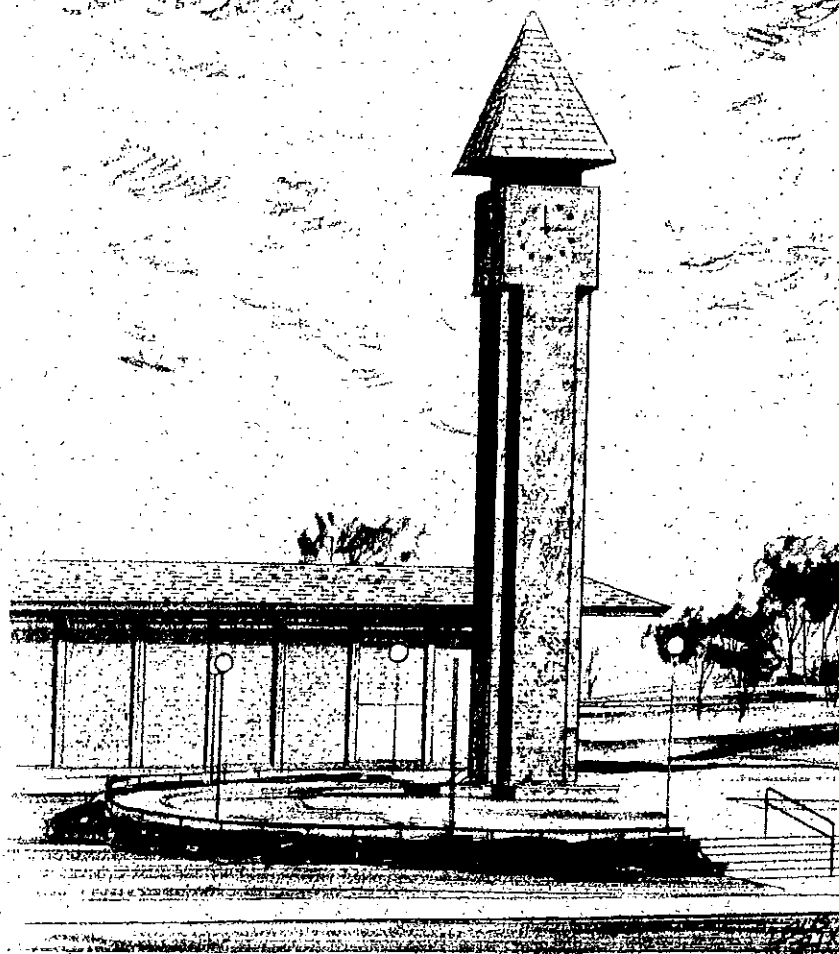


# Fulton - Montgomery Community College

*State University of New York*

**College Catalog**

**1991 - 93**



Rte. 67

Johnstown, New York 12095 - 9609

(518) 762 - 4651

## PROGRAMS OF STUDY

### ARTS AND SCIENCES

#### General Studies

Communications  
Early Childhood Education  
Elementary/Secondary Education  
Special Education  
Theater

Humanities and Social Sciences  
Early Childhood Education (pending approval)  
Human Services  
Fine Arts  
Business Administration  
Computer Science/Business  
Computer Science/Math-Science  
Mathematics and Science  
Engineering Science  
Physical/Health Education

### CAREER EDUCATION

Accounting  
Automotive Technology  
Business Administration  
    Retailing  
    General Finance  
    Management  
Computer Information Systems  
Computer Technology  
Construction Technology  
Crafts Management  
Criminal Justice  
Electrical Technology  
Food Service Administration  
Human Services  
Natural Resources Conservation  
Nursing  
Office Technology: Administrative  
Office Technology: Word/Information  
    Processing  
Textile/Leather Technologies  
Individual Studies  
    Air Science/Professional Pilot  
    Collaborative Career Learning

### ONE-YEAR PLUS ONE-YEAR

#### F-M with Canton

Industrial Technology  
Mortuary Science  
Science Laboratory Technology  
    (Biology)  
Science Laboratory Technology  
    (Biology)  
Science Laboratory Technology  
    (Milk & Food Quality Control)

#### F-M With Cobleskill

Floriculture  
Biological Technology  
Chemical Technology  
Public Health Technology  
    (Environmental Health)  
Science Laboratory Technology  
    (Histotechnology)

#### F-M with College of Environmental Science & Forestry Forest Technology

### CERTIFICATE PROGRAMS

Automotive Mechanics  
Criminal Justice  
Early Childhood Education (pending approval)  
General Education  
Individual Studies  
Collaborative Career Learning  
Office Technology: Clerical  
Word Information Processing Operator  
Quantity Food Production  
Secretarial Studies

**FULTON • MONTGOMERY**  
**COMMUNITY COLLEGE**  
**JOHNSTOWN, NEW YORK 12095-9609**  
**(518) 762-4651**

# FULTON-MONTGOMERY COMMUNITY COLLEGE

Johnstown, New York 12095

(518) 762-4651

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

1991-1993

*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 sex, race, color, national origin or disability.*

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# FULTON-MONTGOMERY COMMUNITY COLLEGE

## History and Location

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

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

## Accreditation

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

## Campus Facilities

The ADMINISTRATION BUILDING houses the offices of the President of Fulton-Montgomery Community College, the Vice-President and Dean, Admissions, Financial Aid, Business Services, Continuing Education, Registrar, and Student and Community Services.

The COLLEGE UNION houses the office of the Coordinator of Student Activities, PACE, the Bookstore, Cafeteria and student organization offices. There are also game rooms, lounges and areas for conferences, displays and exhibits and small group meetings.

The EDUCATIONAL RESOURCES CENTER contains a collection of more than 60,000 books, several hundred periodicals and a variety of audio-visual materials for student, faculty and community use. In addition to a national interlibrary loan service, the center provides access to copy machines and several computers. The Learning Center, located on the second floor, houses the reading, writing and math labs, tutoring services and services for learning and physically disabled students.

The CLASSROOM BUILDING has, in addition to lecture halls, faculty offices and conference rooms, many rooms equipped with audio-visual systems, closed circuit television and language and science laboratories. There is also a television studio and a day care center. The Counseling Center and offices of the Deans for Career

Education and Liberal Arts and Sciences are located on the second floor.

The PHYSICAL EDUCATION CENTER includes a regulation-size swimming pool and gymnasium; multi-purpose, physical conditioning and training rooms; large playing fields; tennis court and other physical education facilities, all of which are available to students and public.

## Educational Facilities Off Campus

The Vo-Tec Center, operated by the Board of Cooperative Educational Services, located one mile west of the campus, is the site for laboratory work for courses in natural resources, automotive technology, visual communications and construction technology.

The College owns an island in the Great Sacandaga Lake and has leased approximately 400 acres of land west of Johnstown to use as a laboratory for courses in science and natural resources. The College also offers credit and non-credit courses at a number of other sites off campus.

## The Mission of Fulton-Montgomery Community College

Fulton-Montgomery Community College prides itself on being an open-admission college which attempts to develop in its students that spirit of inquiry which characterizes the educated individual. The College seeks, through comprehensive offerings, to expand awareness of others, challenge prejudice, foster civic responsibility, promote appreciation of the arts, improve earning capacity, and strengthen a sense of purpose in life. This mission is supported by a faculty and staff whose primary concern is the providing of high quality instruction and educational services.

The following goals support this mission:

1. To provide comprehensive educational opportunities for both full-time and part-time students in the arts, the sciences, and the applied sciences;
2. To initiate, develop, and support additional courses, programs, and activities which serve community needs; and
3. To maintain an atmosphere of faculty, student, and administrative interaction in which students will find encouragement towards success.

The following objectives lead to the goals:

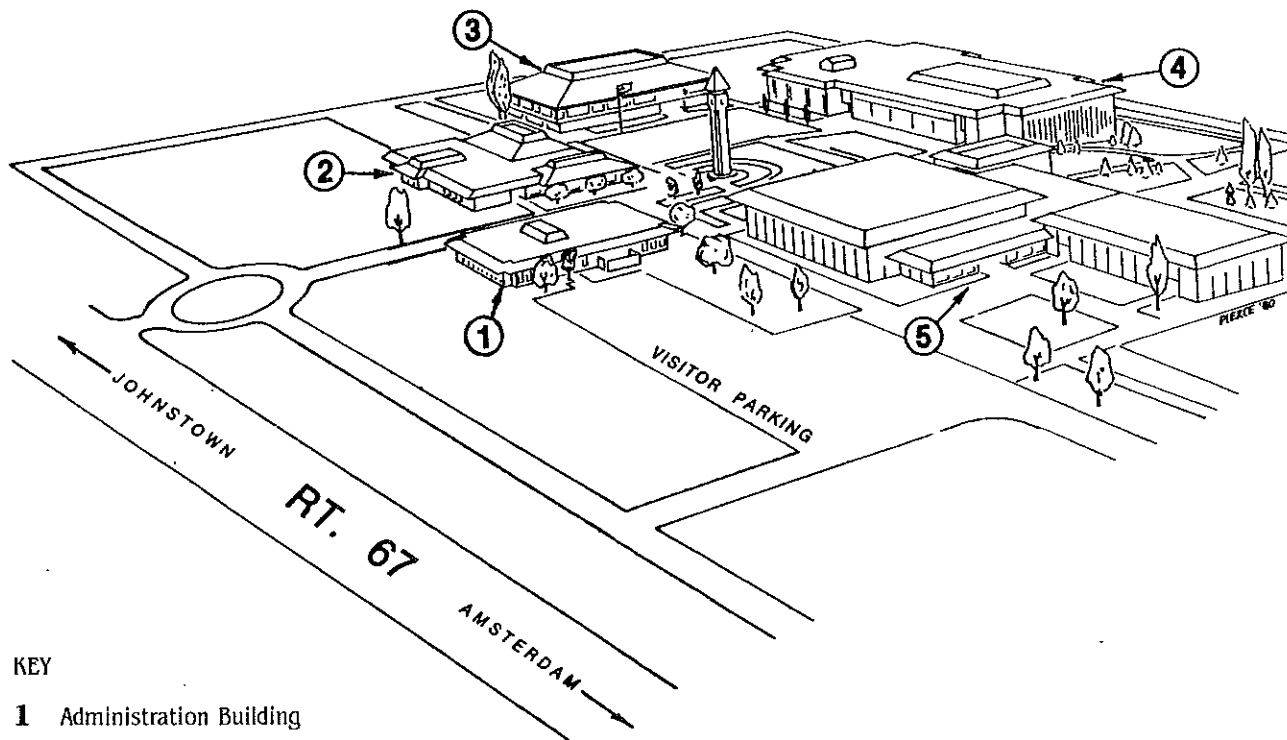
Recognizing the diversity inherent in a student body at an open-admission institution,

1. A. The College will provide a variety of programs leading to the award of associate degrees or certificates. The comprehensive nature of the offerings will be in response to perceived community need.
- B. The Professional Staff will continually review the appropriateness of programs and the quality of programs and educational services.
- C. The College will provide scheduling of courses in programs to meet the needs of both full-time and part-time students.
- D. The College will provide opportunities for its students to develop skills through both traditional and non-traditional courses.

2. A. The College will sponsor special-interest courses, programs, and activities for community residents.  
B. College Facilities will be available for use by community groups.
3. A. Services will be provided to help students profit from their experiences at the College.  
B. The College will provide services to preserve a sound educational environment.  
C. The College will encourage extra-curricular and co-curricular experiences for its students.

## FULTON - MONTGOMERY COMMUNITY COLLEGE

### MAP OF THE CAMPUS



#### KEY

- 1 Administration Building
- 2 College Union
- 3 Library
- 4 Classroom Building
- 5 Physical Education Building

**FULTON - MONTGOMERY  
COMMUNITY COLLEGE**



JOHNSTOWN , NY 12095

STATE UNIVERSITY OF NEW YORK

Programas y servicios en FMCC estan abiertos a todos sin hacer caso de sexo, raza, color, origen nacional o incapacidad.

# ADMISSION

Fulton-Montgomery Community College, with a total enrollment of about 2000, has the capacity to provide post-secondary education to students from a variety of backgrounds.

The College has an open-admission policy. This means that Fulton-Montgomery will admit to its student body any person having a high school diploma or a General Educational (equivalency) Diploma. Under certain circumstances, the College may also admit those persons who do not hold either of those documents. High school seniors are admitted pending satisfactory completion of their graduation requirements.

Although admission to the college is automatic under these conditions, several programs have prerequisites which must be met prior to entrance into those particular courses of study. (Please consult specific academic program descriptions for more information.) For that reason, some students may find it necessary or helpful to spend more than 4 semesters at the College to better insure completion of the degree or certificate.

The College does not require American College Test (ACT) or Scholastic Aptitude Test (SAT) scores of its applicants.

## Special Admission Programs

### Early Admission

Students still in attendance in high school may attend college as Early Admission students under several options:

- 1) seniors in the top half of their class who are recommended by their guidance counselor or principal may study at the College on either a part or full-time basis during their senior year. These students are able to use college courses to complete high school graduation requirements, depending on the policies of the high school.
- 2) seniors who are not in the top half of their class and who are recommended by their guidance counselor or principal may study at the college on a part-time basis only, taking courses which have no effect upon high school graduation, either from a credit or requirement standpoint.
- 3) students who have not yet attained senior status are dealt with on an individual basis. All such students desiring to study full time will be required to take the SAT and to have an interview with the Director of Admissions prior to admission.

Generally, students will not be allowed to take more than an equivalent full time course load between their high school and the college.

Special applications for the Early Admission program are available at the College Admissions Office, or at the high school guidance offices in Fulton and Montgomery counties.

Consult the College's Early Admission brochure for further information.

### Educational Opportunity Program (EOP)

FMCC's Educational Opportunity Program (EOP) for New York State residents is an academic and financial aid program which helps capable students go to college if they show promise for mastering college-level work. Offered to

full-time students only, EOP accepts both freshman and adult learners who qualify, academically and financially, for the program.

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

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

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

Applicants must also file a Financial Aid Form (FAF) so that financial eligibility and need can be determined. Financial guidelines are published every year in the admissions application. **Completed applications (both admissions and financial aid) must be on file in the Financial Aid Office by July 1 in order to receive priority for admissions to this program.** Students must supply their family's latest income tax statements and other financial papers to verify eligibility for EOP.

## International Student Admissions

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

Applicants should write to the Director of International Student and ESL Programs for detailed information and application forms.

## English for Speakers of Other Languages

For students whose native language is not English, the College offers a non-credit Intensive English Language Program. The program is open to non-immigrants, refugees, and permanent residents intending to continue their studies at FMCC as well as those wanting to acquire English for career or social purposes. A placement exam determines which courses and level of study (beginning through advanced) would most benefit the student. For information on registration, testing, and schedule of classes, contact the Director of International Student and ESL Programs in the International Student Office.

## Study Abroad Opportunities

Study abroad programs sponsored by units of the State University of New York, are conducted in almost every part of the world. Fulton-Montgomery students may participate through the College Consortium For International Studies. Contact the International Student Office for more details.

## Services for Learning and Physically Disabled Students

Fulton-Montgomery Community College offers reasonable support services for disabled students through the Learning Center located in the Educational Resources Center. The services are designed to help disabled students identify and use learning strengths and improve learning weaknesses.

Disabled students are advised by the Director of Special Academic needs. Students are provided with the opportunity to use tutors, tape recorders for class lectures, taped textbooks and alternative testing. Peer support groups are formed to discuss interpersonal relationships, academic advisement and career counseling.

Disabled high school students are asked to contact the Director of Special Academic Needs in their senior year.

FMCC is a registered institution of the New York State Library for the blind and visually handicapped.

## Students Not Possessing A High School Diploma or the Equivalent

Any student not possessing a high school diploma or the equivalent who is 17 years of age or older and has been out of high school for a year, or a student who was unable to

graduate with their high school class, may obtain an equivalency diploma without examination by successfully completing 24 semester hours of college courses toward a certificate or a degree. To receive financial aid students must pass a specific academic placement examination. For more details, contact the Admissions Office.

## Nursing Admission

Because clinical experience facilities are limited, admission to the Nursing program must also be limited, and is, therefore, competitive. Applicants should be aware of the last date on which the College will accept applications for the Nursing program in order to include them in the first application review (refer to Nursing program in this catalog).

The office of Admissions has more detailed information on these areas of special admission.

Students who are admitted or readmitted to the nursing program should complete all requirements within a four year period.



# APPLICATION REQUIREMENTS

## Matriculation in the Chosen Program

Students may begin full-time or part-time study at the College in September, January or during summer sessions. Those wishing to begin their studies during the summer months should contact the Admissions Office at the College. It should be noted that some of the programs offered at the College may only be entered in the Fall.

Matriculation (application and admission) is required in order for students to be certified for State and Federal financial aid. Matriculation is required for graduation.

Applications for any given semester are accepted up to and including the first week of classes.

## Full Time

All students who plan to study full time (12 credit hours or more per semester) are required to file application with the College. Fulton-Montgomery uses the standard State University of New York application for this purpose. Application materials may be obtained from the College and from New York State high school guidance offices.

## Part Time

Part-time students (11 credit hours or less per semester) who have accumulated 12-15 semester hours are urged to matriculate. To do this, the student must file formal application with the College. Application materials (standard State University of New York application) may be obtained from the Admissions Office of the College and from New York State high school guidance offices.

Part-time students taking 6-11 credits per semester who wish to apply for financial aid must matriculate in order to be certified for State and Federal funds.

## Notice of Admission

Applicants may expect to receive notice of admission to the College within several weeks of initiation of the application procedure. Letters of admission are mailed within a short time of the receipt of the application at the College, in every instance except Nursing. Nursing admissions are sent as a group in early Spring.

## Advisement and Pre-Registration

With the assistance of academic advisors, students are individually responsible for selecting their courses and programs.

In order to assist in their individualized and proper placement in courses within the chosen curriculum, students are asked to attend an advisement and pre-registration session prior to the beginning of classes. This affords the student an opportunity to sit with one of the college's academic advisors, who will help the student clarify the educational future in terms of interests, abilities, and college offerings. Although self-guided advisement is possible after the student's first semester, students are urged to meet with an advisor. In addition to advisement, the College has available

counseling and testing services to help students deal with vocational, social, or emotional difficulties.

A \$25 deposit (non-refundable) on tuition and fees expenses is required of all students prior to participation in advisement registration.

When a student has paid the \$25.00 and completed the pre-registration process, that student is considered registered for the semester and as such has assumed responsibility for payment of tuition and fees for the semester.

Students who pre-register and, at a later date decide not to attend the college must follow the withdrawal procedures as outlined in the "adjustment in tuition and fees" section. Students who pre-register and do not attend classes are liable for all tuition and fee charges unless they withdraw during the periods described in that section.

Students are urged to read and understand the "tuition and fees" and "adjustment in tuition and fees" section of this catalog once they have pre-registered for study.

## Transfer Admission & Advanced Placement

Fulton-Montgomery Community College will grant credit to students for work taken at other colleges under the following conditions: the college from which credit is transferred must be recognized as an accredited institution of higher education by its listing in the Education Directory; the courses accepted for transfer must be consistent with the program for which the student has registered at Fulton-Montgomery Community College; the minimum grade considered for transfer is a "D" in any course. No more than 12 semester hours of "D" credit may be transferred. Program requirements may preclude transfer of "D" grades. Transfer credits may be applied towards an Associate degree, but will not affect the student's grade-point average at Fulton-Montgomery Community College.

College credit is also given for the successful completion of proficiency examinations, for experiential learning, and, in some instances, for appropriate learning at New York State vocational-technical institutions. (See the Academic Regulations for further information.)

To earn a degree from Fulton-Montgomery Community College (except under special circumstances) a minimum of 30 credits must be completed at the College.

## Residency Requirements

All students claiming residency in New York State must file with the College Business Office a certificate of residency once each academic year. The academic year begins with the fall semester and ends with the summer semester. Failure to file a valid certificate will result in the student being charged out-of-state (double) tuition charges.

Each student claiming New York State Residency must provide proof that they have been a resident of New York State for a period of one year immediately prior to the semester and must provide certificates for each county they have resided in for the last six months. The procedure for obtaining certificates is outlined below. Please note that it differs for students of Fulton/Montgomery counties and other New York counties.

An "application for Certificate of Residence" is included in the student billing package, is available at the College Business Office and is available during the admissions process.

### Students Who Are Residents of Fulton or Montgomery Counties:

Complete the "application for Certificate of Residence" form, have it notarized (several notaries are available on campus) and submit it to the Business Office along with proof of your residency (driver's license, rent receipt, utility bill, etc.) prior to the time you register for your first semester of study in the academic year.

### Students Who Reside in Other Counties in New York State:

Complete the "application for Certificate of Residence" form, have it notarized and submit along with proof of your residence to the County Treasurer of your home county. They will issue a Certificate of Residence which must be filed with the College Business Office prior to the time you register for your first semester of study in the academic year.

### Non-New York State Residents:

If you have not been a permanent legal resident of New York State for the year preceding registration, you must pay non-resident tuition.

Non-residents include:

- Out-of-state residents
- International students holding an F-1 Visa
- Any person who is in the United States on a non-immigrant Visa

### Senior Citizens Auditing Policy

Individuals age 60 and over may enroll in a class at FMCC and not pay tuition. Seniors may register to audit classes during the college's registration period prior to the start of each semester. However, some courses may be restricted due to space availability.

Auditing allows an individual to participate in all aspects of a course without receiving a final grade. For more information, contact the Admissions Office.

### Tuition and Fees

When students register or pre-register for study, they incur an obligation for tuition and fee charges and (for students who reside in New York State) a Certificate of Residence.

Information regarding certificates of residency is under the heading "residency requirements". It is necessary that in addition to paying tuition charges, all students claiming residency in New York State file a Certificate of Residence or pay out-of-state (double) tuition charges.

Students must meet their obligation to the College prior to the first day of the semester or pay late penalties as described in the "late" and "extended" payment periods.

Tuition and fee charges can be met in several ways:

- 1) Payment in cash, check, money order, Master Card/Visa.
- 2) Deferral of tuition and fee charges against official financial aid award sources (PELL, TAP, SEOG, scholarships, etc.). To defer, students must have official award notification on file with the college and they must complete and submit the deferral portion of their bill requesting deferral of charges.
- 3) Receipt by the College of the proceeds of a guaranteed student loan prior to the beginning of the semester. The student must report to the College Business Office on or about the first day of classes to negotiate the check.

- 4) Any combination of the above three (if financial aid or student loan are not sufficient to cover all charges, the balance must be paid by the student).

### Late Payment/Registration Period

Beginning the first day of the semester and during the first two weeks of the semester is a late payment/registration period. During this time, students who have pre-registered or are registering for classes may meet their obligation in any of the ways described above. In addition to tuition and fees, a \$25.00 late penalty will be added to the student's charges.

### Extended Payment Period

Beyond the two week late payment period, during the third and fourth weeks of the semester, students may meet their obligation during the extended payment period. An additional \$50.00 (plus the \$25.00 late fee for a total of \$75.00) fee will be added to the student's charges.

### Failure to Meet Tuition and Fee Obligations

Students who have not met their obligation by the end of the first month of the semester are subject to withdrawal from the college and referral to a collection agency. All tuition and fees plus collection charges will be paid by the student. In addition, a "hold" will be placed on the student's records at the College until all outstanding charges are satisfied. The matter may be discussed with the Dean of Administrative Services.

### International Students

International students are assessed out-of-state resident tuition. International student expenses—including tuition and fees, housing, food, books and supplies, insurance, local transportation, and minimum personal expenses—are estimated at \$9000 per year.

### Tuition Refunds

When refunds of tuition charges are due as in the case of withdrawal or cancelled classes, the Business Office will refund any amount due to the student. Refunds are processed several weeks after the start of a semester and can be expected approximately 3-4 weeks after the beginning of a semester.

See the sections titled "Pre-Registration" and "Adjustment of Tuition and Fee Charges" for more information regarding tuition and fee policies. Refund schedule for complete withdrawal from all courses:

During 1st week of semester 100% of Tuition & Fees  
During 2nd week of semester 75% of Tuition only  
During 3rd week of semester 50% of Tuition only  
During 4th week of semester 25% of Tuition only  
After Fourth Week of Classes — NO REFUND

**AFTER THE 2nd WEEK YOU MUST PAY ALL FEES FOR COURSES DROPPED AND COURSES RETAINED. COURSES ADDED TO OR DROPPED FROM THE STUDENT'S SCHEDULE CAN BE MADE IN ACCORDANCE WITH THE COLLEGE'S POLICY AS OUTLINED IN THE SECTION TITLED "COURSE AND CURRICULUM CHANGE."**

### Adjustment in Tuition and Fee Charges

Any student who registers or pre-registers for a semester is responsible for payment of all tuition and fees for that semester—regardless of the student's attendance or non-



attendance of classes. Tuition and fee charges will be reduced or eliminated only if the student notifies the appropriate office (as listed) in writing according to the schedule below. Please note that adjustment periods differ for Fall/Spring and Winter/Summer sessions.

**Offices to notify:**

To withdraw from all of your courses — Office of the Vice President

To withdraw from some of your courses — Registrar's Office

- 1) In any semester if you withdraw or drop in writing, through the Office of the Vice President or the Registrar, before the first day of the college semester you are released from your obligation to pay tuition and fees for the courses you have dropped. If you have paid your tuition, it will be refunded to you several weeks after the semester begins. The \$25.00 deposit is non-refundable.
- 2) During Fall and Spring semesters only: If you withdraw or drop in writing, through the Office of the

Vice President or the Registrar, during the first week of the College semester (beginning on the first day of the semester) you pay tuition for any courses for which you are still registered plus 25% of the difference in tuition between the old number of credits and the new. You must pay all fees for courses dropped and any courses retained.

- 3) During Fall and Spring semesters: After the first week of the College semester, you are responsible for payment of all tuition and fee charges for the semester regardless of your attendance or non-attendance of classes.
- 3a) During Winter term and Summer semesters: you are liable for payment of all tuition and fee charges as of the first day of the semester regardless of your attendance or non-attendance in classes. Winter term and Summer semesters are prorated to a regular semester and refunds are made in accordance with the same policy.

Read the sections titled "Pre-Registration" and "Tuition and Fees" for more information regarding tuition and fee policies.

## TUITION AND FEE SCHEDULE

### CHARGES PER SEMESTER CHANGES AS OF 7/1/91

Tuition:	Full Time	Part Time
New York State Resident (with a valid C.R. on file)	\$ 875.00	\$ 73.00/CR
New York State Resident (without a valid C.R. on file)	\$1,750.00	\$ 146.00/CR
Out-of-State Resident	\$1,750.00	\$ 146.00/CR
<b>Fees:</b>		
Student Activity Fee	\$ 40.00	\$ 8.00
Student Accident Insurance (Annual Premium Mandatory for Full Time)	\$ 17.00	
Lab Fee (per Lab) *	\$ 15.00	\$ 15.00
Late Registration/Payment	\$25.00	
Extended Payment (late fee plus \$50)	75.00	
Transcripts (academic and immunization)	3.00	
Graduation Fee (final semester only)	30.00	
Experiential Learning Fee	25.00	
Add-Drop fee (student-initiated only)	5.00	

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

# FINANCIAL AID

The majority of students at Fulton-Montgomery Community College receive some form of financial aid—scholarships, grants, loans or a combination of these. Students may apply for financial aid from college-based programs and/or from outside agencies. Information regarding financial aid is sent to students upon admission to the College or may be requested at any time from the Financial Aid Office.

To be considered for college-based financial aid, students must be formally admitted to the College. All students applying for financial aid must file a State University of New York Admissions Application with the Admissions Processing Center in Albany, New York. Also proof of high school graduation or General Equivalency Diploma is required. Early Admit students should follow the directions provided by our Admissions Office.

The application form required by this institution is the Financial Aid Form (FAF) and is available through high school guidance offices or the Financial Aid Office at the College. The FAF is usually available in December for the following academic year. All students must reapply for financial aid annually. Because all funds are limited, students are strongly encouraged to submit the FAF as soon after January 1 as possible. Completed applications (both admissions and financial aid) must be on file by July 1 in order to receive priority for funding. This includes your family's latest income tax statement and other financial papers to verify the information you submitted on your FAF. Questions pertaining to Independent or Dependent status should be directed to the Financial Aid Office.

**Responsibilities of Recipients:** Recipients must continue to meet the Standards of Satisfactory Academic Progress Policy for Financial Aid Purposes (available from the Financial Aid Office), must not be in default on an educational loan or owe a refund on a federal grant, must sign the anti-drug abuse statement. Males 18 years of age or older must be registered with Selective Service.

Transfer students must supply a completed financial aid transcript from each college attended in order to be considered for financial aid from this institution.

**International Students:** College-based, state or federally funded financial aid programs are not available to students holding F-1 (student) immigration status. Although assistance from outside sources within the U.S. is limited, international students may be eligible for such programs.

## Typical Student Budget For Full Academic Year

The amounts listed are for the 1990-1991 academic year and are for illustration purposes only. Contact the Financial Aid Office for current budget figures. Also consult Tuition and Fee Schedule.

Full-Time Student	Resident	Commuter
Tuition (1990-1991)	\$1350	\$1350
Fees (minimum for 1990-1991)	96	96
Room (estimated)	1675	—
Board (estimated)	1200	—
Books & Supplies	325	325
Personal Expenses (clothing, rec., etc.)	500	500
Transportation	600	600
Estimated Total for Full Year	\$5746	\$2871

It is important to note that the level of spending in areas not directly related to fixed college costs (e.g., housing, clothing, recreation, transportation, etc.) are variable and depend totally upon the individual student. In addition, commuter students may choose to add \$1,500 to their academic year expenses to cover the cost of maintaining themselves at home. Some curricula have additional required expenses (i.e.—uniforms for Nursing, flight training for Air Science).

## STATE PROGRAMS

The following scholarships are funded by New York State and are subject to availability:

### Tuition Assistance Program (TAP)

**Application Procedures:** Applicants must apply annually to the New York State Higher Education Services Corporation (HESC), Albany, NY 12255. The application deadline for the academic year is May 1; however, students are encouraged to apply well before the deadline. Students are able to apply for TAP by using one of the major need analysis forms, including the College Scholarship Services Financial Aid Form (FAF), the American College Testing Program's New York State Family Financial Statement (FFS), or the CUNY Student Aid Form (CSAF). Application reminders are also mailed to all: (1) students who applied for a TAP award or a Regents Scholarship award in the previous academic year; (2) high school seniors who applied for a Regents Scholarship; and (3) central admissions applicants of State University of New York (SUNY) and City University of New York (CUNY). Any student or prospective student can still obtain a TAP Student Payment Application from any high school guidance office, college financial aid office, or HESC.

Before submitting an application, the applicant should review it with a high school counselor or college financial aid officer, to be sure the information is complete and accurate.

The Higher Education Services Corporation determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents or sends the School Copy of this award certificate when tuition payment is due. Post-secondary institutions normally defer payment of tuition on the basis of receipt of the award certificate. Institutions actually receive TAP payments after they certify student eligibility.

**Selection of Recipients and Allocation of Awards:** The Tuition Assistance Program is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must: (1) be a New York State resident and U.S. citizen, or a permanent resident alien, a paroled refugee or a conditional entrant to the United States; (2) be enrolled full-time and matriculated in an approved New York State post-secondary program; (3) for 1989-90, have, if dependent, a family net taxable income below \$42,501 (\$20,001 if a dependent graduate student), or if independent and single with no tax dependents, a net taxable income below \$10,001 for undergraduates or below \$5,667 for graduates; and (4) be charged a tuition of at least \$200 per year.

The income measure is the family's (or independent students) State net taxable income plus certain nontaxable income and (for dependent students) support from divorced or separated parents from the preceding tax year. This income may be adjusted to reflect other family members enrolled full-time in post-secondary study. All income data are



subject to verification by the New York State Department of Taxation and Finance and the Higher Education Services Corporation. Scholarship and fellowship grants received, including the value of contributed services and accommodations, will be excluded from income for the purposes of New York State taxes.

To be considered financially independent for State programs an applicant must be:

- (1) 35 years of age or older on July 1 of the academic year; or
- (2) 22 years of age or older on July 1 of the academic year; and not be:
  - (a) a resident for more than 6 consecutive weeks in the current, previous or subsequent calendar years, in any house, apartment or building owned or leased by parents,
  - (b) claimed as a dependent by parents on their federal or state income tax returns for the current or previous tax years,
  - (c) a recipient of gifts, loans or other financial assistance in excess of \$750 from parents in the current, or previous, or subsequent calendar years, or
- (3) under 22 years of age on July 1 of the academic year and meeting all other requirements of (2) above, and in addition able to meet and document at least one of the following requirements:
  - (a) both parents deceased, disabled, or incompetent,
  - (b) receiving public assistance other than Aid to Dependent Children (ADC) or food stamps,
  - (c) ward of a court,
  - (d) unable to ascertain parents' whereabouts, or
  - (e) unable, due to an adverse family situation, to submit information on parents' income.

Graduate students and married undergraduates are exempt from the requirements of provision (3) above in determination of financial independence.

Independent status under the State definition does not necessarily insure independent status for federal aid programs.

Undergraduate students generally receive TAP awards for four years of study. Students enrolled in approved five-year programs, or in a State-sponsored opportunity program, may receive undergraduate awards for five years. Graduate students may receive awards for four years. No student (including opportunity students) may receive awards for more than a total of eight years of undergraduate and graduate study.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. Under certain circumstances, defaulted borrowers can be reinstated for TAP eligibility by HESC.

## Supplemental Tuition Assistance Program (STAP)

**Application Procedures:** Applicants must apply for, and be eligible for, a TAP award. Eligibility for STAP is then determined by the post-secondary institution based on criteria noted below.

**Selection of Recipients and Allocation of Awards:** STAP is available to any full-time undergraduate enrolled in an approved program in New York State who: (1) did not receive a State award prior to the 1981-82 academic year; (2) meets the eligibility criteria for TAP; (3) qualifies as educationally disadvantaged as defined by HEOP, EOP, SBEK, or College Discovery; (4) remains in full-time attendance based on institutional standards of effort, achievement and readiness for further study; and (5) carries a remedial workload. The Commissioner of Education has defined remedial workload as the student's entire course load, subject to two conditions: (1) it must be approved by an institutional official familiar with the student's academic deficiencies and (2) at least one-half of the minimum full-time load must consist of non-credit remedial work designed to remedy the student's deficiencies. Eligible students may receive up to one year of STAP aid in addition to their TAP entitlement. However, a student may not receive STAP and TAP awards in the same term.

**Award Schedule:** The amount of the STAP award is based on the TAP award schedules.

## Liberty Scholarships

**Application Procedures:** Liberty Scholarships will be awarded for the first time for academic year 1991-92. Applications will be processed by the Higher Education Services Corporation (HESC), Albany, NY 12255. Information about application procedures will be disseminated by HESC, the State Education Department and local public and non-public schools.

**Selection of Recipients and Allocation of Awards:** To be eligible to receive a Liberty Scholarship, an applicant must: (1) have graduated from a secondary school located in New York State or have received a high school equivalency diploma from New York State; (2) be less than 22 years old as of June 30 prior to the academic year for which the initial award is received; (3) not have received a TAP, STAP or other State award prior to 1991-92; (4) be enrolled in an approved program in a degree-granting institution located in New York State within twenty-four months of having graduated from secondary school or having received a high school equivalency diploma, unless exceptional circumstances prevent such enrollment; (5) receive a federal Pell Grant; (6) if full-time, receive a TAP or STAP award; (7) be enrolled for at least six credit hours per semester or at least four semester hours per quarter; and (8) maintain good academic standing as defined by the Commissioner of Education.

Liberty Scholarships will be available for either: (1) four or five years of full-time study or the equivalent in part-time study. Five years of scholarships will be available only for recipients enrolled in programs that the Commissioner of Education has determined normally require five years of study.

**Award Schedules:** Maximum scholarship amounts will depend on whether the recipient is a resident or commuter student and where the recipient is enrolled. If the recipient attends any unit of City University and most units of State University on a resident student budget, the maximum scholarship amount will be equal to the non-tuition cost of attendance (room and board, books, transportation) at that unit. If the recipient attends any other degree-granting institution, including designated units of the State University, the maximum award amount will be equal to whichever is less: (1) an amount equal to the average non-tuition cost of

attendance for a student at the State University, as determined by the Commissioner of Education in consultation with the President of the Higher Education Services Corporation and as approved by the Director of the Budget; or (2) the actual non-tuition cost of attendance. If the recipient attends a degree-granting institution as a commuter student, the maximum award amount will be equal to the non-tuition cost of attendance as determined by the Commissioner of Education in consultation with the President of the Higher Education Services Corporation and as approved by the Director of the Budget.

The maximum scholarship will be reduced by: (1) the amount of the recipient's Pell Grant; (2) the amount of other grants, scholarships or other non-repayable aid from federal and State programs other than TAP and STAP; (3) the amount of income over \$18,000 of Adjusted Gross Income. There will be a \$1 award reduction for every \$3 of income over \$18,000 of federal adjusted gross income.

The amount of total aid received by a Liberty Scholarship recipient cannot exceed the actual cost of attendance.

**Responsibilities of Recipients:** Recipients must meet all the requirements to remain eligible for TAP or STAP awards and federal Pell Grants and must submit applications for each award year.

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

**Application Procedures:** Applicants must apply for this campus-based program through the Financial Aid Office. Students will be required to provide a copy of appropriate New York State income tax returns.

**Selection of Recipients and Allocation of Awards:** APTS is not an entitlement program. Participating institutions select recipients. To be eligible, students must: (1) be enrolled part-time in an approved undergraduate degree program or credit-bearing certificate or diploma program in New York State (part-time student for APTS is defined an enrollment for at least three but less than twelve hours); (2) have earned at least six semester hours of credit with a minimum grade point average of 2.5; (3) meet the income limits (if a student was not eligible to be claimed as a tax dependent and did not claim any tax dependents, the student's State net taxable income cannot exceed \$34,250; if a student was not eligible to be claimed as a tax dependent and did claim tax dependents, the student's State net taxable income cannot exceed \$50,550; if a student was claimed as a tax dependent, the family's State net taxable income cannot exceed \$50,550; (4) be a New York State resident; (5) be either a U.S. Citizen, permanent resident alien, or refugee; (6) apply for a Federal Pell Grant if eligible for Pell; (7) have a tuition charge of at least \$100 per year; and (8) have remaining TAP eligibility.

**Award Schedule:** The funding available for all participating institutions is set each year by the New York State Legislature and allocated by the Higher Education Services Corporation. The amount received by a particular college is determined by that school's share of the total part-time degree program enrollment at all participating institutions. The number of awards and amount of each award is determined by individual institutions.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of

good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

### Vietnam Veterans Tuition Awards (VVTA)

**Application Procedures:** Applications may be obtained from a post-secondary institution's financial aid office or from the New York State Higher Education Services Corporation, Albany, NY 12255. Application must be made on or before September 1.

**Selection of Recipients and Allocation of Awards:** Awards are available for both full-time and part-time study in an approved undergraduate program at a degree-granting institution or an approved vocational training program in New York State. Full-time study is defined as enrollment for at least twelve semester hours; part-time study is defined as enrollment for at least three but less than twelve semester hours. To be eligible, students must: (1) be enrolled in an approved undergraduate degree, certificate or diploma program or an approved vocational training program in New York State; (2) have served in the U.S. Armed Forces in Indochina between January 1, 1963 and May 7, 1975; (3) have been discharged from the U.S. Armed Forces under other than dishonorable conditions; (4) be a New York State resident on April 20, 1984 or have been a resident at the time of entry into service and resume residency on or before September 1, 1990; (5) have applied for a TAP award and a Pell Grant; and (6) establish eligibility with the Higher Education Services Corporation on or before September 1, 1992.

Tuition awards are available for all Vietnam veterans who meet the eligibility requirements. No students may receive awards for more than four years of full-time or eight years of part-time undergraduate study except students enrolled in approved five-year programs, who may receive awards for five years of full-time study or the equivalent in part-time study. Students in approved non-credit vocational training programs may receive awards for two years or the equivalent in part-time study.

If the sum of a VVTA and TAP award exceeds tuition and required fee charges, the TAP award is reduced so that the sum of the two awards is equal to the charges.

**Award Schedule.** Full-time awards are \$1,000 per semester, but no more than tuition, and part-time awards are \$500 per semester, but no more than tuition. Cumulative awards cannot exceed \$10,000.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

### Regents College Scholarships

**Applications Procedures:** Information and application forms are available each fall at every New York State high school. Students in their final year of high school should submit an application for New York State scholarships to their high school principal by November 1. The actual deadline may fluctuate slightly from year to year.

**Selection of Recipients and Allocation of Awards:** Scholarships are awarded competitively for full-time post-secondary study in New York State in: (1) approved degree, certificate or diploma programs offered by colleges or other degree-granting institutions; (2) hospital school programs leading to licensure or certification; and (3) two-year programs in registered business schools not authorized to grant degrees.

The applicant must: (1) have been a legal resident of New York State for at least one year immediately preceding the first term for which application for an award is made; (2) either graduate from high school by the end of the school year in which the competition was held or be accepted as a full-time matriculated student at a college or other approved school located in New York State by the following September; and (3) not previously have competed for a Regents Scholarship. Requirements (2) and (3) may be waived for reasons satisfactory to the Commissioner of Education.

The selection process is administered by the Scholarship Program of the Bureau of Elementary and Secondary Testing, New York State Education Department, Albany, NY 12234. The competitive basis for selecting recipients is the score on the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing (ACT) Program Assessment and marks of certain courses. For economically disadvantaged applicants fee waivers are available from each testing agency. Examinations may be taken as many times as desired by the applicant prior to early November of the final year of high school study.

Currently, 25,000 scholarships are awarded annually. They are distributed by county of legal residence, based upon the number of high school graduates in each county the previous year. Enough scholarships are allocated to insure that each approved high school receives at least one scholarship for each forty graduates the previous year. These awards, if declined or revoked, are not reawarded.

**Award Schedule:** The award is \$250 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled. If the sum of a Regents College Scholarship and a TAP award exceeds tuition and required fee charges, the TAP award is reduced so that the sum does not exceed the charges.

**Responsibilities of the Recipients.** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. Application for payment may be made on HESC's Student Payment Application, the City University of New York's Student Aid Form (CSAF), or the New York State versions of the College Scholarship Service's Financial Aid Form (FAF) and the American College Testing Program's Family Financial Statement (FFS). A payment application must be filed by May 1 of each school year for which the recipient requests payment.

## **Empire State Scholarships of Excellence**

**Application Procedures:** Information and application forms are available each fall at every New York State high school. Students in their final year of high school should submit an application for New York State scholarships to their high

school principal by November 1. This is the same application as for Regents College Scholarships.

**Selection of Recipients and Allocation of Awards:** Scholarships are awarded competitively for full-time post-secondary study in New York State in: (1) approved degree, certificate or diploma programs offered by colleges or other degree-granting institutions; (2) hospital school programs leading to licensure or certification; and (3) two-year programs in registered business schools not authorized to grant degrees.

The applicant must: (1) have been a legal resident of New York State for at least one year immediately preceding the first term for which application for an award is made; (2) either graduate from high school by the end of the school year in which the competition was held or be accepted as a full-time matriculated student at a college or other approved school located in New York State by the following September; and (3) not previously have competed for a Regents Scholarship. Requirements (2) and (3) may be waived for reasons satisfactory to the Commissioner of Education.

The selection process is administered by the Scholarship Program of the Bureau of Elementary and Secondary Testing Programs, New York State Education Department, Albany, NY 12234. As of August 1988, the competitive basis for selecting recipients is the score on the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT) Assessment. However, this basis may be changed by legislative action. For economically disadvantaged applicants fee waivers are available from each testing agency. The examination may be taken as many times as desired by the applicant prior to November 1 of the final year of high school study.

Currently, 1,000 scholarships are awarded annually, distributed by county of legal residence, based upon the number of high school graduates in each county the previous year. These awards, if declined or revoked, are not reawarded.

**Award Schedule:** The award is \$2,000 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled. These awards may be held concurrently with any other academic or general award offered by New York State.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. Application for payment may be made on HESC's Student Payment Application, the City University of New York's Student Aid Form (CSAF), or the New York State versions of the College Scholarship Service's Financial Aid Form (FAF) and the American College Testing Program's Family Financial Statement (FFS). A payment application must be filed by May 1 of each school year for which the recipient requests payment.

## **Regents Professional Education In Nursing Scholarships**

**Application Procedures:** Information and application forms are available each fall at every New York State high school. Students in their final year of high school should submit an application for New York State scholarships to their high

school principal by November 1. This is the same application as for Regents College Scholarships.

**Selection of Recipients and Allocation of Awards:** These scholarships are awarded competitively for full-time study in New York State in undergraduate programs approved for the preparation of registered professional nurses, in a college or in a hospital school.

The applicant must: (1) have been a legal resident of New York State for at least one year immediately preceding the first term for which application for an award is made; (2) either graduate from high school by the end of the school year in which the competition was held or be accepted as a full-time matriculated student at a college or other approved school located in New York State by the following September; and (3) not previously have competed for a Regents Scholarship. Requirements (2) and (3) may be waived for reasons satisfactory to the Commissioner of Education.

The selection process is administered by the Scholarship Program of the Bureau of Elementary and Secondary Testing Programs, New York State Education Department, Albany, NY 12234. As of August 1988, the competitive basis for selecting recipients is the score on the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT) Assessment, and marks of certain courses. For economically disadvantaged applicants fee waivers are available from each testing agency. The examinations may be taken as many times as desired by the applicant prior to November 1 of the final year of high school study.

The 800 scholarships are allocated by county of legal residence. Declined or revoked awards are reawarded to the next highest ranking candidates within a county provided that they have maintained their eligibility prior to the time they are reached for an award.

**Award Schedule:** The award is \$250 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled. If the sum of a Nursing Scholarship and a TAP award exceeds tuition and required fee charges, the TAP award is reduced so that the sum does not exceed the charges.

**Responsibilities of Recipients:** For the first year, the deadline for filing for payment is October 31 in the year in which the scholarship was issued. The Regents Professional Education in Nursing Scholarship may not be applicable to certain prerequisite liberal arts course work at some colleges. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. Application for payment may be made on HESC's Student Payment Application, the City University of New York's Student Aid Form (CSAF), or the New York State versions of the College Scholarship Service's Financial Aid Form (FAF) and the American College Testing Program's Family Financial Statement (FFS). A payment application must be filed by May 1 of each school year for which the recipient requests payment.

## Regents Professional Opportunity Scholarships

**Application Procedures:** Application forms and information bulletins may be obtained from the Bureau of Higher and Professional Educational Testing, State Education Department,

Albany, NY 12230. Interested applicants should request information early in the academic year preceding the year for which the award will be effective.

**Selection of Recipients and Allocation of Awards:** These scholarships are awarded for study in New York State schools that have approved programs leading to licensure in a profession licensed by the Regents or other fields designated by the Regents.

An applicant must (1) be enrolled in a program approved for the award or be a candidate for admission to such program; (2) agree to practice, for a period of at least twelve months, in New York State; (3) have been a legal resident of New York State for at least one year immediately preceding the effective date of the award.

Awards are made in the following order of priority:

First, to any applicant who is economically disadvantaged and a member of a minority group historically underrepresented in the professions (i.e., Black, Hispanic, or Native American Indian).

Second, to any applicant who is a member of a minority group historically underrepresented in the professions.

Third, to any applicant who is enrolled in, or is a graduate of, one of the State sponsored opportunity programs: EOP, HEOP, SEEK, or College Discovery.

If there are more applicants in any of the three priority groups than there are scholarships in a selected profession, award recipients are randomly selected within priority groups.

**Award Schedule:** The amount of an award is \$1,000 to \$5,000 a year, based upon income, for up to four years of full-time study.

**Responsibilities of Recipients:** To receive payment, the scholarship holder must, each year, file a TAP Student Payment Application with the New York State Higher Education Services Corporation prior to the March 31 deadline. Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

## Paul Douglas Teacher Scholarships

**Application Procedures:** Application forms and information bulletins may be obtained from the Bureau of Higher and Professional Educational Testing, State Education Department, Albany, NY 12230. Prospective applicants should request information early in the academic year preceding the year for which the award will be effective.

**Selection of Recipients and Allocation of Awards:** These scholarships are awarded for undergraduate study in an approved program leading to certification as a teacher in mathematics, science or other fields identified by the Commissioner of Education as having a shortage of teachers. The awards must be used in a New York State school which offers a registered program in the award field.

An applicant must: (1) be in, or have been in, the top ten percent of his or her high school graduating class, or

have comparatively high GED scores; (2) have completed, prior to the effective date of the scholarship award, an educational program required for admission to an approved program for preparation as a teacher in an award field, or be enrolled in an undergraduate registered program for preparation as a teacher in an award field; (3) have been a legal resident of New York State for at least one year; (4) agree to teach two years in any of the United States for each annual award received.

Awards are made on the basis of academic performance and the number of teaching vacancies within the award fields.

**Award Schedule:** The number of awards is dependent upon federal funding. There is an award maximum of \$5,000 a year for payment of college expenses for up to four years of full-time undergraduate study.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. To receive payment, the scholarship holder must, each year, file a TAP Student Payment Application with the New York State Higher Education Services Corporation prior to the March 31 deadline. The recipient is expected to teach for two years in any of the United States for each annual award received.

## Regents Empire State Challenger Scholarships and Fellowships for Teachers

### Undergraduate Scholarships

**Application Procedures:** Application forms and information bulletins may be obtained from the Bureau of Higher and Professional Educational Testing, State Education Department, Albany, NY 12230. Prospective applicants should request information early in the academic year preceding the year for which the award will be effective.

**Selection of Recipients and Allocation of Awards:** These scholarships are awarded for full-time undergraduate study in an approved program leading to certification as a teacher in mathematics, science or other fields identified by the Commissioner of Education as having a shortage of teachers. An award must be used in a New York State school which offers a registered program in the award field.

An applicant must: (1) have completed, prior to the effective date of the scholarship award, an educational program required for admission to an approved program for preparation as a teacher in an award field, or be enrolled in an undergraduate registered program for preparation as a teacher in an award field; (2) have been a legal resident of New York State for at least one year immediately preceding the effective date of the award; and (3) agree to teach the equivalent of one academic year for every two years of awards received.

Awards are made on the basis of academic performance, the number of teaching vacancies within the award fields, and the length of time before commencing the teaching obligation.

**Award Schedule:** A total of 312 undergraduate awards are made annually. In each of the twelve judicial districts twenty-

six awards are made to legal residents based upon a separate competition in each district. The amount of an award is a maximum of \$3,000 a year for payment of tuition and fees, for up to four years of full-time undergraduate study. If the sum of a Challenger Scholarship and a TAP award exceed tuition and required fee charges, then the TAP award is reduced so that the sum does not exceed charges.

**Responsibility of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. To receive payment, the scholarship holder must, each year, file a TAP Student Payment Application with the New York State Higher Education Services Corporation prior to the March 31 deadline.

Recipients must agree to teach the equivalent of one academic year for every two years of awards received. It is the responsibility of the award recipient to obtain an acceptable teaching position. Those who do not complete the professional program or fulfill the teaching obligation will be required to repay the award plus ten percent interest.

## Regents Awards for Children of Deceased or Disabled Veterans

**Application Procedures.** A special application, obtainable from a high school principal or counselor, must be filed with the New York State Higher Education Services Corporation (HESC), Albany, NY 12255. Documentary evidence to establish eligibility is required with the application. A high school counselor can provide assistance with this.

**Selection of Recipients and Allocation of Awards:** The applicant must be: (1) the child of a veteran who died, or who has a current disability of fifty percent or more, or who had such disability at the time of death, or was either a prisoner of war or missing in action, resulting from U.S. military service during one of the following periods.

December 7, 1941 - December 31, 1946  
June 27, 1950 - January 31, 1955  
October 1, 1961 - May 7, 1975

and (2) a legal resident of New York State. Legal residence in New York State on the part of the parent is also required at the time of entry into military service, or, if the parent died as the result of military service, at the time of death.

Regents Awards to Children of Deceased or Disabled Veterans are independent of family income or tuition charge, and can be received in addition to other grants or awards to which the applicant may be entitled.

**Award Schedule:** The amount of the award is \$450 per year, for up to five years, depending on the normal length of the program of study, of full-time study in a college or hospital nursing school in New York State.

**Responsibilities and Recipients:** Recipients must be in good academic standing as in accordance with Commissioner's Regulations, and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution may be obtained from the institution's financial aid office. To receive payment, the scholarship holder must,

each year, file a TAP application and a special Supplemental Application with the New York State Higher Education Services Corporation.

### **Regents Awards for Children of Deceased Police Officers, Firefighters and Corrections Officers**

**Application Procedures:** A special application, obtainable from a high school principal or counselor, must be filed with the New York State Higher Education Services Corporation (HESC), Albany, NY 12255. Documentary evidence to establish eligibility is required with the application.

**Selection of Recipients and Allocation of Awards:** The applicant must be a resident child of a resident police officer, firefighter, or a corrections officer of New York State, or any of its municipalities, who died as the result of an injury sustained in the line of duty. Individuals eligible for the Regents Award for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility are not eligible for this award.

**Award Schedule:** The amount of the award is \$450 per year, for up to five years, depending on the normal length of the program of study, of full-time study in a college or in a hospital nursing school in New York State.

**Responsibilities of Recipients:** To receive payment, the scholarship holder must, each year, file a TAP application and a special Supplemental Application with the New York State Higher Education Services Corporation. Recipients must be in good academic standing in accordance with Commissioner's Regulations, and must not be in default of a loan guaranteed by the Higher Education Services Corporation. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

### **Regents Awards for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility**

**Application Procedures:** All eligible candidates have been identified by the New York State Department of Correctional Services and are listed on the records of the Higher Education Services Corporation, where application must be made. The award provides financial aid to children of New York State correction officers or civilian employees of a correctional facility who died as a result of injuries sustained in the line of duty during September, 1971 (Attica Uprising).

**Selection of Recipients and Allocation of Awards:** In order to be certified for payment, the applicant must: (1) enroll full-time; (2) be a New York State resident at the start of the term for which payment is sought; (3) meet one of the United States citizenship requirements; and (4) matriculate in an approved undergraduate program.

Individuals cannot be eligible both for this award and the Regents Award for children of Deceased Police Officers, Firefighters and Corrections Officers.

**Award Schedule.** Payment is for four years of undergraduate study or five years of undergraduate study if enrolled in an

approved five-year baccalaureate program or an approved educational opportunity program.

The maximum award is equal to the sum of: (1) annual undergraduate tuition and (2) average room and board charges specified by the State University of New York (SUNY) for the specific year for which the award is made. The annual award is adjusted to reflect other State awards designated for tuition.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner's Regulations and must be free of debt from a defaulted guaranteed loan. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

### **Robert C. Byrd Honors Scholarships**

**Application Procedures:** Information bulletins and application forms are available each fall at every New York State high school. Students in their final year of high school should submit an application for New York State scholarships with their high school principal by November 1. This is the same application as for Regents College Scholarships.

**Selection of Recipients and Allocation of Awards:** Scholarships are awarded competitively for full-time post-secondary study at an approved institution of higher education either in or out of New York State. The competitive basis of the award is the score of the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT) Assessment. Fee waivers are available from each testing agency for economically disadvantaged applicants. The examinations may be taken as many times as desired by the applicant prior to November 1 of the final year of high school study.

The applicant must: (1) have been a legal resident of New York State for at least one year immediately preceding the first term for which application for an award is made; (2) either graduate from high school or receive a New York State High School Equivalency Diploma by the end of the school year in which the competition was held; and (3) not previously have competed for a Byrd Scholarship. Requirements (2) and (3) may be waived for reasons satisfactory to the Commissioner of Education.

The selection process is administered by the Scholarship Program of the Bureau of Elementary and Secondary Testing Programs, New York State Education Department, Albany, New York 12234. At least ten scholarships will be awarded in each of the State's thirty-four congressional districts, for a total of at least 340 scholarships.

**Award Schedule:** The award is \$1,500 for the first year of college study and is not renewable. This award may be held concurrently with any other type of scholarship.

**Responsibilities of Recipients:** Recipients must file a Statement of Registration Status with the Selective Service and file a payment voucher with the New York State Higher Education Services Corporation.

### **Student Aid to Native American Indians**

**Application Procedures:** Application forms may be obtained from the Native American Indian Education Unit, New York State Education Department, Room 471 EBA, Albany,



New York 12234. The completed application form should be submitted to the Native American Indian Education Unit during the year of proposed enrollment on or before August 1, for the fall semester; December 31, for the spring semester; and May 15, for the summer semester. The application should be submitted with the following materials: (1) an official transcript of the applicant's high school record or a photostat of a General Equivalency Diploma; (2) letter(s) of recommendation from one or more leaders in the community attesting to personality and character; (3) a personal letter, from the applicant, clearly and in detail setting forth educational plans and desires; (4) signatures of the parents of minor applicants, approving education plans; (5) an official tribal certification form; and (6) a copy of an acceptance letter from the college the applicant will be attending.

**Selection of Recipients and Allocation of Awards:** The applicant must be: (1) on an official tribal roll of a New York State tribe or nation or be the child of an enrolled member of a New York State tribe or nation, and a resident of New York State; (2) maintaining good academic standing in accordance with Commissioner's Regulations; and (3) enrolled in an approved New York State post-secondary program.

Awards are not provided for enrollment in the following types of courses: non-credit-bearing college preparation, repeating or auditing.

Students Aid to Native American Indians is an entitlement program. There is neither a qualifying examination nor a limited number of awards.

**Award Schedule:** Effective 1988-89, the award is \$1,350 per year for a maximum of four years of full-time study, or five years when a fifth year is required for completion of degree requirements, with full-time study defined as a minimum of twelve credit hours per semester. Students registered for less than full-time will be funded at approximately \$46 per credit hour.

**Responsibilities of Recipients:** Students are responsible for notifying the Native American Indians Education Unit in writing of any change in student status, program of study or institutional enrollment. Students must also submit semester grades, at the end of each semester, showing satisfactory progress toward completion of degree or certification requirements.

### **Robert T. Stafford Student Loan Program (formerly the Guaranteed Student Loan Program or GSL)**

**Application Procedures:** Prospective borrowers can begin the application process by filing a major need analysis form such as the College Scholarship Service's Financial Aid Form (FAF), the American College Testing Program's Family Financial Statement (FFS), or the CUNY Student Aid Form (CSAF). Or, prospective borrowers can obtain a loan application/promissory note form and a need analysis form from a participating New York State lending institution (bank, credit union, etc.) in his/her area of permanent residence. The completed application/promissory note, indicating the borrower's choice of lender, should be presented to the financial aid officer at the student's post-secondary institution. The application is then either routed by the school to the lending institution or directly to the Higher Education Services Corporation, Albany, NY 12255. Additional information about the Stafford Student Loan Program can be obtained from HESC.

information about the Stafford Student Loan Program can be obtained from HESC.

**Selection of Recipients and Allocation of Awards:** The Stafford Student Loan Program is an entitlement program in which all eligible applicants can obtain a loan. To be eligible for a loan a student must be: (1) a U.S. citizen or permanent resident alien; (2) enrolled at least half-time, or accepted for enrollment in a degree certificate or other program leading to a recognized credential, or be enrolled in a course of study necessary for enrollment in a degree or certificate program, approved college, university, or other post-secondary institution in any of the United States or in a foreign country; (3) not be in default or refund status for any federal Title IV program at any institution; (4) have been determined to be eligible or ineligible for a Pell Grant; (5) if applicable, be registered with the Selective Service; (6) have a Social Security number; and (7) demonstrate financial need.

A federal "loan origination fee" equal to five percent of the amount of the loan will be deducted from the amount disbursed. An additional annual insurance premium of one-half of one percent of the loan amount is payable in full at the time the loan check is issued.

For the school year beginning in the fall, funds may not be disbursed earlier than August 1. Two-semester loans will be disbursed separately for each semester and the checks mailed to the post-secondary institution, co-payable to the borrower and the institution.

**Loan Schedule:** An undergraduate may borrow up to \$2,625 per academic year for the first and second years of study, and \$4,000 for each additional undergraduate year, up to a total of \$17,250. A graduate or professional student may borrow a maximum of \$7,500 per academic year, up to a combined total of \$54,750 including any loans for undergraduate study.

A student receiving a federal Stafford Student Loan is eligible for a full interest subsidy during the time he/she is in school at least half-time and for a following six-month grace period.

### **Maximum Amounts a Student May Borrow Through Stafford Student Loans**

Level and Type of Program	Annual Amount	Aggregate
Undergraduate	\$2,625 or \$4,000	\$17,250
Graduate and Professional	\$7,500	\$54,750 (including undergraduate loans)

**Responsibilities of Borrowers:** A student may borrow at a relatively low interest rate (currently eight percent at time of loan and increasing to ten percent during fifth year of repayment and thereafter) with no repayment as long as he/she remains enrolled at least half-time and for six months after he/she ceases to be at least a half-time student. Payment of principal may further be deferred for up to three years for certain categories of borrowers such as Public Health Service officers, the temporarily totally disabled, those in internships required before entering a profession, full-time Peace Corps, VISTA or similar national program volunteers, full-time teachers in shortage areas, the unemployed (up to two years), those on parental leave (up to six months), and certain mothers of preschool age children (up to twelve months).

If a student applies for more than one loan, application must be made to the lending institution where the original loan was made.

After ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

- (1) Depending on the amount of the loan, the minimum monthly payment will be \$50 plus interest. Under unusual and extenuating circumstances the lender, on request, may permit reduced payments.
- (2) The maximum repayment period is ten years.
- (3) Repayment in whole or part may be made at any time without penalty.
- (4) Loans may be consolidated, resulting in longer repayment terms and smaller monthly payments.

### **Supplemental Loans for Students (SLS)**

#### **(formerly Auxiliary Loans to Assist Students, ALAS)**

**Application Procedures:** Application forms are available from participating lenders. Applicants can also apply by submitting a need analysis form such as the College Scholarships Service's Financial Aid Form (FAF), the American College Testing Program's Family Financial Statement (FFS), or the CUNY Student Aid Form (CSAF). Information about the SLS Program can be obtained from the New York State Higher Education Services Corporation, Albany, NY 12255.

**Selection of Recipients and Allocation of Awards:** These loans are primarily intended for graduate students and self-supporting undergraduate students, although, under exceptional circumstances, a college financial aid administrator can approve a SLS loan for a dependent undergraduate.

The basic eligibility criteria are comparable to those for Stafford Student Loans. SLS applicants must be checked for Stafford Student Loan eligibility and Pell Grant eligibility before a college can certify their SLS application.

An insurance premium of one-half of one percent of the amount borrowed is due when the loan check is issued. The loan amount is disbursed in two payments, for two-semester loans, co-payable to the student and the institution. There is no origination fee.

**Loan Schedule:** The maximum loan is \$4,000 per year, up to a total of \$20,000.

**Responsibilities of Borrowers:** The SLS loans carry a variable interest rate, currently 10.45 percent (effective July 1, 1988). While the borrower is enrolled full-time, payments on the loan principal need not be made but the interest must be paid. Repayment of both principal and interest begins when the borrower leaves school or enrolls for less than full-time study.

### **Parent Loans for Students (PLUS) (formerly Parental Loans for Undergraduate Students)**

**Application Procedures:** Application forms are available only from participating lenders. Information about the program can be obtained from the New York State Higher Education Services Corporation, Albany, NY 12255.

**Selection of Recipients and Allocation of Awards:** A borrower must be the parent of a financially dependent undergraduate or graduate student.

Student eligibility criteria are comparable to those for Stafford Student Loans, except that PLUS loans require no financial need test.

An insurance premium of one-half of one percent of the amount borrowed is due when the loan check is issued. The loan amount is disbursed in one annual payment to the parent(s). There is no origination fee.

**Loan Schedule:** The maximum loan is \$4,000 per year, up to a total of \$20,000, for each financially dependent student.

**Responsibilities of Borrowers:** PLUS loans carry a variable interest rate of up to twelve percent, currently 10.45 percent (effective July 1, 1988). Repayment must begin sixty days after the loan is dispersed. Deferment of principal payments is available for eligible borrowers for loans approved on or after July, 1988.

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

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

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

Once selected, EOP participants may continue in the program until degree completion, with awards available for various periods depending on the duration of their academic programs and whether they received STAP.

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

**Responsibilities of Recipients:** Recipients must meet requirements for academic progress which are available at the Financial Aid/EOP Office. Each recipient must also apply for TAP, Pell and other financial aid every year.

### **Work Incentive Demonstration Program (WIN-DEMO)**

**Application Procedures:** The Work Incentive Demonstration Program (WIN-DEMO) is the primary federal program for the provision of employment and training services to recipients of Aid to Dependent Children (ADC). Administered by the New York State Department of Social Services, Bureau of Employment Programs, Albany, NY 12243, the WIN-DEMO program is currently operational in New York City and in the counties of Albany, Chemung, Erie, Monroe, Oneida, Onondaga, Suffolk, and Westchester. Application



for ADC and associated WIN-DEMO activities can be made at the local department of social services in these counties.

**Selection of Recipients and Allocation of Awards:** All persons applying for or receiving ADC, unless exempt, must take part in the WIN-DEMO Program as a condition of receiving ADC benefits, and must register with the New York State Department of Labor for WIN-DEMO activities. Such activities may include testing, job counseling, job finding club, supervised job search, on-the-job training, and various other types of occupational training. Training must be vocational in nature and no longer than two years in duration. Individuals who are exempt may volunteer to participate in the WIN-DEMO Program.

**Award Schedule:** All WIN-DEMO students are required to apply for financial aid at the financial aid office of the school they are planning to attend. For recipients of ADC in WIN-DEMO demonstration districts, allowances for the costs of child care, tuition, books and supplies, transportation expenses, etc., will be provided, when necessary and when funds from other sources are insufficient to meet the specific needs, in order to obtain suitable approved vocational, educational, rehabilitative or employment related training.

**Responsibilities of Recipients:** Each participant in a training component of the WIN-DEMO Program must comply with the attendance requirements of the institution or service provider, and must maintain a passing grade or be considered by the local social services district and the service provider to be benefiting from the training.

## Vocational Rehabilitation

**Application Procedures:** Persons with disabilities may obtain a list of local Vocational and Educational Services for Individuals with Disabilities (VESID) offices from: New York State Education Department, Albany, NY 12234. Individuals who are blind are served by the Commission for the Blind and Visually Handicapped, State Department of Social Services, 40 North Pearl Street, Albany, NY 12243.

**Selection of Recipients and Allocation of Awards:** Eligibility for vocational rehabilitation services is based upon: (1) the presence of a physical, mental or learning disability that for the individual constitutes or results in a substantial handicap to employment and (2) the reasonable expectation that vocational rehabilitation services may benefit the individual in terms of employability. Eligible clients may receive services including, but not limited to, counseling and guidance, evaluation of vocational potential, physical and mental restoration services, transportation, placement assistance, and instruction and training, including that given at institutions of higher education.

VESID will consider college training for clients when an appropriate specified vocational goal requiring this level of training has been established through the counseling and planning process between the eligible individual with a disability and the vocational rehabilitation counselor. The training may involve full-time or part-time study at the baccalaureate level leading to a degree or certificate. Graduate training is usually not provided. Training costs at institutions of higher education may be paid through the vocational rehabilitation program only after efforts have been made to secure grant assistance to cover these costs in whole or in part from other sources. The student must also meet an economic needs test for certain services.

VESID policy has established a maximum payment toward tuition and room and board for a client in any one academic year, and the client is required to maintain a "C" average or better. In some cases, clients are required to share the expenses of college training according to the general VESID economic need policy.

## FEDERAL PROGRAMS

### Pell Grants

**Application Procedures:** Applications and instructions for applicants are available at financial aid offices at participating post-secondary institutions. Students may also apply for Pell by filing the College Scholarship Service's Financial Aid Form (FAF), the American College Testing Program's Family Financial Statement (FFA), or the CUNY Student Aid Form (CSAF), or the Application for Federal Student Aid (AFSA).

The completed application should be submitted for processing according to the directions included on it by May 1, 1991 for the 1991-1992 academic year. A Student Aid Report, which includes a Student Aid Index indicating financial need, will be sent to each applicant based on the information provided in the application. Financial need is calculated using a standard formula reviewed annually by Congress. Additional information may be obtained by writing to Federal Student Aid Programs, P.O. Box 84, Washington, DC 20044.

**Selection of Recipients and Allocation of Awards:** The Pell Grant Program is an entitlement program, with eligibility based on financial need. The applicant must: (1) be a U.S. citizen or an eligible non-citizen; (2) be an undergraduate enrolled half-time or more as a matriculated student at an eligible institution; (3) not be in default or refund status for any federal Title IV aid at any institution; and (4) if applicable, be registered with the Selective Service.

An applicant may receive Pell Grants for up to five years for the completion of a four-year baccalaureate degree. For degrees that require five years of study, students may be eligible to receive Pell Grants for six years. Awards may be used for tuition, fees, books and living expenses. Pell Grants are awarded independently of TAP and other State grants.

Before receiving payment, the Pell recipient must sign a statement of educational purpose, available from the institutional financial aid office or business office, that all money received will be used for the costs of post-secondary education only. Upon enrollment, the award is paid by check directly to the recipient or credited to his/her institutional account.

Award payments made by check must be picked up by recipients within a reasonable time. The institution must notify recipients of the availability and location of award checks.

**Award Schedule:** The maximum award for 1991-1992 is scheduled to be \$2300. The amount of individual awards is determined by the Student Aid Index, costs of attendance and enrollment status.

**Responsibilities of Recipients:** Recipients must make satisfactory academic progress. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

## Supplemental Educational Opportunity Grants (SEOG)

**Application Procedures:** Application forms must be obtained from and submitted to the financial aid office of a participating institution.

**Selection of Recipients and Allocation of Awards:** The applicant must: (1) be a U.S. citizen or an eligible noncitizen; (2) be an undergraduate matriculated at an institution participating in the federal campus-based programs; (3) not be in default or refund status for any federal Title IV aid at any institution; (4) if applicable, be registered with the Selective Service; (5) have the lowest expected family contribution; and (6) be a Pell Grant recipient.

Financial need is determined by standardized need analysis, subject to adjustments by institutions. SEOG awards may be available to less than full-time students, depending on the practices of individual institutions. Recipients are selected and award amounts are determined by financial aid administrators.

**Award Schedule:** The award may range from \$100 to \$4,000, depending upon student financial need, program funding and institutional discretion. A student may receive grants for the period required to complete a first baccalaureate degree.

**Responsibilities of Recipients:** The recipient must make satisfactory academic progress. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

## Perkins Loan Program

**Application Procedures:** Loan applications must be obtained from and submitted to the financial aid office of a participating institution. Information on loan cancellation provisions for certain categories of borrowers is also available from this source.

**Selection of Recipients and Allocation of Awards:** The applicant must: (1) be a U.S. citizen or eligible noncitizen; (2) be enrolled in an undergraduate, graduate or first-professional program as a matriculated student at an institution participating in the federal campus-based programs; (3) not be in default or refund status for any federal Title IV aid at any institution; (4) if applicable, be registered with the Selective Service; and (5) demonstrate exceptional financial need relative to other applicants at the institution, with priority given to Pell Grant recipients.

Financial need is determined by standardized need analysis, subject to adjustments by institutions. Recipients are selected and loan amounts are determined by financial aid administrators. Perkins loans may be available to less than full-time students, depending on the practices of individual institutions.

**Award Schedule:** Cumulative loan limits are: \$4,500 for students during the first two years of a program leading to a bachelor's degree or for students who are enrolled in a vocational program; \$9,000 for students who have completed two years toward a bachelor's degree, to include any amount borrowed through the same program for the first two years of study; and \$9,000 for graduate students for an aggregate total of \$18,000 to include any amount borrowed through this program for undergraduate study.

**Responsibilities of Borrowers:** Continued eligibility is dependent on maintenance of satisfactory academic progress. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office. The current interest rate, payable during the repayment period, is five percent on the unpaid principal. Repayment begins nine months after graduation or leaving school, or after a student drops below half-time status, and may extend over a period of ten years. An additional ten-year extension of repayment is permitted for low income borrowers. Payment may be deferred for up to three years for certain categories of borrowers including Public Health Service officers, the temporarily disabled, those in internships required before entering a profession, and full-time Peace Corps or VISTA or similar national program volunteers. The professional internship deferral is limited to two years' duration.

## College Work Study Program (CWS)

**Application Procedures:** The College Work Study Program provides employment opportunities for students. Application forms must be obtained from and submitted to the financial aid office of a participating institution.

**Selection of Recipients and Allocation of Awards:** The applicant must: (1) be a U.S. citizen or eligible noncitizen; (2) be enrolled in an undergraduate, graduate or first-professional program as a matriculated student at an institution participating in the federal campus-based program; (3) not be in default or refund status for any federal Title IV aid at any institution; (4) if applicable, be registered with the Selective Service; and (5) demonstrate financial need.

Financial need is determined by standardized need analysis, subject to adjustments by institutions. College Work Study aid may be available to less than half-time students, depending on the practices of individual institutions.

An institution must make employment reasonably available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for CWS than there are funds available, preference is given to students who have exceptional financial need. The institutional financial aid office is responsible for selecting recipients and determining award amounts.

**Award Schedule:** The post-secondary institution arranges jobs on campus, or off campus, with either public or not-for-profit agencies. Factors considered by the financial aid office in determining whether, and for how many hours, the recipient may work under this program include: financial need, class schedule, academic progress, and a student's health status.

Level of salary must be at least the minimum wage. The maximum salary allowed depends on the nature of the job and applicant qualifications.

**Responsibilities of Recipients:** Satisfactory academic progress must be maintained. A statement of good academic standing which is established by each institution in accordance with Commissioner's Regulations may be obtained from the institution's financial aid office.

## Mayor's Scholarship Program of the City of New York

The Mayor's Scholarship Program is a student financial aid program established by the Mayor's Office of the City of New York and sponsored by the U.S. Department of Hous-

ing and Urban Development (HUD). It is administered by a consortium of three non-profit agencies: ASPIRA of New York, Inc., the New York Urban League, and the Admission Referral and Information Center (ARIC) of the Commission on Independent Colleges and Universities. It provides supplemental financial aid to residence-eligible New York City students enrolled as full-time matriculants in degree-granting institutions of higher education. The amount of each award, ranging from \$100 to \$650, is based on financial need as indicated by the student's Pell Grant index and the cost of education. Application should be made to any of the three administering agencies (ARIC, ASPIRA, or N.Y.U.L.) in the summer preceding each academic year.

## **Bureau of Indian Affairs Aid to Native Americans**

Two programs administered by the U.S. Department of the Interior, Bureau of Indian Affairs, provide financial assistance for post-secondary education and training: The Higher Education Assistance program and the Adult Vocational Training Program.

### **Higher Education Assistance Program**

**Application Procedures:** Application forms may be obtained from and submitted to the Bureau of Indian Affairs, Federal Building, Room 523, 100 South Clinton Street, Syracuse, NY 13260-0043. Applicants enrolled with the St. Regis Mohawk Tribe and the Seneca Nation of Indians can mail their applications directly to their respective tribes as these tribes have contracts for Higher Education and Adult Vocational Training Programs. An application is necessary for each year of study.

Application deadlines, strictly adhered to, are: (1) for the fall semester, July 1; (2) for the spring semester, October 15; and (3) for the summer semester, May 15. An official need analysis from the college financial aid office is also required each year. Moreover, each first-time applicant must obtain tribal enrollment certification from the enrollment clerk which records enrollment for the tribe.

**Selection of Recipients and Allocation of Awards:** To be eligible, the applicant must: (1) be an enrolled member of an American Indian, Eskimo or Aleut tribe, band or group recognized by the Bureau of Indian Affairs; (2) be enrolled in or accepted for enrollment as an undergraduate in an approved college or university; (3) be pursuing at least a two-year degree; and (4) demonstrate financial need. Depending on availability of funds, grants may also be made to graduate students and summer session students. Priority is given to applicants in the following order: (1) continuing awards; (2) applicants enrolled on reservations; and (3) applicants already enrolled.

**Award Schedule:** Awards are contingent upon funds available and are based on financial need. Award amounts are equal to the difference between total student expenses and financial assistance from all other sources, as indicated by financial aid administrators.

**Responsibilities of Recipients:** For grants to be awarded in successive years, the student must make satisfactory progress toward a degree and demonstrate financial need.

### **Adult Vocational Training Program**

**Application Procedures:** Procedures are the same as for the Higher Education Assistance Program except deadlines do not apply.

**Selection of Recipients and Allocation of Awards:** To be eligible, the applicant must: (1) be an adult Indian; (2) reside on or near an Indian reservation; and (3) be an enrolled member of a federally recognized tribe or a descendent of one-fourth degree or more Indian blood of an enrolled member; or at least one-half degree of Indian blood if not a tribal member. The Vocational Training Program is for short-term vocational training. Priority is given to applicants enrolled on reservation.

**Award Schedules:** Contingent upon funding, awards are based on financial need, defined as the difference between total student expenses and all other sources of aid available.

**Responsibilities of Recipients:** For continuing grants to be awarded, the recipient must make satisfactory progress toward program completion and demonstrate financial need.

## **Veterans Administration (VA) Educational Benefits**

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits and assistance in applying for benefits can be obtained from offices of the Veterans Administration. In New York, there are VA Vet Centers in Albany, Babylon, Bronx, Brooklyn, Buffalo, Elmhurst, Manhattan, Rochester, Syracuse, and White Plains.

The major programs of educational assistance for post-secondary study, described in VA Pamphlet 27-82-2 as Revised June 1, 1986, are summarized here. These programs are subject to change.

### **Post-Vietnam Veterans' Educational Assistance (VEAP)**

This program is basically a voluntary contributory matching program for persons entering service after December 31, 1976. For every dollar contributed by the individual, the Federal Government will contribute two dollars, and the Department of Defense may contribute an additional unspecified amount. Individual contributions may not exceed \$2,700. Benefits from this program may be used until ten years after the date of the last release or discharge from active duty, and may cover up to thirty-six months of study.

### **Veterans' Educational Assistance Act of 1984 (The New GI Bill)**

This program serves individuals entering military service between July 1, 1985, and June 30, 1988, or those eligible for post-Korean GI Bill benefits. A Selected Reserve Educational Assistance Program is also available to help members of the Selected Reserve pay for study leading to an undergraduate degree or non-degree programs at institutions of higher learning.

### **Vocational Rehabilitation for Service-Disabled Veterans**

For those veterans with a compensable service-connected disability that results in an employment handicap, programs of training and rehabilitation are available during, generally, the twelve years following the date of discharge

or notice of disability compensation. Up to forty-eight months or more of educational assistance may be authorized to cover the full cost of tuition, books, fees, supplies and equipment, with interest-free loans available to meet unexpected expenses incurred while in school. A subsistence allowance is also available, in addition to disability compensation or military retired pay. A monthly allowance to help pay the educational expenses of spouses or dependent children between the ages of eighteen and twenty-six is available to service persons who are permanently and completely disabled from service-connected disabilities, who are missing in action or who have been forcibly detained by a foreign nation for more than ninety days.

### Other Federal Programs Providing Financial Assistance to Post-secondary Students

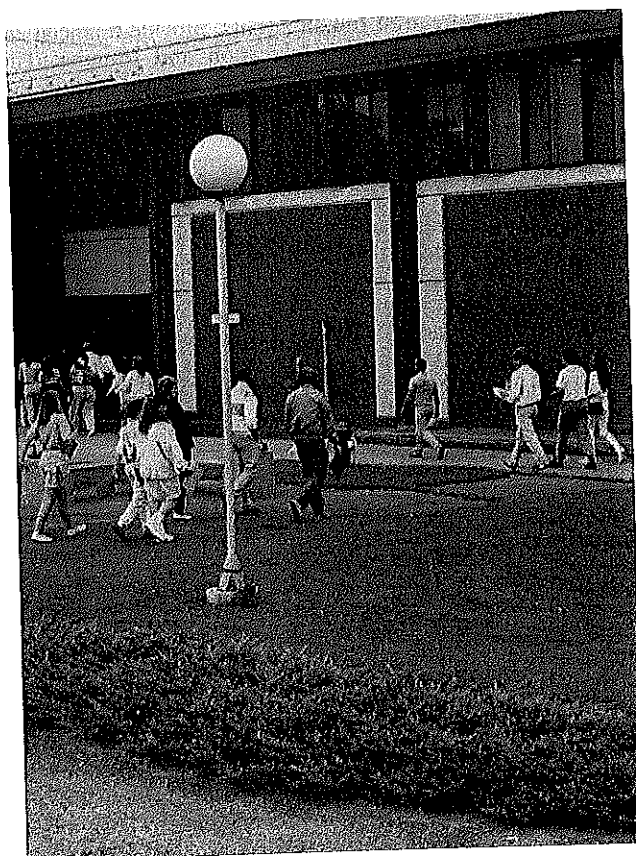
Many federal programs provide assistance in the form of grants, scholarships, stipends, loans, and fellowships and traineeships, often in combination with student services. These programs are designed to serve a wide range of special populations and to address specific needs in professional fields. Applications for these programs are handled either directly by the administering federal agency or by a post-secondary institution acting on behalf of a federal agency.

The following list contains federal programs listed in the May 1986, edition of the *Catalog of Federal Domestic Assistance Programs*, published jointly by the U.S. Office of Management and Budget and the U.S. General Services Administration. The programs are listed alphabetically by federal agency and offices within agencies. Since federal programs are subject to change, and since only program titles are listed here, it is advisable to consult the appropriate federal agency, a post-secondary institution or the most recent edition of the catalog to learn the most current status of and to obtain more detailed information about specific programs. The catalog should be available at most college and public libraries.

- (1) **Department of Defense**  
Selected Reserve Educational Assistance Program (New GI Bill)
- (2) **Department of Education**
  - (2.1) **Office of the Assistant Secretary for Educational Research and Improvement**  
Library Career Training
  - (2.2) **Office of the Assistant Secretary for Elementary and Secondary Education**  
Indian Education—Fellowships for Indian students  
Migrant Education—College Assistance Migrant Program
  - (2.3) **Office of the Assistant Secretary for Post-secondary Education**  
Fulbright-Hays Training Grants—Seminars Abroad for Teachers  
Graduate and Professional Study: Professional Opportunity Fellowships  
Graduate and Professional Study: Public Service Education Fellowships  
Legal Training for the Disadvantaged (The American Bar Association Fund for Public Education)  
Minority Institutions Science Improvement Program (MISIP)  
National Graduate Fellowships for Doctoral Programs in the Arts, Humanities and Social Sciences

National Resources Centers and Fellowship Program for Language and Area or Language and International Studies Upward Bound

- (2.4) **Office of the Assistant Secretary for Special Education and Rehabilitative Services**  
Special Education Personnel Development Grants  
Training Interpreters for Deaf Individuals
- (2.5) **Office of Bilingual Education and Minority Language Affairs**  
Fellowships for Training Teachers of Bilingual Education
- (3) **Department of Health and Human Services**



## LOCAL PROGRAMS

Fulton-Montgomery Community College has available to its students a variety of scholarship programs. Each program is explained briefly (additional information may be obtained through the Financial Aid Office). Scholarship criteria are subject to change. Awards are subject to availability of funds.

**All-County Scholarship** — \$250 is awarded annually to at least one qualified student from each town or city in the two counties of Fulton and Montgomery.

**Presidential Scholarship** — \$500 is awarded annually to at least five students of exceptional academic ability in the two counties of Fulton and Montgomery.

**Montgomery County Deputy Sheriff's Association Scholarship** — \$100 is awarded annually to a resident of Montgomery County who can exhibit financial need and academic ability.

**Montgomery County Deputy Sheriff's Women's Auxiliary Scholarship** — Amounts vary; awarded to Montgomery County residents who wish to study on a part-time basis.

**Southworth Machinery Corporation Scholarship** — \$250 awarded annually to an Engineering Science student who plans to continue study at a four-year college. The student must be a resident of one of the following counties: Albany, Columbia, Delaware, Fulton, Greene, Schoharie, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, Washington, Bennington (Vermont) or Berkshire (Massachusetts).

**FACE Scholarships** — Amounts vary, awarded to returning and transferring students, available through donations from the faculty at the College.

**Adult-Continuing Education Students Organization Scholarships** — Amounts vary; awarded to part-time, matriculated, needy students; available both fall and spring semesters.

**Scholarship to Enter Part-Time Study (STEPS)** — A college based program for new, adult part-time students. Covers tuition, fees, and books for eligible students registering for less than six credit hours. 2.0 cumulative G.P.A. expected. Contact Financial Aid Office for application.

**Fulton County Servicemen's Association Scholarship** — Amounts vary, awarded to a veteran who has financial need.

**Nathan Littauer Hospital Foundation Scholarship** — Amounts vary, awarded to a needy nursing student, requires employment or repayment.

**Trustee Scholarship** — Full tuition; awarded through high schools located in Fulton and Montgomery counties to students who rank in the top 10% - 15% of their graduating class.

**Martling Nursing Scholarship** — Amounts vary; awarded to a nursing student who can exhibit financial need.

**International Associations of Holiday Inns, Inc.** — provides a scholarship for a second year student studying for a career in the food and lodging industry.

The following is a list of agencies who have assisted our students in the past. These agencies must be contacted directly for further information:

Lee N. and Grace Q. Vedder Foundation  
Alida Powell Memorial Nursing Scholarship  
Business and Professional Women's Clubs  
40 & 8 of the American Legion  
George Duffy Foundation  
Jaycee Associations  
Rotary  
Children's Aid Associations  
Beneficial Foundation  
Crary Education Fund  
Management Assistance, Inc.  
Remington Arms Employees Club  
The David Wasserman Scholarship Fund, Inc.  
Dora Loudon Educational Trust Scholarship  
Clark Foundation  
Cornell Children's Tuition Scholarship Program  
The Hawley Foundation for Children  
Montgomery County Deputy Sheriffs  
Montgomery County Deputy Sheriffs Women's Auxiliary  
Soroptomists

**Short Term Emergency Loans** are available to our students. The maximum loan is \$25, repayable two weeks from receipt. There is a \$2 service charge on all loans and late penalty of \$2 for every 30 days overdue.

**Housing Loans** are also available for our students who have received notification of financial assistance awarded, but have not received the funds and have no other means of meeting rental obligations. No service fee is charged. A personal interview is required with the Financial Aid Coordinator.

## STUDENT SERVICES

Fulton-Montgomery Community College offers a wide variety of services in order to assist students in making their many decisions. These services are divided into two categories: those offered by the College and those offered by the Fulmont College Association. The College provides academic and personal advisement services; the Fulmont College Association, funded by the Student Activities Fee paid by all students, provides those services which make campus life convenient and pleasant.

## COLLEGE SERVICES

### Academic Advisement

An important student responsibility is the proper selection of programs, options, and courses, and the compliance with requirements and prerequisites. To assist the individual student, Fulton-Montgomery provides an advisement interview for every entering student.

During each semester a six week period is set aside for Advisement and Preregistration. At this time, each student meets with an advisor to evaluate progress, plan a program for the following semester, and register for courses. Several advisors will be available.

In addition to Advisement for entering students and the Advisement and Preregistration period during each semester, students may meet with advisors at any time to discuss questions or difficulties which may arise. Advisors are available in the Counseling Center located in C209, the Classroom Building.

## Peer Tutoring Services

Fulton-Montgomery Community College offers a tutoring program designed to help students succeed in their courses. A Mathematics Lab and Accounting Lab have been established and offer tutoring services at scheduled hours every class day. Peer tutoring in all other academic areas is available upon request. Students in need of tutoring should contact the Director of Special Academic Needs.

## Counseling

The Counseling Center, located in C209 on the second floor of the Classroom Building, offers the following services to students: academic advisement, withdrawal from College interviews, vocational career counseling, transfer and placement information, and personal counseling. A library of college catalogs and career information is also located in the Center.

## Outreach and Support Services

FMCC has an Outreach and Support Service, operated with Vocational Education Act funds, providing information and direction to anyone interested in obtaining *personal guidance* regarding college and career opportunities. Outreach provides a "helping hand" through the exploration of individual potential, helping guide individuals through decision-making, career changes, taking a class, and earning a degree.

The Outreach Office is located in the Classroom Building, Room 209G. Appointment are available during the college day, evening, or weekends, both on and off campus.

The Outreach and Support Representative is also available for information presentations to classes, clubs, and other groups and organizations.

## Day Care Center

The Gloversville YMCA operates a day care program at FMCC for children 3-5 years of age. Contact the Director or the Admissions Office for information.

## PACE

PACE (Public Assistance Comprehensive Employment) is a program coordinated to provide support services to single parent public assistance recipients who receive AFDC (Aid to Families with Dependent Children), and wish to pursue a college degree or certificate at Fulton-Montgomery Community College. These services include, but are not limited to:

Academic Advisement	Career Counseling
Personal Counseling	Job Placement Services
Workshops and Seminars	

One of the most satisfying services of the PACE program is the sense of acceptance and friendship that develops between students who share similar situations.

The PACE office is in the basement of the College Union.

## INTERNATIONAL STUDENT SERVICES

The International Student Office currently assists over 80 foreign students from 18 countries around the world with a variety of services including admissions, academic advisement, and English as a Second Language study. The International Student Office, located on the first floor of the Classroom Building room C-137B, specifically assists non-immigrant students with immigration matters, housing, banking, health insurance, and personal and academic concerns. An orientation seminar is also offered each academic session to familiarize new International Students with campus and community life.

## Course and Curriculum Changes

New courses may be added to a student's schedule ONLY during the first week of classes. Consult the Tuition and Fee Schedule for the processing fee.

A student can WITHDRAW without penalty from a course during the first two-thirds of a term. A "W" grade is assigned to indicate the withdrawal. See calendar for exact dates for each term. In all cases of ADD/DROP or WITHDRAWAL from a course, a change of program form must be completed by the student, approved by an Advisor and signed by the Instructor in the course. Completed forms must be turned in to the Registrar's office on time for completion.

CURRICULUM changes should be made in consultation with an Advisor and a completed form turned in to the Registrar.

## Course Load Advisement

The normal, full-time course load for a student is 16-18 semester hours, including physical education. A student who wishes to carry more than the normal load must have approval from an advisor and the Vice president. Such approval will be granted only to those students who have demonstrated superior ability to do college work and have legitimate reasons for carrying the extra load. In addition, when a student going into the last semester needs to carry one additional course in order to meet graduation requirements, permission may be granted by the Vice President.

## Career Planning

The Office of Career Planning is available to assist prospective graduates in obtaining employment or in transferring to a four year college or university. The office is located in the Counseling Center and includes career materials, college catalogs, career planning videos and computer-assisted career and college searches.

## Transfer Articulation Agreements

Fulton-Montgomery Community College has entered into Formal Transfer Agreements with a number of SUNY and non-SUNY institutions, including:

### SUNY INSTITUTIONS

Albany  
Binghamton, School of Nursing  
Binghamton, Watson School of Engineering

Brockport  
Utica, Institute of Technology  
Empire State College  
Oneonta  
Oswego  
Plattsburgh  
Potsdam

#### NON-SUNY INSTITUTIONS

Albany College of Pharmacy  
American University  
Clarkson  
College of St. Rose (Albany, New York)  
Cornell, College of Agriculture & Life Services  
D'Youville College, Division of Education  
Hartwick College (Oneonta, New York)  
New York University  
Rochester Institute of Technology  
Russell Sage  
Syracuse University  
Union College (Schenectady, New York)  
Utica College  
Western New England College

For the specific programs included in the transfer agreements, contact the Director of Career Planning. Note that changes will occur as updates and new agreements are created.

### Housing Advisement

In accordance with State University of New York policy, the College does not maintain dormitories nor does it assume responsibility for off-campus living accommodations. The Student Activities Office of the College Union maintains a list of housing available in the community. A Housing Loan Fund is maintained by the Financial Aid office. Students should contact the Financial Aid office for details including eligibility requirements.

### Parking Permits

All vehicles parked on campus must be registered with the Superintendent of Buildings & Grounds. Parking stickers and a copy of the parking regulations will be issued at the time of registering with the Superintendent of Buildings & Grounds. Parking stickers must be displayed in the proper location on the vehicle.

### Transportation

The College provides bus service as a convenience for those students who do not have transportation. The College has scheduled morning transportation in passenger vans to the campus from central points in Amsterdam, Gloversville, and Johnstown with return trips scheduled in the afternoons.

### Student Records Procedures

The Registrar's Office is service-oriented. Students come to this office when they have needs or problems concerning records, course requirements, transfer, scheduling, grades, and transcripts. Listed below are services which may be obtained from this office:

### Certification

Many agencies require that a student's enrollment, credit hours, and graduation be certified. The College will certify such information for the student to the following: Unemployment Agency, Social Security, Selective Service, Institutional Loan Agencies, Business (for employment purposes), and the Veterans Administration. Certification for Veterans also involves noting any changes in course loads and notifying the VA of such changes, sending inquiries to the VA when veterans have problems in receiving benefits, and answering questions for the veterans concerning benefits, tutorial assistance and related affairs.

### Records and Transcripts

The academic record of each student is maintained by the Registrar. The principle document in this file is the transcript, which reflects all course work taken. Students should inspect their academic records to be sure they are accurate. The individual student is responsible to insure that records reflect any changes in name, address, social security number, or other civil information. The Registrar receives grades, records them on transcripts, and mails them to students. At the request of the student, the Registrar will send transcripts to colleges and prospective employers. See Fee schedule for charges. Each official transcript bears the College seal and the Registrar's signature. Copies given directly to students are unofficial.

### Forms and Bulletins

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

### Withdrawal from College Procedure and Advisement

Students who have made a final decision to leave the College, for any reason other than graduation, must complete the *student withdrawal procedure*. They must report to the Office of the Vice President of the College, complete the *Withdrawal Form*, and make sure their obligations to the College have been fulfilled.

Students who fail to complete the *withdrawal procedure* will be penalized. A *HOLD* is placed on their records and transcripts.

### Community Relations

Fulton-Montgomery is also a community college in the sense that its facilities and services are available to the residents of the local area for their recreational and non-profit business use. The College Union Office assists community service and non-profit groups in the scheduling of College facilities and the planning of non-college events throughout the year.

### Alumni Association

The Alumni Association was formed to foster a continuing relationship among Fulton-Montgomery Community College Students after graduation and to sustain a lasting



relationship between the graduate and the College. The Career Planning Office conducts follow-up studies on former students and works with Alumni Association representatives.

## Campus Tours

Individuals or community groups who wish to have a guided tour of the Fulton-Montgomery campus can obtain a tour schedule from the Admissions Office. Special arrangements can also be made by appointment.

## Speakers Bureau

The Speakers Bureau consists of professional staff members who have expressed a willingness to speak before groups about their special interests and about the College and its programs. Requests should be made to the College Union Office.

# FULMONT COLLEGE ASSOCIATION SERVICES

The Fulmont College Association is a not-for-profit corporation established to operate and manage the Bookstore and the Food Service operation, and, in essence, to act as a holding organization for monies generated by the student activity fee. The College may not hold nor manage such monies.

## Bookstore

The College Bookstore, located on the lower level of the College Union, is operated by the Fulmont College Association as a service to the student body, faculty, and staff. It provides required tools of education and offers for sale items related to educational programs. As an adjunct to this service, the store also offers many non-academic items. Earnings are placed in a fund for operational expenses. Excess funds are used by the Fulmont College Association for the benefit of the College community. Hours are: Monday - Friday, 8:15 a.m. - 4:00 p.m. (Summer, 7:15 a.m. - 2:00 p.m.).

## Food Service

The Fulmont College Association operates the cafeteria in the College Union, offering meals to students, faculty, staff, and guests at reasonable prices. Meal tickets are available from the manager or the cashier. Menus include breakfast dishes, hot dishes, sandwiches, salads, pastries, desserts, and beverages. Small dining rooms and catering services are available for luncheons and conferences, arranged through the Director. Hours are: 7:30 a.m. - 2:30 p.m. Monday - Friday.

## Student Government Association

Student Government Association (SGA) represents the student body. It helps formulate College objectives and policies through membership in standing faculty-student committees of academic policy, academic standing and student life. The SGA oversees the administration of the Student

Activity fee. Students participate in SGA in two ways: as elected members and as club representatives. There are seven elected members: one student Trustee, four officers, one upper level senator, and one lower level senator. Club representatives are appointed by their respective clubs. In addition to administering the Student Activity fee, the SGA sponsors student clubs and organizations, and funds the athletic program (the Fulton-Montgomery Athletic Association). SGA helps identify social, academic, and cultural needs in the college community and suggests ways to meet those needs.

## Fulton-Montgomery Athletic Association

The diverse athletic program at Fulton-Montgomery Community College offers many opportunities for the athletically inclined student. All full-time students, as defined by school and league rules are eligible for participation in varsity athletics.

The College is a member of the National Junior College Athletic Association and its Region III (upstate New York area). On a local scale, the college is also a member of the Mountain Valley Collegiate Conference which consists of nine colleges in this immediate geographic area.

Intercollegiate or varsity sports offerings included: men's soccer, women's volleyball, men's and women's cross country, men's basketball, wrestling, men's and women's bowling, women's softball, men's and women's track, men's Fall and Spring baseball.

The intramural sports program provides all students an opportunity to participate in seasonal team sports.

## College Union Board

The College Union Board is a group of student volunteers who choose and schedule activities and recreational programs for the entire college community. The varying needs of the student body are met by a diverse group of activities and functions. Events are both social and educational.

The College is a member of the Association of College Unions-International, Region 2 and the National Association for Campus Activities.

## Clubs and Organizations

The Student Government Association sponsors a number of clubs and organizations.

### Service Organizations

ACES—Adult Continuing Education Students  
Circle K  
FMCC Scholastic Association (Phi Theta Kappa)  
Student Nurses Association

### Co-curricular

Art Club  
Business Students Association  
Computer Club  
Criminal Justice Club  
Drama Guild  
Electrical Technology Club  
Epicurean Club  
Graphic Arts Club  
Human Services Club



Photo Club  
Engineering Science Club

**Extra-curricular**  
Cheerleading Club  
Chess Club  
International Student Club  
Raider Times (newspaper)

**Who's Who Among Students in American Junior Colleges** has furthered the aims of higher education by recognizing individual academic excellence and leadership on a national level. Students selected for such honors must have a grade point average of 3.0 with a minimum of 24 credit hours earned and be nominated in writing by a member of the professional staff. Nominations are made in the fall semester and must be accepted by the nominee. Criteria for nominations are established by the Student Life Committee.

#### **Phi Theta Kappa**

Alpha Alpha Upsilon, the local chapter of the national academic fraternity Phi Theta Kappa, was chartered in 1975. Eligibility for membership is based on all academic work completed at FMCC under the following criteria: 15-29 credits earned, 3.80 grade point average; and 30 credits or more, 3.20 grade point average. Students who meet these qualifications are notified by letter of their eligibility and the procedures necessary for membership. Phi Theta Kappa is the only such organization recognized by the American Association of Junior Colleges.

## **Continuing Education**

Continuing Education assists in offering courses for individuals who desire to continue their education. Many students elect to take non-credit courses for purpose of individual growth, professional advancement, and cultural enrichment. Courses are offered at the campus locations at selected times.

### **Non-Credit Courses**

Fulton-Montgomery Community College offers one of the largest selections of non-credit program listings in up-state New York. Courses, workshops and seminars are available on a year-round basis to those wishing to increase their "Knowledge Base." Offerings include preparation for licensing and certification, as well as programs in the General Services and Business/Industrial areas. Courses dealing with recreation and hobbies are also available.

Publicity concerning these non-credit courses is released periodically throughout the year. Inquiries concerning them are welcomed at the Office of Continuing Education.

The cost of non-credit courses varies according to the hours of instruction. There is no College service fee charged.

### **On-Site Training for Business and Industry**

The Continuing Education's Business Development Center staff stands ready to work with Business and Industry in providing training programs. These programs are designed in concert with individual or groups of businesses to meet their special needs. The basic goal of the Business Development Center is to aid local business and industry in

maintaining their competitive edge in a constantly changing marketplace. Contact the Continuing Education-Business Development Center for information.

### **Living Independently for Tomorrow (LIFT)**

LIFT is a displaced Homemakers Program that provides individuals a training period to assess their skills and interest, learn about the educational and training opportunities available in this community, and brush up skills or develop new ones.

LIFT is also a time for individuals to sort out their problems, set their goals, and grow in confidence and a time to help the displaced homemaker to become an independent and self-sufficient person ready to go to work.

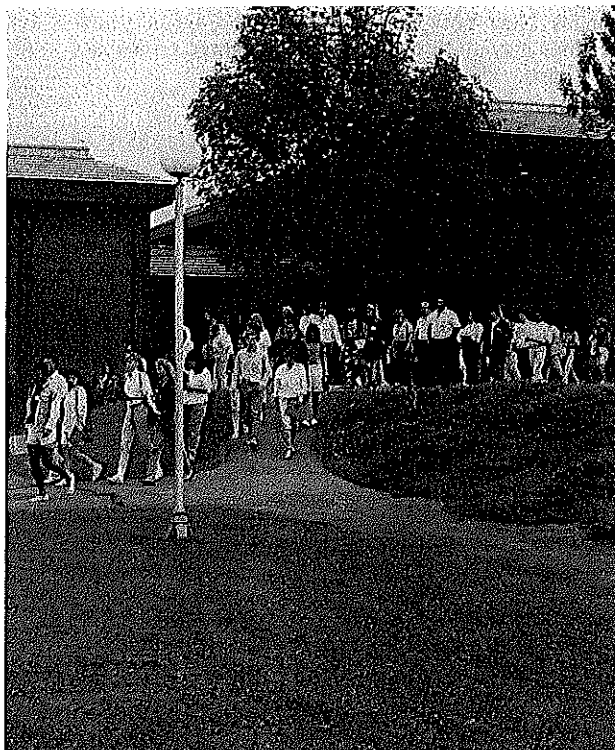
This program is available to other special groups who can benefit from the opportunities it provides.

### **Summer Session**

Continuing Education assists in offering three separate course sessions at the campus each summer. Courses may be used for credit at the College or transferred to other institutions.

### **Winter Session**

Continuing Education assists in a three-week term in January. Courses may be used for credit at the College or transferred to other institutions.



# REGULATIONS

## Academic

The College has full sets of academic regulations available for perusal at the circulation desk in the library and in the offices of the College.

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

## Audit Policy

Students upon approval and the completion of the Audit Option Form may use the option of taking courses for an audit grade. Any student who completes a course by auditing will receive the grade AU on his/her record in place of credit grades. He/she may not receive credit for an audited course unless he/she re-registers for the course and receives a passing grade.

Students who register in a course for audit are expected to have the necessary prerequisites. In this respect students are encouraged to make full use of the College's counseling services, but the ultimate decision whether to enroll for audit shall be the student's responsibility. This decision is an irrevocable one.

Full-time students may audit courses with no additional charge. For part-time students the regular tuition schedule applies. New York State residents who are 60 years of age or older may audit courses without charge on a space available basis.

DEFINITION OF GRADING SYSTEM		GRADE POINTS
A	Superior Achievement	4
B	Above Average Achievement	3
C	Average Achievement	2
D	Minimal Passing	1
F	Below Minimal Passing	0
W	Withdrawal	*
I	Incomplete	*
IP	Course in Progress	*
S	Satisfactory	*
U	Unsatisfactory	*
AU	Audit	*
N	Non-Attendance	*
	(Mid Semester Grade Only)	*
NE	No Evaluation Has Been Made At this Time	*
	(Mid Semester Grade Only)	*

## Dean's List

In recognition of superior achievement, students who attain a minimum grade point average of 3.20 in any one semester and meet the criteria set forth in the Academic Regulations will be placed on the Dean's List.

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

## Required Immunization Against Measles, Mumps, and Rubella

N.Y.S. law 2165 REQUIRES all students attending college in the state to provide documentation by a health practitioner of immunity against measles, mumps and rubella. ALL STUDENTS registered for 6 or more credits must comply.

The only exemptions from this requirement are for:

- (a) Those with documentation they were born BEFORE January 1, 1957. OR
- (b) Those with physician's documentation that specific immunizations would pose a serious and specific health hazard. Immunization must be completed for those which do not pose a health hazard. OR
- (c) Those with specific documentation that such immunization is contrary to their sincere and genuine beliefs of their religion.

All students registering for 6 or more credits must submit at the time of their registration or within four (4) weeks of the beginning of classes the required immunization documentation from a health practitioner OR documentation of an exemption. Those NOT providing an exemption must document the following.:

For MEASLES: two doses of measles vaccine both given after 1967 and the 1st dose given on or after the 1st birthday, OR physician documented history of disease, OR serologic evidence of immunity.

AND

For RUBELLA: one dose of rubella vaccine on or after the 1st birthday, OR serologic evidence of immunity.

AND

For MUMPS: one dose of mumps vaccine on or after the 1st birthday, OR physician documented history of disease, OR serologic evidence of immunity.

Students not complying with this law can be withdrawn from all courses. Refunds will not be issued for withdrawals after the college's normal refund period.

Immunization records will be stored as part of each student's file in the Registrar's Office. The same fee charged for an academic transcript will be charged for an immunization transfer record.

Information on suspected and/or confirmed cases must be immediately reported to the Dean of Student and Community Services who will report them to the Public Health Offices in Fulton and Montgomery counties. In case of an outbreak of these diseases students not immunized for any reason may be excluded from the campus.

## Discipline

The laws of the local community are enforced on the campus of the College by the peace officers of the courts. Conduct which constitutes violation of law is punishable by the courts. In general, the College will not add its sanction to any imposed by a court. However, should the President judge that the continued presence of a student constitutes a danger for the College community, the President may suspend or dismiss that student. Suspension and dismissal may

also be imposed for serious breaches of academic discipline such as cheating, dishonesty, malicious abuse or damage. Policies of the College provide procedures for hearing, sanction, and appeal.

The effect of the College open-admission policy is that an eligible student may enroll as often and for as long as that student wishes. While the policy encourages persistence and perseverance toward academic goals, it is no guarantee against poor performance. There is no formal academic probation. Nor is academic performance grounds for dismissal. However, those students whose grades are low (below 2.00

on a scale of 0 to 4.00) are officially encouraged to consult with an academic advisor to review their course selections and their commitment to academic programs.

### Attrition/Retention Data

Of the 376 first-time, full-time students who entered Fulton-Montgomery Community College in the Fall of 1986, 89 had formally finished a program of study prior to the Fall of 1988. Of the remainder, 146 were enrolled in the College during the Fall, 1989 semester, while 98 had transferred prior to receiving a formal award.



# Career Doors FMCC Opens

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

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

For a Career In	See FMCC Program In		
Accounting	Accounting (A.A.S.)	Drama	Humanities-Social Sciences or General Studies (A.A.)
Advertising	Business Administration (A.A.S.)	Early Childhood Education	General Studies or Humanities-Social Science (A.A.)
Anthropology	Math-Science (A.S.) or Humanities-Social Science (A.A.)	Earth Science	Math-Science (A.S.)
Architecture	Engineering Science or Math-Science (A.S.)	Ecology	Math-Science (A.S.)
Art	Visual Fine Arts (A.A.)	Economics	Business Administration (A.S.)
Astronomy	Math-Science (A.S.)	Education	General Studies, Humanities-Social Science or Math-Science
Automotive	Automotive Technology (A.A.S.) or Automotive Mechanics	Electrical Engineering	Engineering Science (A.S.)
Banking	Business Administration (A.A.S.)	Electrical Technology	Electrical Technology (A.A.S.)
Biochemistry	Math-Science	Electronics	Engineering Science (A.S.)
Bioengineering	Engineering Science (A.S.)	Engineering	Electrical Technology (A.A.S.)
Biological Technology	Biological Technology	Technology	General Studies, Humanities-Social Science (A.A.) or Math-Science (A.S.)
Biology	Math-Science	Elementary Education	Engineering Science
Botany	Math-Science	Engineering English	Humanities-Social Science or General Studies (A.A.)
Broadcasting	General Studies or Humanities-Social Science (A.A.)	Environmental Science	Math-Science (A.S.)
Business	Business Administration (A.S. or A.A.S.)	Family Counseling	Humanities-Social Sciences (A.A.) or Human Services (A.A.S.)
Administration	Business Administration (A.S. or A.A.S.), Accounting (A.A.S.), Office Technology (A.A.S.) or Computer Information Systems (A.A.S.)	Film	Humanities-Social Sciences or General Studies (A.A.)
Business Education	Engineering Science (A.S.)	Finance	Business Administration (A.S. or A.A.S.)
Ceramics Engineering	Engineering Science (A.S.)	Fine Arts	Humanities-Social Sciences or General Studies (A.A.)
Chemical Engineering	Engineering Science (A.S.)	Floriculture	Floriculture
Chemical Technology	Chemical Technology	Food Quality Control	Science Laboratory Technology
Chemistry	Math-Science (A.S.)	Food Service	Food Service Administration
Civil Engineering	Engineering Science (A.S.)	Foreign Languages	Humanities-Social Science (A.A.)
Clerk-Typist	Office Technology, Clerical	Forestry	Math-Science (A.S.) or Forestry Technology
Communications	General Studies or Humanities-Social Sciences (A.A.)	Genetics	Math-Science (A.S.)
Computer Engineering	Engineering Science (A.S.)	Geology	Math-Science (A.S.)
Computer Information Systems	Computer Information Systems (A.A.S.)	Gerontology	Human Services (A.A.S.)
Computer Science	Computer Science (A.S.)	Government	Humanities-Social Science or General Studies (A.A.)
Computer Technology	Computer Technology (A.A.S.)	Graphic Arts	Visual Communications Technology (A.A.S.)
Construction	Construction Technology (A.A.S.)	Health	Nursing (A.A.S.), Health Education (A.S.) Public Health Technology or Medical Laboratory Technology
Counseling	Humanities-Social Sciences (A.A.) or Human Services (A.A.S.)	History	Humanities-Social Science or General Studies (A.A.)
Crafts Management	Crafts Management (A.A.S.)	Human Services	Human Services (A.A.S.) or Certificate
Criminal Justice	Criminal Justice (A.A.S.) or Certificate	Immunology	Math-Science (A.S.)
Data Processing	Computer Information Systems (A.A.S.)	Industrial Technology	Industrial Technology
Dentistry	Math-Science (A.S.)	Information Science	Computer Information Systems (A.A.S.)
Diet Technology	Food Services Administration (A.A.S.)	Insurance	Business Administration (A.S. or A.A.S.)
		International Studies	Humanities-Social Sciences (A.A.)
		Journalism	General Studies or Humanities-Social Science (A.A.)
		Law	Humanities-Social Science or General Studies (A.A.)
		Law Enforcement	Criminal Justice (A.A.S.)

Leather Technology	Leather Technology (A.A.S.)	Public Administration	Humanities-Social Science (A.A.)
Library Service	Humanities-Social Science (A.A.)	Public Relations	General Studies or Humanities-Social Sciences (A.A.)
Management	Business Administration (A.S.)	Quantity Food Production	Quantity Food Production
Marine Biology	Math-Science (A.S.)	Radio Broadcasting	General Studies or Humanities-Social Sciences
Marketing	Business Administration (A.S. or A.A.S.)	Recreation	Physical Education (A.S.)
Mass Media/Mass Communications	General Studies or Humanities Social Science (A.A.)	Restaurant Management	Food Service Administration (A.A.S.)
Material Science	Math-Science or Engineering Science (A.S.)	Retailing	Business Administration (A.A.S. or A.S.)
Mathematics	Math-Science (A.S.)	Robotics	Electrical Technology (A.A.S.)
Mathematics Education	Math-Science (A.S.)	Sales	Business Administration (A.A.S. or A.S.)
Mechanical Engineering	Engineering Science (A.S.)	Science Education	Math-Science (A.S.)
Medical Information Processing	Medical Information Processing	Science Laboratory Technology	Science Laboratory Technology
Medical Laboratory Technology	Medical Laboratory Technology	Secondary Education	Humanities-Social Science, General Studies (A.A.) or Math-Science (A.S.)
Medicine	Math-Science (A.S.)	Secretarial	Office Technology (A.A.S.) or Certificate
Mental Health	Human Services (A.A.S.)	Social Worker	Human Services (A.A.S.) or Humanities-Social Science (A.A.)
Meteorology	Math-Science (A.S.)	Sociology	Humanities-Social Science or General Studies (A.A.)
Microbiology	Math-Science (A.S.)	Special Education	General Studies or Humanities-Social Sciences (A.A.)
Mortuary Science	Mortuary Science	Speech	General Studies or Humanities-Social Science (A.A.)
Music	Humanities-Social Science or General Studies (A.A.)	Statistics	Math-Science (A.S.)
Natural Resource Conservation	Math-Science (A.S.)	Substance Abuse Counseling	Human Services (A.A.S.)
Nursery Education	General Studies or Humanities-Social Science (A.A.)	Television Broadcasting	General Studies or Humanities-Social Sciences (A.A.)
Nursing	Nursing	Textile Technology	Textile Technology (A.A.S.)
Nutrition	Math-Science (A.S.)	Theatre	General Studies or Humanities-Social Sciences (A.A.)
Oceanology	Math-Science (A.S.)	Urban Studies	General Studies or Humanities-Social Sciences (A.A.)
Office Administration	Office Technology (A.A.S.) or Certificate	Veterinary Medicine	Math-Science (A.S.)
Pathology	Math-Science (A.S.) or Medical Laboratory Technology	Video Production	General Studies or Humanities-Social Sciences (A.A.)
Personnel	Business Administration (A.S.) or Humanities-Social Science (A.A.)	Water/Waste Resource Manag.	Natural Resource Conservation
Pharmacy	Math-Science (A.S.)	Word Processing	Office Technology (A.A.S.) or Word Processing Operator
Philosophy	Humanities-Social Science or General Studies (A.A.)	Wildlife Biology	Math-Science (A.S.)
Physical Education	Physical Education (A.S.)	Zoology	Math-Science (A.S.)
Physical Therapy	Math-Science (A.S.)		
Physics	Math-Science or Engineering Science (A.S.)		
Political Science	Humanities-Social Science or General Studies (A.A.)		
Printing	Visual Communications Technology (A.A.S.)		
Psychology	Humanities-Social Science (A.A.)		

# 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 which will enable students to develop to their fullest potential. The program includes special Honors Sections of regular courses, Honors Options within regular courses and a unique interdisciplinary Honors Seminar. 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:

To be considered for admission to the Honors Program, a student must meet the following requirements: Submit letter of application for admission to the Honors Program; 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 in Liberal Arts and Sciences: Admittance into the Honors Program; Three courses with Honors Sections or Options from at least two different Academic Divisions; Honors Seminar; 3.5 cumulative grade point average; Satisfy all the requirements for the A.A. degree in Humanities and Social Science OR the A.S. degree in Mathematics and Science OR the A.A. degree in General Studies.

# LIBERAL ARTS

## General Studies (A.A.) A.P.C. - 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 curriculums within the requirements of the four year institution to which they intend to transfer.

## FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
Social Science Elective .....	3
Mathematics Elective.....	3-4
Electives* .....	6
Physical Education.....	1
	<u>16-17</u>

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
Social Science Elective .....	3
Science Elective .....	3-4
Electives* .....	6
Physical Education.....	1
	<u>16-17</u>

## SECOND YEAR

<i>First Semester</i>	
Humanities Elective.....	3
Math/Science Elective .....	3-4
Electives* .....	9
	<u>15-16</u>

<i>Second Semester</i>	
Humanities Elective.....	3
Social Science Elective .....	3
Electives* .....	9
	<u>15</u>

\*At least sixteen hours of free electives must be selected from courses designated as Liberal Arts. These Liberal Arts courses should be selected so as to produce a balance among the areas of Humanities, Social Sciences, and Math/Science.

## Communications Concentration

This concentration within the General Studies (A.A.) degree program is recommended for students who plan to transfer to a four-year college to pursue their studies in areas such as print journalism, broadcast journalism, or public relations leading to a Bachelor's degree.

## FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
Social Science Elective* .....	3
Mathematics Elective.....	3-4
Liberal Arts Elective .....	3
Elective .....	3
Physical Education.....	1
	<u>16-17</u>

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
Social Science Elective* .....	3
Science Elective .....	3-4
CO 171 Intro. to Mass Communications .....	3
Liberal Arts Elective .....	3
Physical Education.....	1
	<u>16-17</u>

## SECOND YEAR

### First Semester

EN 231 or EN 233 .....	3
Communications Elective** .....	3
Math/Science Elective .....	3-4
Liberal Arts Elective .....	3
Elective .....	3
	15-16

### Second Semester

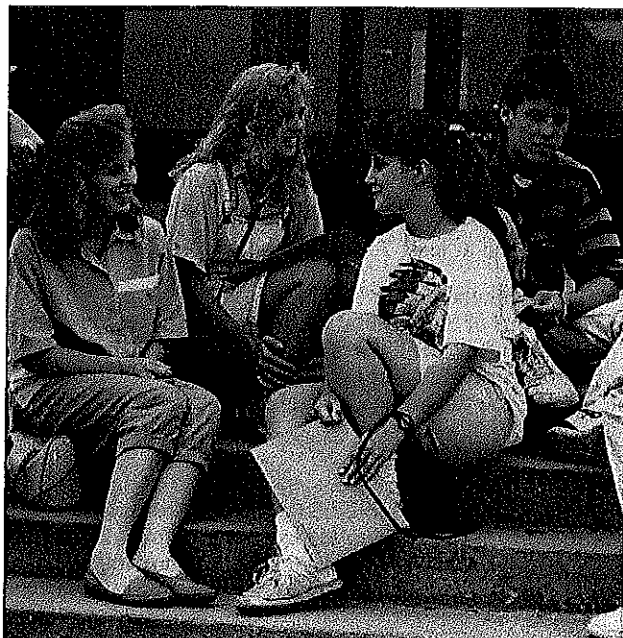
EN 232 or EN 234 .....	3
Communications Elective** .....	3
Social Science Elective* .....	3
Electives .....	6
	15

\*Recommended Social Science Electives: SS 183, 184, 283, 284, 291, 282, 383, 278, 281.

\*\*Communications Electives: CO 220, CO 231, CO 254, EN 132.

- Notes: 1. Electives should be selected to conform to the program requirements of the college to which the student plans to transfer. Suggested electives include BU 170, ER 101, AR 150.
2. A student who wishes to seek employment with the two-year Associate degree should consider gaining field experience through at least a semester of Internship (IN 299) for elective credit.
3. A student could develop a communications concentration within the requirements of the Humanities and Social Sciences (A.A.) degree program.

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Communications is NOT a major for which, in itself, a two-year degree may be earned; the two-year A.A. degree major is General Studies.



## Early Childhood Education Concentration

This concentration within the General Studies (A.A.) degree program is recommended for students who plan to seek immediate employment as paraprofessionals at institutions and agencies serving young children or transfer to a four-year college to pursue the baccalaureate degree toward teacher certification.

Graduates may find employment opportunities with various types of institutions and agencies serving young children—Day Care Centers, Nursery Schools, Pre-Kindergarten Programs, Head Start, Day Camps, and Recreational Centers.

## FIRST YEAR

### First Semester

EN 125 Freshman English I .....	3
SS 291 General Psychology .....	3
Mathematics Elective .....	3-4
Electives* .....	6
Physical Education .....	1
	16-17

### Second Semester

EN 126 Freshman English II .....	3
SS 297 Develop. Psychology .....	3
Science Elective .....	3-4
ED 171 Intro. to Early Childhood Education .....	3
Elective* .....	3
Physical Education .....	1
	16-17

## SECOND YEAR

### First Semester

Humanities Elective .....	3
SS 281 Intro. to Sociology .....	3
Math/Science Elective .....	3-4
Education Elective** .....	3
Elective* .....	3
	15-16

### Second Semester

Humanities Elective .....	3
Education Elective** .....	3
Electives* .....	9
	15

\*At least twelve hours of free electives must be selected from courses designed as Liberal Arts. HE 135, SS 294, and HD 221 are recommended.

\*\*Education Electives: ED 225, ED 250, ED 275. Those who wish to seek employment with the two-year Associate degree should consider taking additional early childhood education courses and also gaining field experience through at least a semester of Internship (IN 299) for elective credit. Students who are planning to transfer are advised to select the electives so as to meet the requirements of the particular four-year institution to which they intend to transfer.

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Early Childhood Education is NOT a major for which, in itself, a two-year A.A. degree may be earned; the two-year A.A. degree major is General Studies.



## Elementary/Secondary Education Concentration

This concentration within the General Studies (A.A.) degree program is recommended for students who plan to transfer to a four-year college to pursue the baccalaureate toward teacher certification.

### FIRST YEAR

<i>First Semester</i>	
EN 125 Fresh. Eng. I .....	3
SS 291 Gen. Psych .....	3
Mathematics Elective .....	3-4
Electives* .....	6
Physical Education .....	1
	<u>16-17</u>

<i>Second Semester</i>	
EN 126 Fresh. Eng. II .....	3
SS 297 Devel. Psych .....	3
Science Elective .....	3-4
Electives* .....	6
Physical Education .....	1
	<u>16-17</u>

### SECOND YEAR

<i>First Semester</i>	
Literature Elective .....	3
Math/Sci. Elec. ....	3-4
Amer. Hist. Elective .....	3
Electives* .....	6
	<u>15-16</u>

<i>Second Semester</i>	
Philosophy Elec. ....	3
SS 281 Intro. to Soc. ....	3
Electives* .....	9
	<u>15</u>

\*At least sixteen hours of free electives must be selected from courses designated as Liberal Arts. These Liberal Arts courses should be selected so as to produce a balance among the areas of Humanities, Social Sciences, and Math/Science.

Colleges of Education generally expect an extensive and intensive liberal arts preparation. Those planning to teach at the secondary level should use the electives to build a concentration in their particular subject area of interest. Students are advised to select electives in accordance with the requirements of the college to which they plan to transfer. Suggested electives: AR 100, CS 110, EN 132, SS 284, SS 183, SS 184, SS 294, Economics, Foreign Language, Literature, Mathematics, Political Science, Science.

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Elementary/Secondary Education is NOT a major for which, in itself, a two-year degree may be earned; the two year A.A. degree major is General Studies.

## HEALTH EDUCATION CONCENTRATION

This concentration within the General Studies (A.A.) degree program is designed for students who plan to transfer and continue their studies in health education or related allied health fields.

### FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
Social Science Elective .....	3
Science or Math Elective* .....	3-4
HE 135 Personal Health .....	3
PE 201 Intro. to H.P.E.R. ....	3
PE Activity .....	1
	<u>16-17</u>

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
Social Science Elective .....	3
Science or Math Elective* .....	3-4
HE 136 Safety & First Aid .....	3
Elective .....	3
PE Activity .....	1
	<u>16-17</u>

### SECOND YEAR

<i>First Semester</i>	
SS 291 General Psychology .....	3
BI 181 Anatomy & Physiology .....	4
Humanities Elective .....	3
HE 235 Community Health .....	3
Elective .....	3
	<u>16</u>

<i>Second Semester</i>	
Social Science Elective .....	3
BI 182 Anatomy & Physiology .....	4
Humanities Elective .....	3
Health Elective .....	3
Elective .....	3
	<u>16</u>

A minimum of sixty-four semester hours are required to complete this program concentration. Students are advised to select the electives based on the requirements of their transfer institutions.

\*Must include at least 3 semester hours of mathematics.

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Health Education is not a major for which, in itself, a two-year A.A. degree may be earned; the two-year A.A. degree major is General Studies.



## PHYSICAL EDUCATION CONCENTRATION

This concentration within the General Studies (A.A.) degree program is designed for students who plan to transfer and continue their studies in physical education or related recreation fields. Preparation for a variety of careers such as the teaching professions, athletic training/sports medicine, coaching, fitness consultants or sports/recreation administration may be initiated with this concentration.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
Social Science Elective .....	3
Science or Math Elective* .....	3-4
HE 135 Personal Health .....	3
PE 201 Intro. to H.P.E.R. ....	3
PE Elective 140 or 160 Series.....	1
	16-17

#### Second Semester

EN 126 Freshman English II .....	3
Social Science Elective .....	3
Science or Math Elective* .....	3-4
HE 136 Safety & First Aid .....	3
PE 250 Lifetime Sports Series.....	2
PE Elective 140 or 160 ser.....	1
	15-16

### SECOND YEAR

#### First Semester

SS 291 General Psychology .....	3
BI 181 Anatomy & Physiology.....	4
Humanities Elective.....	3
Elective .....	3
PE 241 General Aquatics for P.E. Majors .....	1
PE 250 Lifetime Sports Series.....	2
	16

#### Second Semester

Social Science Elective .....	3
BI 182 Anatomy & Physiology II .....	4
Humanities Elective.....	3
H.P.E.R. Electives .....	6-8
	16-18

A minimum of sixty-three semester hours are required to complete this program. Students are advised to select the electives based on the requirements of their transfer institutions. Those who wish to seek employment with the two-year Associate degree should consider gaining field experience through at least one semester of Internship (IN 299) for elective credit.

\*Must include at least 3 semester hours of mathematics

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Physical Education is not a major for which, in itself, a two-year degree may be earned; the two-year A.A. degree major is General Studies.

## Special Education Concentration

This concentration within the General Studies program is recommended for students who plan to seek immediate employment as paraprofessionals at institutions and agencies serving handicapped children or transfer to a four-year college to pursue the baccalaureate degree toward teacher certification.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
SS 291 General Psychology .....	3
Mathematics Elective.....	3-4
Elective* .....	3
SS 281 Intro. to Sociology.....	3
Physical Education .....	1
	16-17

#### Second Semester

EN 126 Freshman English II .....	3
SS 297 Developmental Psych .....	3
Science Elective .....	3-4
ED 171 Intro. to Early Childhood Education.....	3
Elective* .....	3
Physical Education .....	1
	16-17

### SECOND YEAR

#### First Semester

Humanities Elective.....	3
Math/Science Elective .....	3-4
Education Elective** .....	3
HS 251 Intro. to Developmental Disabilities .....	3
Elective* .....	3
	15-16

#### Second Semester

Humanities Elective.....	3
SS 292 Abnormal Psych.....	3
Education Elective** .....	3
Electives* .....	6
	15

\*At least six hours of free electives must be selected from courses designated as Liberal Arts. HE 135, SS 294, and HD 221 are recommended. Students who are planning to transfer are advised to select the electives so as to meet the requirements of the particular four-year college to which they plan to transfer.

\*\*Education Electives: ED 225, ED 250, ED 275. Those who wish to seek employment with the Associate degree should consider taking additional early childhood education courses and also gaining field experience through at least a semester of Internship (IN 299) for elective credit.

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Special Education is NOT a major for which, in itself, a two-year degree may be earned; the two-year A.A. degree major is General Studies.

## Theater Concentration

This concentration within the General Studies (A.A.) degree program is recommended for students who plan to transfer to a four-year college to pursue their studies in Theater leading to a Bachelor's degree.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
Theater Elective* .....	3-4
Social Science Elective .....	3
Mathematics Elective .....	3-4
Elective .....	3
Physical Education .....	1
	16-18

#### Second Semester

EN 126 Freshman English II .....	3
Theater Elective* .....	3-4
Social Science Elective .....	3
Science Elective .....	3-4
Elective .....	3
Physical Education .....	1
	16-18

### SECOND YEAR

#### First Semester

Theater Elective* .....	3-4
Music Elective** .....	3
Humanities Elective*** .....	3
Math/Science Elective .....	3-4
Elective .....	3
	15-17

#### Second Semester

Theater Elective* .....	3-4
Music Elective** .....	3
Humanities Elective*** .....	3
Social Science Elective .....	3
Elective .....	3
	15-16

\*Theater Electives: TH 101, 102, 105, 136, 201, 202.

\*\*Music Electives: MU 101, 102, 201.

\*\*\*Suggested Humanities Electives: EN 132, 235, 239, 243, 245, AR 150.

Note: A student could develop a theater concentration within the requirements of the Humanities and Social Sciences (A.A.) degree program.

The particular course sequence listed above is within the requirements of the General Studies (A.A.) degree program and is for advisement purposes only. Theater is NOT a major for which, in itself, a two-year degree may be earned; the two-year A.A. degree major is General Studies.

## Humanities and Social Sciences (A.A.)

A.P.C. - 0201

This program is designed primarily for those students who plan to transfer to other colleges in programs leading to their bachelor's degree. This program should be followed by students interested in advanced study in humanities and social sciences or in teacher education programs leading to certification by New York State.

### FIRST YEAR

#### First Semester

EN 125 Freshman 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 126 Freshman 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
Foreign Language or Elective .....	3-4
Mathematics or Science .....	3-4
Elective .....	3-4
	15-18

#### Second Semester

Literature Elective** .....	3
Social Science Elective* .....	3
Foreign Language or Elective .....	3-4
Mathematics or Science .....	3-4
Elective* .....	3-4
	15-18

All students must complete 12 semester hours of English (EN 125, 126, plus 6 semester hours of literature), 12 semester hours of social science, a minimum of 6 semester hours in each of the following foreign language, mathematics, science; 2 semester hours of physical education, and additional electives to total 62 semester hours. At least 48 hours must be selected from the areas of liberal arts and sciences.

## HUMANITIES (A.A.)

(Pending Approval)

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

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
SS 183 Western Civilization I or SS 283 American History I .....	3
* Foreign Language * .....	3
Mathematics or Science .....	3-4
Elective .....	3-4
Physical Education .....	1
	<u>16-18</u>

#### Second Semester

EN 126 Freshman English II .....	3
SS 184 Western Civilization II or SS 284 American History II .....	3
Foreign Language* .....	3
Mathematics or Science .....	3-4
Elective .....	3-4
Physical Education .....	1
	<u>16-18</u>

### SECOND YEAR

#### First Semester

Literature Elective .....	3
Social Science Elective .....	3
Foreign Language* or Elective .....	3-4
Mathematics or Science .....	3-4
Humanities Elective** .....	3-4
	<u>15-18</u>

#### Second Semester

Literature Elective .....	3
Social Science Elective .....	3
Foreign Language* or Elective .....	3-4
Mathematics or Science .....	3-4
Humanities Elective** .....	3-4
	<u>15-18</u>

A minimum of sixty-two 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 courses recommended by the Humanities faculty.

\*At least 2 courses at the intermediate level in a foreign language are recommended.

\*\*At least one course with AR, HU, MU, or TH designator is required.

Students may, based on their area of interest and requirements of the transfer institution, develop concentrations in English, Foreign Language, Theatre or Communications. Recommended concentration courses are given below.

## ENGLISH

Select Literature electives, humanities electives, and electives from: EN 231-232, EN 233-234, EN 235, EN 239, EN 245, EN 257, EN 200, EN 132

## COMMUNICATIONS

Select Humanities Electives, Electives, and Social Science Electives from: EN 132, AR 150, CO 171, CO 220, CO 231, CO 254, SS 291, SS 281, SS 282

## FOREIGN LANGUAGE

Minimum 12 semester hours in a foreign language, including 2 courses at the intermediate level or higher. Lit. Electives: EN 231-232  
Soc. Sci. Electives: SS 294, SS 297

## THEATER

Select Humanities Electives and Electives from the following: TH 101, TH 105, TH 201, TH 202, MU 101, MU 102, MU 201; EN 132, EN 243, EN 245

## SOCIAL SCIENCE (A.A.)

(Pending Approval) A.P.C. - 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 125 Freshman English I .....	3
Social Science Elective* .....	3
Foreign Language .....	3
Mathematics or Science .....	3-4
Elective .....	3-4
Physical Education .....	1
	<u>16-18</u>

#### Second Semester

EN 126 Freshman English II .....	3
Social Science Elective* .....	3
Foreign Language .....	3
Mathematics or Science .....	3-4
Elective .....	3-4
Physical Education .....	1
	<u>16-18</u>

### SECOND YEAR

#### First Semester

Literature Elective .....	3
Social Science Elective* .....	3
Foreign Language or Elective .....	3-4
Mathematics or Science .....	3-4
Social Science Elective .....	3
	<u>15-17</u>

#### Second Semester

Literature Elective .....	3
Social Science Elective* .....	3
Foreign Language or Elective .....	3-4
Mathematics of Science .....	3-4
Social Science Elective .....	3
	<u>15-17</u>

A minimum of sixty-two 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 courses recommended by the Social Science faculty.

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

Students may, based on their area of interest and requirements of the transfer institution, develop concentrations in History, Political Science/Public Affairs, Psychology, or Sociology. Recommended concentration courses are given below.

## HISTORY

Social Science should include:  
SS 183-184, SS 283-284.  
Literature Electives:  
EN 231-232 or EN 233-234.  
Suggested Electives: EC 281-282.

## PSYCHOLOGY

Social Science Electives:  
SS 291, SS 292, SS 297, SS 281.  
Math Elective: MA 160.  
Science Electives: SC 141 or BI 171, and SC 142 or  
BI 173.  
Suggested Electives:  
FL 143-144, FL 243-244.

## POLITICAL SCIENCE/PUBLIC AFFAIRS

Social Science should include:  
SS 283-284, SS 282, and SS 278 or SS 383.  
Literature Electives:  
EN 231-232 or EN 233-234.  
Math Electives: MA 160.  
Suggested Electives: EC 281-282.

## SOCIOLOGY

Select three Sociology courses from SS 281, SS 264, SS  
294, SS 386, SS 387, SS 382.  
Select three Social Science courses from:  
SS 183-184, SS 283-284, SS 293, SS 291, SS 282.  
Literature Electives: EN 231-232 or EN 233-234.  
Math Elective: MA 160.

## Early Childhood Education (A.A.S.) (Pending Approval)

This program is designed for students who plan to seek employment as educators and 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—Day Care Centers, Nursery Schools, Pre-Kindergarten Programs, Head Start, Day Camps, Recreational Centers, and Social Service Agencies serving children.

### First Year

#### First Semester

EN 125 Freshman English I .....	3
SS 291 General Psychology .....	3
ED 171 Intro. Early Child. Ed. ....	3
Mathematics or Science* .....	3-4
Elective** .....	3
Physical Education .....	1
	16-17

#### Second Semester

EN 126 Freshman English II .....	3
SS 298 Child Development .....	3
ED Elective*** .....	3
Mathematics or Science* .....	3-4
Elective** .....	3
Physical Education .....	1
	16-17

## SECOND YEAR

#### First Semester

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

#### Second Semester

Humanities or Soc. Sci.** .....	3
ED 285 Early Child. Curriculum .....	3
ED 299 Early Child. Internship .....	4
Mathematics or Science* .....	3-4
Elective** .....	3
	16-17

Sixty-two hours required to complete this program.

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

\*\*HE 135, HE 136, SS 292, SS 294, HD 221, HS 251, FL 143, FL 144, FL 243, FL 244 are recommended.

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

## Human Services (A.A.S.) A.P.C. - 0604

The Human Services program is designed for those students who intend to work, or are already working, in one of the many human services agencies in contemporary society. Such agencies include, but are not limited to, youth services agencies; agencies dealing with the handicapped; agencies dealing with the aged; and health related agencies. The program combines formal college course work with human service field experiences through internships, preparing graduates to move directly into employment. The program is flexible so that students may choose the field experiences that are most appropriate to his/her interests and to his/her particular career goals.

This program is also designed for students planning on transferring to four-year colleges to earn a baccalaureate degree in human services related programs.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
SS 291 General Psychology .....	3
SS 281 Introduction to Sociology .....	3
SC 141 Intro. to Biology or	
BI 181 Anatomy and Physiology .....	3-4
HS 110 Intro. to Human Services .....	3
Physical Education .....	1
	16-17

#### Second Semester

EN 126 Freshman English II .....	3
EN 127 Technical English .....	3
Elective* .....	3
MA 160 Statistics or Math Elective .....	3-4
Human Services Elective** .....	3
Physical Education .....	1
SS 297 Developmental Psychology .....	3
	16-17

## SECOND YEAR

### First Semester

HS 298 Human Services Internship .....	3
HS 291 Human Service Skills I .....	1
HD 221 Human Relations and Group Dynamics .....	3
Elective* .....	3
Human Service Elective** .....	3
Elective*** .....	3
	<u>16</u>

### Second Semester

HS 299 Human Services Internship .....	3
HS 292 Human Service Skills II .....	1
Elective* .....	3
Elective* .....	3
Elective*** .....	3
Elective .....	3
	<u>16</u>

Students planning to transfer to a four-year college should select electives to meet the requirements of the transfer institution.

\*At least four electives must be taken from the following: CJ 108, SS 292, SS 387, SS 264, SS 386, SS 282, SS 383, SS 294, HE 235.

\*\*Human Service Electives: HS 211, HS 231, HS 251.

\*\*\*Suggested Electives: Foreign Languages.

## Fine Arts/Visual (A.A.)

A.P.C. - 0664

This program is designed for students who wish to transfer and continue their studies in Visual Fine Arts leading to the 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 125 Freshman English I .....	3
Social Science Elective .....	3
Science Elective .....	3-4
AR 210 Drawing I .....	3
AR 150 2D Design .....	3
Physical Education .....	1
	<u>16-17</u>

### Second Semester

EN 126 Freshman English II .....	3
Social Science Elective .....	3
Mathematics Elective .....	3-4
AR 211 Drawing II .....	3
AR 160 3D Design .....	3
Physical Education .....	1
	<u>16-17</u>

## SECOND YEAR

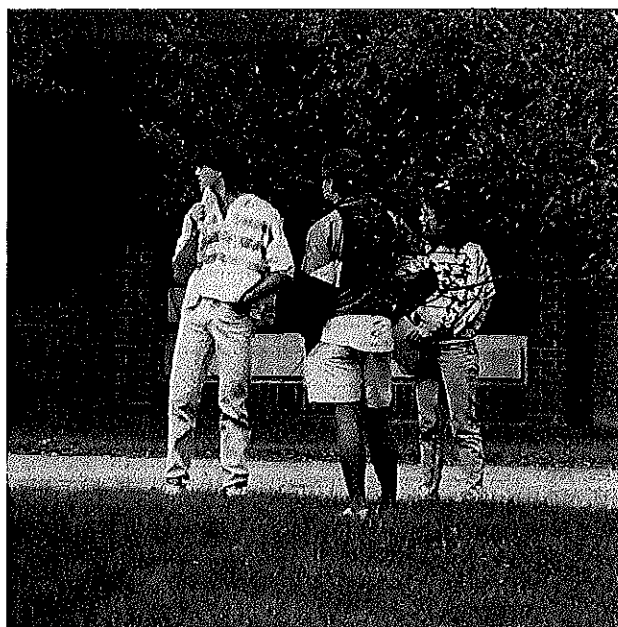
### First Semester

Humanities Elective .....	3
Math/Science Elective .....	3-4
AR 220 Painting .....	3
Art Elective .....	3
Elective* .....	3
	<u>15-16</u>

### Second Semester

Social Science Elective .....	3
AR 300 Art Seminar .....	3
Art Elective .....	3
Electives* .....	6
	<u>15</u>

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



## Crafts Management (A.A.S.) A.P.C. - 0417

Crafts Management 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 that 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 125 Freshman English I .....	3
Social Sciences Elective.....	3
Science Elective .....	3-4
AR 210 Drawing I.....	3
AR 150 2D Design .....	3
Physical Education.....	1
	<u>16-17</u>

#### Second Semester

EN 126 Freshman English II.....	3
Social Science Elective .....	3
BU 103 Math of Bus. Finance.....	3
AR 211 Drawing II.....	3
AR 160 3D Design .....	3
Physical Education.....	1
	<u>16</u>

### SECOND YEAR

#### First Semester

Elective* .....	3
Elective* .....	3
BU 121 Accounting.....	3
Mathematics Elective.....	3-4
Elective* .....	3
	<u>15-16</u>

#### Second Semester

Elective* .....	3
Elective* .....	3
BU 165 Small Business Manag.....	3
BU 171 Business Law.....	3
Elective .....	3
	<u>15</u>

\*Four Electives must be selected from the following: AR 100, AR 200, AR 220, AR 221, AR 275, AR 300, ER 101, ER 102, ER 103, ER 150, ER 151.

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

## Business Administration (A.S.) A.P.C. - 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 there in a particular field such as finance, marketing, business management, or business education.

The following is suggested sequence of courses:

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
BU 121 Principles of Accounting I.....	4
Mathematics Elective**.....	3-4
Social Science Elective .....	3
Business Elective.....	3
	<u>16-17</u>

#### Second Semester

EN 126 Freshman English II.....	3
BU 122 Principles of Accounting II.....	4
Science Elective .....	3-4
Liberal Arts Elective .....	3
Business Elective.....	3
	<u>16-17</u>

### SECOND YEAR

#### First Semester

BU 171 Business Law I.....	3
Economics Elective* .....	3
Business Elective(s).....	4
Liberal Arts Elective .....	3
Physical Education.....	1
	<u>14</u>

#### Second Semester

BU 172 Business Law II.....	3
Computer Information Systems Elective .....	3
Liberal Arts Elective(s) .....	6
Elective*** .....	3
Physical Education.....	1
	<u>16</u>

Sixty-two hours are required to complete this program.

Note: Business and other electives should be chosen on the basis of the requirements of the four-year institution to which transfer is anticipated. EC 281 and EC 282 are strongly recommended.

\*EC 282 recommended.

\*\*MA 154 Pre-calculus math level or higher.

\*\*\*May need to be Liberal Arts for 30 credit total.

## Computer Science (A.S.)

A.P.C. - 0532

### Business Concentration

The two-year Computer Science (Business Concentration) 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 oriented languages and applications.

#### FIRST YEAR

##### First Semester

EN 125 Freshman English I .....	3
CS 110 Intro. to Computers or Computer Elective* .....	3
CS 121 Programming COBOL.....	3
MA 157 Ana. Geometry/Calculus I.....	4
Science Elective .....	3-4
	16-17

##### Second Semester

EN 126 Freshman English II.....	3
CS Elective .....	3
CS 133 Advanced Programming Tech. ....	3
MA 158 Ana. Geometry/Calculus II.....	4
Science Elective .....	3-4
	16-17

#### SECOND YEAR

##### First Semester

CS 135 Systems Analysis & Design .....	3
MA 157 Ana. Geometry/Calculus III or Mathematics Elective** .....	3-4
Social Science Elective .....	3
Physical Education.....	1
Electives** .....	6
	16-17

##### Second Semester

CS 113 Programming Assembler .....	3
Electives** .....	9-10
Social Science Elective .....	3
Physical Education.....	1
	16-17

\*CS elective may be taken upon documented CS 110 or equivalent experience per computer faculty guidelines.

\*\*Refer to transfer institution requirements. A minimum of 30 credits of liberal arts are required.

Recommended electives include: BU 101, 121, 122, 141, 152, 160, 179, EC 281, 282, EL 232, 236, CS 100, 101, 102, 103, 120, 122, 123, 124, 130, MA 160.

## Mathematics/Science Concentration

The two-year Computer Science (Mathematics/Science Concentration) program is designed for students who wish to transfer and continue their studies in programs leading to the Bachelor's degree, or who wish to seek immediate employment. The program provides a theoretical understanding of computers, while emphasizing mathematical and scientific applications. Languages appropriate to those areas are also studied.

#### FIRST YEAR

##### First Semester

EN 125 Freshman English I .....	3
Social Science Elective .....	3
CS 110 Intro. to Computers or Computer Elective* .....	3
MA 157 Ana. Geometry/Calculus I.....	4
Science Elective** .....	3-4
	16-17

##### Second Semester

EN 126 Freshman English II.....	3
Social Science Elective .....	3
CS 113 Programming Assembler .....	3
MA 158 Ana. Geometry/Calculus II.....	4
Science Elective** .....	3-4
	16-17

#### SECOND YEAR

##### First Semester

CS 120 Programming FORTRAN or CS 124 Programming Pascal** .....	3
CS Elective** .....	3
MA 257 Ana. Geometry/Calculus III.....	4
Physical Education.....	1
Electives** .....	6-8
	17-19

##### Second Semester

CS Electives** .....	6-7
Mathematics Elective** .....	3-4
Physical Education.....	1
Electives** .....	6-8
	16-20

\*CS elective may be taken upon documented CS 110 or equivalent experience per computer faculty guidelines.

\*\*Refer to transfer institution requirements.

Recommended electives include: CS 100, 101, 102, 103, 121, 122, 123, 130, 133, 135, PH 171, 172, EC 281, 282, EL 232, 236, MA 258, 259.



## Mathematics and Science (A.S.) A.P.C. - 0221

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

<i>First Semester</i>	
EN 125 Freshman English I .....	3
*Social Science Elective .....	3
Foreign Language .....	3
Mathematics .....	3-4
Science .....	3-4
Physical Education .....	1
	16-18

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
*Social Science Elective .....	3
Foreign Language .....	3
Mathematics .....	3-4
Science .....	3-4
Physical Education .....	1
	16-18

### SECOND YEAR

<i>First Semester</i>	
Mathematics .....	3-4
Science .....	3-4
Foreign Language or Elective .....	3
Electives .....	6
	15-17

<i>Second Semester</i>	
Mathematics .....	3-4
Science .....	3-4
Foreign Language or Elective .....	3
Electives .....	6
	15-17

All students must complete 12 semester hours of humanities (EN 125, EN 126, and 6 semester hours of foreign language), 6 semester hours of social science, 4 mathematics courses, 4 science courses, and 2 semester hours of physical education, and additional electives to total 62 semester hours. At least 48 semester hours must be selected from the liberal arts and sciences.

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

\*\*Prerequisite courses available.

## Pre-Med Concentration

This concentration within the Mathematics and Science program is recommended for students who plan to transfer and continue their studies in medicine and dentistry.

### FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
Social Science Elective .....	3
Foreign Language .....	3
MA 154 Pre-calculus .....	4
BI 171 Modern Biology .....	4
Physical Education .....	1
	18

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
Social Science Elective .....	3
Foreign Language .....	3
MA 160 Statistics .....	3
BI 173 Animal Biology .....	4
Physical Education .....	1
	17

### SECOND YEAR

<i>First Semester</i>	
MA 157 A. Geo. & Calc. I .....	4
PH 171 Physics I .....	4
Foreign Language or Elective* .....	3-4
CH 173 Chemistry I .....	4
	15-16

<i>Second Semester</i>	
MA 158 A. Geo. & Calc. II .....	4
PH 172 Physics II .....	4
Foreign Language or Elective* .....	3-4
CH 174 Chemistry II .....	4
	15-16

\*Suggested Electives: BI 181, BI 182, BI 282.

## MATHEMATICS (A.S.) [Pending Approval] A.P.C. 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

<i>First Semester</i>	
EN 125 Freshman English I .....	3
Foreign Language .....	3
MA 157 A. Geo. & Calculus I* .....	4
Science** .....	4
Physical Education .....	1
	15

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
Foreign Language .....	3
MA 158 A. Geo. & Calculus II .....	4
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
	<u>16-17</u>

### Second Semester

MA 258 Differential Equations.....	4
Science** .....	3-4
Humanities Elective.....	3
MA 259 Linear Algebra .....	3
Social Science Elective .....	3
	<u>16-17</u>

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

\*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, 123, 124, or equivalent required.

## Science (A.S.)

[Pending Approval] A.P.C. 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 125 Freshman English I .....	3
Social Science Elective* .....	3
Foreign Language .....	3
Mathematics** .....	3-4
Science*** .....	3-4
Physical Education.....	1
	<u>16-18</u>

### Second Semester

EN 126 Freshman English II.....	3
Social Science Elective* .....	3
Foreign Language .....	3
Mathematics** .....	3-4
Science*** .....	3-4
Physical Education.....	1
	<u>16-18</u>

## SECOND YEAR

### First Semester

Mathematics** .....	3-4
Science*** .....	3-4
Humanities Elective.....	3
Elective**** .....	3
Science .....	3-4
	<u>15-18</u>

### Second Semester

Mathematics** .....	3-4
Science*** .....	3-4
Humanities Elective.....	3
Electives .....	6
	<u>15-17</u>

Minimum of sixty-two 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.

Students may, based on their area of interest and requirements of the transfer institution, develop concentrations in Biology, Chemistry, Pharmacy, Pre-med, or Physics. Recommended concentration courses are given below.

### Biology

BI 171, 172, 173, 176  
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 124; 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  
PH 171, 172; MA 154, 157, 158, 160  
Suggested Electives: BI 181, 182, 282

NOTE: Students planning to transfer to pharmacy programs are advised to take organic chemistry before they begin their junior year.

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

\*\*Mathematics courses must be selected from the following: MA 154, 160, 157, 158, 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.

## Engineering Science (A.S.) A.P.C. - 0530

The Engineering Science Program closely parallels the first two years of the four-year college and university program in engineering. This fact enables graduates of the program to transfer, at the junior level, to such institutions and to specialize in any field of engineering. The 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

<i>First Semester</i>	
PH 171 Physics I.....	4
MA 157 A. Geo. & Calc. I.....	4
CH 173 Chemistry I.....	4
EN 125 Freshman English I.....	3
Physical Education.....	1
	16

<i>Second Semester</i>	
PH 172 Physics II.....	4
MA 158 A. Geo. & Calc. II.....	4
CH 174 Chemistry II or Elective*.....	3-4
EN 126 Freshman English II.....	3
CS 120 Computer Programming (FORTRAN)**.....	3
	17-18

### SECOND YEAR

<i>First Semester</i>	
ES 235 Mechanics: Statics.....	3
ES 251 Materials Science.....	3
PH 271 Physics III.....	4
MA 257 A. Geo. & Calc. III.....	4
Social Science Elective***.....	3
Physical Education.....	1
	18

<i>Second Semester</i>	
EN 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

Students are advised to select electives which are appropriate to the field of engineering in which they plan to major, and which meet the requirements of the college to which they plan to transfer.

Sixty-five semester hours are required to complete the program which must include 3 engineering science courses, 3 physics courses, 4 calculus courses, 1 computer programming course, 1 chemistry course, 2 English courses, 2 social science courses, 2 physical education courses, and at least two electives.

\*If two electives are chosen, at least one must be from the following:  
MD 171 Engineering Graphics

MD 174 Computer Aided Drafting  
BI 171 Modern Biology  
BI 172 Animal Biology  
BI 181-182 Anatomy and Physiology  
\*\*May be postponed till the second year.  
\*\*\*May be taken during the first year.

## HEALTH, PHYSICAL EDUCATION AND RECREATION (A.S.) (Pending Approval)

This program is designed for students who plan to transfer and continue their studies in the vast allied health, physical education and recreation fields. Preparation for a variety of careers such as the teaching professions, athletic training/sports medicine, coaching, fitness consultant, recreation/sports management, sports administration and allied health fields may be initiated with this program. The program also provides the flexibility allowing students to seek employment as paraprofessionals upon earning the A.S. degree.

### FIRST YEAR

<i>First Semester</i>	
PE 201 Intro. to H.P.E.R.....	3
Physical Ed/Recreation Elec.*.....	1
HE 135 Personal Health.....	3
EN 125 Freshman English I.....	3
Social Science Elective.....	3
Science or Math Elective.....	3-4
	16-17

<i>Second Semester</i>	
PE 250 Series* or Elective.....	2-3
Physical Ed/Recreation Elec.*.....	1
HE 136 Safety & First Aid.....	3
EN 126 Freshman English II.....	3
Social Science Elective.....	3
Science or Math Elective.....	3-4
	15-17

### SECOND YEAR

<i>First Semester</i>	
PE 241 & PE 250 Series* or	
HE 235 Community Health.....	3
BI 181 Anatomy & Physiology I.....	4
SS 291 General Psychology.....	3
Humanities Elective.....	3
Elective.....	3
	16

<i>Second Semester</i>	
3 Physical Ed/Recreation Electives*	
or	
Health Elective.....	3
BI 182 Anatomy & Physiology II.....	4
Social Science Elective.....	3
Humanities Elective.....	3
Elective.....	3
	16

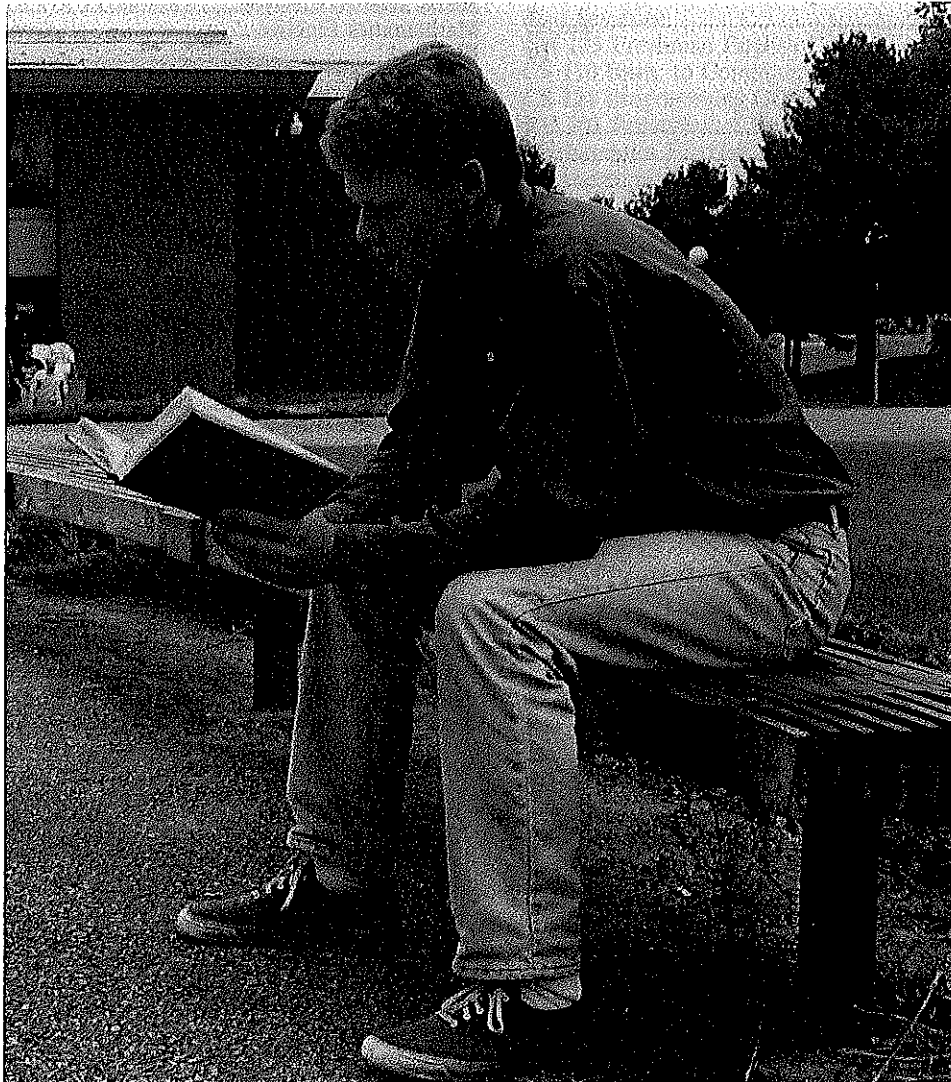
A minimum of sixty-three semester hours are required to complete this program. Students are advised to select the electives based on the requirements of their transfer institutions. Students interested in Recreation and Leisure related studies should consider taking electives from the

following: Art, Music, Theatre, PE 235, PE 231. Those who wish to seek employment with the two-year Associate degree should consider gaining field experience through at least one semester of Internship (IN 299) for elective credit.

\*Students planning to transfer to four-year degree programs in Physical Education or recreation related fields should have:

1. Two courses from the PE 140 series and/or PE 160 series;
2. PE 241;
3. Two courses from the PE 250 series; and
4. Three additional one-credit PE activity courses.

NOTE: A student could develop a concentration in physical education/fitness/recreation or health within the requirements of the General Studies (A.A.) degree program.



# BUSINESS

## Accounting (A.A.S.) A.P.C. - 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.

The following is a suggested sequence of courses:

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
BU 101 Principles of Business .....	3
BU 103 Mathematics of Business Finance .....	3
BU 121 Principles of Accounting I .....	4
CS 100, 102, 103 .....	3
	<u>16</u>

#### Second Semester

EN 126 Freshman English II .....	3
SS Social Science Elective .....	3
Mathematics Elective* .....	3-4
BU 122 Principles of Accounting II .....	4
EC 180 Intro. to Economics .....	3
	<u>16-17</u>

### SECOND YEAR

#### First Semester

BU 221 Intermediate Accounting I .....	4
BU 171-172 or 254 Law .....	3
Elective* .....	3
BU 224 Cost Accounting .....	3
Physical Education .....	1
Elective .....	3
	<u>17</u>

#### Second Semester

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

A total of 64 semester hours are required to complete the program, which must include a minimum of 15 semester hours of accounting courses. There is a minimum of 20 semester hours from liberal arts and sciences which must include EN 125, EN 126; three semester hours in the social sciences; three semester hours of mathematics other than business mathematics; three semester hours of science; three semester hours in economics, and an additional course in the liberal arts and sciences. Two semester hours of physical education are also required. EC 281 and EC 282 are strongly recommended for transfer students.

\*It is strongly recommended that more than one mathematics course be taken in this program.

## Business Administration (A.A.S.) A.P.C. - 0632

The Business Administration Program is designed to provide an exposure to various areas of business-related operations. It also allows for concentration as desired in Retailing, Mid-management, General Finance, or Basic Business. The course concentrations provide a foundation for middle management positions in the field of insurance, retailing, banking, civil service, finance, sales, and administrative management in various types of organizations.

The following is a suggested sequence of courses:

### FIRST YEAR

#### First Semester

BU 101 Principles of Business .....	3
BU 103 Math. of Bus. Finance .....	3
BU 121 Principles of Accounting I .....	4
EN 125 Freshman English I .....	3
Microcomputers .....	2
	<u>15</u>

#### Second Semester

EN 126 Freshman English II .....	3
BU 122 Principles of Accounting II .....	4
Social Science Elective .....	3
Mathematics Elective .....	3
Elective** .....	3
	<u>16</u>

### SECOND YEAR

#### First Semester

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

#### Second Semester

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

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 281 and EC 282 are strongly recommended. Also see A.S. program.

\*Business Administration majors should take four courses in one of the following areas of concentrations:

#### Retailing

BU 141 Marketing
BU 170 Advertising
BU 171, 172, or 254 Law
BU 243 Retail Management

#### Management

BU 151 Human Resource Man.
BU 152 Production Man.
BU 171, 172, or 254 Law
BU 261 Managerial Acct.
BU 179 Principals of Man.

#### General Finance

BU 160 Introduction to Finance
BU 164 Credit Administration
BU 171, 172, or 254 Law
BU 262 Introduction to Invest.
CS 110 Intro. to Computers

#### Recommended Electives

OT 133 Introductory Keyboarding
BU 250 Mgmt. Decision Making
CS 110 Intro. to Computers
BU 165 Small Business Mgmt.
OT 134 Intermediate Keyboarding

\*\*Sixty-four hours are required to complete this program, which must include a minimum of 20 semester hours in liberal arts and science (this includes those specified above), plus physical education.

## American Institute of Banking Concentration

This concentration is an articulated program through which American Institute of Banking studies may be combined with college courses and lead to an Associate's degree in business. The following is the recommended sequence of courses.

### FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
BU 101 Principles of Business .....	3
BU 121 Principles of Accounting I .....	4(A)
BU 103 Math of Business Finance .....	3
Microcomputers .....	2
	<u>15</u>

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
BU 122 Principles of Accounting II .....	4(A)
EC 180 Principles of Economics .....	3
Business Elective .....	3
EN 132 Speech .....	3
	<u>16</u>

### SECOND YEAR

<i>First Semester</i>	
Social Science Elective .....	3
Mathematics .....	3
Concentration Electives .....	6*
Elective .....	3
Physical Education .....	1
	<u>16</u>

<i>Second Semester</i>	
Science Elective .....	3
Concentration Electives .....	6*
Electives .....	7
Physical Education .....	1
	<u>17</u>

(A) Version 2 will be accepted for 4 credits, version 1 for 3 credits, therefore, version 1 may require a 1 credit directed study or placement test. (see regents guidelines)

\*34 AIB credits maximum

30 FMCC credits minimum (13 credits in Business, remaining credits in LA and PE, 2 credits)

Contact the College for AIB and FMCC Business and Concentration course recommendations.

## Computer Information Systems (A.A.S.)

A.P.C. - 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 courses emphasize intensive practical problem solving skills, use of computers and business-oriented programming languages to solve business, government, and administrative problems, development of written and oral communication skills, and a core of business courses to achieve a well-rounded business and financial background.

The contents of this curriculum follow the guidelines for the CIS Programming Track suggested by the DPMA Education Foundation, October 1985.

Graduates will have sufficient knowledge to function as applications programmers, programmer/analysts, junior systems analysts and CIS management trainees.

### FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
CS 110 Intro. to Computers or Computer Elective .....	3
CS 121 Programming COBOL .....	3
BU 101 Principles of Business .....	3
Mathematics Elective .....	3-4
Microcomputers .....	1
	<u>16-17</u>

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
CS 133 Advanced Programming Techniques .....	3
CS 122 Programming RPG .....	3
BU 121 Accounting I .....	3
Liberal Arts Elective .....	3-4
Microcomputers .....	1
	<u>16-17</u>

### SECOND YEAR

<i>First Semester</i>	
BU 122 Accounting II .....	3
CS 135 Systems Anal. & Design .....	3
Science Elective .....	3-4
Liberal Arts Elective .....	3
Business Elective** .....	3
Physical Education .....	1
	<u>16-17</u>

<i>Second Semester</i>	
CS Elective .....	3-4
CS 113 Programming Assembler .....	3
Social Science Elective .....	3
Electives** .....	6-7
Physical Education .....	1
	<u>16-17</u>

CS elective may be taken upon documented CS 110 or equivalent experience per computer faculty guidelines.

\*\*Recommended electives: CS 100, 101, 102, 103, 120, 123, 124, 130, BU 141, 152, 160, 173, 179, 221, 224, EC 180, and MA 157.

## Office Technology: Administrative (A.A.S.) A.P.C. - 0625

The Office Technology: Administrative Program provides the necessary foundation for positions as administrative assistants, secretaries, stenographers, and receptionists in support positions in computerized offices in business, government, and industry. Concentrations may be elected in Medical, Legal, or Desktop Publishing.

### FIRST YEAR

#### First Semester

OT 133 Beginning Keyboarding or	3
OT 134 Intermediate Keyboarding*	5
OT 131 Beginning Shorthand or Electives	3
EN 125 Freshman English I	3-4
Mathematics or Science	2
Microcomputers	16-17

#### Second Semester

OT 283 Intermediate Shorthand	4
BU 137 Business Communications	3
Social Science Elective	3
OT 239 Intro. to Word Processing	3
OT 134 Intermediate Keyboarding	0-3
Business Elective	3
	16-19

### SECOND YEAR

#### First Semester

OT 233 Advanced Shorthand or Concentration	4
OT 235 Administrative Support Procedures I	3
Concentration***	2-3
Liberal Arts Elective	3
OT 240 Word Processing Applications I	3
Physical Education	1
	16-17

#### Second Semester

OT 236 Administrative Support Procedures II or	
Concentration***	3
OT 230 Machine Transcription	3
Concentration***	3
Liberal Arts Electives	7-8
Physical Education	1
	17-18

A minimum of 65 semester hours are required for graduation, including 20 semester hours of liberal arts and science courses in addition to 2 semester hours of physical education.

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

\*\*A biological science course is recommended for those students planning to take the medical concentration and who have not completed high school biology course.

\*\*\*Office Technology majors who wish to concentrate in one of the following areas, should take 12 credits from the courses identified below:

Medical: OT 283,	Legal: OT 273,	Desktop GA 101,
OT 285,	OT 274,	Publishing: GA 104,
OT 287,	OT 275,	OT 241,
OT 288,	OT 276,	OT 249,
or BI 181	BU 125	or BU 299
	BU 171	
	or BU 172	

## Office Technology: Word/Information Processing (A.A.S.) A.P.C. - 0694

The Office Technology: Word/Information Processing (A.A.S.) 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

OT 134 Intermediate Keyboarding	3
OT 239 Introduction to Word Processing	3
EN 125 Freshman English I	3
CS 100, 102, 103	1,1,1
Business Elective	3
Physical Education	1
	16

#### Second Semester

BU 137 Business Communications	3
English Elective	3
OT 240 Word Processing Applications I	3
Liberal Arts Electives	6
Physical Education	1
	16

### SECOND YEAR

#### First Semester

OT 235 Adm. Support Procedures I	3
Mathematics or Science	3-4
OT 241 Word Processing Applications II	3
HD 221 Human Relations & Group Dynamics	3
OT 230 Machine Transcription	3
	15-16

#### Second Semester

OT 236 Adm. Support Procedures II	3
Electives	5
OT 259 Word Processing Management	3
OT 249 Word Processing Practicum or BU 299	
Internship	3
Social Science Elective	3
	17

A student must have completed OT 133 or equivalent.

Suggested Electives: CS 110, GA 104.



# TECHNOLOGIES

## Automotive Technology (A.A.S.) A.P.C. - 0525

Automotive Technology Program is designed to produce persons 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 Introduction to Automotive Function**	3
AT 122 Theory of Internal Combustion Engines**	3
Mathematics*	3-4
SC 161 Introduction to Physics I	3
AT 124 Automotive Electrical Systems	3
Microcomputers	1
	16-17

#### Second Semester

AT 123 Internal Combustion Engine Support Systems**	3
Mathematics or Elective*	3-4
SC 162 Introduction to Physics II	3
EN 125 Freshman English I	3
Social Science Elective	3
Microcomputers	1
	16-17

### SECOND YEAR

#### First Semester

AT 225 Automotive Chassis Systems**	3
EN 126 Freshman English II or	
EN 127 Technical English	3
Electives	6
Social Science Elective	3
Physical Education	1
	16

#### Second Semester

AT 227 Electronic Engine & Chassis Analysis**	3
AT 288 Consumer Relations & Services	3
AT 266 Power Trains—Design Features & Analysis	3
Electives	6
Physical Education	1
	16

\*Math placement depending upon preparation, competence at level of MA 142 or higher required.  
Suggested Electives: BU 101, BU 103, EL 125, HD 150, MA 144, MD 171.

Minimum of 64 semester hours required for graduation, including two hours of physical education.

\*\*Course meets at the Voc-Tech Center. Students make own transportation arrangements.

## Computer Technology (A.A.S.) A.P.C. - 0559

The Computer Technology Program offers students training in electronics, computer hardware, and software programming areas. The program is designed to allow a graduating student to transfer to a four year institution for further training in Computer Technology. This program is the combination of hardware and software study required by industry for computer designer and computer engineering personnel.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I	3
EL 125 Electricity I	4
MA 161 Mathematics for Electrical Technology or	
MA 157 Calculus I	4
SC 161 Introduction to Physics I or	
PH 171 Physics I	3-4
EL 127 Instrumentation	2
Microcomputers	1
	17-18

#### Second Semester

EN 126 Freshman English II or	
EN 127 Technical English	3
EL 126 Electricity II	4
EL 232 Digital Electronics	3
MA 162 Mathematics for Electrical Technology or	
MA 158 Calculus II	4
SC 162 Introduction to Physics II or	
PH 172 Physics II	3-4
Microcomputers	1
	18-19

### SECOND YEAR

#### First Semester

EL 236 Intro. to Microprocessors	4
TC 229 Electronics for Computer Technology	4
MD 176 Electrical Graphics	3
CS 124 Pascal	3
Social Science Elective	3
Physical Education	1
	18

#### Second Semester

TC 237 Advanced Microprocessors	4
Computer Science Elective*	3
TC 238 Computer Peripherals and	
Data Communications	3
Elective*	3
Social Science Elective	3
Physical Education	1
	17

Computer Science Electives may include: CS 113 Programming Assembler, CS 120 Programming Fortran.

\*Computer Technology students should check with the four year college to determine which computer science courses are appropriate for transfer.

## Construction Technology (A.A.S.) A.P.C. - 0540

The Construction Technology curriculum is designed to prepare technicians to secure gainful employment with contractors, engineers, architects, public works departments, and material manufacturers. The technical education offered in this curriculum contains a well-designed balance of theories and laboratory studies, providing a graduate with a broad knowledge of the construction field. Students in this program are expected to provide their own safety footwear, limited hand tools and personal items appropriate for construction technology laboratory classes.

### FIRST YEAR

<i>First Semester</i>	
CT 121 Intro. Bldg. Trades & Const. Materials .....	3
CT 124 Blueprint Reading.....	3
MD 171 Engineer Graphics.....	3
EN 125 Freshman English I .....	3
Mathematics* .....	3-4
Microcomputers .....	1
	16-17
<i>Second Semester</i>	
CT 122 Lt. Frame I .....	3
CT 225 Masonry, Con. & Steel .....	3
CT 230 Pr. Soils .....	1
EN 126 Freshman English II or EN 127 Tech. Eng. ....	3
Math or Elective* .....	3-4
Social Science Elective* .....	3
Microcomputers .....	1
	17-18

### SECOND YEAR

<i>First Semester</i>	
CT 123 Lt. Frame II.....	3
CT 226 Plumb. & Clim. Control.....	3
CT 229 Electrical Wiring .....	3
SC 161 Intro. to Physics I* .....	3
Elective* .....	3
Physical Education.....	1
	16
<i>Second Semester</i>	
CT 228 Estimating.....	3
SU 101 Surveying.....	3
MD 180 Arch. Drafting.....	3
Soc. Sci. Elective .....	3
Elective* .....	3
Physical Education.....	1
	16

Minimum of 65 semester hours required for graduation, including two hours of physical education.  
Suggested Electives: BU 101, BU 103, BU 121, BU 171, HD 150, MA 144, MA 151, EL 125, CT 243, CT 245, CT 250.

\*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.

## Criminal Justice (A.A.S.) A.P.C. - 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, both male and female, 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 in these agencies should be aware of conditions that may disqualify applicants for employment, based on health, physical conditions, or character.

### FIRST YEAR

<i>First Semester</i>	
EN 125 Freshman English I .....	3
CJ 106 Introduction to Criminal Justice.....	3
Elective or Science (SC 130 suggested).....	3-4
SS 281 Introduction to Sociology .....	3
CJ 103 Criminal Law I .....	3
Microcomputers .....	1
	16-17
<i>Second Semester</i>	
EN 126 Freshman English II.....	3
CJ 104 Criminal Law II.....	3
CJ 105 Fundamentals Of Criminal Investigation.....	3
Mathematics (MA 160 suggested).....	3-4
SS 291 General Psychology.....	3
Microcomputers .....	1
	16-17

### SECOND YEAR

<i>First Semester</i>	
CJ 112 Introduction to Police Organization & Management.....	3
CJ Elective.....	3
EN 132 Speech.....	3
CJ 109 Criminology.....	3
Elective or Science (SC 130 suggested).....	3-4
Physical Education.....	1
	16-17
<i>Second Semester</i>	
HU 258 Ethics or Liberal Arts Elective .....	3
CJ 107 Police Community Relations.....	3
CJ 111 Introduction to Public Administration.....	3
Social Science Elective .....	3
Elective .....	3
Physical Education.....	1
	16

Recommended Electives: CJ 108, CJ 113, CJ 118, CJ 121, CJ 299.

Minimum of 64 semester hours required for graduation, including two hours of physical education and a minimum of 3 hours of science.

## Electrical Technology (A.A.S.) A.P.C. - 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 desirable. 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

EN 125 Freshman English I .....	3
EL 125 Electricity I .....	4
MA 161 Mathematics for Electrical Technology or	
MA 157 Calculus I .....	4
SC 161 Intro. to Physics I or	
PH 171 Physics I .....	3-4
EL 127 Instrumentation .....	2
Physical Education .....	1
Microcomputers .....	1
	18-19

#### Second Semester

EN 126 Freshman English II or	
EN 127 Technical English .....	
EL 126 Electricity II .....	4
EL 232 Digital Electronics .....	3
MA 162 Mathematics for Electrical Technology or	
MA 158 Calculus II .....	4
SC 162 Intro. to Physics II or	
PH 172 Physics II .....	3-4
Microcomputers .....	1
	18-19

### SECOND YEAR

#### First Semester

EL 236 Intro. to Microcomputers .....	4
EL 229 Electronics I .....	5
EL 231 Electrical Machines .....	3
MD 176 Electrical Graphics .....	3
Physical Education .....	1
	16

#### Second Semester

**EL 230 Electronics II .....	5
**EL 234 Telecommunications .....	3
*EL 235 Industrial Electronics and Robotics .....	3
Social Science Electives .....	6
	17

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

Minimum of 69 hours required for graduation including 2 hours of physical education.

## Food Service Administration (A.A.S.) A.P.C. - 0570

The Food Service Administration curriculum is designed to develop technical competence and prepare students for supervisory trainee positions in the food processing, restaurant and related industries. It also allows for concentration in Institutional Foods, Restaurant Management, or Diet and Nutrition. Students in the program are expected to provide their own white uniforms and other appropriate items for use in food service laboratory classes. Uniform specifications will be provided by the instructor.

### FIRST YEAR

#### First Semester

FS 101 Intro to Food Service .....	1
FS 111 Intro. to Safety & Sanitation .....	2
FS 122 Food Preparation I** .....	3
HE 121 Nutrition .....	3
EN 125 Freshman English I .....	3
SC 141 Intro. to Biology I, BI 171, or BI 181 .....	3-4
Microcomputers .....	1
	16-17

#### Second Semester

FS 123 Food Purchasing** .....	3
FS 124 Food Preparation II** .....	3
HE 125 Advanced Nutrition or .....	3
Liberal Arts Elective .....	3
EN 126 Freshman English II or	
EN 127 Technical English .....	3
BU 103 Math of Business Finance .....	3
Microcomputers .....	1
	16

### SECOND YEAR

#### First Semester

FS 244, 254, 264 Hospitality** .....	3
FS 245, 255, 265 Cost Control** .....	3
Social Science Elective .....	3
Concentration Electives* .....	6
Physical Education .....	1
	16

#### Second Semester

FS 227 Food Service Organization & Management** .....	3
FS 248, 258, 268, or 240, 280 Seminar* .....	3
Concentration Elective* .....	3
Liberal Arts Elective .....	3
FS 298 Internship .....	3
Physical Education .....	1
	16

Minimum of 64 semester hours required for graduation, including two hours of physical education, plus 20 semester hours of Liberal Arts.

\*Food Service Majors should take courses in one of the following areas of concentration:

#### Institutional Foods

FS 226 Baking & Pastry  
FS Elective  
HD 221 Human Relations &  
Group Dynamics or HD 100

#### Restaurant Management

BU 121 Accounting I or BU  
Elective  
BU/FS/CS Elective  
HD 221 Human Relations &  
Group Dynamics or  
HD 100

*Diet & Nutrition*  
SC/BI/CH Elective  
FS 126 Diet Therapy  
FS Elective

*Recommended Electives*  
BU 101, BU 122, BU 171,  
BU 153, BU 140, BU 137  
FS 126, FS 130, FS 226  
MA 150, MA 160  
SC 131, SC 172, BI 181,  
BI 182

\*\*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.

## Leather Technology (A.A.S.) A.P.C. - 0454

This program is designed to prepare students for careers in the leather industry. The courses are concerned with fulfilling the educational needs of students, aiding them in becoming efficient, knowledgeable, and skilled leather personnel.

The program is offered evenings to serve those who are currently employed in the local leather industry. Available evenings, part-time only.

### FIRST YEAR

#### *First Semester*

EN 125 Freshman English I .....	3
Mathematics Elective.....	3-4
Chemistry.....	3-4
BU 101 Principles of Business.....	3
LT 101 Intro. to Leather Technology I .....	3
Microcomputers .....	1
	16-18

#### *Second Semester*

English Elective (EN 126, 127, or 132).....	3
Math/Science Elective .....	3-4
Liberal Arts Elective .....	3-4
Business Elective.....	3
LT 102 Intro. to Leather Technology II.....	3
Microcomputers .....	1
	16-17

### SECOND YEAR

#### *First Semester*

LT 221 Principles of Leather Technology (Pre-tanning) ....	3
LT 222 Leather Tanning and Coloring.....	3
Leather Technology Elective .....	3
Business Elective.....	3
Elective .....	3
Physical Education.....	1
	16

#### *Second Semester*

Social Science Elective .....	3
LT 223 Leather Finishing .....	3
Leather Technology Elective .....	3
Business Elective.....	3
Elective .....	3
Physical Education.....	1
	16

Suggested Electives: Biology, BI 282, Chemistry, BU 121, BU 122, BU 151, BU 153, BU 224, EC 180, CS 110, CS 123, NR 126, LT 130, LT 224, or LT 230.

Minimum of 64 semester hours required, including two hours of Physical Education and a maximum of 20 semester hours in Liberal Arts and Science.

## Natural Resources Conservation (A.A.S.) A.P.C. - 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 has developed a close working relationship with the NYS Department of Environmental conservation and additional work experience-related independent study credits are available during summers, winter inter-session and fall and spring semesters. The program can also provide the flexibility to allow students to transfer to baccalaureate degree programs in conservation.

The SUNY College of Environmental Science and Forestry, and the SUNY College at Plattsburg provide upper division transfer programs in Environmental and Resource Management. In addition, Haywood Technical College (Clyde, North Carolina) provides the following certificate programs: Sawyer, Saw Filer, and Lumber Specialists. Students planning to transfer to these institutions must consult with their Instructor or see a Counselor before they begin their study at Fulton-Montgomery Community College.

### FIRST YEAR

#### *First Semester*

NR 223 Forest Management I** .....	3
SC 131 Environmental Physics .....	3
EN 125 Freshman English I .....	3
Mathematics or Elective* .....	3-4
SC 141 Intro. Biology I or .....	3-4
BI 171 Modern Biology*** .....	1
Microcomputers .....	16-18

#### *Second Semester*

NR 224 Forest Management II** .....	3
SC 170 Intro. Chemistry or CH 173.....	3-4
EN 126 Freshman English II or .....	3
EN 127 Technical English.....	4
Mathematics .....	3
Elective*** .....	3
Microcomputers .....	1
	17-18

### SECOND YEAR

#### *First Semester*

NR 241 Water Resource Mgmt. I** .....	3
SC 143 Earth Systems, BI 172 or .....	3-4
BI 173** .....	3
NR 250 Solid & Hazardous Waste .....	3-4
Mathematics .....	3
Social Science Elective .....	1
Physical Education.....	16-18

#### *Second Semester*

NR 242 Water Resource Mgmt. II** .....	3
BI 176 Ecology .....	3
SU 101 Surveying.....	3
NR 126 Principles of Soil & Water** .....	3
Social Science Elective (SS 282 Rec).....	1
Physical Education.....	16

\*Math placement depending upon preparation, must include MA 142 or higher (statistics recommended). MA 151-154 recommended for transfer.

\*\*Classes may meet at sites other than main campus. Students make own transportation arrangements. Overnight and weekend trips may be required in NR courses.

\*\*\*BI 171, BI 172, BI 173, CH 173 recommended for transfer. Students taking BI 172 or BI 173 (offered Spring only) should take second semester elective in the third semester.

## Water/Waste Resource Management Concentration (A.A.S.)

This concentration is under development. For further information contact the Admissions Office.

## Textile Technology (A.A.S.)

A.P.C. - 0434

This program is designed to prepare students for careers in the Textile industry. The courses are concerned with fulfilling the educational needs of students, aiding them in becoming efficient, knowledgeable, and skilled textile personnel.

The program is offered evenings to serve those who are currently employed in the local textile industry. Available evenings, part-time only.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
Mathematics Elective .....	3-4
Chemistry Elective .....	3-4
EC 180 Intro. to Economics .....	3
TT 101 Intro. to Textile Technology I .....	3
Microcomputers .....	1
	16-18

#### Second Semester

English Elective (EN 126, 127, or 132) .....	3
Math/Science Elective .....	3-4
Social Science Elective .....	3
Business Elective .....	3
TT 102 Intro. to Textile Technology II .....	3
Microcomputers .....	1
	16-17

### SECOND YEAR

#### First Semester

TT 201 Textile Technology .....	3
TT 202 Textile Dyeing .....	3
TT 204 Textile Finishing .....	3
Business Elective .....	3
Elective .....	3
Physical Education .....	1
	16

#### Second Semester

Liberal Arts Elective .....	3
TT 203 Advanced Textile Dyeing .....	3
TT 205 Advanced Textile Finishing .....	3
Business Elective .....	3
Elective .....	3
Physical Education .....	1
	16

Minimum of 64 semester hours required for graduation, including two hours of Physical Education and a minimum of twenty semester hours in Liberal Arts and Science.

## Visual Communications Technology (A.A.S.)

### Graphic Arts

A.P.C. - 0677

The Visual Communications Technology curriculum is designed to prepare students to seek employment as technicians and entry level supervisors in the printing and publishing industries. Emphasis is directed toward acquiring contemporary job skills and knowledge in the areas of layout and design, digital typesetting, desktop publishing, paste-up and copy preparation, reproduction photography, film assembly, offset platemaking, presswork, finishing and related areas.

Special emphasis is on the development of problem-solving ability and skills in the areas of offset lithography, reproduction photography, typesetting and film assembly.

F-MCC prepares students to enter into the many technical and career opportunities existing in the commercial printing, publishing, newspaper, books and the advertising field. Other specialty areas include in-plant printing, supply, paper sales, customer service and other allied industries.

Technical knowledge of science-oriented areas, such as chemistry, physics and mathematics are developed. A balance of practical application and theory will enable the individual to enter the job market immediately after graduation or continue to develop their career through higher education. The program is designed to provide some flexibility for transfer to schools offering baccalaureate-related degrees in graphic communications.

### FIRST YEAR

#### First Semester

GA 101 Intro. to Graphic Comm. Technology** .....	3
ER 101 Principles of Photography .....	3
EN 125 Freshman English I .....	3
Keyboarding/Computer Applications Option** .....	3
AR 150 Basic Design .....	3
Physical Education .....	1
	16

#### Second Semester

GA 103 Adv. Graphic Comm. Technology .....	3
GA 104 Composition & Desktop Publish. Sys. ....	3
EN 126 Freshman English II or	
EN 127 Technical English .....	3
Mathematics* .....	3-4
Elective .....	3
Physical Education .....	1
	16-17

### SECOND YEAR

#### First Semester

GA 105 Graphic Arts Layout & Design .....	3
GA 106 Graphic Arts Production** .....	3
SC 170 Intro. Chemistry .....	3
Elective .....	3
Social Science Elective .....	3
	15

#### Second Semester

GA 107 Production Management** .....	3
ER 102 Advanced Photography .....	3
Elective .....	5-6
SC 162 Physics .....	3
Social Science Elective .....	3
	17-18

Suggested electives: BU 170, CS 110, CS 100-101, CS 121, GA 108, ER 150, ER 151, AR 200.

Minimum of 64 semester hours required for graduation, including 2 hours of physical education.

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

\*\*Laboratories meet at Voc-Tech Center. Students make own transportation arrangements.

\*\*\*Three credits of course work to be selected from: BU 113, BU 123, BU 133, BU 100, CS 100, and CS 101.

# NURSING

## Nursing (A.A.S.) A.P.C. - 0622

The Nursing Science Program offers a four-semester curriculum which provides a balance of Liberal Arts and nursing as illustrated below. The nursing courses provide theoretical knowledge combined with clinical experience in a variety of hospital settings and community agencies. Graduates of this program are prepared to take the New York State licensing examinations to become Registered Nurses (R.N.) and are qualified to assume beginning staff nurse positions in five major clinical areas: Medical, Surgical, Maternity, Pediatric, and Psychiatric Nursing.

Prerequisites: High School Biology or equivalent, medical examination. Algebra and chemistry are recommended. Students are required to carry their own liability insurance.

Because of the large number of applications to the Nursing Program, it is recommended that applications for admission be on file by December 1. The final date for receipt of applications is listed in the College calendar.

### FIRST YEAR

<i>First Semester</i>	
BI 181 Anatomy & Physiology I.....	4
SS 291 General Psychology.....	3
NU 105 Nursing Science I**.....	7
Physical Education.....	1
	15
<i>Second Semester</i>	
EN 125 Freshman English I.....	3
BI 182 Anatomy & Physiology II.....	4
SS 297 Developmental Psychology.....	3
NU 106 Nursing Science II**.....	7
Physical Education.....	1
	18

### SECOND YEAR

<i>First Semester</i>	
BI 282 Microbiology.....	4
NU 105 Nursing Science III**.....	9
EN 126 Freshman English II.....	3
	16
<i>Second Semester</i>	
NU 206 Nursing Science IV**.....	9
SS 281 Sociology.....	3
Elective.....	3-4
	15-16

Minimum of 64 semester hours required for graduation, including two hours of physical education.

\*\*To qualify for the next sequential nursing course, the student must earn a grade of C or higher in nursing and pass the clinical laboratory. Students are expected to provide uniforms to wear in laboratory periods. Some courses meet at sites other than main campus. Students make their own transportation arrangements. Students will be responsible for all fees for nursing tests taken in their second year.

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

# INDIVIDUAL STUDIES PROGRAMS (A.O.S.)

## Associate in Occupational Studies

The Individual Studies Program can be of three types:

- one-semester program (12-18 credits)
- one-year certificate program (24-36 credits) A.P.C. - 987
- two-year degree (A.O.S.) program (60-62 credits) A.P.C. - 688

These programs 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 programs will be developed individually by the student and three faculty members.

Programs of study will include regular courses, independent and directed study, field work, 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 students' career goal or special educational needs.

Procedures to be followed in the development of these programs are as follows: consultation with three faculty mentors to review the student's academic background and career and educational goals, development of a detailed proposal in which the program of study and its relationship to the student's career goals or special educational needs are described, approval by mentors, and approval by the Dean for Career Education or Dean for Liberal Arts and Sciences. The purpose of these programs is to provide 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 an articulated series of programs which encourage individuals to return to college for updating or retraining (one-semester programs) as well as for additional specialization provided by the one-year certificate and two-year degree programs. For further information contact the Admissions Office.

## Individual Studies Certificate A.P.C. - 0987

### Technical Career Preparation Concentration

This concentration is designed to develop academic background and provide an articulated program of study leading to a certificate and/or associate degree. An individualized plan of study can be developed based on the modules outlined below. The student, academic advisor, and career education faculty members will provide input into the plan of study.

#### Career Education Module (Pre-Testing & Placement Required)

SC 121 Basic Skills for Science and Technology	3
CL 199 Professional Career Preparation	1
Career-Related Elective* or	
HD 100 Studies of the Person	3
HD 150 Reading and Study Skills**	3
EN 124 Basic English ***	3
	13

**Technical Module** (Career Education Module or H.S. Diploma Required)

MA 147 Algebra or	
MA 141 Technical Mathematics	3-4
Science Elective****	3-4
EN 125 Freshman English***	3
Career Elective*	3
	<hr/>
	12-14

\*Based on program instructor recommendation. May include: AR 150, AT 121, AV 101, BU 100, BU 101, BU 103, OT 133, CJ 106, CS 100, CS 101, CS 102, CS 103, CT 121, EL 127, ER 101, FS 121, GA 101, and HE 136.

\*\*Based on test results, an elective may be substituted.

\*\*\*Based on test results, a higher-level course may be substituted.

\*\*\*\*Biology, Chemistry, Physics, or Science must be selected.

Note: Upon completion of both modules a Career Studies/Individual Studies Certificate will be awarded.

**Individual Studies Certificate**

**A.P.C. - 0987**

**Collaborative Career Learning Program**

In this innovative program, students learn career skills in fields in which jobs are available locally. Although similar to cooperative education and internship programs, the COCAL program 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 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 the program is employment upon graduation. Enrollment is competitive.

**(Sample Program of Study)**

**EKG TECHNICIAN**

*First Semester*

CL 191 - 180 hrs.  
of hands-on, off-  
campus learning  
8 credits

BI 181 - Anatomy  
and Physiology I  
4 credits

OT 283 - Medical  
Terminology  
3 credits

Approved Electives

*Second Semester*

CL 192 -- 180 hrs  
of hands-on, off-  
campus learning  
8 credits

CL200\* - Profes-  
sional Career Pre-  
paration  
1 credit

BI 182 - Anatomy &  
Physiology II  
4 credits

SC 141 - Introduc-  
tion to Biology  
4 credits

Approved Electives

Program Total -- 33-34 credits

Approved Electives:

CS 100 - Computer Concepts for Microcomputers

CS 103 - Data Base Management

CPR course required at hospital

\*CL200 - Professional Career Preparation provides the tools of resume writing, interviewing and job-search skills.

**CERTIFICATE PROGRAMS \* \* \***

Accounting Clerk  
Banking  
Chiropractic Assistant  
Computer Operator  
Dental Assistant  
EKG Technician  
Floral Design/Retail Management  
Electrical Repair  
Hotel/Motel Operations  
Insurance Office Assistant  
Manual Machine Operator  
Medical Assistant  
Medical Records Clerk  
Pharmacy Technician  
Phlebotomist  
Physical Therapy Aide  
Printing/Graphic Arts  
Respiratory Therapy Aide  
Retail Management  
Travel

\*Certificate Programs may change from semester to semester. Contact the Individual Studies/COCAL office for current listings.

\*\*A.O.S. degree option available

Note: Courses to be selected from college course offerings with the approval of COCAL program supervisor.

**Individual Studies (A.O.S.)**

**A.P.C. - 0688**

**COCAL Concentration**

This two-year concentration is a recommended individualized sequence of study designed to combine COCAL certificate study with additional study in career-related areas. AOS COCAL concentrations cannot duplicate existing Career Education programs. An Associate in Occupational Studies degree can be achieved upon completion of a minimum of 60 credits.

**COCAL Modules:**

COCAL I & Related Electives	12-15
COCAL II & Related Electives*	12-15

\*Individual Studies certificate awarded upon completion. All credit can be applied toward an AOS degree.

**AOS Modules:**

Related Electives**	12-13
Related Electives**	12

\*\* Related electives must include all applicable recommended electives in the COCAL certificate program and additional career education and liberal arts and science courses as approved by the faculty mentor committee and Dean of Career Education.

For additional information contact the Admissions Office.



## Individual Studies (A.O.S.)

### A.P.C. - 0688

### Professional Pilot Concentration

This two-year concentration in Air Science is a special individualized program leading to an Associate in Occupational Studies Degree. It is designed to combine general education, air science ground school, elective, and off-campus flight experience at FAA 141 approved schools and building a unique degree to meet individual needs and goals.

Four levels of training are included: Private Pilot, Instrumental Rating, Commercial, and Flight Instructor.

Graduates may be employed as pilots or instructors. Industry, the military, private corporations, airlines, and government agencies have a need for highly skilled college trained pilots.

#### FIRST YEAR

<i>First Semester</i>	
AV 101 Air Science I .....	3
Mathematics .....	3-4
SC 161 Intro. to Physics or	
PH 171 General Physics .....	3-4
EN 125 Freshman English I .....	3
Physical Education .....	<u>1</u>
	13-15

<i>Second Semester</i>	
AV 102 Air Science II .....	3
EN 126 Freshman English II or	
EN 127 Technical English .....	3
Social Science Elective .....	3
Elective .....	<u>3</u>
Physical Education .....	<u>1</u>
	13

(SUMMER FLYING EXPERIENCE WILL BE REQUIRED)

#### SECOND YEAR

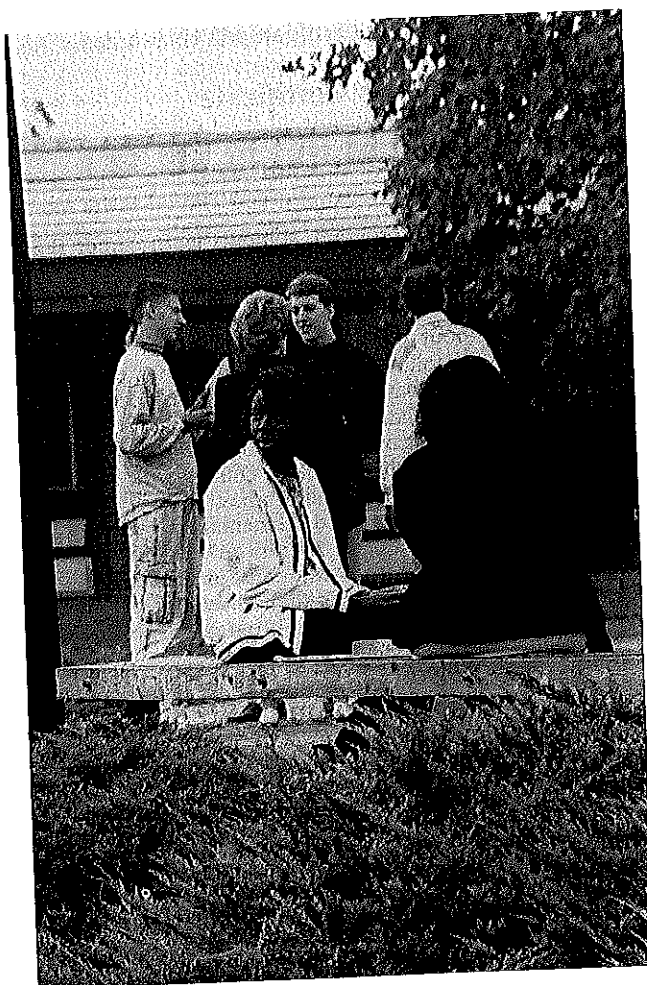
<i>First Semester</i>	
AV 201 Air Science III* .....	3
Social Science Elective .....	3
Electives .....	<u>11</u>
	17

<i>Second Semester</i>	
AV 202 Air Science IV* .....	3
Humanities Elective .....	3
Electives .....	<u>11</u>
	17

\*Private Pilot Rating is a pre-requisite for these courses.

Minimum of 60 semester hours required for graduation, including two hours of Physical Education (30 Semester hours must be earned at FMCC) AND successful flight experience (FAA certification through flight instructor rating). FAA required written examinations are available through the college.

**NOTE:** The cost of flight experience (off campus) is not included in the estimated costs listed in this catalog. Flight costs are established by the flight school involved and are paid directly to the flight school. The College does not provide flight experience. A list of FAA 141 approved flight schools is available upon request.



# ONE-PLUS-ONE DEGREE PROGRAMS

In cooperation with the State University Agricultural and Technical Colleges at Canton and at Cobleskill, and with the College of Environmental Science and Forestry, Fulton-Montgomery Community College offers "one-plus-one" programs in the following areas:

<i>with Canton:</i>	<i>with Cobleskill:</i>
Industrial Technology	Biological Technology
Mortuary Science	Chemical Technology
Science Laboratory Technology	Floriculture
(Biology Concentration)	Public Health
(Chemistry Concentration)	Technology
(Milk & Food Quality Control)	(Environmental Health)
	Medical Laboratory Technology
	Histotechnology
	<i>with College of Environmental Science &amp; Forestry:</i>
	Forest Technology

A student in a one-plus-one program spends the first year at Fulton-Montgomery taking courses prescribed for the program. Upon successful completion of this first year (minimum of 1.75 average), the student is guaranteed transfer into the program at Canton, Cobleskill or Forestry for the final year of the program and the award of the Associate degree. A second application is necessary during the first year (except Forestry Technology which requires admission by ES&F before starting at FMCC). The Office of Career Planning assists students with the transfer process.

## Science Laboratory Technology (A.A.S.) A.P.C. - 0584 Milk & Food Quality Control Concentration

### FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>	
EN 125 Freshman English I .....	3
BI 171 Modern Biology <i>or</i>	
SC 141 Introduction to Bio. I .....	3-4
CH 173 Fundamentals of Chem. I .....	4
Social Science Elective .....	3
Mathematics .....	3-4
	16-18

<i>Second Semester</i>	
EN 126 Freshman English II <i>or</i>	
EN 127 Technical English .....	3
BI 282 Microbiology .....	4
CH 174 Fundamentals of Chem II .....	3
Social Science Elective .....	3
Physical Education .....	1

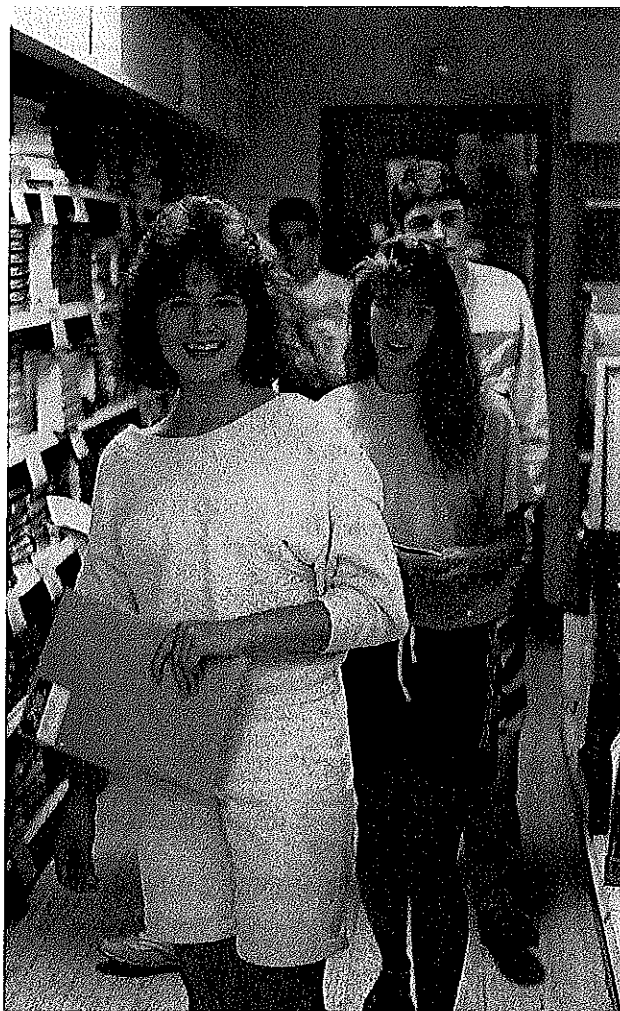
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### SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>	
10301 Dairy & Food Sci. I .....	3
10220 Careers .....	1
10201 Prin. of Env. Health .....	3
10210 Dairy & Food Micro. ....	4
10304 State Lic. for Milk .....	3
10212 Field Bio. & Ecol. <i>or</i>	
10109 An. Science <i>or</i>	
19213 Freshwater Bio. ....	3-4
	17-18

<i>Second Semester</i>	
10302 Dairy & Food Sci. II .....	3
10303 Food Prod. Eval. ....	2
10306 Elem. of Food Sanitation .....	4
10305 Water Supplies & Sewage Treatment .....	3
10211 Envir. Microbiology .....	3
10307 Dairy Lab Instrumentation .....	2
	17

GRADUATION REQUIREMENTS: Total Semester  
Credit Hours: 64.



**Industrial Technology (A.A.S.)**  
A.P.C. - 0583

**FIRST YEAR—FULTON-MONTGOMERY  
COMMUNITY COLLEGE**

<i>First Semester</i>	
EN 125 Freshman English I .....	3
PH 171 Physics I .....	4
EL 125 Electricity .....	4
MA 151 Inter. Algebra or MA 142 .....	4
MD 171 Engineering Graphics .....	3
Physical Education .....	1
	<u>19</u>

<i>Second Semester</i>	
EN 126 Freshman English II, or	
EN 127 Technical English .....	3
PH 172 Physics II .....	4
EL 126 Electricity .....	4
MA 154 Mathematics or MA 151 .....	4
Physical Education .....	1
	<u>16</u>

**SECOND YEAR—CANTON AGRICULTURAL AND  
TECHNICAL COLLEGE**

<i>First Semester</i>	
30310 Strength of Materials .....	4
40614 Basic Calculus .....	4
Technical Electives* .....	8
	<u>16</u>

<i>Second Semester</i>	
30421 Electronics .....	4
30621 Fluid Power Systems .....	4
Social Science .....	3
Technical Electives* .....	5-6
	<u>16-17</u>

**\*Technical Electives:**

- 30604 Manufacturing Processes I
- 30202 Automotive Welding
- 30303 Elementary Surveying
- 30304 Construction I
- 30624 Shop Practice
- 30605 Engineering Drawing II
- 30607 Manufacturing Processes II
- 30307 Construction Drafting
- 30306 Hydraulics
- 30117 Introduction to Alternate Energy
- 30108 Plumbing Design
- 30314 Project Management
- 30614 Work Simplification & Measurement
- 30118 Active & Passive Energy Systems I
- 30619 Quality Control
- 30620 Production Planning
- 30119 Active & Passive Energy Systems II
- 30002 Computer Applications

**GRADUATION REQUIREMENTS:** Total semester hours  
- 64.

**Mortuary Science (A.A.S.)**  
A.P.C. - 0599

**FIRST YEAR—FULTON-MONTGOMERY  
COMMUNITY COLLEGE**

<i>First Semester</i>	
EN 125 Freshman English I .....	3
BU 101 Prin. of Business .....	3
BU 171 Business Law .....	3
SS 291 General Psychology .....	3
BI 181 Anat. & Phys. I .....	4
	<u>16</u>

<i>Second Semester</i>	
EN 126 Freshman Eng. II or EN 132 Speech .....	3
BI 182 Anat. & Phys. II .....	4
BU 121 Accounting I .....	4
BU 165 Small Bu. Mgt. ....	3
Introductory level Computer Course (CS 100, CS 102, CS 103, or CS 110) .....	3
Physical Education .....	1
	<u>18</u>

**SECOND YEAR—CANTON AGRICULTURAL AND  
TECHNICAL COLLEGE**

<i>First Semester</i>	
105011 Funeral Traditions: Past & Present .....	3
105120 Funeral Home Management .....	3
105110 Embalming & Aseptic Techniques .....	4
102109 Pathology .....	3
410070 Sociology of Death and Dying .....	3
	<u>16</u>

<i>Second Semester</i>	
10504 Clin. Theory, Pract. & San. II .....	4
10506 Senior Seminar .....	3
10508 Restorative Art .....	4
10509 Mort. Hyg. & San. Sci. ....	3
Social Science Elective .....	3
	<u>17</u>

<i>Summer</i>	
10507 Clinical Practicum .....	2

**GRADUATION REQUIREMENTS:** Total Semester  
Credit Hours—69.

**Science Laboratory Technology  
(A.A.S.)  
A.P.C. - 0584  
Biology Concentration**

**FIRST YEAR—FULTON-MONTGOMERY  
COMMUNITY COLLEGE**

<i>First Semester</i>	
EN 125 Freshman English I .....	3
BI 171 Modern Biology .....	4
CH 173 Fund. Chemistry I .....	4
Mathematics Elective .....	4
Physical Education .....	1
	<u>16</u>

<i>Second Semester</i>	
EN 126 Freshman English II .....	3
BI 172 Plant Biology .....	4
CH 174 Fund. Chemistry II .....	4
BI 282 Microbiology .....	4
Social Science Elective .....	3
	<u>18</u>

**SECOND YEAR—CANTON AGRICULTURAL AND  
TECHNICAL COLLEGE**

<i>First Semester</i>	
10220 Careers .....	1
Social Science .....	3
<b>Electives (4)</b>	
40109 Quantitative Analysis (Strongly rec.) .....	4
10212 Field Bio. & Ecol. ....	3
10201 Princ. of Env. Health .....	3
10210 Dairy & Food Micro. ....	4
10101 Soil Science .....	3
10301 Dairy & Food Sci. I .....	3
10213 Freshwater Biology .....	4
	<u>16</u>

<i>Second Semester</i>	
<b>Electives (4-5)</b>	
40111 Biochemistry .....	3
10223 Microtechniques .....	3
40110 Instru. Analysis .....	3
10107 Land Mgmt. & Conservation .....	3
10211 Env. Microbiology .....	3
10711 Research An. Handling Skills .....	1
10305 Water Supplies & Sewage Treatment .....	3
10207 Human Anat. & Phys. ....	4
40615 Statistics .....	3
10412 Medical Microbiology .....	3
10402 Hematology .....	2
	<u>16</u>

**GRADUATION REQUIREMENTS:** Total Semester  
Credit Hours—64.

**Biological Technology (A.A.S.)  
A.P.C. - 0614**

**FIRST YEAR—FULTON-MONTGOMERY  
COMMUNITY COLLEGE**

<i>First Semester</i>	
EN 125 Freshman English I .....	3
CH 173 Fund. Chemistry I .....	4
BI 171 Modern Biology .....	4
Mathematics (MA 154 suggested) .....	3-4
Physical Education .....	1
	<u>15-16</u>

<i>Second Semester</i>	
<i>EN 127 Technical English or</i>	
EN 126 Freshman English II .....	3
CH 174 Fund. Chemistry II .....	4
BI 173 Animal Biology .....	4
Mathematics (MA 160 suggested) .....	3-4
SS Elective .....	3
	<u>17-18</u>

**SECOND YEAR—COBLESKILL AGRICULTURAL  
AND  
TECHNICAL COLLEGE**

<i>First Semester</i>	
BI 119 Microbiology .....	4
MA 105 Comp. & Graph. ....	2
Specialization Elec. ....	6
Electives .....	5
	<u>17</u>

<i>Second Semester</i>	
BI 260 (3) or CH 224 (4) .....	3-4
SS Elective .....	3
Physical Education .....	1
BI 118 Human Physiology .....	3
Specialization Elective .....	3
Elective .....	4
	<u>17-18</u>

**GRADUATION REQUIREMENTS:** a minimum of 66 se-  
mester hours with 33 semester hours to have been completed  
on the Cobleskill campus.

**SPECIALIZATION ELECTIVES:** courses with BI, CH,  
EH, MA, or PH numbers offered on the Cobleskill campus  
other than BI 111-112, CH 111-112 or CH 121-122, BI 118,  
BI 119, BI 260, CH 224, or MA 105 or their equivalents at  
FMCC. Students must take a minimum of 8 semester hours  
of specialization elective (9 s.h. will be required of students  
who take BI 260).

## Chemical Technology (A.A.S.) A.P.C. - 0535

### FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>	
EN 125 Freshman English I .....	3
CH 173 Fund. Chemistry I .....	4
Mathematics* .....	3-4
Elective .....	2-3
Social Science Elective .....	3
Physical Education .....	1
	16-18

<i>Second Semester</i>	
EN 127 Technical English or	
EN 126 Freshman English II .....	3
CH 174 Fund. Chemistry II .....	4
Mathematics* .....	3-4
Social Science Elective .....	3
Elective .....	3
Physical Education .....	1
	17-18

### SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>	
CH 231 Organic Chemistry I .....	4
CH 221 Quantitative Analysis .....	3
MA 105 Comp. and Graph. Tech. ....	2
Specialized Science Electives** .....	6-7
	15-16

<i>Second Semester</i>	
CH 232 Organic Chemistry .....	4
CH 224 Instr. Analysis .....	3
Specialized Science Electives** .....	5-6
Electives .....	5
	17-18

GRADUATION REQUIREMENTS: Total semester hours—66, with 33 hours completed at Cobleskill.

\*Mathematics placement dependent upon preparation, competence in intermediate algebra required.  
\*\*Courses chosen from biology, chemistry, physics, math, data processing, or physical science.

## Floriculture (A.A.S.) A.P.C. - 0643

### FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>	
EN 125 Freshman English I .....	3
Social Science Elective .....	3
BI 171 Modern Biology .....	4
Electives .....	6
Physical Education .....	1
	17

<i>Second Semester</i>	
EN 127 Technical English or	
EN 126 Freshman English II .....	3
Social Science Elective .....	3
BI 172 Plant Biology .....	4
Electives .....	6
Physical Education .....	1
	17

### SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>	
OH 111 Floral Design I .....	3
OH 131 Floriculture .....	3
PH 113 Plant Science Laboratory Techniques .....	1
PH 141 Nursery Management I .....	3
PH 181 Plant Pathology .....	3
OH 200-210 Plant Science Occupational Experiences .....	1
OH 251 Greenhouse Management .....	3
	17

<i>Second Semester</i>	
OH 172 Flower Shop Management .....	3
OH 186 Entomology .....	3
PH 114 Plant Science Laboratory Techniques .....	1
OH 212 Floral Design II .....	3
OH 200-210 Plant Science Occupational Experiences .....	1
PH 232 Floriculture II .....	3
AG 111 Introduction to Soil Science .....	3
	17

GRADUATION REQUIREMENTS: Total Semester Hours—68.

## Public Health Technology (A.A.S.) A.P.C. - 0624 Environmental Health Concentration

### FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>	
EN 125 Freshman English I .....	3
CH 173 Fund. Chemistry I .....	4
CH 174 Fund. Chemistry II .....	4
BI 171 Modern Biology .....	3-4
Mathematics* .....	1
Physical Education .....	15-16

<i>Second Semester</i>	
EN 127 Technical English or	
EN 126 Freshman English II .....	3
CH 174 Fund. Chemistry II .....	4
BI 173 Animal Biology .....	4
BI 282 Microbiology .....	4
Mathematics* .....	3-4
	18-19

### SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>	
EN 102 Environmental Health II .....	2
EH 207 Milk and Food Sanitation .....	3
EH 207 Milk and Food Sanitation .....	4
PH 111 Physics I .....	3
Specialization Elective .....	3
MA 105 Fund. and Graph. ....	2
Social Science Elective .....	3
	17

*Second Semester*

EH 101 Environmental Health I .....	2
Social Science Elective .....	3
Specialization Elective .....	5
Electives .....	5-7
Physical Education .....	1
	16-18

GRADUATION REQUIREMENTS: Total semester hours—66, with 33 hours completed at Cobleskill.

\*Mathematics placement dependent upon preparation, competence at level of MA 154 or higher required.

**Medical Laboratory Technology  
(A.A.S.)**

**A.P.C. - 0600**

**Histotechnology Concentration**

**FIRST YEAR—FULTON-MONTGOMERY  
COMMUNITY COLLEGE**

*First Semester*

EN 125 Freshman English I .....	3
CH 173 Fund. Chemistry I .....	4
BI 171 Modern Biology .....	4
Mathematics Elective* .....	3-4
Physical Education .....	1
	15-16

*Second Semester*

EN 127 Technical English or EN 126 Freshman English II .....	3
CH 174 Fund. Chemistry II .....	4
BI 173 Animal Biology .....	4
Mathematics Elective .....	3-4
Electives** .....	3
Physical Education .....	1

**SECOND YEAR—S.U.N.Y. COBLESKILL**

*First Semester*

BI 251 Histology .....	3
BY 291 Anatomy .....	3
MA 105 Comp. & Graph. ....	2
Social Science Elective .....	3
BI 113 Med. Orient. ....	1
Electives .....	5
	17

*Second Semester*

BY 118 Human Physiology .....	3
BY 258 Microtechniques .....	3
BY 255 Animal Pathology .....	2
Social Science Elective .....	3
Electives .....	5
	16

SUMMER: BI 275 Clinical Experience in Histology (4) required for certification by American Society of Clinical Pathology.

GRADUATION REQUIREMENTS: Total semester hours—66, with 33 completed at Cobleskill.

\*Mathematics placement dependent upon preparation, competence of level of MA 154 or higher required.

\*\*May be Microbiology

**Forest Technology (A.A.S.)**

**A.P.C. - 0620**

**FIRST YEAR—FULTON-MONTGOMERY  
COMMUNITY COLLEGE**

*First Semester*

EN 125 Freshman English I .....	3
BI 171 Modern Biology or SC 141 Intro. Biology I .....	3-4
Mathematics* .....	3-4
EC 180 Intro. to Economics .....	3
Elective .....	3
	15-17

*Second Semester*

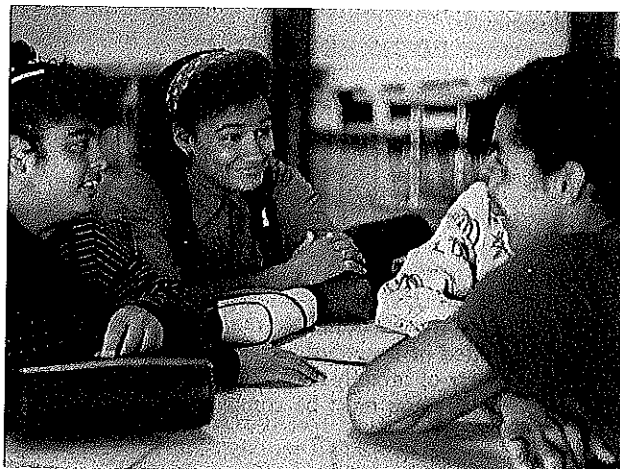
EN 126 Freshman English II .....	3
BI 172 Plant Biology or BI 173 Animal Biology or SC 142 Intro. Biology II .....	3-4
Mathematics* .....	3-4
Electives .....	6
	15-17

**SECOND YEAR—RANGER SCHOOL  
WANAKENA CAMPUS**

Courses in area of specialization.

NOTE: Concurrent application to Fulton-Montgomery and to the College of Environmental Science and Forestry is required. Decisions on admission to the Forest Technology program are rendered by the College of Environmental Science and Forestry.

\*Mathematics placement dependent upon preparation; competence in algebra and trigonometry, or higher mathematics required.



# CERTIFICATE PROGRAMS

## Early Childhood Education (Pending Approval)

The Early Childhood Education 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 his/her interests and career goals.

### FIRST YEAR

#### Summer Session

ED 171 Intro. to Early Childhood Ed. ....	3
SS 291 General Psychology* .....	3

#### First Semester

EN 125 Freshman English I .....	3
SS 298 Child Development* .....	3
ED Elective** .....	3
ED 298 Early Child Internship .....	4
	13

#### Second Semester

SS 281 Sociology* .....	3
ED 285 Early Childhood Curriculum .....	3
ED Elective** .....	3
ED 299 Early Child Internship .....	4
	13

\*Students may take EN 125 during the Summer, SS 291 and SS 281 during the First Semester and SS 298 during the second semester.

\*\*ED Electives: ED 225, ED 250, ED 275

## General Education A.P.C. - 0985

The General Education curriculum is a one-year program leading to a certificate of completion. This program may be useful to the student who wishes to strengthen an academic background before embarking on a program of study leading to the Associate degree. It also offers the student with limited or unsettled educational goals the opportunity for a year of broadly-based study and exploration. A minimum of 27 hours must be completed for the General Education Certificate.

#### First Semester

EN 124 Basic English* .....	3
MA 147 Algebra or	
MA 150 Survey of Mathematics .....	3-4
HD 150 Reading and Learning Skills .....	3
HD 100 Studies of the Person .....	3
Physical Education .....	1
Exploratory Elective—Technical,	
Vocational, Liberal Arts .....	2-4
	15-18

#### Second Semester

English Elective .....	3
Exploratory Electives—Career	
Education, Liberal Arts &	
Sciences .....	9-12
	12-15

NOTE: Some students will remain in this program for only semester, some will remain a year, and some will continue into other programs at the College.

\*Students may take more advanced courses with approval.

## Human Services A.P.C. - 0949

The Human Services certificate program is designed for those who want to learn the skills and attitudes that are needed for entry-level positions in Human Service agencies and for in-service personnel who want to upgrade their skills, but who do not want to undertake the supporting academic courses required for the two year Associate in Applied Science degree. The program is flexible so that students may choose the courses and field experiences that are most appropriate to his/her interests and to his/her goals.

### FIRST YEAR

#### First Semester

EN 125 Freshman English I .....	3
SS 291 General Psychology .....	3
HS 110 Introduction to Human Services .....	3
	9

#### Second Semester

EN 126 Freshman English II or	
EN 127 Technical English .....	3
Human Service Elective* .....	3
HS 298 Human Services Internship .....	3
HS 291 Human Service Skills .....	1
SS 297 Develop. Psychology .....	3
	13

### SECOND YEAR

#### First Semester

Human Services Elective* .....	3
HS 299 Human Services Internship .....	3
HS 292 Human Service Skills II .....	1
	7

\*Human Service Electives: HS 211, HS 231, HS 251.

## Individual Studies

See previous description of Individual Studies Programs (A.O.S.).



## Automotive Mechanics

A.P.C. - 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 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 is 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
Microcomputers	1
	<u>16</u>

### Second Semester

AT 123 Internal Combustion Engine Support Systems*	3
AT 226 Power Trains-Design Features and Analysis*	3
AT 227 Electronic Engine and Chassis Analysis*	3
AT 228 Consumer Relations and Services	3
Elective**	3
Microcomputers	1
	<u>16</u>

GRADUATION REQUIREMENTS: Completion of the courses listed. Total semester hours - 32.

\*Course meets at the Voc-Tech Center. Students make own transportation arrangements.

\*\*Business course recommended.

## Office Technology: Clerical

A.P.C. - 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 typewriting, administrative support procedures, and business communications in a computerized office environment. An individualized audio-visual tutorial 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.

## FIRST YEAR

### First Semester

OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 239 Intro. to Word Processing	3
Business Elective	3
	<u>12</u>

### Second Semester

OT 240 Word Processing Applications I	3
BU 137 Business Communications	3
OT 236 Administrative Support Procedures II	3
OT 230 Machine Transcription	3
	<u>12</u>

A minimum of 26 hours (29 hours if a student is required to complete OT 133 in preparation for OT 134) is required.

\*A student must have completed OT 133 or Equivalent.

## Criminal Justice

A.P.C. - 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 125 Freshman English I	3
CJ 103 Criminal Law I	3
CJ 106 Introduction to Law Enforcement & Criminal Justice	3
CJ 112 Introduction to Police Organization & Management	3
SS 291 General Psychology	3
Microcomputers	2
	<u>17</u>

### Second Semester

EN 126 Freshman English II	3
Mathematics (Strongly Suggested MA 160 Statistics)	3-4
CJ 104 Criminal Law II	3
CJ 105 Principles of Criminal Investigation	3
CJ 107 Police-Comm. Relations or	
CJ 108 Introduction to Juvenile Delinquency	3
SS 281 Introduction to Sociology	3
	<u>18-19</u>

GRADUATION REQUIREMENTS: Completion of the courses listed. Total semester hours - 35.

## Medical Information Processing A.P.C. - 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 Associate degree.

Emphasis is on practical hands-on experience in medical terminology, medical transcription, and medical administrative support procedures, as well as basic office skills. An individualized audio-visual instructional program is used by the instructor.

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.

### First Semester

OT 134 Intermediate Keyboarding .....	3
OT 235 Administrative Support Procedures I .....	3
OT 283 Medical Terminology .....	3
Elective .....	3
Microcomputers .....	2
	14

### Second Semester

Elective .....	3
OT 285 Medical Administrative Support Procedures .....	3
BU 137 Business Communications .....	3
OT 287 Medical Transcription I .....	3
Elective .....	3
	15

### Summer Term

OT 288 Medical Transcription II .....	3
	3

Program Prerequisite: OT 133 or equivalent.  
Suggested Electives: Computer Info. Systems, Word Processing, Humanities, Health, Social Science, Anatomy & Physiology, Human Development.

**GRADUATION REQUIREMENTS:** A minimum of 32 hours must be completed for the Medical Information Processing Certificate.

## Quantity Food Production A.P.C. - 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 Intro. to Food Service .....	1
FS 111 Intro. to Safety & Sanitation .....	2
FS 122 Food Preparation I .....	3
FS 244 Hospitality Intro .....	1
FS 254 Hospitality Service .....	1
FS 245 Cost Control Basics .....	1
Microcomputers .....	1
Concentration Course .....	2-5
	12-15

### Second Semester

FS 123 Food Purchasing .....	3
FS 124 Food Preparation II .....	3
FS 298 Internship* .....	3-6
Microcomputers .....	1
Concentration Courses .....	4-7
	14-17

## Concentrations (7-9 credits)

### 1. Quantity Food

FS 264 Hospitality - Management .....	1
FS 255 Cost Control - Pro & F .....	1
FS 265 Cost Control - Manage. ....	1
HE 121 Nutrition .....	3
FS Elective	

or

FS 299 Internship .....	1-3
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### 2. Food Service Assistant

Elective .....	3
FS or HE Elective .....	3
FS Elective	

or

FS 299 Internship .....	1-3
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### 3. Baking

FS 216 Fundamentals of Donut Making .....	2
FS 206 Fundamentals of Muffin Making .....	1
FS 226 Fundamentals of Baking .....	3
Elective	

or

FS 299 Internship .....	1-3
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**GRADUATION REQUIREMENTS:** A minimum of 29 hours must be completed for the Quantity Food Production Certificate.

\*An elective may be substituted for 3 credits of internship with permission of instructor.  
Students taking 3 semester hours of FS 130 must take a 3 semester hour FS elective.

## Secretarial Studies A.P.C. - 0927

This program is open to all students who have had 2 years of satisfactory high school training in shorthand, or its equivalent. This program leads to a certificate in secretarial studies at the end of one year. Students completing the program are qualified to accept positions as secretaries, stenographers, and receptionists in business, government and industry. All courses included in this program may be transferred to the Office Technology Administrative degree program.

### First Semester

OT 134 Intermediate Keyboarding*	3
OT 233 Advanced Shorthand	4
OT 235 Adm. Support Procedures	3
Business Electives	6
	16

### Second Semester

OT 230 Machine Transcription	3
BU 137 Business Communications	3
OT 236 Adm. Support Procedures	3
OT 239 Intro. to Word Processing	3
Microcomputers	2
	14

**GRADUATION REQUIREMENTS:** A minimum of 30 hours must be completed for the Secretarial Studies Certificate.

\*Must have completed OT 133 or equivalent.

## Office Technology: Word/Information Processing A.P.C. - 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 YEAR

#### First Semester

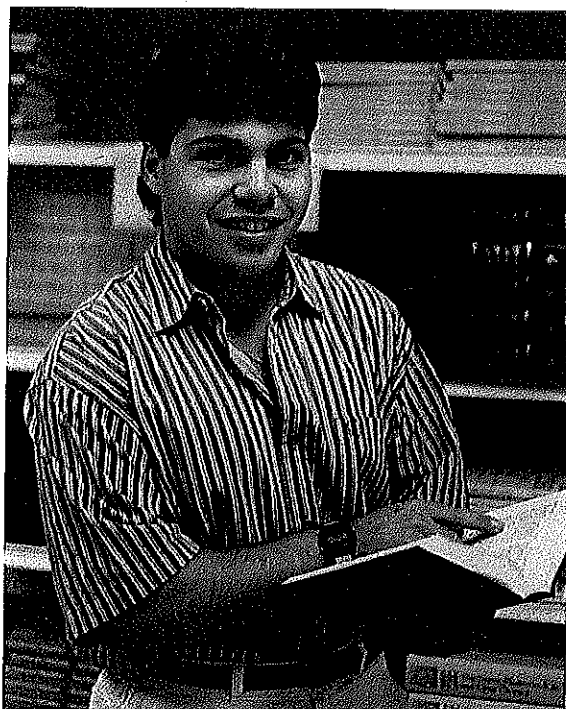
OT 134 Intermediate Keyboarding*	3
OT 235 Administrative Support Procedures I	3
OT 239 Intro. to Word Processing	3
BU 137 Business Communications	3
Business Elective	2
CS 100 Microcomputer Concepts	1
CS 102 Electronic Spreadsheet	1
CS 103 Data Base Management	1
	17

#### Second Semester

OT 230 Machine Transcription	3
OT 241 Word Processing Applications II	3
OT 236 Administrative Support Procedures II	3
OT 240 Word Processing Applications	3
Business Elective	3
	15

**GRADUATION REQUIREMENTS:** A minimum of 32 hours (35 hours if a student is required to complete OT 133 in preparation for OT 134) is required.

\*A student must have completed OT 133 or equivalent.



# ACADEMIC PROGRAMS

Fulton-Montgomery Community College's programs include: Liberal Arts, Career, One Year plus One Year, and Certificate. 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.\*

	HEGIS	APC
FULTON-MONTGOMERY COMMUNITY COLLEGE	0765	77

LIBERAL ARTS AND SCIENCES	DEGREE	HEGIS	APC
General Studies	A.A.	5649	0250
Humanities/Social Sciences	A.A.	5649	0201
Crafts Management	A.A.S.	5012	0417
Fine Arts	A.A.	5610	0664
Human Services	A.A.S.	5501	0604
Business	A.S.	5004	0671
Computer Science-Business	A.S.	5101	0532
Computer Science-Mathematics & Science	A.S.	5101	0532
Mathematics/Science	A.S.	5649	0221
Engineering Science	A.S.	5609	0530
Individual Studies	A.O.S.	5699	0688

\*Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

CAREER	DEGREE	HEGIS	APC
Accounting	A.A.S.	5002	0630
Automotive Technology	A.A.S.	5306	0525
Business Administration including: Retail, General Finance, Management	A.A.S.	5004	0632
Computer Information Systems	A.A.S.	5101	0581
Computer Technology	A.A.S.	5104	0559
Construction Technology	A.A.S.	5317	0540
Criminal Justice	A.A.S.	5505	0640
Electrical Technology (Electronics Technology)	A.A.S.	5310	0555
Food Service Administration including: Industrial Foods, Restaurant Management Diet & Nutrition	A.A.S.	5404	0570
Leather Technology	A.A.S.	5313	0454
Natural Resources Conservation	A.A.S.	5499	0617
Nursing	A.A.S.	5208	0622
Office Technology, Administrative including: Medical, Legal, Desktop Publishing	A.A.S.	5208	0625
Office Technology, Word/Information Processing	A.A.S.	5005	0694

Textile Technology	A.A.S.	5399	0434
Visual Communications Technology	A.A.S.	5012	0677
Individual Studies	A.O.S.	5699	0688
Individual Studies (COCAL)	A.O.S.	5699	0688
Individual Studies (Professional Pilot)	A.O.S.	5699	0688

ONE YEAR PLUS ONE YEAR DEGREE	HEGIS	APC
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## FULTON-MONTGOMERY COMMUNITY COLLEGE & CANTON AGRICULTURAL AND TECHNICAL COLLEGE

Industrial Technology	A.A.S.	5312	0583
Mortuary Science	A.A.S.	5599	0599
Science Laboratory Technology (Biology)	A.A.S.	5407	0584
Science Laboratory Technology (Chemistry)	A.A.S.	5407	0584
Science Laboratory Technology (Milk and Food Quality Control)	A.A.S.	5407	0584

## FULTON-MONTGOMERY COMMUNITY COLLEGE & COBLESKILL COMMUNITY AND TECHNICAL COLLEGE

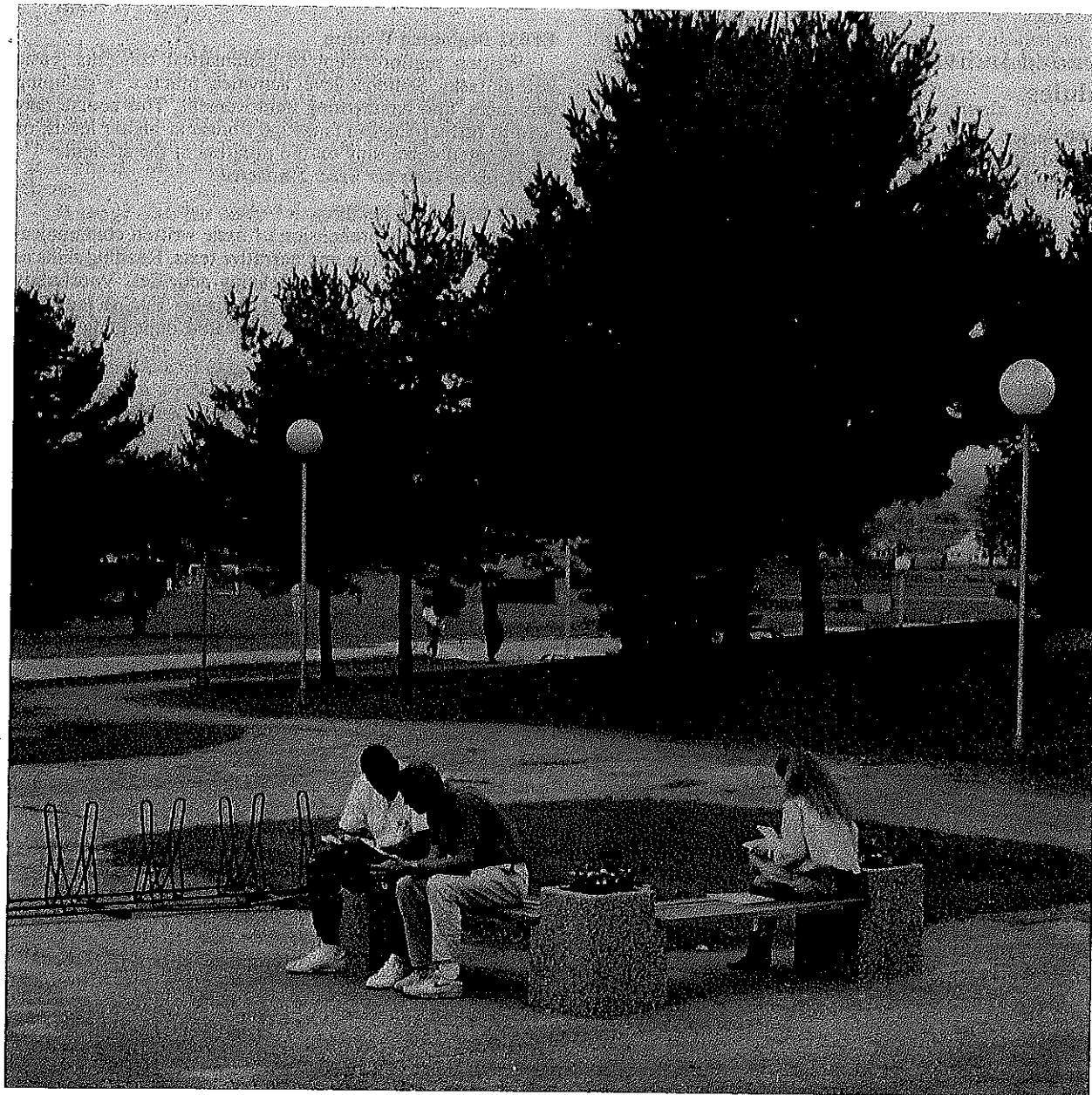
Biological Technology	A.A.S.	5407	0614
Chemical Technology	A.A.S.	5305	0535
Floriculture	A.A.S.	5402	0643
Public Health Technology (Environmental Health)	A.A.S.	5408	0624
Medical Laboratory Technology (Histotechnology)	A.A.S.	5205	0600

## FULTON-MONTGOMERY COMMUNITY COLLEGE & THE COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

Forest Technology	A.A.S.	5403	0620
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CERTIFICATE PROGRAMS (One Year)	DEGREE	HEGIS	APC
Automotive Mechanics	Certificate	6306	0926
Criminal Justice	Certificate	5505	0947
General Education	Certificate	5699	0985
Human Services	Certificate	5501	0949
Individual Studies	Certificate	5699	0987

Individual Studies (COCAL)	Certificate	5699	0987
Career Preparation	Certificate	5699	0987
Medical Information Processing	Certificate	5214	0045
Office Technology, Clerical	Certificate	5005	0935
Office Technology, Word/ Information Processing	Certificate	5005	0996
Quantity Food Production	Certificate	5404	0044
Secretarial Studies	Certificate	5005	0927



# COURSE DESCRIPTIONS

GENERAL NOTE: All courses described in this catalog will be regularly offered unless noted as follows: F-Fall semester only; WI-Intercession/Winter term only; S-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 the catalog. S.H. means semester hours.

## Extended Individualized Learning Modules

### EM 300 Series

Individualized courses in various areas of study designed to meet particular student needs.

## Internship

### IN 299 Internship

1-4 s.h.

This course will serve 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 will be 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

### IS 299 Independent Study

1-4 s.h.

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 will be expected to confer regularly with their mentors and to demonstrate satisfactory proficiency in their particular area of study they have proposed to investigate.

*Hours: to be arranged.*

## Directed Study

### DS 299 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: TBA.*

## Non-Credit Intensive English Language Program

### Beginning Level

#### EF051 Beginning Grammar

An introduction to the basic grammatical structures of English. Recognition and production in written and oral contexts. Related writing and speaking activities. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

#### EF052 Beginning Writing

Written reinforcement of grammatical concepts: basic writing tasks. Sentence-level activities, practice in grouping sentences, and handwriting improvement. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

#### EF054 Beginning Reading

Practice in comprehension of basic written communication, simple descriptive and narrative texts. Reading skills as stimulation of writing and speaking activities. Vocabulary expansion. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

#### EF056 Beginning Speaking/Listening

Practice in simple conversational skills, aural comprehension, sound discrimination, vocabulary building, and comprehension of main ideas and inferences. Related reading and writing activities. Individual lab time required. This course may lead to further English language studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

### Intermediate Level

These courses are designed to act as a transition between ESL and academic or vocational program college-level courses or employment and social opportunities. By advice and recommendation of the ESL faculty, students may also be allowed to take credit-bearing courses related to their academic goals.

#### EF101 Intermediate Grammar

A study of the grammatical forms necessary for effective composition and oral presentation at the college level.

*Hours of class per week: 5-noncredit*

#### EF102 Intermediate Writing

Development of written communication skills in preparation for college expository and argumentative composition. Reinforcement of complex grammatical concepts and composition at the paragraph and short essay levels. Integration of writing, reading and speaking skills. This course may lead to further English studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

#### EF104 Intermediate Reading

Practice in comprehension of academic materials, study skills, narrative texts and expository writing. Dictionary usage, vocabulary expansion. Related writing and speaking

activities. This course may lead to further English studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

#### **EF106 Intermediate Speaking/Listening**

Development of speaking skills in conversational and academic contexts. Practice in exposition, guided discussion and debate. Related reading and writing activities as well as note-taking and academic study skills. Individual lab time required. This course may lead to further English studies at higher levels, or be repeated depending on the progress of the student.

*Hours of class per week: 5-noncredit*

#### **EF109 Orientation to American Culture**

Assistance through lecture/workshop/field trip and guest speaker series in adjustment to life and studies at FMCC and the surrounding community, and in understanding specific and broader aspects of American culture, economy, and government. Mandatory for all incoming international students.

*Hours of class per week: 3-noncredit*

### **Non-Credit Laboratory Courses**

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.

#### **COO1 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 will vary according to student needs.*

#### **COO2 Audio-Visual Tutorial Laboratory** **Non-Credit**

This course is designed to provide instructional support for those students enrolled in secretarial science and word processing courses and to provide alternate instructional experiences for those who wish to learn independently.

*Hours will vary according to student needs.*

#### **COO3 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 will vary according to student needs.*

#### **COO4 Mathematics Laboratory** **Non-Credit**

This course has been designed to provide remedial assistance in mathematics to students planning to enroll or currently enrolled in any of the traditional mathematics courses offered at the college.

*Hours will vary according to student needs.*

#### **COO5 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 will vary according to student needs.*

#### **COO6 Study Skills Laboratory**

**Non-Credit**

Students will work independently under the supervision of the instructor, who will set up an individualized remedial program to enhance the student's, study skills and college level performance.

*Hours will vary according to student needs.*

#### **COO7 Electricity Laboratory**

**Non-Credit**

This course has been designed to provide hands-on electric circuitry experience for those students enrolled in electrical programs, who require additional work in electricity.

*Hours will vary according to student needs.*

#### **C 008 Academic Software Skills**

**Non-Credit**

This course has been designed to provide academic computing skills experience for those student enrolled in Career/Liberal Arts & Science programs, who require additional work with various software packages.

*Hours will vary according to student needs.*

### **Peer Tutoring**

#### **PT 299 Peer Tutoring**

**1-3 s.h.**

This course will serve as a structure for the awarding of credit for pre-arranged peer tutoring. Provided they obtain the sponsorship of a faculty member to serve as mentor and the approval of the appropriate Dean, students may contract to provide peer tutoring for one to three semester hours of credit in one semester. Students accepted as peer tutors are expected to confer regularly with their mentors and to provide tutoring services regularly to the students assigned to them. Evaluation of the student tutor's performance will be the responsibility of the mentor.

Number of credits received during one semester will be based on the number of students assigned to the tutor, number of different courses for which tutoring is provided, and the extent of the tutoring services needed to the students assigned.

A student cannot receive credit twice for tutoring the same course(s).

A maximum of six (6) semester hours of credit may be used by a student as electives toward a degree.

*Prerequisite: Relevant course work as determined by the mentor.*

*Hours of class per week: to be arranged.*





# BUSINESS

## Accounting

### 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. Computer assignments will be used.

*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. Computer assignments will be used.

*Prerequisite: BU 121. Hours of class per week: 4.*

### BU 125 Office Accounting

S 3 s.h.

The course covers a full accounting cycle for a sole proprietorship service business. A section will be included where the student will apply these accounting principles to a professional enterprise. The second section of the course will concentrate on bank accounts, cash funds, and payroll accounting. A practice set for an attorney will be required that involves all of these concepts.

*Hours of Class per week: 3*

### BU 221 Intermediate Accounting I

F 4 s.h.

Corporate accounting emphasized. Major classification of items found in financial statements, including cash, investments, receivables, and inventories are analyzed. Computer assignments will be used.

*Prerequisite: BU 122. Hours of class per week: 4*

### BU 222 Intermediate Accounting II

S 4 s.h.

A continuation of the studies in BU 221, including analysis of liabilities, stockholders equity, land, buildings, and equipment. Computer assignments will be used.

*Prerequisite: BU 221. Hours of class per week: 4.*

### BU 224 Cost Accounting

F 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 are among other topics covered.

*Prerequisite: BU 122. Hours of class per week: 3.*

### BU 225 Federal Income Taxes

S 3 s.h.

Federal and State Income tax laws and regulations are studied. Taxable income, inclusions and exclusions, capital gains and losses, deductions and other topics are covered. Practice is provided in preparation of income tax returns. Emphasis is on 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

F 3 s.h.

Course is 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.*

## Business Administration

### BU 100 Computer Keyboarding

1 s.h.

This course is designed to teach basic keyboarding skills necessary to equip students to enter a variety of fields such as Computer Science, Data Processing, Accounting, or any business occupation that uses a keyboard to input information. The purpose of this course is to develop touch keyboarding skills accurately and quickly and to develop an understanding of the concepts used in keyboarding operations for inputting and retrieving information on a computer.

*Hours of class per semester: 15*

### 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. Course designed to acquaint the student with major disciplines of business such as: management, marketing, finance, human resource management and production management which the student may choose a career core for future study and training. Case studies and computerized and manual business games are used.

*Hours of class per week: 3.*

### BU 103 Mathematics of Business Finance

3 s.h.

Review of the basic fundamentals and use of shortcut operations in arithmetic computations. Use of the hand-held calculator is stressed. 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. If time permits, an introduction to financial statement analysis.

*Hours of class per week: 3.*

### BU 113 The Typewriter Keyboard

1 s.h.

This course is taught by the AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. The keyboard is introduced requiring the touch method of operation. Basic typewriter operation, styles of type, typewriter maintenance and method of correcting errors are taught. S and U grading used is based on timed writings.

*Hours of class per week: 1*

### BU 123 Personal Keyboarding

2 s.h.

This course is taught by the AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Offered on a non-vocational basis. In addition to the work required in BU 113, the student will be required to select one of the following course options: Business Exploration; Liberal Arts; or Visual Communications. Option selected will determine the subject matter concentration. All options require the use of the touch system with emphasis on building speed and accuracy. The art of proofreading is also stressed.

*Class hours: 2 to 4 per week to be arranged.*

**BU 137 Business Communications** 3 s.h.

Emphasis on composing various types of business communications in a clear and concise manner while maintaining a readers' goodwill. Course also includes a review of grammar and mechanics of writing, spelling, and some public speaking.

*Prerequisite:* OT 133 or equivalent recommended. *Hours of class per week:* 3.

**BU 140 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 required to make sales presentation in role-playing situations. Equal emphasis placed on selling consumer and industrial products.

*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 movement of goods and marketing policies, with some discussion of marketing research.

*Prerequisite:* BU 101. *Hours of class per week:* 3.

**BU 151 Human Resources Management** 3 s.h.

An introduction to fundamentals of constructive personnel practices and techniques. Emphasis is placed on a 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 152 Production Management** 3 s.h.

Objective of course is to promote a broad view of production/operations management using both descriptive and analytical material.

Descriptions of production areas and the problems involved are blended with analytical approaches.

*Prerequisite:* BU 101. *Hours of class per week:* 3.

**BU 153 Supervision** S 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 placed on practical solutions to employer-employee problems within supervisor's authority and responsibility. Lecture, case discussion, and role-playing instructional techniques used.

*Prerequisite:* BU 101. *Hours of class per week:* 3.

**BU 160 Introduction to Finance** 3 s.h.

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

**BU 164 Credit Administration** 3 s.h.

Course designed to train the student for a possible career in credit management, introducing the student to the actual problems of granting credit as faced by institutions such as banks, finance companies, and other lending institutions.

*Hours of class per week:* 3.

**BU 165 Small Business Management** 3 s.h.

Course provides essential concepts of starting and operating a small business. Topics covered include: initial procedures in starting a small business, record keeping,

financing, labor/tax laws, promotion techniques, profit planning/cost control, inventory control, credit policies, sources of information, and franchise operations.

*Prerequisite:* Not open to first semester students except with permission of instructor. *Hours of class per week:* 3.

**BU 170 Advertising** 3 s.h.

Survey of the advertising field, policies, procedures, and practices in planning and preparing various types of advertisements and selecting media.

*Hours of class per week:* 3.

**BU 171 Business Law I** 3 s.h.

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 should provide 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.

This Business Law course presents an in-depth treatment of areas such as: Agency and Employment, Partnerships, Corporations, Commercial Paper, etc. Career oriented content related to entrepreneurship, civil service, and professional exams will be stressed.

*Hours of class per week:* 3.

**BU 173 Business Statistics** S 3 s.h.

Course deals with statistical application of practical problems in economics and business. Areas considered are methods of collecting statistical business data, methods of predictions and probability, inventory control, analysis of systems, and application of measures.

*Prerequisite:* High School algebra or equivalent. *Hours of class per week:* 3.

**BU 179 Principles of Management** 3 s.h.

This course deals with the basic principles of management with applications to both entry-level as well as middle managers. 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 will be covered.

*Hours of class per week:* 3.

**BU 199 Career Preparation** 1 s.h.

Primary objective of the course is to help prepare students for successful entry into work organizations. Included are such topics as resume preparation, interviewing skills development, evaluation of employment opportunities, exploration of personal career objectives and job search methods.

*Hours of class per week:* 8 two-hour sessions or 10 one-and-one half hour sessions.

**BU 243 Retail Management** S 3 s.h.

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. *Hours of class per week:* 3.

**BU 250 Management Decision-Making** S 3 s.h.

Course is an in-depth approach to the facets of managerial decision-making, emphasizing the role of "Middle Management" in the decision process. Emphasis is placed

on the case study approach using the techniques of computer simulation, seminars and role-playing.

*Prerequisite:* BU 101 and other Management Option course.  
*Hours of class per week:* 3.

#### **BU 254 Management and the Law** S 3 s.h.

An environmental approach to the study of law, that is, a study of the nature, formation, and application of law to businesses and business decisions. This course follows a macro approach rather than the traditional micro approach of detailed substantive rules in areas such as contracts, agency, etc.

The course topics will include: a discussion of the Commerce Power, i.e., the power of the federal government to regulate business; the Constitutional basis for such exercise of power; the growth of Administrative Agencies as a result; the controls exercised by such agencies affecting businesses in such areas as: stock transfers, anti-trust, price discrimination and consumer protection. Lecture and case analysis are techniques used.

*Prerequisite:* Minimum of two business courses or permission of the instructor. *Hours of class per week:* 3.

#### **BU 262 Introduction to Investments** 3 s.h.

Course related to security market structure. Investment objectives of risk, growth, and income portfolios analyzed. Topics will include stock market research, buying and selling, language, capital gains and losses, and tax considerations supported by Federal and State regulations.

*Hours of class per week:* 3.

#### **BU 299 Business Internship** 1-4 s.h.

The Business Internship course will serve 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 will be the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student.

*Prerequisite:* Previous business relevant coursework and approval of instructor and dean.

#### **BU 350 Management: Policy, Strategy and Decision-Making** 3 s.h.

A course which develops a conceptual framework for decision-making and strategy formulation. The process of decision-making, formulation policies and developing strategies is discussed and analyzed through case studies, computer simulations and projects. Classroom analysis of actual management decisions and the critique of strategies, some successful as well as failures, will be extensively used. Student is expected to develop a strategy for a hypothetical firm and the policies and decision points required.

*Prerequisite:* 12 credits of business (BU) course work. *Hours of class per week:* 3.

#### **BU 354 Legal Environment of Business** 3 s.h.

An emphasis on government regulatory agencies, sources of law, court systems and major regulations which affect business. Specific attention would be given to Law and Regulations affecting: Securities Markets, Business Growth and Practices, Consumers, Employment, and Environment. Integrated throughout this course would be ethical as well as legal dimensions of Business Operations. Sources such as, Securities Exchange Act of 1933 and 1934, the Sherman An-

titrust, Clayton Act and Federal Trade Commission Act, court decisions and cases will be utilized.

*Prerequisites:* BU 171 and BU 172 or BU 254 or permission of instructor. *Hours of class per week:* 3.

## **Computer Information Systems**

#### **CS 100 Computer Concepts for Microcomputers** 1 s.h.

This course provides students with an introductory background of computer terminology, applications, components and hands-on experience related to the micro or personal computer. Emphasis will be on preparing the students to ultimately function as "users" of applications software (not as "programmers") on a variety of microcomputer equipment. This course will function as a first step in computer literacy. It is intended to support any academic or professional discipline that will require "literate" use of microcomputers and applications software as part of the course/job requirement.

*Hours of class per semester:* 15.

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

Students will learn to use microcomputers to process words via hands-on experience. Topics include: system components, editing, and formatting. Special application programs, printers and examples of system usage will be covered.

*Prerequisites:* Keyboarding pre-test and CS 100 or equivalent, or permission of instructor. *Hours of class per semester:* 15.

#### **CS 102 Microcomputer Application: Electronic Spreadsheet** 1 s.h.

The course uses hands-on experience to introduce students to the concepts and applications of a electronic spreadsheet. Spreadsheets are used in the organizing, calculating, and presentation of financial, statistical, and other data used as a basis for decision-making. Students will be required to use the microcomputer lab to complete various projects assigned.

*Prerequisite:* CS 100 or equivalent or permission of instructor. *Hours of class per semester:* 15.

#### **CS 103 Microcomputer Application: Data Base Management** 1 s.h.

This course will provide students with background and hands-on experience in data base management techniques. The topics can be applied in any academic or professional discipline that requires getting and keeping information in an organized, current and reportable format.

*Prerequisite:* CS 100 or equivalent or permission of instructor. *Hours of class per semester:* 15.

#### **CS 110 Introduction to Computers** 3 s.h.

Orientation course designed to introduce the terminology and concepts of computer and data processing. Topics include computer components, peripheral devices, number systems, machine language coding concepts, data processing coding techniques, and an introduction to computer programming using the BASIC language. Students will be required to make use of computer facilities to complete programming projects.

*Hours of class per week:* 3.

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

Introduce concepts of Assembler Language including hardware, software, flowcharting, documentation, and programming. Through text samples and business type program-

ming assignments, the following operations or techniques will be covered: 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 more effectively use assembly language in appropriate applications and also to use and understand the technical manuals supplied by computer manufacturers.

*Prerequisites:* CS 110 or equivalent work experience. *Hours of class per week:* 3.

#### **CS 120 Computer Programming (FORTRAN) 3 s.h.**

Use of the computer for mathematical problem solving and report generation. The course is problem oriented and utilized FORTRAN programming language. Laboratory exercises on the College computer.

*Prerequisite:* CS 110 or permission of instructor. *Hours of class per week:* 3.

#### **CS 121 Computer Programming (COBOL) 3 s.h.**

Use of the computer for standard business applications. Programming techniques and report generation procedures through the utilization of the high-level programming language COBOL are emphasized. Laboratory exercises on the College computer.

*Prerequisite:* CS 110 or permission of instructor. *Hours of class per week:* 3.

#### **CS 122 Computer Programming (R.P.G.) 3 s.h.**

Use of the computer to produce standard business reports. Course is problem oriented and utilizes Report Program Generator as its programming language. Laboratory exercises on the College computer. Emphasis on report generation and programming procedures.

*Prerequisite:* Completion of or concurrent registration in CS 110 or permission of instructor. *Hours of class per week:* 3.

#### **CS 123 Computer Programming (BASIC) 3 s.h.**

Use of the computer to provide problem solving capabilities utilizing BASIC (Beginners' All Purpose Symbolic Instruction Code). Topics to be discussed are conditional transfers, reading, printing, loops, lists and tables, functions and subroutines, conversational programming, strings and chaining. Interactive laboratory exercises will be designed utilizing College computing facilities.

*Prerequisite:* CS 110 recommended. *Hours of class per week:* 3.

#### **CS 124 Computer Programming Pascal 3 s.h.**

Use of a microcomputer for instructing programming techniques with this high level language. Emphasis will be placed on problem-solving techniques, anti-bugging, debugging as used in the program development cycle. In general, concepts common to all computer languages will be covered. Interactive programming will also be demonstrated.

*Prerequisite:* Prior programming course and/or experience in FORTRAN or COBOL or RPG or BASIC. *Hours of class per week:* 3.

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

C is a programming language that combines low-level and high-level operations capability. Low-level operations allow efficient implementation whereas the high-level characteristics facilitate structured design. This course will introduce both of the above mentioned aspects. Topics will include C syntax, constructs, file I/O, preprocessors, pointers, subprograms, operators, run-time libraries, arrays, and bit operations. Numerous computer programming projects will be assigned. Projects will be completed outside of sched-

uled class time. This course is not recommended as a first course in programming.

*Prerequisite:* One three credit programming course  
*Hours of class per week:* 3

#### **CS 130 CIS Internship 3-4 s.h.**

Limited to students majoring in Computer Science or Computer Information Systems; involves an arranged schedule of work at a business site which employs computer-related personnel; designed to offer students direct on-the-job involvement in computer-related jobs such as programming, operations, systems analysis, sales, service, or training.

*Prerequisites:* two programming courses and permission of instructor, and acceptance by employer. *Hours of class bi-weekly:* 1; *on-the-job hours per week:* 6-8.

#### **CS 133 Advanced Programming Techniques 3 s.h.**

Advanced programming techniques such as editing, sequential and random file processing, multiple I/O files, external subroutines, sort and on line transaction/screen processing using COBOL language. Total program design, structure, documentation, scheduling and presentations stressed. Laboratory exercises on the College computer.

*Prerequisite:* CS 121. *Hours of class per week:* 3.

#### **CS 135 Systems Analysis and Design 3 s.h.**

Present methods and techniques which a systems analyst uses to analyze and design computerized business data processing systems. Emphasis is on the organization, personnel, procedures, files, documents, and equipment that make up a business system. Theory is reinforced through case studies which illustrate common applications. Written and oral project presentations provide hands-on systems analyst experience.

*Prerequisites:* CS 110, 113, and CS 133 or equivalent work experience, CS 120 recommended. *Hours of class per week:* 3.

#### **CS 151 Color & Two Dimensional Graphics Programming Concepts 1 s.h.**

The course shall cover the following topics: 1. An overview of CRT components and graphics commands, Raster and color screens. 2. Introduction to the output primitives of graphics programming; i.e., screen, color, palette, Pset, preset, line, draw, circle, and paint in medium resolution. 3. Application of output primitives to generate two dimensional graphs display such as straight lines, squares, rectangles, circles, arcs, pie shaped figures, ellipses and block filling of plane figures.

*Prerequisite:* A working knowledge of Basic programming or other microcomputer language

*Hours of class per semester:* 15

#### **CS 200 Survey of MS-DOS 1 s.h.**

The course will provide hands-on experience with IBM PC/compatible microcomputers. It will examine hardware, software, and operating system interaction. Startup procedures and commands normally used on a daily basis will be emphasized. Disk file creation, organization, and backup techniques will also be introduced.

The above-mentioned information is applicable to home and business environments. Students will be better able to run packaged software in a DOS environment.

*Prerequisite:* CS 100, CS 110, or permission of instructor  
*Hours of class per semester:* 15

#### **CS 203 Advanced Database 3 s.h.**

This course will expand on introductory concepts and explore more powerful applications of database design and management. Through hands-on experience, students will master concepts in report generation and presentation, cre-

ation of screen formats, database views and queries. Students will also become familiar with database programming and the program Text Editor. Students will be required to use the microcomputer lab to complete various projects assigned.

*Prerequisite: CS 103.*

*Hours of Class Per Week: 3*

## ECONOMICS

### EC 180 Introduction to Economics 3 s.h.

One-term course designed around topics and problems which 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 will be 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 190 Economics for the Consumer 3 s.h.

One-term course designed to develop the basic understanding every college graduate should possess regarding insurance, credit, homeownership, management of money, budgeting, investment, and retirement planning.

*Hours of class per week: 3*

### EC 281 Microeconomics 3 s.h.

This course is an analysis of economic theory coupled with practical applications related to the consumer and the individual firm. It considers concepts of a more technical nature relative to price, distribution, production, costs and indifference curves under various market conditions.

*Prerequisite: Sophomore status or permission of the instructor.*

*Hours of class per week: 3*

### EC 282 Macroeconomics 3 s.h.

An analysis of aggregate economic behavior with application to the dynamic present-day economy. A study in detail of macroeconomic fluctuations of the business cycle with special emphasis given to the income-expenditure theory of cycles and trends, forecasting, high level of employment and international trade. Monetary resources, and economic growth policies are reviewed.

*Prerequisite: Sophomore status or permission of the instructor.*

*Hours of class per week: 3*

## Office Technology

Note: Several office technology courses utilize an Audio-Visual-Tutorial (AVT) system of instruction. AVT combines audio-visual and printed materials with instructional staff assistance tailored to meet each student's individual learning needs. This structured, yet flexible system permits the student to begin a course of study at a level based on previous knowledge, training and experience.

### OT 131 Beginning Shorthand 5 s.h.

Presentation of the basic principles of Gregg shorthand theory. Intensive drill on brief forms. Development of skills in correct reading and writing techniques. Drills for spelling and punctuation in preparation for transcription.

### OT 133 Introductory Keyboarding 3 s.h.

This course is taught by an AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Development of basic skills and techniques of a beginning typist are the goals. Touch system operation is mandatory with an introduction to the use of carbon paper, simple tabulations, business and personal letters, memorandums, envelopes, and preliminary manuscripts with proof-reader's marks and footnotes. In addition to production tests, timed writings with the emphasis on proofreading are stressed.

*Prerequisite: Pretest Optional. Class hours: 3 to 4 hours per week to be arranged.*

### OT 134 Intermediate Keyboarding 3 s.h.

This course is taught by an AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Keyboarding II emphasizes the further development of speed, accuracy and proofreading. It also includes work in the production of business letters, reports, business forms, special tabulations, manuscripts with footnotes, bibliographies, programs, financial statements, letters of application, and resumes. Production tests and timed writings are used in grading.

*Prerequisite: One year high school typing, OT 133, or equivalent; pretest optional. Class hours: 3 to 4 class hours per week to be arranged.*

### OT 183 Intermediate Shorthand S 4 s.h.

Review and reinforcement of shorthand principles including brief forms and phrases. Emphasis will be on reading and writing, speed building commensurate with previous background. Development of transcription skills including spelling and punctuation and transcription at the typewriter will be included. Individualized practice in the AVT lab is required.

*Prerequisite: OT 131 or equivalent. Hours of class per week: 4 and additional hours in the AVT lab.*

### OT 230 Machine Transcription 3 s.h.

This course is taught by an AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. A comprehensive course designed to provide the student with the necessary skills to prepare typewritten work from a recorded voice. Material to be transcribed will consist 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. Cassette transcribers are used.

*Prerequisite: EN 125, or BU 137, OT 134, or permission of instructor. Hours of class per week: 3.*

### OT 233 Advanced Shorthand F 4 s.h.

Emphasis on increasing speed and accuracy in taking dictation of new material and transcribing mailable copy using a typewriter. Review of spelling, grammar, and proofreading is included. Production of mailable materials is stressed.

*Prerequisite: OT 183 or equivalent. Hours of class per week: 4 and additional hours in the AVT lab.*

### OT 235 Administrative Support Procedures I 3 s.h.

An overview of office services and responsibilities of office employees will be provided. Course content includes procedures for processing mail; assisting with business reports; developing receptionist and telephone techniques; handling banking, financial and payroll transactions; pre-

paring expense reports; using reference materials, and selecting method of duplicating.

*Prerequisites:* OT 133 or equivalent, or concurrent enrollment, or BU 137. *Hours of class per week:* 3.

**OT 236 Administrative Support Procedures II** 3 s.h.

Career opportunities and job application procedures are presented. Topics covered include making travel and conference arrangements, preparing minutes of meetings, and records management.

*Prerequisite:* Enrollment in OT 133 or equivalent, OT 235 is not a prerequisite for OT 236.

**OT 239 Introduction to Word Processing** 3 s.h.

This is an orientation course designed to introduce the terminology and concepts of word processing as part of the office automation/information system in the modern office. Topics include: an industry overview, input and output, and reprographics and distribution. Emphasis will be on the people, procedures, and equipment utilized in word processing. Machine concepts will be presented. Laboratory exercises on electronic typewriters and word processors will be assigned.

*Prerequisite:* OT 133 or equivalent.

**OT 240 Word Processing Applications I** 3 s.h.

Office output applications on word processors will be taught. Students will be required to apply these applications using word processors to prepare typical office communication projects. The use of a word processing procedures manual will be stressed along with the skill of proofreading. An introduction to reprographics and telecommunications will also be provided.

*Prerequisites:* OT 134, OT 239, or equivalent.

**OT 241 Word Processing Applications II** 3 s.h.

This course will be a continuation of the applications learned in WP I. Documents will be produced under simulated working conditions. In addition, emphasis will be given to Desk Top Publishing as it relates to the word processing field. Records management, file maintenance, purging, etc., will be covered. Through the simulated working environment, time management and decision-making abilities will be developed. The AVT lab will be utilized.

*Prerequisite:* OT 240 (co-requisite for WP certificate majors). *Hours of class per week:* 3.

**OT 249 Information/Word Processing Practicum S** 3 s.h.

This course will give the word processing student actual on-the-job work experience in a word processing center. The duties performed will primarily be those of correspondence secretary rather than administrative in nature. Although the primary workstation for this course will be the College's Word Processing Center, other arrangements, if available, can be made. Self-logging will be major responsibility of the student requiring a minimum of ten hours per week in a word processing center. At least three projects involving text assembly, list processing background merge, search and replace, electronic message communications, and justifying will be required.

*Prerequisite:* OT 230 and OT 239. *Hours of class per week:* 10-15.

**OT 259 Word Processing Management** S 3 s.h.

Upon successfully completing this course, the student will understand the need for and effect of creating, implementing, and managing a program for improving the effectiveness and efficiency of organizational communications.

Emphasis will be on investigation word processing systems - personnel, procedures, and equipment.

*Prerequisite:* OT 239 or permission of instructor. *Hours of class per week:* 3.

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

This course will provide knowledge and understanding of approximately 800 terms commonly used in the legal profession, with emphasis on correct spelling and pronunciation. In addition, the terms will be dictated in legal context for the students to transcribe correctly.

*Hours of Class Per Week:* 3.

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

Material will be dictated from letters and documents that are commonly prepared in the lawyer's office. Speeds will range from 60 wpm to 120 wpm using specialized vocabulary and illustrating the points of style that are distinctly legal in character.

*Prerequisite:* OT 183 or equivalent

*Hours of Class Per Week:* 3.

**OT 275 Legal Document Production** F 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 can be done on a word processor or a typewriter.

*Prerequisite:* OT 134 or equivalent.

*Hours of Class Per Week:* 3.

**OT 276 Legal Administrative Support Procedures S** 3 s.h.

This course will familiarize 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 will be 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** F 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 will be used. Terms associated with all anatomical systems will be covered. AVT slides and tapes may be used.

*Class hours:* 3.

**OT 285 Medical Administrative Support Procedures** F 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.

*Prerequisites:* OT 133 or equivalent. *Hours of class:* 3.

**OT 287 Medical Transcription I** S 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. AVT instructional system may be used.

*Prerequisite:* OT 134 or permission of instructor. *Class hours:* 3.

**OT 288 Medical Transcription II** S 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, neu-



rology, ob/gyn, respiratory system are included. Terminology, language skills, and transcription skills will continue to be systematically reinforced. Electronic key-boards will be utilized. AVT instructional system may be used.

*Prerequisites: OT 287. Hours of class per week: 1.*

## EDUCATIONAL RESOURCES

### Educational Resources

#### ER 110 Science of Library & Information Research

S 1 s.h.

In combined seminar and applied sessions four areas of library research and use will be considered: classification systems, card catalogs, periodicals, and reference materials. All formats of information, print and non-print (filmstrips, slides, etc.) and media equipment will be considered. Concurrently, the student will prepare a subject bibliography according to a standard format.

*Hours of class per week: 3 for five weeks.*

#### ER 111 Research Practicum (composition)

S 1 s.h.

The bibliographic work and research techniques completed for ER 111 will be expanded by the student and a research paper will be written. There will be at least one formal class session on the organization and format of the bibliography and term paper.

*Prerequisite: ER 110. Hours of class per week: 3 for five weeks.*

#### ER 112 Learning Experience in Educational Resources

S 1 s.h.

Based upon competencies already gained from ER 110 the student will investigate, during supervised work periods, the various components of a complete information services, technical processing. There will be a preparatory session on introduction to library services, circulation, reference services, and technical processing.

*Prerequisite: ER 110. Hours of class per week: 3 for five weeks.*

### Photography

#### ER 101 Principles of Photography

F 3 s.h.

The study of the history of photography, balance of color, lighting and composition in the photograph, basics of taking pictures (camera operation, exposure, films, filters, flash, lenses, composition).

*Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

#### ER 102 Advanced Photography

S 3 s.h.

Advanced photo techniques with emphasis on posing, lighting and composition; darkroom techniques, negative retouching, print enhancement and mounting. Studio and field shooting sessions with related darkroom work.

*Prerequisite: ER 101. Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

#### ER 103 Commercial Photography

S 3 s.h.

Emphasis on techniques and practices of advanced photography of small and large products with the use of large and small format cameras. Laboratory and field visitations with studio and location shooting sessions.

*Prerequisite: ER 101. Hours of class per week: 2. Hours of lab per week: 3. Offered evenings only. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.*

#### ER 150 Darkroom Techniques I

3 s.h.

Black and white film processing, printing, and enlarging. Students who finish this course will be familiar with the functions and purposes of darkroom equipment and darkroom procedures. Student required to submit completed portfolio of no less than ten finished 8" x 10" photographs.

*Hours of lab and recitation per week: 3. Offered evenings only. Students required to provide own film and supplies.*

#### ER 151 Darkroom Techniques II

3 s.h.

Color film processing, printing, and enlarging; retouching techniques. Emphasis on laboratory experience. Students completing this course will be familiar with the functions and purposes of color photo equipment and procedures for the darkroom. Student required to submit completed portfolio of no less than ten finished 8" x 10" color photographs.

*Hours of lab and recitation per week: 3. Offered evenings only. Student required to provide own film and supplies.*

### Health, Physical Education and Recreation

#### 100 Series-Service Program

1 s.h. each

Courses are designed to provide the student with a variety of lifetime sports and fitness activities. Emphasis is on making fitness through physical activity a part of everyday living.

#### PE 110 Slimnastics and Physical Fitness

- 111 Jogging
- 112 Introduction to Archery, Tennis, Racquetball
- 113 Archery Skills
- 114 Canoeing\*\*
- 115 Advanced Canoeing\*\*
- 116 Golf & Racquet Activities\*
- 117 Volleyball & Racquetball
- 119 Racquet Activities
- 120 Tennis & Aquatics F
- 121 Intermediate Racquetball & Weight Training\*
- 122 Tennis & Bowling\* F
- 123 Bowling\*
- 125 Skiing (Beginning)\* S
- 127 Cross-Country Ski Touring II\* S
- 128 Dance S
- 141 Beginning Swimming
- 142 Intermediate Swimming S
- 143 Lifesaving\*\* F
- 144 Skin & Snorkel Diving S
- 149 Water Safety Instructors\*\* S

*Hours of class per week: 2.*

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

\*\*Prerequisites: See instructor.



### 160 Series-Majors Program

These activity courses are designed for the H.P.E.R. major. Special emphasis is placed on student performance and teaching techniques.

1 s.h. each

PE 165 Soccer & Weight Training F

166 Racquet Activities & Fitness S

241 General Aquatics for P.E. Majors S

*Hours of class per week: 2.*

### HE 121 Nutrition

F 3 s.h.

A study of the basic nutritional need required for the maintenance of active health. Special emphasis will be placed on relating nutritional needs to specific menu planning.

*Hours of class per week: 3.*

### HE 125 Advanced Nutrition

S 3 s.h.

An understanding of the nature and relationship between nutritional requirements and the nutritive value found in foods. Emphasis will be placed on food storage and preparation as it pertains to the maintenance of a high nutrient value. Vitamin and mineral deficiency diseases will be stressed.

*Prerequisite: HE 121. Hours of class per week: 3.*

### HE 135 Personal Health

3 s.h.

A one-semester 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. Drugs as well as environmental health, family hygiene, mental health, and social diseases will be covered.

*Hours of class per week: 3.*

### HE 136 First Aid & Safety Education

3 s.h.

A one-semester course to include accident causation and prevention in industry, recreation, home, and community. The Red Cross Advanced First Aid & Emergency Care certification will be granted following satisfactory completion of an emergency unit as outlined by the American National Red Cross.

*Hours of class per week: 3*

### HE 237 Human Sexuality

3 s.h.

An examination of the many concepts of sexual development, with a view toward development of patterns that are self-actualizing. Some of the areas of study are: Human Sexuality as an expression of total personality, structure functions, as well as dysfunctions of the anatomy involved in reproduction and sexuality, birth control, family planning and abortion; mechanisms of genetics, pregnancy and childbirth, sexual diseases and disorders, courtship, marriage, parenthood, and sexual adjustment in marriage.

*Hours of class per week: 3.*

### HE 235 Community Health

F 3 s.h.

A detailed investigation of communicable diseases including 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 337 Advanced Seminar in Human Sexuality

3 s.h.

A seminar providing presentation, detailed investigation and concentrated discussion of selected contemporary issues and topics in human sexuality. Emphasis is placed on student involvement in topic selection, research and experimental investigation. Topic selection is based on student interest and selected current controversial areas of sexuality.

*Prerequisite: HE 237. Hours of class per week: 3.*

### PE 021 American Leisure Time Activities

1 s.h.

An introduction to lifetime sport activities popular in America. Physical, social and mental benefits of activities are stressed through participation. The course may not be used to satisfy Physical Education activity course requirements.

*Hours of class per week: 2.*

### 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 141 Beginning Swimming

1 s.h.

This course is designed for students who are either non-swimmers or marginal swimmers as determined by preliminary screening. The course objective is to have the student acquire enough basic knowledge and skill to effectively protect themselves and assist others, when in the proximity of water, under conditions of danger and stress (student option).

*Prerequisite: Satisfactory medical examination. Hours of class per week: 2.*

### PE 142 Intermediate Swimming

S 1 s.h.

This course is designed for the student who has completed basic swimming or is capable of swimming with confidence. Intermediate swimming will include the learning of the four competitive swimming strokes. The basis rudiments of diving will also be taught.

*Prerequisite: Basic swimming. Hours of class per week: 2.*

### PE 143 Lifeguarding

S 1 s.h.

A course structured for the skilled swimmer interested in becoming a Lifeguard. Lifeguarding and pool management skills are stressed. All students should be able to pass the basic and advanced swimming levels before enrollment and have reasonable stamina and endurance. This course fulfills partial requirements for Red Cross and New York State certification for Lifeguarding.

*Hours of class per week: 2.*

### PE 144 Skin and Snorkel Diving

S 1 s.h.

A preliminary lead-up course of Scuba. Students will learn all the fundamental skills and basic concepts associated with self contained underwater breathing apparatus. (Scuba)

Principles of Scuba Diving, safety, emergency techniques, physical endurance, (associated with diving) and some of the basic physics and medical aspects of diving will be taught. PE 144 will carry no certification.

*Hours of class per week: 2.*

### PE 149 Water Safety Instructor

Students enrolling for WSI will be introduced to teaching techniques for all levels of swimming instruction. They will be assigned to a teaching experience and VTR self-evaluation. Students should be able to do all the basic and ad-

vanced swimmer strokes. Upon completion of the course the student may qualify for certification as a Red Cross Water Safety Instructor.

*Prerequisite: Satisfactorily pass the aquatic screening test.*  
*Hours of class per week: 2.*

**PE 171 Ice Fishing\*** **W 3 s.h.**  
Course takes advantage of College 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.

*Hours of class per week: 3.*

**PE 201 Introduction to Health, Physical Education and Recreation\*** **F 3 s.h.**  
Provides a historical background and understanding of health, physical education and recreation. Experiences in classroom observations, athletics, supervised teaching and administration are interspersed with lectures. Individual objectives and qualifications are reviewed, as are opportunities in the profession.

*Hours of class per week: 3.*

**PE 231 Camping\*** **S 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.

*Hours of class per week: 3.*

**PE 235 Outdoor Education\*** **S 3 s.h.**  
This course is designed for students interested in management of wildlife and natural resources in New York State. Topics to be included are fisheries, wildlife management, and land control. Field trips will be coordinated with the New York State Department of Fish and Game and the Conservation Department. Special emphasis will be in Federal and State controls.

*Hours of class per week: 3.*

**PE 241 General Aquatics For Physical Education Majors** **S 1 s.h.**  
This required course is a broad introduction to aquatic activities including: Basic strokes, simple forms of rescue, survival swimming, springboard diving, small craft, mask-snorkel-fins, and the American National Red Cross Swimming Program.

*Hours of class per week: 2.*

**PE 251 Lifetime Sports\*** **S 2 s.h.**  
Philosophy and instructional techniques in two of the lifetime sports. Activities include golf and badminton.

*Hours of class per week: 2.*

**PE 252 Lifetime Sports\*** **S 2 s.h.**  
Philosophy and instructional techniques in two of the lifetime sports. Activities include bowling and tennis.

*Hours of class per week: 2.*

**PE 253 Lifetime Sports\*** **F 2 s.h.**  
Philosophy and instructional techniques in two of the lifetime sports. Activities include volleyball and archery.

*Hours of class per week: 2.*

## Human Development

**HD 100 Studies Of The Person** **3 s.h.**  
This interdisciplinary course offers the student an opportunity to increase his/her self-understanding and move toward full development of his/her personal potential as he/

she explores the question of what it means to be a fully functioning human being. Course content is drawn from a variety of academic disciplines and is organized around issues of emotional development, such as:

1. Identity (Finding answers to the question, "Who Am I?")
2. Connectedness (Relationship with other people and the environment)
3. Power (Exercising control over one's life)

Topics include: Self Actualization and the Fully Functioning Person. Values and Lifestyles, Assertiveness Training, Life Passages, Man in Nature, Management of Stress, and Interpersonal Relationships.

*Hours of class per week: 3.*

**HD 130 Supervised Community Service\*** **S 3 s.h.**  
Students are assigned to work with clients in human service agencies in the community (Sheltered Workshops for Retarded Adults, Special Education classes in the schools, Correctional Institutions, Youth Centers). In addition to their client contact, they attend regularly scheduled class sessions and individual conferences with the instructor for the purpose of reflecting upon their experiences and integrating the insights they have gained in their work. Students also complete selected readings and short papers related to their human service experience.

*Prerequisite: Permission of the instructor. Hours of class per week: 1.*

**HD 150 Reading and Learning Skills** **3 s.h.**  
This course includes techniques designed to improve comprehension, vocabulary, reading rate and critical reading. Various learning skills, such as: note-taking, study schedules, writing research papers, Xerox Listening Lab and techniques of study for different courses will also be taught.

*Hours of class per week: 3.*

**HD 221 Human Relations and Group Dynamics** **3 s.h.**  
This course is designed to assist students in acquiring knowledge and skills which will enable them to communicate more effectively with other people, individually and in small groups. Learning activities include group process observation, role-playing and human relations skill training as well as film and lecture presentations on theories of interpersonal communication. Topics include: obstacles to communication, attending behavior, listening skills, conflict management, systems theory, male-female relationships, family dynamics, leadership, group roles, group norms and pressures. This course also contains a unit of Transactional Analysis.

*Hours of class per week: 3.*

**HD 225 Man's Search for Meaning** **3 s.h.**  
(An Advanced Seminar On Individual Development)  
An in-depth study of selected theories which reflect current thinking in the area of individual development. The course will stress self-understanding through application of the theories under study.

*Hours of class per week: 3.*

**HD 250 Stress and Its Management:**  
**A Psychosocial Perspective** **3 s.h.**  
The course will focus on theoretical and applied aspects of stress and its management. Included will be physical and psychological ramifications of the stress response, and an examination of the literature regarding personal, cultural, societal, medical, vocational, and environmental implications of stress. The development of the needs/values systems

and its relationship to the stress response will be discussed. Selected stress reduction techniques will be introduced.

*Hours of class per week: 3.*

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

## HUMANITIES

### English

#### EN 124 Basic English 3 s.h.

This course teaches the fundamentals of writing and may be a prerequisite for further study of composition for some students. It is aimed at helping students who need special assistance in the improvement of writing and includes a study of grammar and composition with emphasis on the fundamental principles of writing. Not credited toward the Associate Degree English and humanities requirements, but may be used for elective credit.

*Hours of class per week: 3.*

#### EN 125 Freshman English I 3 s.h.

The first two of a two semester sequence in communication skills, this course emphasizes basic techniques for writing and speaking improvement. Students learn to write a short essay which is grammatically and mechanically correct, logical and coherent. They also learn to deliver a clear, concise oral presentation. Research techniques and procedures for documenting sources are also covered.

*Hours of class per week: 3.*

#### EN 126 Freshman English II 3 s.h.

Students expand on the skills learned and the procedures introduced in EN 125. Some of the oral and written reports will require critical evaluation of imaginative literature and essays.

*Prerequisite: EN 125. Hours of class per week: 3.*

#### EN 127 Technical English 3 s.h.

A study of the problems of organizing, writing, and presenting technical subject matter and materials with emphasis on description, process, abstract, technical reports and manuals. Instruction and practice will be provided in technical writing and reporting.

*Prerequisite: EN 125 (Students in the technologies may take EN 127 Technical English in lieu of EN 126 Freshman English; other students may take EN 127 as an HU elective course.)*

*Hours of class per week: 3.*

#### EN 132 Speech 3 s.h.

This course introduces the student to the forms of public speaking and affords the opportunity to practice both the formal and informal deliveries of speech. Individual expression and creativity are still the main tenets of this course. The course aims to enrich the student's ability to communicate. Emphasis is placed on the spoken word. Various forms of discourse are studied and put into practice. Outside readings are required and the student prepares critical evaluations. The student is also given the opportunity to work with panel and discussion groups.

*Hours of class per week: 3.*

#### EN 200 Short Story 3 s.h.

A survey of the development of the short story from its origins in the oral tradition to its present form. Emphasis is placed on the artistic development of this literary genre by

the students' readings and discussions of a wide variety of 19th and 20th century short stories representing various authors and traditions. Course work includes critical papers and group presentations.

*Prerequisite: EN 125, (EN 126 desirable). Hours of class per week: 3.*

#### EN 231 Masterpieces of World Literature I F 3 s.h.

The course surveys world literature from the Greek and Roman classics up to the Renaissance. The readings include selections from Homer, Sophocles, Plato, Virgil, Dante, Chaucer, and other representative authors.

*Prerequisite: EN 126 desirable. Hours of class per week: 3.*

#### EN 232 Masterpieces of World Literature II S 3 s.h.

The course surveys world literature beginning with the Age of Reason. Readings include Voltaire, Flaubert, Melville, Eliot, Mann and others.

*Prerequisite: EN 125 (EN 126 desirable). Hours of class per week: 3.*

#### EN 233 American Literature I F 3 s.h.

A survey of American Literature from the Puritan period to the middle of the Nineteenth Century.

*Prerequisite: EN 125 (EN 126 desirable). Hours of class per week: 3.*

#### EN 234 American Literature II S 3 s.h.

A survey of American Literature from the Middle of the Nineteenth Century to the present.

*Prerequisite: EN 125 (EN 126 desirable). Hours of class per week: 3.*

#### EN 235 Modern Drama S 3 s.h.

This course is an introduction to modern drama as literature and includes a representative sample of a number of plays. Aspects of modern drama such as naturalism, expressionism, and theatre of the absurd are considered as seen in the works of Ibsen, Strindberg, Chekhov, Pirandello, Lorea, Ionesco, and Albee. American playwrights include O'Neill, Miller and Williams. Emphasis is placed on the meaning and appreciation of the plays through class discussion. Students will see a current dramatic production. A critical paper is required.

*Prerequisite: EN 125 (EN 126 desirable). Hours of class per week: 3.*

#### EN 237 Introductory Readings in Modern Literature S 3 s.h.

This course is an introductory approach to literature. Emphasis is placed on cultural analysis and advanced critical skills.

*Hours of class per week: 3.*

#### EN 239 The Modern Novel S 3 s.h.

The study, interpretation, discussion, and analysis of some of the great American and European novels in the period from 1900 to the present day. Major works by leading Twentieth Century novelists will be considered.

*Prerequisite: EN 125-126 desirable. Hours of class per week: 3.*

#### EN 241 Great Themes of Literature S 3 s.h.

A study of the themes of Literature which stimulate and reflect human consciousness. A study of the themes will expose basic truths about man's behavior, his emotions, his inherent weaknesses, his capacity for greatness, and the darker complexities of his mind. ("Man and Woman"—"Power and Corruption"—"Heroes and Cowards"—"Authority and Rebellion"—"Crime and the Criminal"—"Conscience in Conflict.")

*Hours of class per week: 3.*

**EN 243 Oral Interpretation of Literature** S 4 s.h.

Study and practice in the performance techniques and literary material appropriate to dramatic oral presentation, either individually or in concert. Particular attention will be paid to vocal expressiveness, in three genres—prose, poetry, and drama. Opportunities to perform publicly as a Readers' Theatre group will be provided.

*Prerequisite:* EN 126. *Hours of class per week:* 4.

**EN 245 World Drama** S 3 s.h.

An examination of major dramas from the Greeks to the late nineteenth century, with consideration of their literacy, theatrical, and socio-cultural values. Readings will include representative plays from the following periods, epochs, or "movements": Classical Greece and Rome; the Middle Ages; the Renaissance; Neo-Classical; Restoration; Romantic; Realistic. Genres: tragedy, comedy, melodrama, farce, and various hybrids.

*Prerequisite:* EN 125 (EN 126 desirable). *Hours of class per week:* 3.

**EN 257 Creative Writing** S 3 s.h.

Instruction and practice in the various avenues of creative written expression. Poetry, drama, novel, short story, and other literary forms are investigated, but primary emphasis is placed on the student's development of his writing abilities along the lines of his particular interests and needs. Creative work is encouraged through regular individual conferences.

*Prerequisite:* EN 125 or EN 126 desirable; permission of instructor. *Hours of class per week:* 3.

## Theater

**TH 101 Theater History** F 3 s.h.

The interaction of cultural, political, economic, and scientific forces upon dramatic art during the major epochs in Western civilization and their implications for the modern movements in dramatic theory and practice. Students will trace the development of the theater from its beginnings until the present. Major emphasis will be on Europe and America. Oriental theater will be treated only briefly and with an eye to its influence on recent trends in the West.

*Hours of class per week:* 3.

**TH 102 Stagecraft** F 4 s.h.

Stagecraft will provide students with theory and practice of visual, aural, and construction facets of theater through study of scenery, sound, and lighting equipment. Workshop is required.

*Hours of class per week:* 4.

**TH 105 Fundamentals of Acting** S 3 s.h.

Studies in movement and speech as aspects of dramatic art; exercises to enrich and discipline the imagination and to develop and control the responses of the body and speech to the imagination. The course will also entail some preliminary application of the elements of acting to the study of scenes. This will include analysis of the script for structure, objectives, and style.

*Hours of class per week:* 3.

**TH 136 Introduction to Theater** 3 s.h.

This course is intended as a survey to introduce the student to theater as a technique apart from, although closely related to, literature. The student will study acting techniques, stage devices, set design, costuming, make up. Significant drama will be read to identify application of drama as art, audience reactions and needs, methods of expression,

and interpretation. Textbooks will be used and laboratory experience will be provided.

*Hours of class per week:* 3.

**TH 201 Introduction to Theater Production** F 3 s.h.

This course includes the fundamentals of directing, principles of design and organization and management of theatrical production.

*Prerequisite:* TH 102 desirable; completion or concurrent registration of EN 126; or permission of instructor. *Hours of class per week:* 3.

**TH 202 Theater Seminar** S 4 s.h.

Application of theater study to the challenges of theater practice. This course provides an intensive study of the components of theater in relation to actual productions; plays will be produced and directed by seminar students.

*Prerequisite:* TH 201 or permission of instructor. *Hours of class per week:* 4.

## Modern Foreign Language

**FL 141-142 Elementary French I, II**

F, S 3 s.h. each semester

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.

**FL 241-242 Intermediate French I, II**

F, S 3 s.h. each semester

In this intermediate course the comprehension and use of the spoken language are studied, as well as its grammar and composition, and the 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.

*Prerequisite:* FL 142. *Hours of class per week:* 3.

**FL 143-144 Elementary Spanish I, II**

F, S 3 s.h. each semester

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.

**FL 243-244 Intermediate Spanish I, II**

F, S 3 s.h. each semester

The comprehension and use of the spoken language is further developed in this second-year language course. Grammar, composition, and the cultural aspects of the language are studied. Readings in Spanish introduce the student to Hispanic life and literature.

*Prerequisite:* FL 144. *Hours of class per week:* 3.

**FL 343 Spanish Conversation and Composition** 3 s.h.

This course is designed to help students express themselves in idiomatic Spanish. Emphasis will be placed on vocabulary used in every day situations. Grammar will be reviewed as needed to facilitate oral and written communication. Assigned readings will assist the student in learning the expressions necessary for communication.

*Prerequisite:* FL 244 or equivalent. *Hours of class per week:* 3.

**FL 344 Readings in Spanish** 3 s.h.

This is not a sequential course. A variety of readings in Spanish from works of representative authors. Class discussion will focus on the analysis of assigned readings to give

the student a general basis for more specific work in literature and to help him/her understand articles in Spanish publications. Oral expression will be stressed.

*Prerequisite:* FL 244 or equivalent. *Hours of class per week:* 3.

#### **FL 145-146 Elementary Italian I, II**

**F,S 3 s.h. each semester**

A beginner's course covering the fundamentals of oral comprehension, oral expression, reading, and grammar of the Italian language. Italian will be presented in culturally relevant situations that will help students become acquainted with the civilization, life-style, and customs of the Italian people.

*Hours of class per week:* 3.

#### **FL 147-148 Elementary German I, II**

**F,S 3 s.h. each semester**

A beginner's course stressing the conversational approach to the language. Essential grammar is studied and composition is introduced.

*Hours of class per week:* 3. *Hours of lab per week:* 1.

#### **FL 149-150 Elementary Polish I, II**

**F,S 3 s.h. each semester**

A beginner's course covering the fundamentals of oral comprehension, oral expression, reading, and grammar of the Polish language.

*Hours of class per week:* 3.

## **Music**

#### **MU 101 The American Broadway Musical** **F 3 s.h.**

This course teaches the fundamentals of reading music and vocal interpretation for the musical stage. The course will examine the scores of a number of Broadway musicals with special attention to Kern's *Show Boat*, Rodger & Hammerstein's *Oklahoma* and Sondheim's *Company*.

*Hours of class per week:* 3.

#### **MU 102 American Broadway Musical Production** **S 3 s.h.**

This course will consist of an in-depth study of the musical score, lyrics, and book of a particular Broadway show and will result in its production. These activities involve 60 hours of class and rehearsal time and will culminate with the performance of the show. This course may be repeated once for credit.

*Hours of class per week:* 3.

#### **MU 201 History of the American Musical** **F 3 s.h.**

This course will trace the development of the American Musical through the use of music and lyrics. Emphasis will be placed on style development and aesthetic achievements. The Time-Life Record Series, "American Musicals", will be utilized. Students will have an opportunity to attend a Broadway Musical.

*Hours of class per week:* 3.

## **Art**

#### **AR 100 Studio Art** **S 3 s.h.**

This basic course in drawing, painting, and sculpture will introduce the novice artist to the varied forms of self-expression and will aid in controlling the tools which are available. There will be studio experience with a variety of art media. Emphasis will be placed on line, color, texture,

form and space. An analysis and critique of the student's studio work will be made.

*Hours of class per week:* 4.

#### **AR 101 Art History** **F 3 s.h.**

Introduction to the history of art. A survey of world painting, sculpture, and architecture from prehistoric times to the Renaissance. Emphasis will be placed on stylistic developments and appreciation of man's aesthetic achievements. Presentation will combine lecture, text, and visual materials.

*Hours of class per week:* 3

#### **AR 102 Art History** **S 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 twentieth century.

*Prerequisite:* None (AR 101 desirable). *Hours of class per week:* 3.

#### **AR 125 Computer Graphics** **3 s.h.**

This course provides students with the experience of designing and implementing projects in computer graphics, animation, and fine art. The emphasis is on combining fine art techniques with computer image processing.

*Hours of class per week:* 4.

#### **AR 150 Basic Design** **3 s.h.**

Introduction to the elements and principles of two-dimensional design. Organization and composition on a flat surface with a variety of media.

*Hours of class per week:* 4.

#### **AR 160 3-Dimensional Design** **S 3 s.h.**

An introductory studio course on the fundamentals of sculpture. Wood, paper, metal, wire, plaster, and clay will be used to identify solutions to problems in volume, scale, weight, texture, balance, movement and tension. Ideas being transformed into sculptural statements through visual logic and creativity, utilizing a variety of construction techniques will be stressed.

*Hours of class per week:* 4.

#### **AR 200 Printmaking I** **F 3 s.h.**

Introduction to basic printmaking process: intaglio (etching, aquatint drypoint, lift ground, mezzotint). The collagraph print, the relief print, (woodcut, color relief print, wood engraving). A consideration of the basic technique in printmaking. Emphasis on self-expression via experimentation.

*Prerequisite:* AR 100, equivalent or permission of instructor. *Hours of class per week:* 4.

#### **AR 210 Drawing I** **F 3 s.h.**

A preliminary drawing course emphasizing the study of perspective, form and composition to expand seeing, and to develop the techniques and procedures necessary in recording visual information. Landscape, still life, natural and machine objects will be observed and used as content.

*Hours of class per week:* 4.

#### **AR 211 Drawing II** **S 3 s.h.**

An exploration in a variety of drawing media, with emphasis on personal expression. Topics include studies in perceptual as well as conceptual drawing as a preparatory sketch, as diary, and as a finished product. Emphasis will be placed on the subjective, creative process.

*Prerequisite:* AR 210, or permission of Instructor. *Hours of class per week:* 4.

**AR 220 Painting I****F 3 s.h.**

An exploration to expand awareness of painting as a means of visual thinking and communication. Basic concepts will be stressed such as, composition, color theory, texture, value, form and content. Emphasis will also be on the variety of techniques available and personal creative solutions to specific painting problems.

*Hours of class per week: 4.*

**AR 221 Painting II****S 3 s.h.**

A continuation in the exploration of design concepts, composition, techniques, and expressive methods utilized in painting. Emphasis will be placed on individuals defining the direction of their work.

*Hours of class per week: 4.*

**AR 275 Pottery****F 3 s.h.**

A general course in pottery utilizing a variety of forming techniques with emphasis on coil, slab, and wheel thrown pieces, as well as ceramic sculpture. Concepts concerning clay, glazes, slips, texture, form, and firing techniques will be developed. Students will be required to furnish their own supplies.

*Hours of class per week: 4.*

**AR 300 Fine Arts Seminar****S 3 s.h.**

This course will allow the student the opportunity to develop a professional profile. Topics include matting, and mounting of selected works; portfolio presentation; slide presentations; contemporary trends; exhibition participation, and discussions of individual works in progress.

*Hours of class per week: 4.*

**Philosophy and Language****HU 251 Introduction to Philosophy****F 3 s.h.**

An introduction to philosophical problems and selected philosophers of the ancient period; pre-Socratics, Plato, Aristotle. Emphasis is placed on the rise of the scientific tradition in ancient philosophy vs. mythological treatment of cosmogonical issues prior to the pre-socratics. Students will deal with problems from the basic divisions of philosophy, metaphysics, epistemology, ethics, with emphasis on critical thinking—i.e. "doing" philosophy as well as gaining knowledge of the historical development of philosophical ideas.

*Hours of class per week: 3.*

**HU 254 Logic and Argument****S 3 s.h.**

This course presents logic as a means for analyzing social, political, and philosophical controversy. The approach is from the linguistic and semantic side, with training in finding the thread of argument within the tangles of commonplace speech and writing. Interest in language is important. This course covers most of the traditional logic of philosophy, such as the syllogism and the use of reasoning in the development of new knowledge, as well as the elements of critical thinking.

*Prerequisite: Sophomore standing or completion of 6 hours of English. Hours of class per week: 3.*

**HU 258 Ethics****S 3 s.h.**

The study of ethics provides unique insights into human behavior, personality, and goals. Beginning with topics like the acquiring of a moral code, the roles of reason and rationalization, the distinction between law and morality, and long-standing issues like psychological egoism and ethical relativism, the course develops methods for sorting out questions of morality, fairness and rights. By means of many familiar and practical problems the conflicting claims of ego-

ists and altruists, the past and the future oriented, those advocating rules and those favoring net benefit are presented and evaluated. As with other studies in philosophy, the approach is to use relevant discussion, not dogma, and in this open manner analyze leading ethicists like Bentham, Mill, Kant, Ross, and Hume. The course ends with a study of punishment and rewards and theories of justice. Throughout, a problem and case-study method is used to introduce a large number and variety of moral problems.

*Hours of class per week: 3.*

**HU 267 Modern Philosophers****F 3 s.h.**

An introduction to philosophers and philosophic problems from Descartes to the contemporary period. Emphasis is placed on historical development of ideas and such movements as rationalism, empiricism, pragmatism, and analytic philosophy. Problems range from the mind-body dualism of Descartes to how we justify knowledge. This course will show how consideration of philosophical problems relates to our everyday lives, and influences scientific investigation and social/ethical concerns.

*Prerequisites: HU 251 or background in Science, Math desirable. Hours of class per week: 3.*

**HU 271 Comparative Religions****S 3 s.h.**

A survey of world religions, major and minor, of the past and present. Religions of both Eastern and Western cultures investigated. Historical development of religion presented through mythology of Egypt, Greece, etc. as well as the historical progression of the semitic religions: Judaism—Christianity—Islam. Emphasis placed on determining similarities and differences among the various religions, but course also deals with the influence of religion on science, art, politics, etc., and their influence on religion.

*Hours of class per week: 3.*

**Communications****CO 171 Introduction to Mass Communications****3 s.h.**

An introduction to mass communication theory and practice, including a survey of the historical, social, legal, political and economic aspects of mass communication; a critical study of the rights, responsibilities and current practices of the mass media including print journalism, broadcast journalism, advertising and public relations and their impact on local, national, and international affairs.

*Prerequisite: EN 125 or permission of instructor. Hours of class per week: 3.*

**CO 220 Introduction to Public Relations****3 s.h.**

The student will be introduced to the principles, history and practice of public relations; and will develop an understanding of the processes that influence public opinion. This course will also cover the ethics and responsibilities of the practitioner to the media and the public, and discuss the public relations tools and resources that are available.

*Prerequisite: EN 125. Hours of class per week: 3.*

**CO 231 Journalism****3 s.h.**

A study of the principles and practices of journalism, with special emphasis on print journalism. The question of what constitutes the news, the techniques of news gathering, news and feature writing, news editing, and ethical questions faced by journalists will be critically examined. Students will write articles to be submitted to the College publications, hometown newspaper, or other publications.

*Prerequisites: EN 125 (EN 126 desirable) and CO 171. Hours of class per week: 3.*

**CO 254 Video Production****3 s.h.**

Theoretical and practical exploration of design and production techniques for the video as a medium of communication. Students will gain experience in video production by working in the studio, in the field, and at the control console at the College's telecommunications center.

*Hours of class per week: 3.*

## EDUCATION

**ED 110 Introduction to Education for Teacher Assistants**
**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 will acquaint the students with the organization of American public education, major issues in elementary and secondary education today, and important regulations as they affect classroom teaching. The course will also attempt 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 and Practice for Teaching Assistants**
**3 s.h.**

A second level course designed to aid the teaching assistant in theory and practice. A theory into practice approach will be used 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**
**3 s.h.**

This course presents information and theory regarding materials and methods for educators and caregivers of children from birth to eight years old. Students will explore the nature and nurture of young children based on specific areas of skill development and competencies. Emphasis is placed on developing the student's understanding of proper learning environment; the advance of physical and intellectual competence; support of social and emotional development; establishment of relationships with families; maintaining a commitment to professionalism. Attention is given to skills needed in a variety of program settings, including head start, day care, pre-kindergarten, nursery schools and lower elementary school grades.

*Hours of class per week: 3.*

**ED 225 Arts and Crafts for Early Childhood Education**
**3 s.h.**

This course presents child development theory, materials and techniques for promoting creative artistic development in young children. A variety of art activities will be explored. Students will have hands-on experience in the media and use of art materials from the environment. Activities will relate to the principles of child development, creativity, and the ability to provide appropriate creative experiences for children.

*Prerequisite: ED 171 or permission of instructor. Hours of class per week: 3.*

**ED 250 Music for Early Childhood Education**
**3 s.h.**

A study of musical needs of young children and appropriate instructional techniques. Emphasis placed on understanding rhythms and creating and using suitable materials. Activities will be related to the principles of child develop-

ment and students will explore the curriculum area of music as a means of encouraging the child's development and individual expression.

*Prerequisite: ED 171 or permission of instructor. Hours of class per week: 3.*

**ED 275 Children's Literature**
**3 s.h.**

A survey of all forms of children's literature and a study of a variety of materials relating to the development of literacy in children. Students will carry out critical study and evaluation of many children's books in areas of fiction, non-fiction and poetry. Criteria will be examined for selection of children's books for pleasure, enrichment of curriculum areas and child development. Appropriate presentation techniques will be examined.

*Prerequisites: ED 171 and EN 125. Hours of class per week: 3.*

**ED 285 Early Childhood Curriculum**
**3 s.h.**

This course is designed to develop and foster a creative and interdisciplinary approach to activities conducive to young children's total development. Learning activities for all curriculum areas will be included. Through sensory and perceptual discrimination, language arts, music, and rhythm, outdoor activities, creative arts, mathematics and natural science, social studies and other related activity areas, the student explores the potential of varied teaching/learning media.

*Prerequisites: ED 171 and SS 298. Completion of or concurrent enrollment in ED 225 and ED 275 recommended. Hours of class per week: 3.*

**ED 298-299 Early Childhood Internship**
**4 s.h.**

Early childhood internship is designed to provide work and learning experiences in the field of early childhood education. Individualized field experience will be developed with community agencies and institutions.

*Prerequisites: SS 298, ED 171 and an additional Early Childhood Education course or permission of the instructor and the Dean. Hours of class per week: TBA*

## SCIENCES

### Biology

**SC 141 Introductory Biology**
**F 3 s.h.**

This course stresses the human relevance and social implications of biology. Historical antecedents of modern scientific developments are discussed. Cellular anatomy, physiology, and energetics are discussed in genetic and ecological perspective. Laboratory sections include investigations which emphasize either Allied Health, Natural Resources or traditional experiences. Observation, interpretations, and library research are integrated by means of written laboratory reports.

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

**SC 142 Introductory Biology**
**S 3 s.h.**

A biosystematic approach to plant and animal taxa, both living and extinct, utilizing representative fossils and live specimens when available. An understanding of man's origin and place in the biosphere is complemented by topics from comparative anatomy, physiology, and medicine as they relate to the human organism with a major emphasis on genetics.

Observation, interpretation, and library research are integrated by means of written laboratory reports. Included



plored through a study of rational cosmological models and theories on the structure of matter. The nature of technology, the extent of science-technology coupling, and the impact of technology on man and the environment are investigated through a study of man's utilization of different sources of power and methods of communication. Systems approach to problem assessment, feedback elements of the decision-making process, modeling, and optimization are studied. The need for the assessment of technology and matching technology to society and the environment are stressed.

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

### **SC 131 Environmental Physics** 3 s.h.

Course centered around the contemporary problems—energy, pollution, and depletion of natural resources—of our physical environment. Different forms of energy, energy conservation principle, our energy resources, methods of energy conversions and their by-products, first and second laws of thermodynamics, and efficiency of the present energy usage—thermal pollution, air pollution, solid waste, noise pollution, nuclear radiation pollution, and their effects on man and the environment—are analyzed. The potential for more efficient use of our natural resources is explored. Energy sources of the future—breeder reactor, fusion reactor, solar energy, geothermal energy, magnetohydrodynamics, fuel cells and energy from wastes are studied. Earthquake prediction, weather forecasting, and weather modification are also covered.

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

### **SC 151 Introduction to Physical Anthropology** 3 s.h.

This course first introduces the discipline of anthropology and then uses the fossil evidence for hominid evolution in conjunction with the study of past and present primates as well as basic genetics to investigate current theory concerning the ascent of Homo Sapiens. Archeology and prehistory combine to present an introduction to the behavior of hunting and gathering groups. Emphasis is continually on the interaction of Homo Sapiens with the total environment.

*Hours of class per week: 2. Hours of lab and recitation per week: 2.*

## **Mathematics**

### **MA 141 Basic Technical Mathematics** F 4 s.h.

This course is restricted to students with a minimal competence in arithmetic skills. It will not satisfy liberal arts mathematics requirements. Topics include whole numbers and the place value system; verbal problems, exponents; square roots; primes; factoring; L.C.M.; fractions; decimals; discount, profit and interest; mensuration, perimeter and circumference; area and volume.

*Hours of class per week: 4.*

### **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.

### **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; op-

erations; exponents; polynomials and rational expressions; first degree equations; functions and graphs; verbal problems. Not credited toward the Associate Degree mathematics requirements.

### **MA 150 Survey of Mathematics I** 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 3. 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.

This course is 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, simultaneous systems, logarithms; right-triangle trigonometry.

*Prerequisite: MA 147 or one year of high school algebra. Not open to students who have credit for Math 11 or Course 3. Hours of class per week: 4.*

### **MA 154 Pre-calculus Mathematics** 4 s.h.

Background material for the study of the calculus. Topics include logic, sets and proof; relations, functions, and graphs; inequalities and absolute value; exponential and logarithmic functions; circular functions and topics from trigonometry; complex numbers; synthetic division and solution of polynomial equations

*Prerequisite: Intermediate Algebra, MA 151, Math 11, Course 3 or permission of instructor. Hours of class per week: 4.*

### **MA 157 Analytic Geometry and 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 and the definite integral; applications.

*Prerequisite: MA 154 or 3 ½ years of high school mathematics or 3 years of high school mathematics and permission. Hours of class per week: 4.*

### **MA 158 Analytic Geometry and Calculus II** 4 s.h.

A continuation of MA 157. Topics include the Fundamental Theorem; differentiation and integration of logarithmic, exponential, inverse trigonometric, and hyperbolic functions; areas; volumes; integration techniques; approximations; improper integrals; conic section; parametric equations; polar equations; arc length; applications.

*Prerequisite: MA 157. Hours of class per week: 4.*

### **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, hypergeometric, and normal distributions; hypothesis testing

using the normal curve; linear regression; correlation; analysis of variance; chi-square tests.

*Prerequisite: Intermediate Algebra, MA 151, Math 11, Course 3 or permission of the instructor. Hours of class per week: 3.*

#### **MA 161 Mathematics for Electrical**

**Technology I** **F 4 s.h.**

This course develops fundamental mathematical skills needed for students of the Electrical Technology curriculum. Topics studied include basic arithmetic skills and calculator usage; algebraic manipulation; ratio; proportions; quadratics; logarithmic and exponential functions, right triangle trigonometry. Application of these topics to the field of electricity is stressed throughout this course (Fall Semester only).

*Prerequisite: High School Algebra (1 year) or MA 147 and concurrent registration in EL 125, or permission of instructor. Hours of class per week: 4.*

#### **MA 162 Mathematics for Electrical**

**Technology II** **S 4 s.h.**

A continuation of MA 161. Topics include applied trigonometry, sine waves; vectors; phasers; computer number systems; Boolean algebra; mathematics of polyphase systems; an introduction to differential and integral calculus.

*Prerequisite: MA 161 or permission of instructor, and concurrent registration in EL 126. Hours of class per week: 4.*

#### **MA 250 Survey of Mathematics II** **S 3 s.h.**

A sequel to Survey of Mathematics I this course includes topics selected from the following: geometries; relations, functions and graphs; axiomatics and proof; introductory probability; measurement and mensuration; history of mathematics; number theory and finite systems.

*Prerequisite: Elementary Algebra or MA 147, and MA 150, or permission of instructor. Hours of class per week: 3.*

#### **MA 254 Abstract Algebra** **F 3 s.h.**

Recommended for Mathematics and Science majors. Topics include sets, mappings, morphisms, groups, rings, integral domains, and fields.

*Prerequisite: MA 157. Hours of class per week: 3.*

#### **MA 257 Analytic Geometry and Calculus III** **4 s.h.**

A continuation of MA 158. Topics include infinite series; Taylor polynomials; tests for convergence/divergence; vector geometry; cylindrical and spherical coordinate systems; 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** **S 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 transfer and its inverse; systems of equations.

*Prerequisite: MA 257. Hours of class per week: 4.*

#### **MA 259 Linear Algebra** **S 3 s.h.**

This course is designed for second-year mathematics or science students. Topics covered: systems of linear equations, vector spaces, linear dependence, bases, dimension, linear transformations, matrices, determinants, eigenvectors.

*Prerequisite: MA 158. Hours of class per week: 3.*

## **SOCIAL SCIENCES**

### **History**

#### **SS 183 Modern Western Civilization I** **F s.h.**

An introductory course in Western Civilization beginning around the tenth century. The course examines the major social, political, and economic ideas, and their contributions to the western heritage.

*Hours of class per week: 3.*

#### **SS 184 Modern Western Civilization II** **S 3 s.h.**

Follows the same basic plan as SS 183 and is a continuation of that course to the present. The course enables the student to identify contributions made to the western heritage, changing patterns of power in the western world, and their implications for the future.

*Hours of class per week: 3.*

#### **SS 186 Black American History** **F 3 s.h.**

A study of the historical background of Africans in America and their contributions and impact upon America. Emphasis shall be upon the last 100 years and the recent civil rights and Black Power movement.

*Hours of class per week: 3.*

#### **SS 187 Origins of the American Revolution** **3 s.h.**

An in-depth study into the political, economic, and social-cultural background of British America that caused the War for Independence.

*Hours of class per week: 3.*

#### **SS 283 Survey of American History I** **F 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.*

#### **SS 284 Survey of American History II** **S 3 s.h.**

A continuation of SS 283 from Reconstruction to the present. Emphasis is placed on the changing character of the American society and its role in international affairs.

*Hours of class per week: 3.*

#### **SS 285 The Soviet Union** **S 3 s.h.**

A study is made of the social, political, and economic conditions in Czarist Russia prior to the 1917 Revolution to establish a common background. Emphasis is placed on a study of the Soviet Union since the Bolshevik Revolution with examination of Marxism, the Soviet government, the Communist Party, and the Soviet Union in international affairs.

*Prerequisite: 3 hours of Social Sciences. Hours of class per week: 3.*

#### **SS 287 America Since 1945** **3 s.h.**

An interdisciplinary study of the U.S. since 1945 using a sociology, historical, and political science data to examine major changes and trends.

The course will focus 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** S 3 s.h.

This course will examine the relations of the United States with foreign nations from the American Revolution until the Spanish American War.

*Hours of class per week: 3.*

**SS 295 Diplomatic History of the United States Since 1900** 3 s.h.

A continuation of SS 293. American foreign relations from the turn of the century to the present will be studied.

*Hours of class per week: 3.*

**SS 296 Israel: Biblical Period to 1948** F 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 will include: 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.*

## Political Science

**SS 191 Comparative Democratic Systems** F 3 s.h.

A comparative analysis of political ideologies, institutions, processes and policy problems of governments and politics in selected democratic political systems. The analysis will focus on the political systems of Great Britain, France, Italy, and West Germany.

*Hours of class per week: 3.*

**SS 192 Comparative Communist Systems** S 3 s.h.

An analysis of the political institutions and practices in Communist party states. Besides examining some general patterns of Communist political systems, this course will take a close look at the ruling patterns of the U.S.S.R., The People's Republic of China, and some selected Eastern European countries.

*Hours of class per week: 3.*

**SS 278 International Politics** S 3 s.h.

The dynamics of national power--the state system, nationalism, and imperialism; the quest for a cooperative international society--diplomacy, international law and organizations; foreign policies of the great powers today, with particular reference to East-West relations.

*Hours of class per week: 3.*

**SS 282 American Political System** F 3 s.h.

The objective of this course is to describe, analyze, and explain the American Political System as it actually works. The approach will be primarily behavioral and not institutional. The fundamental question of this course will be "Who Gets What, When, How, in American politics?"

*Hours of class per week: 3.*

**SS 383 Policies and Politics--of States and Communities** 3 s.h.

An analysis of the processes, structures and public policies of state and local governments. The course will examine the constitutional framework under which subnational governments operate; the extent to which governments should participate in resolving social problems, and the ideological debates concerning the level of government most appropriate for making and implementing domestic policies. After analyzing the constitutional, political, and ideological factors

contributing to the making of policy, the course will examine several specific policies: Welfare, drugs, civil rights, education, and economic.

*Hours of class per week: 3.*

**SS 385 Community Power Structure** S 4 s.h.

An examination of conflicting theories concerning the power structure and decision-making apparatus in community politics, along with the study of related empirical data. Also, an analysis of democratic theories in view of recent empirical findings. The student will become directly involved in an empirical investigation.

*Prerequisite: 3 credit hours of Political Science or Sociology.*

*Hours of class per week: 4.*

## Psychology

**SS 291 General Psychology** 3 s.h.

The basic orientation in the psychology of human behavior includes a wide range of topics within the following major areas of study: biological, psychodynamic, cognitive, behavioral, and humanistic. The major theories and concepts related to the four major areas of developmental, abnormal, personality and social psychology are investigated.

*Hours of class per week: 3.*

**SS 292 Abnormal Psychology** 3 s.h.

A biological, psychosocial and sociocultural approach structured around the **Diagnostic and Statistical Manual of Mental Disorders** (Third Edition Revised), (DSM-III-R). The nature, causes, and treatment of these maladaptive behaviors are stressed. Historical information, clinical assessment, and biologically-based and psychologically-based therapies are investigated.

*Prerequisite: SS 291. Hours of class per week: 3.*

**SS 297 Developmental Psychology** 3 s.h.

A systematic examination of the patterns of development and behavior changes which occur during each of the principal stages of life, i.e., 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 the instructor. Hours of class per week: 3.*

**SS 298 Child Development** 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 384 Personality Theories** S 3 s.h.

A study of personality as a theoretical construct which includes an organized system of structures and processes. Major models and how they are derived are used to pursue basic concepts of personality.

*Prerequisite: SS 291 and SS 297 or permission of the instructor. Hours of class per week: 3.*

## Sociology

**SS 180 Contemporary Issues and Problems** F 3 s.h.

This course will examine the major issues of concern to the American nation, and/or the world generally, at the time the course is offered. The issues and problems will include some that have troubled societies over a long period of time, such as poverty, mass education, racial tensions, power and

privilege, family dislocation, as well as issues that may be just emerging. The course, in addition to offering a survey of the problems, will provide theoretical and/or conceptual frameworks to help the student understand the issues and problems at a greater depth.

*Hours of class per week: 3.*

**SS 181 The Sociology of the Post Affluent Society**

**3 s.h.**

This course shall examine the literature regarding contemporary crises in agriculture, limits to growth, rising unemployment, rising prices, scarcity of non-renewable resources, pollution and other issues. This examination will include the question of whether we really are beginning a new, post industrial, post affluent society. This course will then examine the theoretical literature which explores various alternatives for future social life.

*Hours of class per week: 3.*

**SS 264 Minority Groups in America**

**S 3 s.h.**

This course will examine the sociological concepts and principles that help determine the nature of intergroup relations, especially the outcomes of dominant-subordinate relationships. These concepts and principles will then be applied to the American experiences of ethnic, religious and racial minority groups.

*Prerequisite: SS 281 desirable. Hours of class per week: 3.*

**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 man in his relationships with the members of his society and the world in which he lives. 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.*

**SS 289 History and Sociology of Sport in America**

**F 3 s.h.**

Review of sociological study of sport, discussion of how sport is viewed in America, individual involvement in sport, winning and losing, youth and athletics in American society, the Black athlete, women in athletics; Title IX—The Coach—The Athlete—an understanding of motivation—professional sports: an overview and more.

*Hours of class per week: 3.*

**SS 294 The Sociology of the Family**

**F 3 s.h.**

The course approaches the study of the family as the study of various systems that include courtship systems; marital systems; and family institution systems. The nature of systems is examined. Different systems that exist within our culture, and different systems that exist cross culturally are examined for commonalities and differences. Among other issues, the question of whether all family systems have common components is examined carefully in the light of both the sociological and the historical literature.

*Prerequisite: SS 281 or permission of Instructor. Hours of class per week: 3.*

**SS 382 Political Sociology**

**F 3 s.h.**

This course will develop the application of sociological theory to the study of political systems, the process of adult and child political socialization, theories of assimilation and acculturation. Systems analysis as a method of explanation will be utilized.

*Hours of class per week: 3.*

**SS 387 Social Psychology**

**S 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.*

**SS 386 Deviant Behavior**

**F 3 s.h.**

Course attempts to identify the conditions under which certain acts, characteristics, persons, situations or events are labeled as socially deviant. It is assumed that certain patterns of perceptions, definition, and minimal consensus have to occur in a social group before deviance becomes a social reality. The intent, therefore, is to identify and define these patterns. It is the further intent of the course to illustrate that the production of deviance also reveals the nature of the social construction of reality. The course is offered generally from the theoretical perspective of social interactionism.

*Prerequisite: SS 281 or permission of the instructor. Hours of class per week: 3.*

## HUMAN SERVICES\*

**HS 110 Introduction to Human Services**

**3 s.h.**

This course will provide an introduction for the entry-level generalist in the human services. It will provide students with an overview of the field of human services, as well as the range of available community resources.

*Hours of class per week: 3.*

**HS 211 Problems of Substance Use Disorders**

**S 3 s.h.**

This course will introduce students to the multidimensional problems related to chemical dependence as well as to their treatment modalities. Included will be pharmacological, psychological, behavioral, societal, and legal aspects of chemical dependence.

*Prerequisite: SS 291. Hours of class per week: 3.*

**HS 231 Introduction to Gerontology**

**F 3 s.h.**

Provides a broad base of knowledge on the subject of human aging including the biological, psychological, and social aspects of the aging process. The course will focus on the integration of knowledge about aging and helping skills that enhance the quality of life experience by the older person. Resources and services available for the older person in the local area will be identified and analyzed.

*Prerequisite: Concurrent enrollment in SS 297. Hours of class per week: 3.*

**HS 251 Introduction to Developmental Disabilities**

**S 3 s.h.**

The course provides an introduction to the nature and assessment of developmental disabilities and the skills necessary for working with them. A study of the psychological needs and adjustments required by those with physical, mental, and emotional handicaps is included. Resources and services available for the developmentally disabled in our area will be identified and analyzed.

*Prerequisite: HS 110 and concurrent registration in SS 297. Hours of class per week: 3.*

**HS 291-2 Human Service Skills**

**F,S 1 s.h. each**

These courses provide the interns opportunity to reflect on their human service field experiences and integrate the insights they have gained in their internships. Discussion and

analysis of field work experiences will be an integral part of this course. Combined with internships, these courses develop helping skills, including sensitivity, empathy, attending, questioning, confrontation, and problem solving. Examination and evaluation of client assessment, goal setting, case planning, and case management. Skill development in observing, listening, interviewing, recording, and reporting.

*Prerequisite: Concurrent enrollment in HS 298-9. Hours of class per week: 1.*

**HS 298-9 Human Services Internship** F,S 3 s.h. each  
Human Services Internship is designed to provide work and learning experiences in the field of human services. Individualized field experiences will be developed with community human service agencies.

*Prerequisite: HS 110 and approval of HS program coordinator or the Dean. Hours of class per week: to be arranged.*

\*Human Services courses are not credited toward Social Science requirements, but may be used for elective credit.

## HONORS COURSE, SECTION, AND OPTION

**ID 291 Honors Seminar** S 3 s.h.

An interdisciplinary seminar involving extensive review of the literature and in-depth examination of 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 will gain insight into the multidisciplinary nature of the topic under study. This format allows close communication and interaction between a small group of students and an experienced group of faculty.

*Prerequisite: Sophomore status in the Honors Program OR Completion of at least 30 s.h. of Liberal Arts and Science with a grade point average of 3.2 AND approval from the Dean of Liberal Arts and Sciences. Hours of class per week: 3.*

### Honors Section:

An Honors Section of a course provides an enhanced educational experience that goes beyond the usual course treatment. The Honors Section enriches rather than accelerates the learning process. This is made possible by having the selected group of students, all highly motivated and academically prepared to undertake the intellectual challenges offered by the Honors Section of the course. Honors Section of a course will be indicated on the student's transcript by adding "Honors" after the title of the course.

*Prerequisite: Admittance to the Honors Program or approval from the instructor and the Dean of Liberal Arts and Sciences.*

### Honors Option:

An Honors Option is an extra element added to a course to challenge the student to go beyond course requirements and explore some aspect of the course in greater depth or breadth. It might be a research project, a critical essay, or an investigation of allied material not dealt with in the

course. The approach and content of the Honors Option matters less than the salience of the intellectual demands placed upon the student. Successful completion of a course with Honors Option will be noted in the student's transcript by adding "Honors" after the title of the course.

*Prerequisite: Admittance to the Honors Program and approval from the instructor and the Dean for Liberal Arts and Sciences.*

## NURSING

### Nursing\* \*\*

**NU 105 Nursing Science I** F 7 s.h.

Course introduces concepts, skills, and procedures common to nursing care of all patients, regardless of age, disability, or location. Emphasis is placed upon acquiring a body of knowledge that will permit 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 Montgomery and Fulton County Infirmarys.

*Prerequisite: Completion of or concurrent registration in BI 181. Hours of class per week: 5. Hours of lab per week: 6.*

**NR 106 Nursing Science II** S 7 s.h.

Course focuses on the commonalities of care of persons confined to acute care hospitals. It includes the care of the patient undergoing diagnosis, the care of the surgical patient, care of patients with fluid, electrolyte, and acid base disturbances, the care of patients with mobility problems, the care of the patient with cancer, and infection control. Clinical experiences include the care of both adults and children. Observational experiences are provided in the operating room, recovery room, and specialty areas of the hospital where patients are cared for by other than nursing personnel.

*Prerequisite: NU 105, completion of or concurrent registration in BI 182 and SS 297. Hours of class per week: 4. Hours of lab per week: 9.*

**NU 205 Nursing Science II** F 9 s.h.

Course divided into three major units. Each instructor assumes complete responsibility for classroom and clinical instruction in a specialty area. Each unit is complete in itself. Units may be completed in any sequence. Based on faculty assessment of their learning needs, students may be asked to follow a particular sequence. Units are: Psychiatric—Mental Health, with clinical assignment to a psychiatric care facility; Reproductive Cycle, with assignments to maternity and newborn units of community hospitals; and Medical-Surgical, with assignments to specialty units of community hospitals.

*Prerequisites: NU 106, 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** S 9 s.h.

Course stresses complex health needs of children and adults. Principles, concepts, and skills considered in previous courses are further developed and expanded. A weekly, one-hour seminar is included, devoted to the study of issues in nursing, nursing education, and health care delivery.

*Prerequisite: NU 205. Hours of class per week: Lecture 5, Seminar 1, Total 6. Hours of lab per week: 9. In addition, a 4-week preceptorship is required.*

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

\*\*Students require special clothing or safety equipment, in addition to texts. Instructor will furnish details.

## TECHNOLOGIES

### Air Science

#### AV 101 Air Science I (Private Pilot) F

This course is designed to provide the student with authoritative aeronautical knowledge to pass successfully the required written examination given by the Federal Aviation Agency. Subjects covered in this course include: theory of flight, aerodynamics, airplane operation and performance, navigation, flight computer, communications, publications, regulations, instrument flying and emergency procedures.

*Prerequisites: Concurrent flight experience or permission of instructor.*

#### AV 102 Air Science II (Instrument) S

This course instructs the student in all phases required in preparation for the Federal Aviation written examination for the Instrument Rating. Instrument flying techniques and procedures, in conjunction with modern ILS, VOR, ADF, and radar facilities are stressed.

*Prerequisites: AV 101, and related flight experience, and Private Pilot Rating or permission of instructor.*

#### AV 201 Air Science III (Commercial Pilot) F

This course provides the student with the aeronautical knowledge and experience necessary to pass the Commercial Pilot written examination given by the Federal Aviation Agency. Professional attitude and performance excellence are magnified during this course. Subjects covered in this course in detail are: basic aerodynamics, navigation, aircraft operation and performance, flight physiology, flight safety and emergency procedures, regulations, and communications.

*Prerequisites: AV 102, and related flight experience, and Private Pilot Rating.*

#### AV 202 Air Science IV (Flight Instructor) S

This course provides the student with the knowledge required to pass the tests for the Flight Instructor's Written Examination. This course is devoted to fundamentals of teaching and effective techniques, the analysis of flight maneuvers, and an in-depth study of the principles of instrument flight instruction.

*Prerequisites: AV 201, and related flight experience, and Private Pilot Rating.*

\*Air Science majors may be developed as a concentration in the A.O.S. degree Individual Studies.

\*\*The cost of flight experience (off-campus) is not included in the estimated costs listed in this catalog. Flight costs are established by the flight school and are paid directly to the flight school.

## Automotive Technology\* \*\*

#### AT 121 Introduction to Automotive Function F 3 s.h.

A basic course dealing with the construction, principles of operation, and identification of chassis units and support components. Consideration will be given to tool identification, shop safety, methods of operation, special tools, automotive terminology, publications, and basic welding (arc and oxyacetylene).

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

#### AT 122 Theory of Internal Combustion Engines F 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 will be studied through lab experience with elementary diagnostics instruments.

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

#### AT 123 Internal Combustion Engine Support Systems S 3 s.h.

Study of the lubrication, cooling, carburation, and emission systems of the internal combustion engine. Experience will be gained in the laboratory with test equipment and the infra-red unit.

*Prerequisite: AT 121, AT 122, SC 161 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

#### AT 124 Automotive Electrical Systems F 3 s.h.

Application of the principles of electricity to the design, operation, service and repair of automotive electrical starting, lighting, generating and ignition systems.

*Prerequisite: AT 121, AT 122, completion or 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 F 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.

*Prerequisite: 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 and Analysis S 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.

*Prerequisite: AT 121, SC 162, completion of or 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 and Chassis Analysis S 3 s.h.

Trouble-shooting through the use of the Sun 947 Engine Tester. The topics of scope pattern interpretation and dynamometer application and function will be studied.

*Prerequisite: AT 123, AT 124, SC 162, AT 225, AT 226, or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

#### AT 228 Consumer Relations and Services S 3 s.h.

A course dealing with the concepts of wholesale and retail operation as they relate to service manager-customer relations, factory representation-dealer relations, and in-

spection and service for customer comforts. The experience will include inspection of accessories units, air conditioning system analysis, and field observation of service operation and factory representation function.

*Hours of class per week: 3.*

\*Auto tech. courses may meet at sites other than main campus. Students make transportation arrangements.

\*\*Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

## Collaborative Career Learning (COCAL)

### CL 191-192 Collaborative Career Learning I & II

8 s.h./each

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 utilized as classroom/laboratories. A college program coordinator monitors and evaluates students with industry personnel. Areas of career study will be limited to those areas not offered by the college in traditional curricula.

*Prerequisite: 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 Professional Career Preparation I

1 s.h.

Students are provided with material to assist them in the career decision-making process. Through self-assessment inventories, students will identify their interests, skills, work related values, and experiences. Careers are explored by researching occupations career paths and organizations. Emphasis will be on employment fields appropriate to COCAL background and preparation for their COCAL training experience.

*Prerequisite: Concurrent registration in CL 191 or permission of instructor. Hours of class per week: 3 (5 wks).*

### CL 200 Professional Career Preparation II

1 s.h.

Students will be presented with material to provide a better understanding of successful career preparation. Emphasis will be on employment for COCAL students who are training in fields where entry level job skills have been identified locally. Content will include practical aspects of job search: Human Relations as it relates to career development will be discussed.

*Prerequisite: CL 199 or permission of instructor. Hours of class per week: 3 (5 wks).*

## Computer Technology

### TC 229 Electronics for Computer Technology

4 s.h.

This course is a combination of the topics covered in EL 229 and EL 230. All topics necessary for a fundamental background in electronics are covered. Topics include: solid state theory, device characteristics of a diode, clippers, clamping, rectifiers—half wave and full wave, power supply configurations, filtering, regulation, device characteristics of the transistor, base bias, voltage divider bias, other biasing circuits, small signal AC amplifiers, power amplifiers, the tran-

sistor as a switch, FETs, FET circuits, Op amps, and feedback.

*Prerequisites: EL 125, EL 126. Hours of class per week: 3. Hours of lab per week: 3.*

### TC 237 Advanced Microcomputers

4 s.h.

Advanced Microcomputers is a continuation of EL 236 emphasizing advanced digital, programming, and microprocessor concepts. Topics include: State machine design, digital circuit simulation, multiprecision math algorithms, computer memory structures, computer interrupt structures, direct memory access (DMA), and a 16/32 bit microprocessor survey.

*Prerequisites: EL 125, EL 126. Hours of class per week: 3. Hours of lab per week: 3.*

### TC 238 Computer Peripherals Data Communications

3 s.h.

This course deals with the communication and interfacing standards and devices used to assemble modern computer systems. Two hours of lecture and a 3 hour lab. Topics include: interfacing standards, bus standards, UARTs, communications protocols and networking concepts, modems, network topology, terminals, printers, floppy disk hard disk storage, other mass storage technologies, and error correction.

*Prerequisites: EL 232, EL 236. Hours of class per week: 2. Hours of lab per week: 3.*

## Construction Technology \* \*\*

### CT 121 Introduction to Building Trades and Construction Materials

F 3 s.h.

A basic course in construction materials and methods. Study of timber, steel, masonry, concrete, and other materials used in construction. Construction methods are studied to acquaint the student with field practices.

*Hours of class per week: 3.*

### CT 122 Light Frame Construction I

F 3 s.h.

A study of construction materials, practices, equipment and terminology relating specifically to light frame construction. Includes forming and building codes for general structural components from foundations through rough framing.

*Prerequisite: Concurrent registration in CT 121. Hours of class per week: 2. Hours of lab per week: 3.*

### CT 123 Light Frame Construction II

S 3 s.h.

Emphasis in this course is roof covering, exterior trim, insulation, exterior siding, interior trim, flooring, and layout of porches and garages. Lab experiences must be successfully completed.

*Prerequisites: CT 121, CT 122. Hours of class per week: 2. Hours of lab per week: 3.*

### CT 124 Blueprint Reading

S 3 s.h.

Course places emphasis on working drawings, blueprints, and the symbols, notations, and scaling that accompany blueprint information. The student will also learn the variation, the purpose of structure, the architectural progress set forth in blueprints; finally learn to obtain trade information by accurately reading and thoroughly understanding a set of blueprints.

*Hours of class per week: 3.*

### CT 131 Introduction to Cabinetmaking

3 s.h.

A basic course in cabinetmaking materials and methods. A study of the evolution of cabinetmaking, wood and other materials, use of tools, and safety procedures will be in-



cluded. Career opportunities will be presented. Field trips will be arranged.

*Hours of class per week: 3.*

**CT 132 Cabinetmaking I** 3 s.h.

A basic course in cabinetmaking materials and methods of construction. Emphasis is on safety, proper use of hand and handpower tools, layout, estimation, materials, assembling and finishing. The student will be provided with the necessary information in the classroom to guide the completion of one or more cabinetmaking projects in the lab.

*Prerequisites: CT 131 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 225 Masonry, Concrete and Steel Construction** F 3 s.h.

A study of construction, materials, practices, equipment and terminology relating specifically to non-wood structural components in light frame and light commercial construction. General structural components include foundations, unit masonry construction, reinforcing steel, and applicable building costs.

*Prerequisite: CT 121. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 226 Plumbing and Climate Control** F 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.

*Prerequisite: CT 121, CT 122, CT 124. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 228 Construction Estimating** S 3 s.h.

A study of the elements of cost of construction. Includes analysis of procedures in recording quantity take off, labor factors and overhead; use of check lists, cost records, summaries and working drawings; bidding practices of the construction industry; sub contracts; critical path method.

*Prerequisite: CT 121, CT 122, CT 124. Hours of class per week: 3.*

**CT 229 Electrical Wiring** S 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.

*Suggested elective: EL 125 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 230 Principles of Soils** S 1 s.h.

Study of the principles of erosion control, surface drainage and subsurface drainage; considers soil genesis, composition, classification, physical and chemical characteristics in relation to soil moisture, fertility and management. Encompasses all problems related to construction.

*Hours of class per semester: 10. Hours of lab per semester: 10.*

**CT 236 Alternate Energy I** 4 s.h.

Introduction to alternate energy availability and use, stressing readily available materials and methods of refitting existing structures for proper collection, storage and distribution of available energy.

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

**CT 237 Alternate Energy II** 4 s.h.

Solar retrofitting for active and passive systems. Continuation of principles and techniques of previous course, CT 236, with more depth and applications in active and passive systems, as applied to new structures and retrofits.

*Prerequisite: Alternate Energy I (CT 236). Hours of class per week: 3. Hours of lab per week: 3.*

**CT 243 Advanced Carpentry/Custom Building** F 3 s.h.

This course is designed to meet the needs of individuals interested in developing advanced carpentry skills. This course builds upon the cognitive and practical skills developed in CT 122. Topics include—Types of wood: characteristics and applications; Joinery: mitering, dadoing, dovetail, rabbit; Equipment: table saw, power miter, router table, and planer; Custom built-in units; Custom Molding; Stains and Finishes; and Trends.

*Prerequisite: CT 122. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 245 Masonry/Bricklaying** F 3 s.h.

This course is designed to meet the needs of students enrolled in the CT program and in the Masonry one-year certificate program. Students interested in developing both cognitive and practical skills beyond the basics offered in CT 225, Masonry, Concrete, Steel. Topics covered: Bricklaying as an occupation, Building with Brick, Layout, Structural and Pattern Bonds, Leads, Piers, Arches and other openings, and Fireplace Construction.

*Prerequisite: CT 225. Hours of class per week: 2. Hours of lab per week: 3.*

**CT 246 Plumbing & Climate Control II** S 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 250 Construction Management** S 3 s.h.

This course is 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.

*Prerequisite: CT 121, 122, 124, 225 or equivalent. Hours of class per week: 3.*

\*Const. tech. course may meet at sites other than main campus. Students make transportation arrangements.

\*\*Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

## Surveying

**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.

*Prerequisite: MA 142 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 2.*

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

## Criminal Justice

### CJ 103 Criminal Law I

F 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 Criminal Law II

S 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.

*Prerequisite: CJ 103. Hours of class per week: 3.*

### CJ 105 Principles of Criminal Investigation

S 3 s.h.

An analysis of the nature and purpose of criminal investigation. Discussion will include various methods of investigation, the interview, and 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.

*Hours of class per week: 3.*

### CJ 106 Introduction to Law Enforcement and Criminal Justice

F 3 s.h.

A survey of the historical and philosophical development of law enforcement; and analysis of the court system; the criminal justice process; Constitutional limitations placed upon the criminal justice system, emphasis given to the interrelationship between these agencies and future trends in law enforcement.

*Hours of class per week: 3.*

### CJ 107 Police-Community Relations

S 3 s.h.

Survey of the numerous and complex factors involved in the area of human rights. Topics covered: 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 and interacting society. The history and development of civil rights and liberties is surveyed.

*Hours of class per week: 3.*

### CJ 108 Introduction to Juvenile Delinquency

S 3 s.h.

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 will be given to police techniques utilized in handling juveniles with special emphasis on the utilization of existing community resources. The course will examine prevailing professional philosophy, existing law, public policy, and knowledge of current delinquent behavior theories.

*Hours of class per week: 3.*

### CJ 109 Criminology

F 3 s.h.

A survey of the nature and scope of prevalent forms of criminology. This course will consider the major theories of criminal conduct drawn from psychological, social and cultural modes of explanation. A discussion of various classifications and topologies and the role of crime statistics will be included, as well as the relevancy of these factors for understanding, prevention, control and prediction.

*Hours of class per week: 3.*

### CJ 111 Introduction to Public Administration

S 3 s.h.

A study of the theory, 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

F 3 s.h.

The principles of administration and management in their application to law enforcement agencies. A study of police organizational structure, responsibilities, and interrelationships; 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 are also covered.

*Hours of class per week: 3.*

### CJ 118 Hazard Mitigation and Emergency Management

3 s.h.

This course approaches the problems of Hazard Mitigation and Emergency Management from both a historical and a technical perspective. Students are given a broad conceptual knowledge of hazard types and causes as well as practical, technical information which is used by public service personnel involved in the management of hazardous situation. The course will cover hazards mitigation and emergency management of situations such as: storms, floods, earthquakes, fires, droughts, famine, epidemics, nuclear-chemical accidents, transportation and fixed facility hazardous materials incidents, strikes, civil unrest, toxic waste problems, serial crimes, and other hazards and emergency situations.

*Hours of class per week: 3.*

### CJ 121 Introduction to Corrections

S 3 s.h.

This course is 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 continuum of correctional services will be explored from probation to community corrections to institutional facilities, both the function of the facility and the inmate subculture, through parole. Further, the course will address basic philosophical issues in corrections and focus on the relationship between system goals and the needs of society.

*Hours of class per week: 3.*

### CJ 260 Criminal Prosecution Seminar

F 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 will be required to engage in the same discretionary decision-making as practiced by Police, Prosecutors and the Courts. The class will prepare documents used in the prosecutorial process, including search warrants and their supporting af-

fidavits, arrest and charging documents, pre-trial motion and answering papers, and basic appellate arguments, and will also engage in court-room testimony and presentation of evidence through role-playing in simulated hearings.

*Prerequisite: CJ 103/104/105 & Permission of Instructor. Hours of Class Per Week: 3.*

#### **CJ 299 Criminal Justice Internship** 1-4 s.h.

The Criminal Justice Internship course will serve 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 will be the responsibility of the instructor. A maximum of eight (8) semester hours of credit may be earned by any one student.

*Prerequisite: Previous criminal justice relevant coursework and approval of instructor and Dean. Hours of class per week: TBA. Hours of lab per week: NA.*

## **Electricity and Electronics**

### **EL 125 Electricity I** F 4 s.h.

Pilot course in the Electrical Technology curriculum. Investigates the fundamental concepts of voltage, current, and power as applied to both DC and AC (single phase) circuits. The nature of resistance, inductance, and capacitance are studied. Fundamental circuit analysis is developed by the application of the basic laws and theorems to functional electrical circuits. Applicable electrical instruments are used in the laboratory. Practical application is stressed. The use of computers to solve circuit problems is also introduced.

*Prerequisites: High school algebra, enrollment in MA 161 or MA 157. Hours of class per week: 3. Hours of lab per week: 2. Hours of recitation per week: 1.*

### **EL 126 Electricity II** S 4 s.h.

A continuation of EL 125 where the transient response and the AC response to linear circuits are developed. The operational principles and electrical characteristics of devices are also studied. Time constants, reactance, impedance, and resonance are studied with an emphasis on the practical application of these concepts to electronic circuits. The ideal transformer is introduced. The parameters of active electronic devices are studied. Computer solutions are taught and used throughout the course.

*Prerequisites: EL 125 and either MA 161 or MA 157; Corequisites: MA 162 or MA 158. Hours of class per week: 3. Hours of lab per week: 2. Hours of recitation per week: 1.*

### **EL 127 Instrumentation** S 2 s.h.

Students in this course will be introduced to a more detailed study of the test instruments used in all fields of electronics. Specific emphasis is placed on the utility of the oscilloscope, electronic meters, signal generators, and component testing instruments. A generalized study of the internal circuitry of these devices is also conducted. Measurement error, both human and mechanical, is studied. The student is also introduced to standards, transducers, frequency counters, chart recorders and computer aided measurements.

*Prerequisite: EL 125, enrollment in EL 126. Hours of class per week: 1. Hours of lab per week: 2.*

### **EL 229 Electronics I** F 5 s.h.

This course introduces the student to theory, design and application of circuits used in the electronics field. Specific areas of study will include: diodes, rectifiers, filters, regulators, transistor characteristics, h-parameters, transistor bias, small and large signal amplifiers.

*Prerequisites: EL 126, EL 127. Hours of class per week: 4. Hours of lab per week: 3.*

### **EL 230 Electronics II** S 5 s.h.

This course will delve deeper into the material developed in EL 229 as well as investigate additional circuit concepts. The high and low frequency response of amplifiers, is studied using Bode diagrams. Other topics include: feedback, oscillators, switching circuits, op amps, and the field effect transistor. In addition, waveform analysis using the frequency domain is introduced as well as communications topics such as modulation, mixing and AM reception.

*Prerequisite: EL 229. Hours of class per week: 4. Hours of lab per week: 3.*

### **EL 231 Electric Machines** F 3 s.h.

EL 231 is concerned with construction and operational characteristics and testing procedures of rotating machinery including both AC and DC motors and generators, as well as the transformer. Also of primary concern is the basic principles of operation of associated circuitry, including speed controllers and starting devices, for these machines as well as power ratings on this type of equipment. Both single phase and polyphase machinery is studied as related to their efficiencies and utility.

*Prerequisites: EL 125, EL 126. Hours of class per week: 2. Hours of lab per week: 3.*

### **EL 232 Digital Electronics** F 3 s.h.

This course introduces Boolean logic and the devices necessary to produce digital computing circuitry. Fundamentals are covered such as AND, OR, NOT, NAND, and NOR logic through more complex devices such as flip-flops, one-shots, RAM and ROM. Digital circuits studied include: counters and shift registers. Analytical techniques are used to design efficient combinational and sequential circuits. Strong emphasis is placed on design skills. Students will be required to purchase their own set of TTL integrated circuits.

*Prerequisite: EL 125 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.*

### **EL 234 Telecommunications** 3 s.h.

This 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, fiber optics, and modulation techniques. Systems studied include: satellite communications, CATV, conventional radio, television, and microwave transmission/reception, telephone systems, and data communications.

*Prerequisites: EL 229. Hours of class per week: 3.*

### **EL 235 Industrial Electronics and Robotics** S 3 s.h.

Students in this course will study the theory and operation of semi-conductor devices and systems used in industrial controls including fundamentals and applications of robotics. The student will become familiar with and be able to troubleshoot and repair controls containing semiconductor devices such as: SCRs, photoelectric devices, timing circuits, UJTs, speed controls for DC motors, and controls for AC motors and lighting systems. The course will include sensing mechanisms, programming, interfacing and other in-

dustrial applications of robotic units. These items will be assembled and tested for performance in lab.

*Prerequisite:* EL 229. *Hours of class per week:* 2. *Hours of lab per week:* 3.

#### **EL 236 Introduction to Microcomputers** S 4 s.h.

This course provides an understanding of microprocessor computer architecture. The students will learn the details of a current state-of-the-art microprocessor system. Topics include microprocessor system organization, registers, memory, addressing, machine language programming, interrupts and interfacing. Students will be required to design and build a term project such as a memory interface and a microprocessor controlled industrial application circuit.

*Prerequisite:* EL 232 or equivalent. *Hours of class per week:* 3. *Hours of lab per week:* 3.

### **Food Service Administration\* \*\***

#### **FS 101 Introduction to Food Service** 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 will investigate job titles and job opportunities. Students will be introduced to the definition and responsibilities of each food service department such as purchasing, production, service management, menu planning, etc. Included will be a tour of Food Service operations and students will be 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 and Sanitation** 2 s.h.

A comprehensive course teaching the principles of safety and sanitation to be used in Food Service establishments. Included will be 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 will receive a certificate from the National Restaurant Association.

*Hours of Class Per Week:* 3 (10 wks).

#### **FS 122 Food Preparation I** F 3 s.h.

An introduction into the fundamental skills required for proper food selection, preparation, and storage. The relationship between proper preparation and storage and nutritional value will be emphasized. This course will utilize lecture, demonstration, and laboratory work.

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

#### **FS 123 Food Purchasing** S 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.

*Prerequisites:* HE 121, FS 121. *Hours of class per week:* 3.

#### **FS 124 Food Preparation II** S 3 s.h.

The course is designed to emphasize the unique requirements related to producing quantity food in a palatable fashion. Emphasis will be placed on such problems as bulk food production, menu making, cost evaluation, sanitation, and safety as they apply to quantity food production.

*Prerequisite:* FS 122. *Hours of class per week:* 2. *Hours of lab per week:* 3.

#### **FS 126 Dietary Therapy** S 3 s.h.

The course develops a relationship between health needs and specialized diets. Emphasis is placed on relating specific nutritional requirements for a variety of special dietetic needs.

*Prerequisites:* HE 125, SC 170, or permission of instructor. *Hours of class/lab per week:* 3.

#### **FS 206 Muffin Production** F 1 s.h.

This is a basic course to introduce students to the production methods of variety muffins. Included in this course will be mixing, portion control, and proper baking methods. This course will investigate job opportunities in this area of the baking industry. Included will be a tour of a bakery producing these products. Participation in food service events may be required.

*Hours of Class Per Week:* 2. *Hours of Lab Per Week:* 3.

#### **FS 216 Donut Production** F 2 s.h.

This is a basic course to introduce students to the production methods of cake donuts and yeast raised donuts. This will include mixing, cutting, frying and finishing of donut, such as sugaring, icing, and filling donuts. This course will investigate job opportunities in this area of the baking industry. Included will be a field trip to a bakery which produces these products. Participation in food service events may be required.

*Hours of Class Per Week:* 1. *Hours of Lab Per Week:* 4.

#### **FS 226 Fundamentals of Baking and Pastry** 3 s.h.

Baking fundamentals, approach to making breads, cakes, puff and French pastry, and fancy desserts.

*Prerequisites:* FS 122, or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 3.

#### **FS 227 Food Service Organization and Management** S 3 s.h.

Course designed to give food service majors the basic understanding necessary to organize a food service operation. Emphasis will be placed on budgetary management, cost equivalence, and employee management.

*Prerequisite:* FS 123. *Hours of class per week:* 3.

#### **FS 240 Seminar - Bar & Beverage Service** S 1 s.h.

This is an introductory course in beverage service in the Food Service Industry. Topics will include: identification of alcoholic and non-alcoholic beverages, control of beverages, bartending techniques and customer relations and service. Emphasis will be placed on providing service within the guidelines of legal and moral demands. Students will participate off campus. Students are not restricted by age.

*Hours of Class Per Week:* 2 (5 wks). *Hours of Lab Per Week:* 3 (5 wks).

#### **FS 244 Hospitality - Introduction to Service** F 1 s.h.

This is an introductory course in the history and components of service in the food service industry. Offered will be an overview of the different methods of service - American, French, Russian, Cafeteria, quick serve, etc. The responsibilities and duties of service personnel will be investigated. Students will learn course structure, the order of service and elementary menu writing. The basic principles of table service will be introduced. Students will be required to participate in food service events.

*Hours of Class Per Week:* 2 (5 wks).

#### **FS 245 Food & Beverage Cost Control: Basics** F 1 s.h.

This course will provide each student with the computational and measuring ability needed to insure accuracy in food service procedures. Methods of weighing and measur-

ing will be practiced. Basic food service computations will be reviewed along with the use of a calculator. Students will practice and develop the ability to solve problems in portion control, recipe conversions, yields, ordering points, tipping, change and sales checks.

*Hours of Class Per Week: 2 (5 wks).*

**FS 248 Seminar - Food Catering S 1 s.h.**

An introduction course to the catering of food service functions and bar service. Techniques for successful catering will be covered, such as contracts, equipment, menus, presentation, personnel, costs and extras. Basic bar service will be taught. Previous service experience recommended. Off-campus participation required.

*Prerequisite: FS 122 or permission from instructor. Hours of Class Per Week: 2 (5 wk).*

**FS 254 Hospitality - Service Technique F 1 s.h.**

This is a practical course in table service and table setting. Students will learn and practice all aspects of fine dining service such as: order of service, timing, side station responsibilities, principles of placement order taking, points of service, beverage service, buffet service, completeness and efficiency of service. Emphasis will be placed on customer satisfaction. The intent of the course is to develop the skills, pride and professionalism of dining room staff. Additional lab hours may be scheduled.

*Hours of Class Per Week: 2 (5 wk).*

**FS 255 Food & Beverage Cost Control Procedure and Forms F 1 s.h.**

This course will familiarize the student with the common forms and procedures used to regulate (control) the various departments of a food service operation. Topics will include production reports, standardized recipes, inventory and requisition sheets, purchase orders, cashiers worksheets and cash control charts. Emphasis will be placed on the operational procedures associated with each topic. Bar and cash control methods will be included. Instruction may involve computer use.

*Prerequisite: FS 245. Hours of Class Per Week: 3 (5 wks).*

**FS 258 Seminar - Restaurants and Nutrition S 1 s.h.**

This course will investigate the customers need for healthier foods and the restaurants' responsibility to serve it. Student will apply basic nutritional principles to the preparation of food and the planning of menus in a restaurant. By preparing a personal nutrition plan, students will understand the importance of eating right. Course will include methods to modify existing recipes to cut down fat, salt, yet maintain nutrients. This practical course will introduce new menu ideas and methods to increase sales through healthier choices. Techniques to educate the customer will be taught. The course will include computer use.

*Hours of Class Per Week: 2 (5 wk). Hours of Lab Per Week: 3 (5 wks).*

**FS 264 Hospitality - Management 1 s.h.**

This course is designed for students who expect to be in a supervisory or management position in Food Service. The principles of management as they relate to the service aspects of restaurants and institutions will be the main emphasis. Additional topics of special interest to the Food Service Professional will be taught. Subjects will include: reservations; room arrangement, purchasing serviceware, pre-meal meetings, table-top merchandising, cash control, credit cards, dining room supervision, training and trouble

shooting. Students will plan and manage a food service event. Additional lab hours may be needed.

*Prerequisite: FS 244, FS 254. Hours of Class Per Week: 2 (5 wks).*

**FS 265 Food & Beverage Cost Control - Management F 1 s.h.**

This course is intended for students who expect to be in a supervisory or management position in the food service industry. Emphasis will be placed on analyzing the food service operation as a whole through balance sheets, profit and loss statements and break even points. Students will be taught menu pricing, food cost percent and the methods for casting a recipe. Basic principles of supervising the control of costs in a food service operation will be studied. Instruction may involve computer use.

*Prerequisite: CS 100, FS 245. Hours of Class Per Week: 3.*

**FS 268 Seminar - Menu and Merchandising S 1 s.h.**

The course investigates the methods of increasing food sales through menus, menu planning, and food merchandising. Students will study various menus and prepare samples. Food will be prepared as part of menu planning and to develop merchandising skills. Each student will present a food demonstration to the class. Additional lab time may be needed. Previous food preparation skill recommended.

*Prerequisite: FS 122 or permission from instructor. Hours of Class Per Week: 2 (5 wk). Hours of Lab Per Week: 3 (5 wks).*

**FS 280 Seminar - Current Issues F 1 s.h.**

This course will investigate current issues in the Food Service Industry and current trends. Subject matter will vary as issues demand. Present issues might include: employee turnover, surviving in a recession, the computer and its use, methods of cash control, etc. Students will be required to research a topic and present information.

*Hours of Class Per Week: 2. Hours of Lab Per Week: 3.*

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

\*\*Students require special clothing and equipment, in addition to text books.

## Graphic Arts\* \*\*

**MD 171 Engineering Graphics F 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 3 s.h.**

This course will teach the basics of computer aided drafting as applied to engineering type drawings. Topics will 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: 3. Hours of lab per week: 3.*

**MD 176 Electrical Graphics F 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 will introduce the basics of orthographic and isometric projections, cross sections, dimensioning, and sketching using the CADKEY software package. The stu-

dent is then introduced to the electronic schematic diagram and to printed circuit development using the EE Designer III 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 Architectural Drawing** S 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.*

**GA 101 Introduction to Graphic Communications Technology** F 3 s.h.  
Introduction and orientation to graphic arts, to include the history of printing, basic principles and applications of offset printing, copy preparation, photography, stripping, opaquing, plant making, bindery, finishing procedures, and the operation of advanced types of presses.  
*Hours of class per week: 2. Hours of lab per week: 3.*

**GA 103 Advanced Graphic Communications Technology** S 3 s.h.  
Advanced techniques and applications in copy preparation, camera work, stripping and plate making, press work and bindery operations. Characteristics of various types of paper and ink. Maintenance of equipment is emphasized.  
*Prerequisite: GA 101. Hours of class per week: 2. Hours of lab per week: 3.*

**GA 104 Composition & Desktop Publishing Systems** S 3 s.h.  
Function of type, type identification, point size, and photocomposition. Copyfitting, proofreading, type composition variations will be emphasized, coupled with practical applications.  
*Prerequisite: GA 101 or Enrollment in Word Processing Certificate program. Hours of class per week: 2. Hours of lab per week: 2.*

**GA 105 Graphic Arts Layout and Design** F 3 s.h.  
Planning and design principles used in the preparation of advertising copy for reproduction. Use of various methods, materials, and equipment in graphics for advertising and printing. Use of photographic reproductions and enlargements in projects.  
*Hours of class per week: 2. Hours of lab per week: 2.*

**GA 106 Graphic Arts Production** F 3 s.h.  
Use of laboratory equipment and techniques related to production problems in a controlled environment in various areas of visual communications.  
*Prerequisite: GA 101-103. Hours of class per week: 2. Hours of lab per week: 2.*

**GA 107 Production Management** F 3 s.h.  
Development of efficient methods from layout to finished product. Study of work schedules, materials, personnel and equipment, utilizing good management principles.  
*Prerequisite: GA 101. Hours of class per week: 2. Hours of lab per week: 2.*

**GA 121 Basic Offset Press Principles and Practices** 3 s.h.  
Introduction to safe practical set-up and operation of offset duplicators and supplies. The course features theory, practice and hands-on duplicator operation, emphasizing: Offset lithography, product knowledge, introduction to inks,

paper, additive plates, subtractive plates, electrostatic masters, offset moisture systems, fountain solutions, Ph balance, and printing blankets. Students will learn standards needed to produce quality black and white line and halftone copy. Safety, problem solving and basic maintenance is emphasized.

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

**GA 122 Advanced Offset Press Techniques** 3 s.h.  
This course is designed to increase understanding and knowledge of the offset color reproduction process. Introduction to the theory, principles and practices of two and four color reproduction is emphasized. The course is structured to provide students the opportunity to safely operate duplication equipment in a multi-color sequence. The course will focus on: Form roll and related pressures, ink tack, rubber base inks, oil based ink, coated and uncoated papers, trouble-shooting techniques, wet trap, densitometry and identification and standards needed to produce quality color reproductions. Safety and basic press maintenance is emphasized.

*Prerequisite: GA 121. Hours of class per week: 2. Hours of lab per week: 2.*

\*Photography courses – see EDUCATIONAL RESOURCES

\*\*Courses may meet at sites other than main campus. Students make transportation arrangements.

## Leather Technology

**LT 101-102 Introduction to Leather Technology I, II** F-S 3 s.h. each semester  
An introductory course designed to acquaint the student with the history of the Leather Industry and some of the general principles involved in the manufacture of leather from raw stock to finished goods. The important leather manufacturing processes are covered. Emphasis is on the important factors that govern which course a leather will take through a mill to produce a predetermined desirable or aesthetically acceptable product and the physical and chemical changes that occur, depending on the product's end use or customer's specification. The course will include several field trips to local manufacturing plants.

*Hours of class per week: 3.*

**LT 130 Leather Internship** 3/6 s.h.  
This course consists of practical application of skills learned in leather technology classes. An arranged schedule of work experience in area industry is required.  
*Prerequisites: LT 221 and LT 222. Hours of class per week: 10-12/15-20 hours on the job per week per 3 credits.*

**LT 221 Principles of Leather Technology (Pre-tanning)** 3 s.h.  
A basic course dealing with leather manufacturing, topics include a study of leather, evaluation of hides and skins and chemical processes related to pretanning. Practical applications will be stressed.  
*Hours of class per week: 3.*

**LT 222 Leather Tanning and Coloring** 3 s.h.  
A study of leather and coloring processes. Topics include vegetable tanning, chrome and other materials tanning, resins syntans, and aldehyde tonnages, dyes and their properties, theory of dye fixation; color designation matching and measurement, and dyeing methods.  
*Prerequisites: LT 101, LT 102. Hours of class per week: 3.*



**LT 223 Leather Finishing** 3 s.h.

A study of leather processes. Topics include requirements of leather finish coating technology, leather finishing methods, additives and monomers, and methods of application. Practical techniques will be stressed.

*Prerequisites:* LT 101, LT 102 or equivalent or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 2.

**LT 224 Leather Analysis & Testing** 3 s.h.

A study of leather analysis and testing processes. Topics include physical properties of leather, measurements used for control of processes, solution concentration, tannery floats and feeds, shrinkage meters, and Ph measures. Practical applications will be stressed.

*Prerequisites:* LT 101, LT 102, or equivalent or permission of instructor. *Hours of class per week:* 2. *Hours of lab per week:* 2.

**LT 230 Tannery Management** 3 s.h.

A study of unique requirements of managing tannery operations. Development of efficient methods from acquisition of raw materials to production of the finished product will be stressed. Economic factors will be covered.

*Prerequisites:* LT 221. *Hours of class per week:* 3.

**Legal Assisting****LE 101 Introduction to Legal Assisting** 3 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** 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 will be introduced to the use of computer-assisted legal research (CALR), including WESTLAW.

*Prerequisite:* LE 101, EN 125, CS 100 or permission of instructor. *Hours of Class Per Week:* 3.

**LE 201 Real Estate** S 3 s.h.

This course includes a study of the substantial law of real estate and the related procedural 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 will be included.

*Prerequisite:* LE 101 or equivalent. *Hours of Class Per Week:* 3.

**LE 227 Estates & Trusts** F 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 will be included. A detailed analysis of the administration of estates and a review of estate and inheritance taxes will also be covered.

*Prerequisite:* LE 101 or Equivalent. *Hours of Class Per Week:* 3.

**Machine Processes\*****MP 101 Machine Processes I** 3 s.h.

The construction, purpose and operation of lathes, drill presses, sawing and milling machines will be studied. Included are the theory of cutting angles, tool and cutter selection, cutting speeds, feeds, and coolants, industrial safety, use of bench and layout tools, measuring instruments, gauges and the accepted machine shop practices used in industry and service repair shops.

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

**Natural Resources Conservation\* \*\*****NR 121 Fisheries and Wildlife Management I** F 3 s.h.

Introduction to the principles of fisheries and wildlife management. An understanding of the practice of wildlife management in a contemporary context, but with sufficient review of past efforts to clarify present directions. A knowledge of the plants and animals indigenous to Eastern United States with respect to their management and identification will be stressed.

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

**NR 122 Fisheries and Wildlife Management II** S 3 s.h.

Utilization and an understanding of both the theoretical and operational aspects of the varied techniques used in the management of both fisheries and wildlife. Topical areas will include population estimation, analysis and manipulation of cover water and food for both fisheries and wildlife, wildlife collection techniques, species management techniques, telemetry.

*Prerequisites:* NR 121. *Hours of class per week:* 2. *Hours of lab per week:* 3.

**NR 126 Principles of Soils and Water** S 3 s.h.

A study of the principles of erosion control, surface drainage and subsurface drainage; 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** F 3 s.h.

The practices and principles involved in managing woodlands for timber, recreation, wildlife, and soil conservation values. Includes species 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** S 3 s.h.

Major topics will include tree physiology, major forest products, nursery techniques, planting, maintenance of individual trees—ornamental and Christmas trees, forest protection—fire, insects and disease, forest influences upon the environment, harvesting techniques from the standing tree to the mill. Proper use and maintenance of related tools will be emphasized.

*Prerequisite:* NR 223. *Hours of class per week:* 2. *Hours of lab per week:* 3.

**NR 231 Practical Skills in Conservation and Outdoor Recreation** 4 s.h.

This is a basic level practical skills course in which students will work on individual or group projects assigned by the instructor. Projects will involve actual field experience and will be selected to give students a high degree of intro-



ductory skills in work normally conducted in Natural Resources. Where possible the student shall work with Conservation agencies and active field specialists.

*Hours of class per week: 2. Hours of lab per week: TBA.*

**NR 232 Basic Research in Conservation and Outdoor Recreation** 4 s.h.

In this research seminar students will work with the instructor in selecting a topic of research. The topic will be selected to give the student a strong introduction to methods and techniques of research. The student will pursue a line of field work along with studying subject related textbooks and literature. The student will document activities and will prepare a class presentation.

*Prerequisites: NR 231 or equivalent and permission of instructor. Hours of class per week: TBA. Hours of lab per week: TBA.*

**NR 233 Advanced Research in Conservation and Recreation** 4 s.h.

The student electing to take this course will submit for approval detailed plan on researching a topic in Natural Resources planning or management. Upon being granted permission to pursue this topic, the student will involve himself in both advanced field work and literature search. The student will submit both a comprehensive research paper and the results of his field studies for review by the instructor.

*Prerequisites: NR 232 and permission of instructor. Hours of class per week: TBA. Hours of lab per week: TBA.*

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

\*\*Students require special clothing or safety equipment, in addition to texts. Instructor will furnish details.

**NR 241 Water Resources Management I** F 3 s.h.

This course will provide students with an introduction to the physical and biological properties of water. Specific areas of study will include the following: 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 and general science. Hours of class per week: 2. Hours of lab per week: 3.*

**NR 242 Water Resources Management II** S 3 s.h.

This course will further the student's understanding of water resources management. Specific areas of study will include the following: filtration processes; chlorination; softening; aeration; taste and odor control; corrosion and corrosion control; fluoridation; protection of water and watershed; plant maintenance and accident prevention.

*Prerequisite: Water Resources Management I. Hours of class per week: 2. Hours of lab per week: 3.*

**NR 250 Waste Resource Management** S 3 s.h.

This course will provide the student with a general background in the science and technology of solid and hazardous waste management. Specific areas of study will include the following: conventional disposal operations; material recovery operations; energy recovery systems; composting-methanology, 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.

*Prerequisite: SC 141, 170 or permission of instructor. Hours of class per week: 3.*

## Textile Technology

**TT 101-102 Introduction to Textile Technology I, II** F-S s.h. each semester

An introductory course designed to acquaint the student with the history of the Textile Industry and some of the general principles involved in the manufacture of textiles from raw stock to finished goods. Emphasis is on the important factors that govern which course a fiber will take through a mill to produce a predetermined desirable or aesthetically acceptable product and the physical and chemical changes that occur, depending on the product's end use or customer's specification. Part II will cover characteristics and manufacture of natural and manmade fibers, yarns and fabrics, spinning, knitting and weaving; fiber, yarn, and fabric production—including processes, equipment, and technologies involved. Part II will cover dyeing (coloring) or various fibers, yarns, and fabrics discussed in Part I. Natural and synthetic dyes, basic dyeing mechanisms, dye selection, classification and chemistry of dyes and various methods of dyeing, processes, and equipment will be introduced. The courses will include several field trips to local manufacturing plants.

*Hours of class per week: 3.*

**TT 130 Textile Internship** 3/6 s.h.

This course consists of practical application of skills learned in textile technology classes. An arranged schedule of work experience in area industry is required.

*Prerequisites: TT 202, TT 204. Hours of class per week: 10-12/15-20 hours on the job per week per 3 credits.*

**TT 201 Advanced Textile Technology I** 3 s.h.

This course covers the various ASTM and AATCC test methods used in quality control; use of computers in textile dyeing automation and color matching; environmental considerations and regulations; energy and economics; mill management and supervision.

*Hours of class per week: 3.*

**TT 202 Textile Dyeing** 3 s.h.

This course is designed for further study of the principles of dyeing fiber stock, yarns, and piece goods; the theory of color; introduction to color-matching; laboratory or "pot" dyeing methods; and dyestuffs and their classification.

*Prerequisites: TT 101, TT 102. Hours of class per week: 3.*

**TT 203 Advanced Textile Dyeing** 3 s.h.

A practical course in advanced dyeing theory and techniques. The course includes the principles and methods of fiber preparation, scouring, bleaching and dyeing and the important fibers and current technologies. Dyeing of cotton, polyester, nylon, acrylics, wool, silk will be studied. Selection of the proper dyestuffs, their properties and economical application and various dyeing methods and equipment including non-aqueous systems will also be studied, including stripping, continuous dyeing, dye equipment and quality control. Class time will be allotted to promote a hands-on dyeing experience.

*Prerequisite: TT 202. Hours of class per week: 3.*

**TT 204 Textile Finishing****3 s.h.**

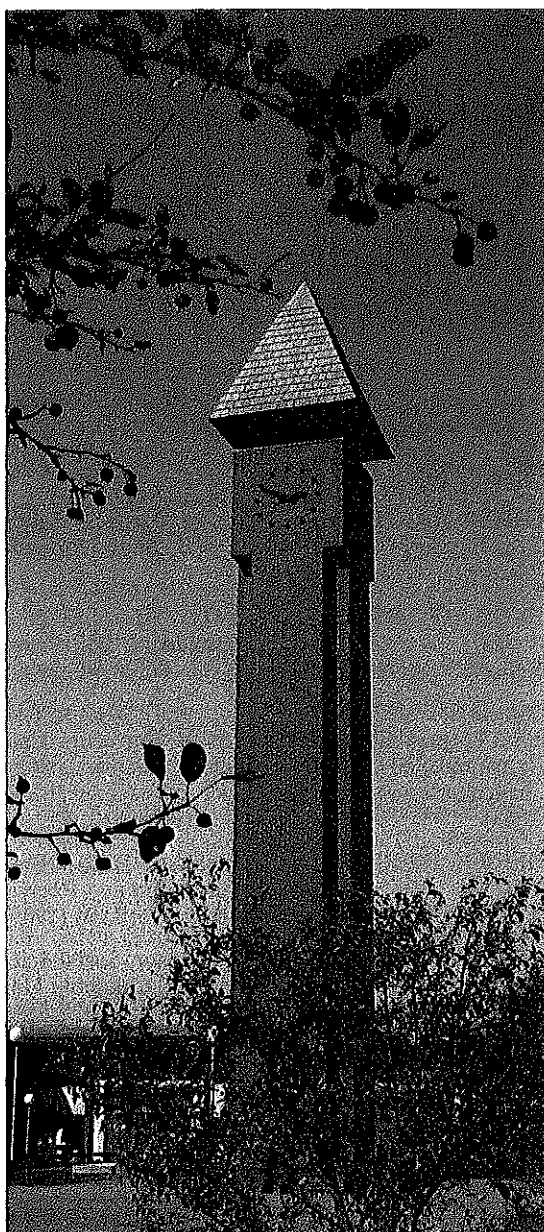
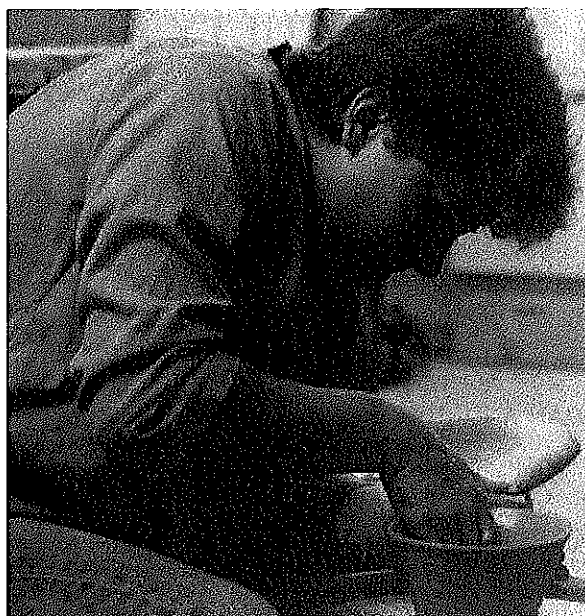
This course provides an introduction to physical and chemical finishing techniques that impart the special and desirable end-use characteristics to fabric.

*Hours of class per week: 3.*

**TT 205 Advanced Textile Finishing****3 s.h.**

This course covers the important mechanical and chemical finishing techniques currently used in textile finishing. It will include most of the physical finishing, such as slitting, combing, carding, napping, embossing, and drying techniques as well as the chemical and wet finishing techniques, such as sizing, resin treatments, water repellents, fire retardants, softeners, soil release, polymeric finishes. The principles and properties imparted on fabric to change or improve its characteristics for desirable or marketable effects will be studied.

*Prerequisites: TL 204. Hours of class per week: 3.*



# THE FACULTY AND PROFESSIONAL STAFF

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bany (1981)

\*Indicates year of initial appointment at the College.

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- HAROLD R. MORRELL Professor, Coordinator of  
Reading and Study Skills;  
Director, Special Academic Needs  
B.S., State University College, Buffalo; M.Ed., State University of New York, Buffalo (1968)
- JUDITH MUNN Assistant Professor, Nursing  
B.S., State University of New York, Buffalo; M.S., Russell Sage College (1986)
- ROBERT T. OSBORNE, JR. Professor, Business  
B.S., M.B.A., State University of New York, Albany (1967)
- WILLIAM S. PAC Instructor, English and Philosophy  
B.A., University of Rochester; M.A., University of Rochester; M.A., University of Florida; M.A., Boston College (1990)
- PETER PASQUALINO Assistant Professor, Business  
B.A., Rutgers University; M.B.A., State University of New York, Albany (1985)
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Activities and Dir., College Union  
B.S., State University College, Buffalo; M.S., State University of New York, Albany (1968)
- GEORGE P. PILKEY Professor, Director of Advisement,  
Counseling & Testing  
A.B., M.A., University of Rochester; Ph.D., State University of New York, Buffalo (1967)
- SHARON POLING Technician II, Assistant Supervisor,  
Collaborative Career Learning  
A.A., Fulton-Montgomery Community College; B.A., State University of New York, Potsdam.

**RICHARD J. PRESTOPNIK** Professor, Electrical Technology  
A.A.S., Mohawk Valley Community College; B.S., Rochester Institute of Technology; M.S., Syracuse University (1980)

**PAUL H. PUTMAN** Director of Institutional Research, Supervisor of Computer Operations  
A.A.S., Fulton-Montgomery Community College (1984)

**DIANA J. PUTNAM** Technician II, PACE Coordinator  
A.A.S., Fulton-Montgomery Community College; B.S., State University of New York, Oswego (1988)

**VARGHESE D. PYNADATH** Dean of Liberal Arts and Science; Professor, Science  
B.S., Madras University, India; M.Sc., Sardar Vallabhai University, India; M.S., Fordham University; Ph.D., University of Sarasota; Chancellor's Award for Excellence in Teaching 1979 (1967)

**ANN RALBOVSKY** Technician II, Admissions Counselor  
B.S., State University of New York, Plattsburgh (1988)

**ARTHUR J. RECESSO** Associate Professor, Business  
A.A.S., Cobleskill; B.S., M.Ed., State University of New York, Albany; School Administrator Certificate (1980)

**GENE REYNOLDS** Assistant Professor, Business  
B.S., M.A., State University of New York, Albany (1983)

**DONALD W. ROGERS** Professor, Science  
B.S., Mansfield State Teachers College; M.S., Alfred University (1964)

**GERARD R. ROUX** Professor, Mathematics  
B.A., State University College, Potsdam; M.A., State University of New York, Albany; M.S., Rochester Institute of Technology (1968)

**HELEN SCHREIVOGL** Instructor, Social Sciences  
A.A., Fulton-Montgomery Community College; B.S., M.S.W., State University of New York, Albany (1990)

**ROBERT F. SCHULTZ** Professor, Social Sciences  
B.S., State University College, Geneseo; M.S., State University of New York, Albany (1968)

**EDWARD H. SERPA** Associate Professor, Electrical Technology  
B.A., Catholic University of America; M.S.T., Union College; M.S.E.E., Clarkson College of Technology (1968)

**JANE A. SLEZAK** Assistant Professor, Science  
B.S., M.S., State University of New York, Albany; Ph.D., Rensselaer Polytechnic Institute (1987)

**WILLIAM S. SMITHERS** Professor, Social Sciences  
B.A., B.D., St. Lawrence University; M.A., State University of New York, Albany (1966)

**WALTER J. THEURER** Technician IV, Electrical Technology  
A.A.S., A.S., Fulton-Montgomery Community College; B.S.E.E., M.S.E., Union College (1975)

**AUDREY TOSCANO** Assistant Professor, Nursing  
B.S., SUNY College of Technology, Utica, M.S., Russell Sage College (1987)

**JOHN D. VADNEY** Professor, Mathematics  
B.A., Utica College; M.A., Syracuse University; Ed.S., State University of New York, Albany (1964)

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B.A., M.S., State University of New York, Albany (1970)

**JOSEPH D. VILLONE** Associate Professor, English  
B.S., State University of New York, Plattsburgh; M.A., State University of New York, Albany (1965)

**BRUCE WADSWORTH** Professor, Business  
B.S., M.S., Ed.S., State University of New York, Albany (1965)

**BARBARA WARSCHAWSKI** Technician II, Collaborative Career Learning  
A.A., Fulton-Montgomery Community College; B.S., Skidmore College; M.B.A., Russell Sage College (1988)

**PAUL WARSCHAWSKI** Associate Professor, Foreign Language  
B.A., Long Island University; M.A., Glassboro State College (1968)

**PETER WASSEL** Associate Professor, Computer Information Systems  
A.A.S., Fulton-Montgomery Community College; B.S., Syracuse University, M.S., State University of New York, Albany (1984)

**KATHLEEN M. WEDRYCHOWICZ** Associate Professor, Reading; English  
A.A., Fulton-Montgomery Community College; B.S., State University of New York, Oneonta; M.S., Elmira College (1981)

**ANNA D. WEITZ** Dean, Student and Community Services  
B.A., Boston University; M.S., State University of New York, Albany; D.Ed., The Pennsylvania State University (1990)

**CAROL ANN WILBER** Technician II, Coord. Cont. Ed. Projects  
Evening Advisor  
B.S., Nazareth College of Rochester (1987)

**WILLIAM WELDNER** Associate Professor, Art  
B.F.A., Rhode Island School of Design; M.F.A., Syracuse University (1976)

**FRANK J. YUNKER, III** Instructor, Computer Information Systems  
B.S., M.A., M.B.A., State University of New York, Albany (1989)

## ADJUNCT FACULTY

**FRANK AMBROSE** Visual Communications  
U.S.A.F., Photography School; Winona Professional Photography School

**JOYCE ASHLAW** Humanities  
B.S., State University College at Potsdam

**LEE G. BARNES** Air Science  
B.A., Duke University

**LA VERNE A. BOUTON, III** Medical Information Processing  
A.A.S., Fulton-Montgomery Community College

**CRAIG A. BROOKINS** Science  
B.S., State University College at Oneonta

- JOHN A. BROOKMAN Automotive Technology  
A.A.S., State University of New York Agricultural and  
Technical College, Morrisville; S.A.E. Certified
- MATTHEW BRUCKER Construction Technology
- JOHN H. BURNS, C.P.A. Business  
B.S., Suffolk University
- JOHN CALLAHAN Business  
A.A.S., Fulton-Montgomery Community College; B.S.,  
Thomas College; M.S., State University of New York,  
Albany
- J. B. CANTERBURY Social Sciences  
B.A., University of Michigan; M.S., University of South-  
ern Louisiana
- JOSEPH CARUSO Criminal Justice  
M.A., State University of New York, Albany
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A.A.S., Schenectady County Community College; B.B.A.,  
Siena College; M.B.A., College of Saint Rose; J.D., Al-  
bany Law School
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B.S., Bryant College
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A.A.S., Worcester Junior College
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B.A., Dartmouth College; M.Div., Niagara University
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York, Albany
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A.A.S., Fulton-Montgomery Community College; B.S.,  
Empire State College; M.S., Long Island University
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B.A., Siena College
- GLENN DIPASQUALE Automotive Technology
- MICHELLE DIPASQUALE Food Service Administration
- MICHAEL DIVAK Social Science  
B.A., Dartmouth College; M.A., Kean College
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A.A.S., Fulton-Montgomery Community College; B.B.A.,  
Siena College
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B.S., M.A., College of Saint Rose
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rence University
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- ROBERT L. GEORGIA Criminal Justice  
A.A.S., Fulton-Montgomery Community College; B.S.,  
State University College of Brockport
- RICHARD C. GIARDINO Criminal Justice  
B.A., Siena College; J.D., Albany Law School, Union  
University
- ALAN GESSINGER Humanities  
B.A.S., State University College, Oswego; M.A., State  
University of New York, Albany
- ROBERT C. GREBERT Criminal Justice  
B.A., Manhattan College; M.A., State University of New  
York, Albany
- JOHN HASSIG Social Sciences  
B.S., New York University, M.A., New School for Social  
Research
- ORVILLE J. HINE Social Sciences  
B.A., Central College; M.D., New Brunswick Theological  
Seminary; M.S.W., State University of New York, Albany
- LAUREL ILAGAN Nursing  
B.S., MSN Russell Sage College
- JOSEPH M. INGLESE Physical Education  
B.A., Siena College; M.S., State University of New York,  
Albany
- LARRY HIGGINS Physical Education  
B.S., Ithaca College
- JULIE INNELLA Humanities  
A.A., Fulton-Montgomery Community College; B.A.,  
State University College at Geneseo; M.A., State Uni-  
versity of New York at Albany
- MARSHA JOHNSON Computer Information Systems  
A.A.S., Fulton-Montgomery Community College
- DONALD LANDRIO Mathematics  
B.S., State University College at Geneseo; M.S., State  
University College at Oneonta
- RICHARD D. LITWA Mathematics  
B.A., Niagara University; M.A., College of Saint Rose
- DONALD LOMANTO Mathematics  
B.S., Siena College; M.S., Union College; M.S., State  
University of New York at Albany; Ed.D., Nova Univer-  
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- DONALD E. MACKEY Computer Information Systems  
A.A.S., Cobleskill Agricultural & Technical College
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State University of New York, Albany
- HECTOR MONTANO Construction Technology
- SCOTT A. MURTAGH Construction Technology  
Certificate, New Brunswick Community College
- ROBERT T. OSBORNE, III Computer Information  
Systems  
A.A.S., Fulton-Montgomery Community College; B.S.,  
Siena College
- RICHARD PASQUINI Criminal Justice  
B.A., M.A., State University of New York, Albany
- ZBIGNIEW W. PASTUSZAK Humanities
- CHARLES PLYMEL Humanities  
M.A., Johns Hopkins University



JAN PRESTOPNIK Humanities  
B.A., Nazareth College, M.S., Elmira College

JOHN QUATRINI Social Science  
B.S., University of Scranton; M.A., Texas Tech University

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A.A., A.S., Fulton-Montgomery Community College;  
C.F.P., College for Financial Planning, Denver, Colorado

NAN-LYNN RANSOM Food Service Administration  
B.S., University of New Hampshire

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B.A., M.S., State University of New York at Albany

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MARYLOU ROUX Nursing  
B.S.P.A., St. Joseph's College

THOMAS RUSSELL Textile Technology

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B.A., M.A., State University of New York at Albany

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STEVEN E. SMITH Construction Technology  
B.A., Colgate University; B.S., Syracuse University; M.S.,  
Rensselaer Polytechnic Institute

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LAWRENCE STERNBERG Business  
B.S., M.S., University of Wisconsin; L.L.B., New York  
Law School

BONNIE M. STEWART Medical Information Processing  
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M.S., State University College, Potsdam

JOHN SYNAKOWSKI Visual Communications  
B.S., Rochester Institute of Technology

CRAIG TALARICO Humanities  
B.A., State University College at Oneonta; M.A., College  
of St. Rose

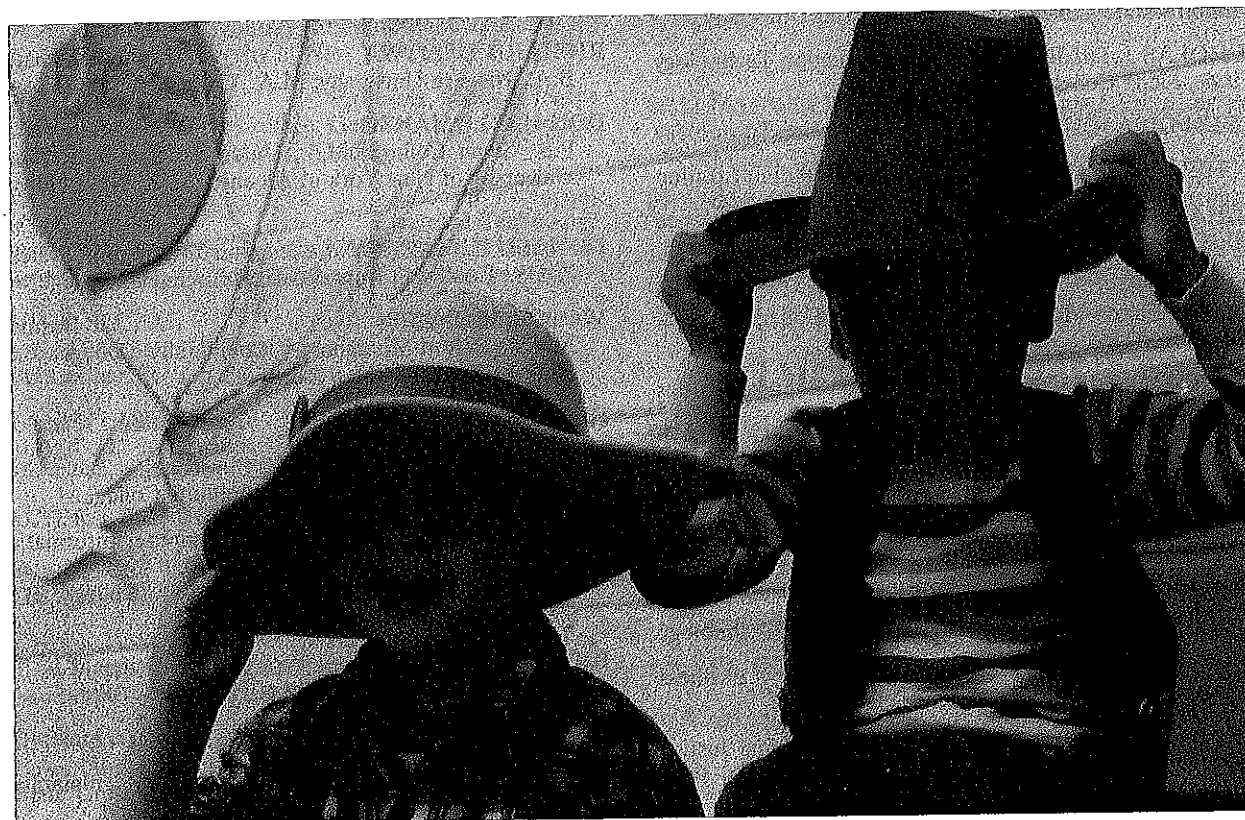
MARK TANNER Construction Technology

ROXANA B. VUSKALNS Humanities  
B.A., State University of New York at Albany; M.S., El-  
mira College

DARRYL WHITE Electrical Technology  
A.A.S. Fulton-Montgomery Community College; B.S.,  
Rochester Institute of Technology

PETER ZAYICEK Business  
B.S., Siena; M.S., State University of New York, Albany

JAMES ZINK Criminal Justice  
B.A., Empire State College





## FACULTY EMERITI

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B.A., LeMoyne College; M.A., Niagara University; M.S.,  
Ed.S., State University of New York, Albany

MAURICE A. LEVERAULT Visual Communications  
B.S., Carnegie-Mellon University; M.S. SUNY Oswego

ALFRED MASTRANGELI Business  
B.S., M.B.A., Roosevelt University

ROBERT E. MEACHAM Mathematics  
B.S., North Adams State College; M.S., University of  
Notre Dame

## FULTON-MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES

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FMCC  
Johnstown, New York 12095  
504 Coordinator: Harold Morrell  
FMCC  
Johnstown, New York 12095

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John Bower — Amsterdam High School  
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Judy Hugo — Mayfield High School  
Richard Luci — Amsterdam High School  
Linda Naples — Broadalbin-Perth High School  
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Barbara Swartwood — Fonda-Fultonville High School

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Joseph Kerigan  
Fred Kramer  
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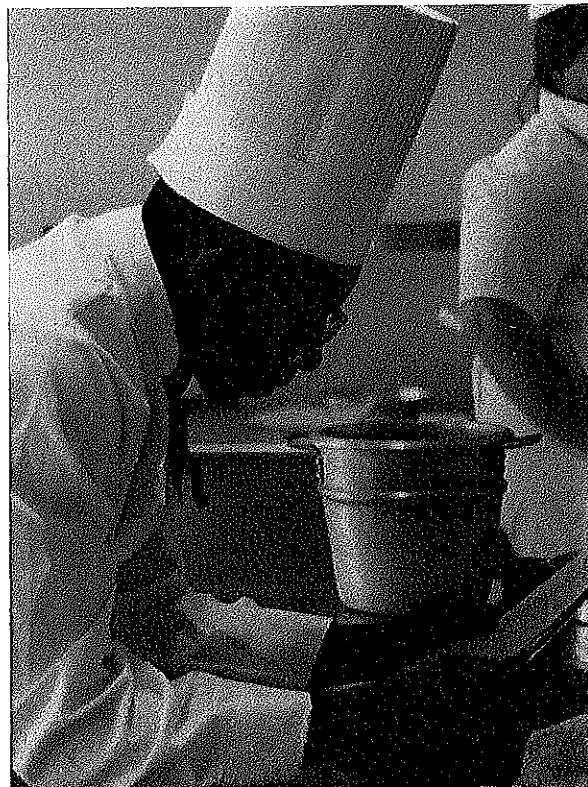
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Kevin McCleary  
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Lori Purdy  
Kenneth Wensley  
Douglass Williams



# TENTATIVE ACADEMIC CALENDAR 1991- 1992

This calendar pertains to all credit bearing courses taught through Fulton-Montgomery Community College.

## FALL, 1991

Sept. 2 Mon.	COLLEGE CLOSED – LABOR DAY
Sept. 3 Tues.	Testing, Advisement, Registration (NEW STUDENTS)
Sept. 4 Wed.	Advisement and Registration (RETURNING STUDENTS)
Sept. 5 Thurs.	CLASSES BEGIN FOR FALL, 1991, SEMESTER
Sept. 5-11 Thurs.-Wed.	Late Registration—Subject to Late Fee
Sept. 5-20 Thurs.-Fri.	Late Payment/Deferral Period— Subject to Late Fee
Sept. 11 Wed.	Late Registration Period Ends
Sept. 12 Thurs.	Last Day for Student-Initiated Schedule Changes
Sept. 21- Oct. 4 Sat.-Fri.	Extended Payment/Deferral Period— Subject to Tuition Extension Fee
Oct. 14 Mon.	NO CLASSES – COLUMBUS DAY
Oct. 23 Wed.	MID-TERM GRADES DUE
Nov. 4 Mon.	Pre-registration Begins for Spring, 1992
Nov. 11 Mon.	NO CLASSES – VETERANS' DAY
Nov. 14 Thurs.	Last Day to Withdraw from Classes Without Academic Penalty
Nov. 27 Wed.	CLASSES END—THANKSGIVING RECESS
Dec. 2 Mon.	CLASSES RESUME
Dec. 6 Fri.	Special Friday Make-Up Session (FOR EVENING CLASSES ONLY)
Dec. 6 Fri.	Last Day to Apply for Graduation
Dec. 18 Wed.	CLASSES END
Dec. 19-21 Thurs., Fri., & Sat.	FINAL EXAMINATIONS
Dec. 27 Fri.	FINAL GRADES DUE

## INTERSESSION – WINTER TERM, 1992

Jan. 6 Mon.	INTERSESSION – WINTER TERM BEGINS
Jan. 6 Mon.	Last Day to Register for Winter Term Without Payment of Late Fee
Jan. 10 Fri.	Last Day for Receipt of Application for Inclusion in Nursing Application Review*
Jan. 20 Mon.	NO CLASSES—MARTIN LUTHER KING DAY
Jan. 24 Fri.	INTERSESSION—WINTER SESSION ENDS
*Applications received after this date will be reviewed periodically through August on a space available basis.	

## SPRING, 1992

Jan. 22 Wed.	Testing, Advisement, Registration (NEW STUDENTS)
Jan. 23 Thurs.	Advisement and Registration (RETURNING STUDENTS)
Jan. 27 Mon.	WINTER TERM GRADES DUE
Jan. 27 Mon.	CLASSES BEGIN FOR SPRING, 1992 SEMESTER

Jan 27-31 Mon.-Fri.

Feb. 3-7 Mon.-Fri.

Feb. 7 Fri.

Feb. 8-21 Sat.-Fri.

Feb. 17 Mon.

Mar. 18 Wed.

Apr. 6 Mon.

Apr. 15 Wed.

Apr. 16 Thurs.

Apr. 27 Mon.

May 1 Fri.

May 13 Wed.

May 14-16 Thurs.,

Fri., & Sat.

May 18 Mon.

May 24 Sun.

## SUMMER, 1992

June 1 Mon.

June 1 Mon.

June 22 Mon.

July 2 Thurs.

July 3 Fri.

July 6 Mon.

July 6 Mon.

July 6 Mon.

July 23 Thurs.

July 24 Fri.

July 27 Mon.

Aug. 6 Thurs.

Aug. 7 Fri.

Late Registration—Subject to Late Fee  
Late Payment/Deferral Period—Subject to  
Late Fee

Last Day for Student-Initiated Schedule  
Changes

Extended Payment/Deferral Period—  
Subject to Tuition Extension Fee

NO CLASSES—PRESIDENTS' DAY  
MID-TERM GRADES DUE

Pre-registration Begins for Fall, 1992  
Last Day to Withdraw from Classes

Without Academic Penalty

CLASSES END—SPRING RECESS  
CLASSES RESUME

Special Friday Make-Up Session  
(FOR EVENING CLASSES ONLY)  
CLASSES END

FINAL EXAMINATIONS

FINAL GRADES DUE

COMMENCEMENT

Last Day to Register for First Five-Week  
Summer Session and Summer Evening  
Session Without Payment of Late Fee  
CLASSES BEGIN FOR FIRST FIVE-  
WEEK & EVENING SESSIONS

Last Day to Withdraw from First Five-  
Week Session Without Academic  
Penalty

CLASSES END FOR FIRST-WEEK  
SUMMER SESSION

COLLEGE CLOSED—  
INDEPENDENCE DAY HOLIDAY

Last Day to Register for Second Five-  
Week Session Without Payment of Late  
Fee

CLASSES BEGIN FOR SECOND FIVE-  
WEEK SUMMER SESSION

Last Evening to Withdraw from Evening  
Session Without Academic Penalty

CLASSES END FOR SUMMER  
EVENING SESSION

Special Friday Make-up Session/Exam  
Day

Last Day to Withdraw from Second Five-  
Week Session Without Academic  
Penalty

CLASSES END FOR SECOND FIVE-  
WEEK SUMMER SESSION

Special Friday Make-up Session/Exam  
Day

# TENTATIVE ACADEMIC CALENDAR 1992-1993

This calendar pertains to all credit bearing courses taught through Fulton-Montgomery Community College.

## FALL, 1992

Sept. 1 Tues.	Testing, Advisement, Registration (NEW STUDENTS)
Sept. 2 Wed.	Advisement and Registration (RETURNING STUDENTS)
Sept. 3 Thurs.	CLASSES BEGIN FOR FALL, 1992, SEMESTER
Sept. 3-9 Thurs.-Wed.	Late Registration—Subject to Late Fee
Sept. 3-18 Thurs.-Fri.	Late Payment/Deferral Period—Subject to Late Fee
Sept. 7 Mon.	COLLEGE CLOSED—LABOR DAY
Sept. 9 Wed.	Late Registration Period Ends
Sept. 10 Thurs.	Last Day for Student-Initiated Schedule Changes
Sept. 19- Oct. 3 Sat.-Fri.	Extended Payment/Deferral Period—Subject to Tuition Extension Fee
Oct. 12 Mon.	NO CLASSES—COLUMBUS DAY
Oct. 21 Wed.	MID-TERM GRADES DUE
Nov. 2 Mon.	Pre-registration Begins for Spring, 1993
Nov. 11 Wed.	NO CLASSES—VETERANS' DAY
Nov. 12 Thurs.	Last Day to Withdraw from Classes Without Academic Penalty
Nov. 25 Wed.	CLASSES END—THANKSGIVING RECESS
Nov. 30 Mon.	CLASSES RESUME
Dec. 4 Fri.	Special Friday Make-up Session (FOR EVENING CLASSES ONLY)
Dec. 4 Fri.	Last Day to Apply for Graduation
Dec. 16 Wed.	CLASSES END
Dec. 17-19 Thurs., Fri., & Sat.	FINAL EXAMINATIONS
Dec. 23 Wed.	FINAL GRADES DUE

## INTERSESSION — WINTER TERM, 1993

Jan. 5 Tues.	INTERSESSION—WINTER TERM BEGINS
Jan. 5 Tues.	Last Day to Register for Winter Term Without Payment of Late Fee
Jan. 15 Fri.	Last Day for Receipt of Application for Inclusion in Nursing Application Review*
Jan. 18 Mon.	NO CLASSES—MARTIN LUTHER KING DAY
Jan. 22 Fri.	INTERSESSION—WINTER SESSION ENDS

## SPRING, 1993

Jan. 20 Wed.	Testing, Advisement, Registration (NEW STUDENTS)
Jan. 21 Thurs.	Advisement and Registration (RETURNING STUDENTS)

\*Applications received after this date will be reviewed periodically through August on a space available basis.

Jan. 25 Mon.  
Jan. 25 Mon.

Jan. 25-29  
Mon.-Fri.  
Jan. 25-  
Feb. 12 Mon.-Fri.

Feb. 5 Fri.

Feb. 13-26  
Sat.-Fri.

Feb. 15 Mon.  
Mar. 17 Wed.  
Apr. 5 Mon.  
Apr. 8 Thurs.  
Apr. 14 Wed.

Apr. 19 Mon.  
May 7 Fri.

May 12 Wed.  
May 13-15 Thurs.,  
Fri., & Sat.  
May 17 Mon.  
May 23 Sun.

## SUMMER, 1993

June 7 Mon.	Last Day to Register for First Five-Week Summer Session and Summer Evening Session Without Payment of Late Fee
June 7 Mon.	CLASSES BEGIN FOR FIRST FIVE-WEEK & EVENING SESSIONS
June 28 Mon.	Last Day to Withdraw from First Five-Week Session Without Academic Penalty
July 1 Wed.	CLASSES END FOR FIRST FIVE-WEEK SUMMER SESSION
July 2 Thurs. July 5 Mon.	Special Make-Up Session/Exam Day COLLEGE CLOSED—INDEPENDENCE DAY HOLIDAY
July 6 Tues.	Last Day to Register for Second Five-Week Session Without Payment of Late Fee
July 6 Tues.	CLASSES BEGIN FOR SECOND FIVE-WEEK SUMMER SESSION
July 6 Tues.	Last Evening to Withdraw from Evening Session Without Academic Penalty
July 26 Mon.	Last Day to Withdraw from Second Five-Week Session Without Academic Penalty
July 29 Thurs. July 30 Fri.	CLASSES END FOR SUMMER EVENING SESSION Special Friday Make-up Session/Exam Day
Aug. 5 Thurs. Aug 6 Fri.	CLASSES END FOR SECOND FIVE-WEEK SUMMER SESSION Special Friday Make-up Session/Exam Day

## WINTER TERM GRADES DUE CLASSES BEGIN FOR SPRING, 1993 SEMESTER

Late Registration—Subject to Late Fee

Late Payment/Deferral Period—Subject to Late Fee

Last Day for Student-Initiated Schedule Changes

Extended Payment/Deferral Period—Subject to Tuition Extension Fee

NO CLASSES—PRESIDENTS' DAY  
MID-TERM GRADES DUE

Pre-registration Begins for Fall, 1993  
CLASSES END—SPRING RECESS  
Last Day to Withdraw from Classes Without Academic Penalty

CLASSES RESUME  
Special Friday Make-up Session (FOR EVENING CLASSES ONLY)  
CLASSES END

FINAL EXAMINATIONS  
FINAL GRADES DUE  
COMMENCEMENT

# NEW YORK STATE EDUCATION LAW

## **§224-a. Students unable because of religious beliefs to attend classes on certain days**

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from an examination of any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.

6.a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.

7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the State University of New York or of the board of higher education of the City of New York or any community college.

# STATE UNIVERSITY OF NEW YORK

The State University of New York (SUNY) is the largest, centrally-managed, multi-level system of public education in the nation. Its sixty-four campuses bring the opportunity for college education within commuting distance of almost every New York citizen. The University system offers a wide range of certificate programs and associate, baccalaureate and graduate degree courses of study.

The State University of New York is governed by a Board of Trustees appointed by the governor. The Board establishes the overall academic policy of the University and determines the specific policies to be followed by the thirty-four state-supported campuses. Each of the thirty community colleges also has its own local Board of Trustees which develops local policies and goals. New York State contributes one-third to forty percent of the operating costs and one-half of the capital costs of the community colleges.

## STATE UNIVERSITY OF NEW YORK BOARD OF TRUSTEES

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## STATE UNIVERSITY OF NEW YORK UNIVERSITY CENTERS

State University of New York at Albany  
State University of New York at Binghamton  
State University of New York at Buffalo  
State University of New York at Stony Brook

## COLLEGES OF ARTS AND SCIENCE

Empire State College  
State University College at Brockport  
State University College at Buffalo  
State University College at Cortland  
State University College at Fredonia  
State University College at Geneseo  
State University College at New Paltz  
State University College at Old Westbury  
State University College at Oneonta  
State University College at Oswego  
State University College at Plattsburgh  
State University College at Potsdam  
State University College at Purchase

## COLLEGES AND CENTERS FOR THE HEALTH SCIENCES

Downstate Medical Center at Brooklyn  
Upstate Medical Center at Syracuse  
College of Optometry at New York City  
(Health Sciences Center at Buffalo University Center)\*  
(Health Sciences Center at Stony Brook University Center)\*

## AGRICULTURAL AND TECHNICAL COLLEGES

Agricultural and Technical College at Alfred  
Agricultural and Technical College at Canton  
Agricultural and Technical College at Cobleskill  
Agricultural and Technical College at Delhi  
Agricultural and Technical College at Farmingdale  
Agricultural and Technical College at Morrisville

## SPECIALIZED COLLEGES

College of Environmental Science and Forestry at Syracuse  
Maritime College at Fort Schuyler  
Institute of Technology at Utica/Rome  
(Fashion Institute of Technology at New York City)\*\*\*

## STATUTORY COLLEGES\*\*

College of Agriculture and Life Sciences at  
Cornell University  
College of Ceramics at Alfred University  
College of Human Ecology at Cornell University  
School of Industrial and Labor Relations at  
Cornell University  
College of Veterinary Medicine at Cornell University

## COMMUNITY COLLEGES

(Locally-sponsored, two-year colleges under the program of  
State University)

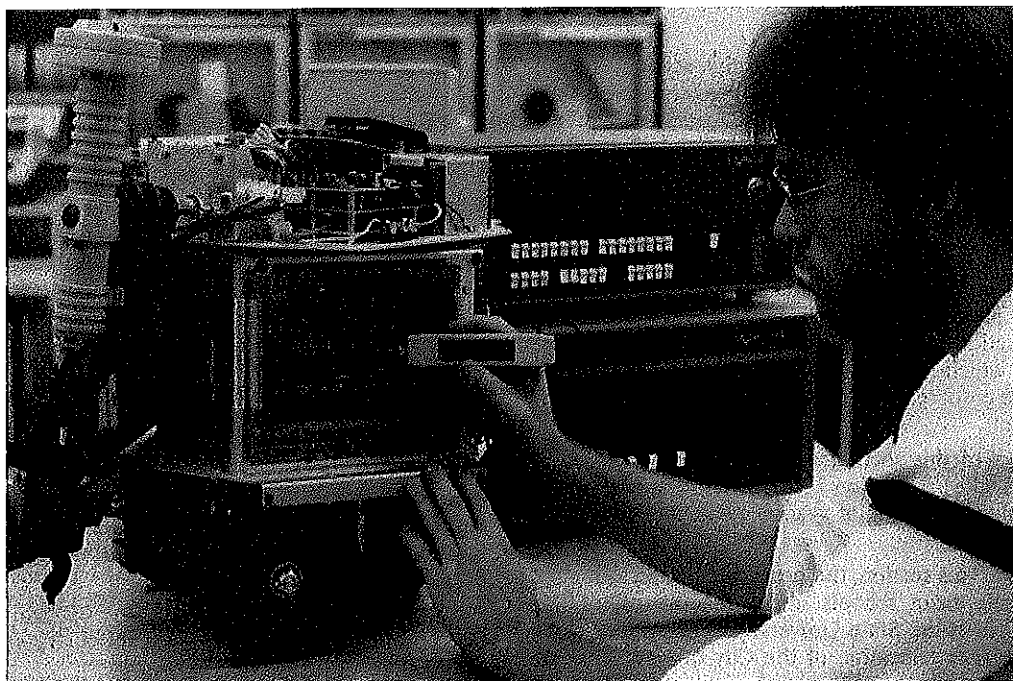
Adirondack Community College at Glens Falls  
Broome Community College at Binghamton  
Cayuga County Community College at Auburn  
Clinton Community College at Plattsburgh  
Columbia-Greene Community College at Hudson  
Community College of the Finger Lakes at Canandaigua  
Corning Community College at Corning  
Dutchess Community College at Poughkeepsie  
Erie Community College at Williamsville, Buffalo and  
Orchard Park

Fashion Institute of Technology at New York City\*\*\*  
Fulton-Montgomery Community College at Johnstown  
Genesee Community College at Batavia  
Herkimer County Community College at Herkimer  
Hudson Valley Community College at Troy  
Jamestown Community College at Jamestown  
Jefferson Community College at Watertown  
Mohawk Valley Community College at Utica  
Monroe Community College at Rochester  
Nassau Community College at Garden City  
Niagara County Community College at Sanborn  
North Country Community College at Saranac Lake  
Onondaga Community College at Syracuse  
Orange County Community College at Middletown  
Rockland Community College at Suffern  
Schenectady County Community College at Schenectady  
Suffolk County Community College at Selden,  
Riverhead and Brentwood  
Sullivan County Community College at Lock Sheldrake  
Tompkins-Cortland Community College at Dryden  
Ulster County Community College at Stone Ridge  
Westchester Community College at Valhalla

\*The Health Sciences centers at Buffalo and Stony Brook are operated under the administration of their respective University Centers.

\*\*These operate as "contract colleges" on the campuses of independent universities.

\*\*\*While authorized to offer such baccalaureate and master's degree programs as may be approved pursuant to the provisions of the Master Plan, in addition to the associate degree, the Fashion Institute of Technology is financed and administered in the manner provided for community colleges.



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