Physical Education	1
OT 235 Administrative Sup. Proc.	3
OT 139 Intro. Office Systems & Tech.	3
	16

Second Semester

English Elective**	3
OT 273 Legal Terminology	1
OT 274 Legal Dictation	1
OT 275 Legal Document Production	1
OT 244 Word Processing Applic. (WordPerfect) ..	3
Physical Education	1
Liberal Arts Elective	3
HD 221 Human Relations and Gr. Dynamics ..	3

16

SECOND YEAR

First Semester

BU 137 Business Communications	3
OT 241 Word Processing Applic. (Word)	3
Math or Science Elective	3-4
BU 130 Speedwriting	3
BU 171 Business Law	3
	15-16

Second Semester

LE 201 Real Estate	3
OT 276 Legal Office Support Proc. I	3
Social Science Elective	3
BU Electives	5-6
Liberal Arts Elective	3

17-18

Strongly suggest the following electives: OT 255, BU 125, EN 127, MA 151, 160.

*Depending on preparation OT 133 Beginning Keyboarding may be required. Completion of OT 134 required for graduation.

**Higher than EN 103

***If needed.

Minimum of 64 semester hours required for graduation (67 if OT 133 needed), which must include 20 semester hours in liberal arts and science, plus two semester hours of physical education.

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*	3
Elective	3
Physical Education	1
	16-17

Second Semester

EN 104 English II	3
Social Science Elective	3
Science Elective	3-4
Liberal Arts Elective*	3
Elective	3
Physical Education	1
	16-17

SECOND YEAR

First Semester

Humanities Elective	3
Math or Science Elective	3-4
Liberal Arts Electives*	6
Elective	3
	15-16

Second Semester

Humanities Elective	3
Social Science Elective	3
Liberal Arts Electives*	6
Electives	3
	15

Mathematics elective should be MA 150 or higher.

*Liberal Arts electives should be selected so as to produce a balance among the areas of Humanities, Social Sciences, and Math/Science.

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.

LIBERAL ARTS AND SCIENCES: HUMANITIES (A.A.)

APC — 0201

This program is designed primarily for those students who plan to transfer to four-year colleges in programs leading to bachelor's degrees in English, in Foreign Languages, in Theater, in Communications, in Philosophy, or in other related fields.

FIRST YEAR

First Semester

EN 103 English I	3
SS 183 Western Civilization I <u>or</u>	
SS 283 American History I	3
Foreign Language*	3
Mathematics <u>or</u> Science	3-4
Elective	3
Physical Education	1

16-17

Second Semester

EN 104 English II	3
SS 184 Western Civilization II <u>or</u>	
SS 284 American History II	3
Foreign Language*	3
Mathematics <u>or</u> Science	3-4
Elective	3
Physical Education	1

16-17

SECOND YEAR

First Semester

Literature Elective	3
Social Science Elective	3
Elective	3
Mathematics <u>or</u> Science	3-4
Humanities Elective**	3

15-16

Second Semester

Literature Elective	3
Social Science Elective	3
Elective	3
Mathematics <u>or</u> Science	3-4
Humanities Elective**	3

15-16

*At least two intermediate-level courses in foreign language are recommended.

**This should include courses with AR, HU, MU, or TH designators.

Program completion requires minimum of 62 semester hours. All students must complete a minimum of 6 semester hours in Mathematics (MA 150 or higher) and 6 semester hours in Science. Students are advised to select electives based on transfer institution requirements. Students are advised to take microcomputer applications courses recommended by the Humanities faculty, as additional electives.

Students may, based on areas of interest and transfer institution requirements, develop Advisement Tracks in English, in Foreign Language, in Theater, or in Communications. Following are recommended Advisement Track courses:

ENGLISH: Literature Electives and Humanities Electives as well as Electives from the following courses: EN 231, 232, 233, 234, 235, 239, 245, 257, 200, 132

COMMUNICATIONS: Humanities Electives and Social Science Electives as well as Electives from the following courses: EN 132, AR 150, CO 171, 220, 231, 254, 264, SS 291, 281, 282

FOREIGN LANGUAGE: Minimum of 12 semester hours in a foreign language, including two courses at the intermediate or higher levels.

LITERATURE ELECTIVES: EN 231, 232; Social Science Electives: SS 294, 297.

THEATER: Humanities Electives and Electives: TH 101, 105, 201, 202, MU 101, 102, 201, EN 132, 245.

LIBERAL ARTS AND SCIENCES: MATHEMATICS (A.S.)

APC — 0221

This program is designed for students who plan to transfer and continue their studies in mathematics leading to a bachelor's degree. Preparation for the professional field of mathematics leading to a variety of careers in industry, government, research, or teaching can be initiated with this program.

FIRST YEAR

First Semester

EN 103 English I	3
MA 157 A. Geo. & Calculus I*	4
Foreign Language	3
Science**	4
Physical Education	1
	15

Second Semester

EN 104 English II	3
MA 158 A. Geo. & Calculus II	4
Foreign Language	3
Science**	4
Physical Education	1
	15

SECOND YEAR

First Semester

MA 257 A. Geo. & Calculus III	4
Science**	3-4
Humanities Elective	3
CS Elective***	3
Social Science Elective	3
	16-17

Second Semester

MA 258 Differential Equations	4
MA 259 Linear Algebra	3
Science**	3-4
Humanities Elective	3
Social Science Elective	3
	16-17

*Prerequisite courses available.

**PH 171-172 and two additional science courses with ES, PH, CH, and/or BI designations required.

***One computer programming course such as CS 120, 124, 125 or equivalent required.

Minimum of 62 semester hours required for graduation. Students are advised to select the electives based on the requirements of their transfer institutions.

LIBERAL ARTS AND SCIENCES: MATHEMATICS AND SCIENCE (A.S.)

APC — 0645

This program is designed for students who plan to transfer and continue their studies in programs leading to bachelor's degree with particular emphasis on advanced study in the sciences and mathematics. Preparation for the professional fields of mathematics, the sciences, medicine and dentistry as well as teaching science and mathematics on the elementary and secondary levels can be initiated with this program.

FIRST YEAR

First Semester

EN 103 English I	3
Social Science Elective*	3
Foreign Language	3
Mathematics**	3-4
Science***	3-4
Physical Education	1
	16-18

Second Semester

EN 104 English II	3
Social Science Elective*	3
Foreign Language	3
Mathematics**	3-4
Science***	3-4
Physical Education	1
	16-18

SECOND YEAR

First Semester

Mathematics**	3-4
Science***	3-4
Elective	3
Electives	6
	15-17

Second Semester

Mathematics**	3-4
Science	3-4
Elective	3
Electives	6
	15-17

*Social Science elective may be postponed until the second year.

**MA 151 or higher.

***Courses with BI, CH, ES, PH and/or SC designators except SC 121.

All students must complete 12 semester hours of Humanities (EN 103, 104, and six semester hours of foreign language), six semester hours of social science, four mathematics courses, four science courses, and two semester hours of physical education, and additional electives to total 62 semester hours. At least 30 semester hours must be selected from the liberal arts and sciences. Twelve semester hours of foreign languages are recommended.

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*	3
Foreign Language	3
Mathematics**	3-4
Science***	3-4
Physical Education	1
	16-18

Second Semester

EN 104 English II	3
Social Science Elective*	3
Foreign Language	3
Mathematics**	3-4
Science***	3-4
Physical Education	1
	16-18

SECOND YEAR

First Semester

Mathematics**	3-4
Science***	3-4
Science***	3-4
Humanities Elective	3
Elective****	2
	15-18

Second Semester

Mathematics**	3-4
Science***	3-4
Humanities Elective	3
Electives	6
	15-17

*Social Science elective may be postponed until the second year.

**Math courses must be selected from the following: MA154, 157, 158, 160, 257, 258, 259.

***At least four science courses must be those with BI, CH, ES and/or PH designators.

****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, 215, 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 120, 123 or 125; 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. 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.

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*	3
Foreign Language	3
Mathematics or Science	3-4
Elective	3-4
Physical Education	1
	16-18

Second Semester

EN 104 English II	3
Social Science Elective*	3
Foreign Language	3
Mathematics or Science	3-4
Elective	3-4
Physical Education	1
	16-18

SECOND YEAR

First Semester

Literature Elective	3
Social Science Elective*	3
Elective	3
Mathematics or Science	3-4
Social Science Elective	3
	15-16

Second Semester

Literature Elective	3
Social Science Elective*	3
Elective	3
Mathematics or Science	3-4
Social Science Elective	3
	15-16

Mathematics must be MA 150 or higher (MA 160 recommended). Students are encouraged to take twelve semester hours of a foreign language.

*Two courses must be from History and/or Political Science; two courses must be from Psychology and/or Sociology.

Minimum of 62 semester hours required to complete this program. 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 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 291, 292, 297, 281. 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 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.

LIBRARY TECHNICIAN (Certificate)

APC —1667

This program leads to a certificate after one year of study. It is designed to provide students with the skills needed to work in various library and research center settings including academic, school, public, and special libraries.

Prerequisites: OT 133 Beginning Keyboard or permission of instructor

FIRST YEAR

First Semester

BU 137 Business Communications	3
CS 104 or CS 106 Microcomp. Productivity ...	3
ER 110 Introduction to College Research	1
LB 101 Intro. to Library Services	3
LB 120 Public Services	3
LB 122 Audio Visual/Media Services	2

15

Second Semester

BU 298-299 Business Internship	6-8
ER 115 Internet Research Strategies	1
LB 124 Technical Services	3
LB 126 Information & Referral	3
OT 236 Admin. Support Procedures II	3

16-18

BU 298-299 Business Internship - A minimum of 3 internships at various types of libraries required.

Minimum of 31 semester hours required to complete this program.

LOGISTICS MANAGEMENT (A.A.S.)

APC — 1663

Students in this degree program will be prepared to enter the logistics, inventory control and retail fields. The program provides a comprehensive background in the areas of marketing and retail with particular emphasis on distribution.

FIRST YEAR

First Semester

EN 103 English I	3
BU 121 Principles of Accounting I	4
EC 180 Intro. to Economics	3
BU 101 Principles of Business	3
CS 104 or CS 106 Microcomp. Productivity ...	3
	<u>16</u>

Second Semester

EN104 English II	3
BU 122 Principles of Accounting II	4
BU 103 Business Math	3
BU 141 Marketing	3
Principles of Logistics	3
Physical Education	<u>1</u>
	17

SECOND YEAR

First Semester

BU 171 Business Law I	3
SP 120 Intro. to Geo. Info. Systems	3
*Math Elective	3-4
BU 183 Purchasing	3
LA Elective	3
Physical Education	<u>1</u>
	16-17

Second Semester

BU 252 Operations Management	3
BU 287 Inventory Management	3
BU 243 Retail Management	3
Science Elective	3
Social Science Elective	3
Elective** or	
Elective***	<u>3-4</u>
	18-19

*Recommended MA160

**Recommended Social Science Elective - SS281 or SS291

***Recommended Free Elective - BU151, BU145, or SP220 (4-credits), CS160

A minimum of 67 semester hours required to complete this program, which must include 20 semester hours of Liberal Arts and Science, plus two semester hours of physical education.

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*	3
OT 139 Intro. to Office Systems & Tech.	3
OT 235 Admin. Support Procedures I	3
Physical Education	1
	16

Second Semester

EN 104 English II	3
CS 104 or CS 106 Microcomputers	3
BU 137 Business Communications	3
MA Elective	3-4
Liberal Arts Elective	3
	15-16

SECOND YEAR

First Semester

OT 230 Machine Transcription	3
OT 285 Medical Admin. Support Proc.	3
OT 244 Word Processing Applic. (WordPerfect)	3
BI 181 Anatomy & Physiology I	4
Physical Education	1
	14

Second Semester

OT 287 Medical Transcription I	3
OT 241 Word Processing Applic. (Word)	3
ME 284 Medical Insurance	3
SS Elective	3
Elective**	3
LA Elective***	1
	16

Summer Semester

OT 288 Medical Transcription II	3
	3

*Depending on preparation OT 133 Beginning Keyboarding may be required. Completion of OT 134 is required for graduation.

**Recommended Electives: OT 255, BU 125, 299, CS 202, BI 182.

***If needed.

Minimum of 64 semester hours required for graduation (67 if OT 133 needed), which must include 20 semester hours in liberal arts and science, plus two semester hours of physical education.

MEDICAL OFFICE ASSISTANT (A.A.S.)
APC — 0602

Medical Office Assistant is a two-year program designed to develop competencies in the administrative and clinical areas. A medical office assistant will be trained to take vital signs, prepare treatment rooms for examination of patients, and administer other clinical procedures, as well as perform secretarial functions such as scheduling appointments, greeting and directing patients, receiving money for bills, keeping medical records, completing insurance forms, and keeping billing records.

Medical-related courses include medical terminology, medical office procedures, anatomy and physiology, medical insurance, medical clinical office procedures. Core courses include keyboarding, administrative office procedures, business communications, and word processing. An internship in a medical setting is required for this degree.

FIRST YEAR

First Semester

EN 103 English I	3
OT 283 Medical Terminology	3
OT 134 Intermediate Keyboarding*	3
OT 139 Intro. to Office Systems & Tech.	3
OT 235 Admin. Support Procedures I	3
Physical Education	1
	16

Second Semester

EN 104 English II	3
CS 104 or CS 106 Microcomputers	3
BU 137 Business Communications	3
MA Elective	3-4
OT 244 Word Proc. Appl. (WordPerfect)	3
Physical Education	1
	16-17

SECOND YEAR

First Semester

OT 241 Word Proc. App. (Word)	3
OT 285 Medical Admin. Support Proc.	3
OT Elective**	3
BI 181 Anatomy & Physiology I	4
SS Elective	2
	16

Second Semester

ME 284 Medical Insurance	3
ME 286 Clinical Proc. Medical Asst.	3
BU 299 Internship	3
Elective	3
BI 182 Anatomy & Physiology II	4
	16

*Depending on preparation, OT 133 Beginning Keyboarding may be required. Completion of OT 134 is required for graduation.

**Recommended Electives: OT 255, 287, 288, 230.

Minimum of 64 semester hours required for graduation (67 if OT 133 needed), which must include 20 semester hours in liberal arts and science, plus two semester hours of physical education.

MEDICAL INFORMATION PROCESSING (Certificate)

APC — 0045

The one-year Medical Information Processing Certificate program 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 practical hands-on experience in medical terminology, medical transcription, and medical administrative support procedures, as well as basic office skills. The instructor uses an individualized audio-visual instructional program.

Graduates may be employed as medical records aides, medical transcribers, medical word processing specialists, medical office support personnel, and related careers. Jobs are available in hospitals, medical clinics, physician's offices, government agencies, and other health and related agencies. Evening and summer registration required.

Program Prerequisite: OT 133 or equivalent.

First Semester

OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 283 Medical Terminology	3
OT 285 Medical Administrative Support Procedures	3
Elective**	2-3
CS 104 or CS 106 Microcomputers	3
	17-18

Second Semester

BU 137 Business Communications	3
OT 287 Medical Transcription I	3
ME 284 Medical Insurance	3
Elective**	3
	12

Summer Term

OT 288 Medical Transcription II	3
	3

*Program Prerequisite: OT 133 or equivalent.

**Suggested Electives: OT 139, 244, CS 160, HU 258, HE 136, 235, HD 221, BI 181, 182, ME 286.

Minimum of 32 semester hours (35 if OT 133 is needed) required to complete this program.

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*	3
OT 235 Administrative Support Procedures I	3
CS 104 or CS 106 Microcomputers	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**	3
OT 241 or 244 WP Applications (Word or WordPerfect)	3
BU Elective**	3
BU 137 Business Communications	3
ME 284 Medical Insurance	3
	<u>15</u>

*Depending on preparation, OT 133 Beginning Keyboarding may be required-completion of OT 134 is required for graduation.

Minimum of 33 semester hours is required to complete this program.

**Recommended electives: BU 125, OT 236, BU 299.

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*	3
OT 283 Medical Terminology	3
BI 181 Anatomy & Physiology I	4
CS 104 or CS 106 Microcomputers	3
OT 139 Introduction to Office Systems & Technology	3
	16

Second Semester

OT 230 Machine Transcription	3
OT 244 Word Processing Applications (WordPerfect)	3
OT 287 Medical Transcription I	3
OT 241 Word Processing Applications (Word)	3
BU 137 Business Communications	3
	15

Summer Semester

OT 288 Medical Transcription II	3
	3

*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
Microcomputers	3
GA 101 Intro to Graphic Communications ...	3
AR 150 Two Dimensional Design	3
MM 101 Multimedia Technology I	3
Mathematics*	3-4
	18-19

Second Semester

EN 104 English II	3
MD 174 Computer-Aided Design	3
GA 104 Desktop Publishing Systems	3
Social Science	3
MM102 Multimedia Technology II	3
Physical Education	1
	16

SECOND YEAR

First Semester

GA 124 QuarkXpress™	3
Electives	5-6
CO 254 Video Production	3
MM 201 Multimedia Development I	3
Physical Education	1
	15-16

Second Semester

GA 125 Adobe Photoshop™	3
Elective	3
MM 202 Multimedia Development II	3
Social Science	3
Science	3-4
	15-16

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

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 I	3
GA 101 Introduction to Graphic Communications	3
Microcomputers	3
AR 150 Two Dimensional Design	3
CO 254 Video Production	3
Elective	2-3
	17-18

Second Semester

MM 102 Multimedia Technology II	3
GA 125 Adobe Photoshop™	3
MD 174 Computer Aided Design	3
GA 104 Desktop Publishing Systems	3
Elective	3
	15

Minimum of 32 semester hours required to complete this program.

NATURAL RESOURCES CONSERVATION (A.A.S.)

APC — 0617

The Natural Resources Conservation curriculum is designed to provide students with the educational background required to actively seek employment from government and private agencies in the areas of lands, parks and wildlife management. The program can also provide the flexibility to allow students to transfer to baccalaureate degree programs in conservation.

FIRST YEAR

First Semester

EN 103 English I	3
NR 223 Forest Management I**	3
SC 131 Environmental Physics	3
SC 135 Introduction to Biology <u>or</u>	
BI 171 Modern Biology***	3-4
Mathematics <u>or</u> Elective*	3-4
	15-17

Second Semester

EN 104 English II <u>or</u>	
EN 127 Technical English	3
NR 224 Forest Management II**	3
SC 170 Introduction to Chemistry <u>or</u>	
CH 173 Fundamentals of Chemistry I	3-4
Mathematics	4
SC 143 Earth Systems <u>or</u>	
BI 172 Plant Biology <u>or</u>	
BI 173 Animal Biology***	3-4
Microcomputers	3
	19-21

SECOND YEAR

First Semester

NR 126 Principles of Soil & Water**	3
NR 241 Water Resource Mgt. I**	3
Elective***	2-3
Mathematics	3-4
Social Science Elective****	3
Physical Education	1
	15-17

Second Semester

NR 242 Water Resource Mgt. II**	3
NR 250 Solid & Hazardous Waste	3
BI 276 Ecology	3
SU 101 Surveying	3
Social Science Elective****	3
Physical Education	1
	16

*Math placement depending upon preparation; Math elective must be MA 142 or higher (but not MA 147 or MA 150). MA 151, 154, or 160 recommended for transfer.

**Classes may meet at sites other than main campus. Students make own transportation arrangements.

***BI 171, BI 172, BI 173, CH 173 recommended for transfer.

****SS 282 Recommended.

Minimum of 65 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

NURSING (A.A.S.) (UNDERGRADUATE NURSING)

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. 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 with appropriate immunizations is required annually. All students must be certified in adult and pediatric cardiopulmonary resuscitation (CPR) prior to admission to the program. There is a required (15 clock hour) non-credit Nursing Process course for Licensed Practical Nurses accepted with Advanced Placement Credit and for students readmitted into the Nursing Program.

Prior FMCC credit or transfer credit will not be granted for college level General Psychology, Developmental Psychology, 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. Students should contact the Admission's Office for full details. The Office of Admissions accepts applications on a year-round basis. Processing of applications requires a minimum of thirty days. Non-matriculated nursing students are not allowed to register for nursing courses.

FIRST YEAR

First Semester

NU 105 Nursing Science I*	7
BI 181 Anatomy & Physiology I	4
SS 291 General Psychology	3
Physical Education	1
	15

Second Semester

EN 103 English I	3
NU 106 Nursing Science II*	7
BI 182 Anatomy & Physiology II	4
SS 297 Developmental Psychology	3
Physical Education	1
	18

SECOND YEAR

First Semester

NU 205 Nursing Science III*	9
BI 282 Microbiology	4
EN 104 English II or	
EN 127 Technical English	3
	16

Second Semester

NU 206 Nursing Science IV*	10
NU 207 Pharmacology	3
SS 281 Sociology	3
Elective	3
	19

*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, BI 282, SS 291, and SS 297 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 sciences, plus two hours of physical education.

A three-week preceptorship is required for graduation and is included in NU 206.

CAREER ELECTIVE GUIDELINES UPDATED 10/03

for

A. A. S. Office Technology: Administrative #0625

Nine credits of career electives should be selected from the lists below:

Administrative Office Management

OT255 Administrative Office Management (SPRING ONLY)—Beginning Spring 2004
OT249 Office Tech. & Admin. Practicum
or BU299 Internship
OT248 Integrated Software Applications (SPRING ONLY)—Beginning Spring 2005

Desktop Publishing

OT249 Office Tech. & Admin. Practicum
or BU299 Internship
OT248 Integrated Software Applications (SPRING ONLY)—Beginning Spring 2005
GA101 Intro. To Graphic Communications Tech. (FALL ONLY)

Legal

OT255 Administrative Office Management (SPRING ONLY)—Beginning Spring 2004
OT249 Office Tech. & Admin. Practicum
or BU299 Internship
BU171 Business Law I
BU172 Business Law II (SPRING ONLY)

Medical*

OT288 Medical Transcription II (SUMMER ONLY)
OT287 Medical Transcription I (SPRING ONLY)
OT283 Medical Terminology
OT255 Administrative Office Management (SPRING ONLY)—Beginning Spring 2004
OT249 Office Tech. & Admin. Practicum
or BU299 Internship
ME284 Medical Insurance (SPRING ONLY)

*Note:

In addition, BI181 Anatomy & Physiology I is recommended as the mathematics or science elective for OT Administrative majors electing the medical career sequence.

Also, OT 236 may be replaced with OT285 (offered in the Fall only) for OT Administrative degree students electing the medical career sequence.

*OT 236 or OT285
required*

Office Technology & Administration Program Electives—Updated 10/03

(May be required in some programs.)

Office Technology & Administration majors may select electives from the following three-credit courses based on program requirements as outlined in the College catalog.

BU 130 Speedwriting (FALL ONLY)

A course which develops the ability to use handwriting shortcuts to quickly and accurately record information as required in typical office situations.

BU 137 Business Communications

Written and oral communication skills and knowledge are developed in this course. Emphasis is on expression that is clear, concise, and complete. Typical documents used in business are included.

OT 244 Word Processing Applications (WordPerfect9) (SPRING ONLY)

Various features of Corel WordPerfect are utilized in creating documents. Emphasis is on multi-page documents, document management, Special Features, and text organization.

Formerly OT 240

OT 248 Integrated Software Applications (Office 2000) (SPRING ONLY)

This course provides experience using each of the software applications in Office 2000. With Word as a basic tool, assignments require the use of Access, Excel, Outlook, PowerPoint, and Internet Explorer. **Note: Will be offered Spring 2005)**

OT 249 Office Technology & Administration Practicum (Model Office)

Students complete a variety of technical and administrative support projects for non-profit community agencies. Not open to all students. Students must be nominated by OT&A faculty and must have a B average in OT courses.

OT 255 Administrative Office Management (SPRING ONLY)

Emphasis is on basic management concepts, problem solving, and communication. E-mail, Internet, and presentation graphics (PowerPoint) are utilized. Some assignments simulate on-the-job experience or involve the study of administrative offices in the community.

OT 283 Medical Terminology

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.

Notes: Unrestricted electives (listed as "Electives") can be OT or BU courses if all arts and sciences requirements have been met. BU electives can be OT courses.

(See reverse side of this sheet for Career Elective information for OT Administrative Degree students.)

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*	3
Mathematics or Science**	3-4
CS 104 or CS 106 Microcomputers	3

15-16

Second Semester

Career Electives**	3
OT 139 Intro. to Office Sys. & Tech.	3
OT 134 Intermediate Keyboarding*	0-3
BU 137 Business Communications	3
Social Science Elective	3
Business Elective	3

15-18

SECOND YEAR

First Semester

Career Electives**	6-7
OT 235 Admin. Support Procedures I	3
OT 244 Word Processing App. (WordPerfect) ..	3
Career Electives**	3
Liberal Arts Elective	3
Physical Education	1

19-20

Second Semester

OT 236 Admin. Support Procedures II or Career	
Electives**	2-3
OT 230 Machine Transcription	3
OT 241 Word Process. Appl. (Word)	3
Liberal Arts Electives	7-8
Physical Education	1

16-18

*Depending on preparation-completion of OT 134 required for graduation.

**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.

Minimum of 65 semester hours required for graduation, which must include 20 semester hours in liberal arts and science, plus two semester hours of physical education.

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*	3
OT 235 Administrative Support Procedures I	3
OT 139 Introduction to Office Systems & Technology	3
**Business Elective	3
CS 104 or CS 106 Microcomputers I	3
	<u>15</u>

Second Semester

OT 230 Machine Transcription**	3
OT 236 Administrative Support Procedures II	3
OT 241 Word Processing Applications (Word)**	3
**BU 137 Business Communications	3
	<u>12</u>

*A student must have completed OT 133 or equivalent. Minimum 27 credits required (30 if OT 133 is needed).

**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.

OFFICE TECHNOLOGY: WORD/INFORMATION PROCESSING (A.A.S.)

APC — 0694

The Office Technology: Word/Information Processing Program provides the necessary foundation for positions in offices with modern computer-oriented, word/information processing systems in business, government, and industry.

Program prerequisite: OT 133 Beginning Keyboarding or equivalent.

FIRST YEAR

First Semester

EN 103 English I	3
OT 133 Beginning Keyboarding or	
OT 134 Intermediate Keyboarding*	3
OT 139 Intro. to Office Sys. & Tech.	3
CS 104 or CS106 Microcomputers	3
Business Elective	3
Physical Education	<u>1</u>
	16

Second Semester

English Elective	3
BU 137 Business Communications	3
OT 134 Intermediate Keyboarding*	0-3
OT 244 Word Processing Applic. (WordPerfect)	3
Liberal Arts Electives	6
Physical Education	<u>1</u>
	16-19

SECOND YEAR

First Semester

OT 230 Machine Transcription	3
OT 235 Admin. Support Procedures I	3
OT 241 Word Processing Applic. (Word)	3
HD 221 Human Rel. & Group Dynamics	3
Mathematics or Science	<u>3-4</u>
	15-16

Second Semester

OT 236 Admin. Support Procedures II	3
OT 249 Office Tech. & Admin. Practicum or	
BU 299 Internship	3
OT 255 Admin. Office Mgt.	3
Electives**	5-6
Social Science Elective	<u>3</u>
	17-18

*Depending on preparation OT 133 Beginning Keyboarding may be required—completion of OT 134 is required for graduation.

**Suggested Electives: CS Elective, GA 104, OT 248.

Minimum of 64 semester hours (67 if OT 133 needed) required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

OFFICE TECHNOLOGY: WORD/INFORMATION PROCESSING (Certificate)
APC — 0996

This program leads to a certificate as a word/information-processing operator at the end of one year. It prepares students for positions as word/information operators in automated offices in business, industry, and government. Most courses in the program can be used to meet the requirements for an associate in applied science degree.

Program prerequisite: OT 133 Beginning Keyboarding, or equivalent.

First Semester

OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 139 Intro. to Office Systems & Technology	3
CS 104 or CS 106 Microcomputers	3
Business Elective	3
	<u>15</u>

Second Semester

OT 230 Machine Transcription	3
OT 236 Administrative Support Procedures II	3
OT 244 Word Processing Applications (WordPerfect)	3
BU 137 Business Communications	3
Business Elective	3
	<u>15</u>

Summer Session or Third Semester

OT 241 Word Processing Applications (Word)	3
	<u>3</u>

*A student must have completed OT 133 or equivalent.

Minimum of 33 semester hours (36 hours if a student is required to complete OT 133 in preparation for OT 134) required to complete this program.

SPATIAL INFORMATION TECHNOLOGY (A.S.)

APC — 1586

This program is designed for the student who intends to pursue a career in any aspect of the fields of Spatial Information Technology and Geographic Information Systems. The program also provides a solid foundation for students pursuing a Bachelor's degree.

Interest and motivation of the student are of paramount importance for succeeding in the program. A strong interest and understanding of technology and information management is recommended for entrance to the program. CS 104 Microcomputer concepts (or equivalent) and MA 151 Intermediate Algebra (or equivalent) are program prerequisites.

FIRST YEAR

First Semester

SP 120 Intro to GIS	3
Science Elective	3
EN 103 English I	3
MA 160 Statistics	3
Liberal Arts Elective	3
Physical Education	1
	<u>16</u>

Second Semester

CS 115 Intro to Computer Logic	3
SP 220 Advanced GIS	4
EN 104 English II or	
EN 127 Technical Writing	3
Liberal Arts Electives	6
Physical Education	1
	<u>17</u>

SECOND YEAR

First Semester

CS 160 Database Design	3
MA 157 Calculus I	4
MD 174 CAD	3
Elective (Suggested SP 190)	3
Social Science Elective	3
	<u>16</u>

Second Semester

SP 230 Remote Sensing Technology	4
SP 240 Cartography	4
MA 158 Calculus II	4
CS 125 C++ or	
CS 129 Visual Basic Programming	3
Liberal Arts Elective	3
	<u>18</u>

Minimum of 67 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

SPATIAL INFORMATION TECHNOLOGY (Certificate)

APC — 1501

This certificate provides students with professional and technical education in the growing field of spatial information technology. This field encompasses study in the disciplines of Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing and cartography. Spatial analysis is used in decision making for business, industry and government. Spatial analysis is used to study problems in areas such as city planning, land use, market analysis, social analysis, agriculture and a host of other applications

First Semester

SP 120 Introduction to GIS	3
MD 174 Computer Aided Drafting	3
CS 160 Database Design & Management	3
MA 160 Statistics	3
Elective*	3
	15

Second Semester

SP 220 Advanced GIS	4
SP 230 Remote Sensing Technology	4
SP 240 Cartography	4
Elective*	3
	15

Prerequisites: Knowledge and experience (CS 104/106 or equivalent) using computers including Windows, word processing and database.

Mathematics background to at least the intermediate algebra level (MA 151 or equivalent).

*Electives: Most courses can be used as electives, excluding the prerequisites CS 104/106 and MA 151 and lower-level math courses. Actual choice should be made in consultation with an advisor. SP 190 Principles of Aviation is a suggested elective.

Minimum of 30 semester hours required to complete this program.

VISUAL COMMUNICATIONS TECHNOLOGY: GRAPHIC ARTS PRINTING (A.A.S.) APC — 0677

The Visual Communications Technology curriculum is designed to prepare students to seek employment as entry level electronic prepress computer operators, page layout artists, web designers and printing production technicians. The market for employment is the advertising, newspaper, commercial printing, magazine, graphic communications and book publishing industries. Emphasis is directed toward acquiring contemporary job skills and knowledge in the areas of traditional photography, digital cameras, layout and design, web page design, presentation design, desktop publishing, digital technology and desktop scanning. Other specialty areas include in-plant printing, graphic arts supplies, paper sales, customer service and the allied industries.

Special focus is on the training and development of computer skills using a networked Macintosh® and standard windows platforms supplemented with industry standard software. Laser, inkjet printing and color copy systems are used to demonstrate emerging and growing technologies. In addition, traditional halftoning, color reproduction, film assembly, offset platemaking, prepresswork, finishing and related areas are taught.

The Visual Communications Technology Program provides a solid career path through Tech-Prep. The technical and graphic design foundation is useful for direct employment or transfer to higher education. Direct transfer to RIT School of Printing, Printing Management Program, is available to FMCC students completing this program.

FIRST YEAR

First Semester

EN 103 English I	3
GA 101 Intro. to Graphic Comm. Technology	3
AR 150 Basic Design	3
ER 101 Principles of Photography	3
Keyboarding/Microcomputers*	3
Physical Education	1
	<u>16</u>

Second Semester

EN 104 English II or	
EN 127 Technical English	3
Mathematics**	3-4
GA 103 Graphic Comm & Elect Publishing	3
GA 104 Comp. & Desktop Publishing Sys	3
Elective	3
Physical Education	1
	<u>16-17</u>

SECOND YEAR

First Semester

GA 205 Graphic Arts Layout & Design	3
GA 206 Electronic Prepress Production	3
SC 170 Intro to Chemistry	3
Elective	3
Social Science Elective	3
	<u>15</u>

Second Semester

GA 207 Entrepreneurship & Management	3
ER 102 Advanced Photography or	
GA 201 Digital Photography & Design	3
SC 162 Physics	3
Elective	5-6
Social Science Elective	3
	<u>17-18</u>

*Three credits of course work to be selected from BU100, OT133, CS101, 104, 106.

**Mathematics placement dependent upon preparation, competence at level of MA142 or higher required.

Suggested electives: BU140, 141, 165, 170, GA102, 110, 121, 122, 124, 125, 201, 208, 209, 210, CO171, AR160, 210, 211.

Minimum of 64 semester hours required to complete this program, which must include 20 semester hours in liberal arts and sciences, plus two hours of physical education.

DESKTOP PUBLISHING: DIGITAL TYPESETTING (Certificate)

APC — 1094

Desktop Publishing/Digital Typesetting is a one-year certificate program designed to provide contemporary skills and knowledge of desktop publishing computers and printing systems. It combines basic graphic communications courses with complementary keyboarding and microcomputer modules to teach skills necessary for employment. This program will provide the training needed to gain entry-level positions in the publishing, advertising, commercial printing, and newspaper industries. Macintosh® and Windows platforms are supplemented with industry standard software and scanning equipment. This program leads students through career paths and choices for Tech Prep.

First Semester

EN 103 English I	3
GA 101 Introduction to Graphic Communications	3
ER 101 Principles of Photography	3
BU 100 Computer Keyboarding	1
CS 104 or CS 106 Microcomputers	3
CS 101 Microcomputer Application: Word Processing	1
CO 171 Intro. Mass Communications or	
CO 200 Public Relations (Option)	3
	17

Second Semester

GA 103 Graphic Communications & Electronic Publishing	3
GA 104 Composition & Desktop Publishing Systems	3
BU 170 Principles of Advertising	3
CS Elective	2-3
Mathematics (142 or Higher)	3-4
	14-16

Minimum of 31 semester hours required to complete this program.

ONE-PLUS-ONE: EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC (A.A.S.) APC — 1293

This A.A.S. degree program involves Herkimer County Community College (HCCC) and FMCC simultaneously. The first year of study occurs at FMCC and the second year at M.I. Bassett Hospital in Cooperstown, NY where the course offerings are held in the evening on a commuter basis. The A.A.S. degree will be conferred by HCCC, even though FMCC students will not take any courses at Herkimer.

FIRST YEAR-FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 103 English I	3
MA 150* College Mathematics	3
SS 291 Introduction to Psychology	3
HE 135 Personal Health	3
BI 181 Anatomy & Physiology I	4
Physical Education	1
	17

Second Semester

EN127 Technical English	3
SS 281 Introduction to Sociology	3
HE 235 Community Health	3
EN 132 Speech or	
HD 221 Human Relations & Group Dynamics	3
BI 182 Anatomy & Physiology II	4
Physical Education	1
	17

Upon completion of the first year at Fulton-Montgomery Community College, the student may earn a General Education Certificate (APC-0985) and will matriculate into the HCCC EMT-Paramedic program and complete the following courses through and at M.I. Bassett Hospital:

SECOND YEAR

Required Courses in Major (taught at M.I. Bassett Hospital)

EM 201 EMT-Paramedic I	12
EM 202 EMT-Paramedic II	6
EM 203 EMT-Paramedic III	12
EM 204 EMT-Paramedic IV	6

Total 70 Credit Hours

Selective admission requirements are as follows:

1. Applicants must be currently certified in New York State as an Emergency Medical Technician or Advanced Emergency Medical Technician. EMT or AEMT certification must be maintained while the student is in the program. Preference will be given to applicants who have at least one year of pre-hospital EMS experience.
2. Applicants must not be convicted of or currently charged with a crime or crimes pertaining to murder, manslaughter, assault, sexual abuse, theft, robbery, and abuse or sale of drugs.
3. Applicant (at his/her own expense) must satisfactorily complete a health evaluation, and submit a Health Evaluation form completed by a NYS Licensed Physician. The form must include a record of required minimum immunizations and titres.
4. Applicants must be physically fit as specified in the NYS Department of Health functional job description.
5. Applicants must submit one professional and one personal letter of recommendation. Letters from family members are excluded.
6. Applicants must agree to abide by all policies of FMCC, HCCC, Bassett Healthcare, the Paramedic Program and NYS Department of Health.
7. For more information, contact the FMCC Admissions Office at (518) 736-5300 or geninfo@fmcc.suny.edu.

COURSE DESCRIPTIONS

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 MTL Center 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. Courses are presented either in monthly modules or

semester blocks and enrollment is on a rolling admission basis. 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-filed 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; 3 credit-equivalent hours. Advice and recommendation of the ESL faculty may also allow students allowed 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. *Credit-Equivalent hours: 3.*

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. *Credit-Equivalent hours: 3.*

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. *Credit-Equivalent hours: 3.*

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. *Credit-Equivalent hours: 3.*

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. *Credit-Equivalent hours: 6.*

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. *Credit-equivalent hours: 3.*

Vocational ESL I

This course is designed to offer instruction for the student who speaks English as a Second Language in order to bridge the language barrier that can limit education and training opportunities, restrict employability, and impact the personal lives of individuals. Comprehensive instruction is provided in speaking/listening development and in basic reading and writing; it uses language and educational materials directly related to the world of work and careers. Life skill topics such as parenting, child care, crime awareness and prevention, and community involvement is also being presented. *Hours of class per week: 10. Credit-Equivalent hours: 6.*

Vocational ESL II

This course continues the instruction of Vocational ESL I. It emphasizes language skills and topics related to career exploration. Subjects to be presented include: what to consider when choosing a career, career exploration, The job market and future outlook, potential earnings, the work environment/how to bridge cultural gaps, education and training opportunities, and career assessment. *Hours of class per week: 10. Credit-Equivalent hours: 6.*

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 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 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 Art Photography 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. Stu-

dents will be required to have own 35mm SLR camera. Lab fees. *Hours of class per week: 4.*

AR 162 Art 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 160 Art Photography. 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 276 Ceramics II SP 3 s.h.

Building upon basic skills learned in AR275 this course is a further exploration of ceramic materials, processes and artistic creation in clay. Through studio problems students will deepen their understanding of the ceramic medium, both technically and expressively. Topics will include firing techniques, materials and tool usage, glaze formulation and historical and contemporary techniques. *Lab fee.* *Prerequisites: AR 275 or permission of instructor.* Hours of class per week: 4.

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 296 Gallery Management II**3 s.h.**

A continuation of AR 295 will enable students to gain further experience in operating and managing a contemporary art exhibition space. An emphasis will be placed on specific skills necessary for curating an exhibition from start to finish. Students will gain hands on experience through working with a wide variety of exhibition situations at the campus art Gallery and other local galleries and museums. Topics will include: the historical development of exhibition spaces, the role of art galleries in society, documentation of exhibits, construction of exhibit furniture and other related needs. Students will be responsible for an exhibition plan and participation in a group project. A minimum of three field trips will be required. *Hours of class per week:* 3.

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 famil-

iarization with past and current art trends. Topics include portfolios, resumes, 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 heredity 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.*

BI 172 Plant Biology**FA 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.*

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.*

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. It explores fundamental concepts of biology, chemistry, and physics as aids to understanding the physiology of systems. Study of structure and function of each organ system, with emphasis on interrelationships. Special emphasis on cellular physiology, cellular reproduction, fluid and electrolyte balance, acid-base balance and stress as it affects endocrine and neurophysiology. *Hours of class per week: 3. Hours of lab per week: 3.*

BI 276 Ecology **SP 4 s.h.**

was BI-176
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 ecosystems 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, Keyboarding**
(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 uses 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.

An analysis of the principles, methods, trends and problems existing in marketing. A study of the distribution function of middlemen, their movements of goods and marketing policies, with some discussion of marketing research. *Prerequisite: BU 101. 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.**

An introduction to fundamentals of constructive personnel practices and techniques. The course emphasizes knowledge of the theories of human behavior necessary to implement

Human Resource policies dealing with recruitment selection, maintenance and development of human resources. *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.

A course designed to familiarize the student with the law as it affects business personnel and social activities. A study of basic legal principles and procedures—in addition to such topics as the origin and kinds of law, the law of contracts, sales, commercial paper—and of agency and employment provides the student with an understanding of the rights and duties of individuals and businesses. Approach used includes case and text analyses and discussion. *Hours of class per week: 3.*

BU 172 Business Law II 3 s.h.

The course presents an in-depth treatment of areas such as agency and employment, partnerships, corporations, and commercial paper. It stresses career-oriented content related to entrepreneurship, civil service, and professional exams. *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 180 Principles of Logistics 3 s.h.

This course introduces the student to the principles and concepts of Logistic functions. Topics covered include warehousing, transportation, inventory management and control, order processing, materials handling and customer service. *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 195 Supervised Projects in Free Enterprise 3 s.h.

The class operates as a business. Together, the students and the instructor develop a business plan that becomes an operating tool to help them manage their business and work toward its success. Putting a business plan together and writing down specifics provides

students with the opportunity to evaluate their business in its entirety so that they can proceed toward the plan's implementation. *Prerequisites: Successful completion of at least 12 credit hours. 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 252 Operations Management 3 s.h.

This course introduces the student to the basic descriptive and analytical material related to the providing of goods and services in a distribution channel. Topics include forecasting, total quality management, decision making models and project management techniques. *Prerequisite: BU 103 or equivalent 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 287 Inventory Management 3 s.h.

The emphasis of the course material covers managerial functions associated with inventory planning and control. Topics include aggregate planning, economic order quantities, just-in-time systems, and supply chain management. *Prerequisite BU 103 or equivalent or permission of instructor. Hours of class per week: 3.*

(was
BU 295)

BU 165

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 121 Accounting I**4 s.h.**

First half of a one-year course introducing accounting theory. Theory of debit and credit; accounts and special journals; the accounting cycle; accounting for notes and interest, accrued items, receivable, inventories, and plant assets; preparation of financial statements. Emphasis is on sole proprietorship. *Hours of class per week: 4.*

BU 122 Accounting II**4 s.h.**

A continuation of BU 121. Accounting for partnerships and corporations; control systems for departments; manufacturing; analysis of statements and data. *Prerequisite: BU 121. Hours of class per week: 4.*

BU 125 Office Accounting**FA 3 s.h.**

The course covers a full accounting cycle for a sole proprietorship service business. It includes a section where the students apply these accounting principles to a professional enterprise. The second section of the course concentrates on bank accounts, cash funds, and payroll accounting. It requires a practice set for an attorney that involves all of these concepts. *Hours of class per week: 3.*

BU 221 Intermediate**Accounting I****FA 4 s.h.**

The course emphasizes corporate accounting and analyzes major classification of items found in financial statements, including cash, investments, receivables, and inventories. *Prerequisite: BU 122. Hours of class per week: 4.*

BU 222 Intermediate**Accounting II****SP 4 s.h.**

A continuation of the studies in BU 221, including analysis of liabilities, stockholders' equity, land, buildings, and equipment. *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 on-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.**

The course studies federal and state income tax laws and regulations. It covers taxable income, inclusions and exclusions, capital gains and losses, deductions and other topics. The course provides practice in preparation of income tax returns and emphasizes individual returns. *Prerequisite: BU 121 or permission of instructor. Hours of class per week: 3.*

BU 229 Seminar in**Accounting****WI 3 s.h.**

Reading and research on approved topics of special interest to the student. Written reports and oral presentations required. This course serves as an elective in the Accounting curriculum. *Prerequisite: Nine semester hours in Accounting. Hours of class per week: 3.*

BU 261 Managerial Accounting**SP 3 s.h.**

A course devoted to the use, rather than the construction, of accounting records and statements. Topics covered are analysis and interpretation of financial data, flow of funds, cost

concepts and applications, budget, and decision-making. *Prerequisite:* BU 122 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, thermochemistry, atomic theory, periodicity, bonding, states of matter, solutions, electrochemistry, thermodynamics, kinetics, nuclear chemistry, and a brief introduction to organic chemistry. *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 099 Criminal Justice Forum 1 IC.*

This course is designed to help develop the necessary academic, personal, and social skills needs as Criminal Justice majors and as workers in the field of Criminal Justice. *This course does not satisfy graduation requirements.* *Hours of class per week:* 1. *1 Institutional (non-degree) credit.

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 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.

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 106 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 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 208 Introduction to 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.*

CJ 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.*

CJ 111 Introduction to Public Administration FA 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.*

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 func-

tion 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 298-299 Criminal Justice Internship **FA 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 credits 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 171 Introduction to Mass Communications FA 3 s.h.
This general survey course covers the eight mass media: books, magazines, newspapers, movies, radio, television, records and computers. We look at history, current happenings, and possible employment opportunities. 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 SP 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. General Education: C.*

CO 220 Public Relations SP 3 s.h.
An overview of the public relations profession is provided. Students learn the role of public relations in business, 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 FA 3 s.h.
The mainstay of this course is the production of the campus newspaper, supporting the Communications Club. The course prepares the student for writing news articles and features, utilizing a variety of reporting and writing techniques. *Prerequisites: CO 171 or permission of the instructor. Hours of class per week: 3.*

CO 241 Introduction to Online Journalism SP 3 s.h.
Learn the basics of a web-based information site through design, web advertising, online research, and writing. Students will produce the online edition of the FMCC Gateway, the student print newspaper. *Hours of class per week: 3.*

CO 254 Television Production FA 3 s.h.
This is an introduction to the basics of television production. Students learn to use the equipment while taking an idea and turning it into a production. Students quickly learn the value of pre-planning. *Hours of class per week: 3.*

CO 264 Advanced Television**Production****FA 3 s.h.**

Personal performance and advanced editing skills are part of this course which takes the basics learned in CO 254 to a new level. *Prerequisites: CO 254 (CO 171 & EN 103 recommended). Hours of class per week: 3.*

Computer Information Systems
(Course listings)

CS 101 Microcomputer Application:**Word Processing****1 s.h.**

Students are taught the most commonly used word processing features on PCs in the Windows environment. Emphasis is on performing word processing applications from previously created documents rather than keyboarding skills. *Prerequisites: Keyboarding pre-test to demonstrate skill in the touch system, CS 104 or equivalent, or permission of instructor. Hours of class per semester: 15. Additional computer hours as needed.*

CS 104 Microcomputer Personal**Productivity I****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 system, word processing, spreadsheet, database software and Internet related applications. The course emphasizes familiarization with computer components and the operation of the overall microcomputer system. *Prerequisite: Keyboarding knowledge; high school Course I or MA 147 suggested. Hours of class per week: 3. Additional computer hours as needed.*

CS 106 Microcomputer Personal**Productivity II****SP 3 s.h.**

The course offers additional experience with end-user application software. The microcomputer is demonstrated as a tool to support other academic or professional disciplines. Topics include spreadsheet, database, and presentation software, and multimedia applica-

tions with web page development and other Internet related applications. *Prerequisites: Experience with current microcomputer operating system and word processing software; completion of high school Course I or MA 147 suggested, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

CS 113 Programming Assembler**Language****3 s.h.**

The course introduces concepts of Assembler Language including hardware, software, flow-charting, documentation, and programming. Through text samples and business-type programming assignments, it covers the following operations or techniques: Basic Input and Output Operations, Comparing, Addition, Multiplication, Division, Use of Work Areas, Control Macros, Heading and Print Overflow. This basic foundation should provide the student with the ability to use assembly language more effectively in appropriate applications and also to use and understand the technical manuals supplied by computer manufacturers. *Prerequisite: CS 115 or equivalent work experience. Hours of class per week: 3. Additional computer hours as needed.*

CS 115 Introduction to Computer**Logic****3 s.h.**

The course presents logic tools used by computer programmers in the program development process. It emphasizes symbolic representation of algorithms. 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, files,) operators (assignment, math Boolean, relational) and logic techniques (sorting, file updating). *Prerequisites: Completion of high school Course III or completion of or concurrent registration in MA 151; completion of or concurrent registration in CS 104 or CS 106, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

CS 125 Computer Programming**C++****3 s.h.**

Students write computer programs for software engineering applications using a high-level language (C++). The course emphasizes techniques to write, modify, test, and validate programs, as well as interpret design specifications. Other topics include data objects, expressions functions, libraries, control structures 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. This course is for all levels of programmers who wish to apply their knowledge in an object-oriented, event driven environment. Topics include: Visual Basic development environment, fundamentals of event-driven programming, controls, and Visual Basic Syntax. Advanced topics include accessing databases, 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 Introduction to Object-Oriented Programming using Java**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, controls structures, methods, the Java Virtual Machine, stream I/O, exception handling, and building GUIs. This is not a course for people who have never programmed before. *Prerequisites: CS 115 or equivalent and a programming course (CS 125 C++ recommended). Hours of class per week: 3. Additional computer hours as needed.*

CS 135 Systems Analysis & Design**3 s.h.**

Present professional methods and techniques which a systems analyst uses to analyze, design, implement and maintain computer information systems. Topics include project management, information gathering, written and oral communication, problem solving, technical design strategies, presentation styles, user training and outcome assessment. *Prerequisite: Prior programming course or CS 160 or programming experience or 4GL data base experience. Hours of class per week: 3. Additional computer hours as needed.*

CS 140 Computerized Information Systems Management**3 s.h.**

The course exposes students to the management of electronic information within an organization. It emphasizes the evaluation of computer products, peripherals and new technology. It discusses structuring computer access and training within the organization and developing operating, emergency and security procedures, as well as the jobs and job functions within the information department. Students are required to read current computer periodicals and to discuss current industry trends, including the professional standards of conduct. *Prerequisite: CS 104 or CS 106, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

CS 160 Database Design & Management**3 s.h.**

The course expands on introductory database concepts and explores more powerful applications of database design and management. Students design files, including sequential, indexed sequential and random structures using database software and maintain data dictionaries. Through hands-on experience, students master concepts in report generation and presentation, creation of on screen formats, database views and queries. Students become familiar with database programming and the program Text Editor. Students are

required to use the microcomputer lab to complete various assigned programs. *Prerequisite: CS 104 or CS 106. Hours of class per week: 3. Additional computer hours as needed.*

CS 202 Advanced Spreadsheets 3 s.h.

The course expands on introductory concepts and explores more powerful applications of electronic spreadsheets. Through hands-on experience, students master concepts in data management, such as data retrieval, data conditionals and data presentation. Students are required to use the microcomputer lab to complete various projects assigned. *Prerequisite: CS 104 or CS 106, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

CS 233 Advanced Programming Techniques and Data Structure 3 s.h.

This course will cover abstract data structures and related algorithm design. Content will include the use and implementation of arrays, records, stacks, queues, linked lists, trees, classes and pointers. Development of modular and structured programming techniques using C++ will be required. *Prerequisite: CS 125, or permission of instructor. Hours of class per week: 3. Additional computer hours as needed.*

CS 240 Systems Operation I: PC 3 s.h.

The course provides a hands-on introduction to PC hardware setup and software installation. It demonstrates methods for end-user, diagnostic evaluation using commercially available software packages. It emphasizes the tasks of unpacking, assembling, activating, utilizing and securing a PC system. *Prerequisites: CS 104 or CS 106. Hours of class per week: 2. Hours of lab per week: 2 consecutive hours. Additional computer hours as needed.*

CS 241 Systems Operation II: Multi-User Environment 3 s.h.

The course enables students to identify hardware and software problems of multi-user information systems, determine system solutions, and provide replacements and modifi-

cations. Installing and configuring the hardware and software on a local area network of personal computers is an integral part of the course. Students are required to make backups and use utility software. Students become proficient with a mainframe operating system, networking software and linking integrated workstations and data communications through "hands-on" experiences. *Prerequisite: CS 240. Hours of class per week: 2. Hours of lab per week: 2 consecutive hours. 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 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 investigate and present a professional topic review. *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, sheetrock, 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: 15.*

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 243 Advanced Carpentry Custom Building SP 3 s.h.

A course designed to meet the needs of individuals interested in developing carpentry skills beyond what is offered in Framing I and II. This course stresses the proper and safe use of inexpensive portable power tools and equipment that can be moved to the jobsite as opposed to stationary shop floor equipment. Traditional hand tools will also be used and discussed. Students will participate in lab activities that include techniques for: joinery, miters, table saws, routers, jigs, custom built-in units, custom moldings, stains and finishes. *Prerequisite:* CT 122, 123. *Hours of class per week:* 2. *Hours of lab per week:* 3.

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 246 Plumbing & Climate

Control II SP 3 s.h.

An in-depth study of the design, layout and construction of plumbing, heating and cooling systems. Units of instruction include plumbing systems for single-family housing, multi-family and commercial plumbing systems, individual and community waste treatment, hot-air heating systems, duct work and sheet-metal layout; hot-water heating systems, heat loss and unit sizing, air conditioning systems, ventilation systems, environmental concerns, and equipment for a safer environment. *Prerequisite:* CT 226. *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.

CT 250 Construction

Management SP 3 s.h.

A course designed to meet the needs of individuals who aspire to management positions. Topics include job descriptions and responsibilities, job site safety, job organization and

sequencing, contracts, subcontracts, scheduling, critical path method, dealing with labor and subcontractors, record keeping, and relationships with regulating agencies. *Prerequisites:* CT 121, 122, 124, 225 or equivalent. *Hours of class per week:* 3.

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.

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, poverty and affluence, education and opportunities, incomes and costs of living. *Hours of class per week:* 3.

EC 282 Macroeconomics FA 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 SP 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. *Prerequisites:* EC 282, or permission of instructor. *Hours of class per week:* 3. *General Education:* S.

Early Childhood Education

(Course listings)

ED 110 Introduction to Education for Teacher Assistants SU 3 s.h.

An introductory course designed to meet the needs of those who want to work in elementary and secondary schools as teacher assistants. The course acquaints students with the organization of American public education, major issues in elementary and secondary education today, and important regulations as they affect classroom teaching. It also attempts to generate an awareness of the basic legal issues in American public education. Not credited toward any degree or certificate ED course requirement. *Hours of class per week:* 3.

ED 111 Education Theory & Practice for Teaching Assistants FA 3 s.h.

A second-level course designed to aid the teaching assistant in theory and practice. It uses a theory-into-practice approach to explore the following areas: assertive discipline; effective teaching; interpersonal relations; effective communications; collaborative learning; stress management; informal structures; effective schools. Not credited toward any degree or certificate ED course requirement. *Prerequisite:* ED 110. *Hours of class per week:* 3.

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.*

ED 175 Foundations of Education 3 s.h.

This course will review educational history, cultural perspectives, philosophies of education, 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 SP 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 SP 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 3 s.h.

This course will prepare students in the Teacher Education Preparation Program for success in their required field placement. Topics to be included are: 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. Hours of class per week: 1.*

ED 225 Arts & Crafts for Early Childhood Education FA 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 SP 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 275 Children's Literature SP 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:* ED 171. *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 297 Field Experience with Seminar 3 s.h.

This course is the required field placement for students within the Teacher Education Preparation Program A.A. *Prerequisites:* ED 171 or ED 175, SS 298, or SS 299, SS 291, ED 201. *Hours of class per week:* 3.

ED 298-299 Early Childhood Internship FA-SP 4 s.h.

Early Childhood internship 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, interns spend one hour per week in a seminar session where they reflect on their field experiences and inte-

grate the insights they have achieved in their fieldwork. *Prerequisites:* ED 171, 185, or permission of instructor and Dean. *Hours of class per week:* 1. (+ additional hours to be arranged.)

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 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 162 or 158. *Hours of class per week:* 3. *Hours of lab per week:* 2.

EL 129 Fiber Optics Technology 3 s.h.

This course introduces the theory of fiber optic materials, interfaces and systems as well as

practical assembly and diagnostic procedures. Topics covered in the course include fiber optic cable construction single mode and multi-media fibers, wave propagation, connections, splicing methods, testing methods and basic applications in a business environment. *Hours of class per week: 2. Hours of lab per week: 2.*

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 132 Digital Electronics SP 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 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 semi-conductor 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, UJT's, 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 FA 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 232 or equivalent. Hours of class per week: 3. Hours of lab per week: 3.*

English (Course listings)

EN 098 Reading and Learning Skills

3 I.C.*

This course includes techniques designed to improve vocabulary, comprehension, and study skills. Various learning strategies are discussed to assist students in learning how to become independent learners. *Hours of class per week: 3.*

**3 institutional (non-degree) credits.*

EN 099 Basic English

3 I.C.*

This course teaches the fundamentals of writing and may, for some students, serve as a prerequisite for further study of composition. It includes a study of grammar and composition with emphasis on the fundamental principles of writing. The course assists students in their ability to write clear and concise sentences and to construct effective paragraphs. *Hours of class per week: 3.* **3 institutional (non-degree) credits.*

EN 101 Critical Reading and Thinking

3 s.h.

This course emphasizes the processes of translation, interpretation, application, analysis, synthesis, and evaluation as they relate to reading, writing, and problem solving. It stresses various strategies dealing with reading and thinking, such as making inferences, constructing and evaluating arguments, recognizing bias and propaganda, and identifying patterns of organization. *Prerequisite: Satisfactory results in EN 098 or on the 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.*

EN 102 Introduction to Writing

3 s.h.

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: Satisfactory results in EN 099 or on the*

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.*

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: Satisfactory results in EN 102 or on the 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 English

SP 3 s.h.

This course revolves around the organization, composition, and presentation of technical subject matter, emphasizing description and process of technical reports and manuals. Instruction and practice in technical writing and reporting form an integral part of the course. *Prerequisite: EN 103 (Students in the technologies may take EN 127 in lieu of EN 104; other students may take EN 127 as an HU elective course).* *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. The students prepare critical evaluations and also work with panel and discussion groups. *Hours of class per week: 3. General Education: C.*

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. *Hours of class per week: 3. General Education: S.*

EN 200 Short Story SP 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 recommended). Hours of class per week: 3. General Education: H.*

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 recommended). 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 recommended). Hours of class per week: 3. General Education: H.*

EN 233 American Literature I FA 3 s.h.

This course presents a survey of the first 250 years of American literature. After an introductory examination of the Puritans and Ben Franklin, the course settles into a study of nineteenth century classics, emphasizing writers of the American Renaissance. Selected readings include poetry and short fiction of Poe, Emerson, Thoreau, Hawthorne, and Melville, Stowe, Whitman, and Dickinson. 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 recommended). Hours of class per week: 3. General Education: H.*

EN 234 American Literature II SP 3 s.h.

This course surveys American Literature from 1880 to the present. The course begins with a close reading of Mark Twain's *The Adventures of Huckleberry Finn* and proceeds into the twentieth century, examining some of the authors who significantly shaped its literature. Selected readings include short fiction of Gilman and Crane, poetry of Frost, Eliot,

Stevens, Williams, short fiction of Faulkner, Ellison, O'Connor, Pynchon, and LeGuin. As in American Literature I, discussions examine the cultural-historical contexts of the readings, as well as the emergence of such significant literary movements as realism, naturalism, modernism, and postmodernism. *Prerequisite: EN 103 (104 recommended). Hours of class per week: 3. General Education: H.*

EN 239 The Modern Novel SP 3 s.h.

The course involves study, discussion, and analysis of the novel as a genre, examining representative works by leading 20th-Century novelists. *Prerequisite: EN 103 (104 recommended). 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. *Hours of class per week: 3. General Education: S.*

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. *Hours of class per week: 3. General Education: S.*

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 recommended). Hours of class per week: 3.*

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 104. Hours of class per week: 3.*

Photography (Course listings)

ER 101 Principles of Photography

FA 3 s.h.

This course is a hands-on photo course that teaches basic operation of a 35 mm cameras, films, exposure, composition, lighting, filters, lenses, flash, black & white negative developing, and printing techniques. This course includes lab time to develop photos taken during assignments. Students are encouraged to

obtain a 35-mm adjustable SLR camera, however, a camera is provided to students without one. *Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and darkroom supplies.*

ER 102 Advanced

Photography

SP 3 s.h.

This course builds on the previous (ER 101) principles. Students are taught techniques on composition, studio lighting, advanced darkroom techniques, print retouching, and print mounting. Computer demonstrations are included to introduce students to electronic imaging techniques. This course includes lab time to develop photos taken during assignments. Students are encouraged to have a 35mm adjustable SLR camera, however a camera is provided to students without one. *Prerequisite: ER 101. Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and darkroom supplies.*

Educational Resources

(Course listings)

ER 105 Foundations of College Learning

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 stu-

dent 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 will also be offered in a web-based, distance learning format. *Hours of class per semester: 15.*

ER 115 Internet Research

Strategies

1 s.h.

This course is designed to provide the student with advanced information literacy skills in the area of electronic research. Locating information on the Internet by using various search engines and boolean search strategies is taught by lecture and hands-on use of computers. Particular attention is paid to the process of evaluating and using these resources in college-level research. *Hours of class per semester: 15.*

ER 210 Internet Research for Nursing Students

1 s.h.

This course is designed specifically for students in Nursing Programs, in particular SUNY Plattsburgh's Bachelor of Science Degree Telenursing Program. The course will provide students with information literacy skills needed to successfully research a college-level paper using local and remote access services. Included are locating book and periodical information in both paper and electronic formats and research using the Internet. Emphasis is placed on the use of nursing resources and distance learning techniques. *Hours of class per semester: 15.*

Engineering (Course listings)

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 vector 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, elec-

trical 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, Kirchhoff'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.

FL 142 Elementary French II SP 3 s.h.

A beginner's course covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in French familiarize the student with the civilization of France. *Hours of class per week: 3. General Education: F.*

FL 143 Elementary Spanish I FA 3 s.h.

FL 144 Elementary Spanish II SP 3 s.h.

A beginner's course, covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in Spanish introduce the student to the Hispanic world and serve as a basis for conversations. *Hours of class per week: 3. General Education: F.*

FL 147 Elementary German I FA 3 s.h.

FL 148 Elementary German IISP 3 s.h.

A beginner's course stressing the conversational approach to the language. Essential grammar

and culture are studied and composition is introduced. *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.*

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.

FL 242 Intermediate

French II

SP 3 s.h.

This intermediate course develops the comprehension and use of the spoken language and addresses the grammar, composition, and

cultural aspects of the language. Reading texts are chosen to enable the student to converse in idiomatic French and to awaken interest in French literature and culture. *Prerequisite: FL 142. Hours of class per week: 3.*

FL 243 Intermediate

Spanish I

FA 3 s.h.

FL 244 Intermediate

Spanish II

SP 3 s.h.

This intermediate course develops the comprehension and use of the spoken language and addresses the grammar, composition, and cultural aspects of the language. Readings in Spanish introduce the student to Hispanic life and literature. *Prerequisite: FL 144. Hours of class per week: 3.*

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.*

Food Service Administration

(Course listings)

Courses may meet at sites other than the main campus. Students must make their own transportation arrangements. Students may need special clothing and equipment in addition to textbooks. Details are provided by the instructor.

FS 101 Introduction to Restaurant Management 1 s.h.

A basic course introducing the students to the world of Food Service. The course includes a definition of all styles of food service establishments including schools, hospitals, fine dining, quick serve, cafes, military feeding and more. It includes a history of food service and modern day trends. The course investigates job titles and job opportunities. Students are introduced to the definition and responsibilities of each food service department such as purchasing, production, service management, menu planning, etc. Included is a tour of Food Service operations and students are required to write a 5 page paper. Participation in food service events may be required. *Hours of class per week: 3 (5 wks).*

FS 111 Introduction to Food Service - Safety & Sanitation 2 s.h.

A comprehensive course teaching the principles of safety and sanitation to be used in Food Service establishments. Included is information on personal hygiene, cleaning, safe food preparation, bacteria growth, foodborne illnesses, safe dining service, safe food storage procedures, the control of pests, coping with inspections, etc. Students successfully completing the course receive a certificate from the National Restaurant Association. *Hours of class per week: 3 (10 wks).*

FS 122 Basic Culinary Skills FA 3 s.h.

An introduction into the fundamental skills (including knife skills) required for proper food preparation, storage and selection. The relationship between proper preparation and storage and nutritional value is emphasized. Students are taught principles of food preparation of meats, stocks, sauces, yeast breads, vegetable, fruits, dairy products, etc. Students prepare food for special events on campus. This course utilizes lecture, demonstration, and laboratory work. *Hours of class per week: 2. Hours of lab per week: 3.*

FS 123 Food Purchasing SP 3 s.h.

Techniques for quality food purchasing for

profit and nonprofit services. Specifications and standards of quality, grades, methods of purchase are emphasized for each category of food. A study is made of modern food processing and the purchasing of convenience foods. *Hours of class per week: 3.*

FS 124 Advanced Culinary

Skills

SP 3 s.h.

The course is designed to emphasize the unique requirements related to producing quantity food in a palatable fashion. Students are taught principles of the preparation of soups, poultry, appetizers, pastry, fish, starch, and foreign cuisines. Emphasis is placed on such problems as bulk food production, menu making, cost evaluation, sanitation, and safety as they apply to quantity food production. Food is prepared for special events on campus. *Prerequisite: FS 122 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

FS 224 Service and Hospitality

Management

FA 3 s.h.

This course is designed to emphasize the unique requirements of hospitality management such as "Front-of-House" hospitality standards for dining room supervision, banquet and hotel/motel operations. Service methods and techniques are emphasized. Content area includes: wait staff service, table setting, beverage service, sales control, art of selling, managing the dining room, menu design and planning, customer service, etc. Each student plans and manages a special event. *Prerequisites: None (FS 101, 111, 122 recommended). Hours of class per week: 3. Hours of lab per week: 2.*

FS 225 Food and Beverage Cost

Control

FA 3 s.h.

Cash control methods relative to the menu, production, control, purchasing, receiving, inventory control, and profit and non-profit food service systems. Understanding of profit, loss and sales is emphasized. Course includes the use of computers. *Prerequisites: FS 122 (123 recommended). Hours of class per week: 3.*

OOD
Prep 1

FS 226 Fundamentals of Baking & Pastry 3 s.h.

Baking fundamentals, approach to making breads, cakes, puff and French pastry, and fancy desserts. The course uses much "hands-on" practices to increase student skills. *Prerequisite: FS 122 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

FS 227 Restaurant Organization & Management SP 3 s.h.

Course designed to give food service majors the basic understanding necessary to organize a food service operation. Emphasis is placed on budgetary management, cost equivalence, and employee management. Using skills taught in previous FS courses, this advanced management course emphasizes practical applications of sound business practices. *Prerequisites: FS 101, 111, 122. Hours of class per week: 3.*

FS 240 Wine & Beverage Management SP 3 s.h.

This is an introductory course in bar & beverage management in the Food Service Industry. Topics include identification of alcoholic and non-alcoholic beverages, control of beverages, bartending techniques and customer relations and service. Emphasis is placed on bar management within the guidelines of legal and moral demands, to include management areas of personnel, compensation and benefits, bar storage, budgeting and pricing for profit, inventory, legal restrictions, liabilities, licensing, and cost control. Students participate off campus. Students are not restricted by age. *Hours of class per week: 3.*

FS 248 Catering, Banquets & Special Event Planning SP 3 s.h.

An introductory course to the catering of food service functions and bar service. Techniques for successful catering are covered, such as contracts, equipment, menus, presentation, per-

sonnel, costs and extras. Basic bar service is taught. Previous service experience recommended. Off-campus participation required. *Hours of class per week: 3. Hours of lab per week: 3 (10 weeks).*

FS 268 Restaurant & Menu Design & Marketing 3 s.h.

The course investigates the methods of increasing food sales through menus, menu planning, and food merchandising. Students study various menus and prepare samples. Food is prepared as part of menu planning and to develop merchandising skills. Each student presents a food demonstration to the class. Additional lab time may be needed. Previous food preparation skill recommended. *Hours of class per week: 3. Hours of lab per week: 3 (5 wks).*

Visual Communications

(Graphic Arts)

(Course listings)

GA 101 Introduction to Graphic Communications Technology FA 3 s.h.

An introduction and orientation to the graphic communications industry to include the history of printing, publishing, advertising and allied industries. The course emphasis is directed toward the lithographic printing process with an overview of screen printing, flexography and gravure reproduction. Production methods, substrates and product knowledge is emphasized. Students learn basic principles and applications of the offset printing process to include hands-on-training in: copy preparation, desktop publishing software, Macintosh® and PC computers and reproduction photography. Other areas include film assembly, proofing, and platemaking. The Corel Painter® software applications are taught to introduce desktop publishing concepts, and the Macintosh® operating system. *Hours of class per week: 2. Hours of lab per week: 3.*

Bar/Bgt

Food Catering

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 is used to coincide with Adobe® graphic arts software used throughout the Visual Communications Technology Program. Macintosh® and PC. *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 Graphic Communications & Electronic Publishing SP 3 s.h.

Advanced Graphic Communications builds on the principles and practices learned in GA 101. The course focuses on practical skills in half-tone reproduction using densitometry, manual and automated vertical cameras. Students learn manual and electronic imaging techniques to include: posterization, duotones, film assembly, electronic imposition and color proofing. Offset press principles, imposition and finishing are reviewed. Designs are created using Macintosh® computers, flat bed scanners, page make-up software, and laser printers and imagesetting equipment. The traditional film assemblies to new electronic image generating techniques are reviewed to familiarize students with past, present and future trade practices. QuarkXPress™ software is introduced. *Prerequisite:* GA 101, Macintosh or Windows knowledge, or instructor's approval. *Hours of class per week:* 2. *Hours of lab per week:* 3.

GA 104 Composition & Desktop Publishing Systems SP 3 s.h.

An introduction to electronic publishing and digital typesetting using Adobe®

PageMaker™ and/or Adobe® InDesign software. This course builds on previous technical concepts learned. The course emphasizes the function of typefaces, type identification, point sizes, copyediting, proofreading, and setting up desktop files, style sheets, column guides, and trouble shooting, and editing skills. Computer use, memory requirements, file management, scanning, file formats, and imagesetting equipment are discussed. Students learn image-generating techniques used in advertising, newspaper and the commercial printing sector of the industry. Students gain practical skills in desktop publishing and design using the Macintosh® computer. Software applications include Adobe PageMaker™ and InDesign. *Prerequisite:* GA 101 or Enrollment in Word Processing Certificate program. *Hours of class per week:* 2. *Hours of lab per week:* 2.

GA 110 Advanced Web Page Design 3 s.h.

This course defines and explores the power and accuracy of Adobe GoLive® software. Conceptual ideas are developed through the use of web page layout and design tools. In addition, students work with Adobe ImageReady® as 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 102 Web Page Design, 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 interme-

diate desktop publishing techniques using QuarkXPress™ software. Students gain experience by developing desktop publishing skills in the areas of typography, color, page layout and printing 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. Black & white, color scanning techniques and high-resolution imagesetting equipment and color copying systems are also discussed and utilized throughout the course work. *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 versatility of the program allows the home or office computer operator, graphic artists, photographers, illustrators, and service bureau personnel an opportunity to add a creative enhancement to an image by using its 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 training include toolbox identification and importing images from a photo C.D., cropping and rotating images. Use of special effects and special program filters is included. These applications 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 electronic photography as a way to think visually. The use of digital cameras and electronic tools to alter and manipulate graphic images and photos is emphasized. Computers, pixel-based software

and scanners increase technological understanding of digital photography. Students develop new approaches to design using digital technology and traditional design principles. Photo restoration, lighting, composition, balance, and special effects are introduced to enhance and stimulate visual creativity. *Prerequisite: GA101, 125, ER101, Macintosh PC experience or permission of instructor. Hours of class per week: 2. Hours of lab per week: 2.*

GA 205 Graphic Arts Layout & Design 3 s.h.

This course approaches the planning and design aspects of creating complete manual and electronic mechanicals. Emphasis is directed toward designing single and multi-color publications produced in advertising agencies, newspaper firms, in-plant printing facilities and commercial printing plants. Practical principles and applications for designing to printing equipment specifications are stressed. Job planning techniques using dummy's, thumbnail concepts and design principles are developed. Mechanicals are produced electronically with desktop publishing software. Impositions and proofing techniques are emphasized. Artwork and design concepts are developed manually, or by computer. Offset reproduction, paper specifications, sizes, uses and ink relationships are taught. *Hours of class per week: 2. Hours of lab per week: 2.*

GA 206 Electronic Prepress Production 3 s.h.

An in-depth study of graphic reproduction in relation to problem-solving techniques. Emphasis is directed toward lithography: photography, color proofing, and imposition techniques. Hands-on practice involving the use of electronic production equipment in a quality control environment is emphasized. Students use a variety electronic software and equipment to achieve acceptable designs for reproduction. This course is also supplemented with actual plant tours to enhance learning of production methods in the printing and publishing industry. Desktop publishing skills are enhanced by the advanced desktop publish-

ing skills taught. Designing with Adobe Illustrator™ is emphasized. *Prerequisites:* GA 101, GA 103, Macintosh®, PC experience or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 2.

GA 207 Graphic Arts Entrepreneurship & Management 3 s.h.

This course is designed to develop knowledge and skills in the area of organizational communication and management. The emphasis is directed toward the printing, publishing and freelance environments to include the topics of plant and studio layout, the balance sheet, wage policies, inventory control, equipment, costing, and leasing and customer service. Technical and practical hands-on skills include advanced scanning, desktop publishing skills. All software learned in previous courses and presentation software is used to develop electronic portfolios. This course is designed to stimulate students to develop useful skills for entrepreneurship in the printing and publishing industry. Time management, job preparation, and portfolio organization is stressed. 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.

GA 208 Graphic Design For Publications 3 s.h.

This course builds on basic design principles and practices. It focuses on desktop publishing skills and software uses intermediate and advanced. Students learn to approach publication design using a systematic and organized design method. The use of templates, grids, style sheets and various software applications allow for formal and informal explorations of ideas and concepts. Typography, color, graphic images, photos and the relationships to the overall publication design are incorporated in the conceptual process. Creative design solution for graphic communications and print media technologies is emphasized. Macintosh® and PC platform. *Prerequisites:*

GA 101, 104, 103, 205 or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 2.

GA 209 Newspaper Design 3 s.h.

This course provides a foundation for building a newspaper. An overview of the workflow through the daily newspaper is emphasized. Students learn to design and compare standard and tabloid formats. An emphasis is placed on column width, typography, pica measurements, text, graphics, and photo placement. Specialized newspaper computer software is used for designing advertisements. Problem solving skills are linked to fundamental newspaper production and printing processes. The course is supplemented with a newspaper plant tour. *Prerequisites:* GA 101, 104, or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 2.

GA 210 Color Reproduction and Imaging 3 s.h.

This course provides an in-depth overview of color theory principles and practices. The correlation between electronic prepress software, color imaging systems and output devices are reviewed. Advanced troubleshooting techniques are taught in conjunction with large file formats and CD ROM images. Color viewing standards, monitor and printer calibration is emphasized. Color proofing systems, imaging software and color output devices are used to measure and compare original file data to actual originals. Students learn quality control and large file management. *Prerequisites:* GA 101, 103, 104, 125 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 121 Nutrition 3 s.h.

A study of the basic nutritional needs required for the maintenance of active health. Special emphasis on relating nutritional needs to specific menu planning. *Hours of class per week: 3.*

HE 125 Advanced Nutrition SP 3 s.h.

An understanding of the nature of and relationship between nutritional requirements and the nutritive value found in foods. Emphasis on food storage and preparation as they pertain to the maintenance of a high nutrient value. The course stresses vitamin and mineral deficiency diseases. *Prerequisite: HE 121. Hours of class per week: 3.*

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.

HE 235 Community Health 3 s.h.

A detailed investigation of communicable diseases includes definition, transmission, and control in respect to prevention of disease and promotion of health. Organized public health activities as conducted by local, state, national and international agencies. An introduction to air and water pollution control, including effects and sources of pollution. Field trips are arranged. *Hours of class per week: 3.*

HE 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.*

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, biologi-

cal, 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 graying 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:* HS 110, approval of HS program coordinator 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 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. *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. *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 3s.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. of Liberal Arts and Sciences with a grade 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.*

Library

(Course listings)

LB 101 Introduction to Library Services 3 s.h.

A survey of libraries, from their beginnings in pre-history to the dynamic institutions they are today. An introduction and overview to the role of the support staff in the various types of libraries: academic, public, school and special. *Hours of class per week: 3.*

LB 120 Public Services 3 s.h.

An introduction to public services in libraries. This course includes discussions of customer service, public relations, and circulation issues, policies and procedures. *Hours of class per week: 3.*

LB 122 Audio-Visual/Media Services 2 s.h.

An introduction to the management, maintenance, and operation of audio-visual and media equipment. *Hours of class per week: 2.*

LB 124 Technical Services 3 s.h.

An introduction to technical services in libraries. This course includes the ordering and processing of library materials, library filing rules, cataloging basics and interlibrary loan procedures. *Hours of class per week: 3.*

LB 126 Information & Referral 3 s.h.

An introduction to reference and information services in libraries. This includes instruction regarding computerized systems as well as the basic "reference transaction". *Hours of class per week: 3.*

Legal Assisting

(Course listings)

LE 101 Introduction to

Legal Assisting

FA3 s.h.

An introduction to the role of the legal assistant, including ethical and professional practice standards applicable to all law office personnel. Units include an overview of law and legal systems, the relationship between Federal and State courts systems, and an overview of paralegal skills. *Hours of class per week: 3.*

LE 102 Legal Research & Writing

SP 3 s.h.

The basic principles of legal research and writing style and techniques are presented. Units include sources of law, citations, researching cases and statutes, and writing legal briefs. Students are introduced to the use of computer-assisted legal research (CALR), including WESTLAW. *Prerequisites: LE 101, EN 125, CS 104 or permission of instructor. Hours of class per week: 3.*

LE 201 Real Estate

SP 3 s.h.

This course includes a study of the substantial law of real estate and the related proce-

dural and practical aspects such as landlord-tenant proceedings, title searching, real estate closing, etc. Drafting problems involving various legal instruments; special research projects related to the subject matter; and a study of the system of recording and search of public documents is included. *Prerequisite: LE 101 or equivalent. Hours of class per week: 3.*

LE 227 Estates & Trusts FA 3 s.h.

This course covers estates, powers and trust, intestacy and probate, and the preparation of wills. A study of laws applicable to each as well as the organization and jurisdiction of the appropriate probate court is included. A detailed analysis of the administration of estates and a review of estate and inheritance taxes is covered. *Prerequisite: LE 101 or Equivalent. Hours of class per week: 3.*

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. Can be used as a liberal arts elective. Hours of class per week: 4.*

MA 150 Survey of Mathematics 3 s.h.

An overview of mathematics for the non-science student. Topics include elementary symbolic logic, introductory set theory, numeration systems, number bases, modular arithmetic, and properties of abstract mathematical systems. 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.*

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.*

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; com-

plex 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 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.*

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 nonhomogeneous 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 as applied to engineering type drawings. Topics include geometric shapes, scaling, polar and delta positioning, editing, arcs and fillets, grids and snap, dimensioning, translating, rotation and mirroring, three dimensional drawing, and wireframe drawings. *Hours of class per week: 2. Hours of lab per week: 2.*

MD 176 Electrical Graphics FA 3 s.h.
This electrical graphics course introduces the student to basic drafting and construction techniques used in the electronics industry. This is strictly a computer aided drafting course. The course introduces the basics of orthographic and isometric projections, cross sections, dimensioning, and sketching using the Auto CAD software package. The student is then introduced to the electronic schematic diagram and to printed circuit development using the EE Designer and ORCAD software package. Finally the student is presented with a series of drawings ranging from block and logic diagrams, chassis drawings, graphs and charts, residential and industrial wiring diagrams, and 3D diagrams. *Hours of class each week: 1. Hours of lab per week: 3.*

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.*

ME 286 Clinical Procedures for Medical Assisting

SP 3 s.h.

This course provides a format for the achievement of professional competency in medical assisting in a clinical setting as well as the understanding of applications to on-the-job situations. This course is beneficial to students in the medical-related programs as well as practicing personnel who have not had an opportunity to receive formal training. *Prerequisite: OT 283. Hours of class per week: 2. Hours of lab per week: 2.*

Multimedia (Course listings)

MM 101 Multimedia Technology I

3 s.h.

This course introduces the field of multimedia to the student. The course examines the tools used in the multimedia field and how graphics, sound, video, and text are integrated into a multimedia work. Delivery mechanisms for multimedia, such as CD-ROM, Internet, and print are introduced. Preliminary uses of the Internet and presentation systems as delivery mechanisms for multimedia works are examined by the student. Topics: computer use in multimedia, sound, video, graphic picture formats, Internet web usage, basic HTML, 2D drawing, 3D drawing, applications of multimedia, current information on the multimedia industry. *Hours of class per week: 2. Hours of lab per week: 2.*

MM 102 Multimedia Technology II

3 s.h.

This course explores advanced topics in multimedia development. Audio, video and computer system requirements, limitations and integration are examined. Computer formats, such as JPEG and MPEG are covered as are CD-ROM production requirements. Software used for multimedia application are examined

from a production standpoint as is the delivery of content via various means. Topics: audio - analog vs. digital, mixing, streaming; video systems; video/graphics formats - GIF, MPEG, JPEG; projection requirements; software applications - specifications, hardware requirements; Internet and server requirements; CD-ROM and other media. *Prerequisite: MM 101. Hours of class per week: 2. Hours of lab per week: 2.*

MM 201 Multimedia

Development I 3 s.h.

Multimedia Development I provides an in-depth use of current multimedia application software and systems and provides the student the opportunity to produce multimedia works. Applications include using presentation software and equipment, hypertext development, merging graphics and video 3D rendering. *Prerequisite: MM 102. Hours of class per week: 2. Hours of lab per week: 2.*

MM 202 Multimedia

Development II 3 s.h.

This course provides the student with a capstone opportunity to use multimedia software to develop a complex multimedia project. Student work results in the production of an interactive multimedia work. *Prerequisite: MM 201. Hours of class per week: 2. Hours of lab per week: 2.*

Music

(Course listings)

MU 101 The American Broadway

Musical FA 3 s.h.

This course explores the creative journey involved in bringing the *idea* of a musical to its final realization as a full-blown production. By understanding the creative processes involved, by listening to and reading libretti and scores of a number of musicals, by learning to recognize and critique different creators and artists of the genre, and by interpreting some of the material themselves, students gain a greater knowledge of the components that result in an enduring masterpiece. *Hours of class per week: 3.*

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: 3.*

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.*

Natural Resources Conservation

(Course listings)

Courses may meet at sites other than the main campus. Students must make transportation arrangements. Weekend field trips may be required.

Students may need special clothing or safety equipment in addition to texts. Details are provided by the instructor.

NR 126 Principles of

Soils & Water FA 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. *Hours of class per week: 2. Hours of lab per week: 2.*

NR 223 Forest Management I FA 3 s.h.

The practices and principles involved in managing woodlands for timber, recreation, wildlife, and soil conservation values. Includes spe-

cies identification and characteristics, tree development and growth, cutting practices, harvesting and marketing, reforestation, planting management and protection. *Prerequisite:* NR 122. *Hours of class per week:* 2. *Hours of lab per week:* 3.

NR 224 Forest Management II SP 3 s.h.
Major topics include tree physiology, major forest products, nursery techniques, planting, maintenance of individual trees (ornamental and Christmas), forest protection (fire, insects, and disease), forest influences upon the environment, and harvesting techniques from the standing tree to the mill. The course emphasizes the proper use and maintenance of related tools. *Prerequisite:* NR 223. *Hours of class per week:* 2. *Hours of lab per week:* 3.

NR 241 Water Resources Management I FA 3 s.h.
This course provides students with an introduction to the physical and biological properties of water. Specific areas of study include the hydrologic cycle; hydraulics and electricity; water chemistry, (acids, bases and salts, chemical calculations, solutions); microbiology; water quality tests and standards; sedimentation. *Prerequisite:* High school biology, general science. *Hours of class per week:* 2. *Hours of lab per week:* 3.

NR 242 Water Resources Management II SP 3 s.h.
This course furthers the student's understanding of water resources management. Specific areas of study include filtration processes; chlorinating; softening; aeration; taste and odor control; corrosion and corrosion control; fluoridation; protection of water and watershed; plant maintenance and accident prevention. *Prerequisite:* NR 241. *Hours of class per week:* 2. *Hours of lab per week:* 3.

NR 250 Waste Resource Management SP 3 s.h.
This course provides the student with a general background in the science and technology of solid and hazardous waste management. Specific areas of study include conventional

disposal operations; material recovery operations; energy recovery systems; composting--methodology, products, and legal restrictions; sanitary landfilling; innovations in solid and hazardous waste disposal; hazardous waste reduction, recycling, and waste exchange; transportation of wastes; siting of waste treatment facilities; health effects and risk assessment; household hazardous wastes. *Prerequisites:* SC 135, SC 170 or permission of instructor. *Hours of class per week:* 3.

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 diagnosis 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 assign-

ments and observational experiences are provided through affiliations with community 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. Clinical experiences include advanced Medical-Surgical interventions, medication administration, application of principles of leadership and group management, and a three week preceptorship. Student participation is required in a seminar that covers professional issues and topics. *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 for Nurses 3 s.h.

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. *Prerequisite:* 3 semesters of NU courses, or permission of instructor. *Hours of class per week:* 3.

Nursing Process Course

This is a required 15-clock hour non-credit course for Licensed Practical Nurses accepted

into the Nursing Program with advanced placement credit or students readmitted to the Program. The 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 must be completed prior to entrance into NU 106, Nursing Science II.

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: CS104 or CS 106 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 terminology and concepts of the office automation/information system in the modern on-line, interactive office. Topics include an industry overview, supporting mission-critical functions and the information cycle. Emphasis is on the people/teamwork, procedures, and technology, including e-mail and the internet, utilized in office systems. System concepts are presented. Laboratory exercises are completed on PCs using the Windows environment with various software, e-mail and internet access. *Co-requisite: OT 133 or OT 134 & CS 104 or CS 106. 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 244 Word Processing**Applications (WordPerfect)****3 s.h.**

Basic office output applications are taught on PCs using WordPerfect software. Students learn concepts such as file management, merging documents, line numbering, redline and strikeover, revision notes, outline features (hiding and expanding), special character sets, etc. Students are required to apply these concepts by preparing legal documents and common office communications including newsletters, outlines, lists, indexes and tables of contents. *Prerequisites: OT 134, 139, or equivalent. Hours of class per week: 3. Additional hours in the Office Technology Lab.*

OT 244
WP Appl. I
is over

OT 241 Word Processing**Applications (Word)****3 s.h.**

Office output applications are taught on PCs using Word software. Students learn advanced formatting concepts, borders and shading, gutter margins and mirror margins, paragraph sorting, bar tab settings, section breaks, document panes, envelope options, page numbering, page headers and footers, wrapping, text boxes, rotating text, WordArt, drawing shapes, etc. Students are required to apply these concepts by preparing common office communications including name badges, reports, mail mergers, etc. *Prerequisite: OT134, OT139 (co-requisite for WP certificate majors). Hours of class per week: 3. Additional hours in the Office Technology Lab.*

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: CS104 or CS106, OT139 and OT241. Hours of class per week: 3.*

OT 249 Office Technology & Administration Practicum**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**SP 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 104 or 106, 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: CS104 or CS106 or equivalent experience. Hours of class per week: 3.*

OT 273 Legal Terminology**SP 1 s.h.**

This course provides knowledge and understanding of approximately 800 terms commonly used in the legal profession, with emphasis on correct spelling and pronunciation. *Hours of class per week: 3.*

OT 274 Legal Dictation**SP 1 s.h.**

Using PCs in the Windows environment, material is transcribed from letters and documents

OT 251
Office Sp
Supervision

that are commonly prepared in the lawyer's office. Students use machine transcription tapes as a source of input. Specialized legal vocabulary is emphasized. *Prerequisite:* OT 134, 273 or equivalent or permission of instructor. *Hours of class per week:* 3.

OT 275 Legal Document

Production I

SP 1 s.h.

Legal Document Production is a simulation, which represents three working days in a law firm. Students create and revise realistic legal documents commonly prepared in a law office. The jobs are done on PCs using the Windows environment. *Prerequisite:* OT 134 or equivalent. *Hours of class per week:* 3.

OT 276 Legal Administrative Support Procedures

SP 3 s.h.

This course familiarizes students with the court structures, the jurisdiction of the courts, rules for preparing legal documents and the local fees for filing court papers. Specific areas of law are covered, with the required procedures and necessary forms for each area, i.e. family law, wills and probate, real estate, bankruptcy, and criminal law. *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

EA 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 are drawn from actual records. The office technology lab may be used. *Prerequisite:* OT 134, 283, or permission of instructor. *Hours of class per week:* 3.

OT 288 Medical

Transcription II

SU 3 s.h.

This course continues to build on the material learned in Medical Transcription I. Detailed autopsies are emphasized. Specialty areas such as: cardiology, psychiatry, neurology, ob/gyn, respiratory system are included. Terminology, language skills, and transcription skills continue to be systematically reinforced. Electronic keyboards are utilized. The office technology lab may be used. *Prerequisite:* OT 287. *Hours of class per week:* 3.

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. *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. 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. *Hours of class per week: 3.*

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 154 Intermediate Tennis 1 s.h.

A progression from PE 151. The course is designed to review basic skills, rules and introduces advanced game strategies in both singles and doubles play. *Prerequisite: Ability to demonstrate basic skills. Hours of class per week: 2.*

PE 157 Intermediate Racquetball 1 s.h.

A progression from PE 151. The course is designed to review basic skills, and introduce advanced strategies in both the three- and four-wall game. *Course meets at sites other than main campus. Students make their own transportation arrangements and pay an additional*

fee for off-campus site. Prerequisite: Ability to demonstrate basic skills. 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. 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. *Course meets at sites other than main campus. Students make their own transportation arrangements. Hours of class per week: 3.*

PE 231 Camping SP 3 s.h.

Selected guided experiences in camping including nature and conservation, camp craft, nature craft, waterways, and conduct and management of resident and day camps. *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 requirement. *Prerequisite: HE 136. Hours of class per week: 3.*

PE 252 Lifetime Sports 2 s.h.
Philosophy and instructional techniques in Aquatics for Physical Education Majors. *Hours of class per week: 2.*

PE 253 Lifetime Sports FA 3 s.h.
Philosophy and instructional techniques for physical education majors in two of the lifetime sports. *Course meets at sites other than main campus. Students make their own transportation arrangements. Hours of class per week: 3.*

PE 254 Lifetime Sports 2 s.h.
Philosophy and instructional techniques in Soccer for Physical Education Majors. *Hours of class per week: 2.*

PE 255 Lifetime Sports SP 3 s.h.
Philosophy and instructional techniques for Physical Education majors in two of the lifetime sports. *Course meets at sites other than main campus. Students make their own transportation arrangements and pay additional fees at off-campus sites. Hours of class per week: 3.*

PE 256 Lifetime Sports 2 s.h.
Philosophy and instructional techniques in Basketball for Physical Education Majors. *Hours of class per week: 2.*

PE 257 Lifetime Sports 3 s.h.
Philosophy and instructional techniques for Physical Education majors in one of the lifetime sports areas: Racket Activities (Tennis & Racquetball). *Hours of class per week: 3.*

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.*

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.*

Recreation Studies

(Course listings)

RE 235 Outdoor Recreation SP 3 s.h.
This course provides a broad-based introduction to knowledge, skills, and techniques as well as policies and procedures related to a

variety of outdoor recreation activities. Safety management principles associated with the conduct of outdoor pursuits will be discussed. Students will participate in activities such as hiking, canoeing, map reading and orienteering, snow-shoeing, cross-country skiing, camping, etc. Course occasionally meets at off-campus sites. Students will be expected to provide their own transportation. *Hours of class per week: 3.*

Science

(Course listings)

(See also Biology, Chemistry, Engineering, Natural Resources, Physics)

SC 121 Basic Skills for Science & Technology

3 s.h.

The course provides the preparation needed for success in the study of all science and technology courses. Topics include recognizing the relevant scientific concepts while reading problems, using diagrams and graphs effectively for the solution of problems, selecting relevant relationships of physical variables for solving problems, deducing needed relationships of variables, manipulating algebraic relations and arriving at a solution in terms of symbols representing variables, using physical units and their conversions, dimensional analysis, applying right-triangle trigonometry to the solution of technical problems, using measuring devices, and data analysis using computers. Not credited toward the Associate Degree science requirements, but may be used for elective credit. *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 pol-

lution, 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

FA 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, 176, and 282. The course stresses the human relevance and social implications of biology. It discusses modern scientific developments, as well as cellular anatomy, physiology and energetics in genetic and ecological perspectives. 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 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**EA 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**SP 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**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.*

SC 161 Introduction to**Physics I****EA 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.*

SC 170 Introductory

Chemistry I

FA 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. *Hours of class per week: 2. Hours of lab per week: 3.*

SC 171 Introductory

Chemistry II

SP 3 s.h.

A course designed for students having little or no chemistry background that seeks entrance into health related programs. Emphasis is placed on practical aspects of inorganic chemistry, a brief introduction to organic and biochemistry. Course lectures will be augmented by laboratory experimentation and technical report writing. *Hours of class per week: 2. Hours of lab per week: 3.*

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.*

Spatial Information Technology

(Course listings)

SP 120 Introduction to Geographic

Information Systems

3 s.h.

This course covers the theory and concepts of Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Students will receive a fundamental hands-on understanding of the technology and systems used in the GIS field. Students will engage in problem solving activities through laboratory and field work. *Prerequisite: Basic computer skills. Hours of class per week: 2. Hours of lab per week: 2.*

SP 220 Advanced Geographic

Information Systems (GIS)

4 s.h.

This course provides students the opportunity to apply GIS skills to decision making and to study advanced topics in spatial modeling, image processing and GIS project management. Students will become proficient using a GIS system such as ArcView. *Prerequisite: SP 120. Hours of class per week: 3. Hours of lab per week: 3.*

SP 230 Remote Sensing**Technology** 4 s.h.

This course introduces the fundamental concepts and systems used for remote sensing application. Students will learn how various satellites and sensor systems are used to identify and detect information. Students will learn how images are corrected and analyzed. *Prerequisite:* SP 120. *Hours of class per week:* 3. *Hours of lab per week:* 3.

SP 240 Cartography 4 s.h.

This course is an introduction to the techniques and concepts related to map making. Students will be introduced to the fundamentals of map design, map interpretation, and map analysis. Students will also learn how to produce maps in digital form for the Internet. *Prerequisite:* SP 120. *Hours of class per week:* 3. *Hours of lab per week:* 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.

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.

SS 183 Western Civilization I EA 3 s.h.

The major emphasis of the course is on early modern Europe from the late Middle Ages into the 17th Century. Political, economic, social, and intellectual developments are cov-

ered for the major countries of Europe, as well as the relationships between those countries. *Hours of class per week:* 3. *General Education:* W.

SS 184 Western Civilization II SP 3 s.h.

A continuation of SS 183 from the 17th Century into the 20th Century with the same general concerns, in addition to world issues. SS 183 is not a prerequisite for this course. *Hours of class per week:* 3. *General Education:* W.

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 283 Survey of American History I EA 3 s.h.

A survey of the political, social, and intellectual development of the United States from the Colonial period to Reconstruction. *Hours of class per week:* 3. *General Education:* U.

SS 284 Survey of American History II SP 3 s.h.

A continuation of SS 283 from Reconstruction to the present. Emphasis on the changing character of the American society and its role in international affairs. *Hours of class per week:* 3. *General Education:* U.

SS 287 America Since 1945 EA 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 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 indi-

viduals 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 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 through 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. This course provides a more comprehensive and in-depth examination of adolescent development than currently covered in SS298 Child Development. This course is required by students pursuing an A.A. in Liberal Arts & Sciences: Education-Adolescence. *Prerequisite: SS 291 or permission of instructor. Hours of class per week: 3. General Education: W.*

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 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 285 Gender & Society 3 s.h.

The course explores being feminine and/or masculine in a contemporary world. The focus is on the social processes through which male and female biology are transformed and institutionalized into culture: i.e., gender or sex roles. The course investigates how gender norms are constructed, maintained, and challenged in language, personal relationships, popular culture, the family, education, work arrangements, and other social institutions. Emphasis is on a sociological analysis of gender issues; but also draw upon are on anthropology, biology, history, and psychology to gain a broader perspective. *Prerequisite: SS 281. (291 recommended). Hours of class per week: 3.*

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 "prob-

lem" 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 topic 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.*

Theater (Course listings)

TH 101 Theater 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 theater from its beginnings to the present. The course focuses on European and American theater, with some attention to non-Western traditions. *Hours of class per week: 3.*

TH 102 Stagecraft EA 4 s.h.

The course provides students with theory and practice in the visual, aural, and construction facets of theater 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 Theater 3 s.h.

The course is intended as a survey to introduce students to theater 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.*

TH 201 Theater 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 Theater Seminar SP 4 s.h.

Application of theater study to the challenges of theater practice. The course provides an intensive study of the components of theater 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: 4.*

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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