EMERGENCY CLOSINGS

In the event it is necessary to cancel classes or close the college because of snow or other conditions which might endanger the health or safety of students, an announcement will be made over area radio stations and local television stations. In addition, emergency closing information is available by calling (518) 629-4822 or on the college’s Web site: www.hvcc.edu.

Hudson Valley Community College does not discriminate on the basis of age, gender, race or ethnicity, national origin, religion, disabling condition, marital status or sexual orientation.
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Instructional Calendar

Fall 2008 Term

Classes Begin
On-Campus Day Classes .............................................. Monday, August 25
On-Campus Evening Classes .................................Tuesday, September 2
Evening Classes at Off-Campus Sites ......................Monday, September 8

NO CLASSES/COLLEGE CLOSED .........................................Monday, September 1
County List Census Date .............................................Monday, September 15
NO CLASSES ..............................................................Monday, October 13
Mid-Term Grades Due ...............................................Monday, October 20
Sprint Classes Begin ....................................................Monday, October 20
Last Day to Withdraw from Courses ...................Friday, November 14

NO CLASSES/COLLEGE CLOSED ......................................Wednesday - Saturday,
November 26 - 29

Last Day of Instruction ..............................................Friday, December 12

TERM EXAMS
Saturday Class Exams ...........................................Saturday, December 13
Day and Evening Class Exams ..........................Monday - Thursday
December 15 - 18
Day and Evening Class Snow Day Exams..........Friday, December 19

COLLEGE CLOSED ..................................................Wednesday and Thursday,
December 24 and 25
Wednesday and Thursday,
December 31, 2008
and January 1, 2009

Intersession 2008

Classes Begin ..........................................................Monday, December 22

NO CLASSES/COLLEGE CLOSED .................................Wednesday and Thursday,
December 24 and 25
Wednesday and Thursday,
December 31, 2008
and January 1, 2009

Last Day to Withdraw from Courses ................Monday, January 5
Classes End .............................................................Wednesday, January 7
Final Exams .............................................................Thursday, January 8
Snow Day ...............................................................Friday, January 9
Spring 2009 Term

Classes Begin
- On-Campus Day and Evening Classes .................... Monday, January 12
- Evening Classes at Off-Campus Sites ............... Tuesday, January 20

NO CLASSES - Martin Luther King Jr. Day ............ Monday, January 19

County List Census Date ....................................... Monday, February 2

NO CLASSES - Faculty Workshop Day ................. Wednesday, February 11

Mid-Term Grades Due .............................................. Monday, March 9

Sprint Classes Begin ........................................ Tuesday, March 9

NO CLASSES ............................................................... Monday - Saturday, March 23 - 28

Last Day to Withdraw from Courses .................. Thursday, April 9

COLLEGE CLOSED .................................................. Friday - Tuesday, April 10 - 14

Last Day of Instruction .......................................... Friday, May 8

Saturday Class Exams ............................................ Saturday, May 9

Day and Evening Class Exams ......................... Monday - Thursday, May 11 - 14

Commencement .................................................. Saturday, May 16 (9 a.m.)

Summer 2009 Term

NO CLASSES/COLLEGE CLOSED .................. Monday, May 25 - Friday, July 3

Summer Part of Term 1 (3 weeks)
- Classes Begin .................................................. Monday, May 18
- Classes End ..................................................... Friday, June 5

Summer Part of Term 2 (6 weeks)
- Classes Begin .................................................. Monday, May 18
- Classes End ..................................................... Friday, June 26

Summer Part of Term 3 (3 weeks)
- Classes Begin .................................................. Monday, June 29
- Classes End ..................................................... Friday, July 17

Summer Part of Term 4 (6 weeks)
- Classes Begin .................................................. Monday, June 29
- Classes End ..................................................... Friday, August 7

Summer Part of Term 5 (12 weeks)
- Classes Begin .................................................. Monday, May 18
- Classes End ..................................................... Friday, August 7

Please be advised that information, policies and procedures detailed in this publication are subject to change at the discretion of Hudson Valley Community College.
About Hudson Valley Community College

Statement of Commitment

Hudson Valley Community College is committed to providing caring, personal, high-quality service at a reasonable cost to support students’ success in reaching and raising their goals.

Mission Statement

Hudson Valley Community College’s mission is to provide dynamic, student-centered, comprehensive, and accessible educational opportunities that address the diverse needs of the community.

Historical Preamble

The college was created to respond to the needs of Rensselaer County and other nearby counties following World War II, and after the closing of the Veteran’s Vocational School in 1953. At first, the college’s programs were largely technical, but by 1960 the first science, business, and liberal arts programs were added. In the decades since, the college has steadily increased its offerings, both in degree and certificate programs, so that it is now comprehensive in its majors and mission.

Since its inception in 1953, Hudson Valley Community College has been sponsored by Rensselaer County under the supervision of the State University of New York. As one of the 30 community colleges in the state, all of its programs are registered and approved by the New York State Department of Education* with the authority to award certificates and associate’s degrees in arts, science, applied science, and occupational studies.

Hudson Valley Community College is accredited by the Commission on Higher Education of the Middle States Association, an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. Many of the college’s academic programs also are accredited by specialized national professional accrediting associations.

In 1966, the college began administering the Capital District Educational Opportunity Center to better serve the needs of the community.

* New York State Education Department Office of Higher Education and the Professions Cultural Education Center, Room 5B28, Albany, NY 12230, (518) 474-5851

Goals and Objectives

1. To enhance and promote excellence in teaching and learning.
   1.1 To institute an integrated academic and administrative infrastructure that makes optimal employee support a priority.
   1.2 To support faculty with the necessary resources for professional and personal development.
   1.3 To develop effective teaching and learning methods that will assist the college in adapting to changing student academic needs.
   1.4 To increase and strengthen articulation agreements with educational institutions and affiliations with educational partnerships.
   1.5 To explore thoroughly all aspects of new educational delivery systems prior to implementation.
   1.6 To encourage and support innovation in the teaching and learning environment.
   1.7 To assess effectiveness in the teaching and learning environment.
   1.8 To ensure that the goals and standards of the college’s academic programs are achieved.
1.9 To provide and maintain a classroom environment that is conducive to teaching and learning.
1.10 To develop new academic programs, new certificate programs, and/or new courses; and/or to revise current academic programs, certificate programs and/or courses in response to identified needs.

2. To develop and support a student-centered collegial environment.
   2.1 To promote and provide friendly, informative and supportive services for students.
   2.2 To develop a systematic and integrated approach to student persistence and success.
   2.3 To provide effective academic advising for all students.
   2.4 To develop and maintain a student scheduling system that is driven by student needs.
   2.5 To increase awareness of student support services, policies and campus events.
   2.6 To foster and promote student responsibility and involvement in his/her education.

3. To promote the integration of pluralism within the college community.
   3.1 To develop and promote institutional programs and processes that embrace diversity.
   3.2 To promote affirmative action and equal employment opportunities to increase the number of faculty and staff members from under-represented groups.
   3.3 To increase the recruitment, retention, success and transfer of students from under-represented groups.

4. To create and sustain a technological environment that is supportive of academic and administrative needs.
   4.1 To provide for continuous review and upgrading of technology as it serves academic and administrative applications.
   4.2 To promote computer competency for students, faculty and staff.
   4.3 To maintain an administrative information system that is useful, integrated and user friendly.
   4.4 To provide a supportive environment for the development and implementation of distance learning opportunities.

5. To maintain and improve administrative services.
   5.1 To develop and maintain an integrated institutional planning process.
   5.2 To regularly assess the effectiveness of all areas under administrative services.
   5.3 To promote communication, cooperation and shared decision making among administrative and academic departments.
   5.4 To ensure fair and equitable performance evaluation, promotion and compensation systems for all faculty and staff.
   5.5 To support the staff with the necessary resources for professional and personal development.
   5.6 To implement a non-adversarial and collaborative approach to the bargaining process.
   5.7 To provide a clean, safe and accessible environment which meets the needs of students, faculty and staff.
   5.8 To promote fiscal responsibility and accountability.

6. To develop and foster beneficial relationships with the community.
   6.1 To enrich and increase administrative and academic partnerships with businesses and the community.
   6.2 To promote and support the departmental efforts that generate external revenue.
   6.3 To develop a comprehensive enrollment management system to achieve and maintain effective recruitment and retention of students.
6.4 To promote the maximum achievable graduation rate for students.

6.5 To promote Hudson Valley Community College as an exemplary educational institution through an institution-wide marketing focus, that highlights the merits of all programs.

6.6 To promote a spirit of community service among students, faculty and staff.

6.7 To serve as a cultural resource for internal and external communities through both curricular and non-curricular programs and activities.

6.8 To cultivate relationships with external funding sources and actively pursue financial support for programming goods and services not supported by the college budget.

- Where the college’s mission statement drives all academic and administrative operations and functions.

Glossary of College Terms

This catalog is a resource document containing information about program requirements and other college policies for which a student is ultimately responsible. It also contains information about the academic, student and community services the college offers.

This section defines many college terms that will help a student gain a full understanding of the information within the catalog.

**Academic Dismissal**: A student who is dismissed is no longer matriculated and, in addition, may not register for any credit courses at the college for one full term. Refer to Policies and Procedures on page 72.

**Academic Probation**: A student will be placed on academic probation at the end of a term in which the student’s grade point average falls below that which is required according to the Retention Table. Refer to Policies and Procedures on page 72.

**Academic Suspension**: Academic suspension is the removal of a student from a matriculated status in a program. Refer to Policies and Procedures on page 72.

**Articulation Agreement**: A formal agreement between Hudson Valley Community College and a baccalaureate degree-granting institution. These agreements are established for specific academic programs and ensure transfer with junior standing upon completion of appropriate coursework and achievement of a minimum grade average.

**Attendance**: Attendance in class is necessary for successful completion of a course of study. To understand the college’s policy on attendance, refer to Policies and Procedures on page 72.

Community Bill of Rights and Responsibilities

Hudson Valley Community College serves residents of the Capital Region and other areas in appropriate and diverse ways, striving always to improve their quality of life by offering affordable education, training and service. As a full-opportunity college dedicated to teaching and learning, Hudson Valley Community College makes it possible for every applicant to pursue an appropriate program of study. In the spirit of its mission, the Community Bill of Rights and Responsibilities states that:

All members of the college community have the right and responsibility to work and learn in a collegial setting:

- Where all members of the college community are treated with courtesy and respect;

- That has clear ethics and conduct codes with fair and consistently enforced consequences for non-compliance;

- That is safe, orderly and drug free;

- That has clearly stated, high academic standards and the instructional materials and equipment necessary to implement rigorous academic programs; and
**Associate’s Degree:** A title conferred on a student signifying completion of a two-year program comprised of 60 or more credits. For additional information, refer to Policies and Procedures on page 72.

**Certificate:** A document issued to a student signifying completion of a specific series of skill courses. A certificate program is one year or less in length.

**Change of Major:** The process of changing a student’s matriculation in one program to a different program. To change majors, a student must be in good academic standing, and meet all prerequisites for the desired new program. A student should initiate the change by contacting his/her current academic advisor.

**Contact Hours:** The total hours of class and lab required per week in a course.

**Continuing Education:** The Office of Continuing Education is designed to offer students a viable and flexible alternative to the traditional full-time college degree. Advisors are available to assist with the selection of courses.

**Course Description:** Course description(s) tell students what is taught in the course, what the objectives are, and what they should be able to do upon completion. It also describes the required classroom hours, lab hours, clinic or co-op hours, credit hours, and indicates if a prerequisite/corequisite is needed.

**Course Load Status:** Regardless of matriculation status, a student who carries 12 or more credits during the Fall or Spring term is considered a full-time student. Anything less than 12 credits is part-time.

**Course Withdrawal:** If a student is unable to complete a course, for whatever reason, the student must withdraw from the course or risk receiving a grade of “F” for the course. For withdrawal procedures, refer to Policies and Procedures on page 72.

**Corequisite:** Any course which must be taken during the same term as the course that specifies the corequisite.

**Credit:** A unit of academic award applicable toward a degree, measured in term hours.

**Drop/Add:** The procedure whereby a student may change his/her class schedule, after initial registration, by dropping or adding a course without academic penalty.

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

**Full-Time Student:** A student enrolled for 12 or more credits per term.

**Note:** Full-time status for New York State scholarships is determined by enrollment in 12 or more degree applicable hours. A course in which a grade of “D” or better was previously earned is not counted toward the 12-hour full-time study requirement.

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

**Good Academic Standing:** The status of a student who has met or exceeded the requirements specified in Policies and Procedures on page 72. A student must be in good academic standing to be eligible for veterans’ benefits, intercollegiate athletics, the Student Senate and other campus activities.

**Grade Point Index:** The numerical average based on the credit hours attempted and grades earned for courses taken at Hudson Valley Community College. At the close of each term, a separate index is calculated to indicate the term, and cumulative average.

**Humanities Elective:** Courses from those branches of knowledge which are concerned with the human race and its culture.

**In-State Resident:** A legal resident of New York State for a minimum of one calendar year.

**Learning Skills Courses:** Basic courses which prepare students for college-level study.

**Liberal Arts and Science Coursework:** Courses which are intended to provide chiefly general knowledge and to develop student’s general intellectual capacities.

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

**Mathematics Elective:** Courses which study number, form, arrangement and associated relationships, using defined literal, numerical and operational symbols.

**Matriculated Student:** A matriculated student has been accepted for admission to the college, has registered in a major and is pursuing courses toward a degree or certificate.

**Mid-Term Grades:** Mid-term grades are indicators of a student’s progress. Mid-term grades are not recorded on official transcripts, but they may be used to determine the eligibility of a student to continue participation in intercollegiate sports or student activities.

**Non-Degree Courses:** A course that is not applicable toward a degree and is designated “ND” in the course description. ND units indicate the number of hours for which a student is charged tuition and the number of hours counted toward course load status.

**Non-Matriculated Student:** A non-matriculated student is one who has not yet been accepted for admission to the college, has lost matriculated status by not enrolling in coursework for one term, or has been suspended from a program because of failure to maintain good academic standing. Courses taken by a non-matriculated student may later count toward a degree, however, the student will not be eligible for financial aid.

**Out-of-State Residents:** Legal resident of a state other than New York, or of a foreign country.

**Part-Time Student:** A student enrolled for fewer than 12 credits per term.

**Prerequisite:** A course that a student must successfully complete for background information before enrolling in a particular course. For example, Nursing II has a prerequisite of Nursing I.

**Program:** (see Major).

**Registered Student:** A registered student is one who has scheduled classes. A student who registers but does not complete the payment process will not be granted credit, regardless of class attendance.

**Restricted Elective:** Major requirements which may be chosen from a group of courses specifically identified for that major.

**Term:** A 15-week period of instruction and a one-week period of examinations and outcome assessments.

**Satisfactory Academic Progress (SAP):** The status of a student who has met or exceeded both the qualitative and quantitative measurements specified in Policies and Procedures on page 72. A student must meet the Satisfactory Academic Progress requirements to be eligible for financial aid.

**Science Elective:** Courses which foster the observation, identification, description, experimental investigation and theoretical explanation of natural phenomena.

**Social Science Elective:** Courses which study society and the individual relationships in and to society.

**Title IV Financial Aid:** The student financial assistance programs authorized by Title IV of the Federal Higher Education Act of 1965, as amended, consist of: Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Student Loans (including the Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, and the Federal Direct Parent Loan for Undergraduate Students (PLUS) Loans).

**Total Withdrawal:** The procedure whereby a student may withdraw from all coursework. The withdrawal process must be completed at the Enrollment Information Center, Guenther Enrollment Services Center lobby, by the deadlines published each term.

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

**Transfer Credit:** Credit from coursework taken at a previous institution which is accepted toward a degree requirement at Hudson Valley Community College. Transfer credit is posted to the transcript of matriculated students only.
Admissions

General Information

Hudson Valley Community College’s Admissions staff offers guidance, counseling and support services to assist students in finding areas of study best suited to their interest, aptitudes and abilities. The Admissions Office is responsible for providing initial, relevant information about academic opportunities at the college. Interested students can contact the office to receive program information, Applications for Admission and to discuss initial academic plans with an Admissions representative. In addition, the office coordinates the review of Applications for Admission to degree and certificate programs.

Students who are interested in working toward a degree must complete the application process described on the following pages. Students not planning to complete a Hudson Valley Community College degree, but who wish to be matriculated (formally accepted into a program) for other reasons, must complete the application process as well.

The Office of Continuing Education assists students who wish to take college course work as a non-degree student. For part-time, non-degree course information, contact the Office of Continuing Education at (518) 629-7338.

All students who wish to become eligible for Federal or New York State financial aid must be admitted to a degree program for the purpose of earning a degree or certificate.

General Admission Requirements

Candidates for admission are considered without discrimination on the basis of age, gender, race, ethnicity, national origin, religion, disabling condition or sexual orientation.

• Applicants must provide evidence of a diploma from an accredited high school or an equivalency diploma. Transfer students possessing an associate’s or bachelor’s degree are eligible for a waiver.

• High school seniors, who apply for admission during their senior year, must demonstrate adequate scholastic achievement based on their junior or latest senior year academic record.

• Applicants must select a desired program choice. Each academic program has specific program entrance requirements established to ensure student success in the program. Applicants must provide official documentation of having met the requirements for the chosen program. These requirements may be met through high school and/or college course work. Program Entrance Requirements can be found on pages 16-23.

• The college recommends, but does not require, that applicants complete the American College Test (ACT) or the Scholastic Aptitude Test (SAT) as an aid to course placement.

• Applicants who have previously been convicted of a felony or misdemeanor may not be able to receive final licensure in certain fields upon completion of the degree or certificate. Also, certain career opportunities from some programs may be limited. For more specific details and advice, the applicant should discuss his/her situation with the appropriate department chairperson.

Early Admission Program

Hudson Valley Community College recognizes that certain high school students may benefit by beginning their college study early. The Early Admission Program (EAP) allows qualified students the opportunity to fulfill high school graduation requirements through completed college credit. High school students who have successfully completed their junior year and who have achieved an overall high school average of 80 (B) or better are encouraged to consider the Early Admission Program.

Students interested in the Early Admission Program will need to complete the following to be considered:
1. High school juniors must complete the Application for Admission and submit it to their guidance counselor, using the Program Choice Code (0199) EAP, for Early Admission Program - Liberal Arts ONLY. A recommendation letter from a high school official other than a guidance counselor or a teacher is required as well.

2. The guidance counselor then completes the Early Admission Agreement form. This, along with a Transcript Release Form, is then submitted to the Admissions Office.

3. The applicant must make an appointment with an Admissions counselor.

Proof of high school graduation for the Early Admission Program:

1. At the end of each term, the Hudson Valley Community College registrar will send the high school a copy of the student’s college transcript.

2. At the end of the term/year in which the student will graduate from high school, the high school is required to send Hudson Valley Community College an official transcript to show proof of graduation.

3. If the student fails to complete high school diploma requirements, the student should consider taking a General Equivalency Diploma (GED) examination or request an Equivalency Diploma based on completion of 24 college credits.

Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) provides the one-on-one tutorial and counseling services for New York State applicants who are considered academically at risk and from low-income households, according to definitions set forth by the State University of New York.

Applicants must complete the Hudson Valley Community College Application for Admission and the Educational Opportunity Program (EOP) Early Information Form to be considered for enrollment in the program. Both applications are available in the Admissions Office and EOP Office.

In order to meet the eligibility requirements of EOP, applicants must be:

1. A graduate of a New York State accredited high school and a resident of New York State (at least 12 months prior to the first term of enrollment).

2. Academically under-prepared for college level work (high school averages under 80) and/or be a recipient of the General Equivalency Diploma (GED).

3. A first-time college student and apply during his/her first term of enrollment. Selection of eligible applicants is conducted by the EOP director.

EOP students are entitled to $150 to $300 in personal expenses per academic year.

For more information contact the director of the Educational Opportunity Program (EOP) at (518) 629-7348.

24-Credit Hour Program

The 24-Credit Hour Program is for non-high school graduates and students graduating from non-registered schools or correspondence schools both within and outside of New York State.

The High School Equivalency Program of the New York State Education Department has established the following guidelines for granting an equivalency diploma based on earned college credit:

A student who has not earned a high school diploma may be issued a New York State High School Equivalency Diploma. This will be granted if satisfactory documentation is provided of the student’s successful completion of the required 24 college credits as a recognized candidate for a college-level degree or certificate at an approved institution.

If the only reason a student could not apply the credits to a regular program is the lack of a high school diploma or its equivalent, the student may be considered by the college as a recognized candidate for a degree or certificate for the purpose of the equivalency diploma certification.

The candidate must send a completed special application form (DET 603A) and have the
institution where the credit was earned send the credit certification form (DET 616) and a transcript to the state Education Department.

In concert with this program, Hudson Valley Community College will consider an Application for Admission from students who do not have a high school diploma or equivalency, providing they meet the following minimum criteria:

1. Student has reached “maximum” compulsory school attendance age.*

2. The student must contact the Admissions Office for an individual appointment to discuss and determine eligibility for enrollment.

3. The student must take a placement test to determine if, in the judgment of the college, the student has a reasonable chance of succeeding in college course work.

4. The student must enroll in the course work recommended by the college following placement testing, a personal interview with an academic advisor, and submission of supportive academic transcripts or recommendations as requested by the college.

* Students of compulsory school age who have yet to complete a four-year high school program and who seek to enroll in full-time college study are required to submit verification from the school district of residence that he/she will be meeting the compulsory education requirements through full-time college study. This verification must be in the form of an approved Individualized Home Instruction Plan (IHIP) that includes such full-time college study.

Successful applicants to this program will only be admitted to the college’s Individual Studies program.

Students who have or will be graduating with an Individual Education Program (IEP) diploma should apply to the 24-Credit Hour Program.

New York State has established specific course requirements which must be completed to obtain an equivalency diploma. Students should work closely with their advisor to ensure the requirements are met.

Admission to the 24-Credit Hour Program does not automatically qualify students for state and federal financial aid (refer to Financial Aid section, page 28). Consult with an Admissions representative for more information.

International Students

International students are accepted for admission to the college through the Admissions Office. International students should request application forms 10 to 12 months before they intend to begin studies at Hudson Valley Community College. This will allow time for exchange of correspondence and evaluation of all necessary documents. An international student must present, for admission, a translated, notarized copy of all academic credentials.

If it is necessary to determine course equivalencies international students are required to utilize World Education Services, a fee-based credentialing service. This service will evaluate transcript(s) and then provide a course-by-course transcript evaluation that can be presented to Hudson Valley Community College for potential transfer credit evaluation.

International applicants must display proficiency in English and they are required to take the Test of English as a Foreign Language (TOEFL). To gain admittance to the college, a minimum score of 500 is required on the paper-based test, a minimum score of 173 on the computer-based test or a minimum score of 61 on the iBT version. The Advanced Placement International English Exam (APIEL) is also accepted with a minimum score of “3.” Finally, after admission, the international student applicant must demonstrate sufficient economic resources to cover the cost of education and living in the United States. Specific inquiries should be directed to the international student advisor at (518) 629-7325.

All international students residing in the United States of America who have obtained permanent resident status must submit a copy of their “green card” when filing the Application for Admission to the college.

For information regarding English as a Second Language courses, refer to page 251.
Application For Admission
Procedures and Policies

Students are encouraged to apply early. Applications for admission are processed on a continuous basis and should be received by the Admissions Office prior to the beginning of classes. Students who have previously applied to or attended Hudson Valley Community College should contact the Admissions Office for specific directions on completing the application process. Generally, the application process is as follows:

1. All applicants must submit a completed Hudson Valley Community College or SUNY Application for Admission. Applications and college literature are available from the Admissions Office, area high schools, community agencies and libraries. An online Application for Admission also can be obtained and completed by visiting the Hudson Valley Community College Web site at www.hvcc.edu/application.

2. All applicants must submit the $30 Application Fee. Students unable to pay the $30 fee may submit an application and pay the fee as part of the tuition bill.

3. Applicants must submit an official, final high school transcript. This and all required documents must be submitted to the Admissions Office at Hudson Valley Community College.

   • If still enrolled in high school, submit the completed application, the $30 application fee, payable to Hudson Valley Community College, to the high school guidance office. The guidance office should then forward your application along with an official high school transcript to the Admissions Office. Completion of your high school diploma or equivalency, you must submit official, final academic records to complete the admission process.

   • Applicants who have graduated from high school should request that an official, final high school transcript, with proof of graduation, be sent to the Admissions Office.

   • Applicants who hold a General Equivalency Diploma (GED) must submit a copy of their score report.

   • Transfer students must indicate all collegiate institutions the student has previously or is currently attending on the Application for Admission. In addition to the high school transcript, official transcripts of all completed college work must be forwarded to the Admissions Office. When deemed reasonable by both the director of admissions and the department chairperson, a student may request an irrevocable waiver of this requirement. When requesting such a waiver, the student will agree that he/she does not seek transfer credit or advanced standing from courses taken at the school from which the waiver is requested. Transfer students possessing an associate's or baccalaureate degree are eligible for a waiver of the high school transcript requirement.

4. The Admissions process generally involves review of the completed Application for Admission and all academic transcripts. Personal interviews are not usually required, however, the college may require an interview with individual applicants for counseling or clarification. The student is notified of the resulting admission decision through written correspondence.

5. An official acceptance notification will be made conditional if any part of the student’s application requirements are incomplete. The acceptance will be finalized upon satisfactory completion of any course work currently in progress, demonstration of basic competency in the areas of reading, writing, and math skills, receipt of any required documentation or other needed information.

Wait List Policy

Wait lists are created when a program meets maximum capacity for an entrance term. The criteria listed for both competitive and non-competitive programs will be used to identify who is placed on a wait list. The size of the program and departmental projections will determine the number of students on a wait list. If a student is not accepted from the wait list, he/she will be notified shortly after the start of the semester and will be given first consideration for the program when the next entrance becomes available.
Priority for Acceptance for Non-Competitive Programs Other than Nursing

New completed applications for admission, including reactivate and readmit applications, will be handled on a first-come, first-served basis. However, change of curriculum requests and responses to program filled letters submitted on or before Oct. 5 for the spring entrance term and Feb. 15 for the fall entrance term will be given priority for acceptance. Following those dates, all change of curriculum requests will be considered on a first-come, first-served basis as well.

In all cases, department chairpersons/advisors can request special consideration for students who have had previous coursework in the related discipline at Hudson Valley Community College or who have been previously tested and advised for the upcoming semester.

Nursing

New applications and change of curriculum requests for entrance into the nursing program will be reviewed and accepted on a rolling basis beginning October of the year before the intended fall enrollment. Only complete and qualified applications will be eligible for acceptance. Applications will be considered by the date they are completed. A $50 tuition deposit will be required by the date specified in the acceptance letter. If the deposit is not received by this date, the seat will be awarded to the next qualified candidate. Priority will be given to change of curriculum requests using the date of the request when there are two or more applications with the same completion date.

Priority for Acceptance for Competitive Programs

Department chairpersons of competitive programs reserve the right to rank all students based on academic ability. (See department's Web site for specific information on the criteria/tests used to determine academic ranking.)

In all cases, department chairpersons/advisors can request special consideration for students that have had previous coursework in the related discipline at Hudson Valley Community College or who have been previously tested and advised for the upcoming semester.

1) Dental Hygiene

Applicants for the Dental Hygiene program must submit a complete Application for Admission by Feb. 1 to be considered for acceptance to the following Fall term. Applications received after Feb. 1 will be considered on a space available basis. A completed Application for Admission includes the application or change of major form, an official high school transcript and official transcripts of all college coursework. Admission to the Dental Hygiene program is selective. An Admissions Review Committee including, but not limited to, the Dental Hygiene department chairperson and an Admissions representative will select the applicants to be accepted for Fall admission. This is a very competitive program; it is likely that some students will be placed on a waitlist while others, less qualified, will be advised to choose another option or reapply in the future. A published set of guidelines highlighting the criteria used to evaluate candidates can be obtained from the Dental Hygiene pages of the college’s Web site: www hvcc edu/dentalhygiene.

2) Radiologic Technology

Applicants for the Radiologic Technology program must submit a complete Application for Admission by Feb. 1 to be considered for acceptance in the following Fall term. Applicants received after Feb. 1 will be considered on a space available basis. A completed Application for Admission includes the application or change of major form, an official high school transcript and official transcripts of all college coursework. Admission to the Radiologic Technology program is competitive. An Admissions Review Committee including, but not limited to, the Radiologic Technology department chairperson and an Admissions representative will select the
applicants to be accepted for Fall admission. This is a competitive program; it is likely that some students will be placed on a wait list, while others will be advised to consider another curriculum or reapply for a future semester. A published set of guidelines highlighting the criteria used to evaluate candidates can be obtained from the Radiologic Technology pages of the college’s Web site: www.hvcc.edu/xray.

Readmission Policy for Health Science Programs

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Behavioral Dismissal Policy for Health Science Programs

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the program.

Admission Review Board

In fulfilling its mission to provide accessible, educational opportunities that address the diverse needs of the community, Hudson Valley Community College’s Admission Review Board serves as a screening committee for those applicants who have been convicted of a felony or dismissed for disciplinary reasons from another college or university as noted on their application for admission.

Applicants, who indicate that they have been convicted of a felony, are required to complete the Admission Review Form and return it to the chairperson of the Review Board along with a copy of their conviction record and a character reference letter from the Department of Corrections or another professional source (clergy member, high school official, employer, etc.). If applicable, applicants must also submit any psychological evaluation(s) related to their felony conviction(s) and/or release from incarceration within the past five (5) years, and/or conditions of parole/probation.

Applicants who have been dismissed from another college or university must complete the Admission Review Form and detail the circumstances of their dismissal. The completed form must be returned to the chairperson of the Review Board for admissions consideration.

Based on the extent and/or circumstances of an applicant’s record and/or severity of the circumstances that resulted in an applicant’s dismissal from a previous college or university, the Review Board may interview an applicant before making its decision and/or deny admission if the applicant is deemed to be a risk to campus safety. In addition, admission to particular programs and/or job placement on campus may be affected, however, alternative programs and/or placements may be possible.

The college maintains the confidentiality of all documentation that is required by law. Once all documentation is received and a decision is rendered, the applicant will be contacted by a member of the Admission Review Board.

The Review Board includes:

- Director of Public Safety (co-chairperson)
- Director of Student Life (co-chairperson)
- Admissions Counselor
- Director of Student Development
- Registrar

For more information, please contact the Director of Student Life at (518) 629-7348.
Program Entrance Requirements

In planning for a college education, it may be advisable for students to enroll in a college preparatory major before entering the major of his/her choice. The following tables document those courses required for entrance to each of the college majors. (Note: Candidates who lack mathematics and/or science courses required by certain departments, but who are otherwise qualified, may meet requirements by satisfactorily completing preparatory courses at Hudson Valley Community College.) Also, in order to maximize opportunity for academic success, students whose reading, writing or math skills are weak, as demonstrated on placement testing, will be advised to take developmental courses to strengthen those skills before taking related core courses for their major.

Admissions to Hudson Valley Community College is open to students who have earned a high school diploma or high school equivalency diploma (GED). The charts below list specific courses that are required for admission and to ensure success in the individual program choice. Students who are interested in pursuing programs for which they are not currently prepared should consult with the Admissions Office for extended options that will provide necessary preparation.

School of Business
Recommended Minimum Requirements

<table>
<thead>
<tr>
<th>PROGRAM/DEGREE</th>
<th>PROGRAM REQUIREMENTS</th>
<th>ENTRY TERM</th>
<th>SPECIAL NOTES</th>
<th>H.S. AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Certificate) ATC (0932)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Bookkeeping and accounting courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Administrative Information Technician (A.A.S.) AIT (0674)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Business and software courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Business - Accounting (A.A.S.) ATG (0630)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Bookkeeping and accounting courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Business Administration (A.A.S.) BSA (0632)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Transfer students are required to have a 2.0 GPA or higher in 4 courses applicable to the degree.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Business-Business Administration (A.S.) BAD (0671)</td>
<td>Math I and II or 2 units of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Transfer students are required to have a 2.75 GPA or higher in 5 courses applicable to the degree. Math courses recommended.</td>
<td>80 or above</td>
</tr>
<tr>
<td>Business-Marketing (A.A.S.) MKT (0633)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Computer Information Systems (A.A.S.) CIS (0581)</td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
<tr>
<td>Computer Information Systems (A.S.) CSS (1171)</td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Computer Information Systems: Business Appl. Programming (A.A.S.)</strong> CBA (1748)</td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B * (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
<tr>
<td><strong>Computer Information Systems: E-Commerce (A.A.S.) CEC (1751)</strong></td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B * (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
<tr>
<td><strong>Computer Information Systems: Internet and Web Programming (A.A.S.) CIP (1749)</strong></td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B * (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
<tr>
<td><strong>Computer Information Systems: System and Network Administration (A.A.S.) CSA (1750)</strong></td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B * (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
<tr>
<td><strong>Computer Information Systems: Web Design (A.A.S.) CWD (1747)</strong></td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Business and software courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td><strong>Health Information Technician (A.A.S.) HIT (0676)</strong></td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Business and software courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td><strong>Health Information Technician (Certificate) HIC (1854)</strong></td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Business and software courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td><strong>Information Systems (Certificate) ISC (1108)</strong></td>
<td>Math I and II or 2 units of equivalent academic math including 1 semester of Math B * (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Business and software courses recommended.</td>
<td>80 or above</td>
</tr>
<tr>
<td><strong>Supermarket Management and Operations (Certificate) BPC (1862)</strong> Price Chopper associates only</td>
<td>Math I, algebra or 1 unit of equivalent academic math</td>
<td>Fall and Spring</td>
<td>Business and software courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td><strong>System and Network Associate (Certificate) SNC (1845)</strong></td>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B * (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
</tbody>
</table>
## School of Engineering and Industrial Technologies

### Recommended Minimum Requirements

<table>
<thead>
<tr>
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<th>ENTRY TERM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Architectural Technology (A.A.S.) ATC (0538)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
<td>70 or above</td>
<td></td>
</tr>
<tr>
<td>Automotive Technical Services (A.O.S.) ATS (0411)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Need valid driver’s license. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Automotive Technical Svs-Auto Body Repair (A.O.S.) ABR (0453)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Need valid driver’s license. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Automotive Technical Services-DaimlerChrysler (A.O.S.) CAP (1132)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Need valid driver’s license Special testing through program coordinator. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Automotive Technical Services-General Motors (A.O.S.) AGM (1133)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Need valid driver’s license Special testing through program coordinator. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Civil Engineering Technology (A.A.S.) CIV (0517)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Additional science, math, and mechanical drawing courses recommended. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Computer Aided Drafting (A.A.S.) CAD (1754)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>70 or above</td>
<td></td>
</tr>
<tr>
<td>Computer Aided Drafting (Certificate) CAC (0950)</td>
<td>Computer Aided Drafting (Certificate) CAC (0950)</td>
<td>Fall only</td>
<td>Interview with program coordinator is required. N/A</td>
<td></td>
</tr>
<tr>
<td>Construction (Certificate) CNC (0924)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall only</td>
<td>Carpentry capability recommended. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Construction Technology-Building Construction (A.A.S.) CON (0540)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>70 or above</td>
<td></td>
</tr>
<tr>
<td>Electrical Construction and Maintenance (A.O.S.) ECM (0461)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering Technology - Electronics (A.A.S.) ELT (0699)</td>
<td>Math I and II or 2 units of equivalent academic math (75 or above in each course)</td>
<td>Fall only</td>
<td>Additional science, math, and mechanical drawing courses recommended. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Electrical Technology - Semiconductor Manufacturing Technology (A.A.S) SMT (1786)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional science, math, and mechanical drawing courses recommended. 70 or above</td>
<td></td>
</tr>
<tr>
<td>Heating/Air Conditioning/Refrigeration Tech. Services (A.O.S.) HRS (1590)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program. 70 or above</td>
<td></td>
</tr>
<tr>
<td>PROGRAM/DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
<td>ENTRY TERM</td>
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<tr>
<td>Heating Systems (Certificate) HSC (1917)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Manufacturing Technical Systems (A.O.S.) MFT (0490)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional math courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Mechanical Engineering Technology (A.A.S.) MEC (0493)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
<td>Additional math courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Network and Information Technology (A.A.S.) NIT (1776)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Additional math courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Overhead Electric Line Worker (Certificate) LWC (2029)</td>
<td>1 unit of academic math (70 or above in the course)</td>
<td>Fall only</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Photovoltaic Installation (Certificate) PVC (1923)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional math courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Plant Utilities Technology (A.A.S.) PUT (0455)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Refrigeration and Air Conditioning (Certificate) RAC (1918)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Telecommunications Tech. (A.A.S.) TLB (1022) Verizon Employees only</td>
<td>Math I and II or 2 units of equivalent academic math</td>
<td>Fall only</td>
<td>Required ASSET Placement Test Scores: Reading-35, Writing-34, Numerical Skills-34, Algebra-34.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## School of Health Sciences
### Recommended Minimum Requirements

<table>
<thead>
<tr>
<th>PROGRAM/ DEGREE</th>
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</thead>
<tbody>
<tr>
<td>Dental Assisting (Certificate) DAC (1353)</td>
<td>High school diploma or equivalent</td>
<td>Fall only</td>
<td>CPR certification for health professionals (adult, child and infant CPR).</td>
<td>N/A</td>
</tr>
<tr>
<td>Dental Hygiene (A.A.S.) DHY (0545)</td>
<td>Math I, biology and chemistry w/lab. College-level chemistry (4) credits with a “C” grade or higher (75 or above for Regents or 85 or above for non-Regents in each course)</td>
<td>Fall only (Deadline to apply: Feb. 1st)</td>
<td>Additional science courses with “C” or better preferred. All college-level science courses will be counted toward the Dental Hygiene selective admission process. College chemistry course must have been taken within the past 5 years and must include organic, inorganic, and biochemistry with lab. All college level science courses must be taken within 5 years.</td>
<td>Regents Diploma: 75+ or Non-Regents Diploma: 85+</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography (Certificate) MSC (1018)</td>
<td>Associate’s degree in allied health program that is patient care related with a 2.5 cumulative average or bachelor’s degree w/2.5 GPA and 8 credits of anatomy and physiology and direct hospital patient care</td>
<td>Fall only</td>
<td>Allied health programs may include: Radiologic Technology, Respiratory Therapy, RN, OTA, PTA, MD or DO.</td>
<td>N/A</td>
</tr>
<tr>
<td>Echocardiography (Certificate) ECO (1096)</td>
<td>Associate’s degree in allied health program that is patient care related with a 2.5 cumulative average or bachelor’s degree w/2.5 GPA and 8 credits of anatomy and physiology and direct hospital patient care</td>
<td>Fall only</td>
<td>Allied health programs may include: Radiologic Technology, Respiratory Therapy, RN, OTA, PTA, MD or DO.</td>
<td>N/A</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic (A.A.S.) EMS (1293)</td>
<td>Math I, algebra, or 1 unit of equivalent academic math (70 or above in the course) and Biology</td>
<td>Fall and Spring</td>
<td>Information session with coordinator of program is required.</td>
<td>N/A</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic (Certificate) PAR (1332)</td>
<td>High school diploma or equivalent</td>
<td>Fall only (Spring (exceptions as noted))</td>
<td>Candidates must hold current NYS EMT Card, have one year of EMT experience and information session with coordinator of program is required. Exceptions for spring admission require department chairperson or program director permission. Permission may be granted for students who: • have sufficient transfer credit or life experience credit. • wish to lighten subsequent fall course load. Contact the department for specific details.</td>
<td>N/A</td>
</tr>
<tr>
<td>Invasive Cardiovascular Technology (A.A.S.) CVT (2010)</td>
<td>Math I and II or 2 units of equivalent academic math, biology and chemistry with labs (70 or above in each course)</td>
<td>Fall only</td>
<td>American Heart Association Basic Life Support Certification - Course C for Health Care Providers.</td>
<td>75 or above for Regents diploma or 85 or above for Non-Regents diploma</td>
</tr>
</tbody>
</table>
## Invasive Cardiovascular Technology (Certificate)

- Program: CVC (1533)
- **Math I and II or 2 units of equivalent academic math, biology and chemistry or physics with labs (75 or above Regents or 85 or above non-Regents in each course)**
- **Entry Term:** Fall only
- **Special Notes:** Minimum of 200 hours patient care experience, American Heart Association Basic Life Support Certification - Course C for Health Care Providers, Course RESP 101, Interpretation of the Electrocardiogram or equivalent experience evaluated by challenge exam.
- **H.S. Average:** Regents Diploma: 75+ or Non-Regents Diploma: 85+

## Mortuary Science (A.A.S.)

- Program: MTS (0599)
- **Math I, algebra or 1 unit of equivalent academic math, biology and chemistry w/labs (70 or above in each course)**
- **Entry Term:** Fall and Spring
- **Special Notes:** Social science electives recommended.
- **H.S. Average:** 70 or above

## Nursing (A.A.S.)

### Full-time day

- Program: NUR (0622)
- **Math I, algebra or 1 unit of equivalent academic math, biology and chemistry w/labs (75 or above for Regents or 85 or above for non-Regents in each course)**
- **Entry Term:** Fall only
- **Special Notes:** Physics preferred, CPR certificate required for clinical courses. Grade of “B” required in non-credit bearing courses. Grade of “C” required in credit bearing math and science courses.
- **H.S. Average:** Regents Diploma: 75+ or Non-Regents Diploma: 85+

### Part-time evening

- Program: NIR (1546)
- **Math I, algebra or 1 unit of equivalent academic math, biology and chemistry w/labs (75 or above for Regents or 85 or above for non-Regents in each course)**
- **Entry Term:** Fall only
- **Special Notes:** Physics preferred, CPR certificate required for clinical courses. Grade of “B” required in non-credit bearing courses. Grade of “C” required in credit bearing math and science courses.
- **H.S. Average:** Regents Diploma: 75+ or Non-Regents Diploma: 85+

## Radiologic Technology (A.A.S.)

- Program: XRY (0628)
- **Math I and II or 2 units of equivalent academic math, biology and chemistry or physics w/labs (75 or above for Regents exam or 85 or above for non-Regents in each course)**
- **Entry Term:** Fall only (Deadline to apply: Feb. 1st)
- **Special Notes:** Additional math and science recommended. Grade of “B” required in non-credit bearing courses. Grade of “C” required in credit bearing math and science courses.
- **H.S. Average:** Regents Diploma: 75+ or Non-Regents Diploma: 85+

## Respiratory Care (A.A.S.)

- Program: RES (0440)
- **Math I and II or 2 units of equivalent academic math, biology and chemistry w/labs (75 or above for Regents or 85 or above for non-Regents in each course)**
- **Entry Term:** Fall only
- **Special Notes:** Additional math and science recommended. Grade of “B” required in non-credit bearing courses. Grade of “C” required in credit bearing math and science courses.
- **H.S. Average:** Regents Diploma: 75+ or Non-Regents Diploma: 85+
# School of Liberal Arts and Sciences
## Recommended Minimum Requirements

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<thead>
<tr>
<th>PROGRAM/DEGREE</th>
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<th>ENTRY TERM</th>
<th>SPECIAL NOTES</th>
<th>H.S. AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>Math I, II and III or 3 units of equivalent academic math**, Biology, Chemistry (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Physics recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>(A.S.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIS (1554)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biotechnology (A.S.)</td>
<td>Math I, II and III or 3 units of equivalent academic math**, biology, chemistry (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Physics recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>BIO (1211)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broadcast Communications</td>
<td>1 unit of any math</td>
<td>Fall and Spring</td>
<td>Interview with The New School of Radio and Television required.</td>
<td>70 or above</td>
</tr>
<tr>
<td>(A.A.S.) BCC (1597)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Dependency</td>
<td>1 unit of any math, including GED math</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Counseling (A.A.S.)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CDC (1070)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chemical Technician</td>
<td>Math I, II and III or 3 units of equivalent academic math**, chemistry w/Lab (85 or above in each course)</td>
<td>Fall and Spring</td>
<td>Physics recommended.</td>
<td>85 or above</td>
</tr>
<tr>
<td>(A.S.)</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>CMT (0535)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Criminal Investigation</td>
<td>1 unit of academic math</td>
<td>Fall and Spring</td>
<td>A 2.0 GPA is required for transfer students and major changes.</td>
<td>70 or above</td>
</tr>
<tr>
<td>(A.A.S.)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CRI (1934)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice (A.A.S.)</td>
<td>1 unit of any math</td>
<td>Fall and Spring</td>
<td>Social science, humanities and lab sciences courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>(CRI (1100)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Early Childhood</td>
<td>Math I or 1 unit of equivalent academic math</td>
<td>Fall and Spring</td>
<td>A 2.0 GPA is required for transfer. Additional social science or humanities recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>(A.A.S.)</td>
<td></td>
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<tr>
<td>ECD (1527)</td>
<td></td>
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</tr>
<tr>
<td>Engineering Science</td>
<td>Math I, II, III &amp; Math 12 or 4 units of equivalent academic math, chemistry and physics w/labs. (90 or above in each course)</td>
<td>Fall and Spring</td>
<td>Additional math recommended.</td>
<td>90 or above</td>
</tr>
<tr>
<td>(A.S.)</td>
<td></td>
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<tr>
<td>ENS (0530)</td>
<td></td>
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</tr>
<tr>
<td>Environmental Studies</td>
<td>Math I, II and III or 3 units of equivalent academic math**, biology and chemistry (70 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>(A.S.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENV (1016)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Fine Arts (A.S.)</td>
<td>Math I and II or 2 units of equivalent academic math, and 1 unit of any lab science (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Strongly recommend Math III, biology, chemistry and physics. High school art courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>FAR (0664)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensic Science</td>
<td>Math I, II and III or 3 units of equivalent academic math**, Regents chemistry</td>
<td>Fall and Spring</td>
<td>Students coming in from other institutions and HVCC who wish to be admitted to the program will be required to have a minimum GPA of 2.5. An interview with the department chairperson is required for current HVCC students.</td>
<td>78 or above</td>
</tr>
<tr>
<td>Studies (A.S.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSS (1666)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For New York state students, completion of Math A and a minimum of one semester of Math B.
** For New York state students, completion of Math A and B with the Regents exam.
# School of Liberal Arts and Sciences (continued)  
## Recommended Minimum Requirements

<table>
<thead>
<tr>
<th>PROGRAM/DEGREE</th>
<th>PROGRAM REQUIREMENTS</th>
<th>ENTRY TERM</th>
<th>SPECIAL NOTES</th>
<th>H.S. AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Technology (1+1) ENV</td>
<td>High school diploma or equivalent</td>
<td>Fall and Spring</td>
<td>Hudson Valley Community College cooperates with the SUNY College of Environmental Science and Forestry in offering a special 1+1 Program. The second year is spent at SUNY College of ESF.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Gallery Management (A.S.) GLM (1937)</td>
<td>Math I and II or 2 units of equivalent academic math, and 1 unit of any lab science (70 or above in each course)</td>
<td>Fall only</td>
<td>Strongly recommend Math III, biology, chemistry and physics. High School art courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>General Education (Certificate) GEC (0985)</td>
<td>Math I and II or 2 units of equivalent academic math and 1 unit of any lab science (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Strongly recommend Math III, biology, chemistry or physics.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Human Services (A.A.S.) and (A.S.) HUS (0604), (1175)</td>
<td>1 unit of any math, including GED math</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Individual Studies (A.A.) and (A.S.) INS (0688)</td>
<td>None</td>
<td>Fall and Spring</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Individual Studies Online (A.A.) and (A.S.) IND (1651)</td>
<td>None</td>
<td>Fall and Spring</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Labor Studies (A.A.S.) LBS (0696)</td>
<td>1 unit of any math</td>
<td>Fall and Spring</td>
<td>Program offered in cooperation with Cornell University School of Industrial Labor Relations.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Liberal Arts and Sciences-Humanities and Social Science (A.A.) LAR (1120)</td>
<td>Math I and II or 2 units of equivalent academic math and 1 unit of any lab science (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Strongly recommend Math III, biology, chemistry and physics. Courses of study in: behavioral and social sciences, foreign studies, journalism, political science and other specialized areas.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Liberal Arts and Sciences-Mathematics and Science (A.S.) MAS (0645)</td>
<td>Math I, II and III or 3 units of equivalent academic math**, biology, chemistry and/or physics (85 or above in each course)</td>
<td>Fall and Spring</td>
<td>Strongly recommend Math 12. Courses of study available in: biology, chemistry, computer science, engineering, math and physics.</td>
<td>85 or above</td>
</tr>
<tr>
<td>Physical Education Studies (A.A.) PES (1485)</td>
<td>1 unit of any math 1 unit of any lab science</td>
<td>Fall and Spring</td>
<td>Strongly recommend high school biology.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Public Administration Studies (A.A.S.) PAD (0692)</td>
<td>1 unit of any math</td>
<td>Fall and Spring</td>
<td>Humanities, lab science and social science courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Teaching Assistant (Certificate) TAC (1330)</td>
<td>Math I or 1 unit of equivalent academic math</td>
<td>Fall and Spring</td>
<td>A 2.0 GPA is required for transfer students.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

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*For New York state students, completion of Math A and a minimum of one semester of Math B.

** For New York state students, completion of Math A and B with the Regents exam.
Steps to Enroll

How do I complete the registration process at Hudson Valley Community College?

**AM I MATRICULATED?** A matriculated student has been accepted for admission to the college, has registered in a program, is pursuing a degree or certificate and is eligible to apply for financial aid. Go to Step 1.

**AM I NON-MATRICULATED?** A non-matriculated student is one who has not yet been accepted for admission to the college; or has lost matriculated status by not enrolling in coursework for one term, or has been suspended from a program because of failure to maintain good academic standing. Courses taken by a non-matriculated student may later count toward a degree, however, the student will not be eligible for financial aid. Go to Step 3.

1. **ACCEPTED FOR ADMISSION AND FINANCIAL AID**

   All candidates seeking general admission as a matriculated student to associate’s degree programs must have a completed application for admission on file in the Admissions Office no later than noon on the Saturday prior to the start of classes. The Hudson Valley Community College application for admission is available in the Admissions Office or on the college’s Website at www.hvcc.edu/application.

   General entrance requirements, special admissions programs, and academic program prerequisites for both associate’s degree and certificate programs are detailed on pages 16-23.

   **Financial Aid** - Financial aid is available to qualified, matriculated students enrolled in Hudson Valley Community College programs approved for financial aid eligibility. Those students requesting assistance from aid programs must complete, on an annual basis, a Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at www.fafsa.ed.gov. New York State residents who complete their FAFSA online will also have the ability to complete their Express TAP Application (ETA) online in the same session (to apply for a TAP award).

   To avoid delays and to ensure having the financial aid available to assist with the payment of tuition and fees, students must begin the financial aid application process **at least eight weeks prior to the term in which they enroll**. Information concerning the available financial aid programs may be found in the College Catalog and publications available from the Financial Aid Office.

2. **PLACEMENT TEST**

   To ensure that every student has the greatest chance for academic success at Hudson Valley Community College, first-time matriculated students and students reactivating their matriculation after a period of one year are required to take basic skills placement tests in writing, reading, pre-algebra and algebra. The result will assist the student's academic advisor when recommending specific coursework for the student's upcoming term.

   Some first-time matriculated students may be automatically waived from testing during the Admissions process. Waivers may be granted based on any of the following:

   1. Substantial previous college work.
   2. Previous Hudson Valley Community College placement testing within the past year.
   3. College determined SAT/ACT cut-off scores.

   The Office of Instructional Support Services and Retention will notify students by mail if a waiver is granted.

3. **ADVICEMENT**

   An advisement session allows the student the opportunity to discuss with his/her advisor interests, educational and career goals, as well as appropriate coursework for the upcoming term.

   **Matriculated Students** - Following the placement test, new students will be directed to contact their academic department for advisement and scheduling. Returning students and those new students who are waived from testing must contact their academic department to receive advisement.
Non-matriculated Students - Those students interested in receiving advisement may contact the Office of Continuing Education at (518) 629-7338.

**REGISTER FOR CLASSES**

All students may register for courses through consultation with their academic department. The academic department for non-matriculated students is the Office of Continuing Education. After consultation, the student may receive an Advisement Verification Number (AVN) which will allow access to registration over the Web via the Hudson Valley WIRED system. Eligibility for Web registration is at the discretion of the advisor.

In addition, non-matriculated students may register by phone or mail. Please refer to the registration publication for specific dates.

**IMMUNIZATION**

New York State law requires that all students born on or after January 1, 1957, and who enroll in six or more credits for any given term must provide proof of immunity to measles, mumps and rubella.

All vaccinations must have been administered after 1967 and also after the student’s first birthday to be considered valid.

**Number of required vaccinations:**

- Measles 2  (The two measles vaccinations must have been given at least 30 days apart.)
- Mumps 1
- Rubella 1

In each of the above instances, a blood test which proves immunity is considered valid proof. Physician documentation of having had either measles or mumps also is considered valid proof.

Notification may be made to the College Health Services in any of the following ways:

1. The student's medical facility or high school may provide the information directly by mail or by fax at (518) 629-7471.
2. The student may provide the information, but the documentation must contain an original signature or stamp of either a physician or school nurse.

In the event incomplete or inappropriate data is provided, the College Health Services will attempt to notify the student either by phone or mail. Please refer to Immunization Requirements in the College Student Services section for additional information.

**BILLS**

Tuition bills are mailed on a weekly basis to the permanent address of all scheduled students beginning approximately 60 days prior to the start of classes.

Bills are no longer mailed three to four weeks prior to the start of classes, but may be picked up in person according to registration instructions available each term.

**PAYMENT**

Payment consists of the submission of the tuition bill, the Certificate of Residence (as required) and tuition payment. Payment may be in the form of cash, check, MasterCard or Visa, or other approved deferrals. Specific information will accompany the tuition bill.

Refer to Tuition and Fees on Page 26 for detailed information.

**Certificate of Residence** - In order to qualify for New York State resident tuition rates, students must submit a valid Certificate of Residence to the Cashier’s Office along with their registration bill and payment.

**Why do you need it?** A Certificate of Residence allows Hudson Valley Community College to charge your county for part of your tuition costs.

**Where do you get it?** A Certificate of Residence is obtained from the county of your permanent address. If a Certificate of Residence is required, the necessary application will accompany the tuition bill.

**When do you get it?** Certificates must be dated no earlier than 60 days prior to the start of classes.

**When do you give it to the college?** The Certificate of Residence must be submitted to Hudson Valley Community College at the same time payment is made for tuition and fees. A Certificate of Residence is valid for one (1) year only.

**REGISTRATION IS COMPLETE**

Once the registration process has been completed, the college will issue the student a schedule which includes class times, room assignments, and instructor names.
## Tuition and Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost to Certified Residents of New York State</th>
<th>Cost to Out-of-State Residents and Non-Certified Residents of New York State</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Rate</td>
<td>Full-time: $1,450 Part-time: $120 per credit hour</td>
<td>Full-time: $4,350** Part-time: $360 per credit hour**</td>
<td></td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$50</td>
<td>None</td>
<td>$50</td>
</tr>
<tr>
<td>Accident and Sickness Insurance Fee</td>
<td>$50.50</td>
<td>$50.50</td>
<td></td>
</tr>
<tr>
<td>Activity Fee</td>
<td>Full-time: $35 Part-time: $3 per credit hour</td>
<td>Full-time: $35 Part-time: $3 per credit hour</td>
<td>Required of all students. Activity fees provide for publications and student activities.</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>Full-time: $35 Part-time: $3 per credit hour</td>
<td>Full-time: $35 Part-time: $3 per credit hour</td>
<td>Required of all students. Athletic fees provide for intramural and intercollegiate athletics.</td>
</tr>
<tr>
<td>Computer Fee</td>
<td>Full-time: $125 Part-time: $9.50 per credit hour</td>
<td>Full-time: $125 Part-time: $9.50 per credit hour</td>
<td>For students taking more than two credits on campus and/or distance learning courses.</td>
</tr>
<tr>
<td>Cultural Affairs Fee</td>
<td>$5</td>
<td>None</td>
<td>$5</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$20</td>
<td>$10</td>
<td>$20</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>$10 and up per lab course</td>
<td>$10 and up per lab course</td>
<td>$10 and up per lab course</td>
</tr>
<tr>
<td>Studio Fee</td>
<td>Full-time: $3,287.50 Part-time: N/A</td>
<td>Full-time: $3,287.50 Part-time: N/A</td>
<td>Required of students in the Broadcast Communications program while enrolled in coursework on-site at the New School of Radio and Television.</td>
</tr>
<tr>
<td>Vehicle Registration Fee</td>
<td>Full-time: $86.40 Part-time: $7.20 per credit hour</td>
<td>Full-time: $86.40 Part-time: $7.20 per credit hour</td>
<td>Can be waived if not driving on campus.</td>
</tr>
</tbody>
</table>

*A full-time student is one who is enrolled in at least 12 credit hours in a term. A part-time student is one who is enrolled in less than 12 credits in a term.

**Students who do not reside in New York State and who are enrolled exclusively in distance learning courses will receive a college scholarship in the amount of the non-resident tuition charge, which will effectively reduce the tuition to New York State resident rates. For further information, please contact the Bursar.

All tuition and fees must be paid in full. A student will be placed in a delinquent status if he/she maintains an unpaid tuition and fee balance. Delinquent student accounts will be forwarded to the college’s collection agency and then to the attorney for collection. Students will be notified in advance of any action that occurs. The student will be responsible for any and all collection costs, attorneys fees, accrued interest, etc. that result from the collection of his/her delinquent tuition and fees.

A student must be in good financial standing and have all prior term tuition balances paid in full before he/she can pay for additional credit hours in a subsequent term.

PLEASE NOTE: All tuition and fee charges are subject to change without notice.
Special Fees and Expenses

Automotive Service/Repair Fee (each job) $15
Credit by examination/per credit hour $55
Dental Clinic Registration Fee - Adult $10
Children age 4-12 $6
Graduation Fee (Required for all students who are candidates for a degree.) $35
Identification Card Replacement Fee $9
Immunization Late Fee $25

(Posted to the accounts of students on census date if required immunization information has not been submitted to the College Health Service.)

Late Registration Fee $60

(Payable for registration after official registration dates as indicated on the administrative calendar.)

Library Fine (per item) $3
Life Experience Evaluation/per credit hour $30
Locker Fee (optional) $3
or Lost Locker Combination 50¢
Lost or Damaged Material (print or audiovisual): The patron will be held responsible for the replacement cost of all lost/damaged items in addition to a $2 service charge.
Parking Fine (each violation) $10 - $25
Return Check Fee (each time)* $20
Study Abroad Application Fee $200
Transcript Fee (mail or in-person) $3
Transcript Fee (fax) $10
Tuition Deposit (non-refundable) $50
Outfitter’s Price (where required)

*Any checks payable to the college returned due to “insufficient funds” will be assessed a $20 fee. In addition to this fee, the college may require that all future payments be made by certified funds.

Refund Policy

Refunds are based on the date of the student’s add/drop, complete termination, or official course withdrawal as noted below. Furthermore, refunds are based on the official starting date of the term, not the student’s actual class attendance. Refunds will be granted according to the schedule immediately following this section and as noted in the registration publications.

Add/Drop - Students may change sections or courses of equal credits without financial penalty. Adding new courses or changing to a course with more credits may incur additional tuition and fee liability according to the tuition and fees schedule on page 26.

Complete Termination - Students who drop all registered courses through the last day of the add/drop period will be eligible to receive the appropriate refund percentage as noted below.

Course Withdrawal - Students who withdraw from courses during the withdrawal period will be eligible to receive the appropriate refund percentage as noted below.

For Parts of Term greater than eight weeks in duration:

Requested prior to the start of the Part of Term: 100% of tuition and fees.
Requested during the first week of the Part of Term: 75% of tuition and lab fees.
Requested during the second week of the Part of Term: 50% of tuition and lab fees.
Requested during the third week of the Part of Term: 25% of tuition and lab fees.

For Parts of Term of eight weeks or less in duration:

Requested prior to the start of the Part of Term: 100% of tuition and fees.
Requested during the first week of the Part of Term: 25% of tuition and lab fees.

Note: Fees are nonrefundable once the Part of Term has begun with the exception of lab fees, which will be returned according to the appropriate percentage (above). Official notification is required. Not attending class, informing the instructor of withdrawal, or stopping payment on a check used for tuition does not constitute official withdrawal and will not change tuition liability. Students should allow 2-3 weeks for refund claims to be mailed.

*Refund schedules are subject to change without notice.

EXCEPTIONS: Students who withdraw to enter military service prior to the end of the term are eligible for a refund of 100% of tuition and refundable fees for courses not completed. Documentation of such military service must be provided from an appropriate military official.

Students who withdraw due to military changes of assignment and who have paid their own tuition and fees are eligible for a full refund. Documentation of such military service must be provided from an appropriate military official.

NOTE: Students earn their financial aid by attending classes.

Federal regulations require Hudson Valley Community College to recalculate a student’s financial aid eligibility if the student withdraws from or stops attending his/her classes before completing at least 60% of the term. If a student stops attending classes after the end of the college’s refund period, the student is liable for all of his/her tuition and fees, even if the financial aid eligibility is reduced under the Return of Title IV Aid recalculation. See Return of Title IV Aid on page 34 for more information.
Financial Aid

Financial aid is available to qualified students at Hudson Valley Community College. Financial aid is any grant, scholarship, loan, or employment opportunity with the express purpose of assisting students with educationally related expenses. Financial aid at Hudson Valley Community College is awarded on the basis of student need and the availability of funds.

Financial aid funding comes primarily from four sources: the federal government, state government, colleges and universities, and private organizations. Descriptions of the aid programs, eligibility requirements, application procedures, and award amounts are summarized on the following pages. Additional financial aid resources are available at www.studentaid.ed.gov and at www.hesc.org. Hudson Valley Community College scholarship information is available at www.hvcc.edu/scholarships.

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

Application Processing

The Financial Aid Office makes every effort to process all applications in a timely manner. We have the authority, and may be required, to request additional documentation, which can cause delays in processing. The federal Central Processor randomly selects 30% of all applicants for a process called verification. The Financial Aid Office will notify all students regarding all documents required to complete the verification process. This notification will occur within two weeks of the receipt of the application. Students should submit all requested documentation immediately so processing can be continued. Once all requested documents are received and processed, the student will receive award notification from the Financial Aid Office. This notification occurs within two weeks of final processing but no earlier than early June for the upcoming academic year.

Failure to submit required documentation prevents notification of approved awards. Only approved awards can be used as a credit towards payment of the student’s tuition bill. All required documents must be submitted two weeks prior to the student’s last day of attendance for the term in order to meet processing deadlines for federal aid programs. Failure to do so can result in the loss of awards for that term. In some cases, students may qualify for an extension to submit documentation. This extension does not allow for processing of federal student loans.

Degree Applicable Credit Hours

Students can only receive federal and state aid for courses that count toward their degree program. An error message will occur when a student schedules courses if a course is NOT degree-applicable. Students can view their scheduled courses on WIReD. Tuition bills will NOT reflect financial aid credits for courses that are not degree-applicable. Students should review their schedule and tuition bills very carefully for any discrepancies relating to courses and financial aid.

Estimated Cost of Attendance

Full-Time Students

Fall 2008 and Spring 2009

Living Off Campus

<table>
<thead>
<tr>
<th>Expense</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$3,614</td>
<td>$9,414</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$6,974</td>
<td>$6,974</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,000</td>
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<tr>
<td>Transportation</td>
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<td>$2,364</td>
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<tr>
<td>Personal</td>
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<tr>
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Living with Parent(s)

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Federal Programs

The following federal student aid programs are administered by the Financial Aid Office. For policies that affect financial aid eligibility, please refer to page 34.
Federal Pell Grant

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

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

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

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

**Award Schedule:** Federal Pell Grant awards range from $890 to $4,731. The amount of the award will be affected by the student’s cost of attendance and enrollment status. The Pell Grant award is not duplicative of state awards.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program. (See pages 37-38 for Academic Progress requirements). The student must not owe any refunds from the federal Pell Grant or any other award program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to attend classes regularly.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Financial Aid Office for Pell disbursement information.

This information is also available online at: www.hvcc.edu/finaid

Federal Supplemental Educational Opportunity Grant (SEOG)

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

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

**Selection of Recipients and Allocation of Awards:** To be eligible for SEOG, the student must: (1) be in exceptional financial need to the extent that without SEOG the student’s education could not be continued; (2) be matriculated in an eligible degree program and enrolled for six or more credits; (3) not owe any refunds from the federal Pell Grant or any other award program, and the student must not be in default on any student loan.

**Award Schedule:** Awards range from $100 to $1,000, depending upon the student’s financial need, the availability of SEOG funds at Hudson Valley Community College, and the amount of any other financial aid.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program. (See pages 37-38 for Academic Progress requirements). The student must not owe any refunds from the federal Pell Grant or any other award program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to attend classes regularly.

Please refer to the “Guide to Your Financial Aid Awards” for SEOG disbursement information.

This information is also available online at: www.hvcc.edu/finaid

Federal Work-Study Program

The federal Work-Study Program is financed by both federal and college funds. This program gives the student the opportunity to pay for part of his/her educational expenses by working a part-time job.

**Application Procedures:** Eligibility for Work-Study is automatically determined for all students who complete the FAFSA.
Selection of Recipients and Allocation of Awards: In order for a student to be eligible for Work-Study, the student must be matriculated, and enrolled at least half time in an eligible degree program.

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

The college makes employment reasonably available to all eligible students. In the event that more students are eligible for Work-Study than there are funds available and/or positions available, preference is given to students who have great financial need and who must earn part of their educational expenses.

Award Schedule: The Financial Aid Office and the Center for Careers and Employment will work with the student to arrange a job for up to 20 hours per week during enrollment periods and up to 35 hours per week during non-enrollment periods. Many factors, including but not limited to, financial need, the student’s class schedule, academic progress and health status, are considered by the Financial Aid Office when determining the student’s work schedule.

Students are paid $8.00 per hour and receive a paycheck every two weeks.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress in his/her program. (See pages 37-38 for Academic Progress requirements). The student must not owe any refunds from the federal Pell Grant or any other award program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to attend classes regularly.

Federal Direct Student Loan

Federal Direct Student Loans are a way for the student to borrow money from the federal government to pay for some of his/her educational expenses. Hudson Valley Community College will use the student’s Federal Direct Loan to pay for school charges, and will disburse remaining money to the student for other educational expenses.

There are three types of Federal Direct Loans:

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

Application Procedures: Eligibility for the Federal Direct Subsidized and Unsubsidized loans is automatically determined for all students who complete the Free Application for Federal Student Aid (FAFSA).

If the student chooses to borrow a loan, he/she must submit a Federal Direct Student Loan Application to the Financial Aid Office. The student will be required to sign an online master promissory note as part of the application.

Additionally, the student must complete an entrance interview, and an exit interview when the student graduates or stops attending the college.

Loan applications must be submitted in a timely manner. Students should review the application for loan procedures and deadlines. The loan process may take up to four weeks.

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

Loan Schedule: A first-year undergraduate student (defined as fewer than 27 degree hours earned) may borrow up to $3,500 per year. Eligibility increases to $4,500 for students defined as second-year students (27+ earned degree hours). An undergraduate may borrow up to an aggregate limit of $23,000 or $46,000 if the student is considered independent for federal financial aid purposes. Hudson Valley Community College is required to delay the first disbursement of all federal loans for first-time freshman borrowers until the 31st day of the term. Students may qualify for additional unsubsidized federal direct Stafford funds depending on their dependency status.

Repayment Terms: Interest rates for the Federal Direct Stafford Loan program are fixed at 6.8 percent. The interest rate for the Federal...
Direct PLUS Loan is 7.9 percent. Additionally, all Federal Direct Loans borrowers are charged an origination fee of 2.5 percent. Direct Plus borrowers are charged a 2.5 percent origination fee, however, the total origination fee is 4 percent. The Direct Loan Service Center currently offers a 1.5 percent rebate on the origination fee that is added back into the outstanding balance if the borrower fails to make 12 on-time consecutive payments.

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

- A standard repayment plan has a fixed monthly repayment amount for a fixed period of time, usually 10 years.
- An extended repayment plan has a lower fixed monthly payment amount, and loan repayment can be extended beyond the usual 10 years.
- A graduated repayment plan usually begins with lower monthly payments, and payment amounts increase at specified times. Payments may be for the usual 10-year period, or they may be extended beyond 10 years.
- An income-contingent repayment plan sets an annual repayment amount based on the borrower’s income after leaving school. The loan is repaid over an extended period of time, not to exceed 25 years.

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

**Rights and Responsibilities of Recipients:**
The student must continue to make satisfactory academic progress in his/her program. (See pages 37-38 for Academic Progress requirements). The student must not owe any refunds from the federal Pell Grant or any other award program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to attend classes regularly.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Financial Aid Office for Direct Loan disbursement information.

Academic Competitiveness Grant (ACG)

This federal grant is awarded to full-time undergraduate U.S. citizens pursuing an undergraduate degree. Students must have completed a rigorous secondary school program of study after January 1, 2005, and not have previously enrolled in an undergraduate program. Second-year recipients must have grade point-average (GPA) of 3.0 or better to qualify.

**Application Procedures:** Apply online at www.fafsa.ed.gov using a federal PIN. Request your PIN at www.pin.ed.gov. The college will then determine your eligibility for the AC Grant and notify you by mail. Students may be eligible for the AC Grant for academic years one and two.

**Selection of Recipients and Allocation of Awards:** To be eligible for the AC Grant, the student must: (1) be eligible for the federal PELL grant; (2) be matriculated in an eligible degree program and enrolled for six or more credits; (3) not owe any refunds from the federal Pell Grant or any other award program, and the student must not be in default on any student loan.

**Award Schedule:** An eligible student may receive an AC Grant of up to $750 for the first academic year of study and up to $1,300 for the second academic year of study.

**Rights and Responsibilities of Recipients:**
The student must continue to make satisfactory academic progress in his/her program. (See pages 37-38 for Academic Progress requirements). The student must not owe any refunds from the federal Pell Grant or any other award program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to attend classes regularly.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Financial Aid Office for ACG information.

This information is also available online at: www.hvcc.edu/finaid

Title IV Disbursement Policy

**Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)**

After tuition and other charges due to Hudson Valley Community College are deducted, the remaining financial aid will be refunded to the student. The college disburses these proceeds in
installments. For percentages and disbursement dates, please refer to the “Guide to Your Financial Aid Awards” brochure available from the Financial Aid Office. This information is also available online at www.hvcc.edu/finaid.

Federal Direct Loan Programs

After tuition and other charges due to Hudson Valley Community College are deducted, the remaining student loan proceeds will be refunded to the student. The college disburses these loan proceeds in installments.

Students should arrive prior to the start of each term with sufficient resources to cover educational costs anticipated through at least the first four weeks of classes (e.g. rent deposits, rent for September/January if due on the first of the month, food, transportation, school supplies, etc.). Loan refunds for first-time borrowers are disbursed no earlier than the 31st day of the term.

To receive student aid, the student must be attending classes regularly.

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

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

Chapter 30 Montgomery G.I. Bill - Active Duty
Chapter 31 Vocational Rehabilitation
Chapter 32 Post-Vietnam Era Veterans' Educational Assistance Program
Chapter 35 Survivors' and Dependents' Educational Assistance Program
Chapter 1606 Montgomery G.I. Bill - Selected Reserve
Chapter 1607 Montgomery G.I. Bill - Reserve Education Assistance Program

Application Procedures: Application forms are available at and submitted to the Registrar’s office in the Guenther Enrollment Services Center.

Veteran Deferrals: Eligible veteran students receiving educational benefits may receive a tuition deferral at the Registrar’s Office. Students who will be receiving benefits for the first time at Hudson Valley must submit a Certificate of Eligibility prior to receipt of a tuition deferral.

Veterans enrolled in full-time study may agree to part-time employment under Veterans' Affairs supervision and receive extra benefits. For 250 hours of work, the student will receive 250 times the minimum wage, but not less than $625. Fewer numbers of hours are paid proportionately. Veterans may borrow up to $2,500 for an academic year of full-time study through a special loan program for veterans. Further information concerning part-time employment or the loan program is available at all Veterans’ Affairs offices.

Rights and Responsibilities of Recipients: Educational and vocational counseling will be provided by the Veterans’ Affairs on request. A program of education outside the United States may be pursued at an approved institution of higher learning.

Institutions are required to report promptly to the Department of Veterans’ Affairs any interrupted attendance or termination of study on the part of the students receiving benefits.

New York State Programs

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

Application Procedures: Students can complete and submit the Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.gov. Students will be able to link to their online TAP application at the end of the FAFSA session once they have established a username and PIN (Personal Identification Number) for TAP. Students will need this to apply later, keep track of their application information, or make changes, as needed. This application Web site is www.tapweb.org.

If a student does not complete a FAFSA online, he/she will be sent an e-mail or postcard with instructions for completing the online TAP application.

If a student chooses not to apply for TAP online, he/she will receive a paper Express TAP Application (ETA) in the mail. This preprinted application must be reviewed. Any incorrect or incomplete items must be corrected. Signatures are required and the application must be mailed back to NYSHEC for processing.
If a student provides an e-mail address on his/her FAFSA, NYSHEC will use that address to contact him/her about their TAP application, give processing updates, or award information. Please respond to any requests or instructions sent by NYSHEC.

The TAP application deadline is May 1 of the academic year for which aid is sought.

**Selection of Recipients and Allocation of Awards:** TAP is an entitlement program. There are not a limited number of awards per year. To qualify, the student must: (1) be a New York State resident and a U.S. citizen or permanent resident alien; (2) be enrolled full time* and matriculated in an approved New York State post-secondary institution; (3) meet income requirements (see the TAP application for details); (4) be charged a tuition of at least $200 per year; and (5) be in compliance with the academic requirements.

*Students who graduated from a foreign high school and who do not have a prior college degree must take and pass all components of an approved ability-to-benefit test. Please refer to “Ability-to-Benefit” under “Policies Affecting Aid Eligibility” for further information. More information regarding Ability to Benefit is available online at www.hesc.org.

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

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

**Award Schedule:** The TAP award is scaled according to the student’s level of study, tuition charge and New York State net taxable income for the previous year.

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

APTS is a New York State grant program that provides funding for students attending college on a part-time basis (3-11 degree-applicable credits per term). At Hudson Valley, this grant is awarded only to students who have a 2.0 cumulative grade point average from prior attendance.

**Selection of Recipients and Allocation of Awards:** Awards will be made to dependent and independent students who meet the income limits set by the New York Higher Education Services Corporation (NYSHEC). See the APTS application available in the Financial Aid Office for income guidelines.

Applications must be completed and submitted to the Financial Aid Office by the deadline indicated on the application.

Applicants must be undergraduate New York State resident enrolled for 3 to 11 credits (Note: Part-time status is determined by enrollment in no less than 3 degree applicable hours and no more than 11 credit hours. Courses in which a grade of “D” or better was previously earned are not counted toward the part-time study requirement.)

After receiving one term of APTS, the student must maintain a 2.0 cumulative average. Additionally, the student is not eligible for APTS if he/she has used all terms of TAP eligibility.

**Award Schedule:** APTS awards at Hudson Valley Community College range from $100 to $1,000. Awards are determined by the Financial Aid Office.

**Part-Time TAP**

To be eligible for Part-Time TAP, a student must have been a first-time freshman in the 2006-07 academic year or thereafter. A student must have earned 12 credits or more in each of any two consecutive preceding semesters, for a minimum total of 24 credits earned, be a New York State resident enrolled on a part-time basis (6-11 degree-applicable credits), and must have a 2.00 cumulative grade point average.

**Application Procedures:** The application process is the same as for the Tuition Assistance Program (TAP).

**Accelerated Study**

To be eligible for an Accelerated Study TAP payment during a summer term, a student must have been a full-time student during the prior spring term. A student is eligible only upon earning 24 degree-applicable credits in the two terms prior to the accelerated study term. This criteria must be met each time an accelerated award is sought. Transfer credits are not applicable.

**Application Procedures:** The application process is the same as for the Tuition Assistance Program (TAP).
Supplemental Tuition Assistance Program

Supplemental Tuition Assistance Program (STAP) is designed to provide additional state support for undergraduate students who are educationally disadvantaged and in need of remediation.

The STAP program was changed with the 1995 New York State budget. In order to qualify for STAP, a student must be accepted into an institution of higher education and be enrolled in an approved non-credit bearing remediation program in the summer term immediately preceding and/or immediately following the initial year of matriculated study. Students enrolled in the Educational Opportunity Program (EOP) are not eligible for STAP.

Students who meet the eligibility criteria for a summer term STAP award are eligible for an award up to one-quarter of what the student would receive as an annual TAP award.

Persian Gulf Veterans Tuition Award

This New York State program is for veterans who served during the Persian Gulf war.

Application Procedures: Full-time applicants must apply annually by completing a Free Application for Federal Student Aid (FAFSA) and the New York State TAP Application. On initial application, the Persian Gulf Veterans Tuition Award Supplement also must be completed. Part-time applicants must complete the FAFSA and a Persian Gulf Veterans Tuition Award Supplement.

Selection of Recipients and Allocation of Awards: Funding is available for U.S. veterans who served in Indochina between December 22, 1961, and May 7, 1975, and who received discharges from the U.S. Armed Forces under other than dishonorable conditions. Applicants must be residents of New York State, and must apply to the New York State Higher Education Services Corporation (NYSHESC) prior to their application deadline.

Award Schedule: For full-time study, awards are $1,000 per term, or tuition, whichever is less. Full-time study is defined as 12 or more credits per term. For part-time study, awards are $500 per term, or tuition, whichever is less. Part-time study is defined as 3 to 11 credits per term. If a TAP award also is received, the combined academic year award cannot exceed tuition. Thus, the TAP award will be reduced accordingly.

Policies Affecting Financial Aid Eligibility

Return of Title IV Aid

Under the Higher Education Amendments of 1998, federal student aid (Pell, SEOG, ACG, and Direct Loans) must be recalculated for students who withdraw from or stop attending all of their courses before completing more than 60 percent of the term. This calculation is required under the Return of Title IV Aid regulation. Class attendance is monitored throughout each term. Students who have all grades of “F” at midterm will have all aid held until final grades are verified.

Official Withdrawals: If a student officially withdraws from all of his/her courses before completing more than 60 percent of the term, his/her federal financial aid will be recalculated based on the student’s withdrawal date.

Vietnam Veterans Tuition Award

This New York State program is for veterans who served during the Vietnam era.

Application Procedures: Full-time applicants must apply annually by completing a Free Application for Federal Student Aid (FAFSA) and the New York State TAP application. Part-time applicants must complete a FAFSA and a Veterans Tuition Award Supplement.

Selection of Recipients and Allocation of Awards: Funding is available for U.S. veterans who served in Indochina between December 22, 1961, and May 7, 1975, and who received discharges from the U.S. Armed Forces under other than dishonorable conditions. Applicants must be residents of New York State, and must apply to the New York State Higher Education Services Corporation (NYSHESC) prior to their application deadline.

Award Schedule: For full-time study, awards are $1,000 per term, or tuition, whichever is less. Full-time study is defined as 12 or more credits per term. For part-time study, awards are $500 per term, or tuition, whichever is less. Part-time study is defined as 3 to 11 credits per term. If a TAP award also is received, the combined academic year award cannot exceed tuition. Thus, the TAP award will be reduced accordingly.
The student’s recalculated aid will be based on the percentage of time he/she completed in the term. The percentage of financial aid eligibility will be directly related to the percentage of the term completed. For example, if a student completes 10 percent of the term, he/she will be eligible for 10 percent of his/her financial aid. If he/she completes 30 percent of the term, he/she will be eligible for 30 percent of his/her financial aid.

Unofficial Withdrawals: If a student does not formally withdraw from all of his/her courses but stops attending his/her courses before completing more than 60 percent of the term, the student is considered unofficially withdrawn from the college and his/her aid will be recalculated under the Return of Title IV Aid regulation. In the case of an unofficial withdrawal, the effective date of withdrawal will be 50 percent of the term.

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

Matriculation
To be eligible for state or federal financial aid, a student must be accepted into a major and pursuing courses toward that degree or certificate. For New York State scholarships, students accepted into part-time programs will only be eligible for part-time scholarship programs, even if registered full-time in a given term.

Ability-To-Benefit
To be eligible for federal student aid (includes Pell Grant, Work-Study, SEOG, and Federal Direct Loans), and New York State aid, a student must have a high school diploma or its recognized equivalent, or demonstrate the ability to benefit from the education or training offered. Students seeking federal or state financial aid who do not have a high school diploma or its recognized equivalent and who have been accepted through the 24-Credit Hour program must pass an independently administered examination approved by the Department of Education.

The college’s placement tests, ASSET and COMPASS, have been approved as measures of the ability of a student to benefit from post-secondary instruction.

The Department of Education also has established that institutions use a passing score (cut-score) that is one full standard deviation below the mean for the examination. The minimum passing scores for such students on the ASSET test are:

- Writing Skills 35
- Reading Skills 35
- Numerical Skills 33

The minimum passing scores for such students on the COMPASS test are:

- Writing Skills 32
- Reading Skills 62
- PreAlgebra 25

Students who fail to reach the passing score on one or more of the tests are ineligible for federal and state financial aid.

Course Selection
State and federal financial assistance is available to assist students in pursuing their program of study. To receive New York State scholarships, a full-time student must be enrolled in at least 12 credits that are required for the student’s degree program. Students receiving part-time New York State scholarships must be registered for less than 12 credits and the aid will be based only on the coursework that is required of the degree program.

All courses attempted also will count toward the calculation of credits for the maximum timeframe standard (150 Percent Rule) under the Satisfactory Academic Progress policy, see pages 36-37.

Good Academic Standing
Students must meet the college’s good academic standing requirements as outlined under Policies and Procedures to be considered for financial aid eligibility. Additionally,
students must meet the satisfactory academic progress requirements as outlined below. To receive federal financial aid, a student must meet the federal satisfactory academic progress requirements. To receive state financial aid, a student must meet the state academic progress requirements, see page 40.

Federal Satisfactory Academic Progress

The tables below outline the satisfactory academic progress (SAP) standards for Hudson Valley Community College.

To be eligible for federal Title IV student aid, a student must demonstrate satisfactory academic progress. Under federal law and regulation, the college is required to establish, publish and enforce minimum academic standards for the continued receipt of federal Title IV student aid. A satisfactory progress policy must include both a qualitative measure and a quantitative measure of the student’s progress. At Hudson Valley Community College, the qualitative standard is measured using the student’s cumulative grade point average (GPA)\(^1\) as calculated by the Registrar’s Office, and the quantitative standard is measured using the student’s percentage of overall credit hours earned (overall credit hours earned divided by overall credit hours attempted) or, based upon the percentage of credit hours earned in the term (term credit hours earned divided by earned credit hours attempted). Additionally, a measure of maximum timeframe (150 Percent Rule) is performed as a part of the policy (see SAP Measurement Standards). Students must meet the minimum requirements of the SAP policy to retain eligibility for federal Title IV student aid.

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

SAP Measurement Standards

Qualitative Standard: The qualitative measure of satisfactory academic progress follows the college’s measure for good academic standing (from the Retention Table). These requirements are outlined in the tables below. Please note that for academic progress purposes, academic probation is considered a warning period for academic standing. Students measuring in academic probation are considered to be meeting the qualitative requirement of the satisfactory academic progress policy.

Quantitative Standards: (Students must meet A, and B or C below)

(A). Maximum Timeframe Standard: (150 Percent Rule): To quantify academic progress, the college is required to set a maximum timeframe in which a student is expected to complete a program. At Hudson Valley Community College, the maximum timeframe cannot exceed 150 percent of the published length of the program, measured in credit hours attempted. For example, students in associate’s degree programs where the published length of the program is 60 credit hours can receive federal student aid through the point when they reach 90 attempted hours (one and one-half times the published length of program). The maximum timeframe evaluation for transfer students will consider both those credits attempted at Hudson Valley Community College and those accepted as transfer credit by the college.

The calculation of maximum timeframe is based on the cumulative student record at the college. If the student has already completed a program or has changed majors, the student may submit an appeal of the ineligibility decision. See the section on Appeal of Ineligibility Decision below. Unless granted a waiver, students whose credit hours attempted exceed 150 percent of the published length of their program will no longer be eligible for federal Title IV aid.

(B). Percentage of Overall Credit Hours Earned Standard: Under the quantitative measure of academic progress, the student’s percentage of overall credit hours earned must meet or exceed the minimum percentage requirement for each increment on the chart below. “Attempted” credit hours include all credit coursework included in the student’s academic history at Hudson Valley Community College, including all accepted transfer credits. “Earned” credits include all attempted credit hours for which a passing grade has been received. In this measurement, withdrawals (including official, unofficial, and administrative), grades of “incomplete,” failing grades, excused medical (EXM), instances of no grade submitted (NGS), and instances

1 Fresh Start and credit exclusions do not affect the cumulative GPA for the measurement of academic progress.
where courses are still in progress (IP) at the time of grade submission will be treated as attempted and unearned. Repeated credit courses will be counted as attempted credit hours for each attempt, and will be counted as earned credit hours only once (when and if the student earns a passing grade). Non-credit remedial courses will not count as attempted or as earned. Please note that the minimum percentage of overall credit hours earned differs depending upon whether a student is in an associate’s degree program or a certificate program. Both tables are illustrated on the following pages.

(C). Percentage of Term Credit Hours Earned Standard: Students who meet the qualitative requirement, as well as the quantitative requirement in (a) above, but do not meet (b) above, under certain conditions may have their progress evaluated based upon the student’s current term performance. Measurement conditions under this standard depend upon the student’s current academic progress status. If a student is currently in unsatisfactory academic progress, the student must attempt at least six credit hours in the current term to be evaluated under this standard. A student meeting those criteria must earn at least 75 percent of the attempted credit hours in the term to be placed in satisfactory academic progress. If a student is currently in satisfactory academic progress, the student must take at least one credit-bearing course in the current term to be evaluated under this standard. A student meeting those criteria must earn at least 75 percent of his/her term credit hours under this standard.

Satisfactory Academic Progress Table for Associate’s Degree Programs

<table>
<thead>
<tr>
<th>Standards of Satisfactory Academic Progress for Determining Continuing Eligibility for Federal Title IV Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Academic Progress Requirements</td>
</tr>
</tbody>
</table>

**Associate’s Degree Programs**

<table>
<thead>
<tr>
<th>Overall Attempted Credit Hours*</th>
<th>Qualitative</th>
<th>Satisfactory Academic Progress</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum Cumulative Grade Point Average (GPA)</td>
<td>Percentage of <em>Overall</em> Credit Hours Earned</td>
<td>Percentage of Term Credit Hours Earned</td>
</tr>
<tr>
<td>0.5-18.99</td>
<td>.5</td>
<td>Overall Credit Hours/Overall Credit Hours Attempted*</td>
<td>OR</td>
</tr>
<tr>
<td>19-36.99</td>
<td>1.3</td>
<td>60 Percent</td>
<td></td>
</tr>
<tr>
<td>37-48.99</td>
<td>1.70</td>
<td>75 Percent</td>
<td></td>
</tr>
<tr>
<td>49+</td>
<td>1.90</td>
<td>75 Percent</td>
<td></td>
</tr>
</tbody>
</table>

* The number of overall attempted credit hours is the sum of all attempted credit hours at Hudson Valley Community College and all transfer credit hours accepted by the college.

** The Percentage of overall credits earned will be rounded to the nearest percentage (i.e., .745 will be rounded up to .75 but .744 will be rounded down to .74).

To be considered under this category, students in unsatisfactory academic progress must take at least six credit hours. Students in satisfactory academic progress must take at least one credit-bearing course.
Satisfactory Academic Progress Table for Certificate Programs

<table>
<thead>
<tr>
<th>Standards of Satisfactory Academic Progress for Determining Continuing Eligibility for Federal Title IV Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualitative</th>
<th>Satisfactory Academic Progress</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cumulative Grade Point Average (GPA)</td>
<td>Percentage of Overall Credit Hours Eared</td>
<td>Percentage of Term Credit Hours Eared</td>
</tr>
<tr>
<td>0.5-1.99</td>
<td>50 Percent</td>
<td>75%</td>
</tr>
<tr>
<td>1.0-1.99</td>
<td>60 Percent</td>
<td></td>
</tr>
<tr>
<td>2.0-2.99</td>
<td>70 Percent</td>
<td></td>
</tr>
<tr>
<td>3.0+</td>
<td>75 Percent</td>
<td></td>
</tr>
</tbody>
</table>

* The number of overall attempted credit hours is the sum of all attempted credit hours at Hudson Valley Community College and all transfer credit hours accepted by the college.

** The Percentage of overall credits earned will be rounded to the nearest percentage (i.e. .745 will be rounded up to .75 but .744 will be rounded down to .74)

SAP Status

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

**Unsatisfactory Academic Progress Status** - Students who measure below the minimum cumulative qualitative and quantitative requirements will be placed in unsatisfactory academic progress. Students who measure in this status are ineligible for federal student aid. Students may regain eligibility for federal student aid by making up their deficiencies in such a way that in subsequent evaluations they measure at or above the minimum academic progress requirements (see section below on Regaining Eligibility for Federal Student Aid).

Transiting to the New Policy

Under the college’s academic standing/progress policy effective prior to Fall 2002, students who were suspended or dismissed in Spring 2002 were advised that if they sat out for one year they could return to the college in good standing and receive aid. In order for the college to uphold the conditions of the old policy, after one year’s absence, the student’s academic progress status will be changed to reflect satisfactory academic progress. These students will be eligible for financial aid in their first term back, but will have to meet the requirements of the new satisfactory academic progress policy by the end of the term in order for them to continue their eligibility for federal student aid.
Timing of Evaluations and Evaluation Process

The college will measure academic progress at the end of each term in which Title IV aid is awarded to students (i.e. fall, spring, summer). Academic progress will be measured for all students, both matriculated and non-matriculated, who are registered in the term being reviewed. Evaluation of progress will occur shortly after final grades are posted by the Registrar’s Office. Notices of ineligibility will be sent to students from the college. At the time of evaluation, grades listed as I (incomplete), F (failure), Z (absent without withdrawal), W (withdrawal), IP (in progress), EXM (excused medical) and/or NGS (No Grade Submitted) will be considered attempted and unearned. If a student’s academic record is changed subsequent to the evaluation, the student must submit a written request to the director of financial aid for re-evaluation of the ineligibility determination. The most common situation leading to such a request is the successful resolution of “incomplete” or “late” grades. For a grade change or course completion to be considered in the academic progress calculation, the coursework leading to the grade change must be completed on or prior to the first day of classes in the effective term.

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

Examples of mitigating circumstances may include a student becoming very ill or seriously injured, or a death in the student’s immediate family.

An appeal of the ineligibility decision may be made through the college’s waiver process, which begins in the Center for Counseling and Transfer, located in the Siek Campus Center. Complete documentation of the circumstances that led to the academic difficulty must be submitted as part of the appeal process. Appeals are due by noon on the first day of classes in the effective term.

Students receiving a waiver of academic standing requirements and students in good academic standing who receive a waiver of academic progress requirements will be placed in satisfactory academic progress for the effective term.

Appeal for Maximum Timeframe (150 Percent Waiver) - If a student believes that the college’s calculation of maximum timeframe is incorrect, the student may appeal his/her ineligibility. Appeals must be made in writing to the director of financial aid.

Regaining Eligibility for Federal Student Aid

A student who loses eligibility for federal student aid due to unsatisfactory academic progress may regain eligibility by successfully completing credit courses such that the student meets the requirements of the satisfactory academic progress policy standards. Such courses taken at Hudson Valley Community College must be funded without benefit of Title IV student aid and under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established. If these courses are completed at Hudson Valley Community College during the fall, spring or summer term, the student’s academic progress will automatically be measured at the end of the term. If the courses are completed during the intersession term, upon completion of these courses, the student must submit a written request for re-evaluation of eligibility to the director of financial aid by the first day of classes in the subsequent term. For this situation, a manual review will be completed after the grades are processed by the Registrar’s Office. If the courses are completed at another institution, it is the student’s responsibility to provide an academic transcript from the other institution to the Admissions Office.
by the first day of classes. The transcript will to be forwarded to the student’s academic department for transfer credit evaluation and the student will be notified by the Registrar’s Office of any accepted transfer credits. If sufficient credits to make up the deficiency are accepted as transfer credit, the student must submit a written request to the director of financial aid for re-evaluation of eligibility.

New York State Satisfactory Academic Progress

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

New York State Academic Progress Requirements*

<table>
<thead>
<tr>
<th>After this award</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>This many degree credits must be accrued.</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
<td>60</td>
</tr>
<tr>
<td>This grade point average must be attained.</td>
<td>0.5</td>
<td>0.75</td>
<td>1.30</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>In the term of this award, this many hours must be completed.</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

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

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

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

Remedial Courses

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

Repeat Courses

Courses in which a grade of “D” (“C”, if that is the course’s passing grade) or better was previously earned do not count toward a student’s enrollment status for New York State grants and scholarships.

Scholarships

Each academic year, the college and the Hudson Valley Community College Foundation are proud to offer more than 100 scholarship opportunities that make Hudson Valley even more affordable. Information for both new and currently enrolled students can be found at www hvcc edu/scholarships or by contacting the Foundation at (518) 629-8012 or e-mailing foundation@hvcc.edu.
College Academic Services

Biology Study Center

In an effort to provide extended academic support for students, the Biology Department staffs and equips the Biology Study Center. Students can have their biology questions answered by knowledgeable faculty, meet with their instructors and form study groups. The center also has available textbooks, audio visual tapes and slides, computer programs, reserve articles and other course-related materials.

Missed laboratory work may be made up in the Biology Study Center’s wet lab area. Study groups may prepare for a laboratory practical exam using the wet lab area, models, bones or microscope slides. The center also has several computers with Internet capability that can be used for writing papers, research or to view computer tutorials.

The Biology Study Center is located in Amstuz Hall, Room 219, and is open five days a week and most evenings.

Center for Effective Teaching

The college’s Center for Effective Teaching (CET) assists faculty and staff in the application of innovative teaching methods and emerging new instructional technology. The CET provides faculty symposiums on post-secondary pedagogy and asynchronous distance learning, faculty/staff development workshops, and a media library for faculty. The CET also coordinates distance learning courses, for college credit, with area high schools. In response to the needs of the external community, the CET provides presentations and training to several external organizations, including the New York State Public Service Commission, Rensselaer County Regional Chamber of Commerce, Albany International Corporation and the State University of New York Health Science Center.

Collegiate Academic Support Services

The Collegiate Academic Support Program (CASP) promotes the academic and personal growth of traditionally underrepresented students by providing holistic programs and activities within an environment that celebrate inclusiveness and diversity. Available services include one-on-one and group instruction in math, science, and writing; life-skills counseling; peer mentor support; enrichment activities; referrals; and computer access. For more information regarding CASP membership, contact the program coordinator at (518) 629-7552.

Computer Learning Centers

The Computer Learning Centers, located on the lower level and the second floor of the Marvin Library, are available for students for individualized academic instruction. The centers are quiet academic study areas where students can complete coursework and/or do research. The Computer Learning Centers are staffed by full- and part-time education specialists who assist students in the development of basic computer skills as they relate to the academic environment. Classroom faculty and academic advisors may refer students to the Computer Learning Centers for individualized instruction or contact Computer Learning Centers faculty to develop customized workshops or instructional sessions.

Marvin Library (Lower Level and 2nd Floor):
7 a.m. - 10 p.m., Monday - Thursday
7 a.m. - 5 p.m., Friday
9 a.m. - 4 p.m., Saturday

(Interseason and Summer hours may vary.)

A computer lab located on the first floor of the Siek Campus Center is available for student academic and personal use 24 hours a day, seven days a week.

ConnectU - Experiential Education

The ConnectU program seeks to provide students with practical, hands-on experience as part of their preparation to enter the workforce through experiential education: internships, cooperative education, part-time employment and volunteer services.

Experiential education is a valuable and important part of a college education. By engaging in these work experiences, students may try out a new industry, employer or job, or gain experience to become more skilled in their field. In addition, experiential education can
help students more easily transition from college to career.

ConnectU jobs are coordinated by the Center for Careers and Employment, and are available to all Hudson Valley Community College students. An appointment with a career counselor in the center is strongly encouraged. By registering online with the center through its EASE system, students can search for ConnectU opportunities and select the Job Agent to have pre-screened opportunities e-mailed directly to them for review and application.

The Center for Careers and Employment provides a full range of career services to assist students with all aspects of obtaining the best work experience for them. Students are encouraged to visit the Center for Careers and Employment, Siek Campus Center, for more information.

Instructional Media Center (IMC)

The mission of the Instructional Media Center is to enhance the teaching and learning process at Hudson Valley Community College through utilization of instructional media resources. The IMC, located on the lower level of the Marvin Library, provides a centralized site where the academic community’s instructional media needs are received, interpreted and met. IMC staff facilitates the acquisition, housing and circulation of the 4,000-title subject specific media collection and provides faculty-driven custom programs of service both onsite and online.

Services include media reserves (including media programs in all formats, textbooks and journal articles), e-reserves, and multimedia viewing rooms for group study and media preview.

The instructional media specialist is available throughout the day to collaborate with faculty and students to identify and meet their instructional needs. The IMC is open six days a week and maintains library hours. For more information, call (518) 629-7198 or visit the IMC Web site at www.hvcc.edu/imc.

Learning Assistance Center (LAC)

The Learning Assistance Center, located in the lower level of the Marvin Library, provides academic assistance and programs that encourage students to become independent and confident learners. The LAC operates on both a walk-in and appointment basis and is open from 8 a.m. - 10 p.m. Monday through Thursday; from 7 a.m. to 5 p.m. Friday; and from 9 a.m. to 4 p.m. Saturday.

All services offered through the LAC are free to full- and part-time students taking day or evening courses at the college. Faculty are available for one-on-one or small group instruction in math, study skills, writing, and other subject areas. Software, videos, worksheets, and handouts for selected skills development are available.

Other LAC Services

Scheduled LAC Skill Building Courses: Blocks of time can be built into students’ schedules for activities in the LAC with the following LRAC course numbers: LRAC 090 - LAC Reading and Study Skills; LRAC 091 - LAC Math; LRAC 093 - LAC Writing; and LRAC 095 - LAC Learning Disabilities Lab.

Workshops Series: LAC faculty can teach you how to manage your time, take class notes, get the most out of your text, prepare for tests, minimize your stress, maximize your memory, improve grammar and more.

Peer Tutoring Program: Professional and trained peer tutors provide assistance in specific courses in science, business, technology, and liberal arts.

Faculty Support: LAC staff is available to collaborate with instructors on specific activities to supplement classroom instruction. These projects may take the form of classroom presentations, workshops, labs or special study groups in the Learning Assistance Center.

Learning Disabilities Services

Hudson Valley Community College offers a variety of services for students with learning disabilities and/or attention deficit disorders. Recommendations for services/accommodations are made on an individual basis by the learning disabilities specialist. These services are designed to ensure students with documented disabilities full access to the college, but should not be interpreted as a guarantee to academic success.

To Receive Services You Must:

• Schedule an intake meeting with the learning disabilities specialist.
• Meet with the staff of the Disability Resource Center.
• Provide recent documentation concerning your learning disability, according to the guidelines.
• Complete all registration forms for services.
With over 100,000 books which support academic programs and courses currently offered at the college, the library has a vast array of sources to complete assignments, papers, and projects. Finding books on special topics may be overwhelming. Librarians can help. Discover the many resources available, from encyclopedias to specialized research databases, all carefully selected by faculty librarians. The library subscribes to hundreds of magazines and journals and provides access to nearly thirty thousand more titles available from our website. Through resource-sharing arrangements with other libraries, we will seek to borrow other books and articles that are not available directly from us.

Librarians are available at the reference desk six days per week, including most evenings and Saturdays during the academic year. Librarians can also be reached by phone, email, and instant messaging. Visit our website at library.hvcc.edu and follow the Ask a Librarian link. Stop by for assistance with an assignment or research paper. Sign up for an individual appointment with a librarian to get started with an assignment and to locate books, articles, and other sources.

Computers and wireless access are available in the library, alongside photocopiers, printers, and other technology resources. Find a quiet place to study between classes or meet with classmates in a group study room.

Thumb through a magazine, read today’s newspaper, start an assignment, visit a website recommended by a teacher, contemplate a new concept or idea heard in class. Learn more about us online at library.hvcc.edu and become a frequent visitor when you are on campus.

**Overseas Studies/Study Abroad**

Through State University of New York (SUNY) International Programs and Hudson Valley Community College’s membership in the College Consortium for International Studies, Hudson Valley Community College students have a large selection of study abroad opportunities from which to choose.

SUNY International Programs (www.studyabroad.com/suny) are offered to all eligible students within the SUNY system. SUNY currently offers more than 400 study abroad programs in more than 51 different countries in North and South America, Africa, Asia, Western and Eastern Europe, and Australia and New Zealand. These programs range from
2 to 3 week intensive courses to an entire semester or academic year abroad. Courses are available in more than 100 subjects, ranging from aboriginal studies and aerospace engineering to western philosophy and women's studies. While many programs focus on language learning and are conducted in the language of the host country, others are conducted wholly or partly in English. Credits earned at the overseas study centers are placed on Hudson Valley transcripts and become part of the student's academic record.

The College Consortium for International Studies (CCIS) (www.ccisabroad.org) is a partnership of colleges and universities in the United States and abroad which sponsors more than 75 study abroad programs in 31 countries. Under the auspices of this consortium, Hudson Valley Community College students may spend a term, summer or academic year at universities and colleges overseas in countries such as Australia, Costa Rica, England, France, Germany, Italy, Ireland, Japan, New Zealand, Spain, and Switzerland. Most of the courses taught overseas by CCIS member institutions are taught in English, so students do not have to be proficient in a foreign language to participate. Curricular options include intensive foreign language courses as well as courses in the humanities, social sciences, business, marketing, studio art and design. As with SUNY International Programs, credits earned at the overseas study centers are placed on Hudson Valley transcripts and become part of the student's academic record.

Additionally, Hudson Valley Community College also offers a summer Fine Arts "Italy Study Program" in partnership with the American Institute for Foreign Study (AIFS). This month-long program, taught by a Hudson Valley faculty member, runs from late May to late June and provides students in the Fine Arts program with the opportunity to fulfill a required elective while expanding their artistic horizons in Rome and Florence, Italy.

Students registering for these courses pay their regular tuition at Hudson Valley Community College, a Study Abroad application fee, the college's accident/sickness insurance fee, lab fees and any applicable late fees. Additional charges for overseas lodging, board and transportation are added to the total program cost and will appear on your Hudson Valley Community College bill as an additional charge. Payment in full is due by the due date on the registration bill. Please note that Overseas Studies/Study Abroad courses are not eligible for senior citizens to audit.

The college's Financial Aid Office provides qualified students with federal financial aid when they register for term-length overseas studies at Hudson Valley Community College. Additionally, some alternative loans are available for students who register for summer programs. Students interested in learning more about study abroad should contact the international student advisor at (518) 629-7567.

Placement Testing and Course Advisement

To ensure that every student has the greatest chance for academic success at Hudson Valley Community College, entering students are required to take basic skills placement tests in writing, reading, and mathematics. Test results will be used to aid academic advisors in helping students choose first term courses. Recommendations may include non-credit courses, which may not be applicable to a degree program.

Students who test weak (below college level) in the three basic skills areas (Reading, Writing, and Math) will be required to register for at least one (1) appropriate learning skills course during their first term of full-time study or earlier.

Students will receive specific information about the enrollment process, including placement testing, after they are accepted to the college. Placement testing for the fall semester begins in February, and testing for the spring semester begins in October. The college will assign a specific test date to each student by letter, approximately two weeks before a scheduled test session.

Some entering students may be eligible for waivers from testing based on substantial previous college work, previous ASSET or COMPASS placement testing, or college determined SAT/ACT cut-off scores (SAT: 500 verbal/500 math, ACT: 23 composite score). These students will be granted waivers automatically during the admission process and will be directly informed that they are exempt from the test.

Placement tests are administered weekly by the Office of Instructional Support Services and Retention. At the end of each test session, students receive information about contacting their academic advisor and selecting courses for the upcoming term. Evening and Saturday test dates are available on a limited basis.

Students that live at a significant distance from the college or are enrolled in an online degree
Retention Services

College retention efforts such as a call center, a pre-enrollment communication system, a freshman orientation course, and an academic warning system are coordinated by the Instructional Support Services and Retention staff. Other support activities and programs are described at www hvcc edu/issr. Questions concerning services related to student academic support and retention should be directed to the retention specialist at (518) 629-7638.

Samaritan and Albany Memorial Hospital School of Nursing Joint Programs

Hudson Valley Community College offers general education courses to students in the Samaritan and Memorial Schools of Nursing. Each school conducts their own nursing courses and degrees are granted by the respective School of Nursing.

<table>
<thead>
<tr>
<th>Offered at Hudson Valley Community College</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>BIOL 109 Biology of Human Organisms</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>BIOL 205 Microbiology</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>BIOL 270 Anatomy &amp; Physiology I</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>BIOL 271 Anatomy &amp; Physiology II</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>ENGL 101 English Composition I</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>PSYC 100 General Psychology</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>PSYC 205 Developmental Psychology</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><em>English Elective</em>*</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><em>Social Science Elective</em>*</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><em>Directed Elective</em>*</td>
</tr>
</tbody>
</table>

*Electives must be approved by the School of Nursing.

Samaritan Hospital

Students interested in this program should write or call the school at 2215 Burdett Ave., Troy, NY 12180; (518) 271-3285.

Albany Memorial Hospital

Interested persons may obtain additional information and application materials by calling or writing: Albany Memorial Hospital School of Nursing, 600 Northern Boulevard, Albany, NY 12204; (518) 471-3260.
Philosophy of Student Services

The philosophy of the Student Services program at Hudson Valley is to promote concern for the whole person, including your preparation for the future. The Student Services staff will promote understanding and fellowship among those of diverse faiths, ages, races, cultures and nations. The Student Services staff will provide guidance to an individual for formal and informal educational experiences and for maximum personal fulfillment.

The Student Services professionals are concerned for the needs of every student enrolled at Hudson Valley Community College. The staff assists the entire college community and utilizes all resources available on and off campus to support the Student Services program. The staff will always meet the students’ needs with professionalism, courtesy and patience.

Army Reserve Officer Training Corps (ROTC)

Full-time students may cross-enroll in the Army ROTC Program at Siena College. Classes are taught at Siena College and Rensselaer Polytechnic Institute. This program qualifies students for commissions as officers in the U.S. Army. Scholarships are available to first and second year students who plan to attend a four-year college, and who meet qualification requirements. For details about this program, interested students should contact the professor of military science at Siena College.

Air Force Reserve Officer Training Corps (AFROTC)

AFROTC is an educational program designed to give men and women the opportunity to become Air Force officers while completing a four-year degree program. The AFROTC major is designed to prepare you to assume positions of increasing responsibility and importance in today’s Air Force. The program at Hudson Valley Community College is offered in a partnership with the Department of Aerospace Studies at Rensselaer Polytechnic Institute. Scholarships and incentives are available to those who qualify. See your academic advisor or contact AFROTC Detachment 550 at (518) 276-6236. Also refer to www.rpi.edu/edu/dept/afrotc for additional information.

Athletics

Intercollegiate Athletics

Hudson Valley Community College has a long tradition of successful intercollegiate athletics, and has fielded competitive varsity teams since the college’s inception in 1953. Viking athletes, male and female, are recognized among the nation’s two-year colleges for their leadership and excellence.

While academic success is a student’s top priority, participation in intercollegiate athletics can enhance the educational experience. Tryouts for Hudson Valley’s varsity teams are publicized across the campus, and all students are welcome to attend. If you are interested in participating in athletics at Hudson Valley Community College, stop by Room 219 of the McDonough Sports Complex to fill out the necessary paperwork.

During the 2008-09 academic year, Hudson Valley student-athletes will have 14 intercollegiate athletic programs, seven for men and seven for women, from which to choose:

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country (Women)</td>
<td>Basketball (Men)</td>
<td>Baseball (Men)</td>
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<tr>
<td>Football (Men)</td>
<td>Basketball (Women)</td>
<td>Lacrosse (Men)</td>
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<td>Soccer (Men)</td>
<td>Bowling (Men)</td>
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<td>Soccer (Women)</td>
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<td>Tennis (Women)</td>
<td>Ice Hockey (Men)</td>
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<td>Volleyball (Women)</td>
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This past year nineteen of our student athletes received All Region recognition and five received All America recognition. Three of our student athletes received the prestigious SUNY Chancellor’s Award for Excellence, one of the highest honors a student in the SUNY system may receive.

Also this past year, three of our teams were Regional Champions and five of our teams were champions of the Mountain Valley Athletic Conference. In addition, the Hudson Valley football team has won three of the last six
Northeast Football Conference Championships and competed in the Graphic Edge Bowl in Iowa in 2003.

**Academic Eligibility for Intercollegiate Athletes**

You must maintain a 2.0 cumulative GPA in order to be eligible to participate in intercollegiate athletics. For these purposes, your mid-term grade report will be considered and included in the cumulative GPA as if it were the end-of-term grade report and will stand until overridden by your end-of-term grades.

**Athletic Facilities**

Hudson Valley Community College boasts some of the finest athletic facilities found on any two-year college campus in the country. Among the varsity sports held on the Troy grounds are: men’s and women’s basketball; ice hockey; football; softball; women’s cross country; women’s tennis; men’s and women’s soccer; men’s lacrosse; and baseball. The college also hosts physical education classes and intramural competitions in its indoor and outdoor facilities.

All of Hudson Valley’s athletic teams also enjoy the benefits of the McDonough Sports Complex, a 126,000-square-foot recreation facility that is home to a 3,500-seat gymnasium and the first on-campus ice rink at any American community college. The complex also has a weight room, indoor track, racquetball courts and a fitness room with integrative adaptive equipment.

The baseball team plays at Joseph L. Bruno Stadium. Completed in 2002, “The Joe” is a 4,500-seat on-campus baseball stadium that also is the home of the New York-Penn League’s Tri-City ValleyCats, a Houston Astros-affiliated Class A baseball team. The stadium houses one of the most complete exercise physiology labs in the Northeast and is accessible to physical education students through classes.

Several other outdoor fields were built adjacent to the baseball stadium in 2002; the football, soccer, softball and tennis teams all have new homes on the Hudson Valley campus.

**Intramurals**

The Athletics Department sponsors an extensive program of intramural sports and recreational activities open to all students and employees of the college. Participation in the Intramural Program can enrich your educational experience and improve your physical health. The Intramural Program also provides you with the opportunity to compete in athletic events without the pressure associated with varsity competition. Several intramural events are scheduled for the 2008-09 academic year, including soccer, volleyball and basketball, and activities such as darts, racquetball and frisbee golf. For more information, please contact the intramural coordinator at (518) 629-7367.

You also can use the recreational facilities when classes are not in session and during evening hours.

The Athletic Department is located in the McDonough Sports Complex and can be contacted at (518) 629-7328.

**Bookstore**

In addition to textbooks, the Viking’s Cove Bookstore carries a variety of items, including school supplies, clothing, greeting cards, paperback books, magazines and newspapers.

**Each fall and spring semester, students may have their books pre-packaged for easy pick up.** The textbook pre-pack order form may be completed by visiting www.hvcc.edu/bookstore or by faxing or mailing an order form to the bookstore. Textbook pre-pack order forms and information are available by contacting the bookstore customer service desk at (518) 629-7371.

Textbooks are available for purchase two weeks before classes begin. Students who wish to avoid long lines during the rush period are encouraged to purchase their books early. The bookstore accepts cash, check and credit cards (Visa, MasterCard and Discover only). Photo ID is required for all check and charge purchases.

To obtain information about the bookstore’s return policy and services offered by the bookstore including textbook pre-pack, textbook buy back, price matching policy, discounted CDTA bus passes, payment on account and fax service, please visit www.hvcc.edu/bookstore or call (518) 629-7157.

**Campus Ministry**

The Campus Ministry Office offers students the opportunity to deepen their faith while at Hudson Valley Community College. Our campus minister strives to be available to students to help create an atmosphere in which they can integrate their faith with their social
and educational lives. A variety of experiences is offered, which center on issues of faith, self-awareness, religious heritage and religious perspective on current events and social issues. Should students desire it, individual counseling is available to further personal and spiritual growth and development.

The Interfaith Prayer Room is a place for students, faculty and staff to use for personal reflection and for occasional services or spiritual programs. Literature and sacred scripture from major world religions are available in the prayer room. We encourage the use of the room by members of religious traditions and for interdenominational events.

The Campus Ministry Office is in the Siek Campus Center. For more information, call (518) 629-7168.

The Center for Careers and Employment

The Center for Careers and Employment is located in the Siek Campus Center. This centralized center serves the college’s students and alumni. A wide array of services is available including: career counseling, employment counseling, resume consultations, job networking, a career library and much more. These services are augmented by an extensive award-winning Web site (www hvcc edu / cce) which provides access to services 24 hours a day, seven days a week. The online job bank includes: full-time, part-time, and summer jobs, as well as experiential opportunities offered through the ConnectU program. Students seeking jobs on or off-campus should contact the center for more information at (518) 629-7326.

Child Care Services

The mission of Viking Child Care Center is to provide safe, affordable, high quality child care for Hudson Valley Community College students. The center maintains a warm, homelike atmosphere and is staffed by professionals who are trained to recognize and understand children's developmental stages. Program components promote social, emotional, intellectual and physical growth.

The center is located on the southeastern end of the campus on Williams Road. Two fenced-in play areas offer opportunities for children to run, jump, climb, explore and experience the wonders of nature. The center itself is filled with blocks and books, computers and an indoor gym. Caring teachers, student interns, foster grandparents and Work-Study students offer the children attention throughout the day.

The center is open 7:30 a.m. to 5:30 p.m. Monday through Friday and serves children between the ages of six weeks and five years old. Breakfast, lunch and an afternoon snack are provided daily. Fees are based on a sliding scale base on a student’s gross income. Tuition assistance is available to eligible parents. Enrollment is on a first-come, first-serve basis.

For more information, call (518) 629-4506.

Center for Counseling and Transfer

The Center for Counseling and Transfer is located in the Siek Campus Center, Room 260. Office hours are 8 a.m. to 5 p.m., Monday through Friday during the academic year. Summer hours are 8 a.m. to 4 p.m., Monday through Friday. Appointments may be made by visiting the office, or calling (518) 629-7320. Students also may be seen on a walk-in basis, pending the availability of a counselor. Counselors are skilled, qualified professionals who provide a range of services including the following:

Academic Counseling

The Center for Counseling and Transfer is responsible for assisting students who are having academic difficulties. This includes counseling students who lose their good academic standing and assisting those who are seeking an academic waiver.

Credit by Examination

The College Level Examination Program (CLEP) and DANTES are administered through the Center for Counseling and Transfer. Students interested in satisfying degree requirements through CLEP or DANTES testing should see a counselor to explore the opportunities.

Personal and Psychological Counseling

When students don’t succeed in college, it is often due to personal problems interfering with their academic performance. Some of the issues that students may be dealing with include depression, anxiety, procrastination, lack of motivation, family or relationship problems, stress, substance abuse, eating disorders, etc. To assist students in working through such problems, the center offers short-term individual counseling that is both private and confidential. The center also assists students with referrals to community-based service providers, as needed.
Transfer Counseling

Approximately half of all graduates from Hudson Valley transfer to pursue an advanced degree from a four-year college or university. To assist students with researching transfer opportunities, the center maintains an extensive library of college catalogs and reference books. Additionally, the center coordinates numerous campus visits of four-year college representatives throughout the year as well as a large “Transfer Fair” each semester. Transfer counselors can advise students on course selections, GPA requirements, and other details that will best prepare them for transferring to the college of their choice. Hudson Valley has many formal transfer articulation agreements with four-year colleges and universities. Students are advised to visit the center early in their studies to obtain the most accurate and current information available regarding articulation agreements.

For more information, visit www.hvcc.edu/cct.

Dental Hygiene Clinic

At the Dental Hygiene Clinic, students, faculty and staff can obtain free dental cleanings and exams. Services such as X-rays and sealants are also available for a minimal fee. All services are performed by Dental Hygiene students under supervision of Dental Hygiene faculty. The Dental Clinic is located in Fitzgibbons Hall, Room 127. For more information, call (518) 629-7400.

Disability Resource Center

The major goal of the office is to assist all qualified students with disabilities in the pursuit of their educational objectives. The center attempts to coordinate students’ needs with services and resources available within our college system and to ensure accessible educational opportunities for students according to their individual needs. To assist students, the center offers a number of support services. The purpose of these programs is not to create a competitive advantage for disabled students, but to eliminate any competitive disadvantages that may exist.

Operation of the Disability Resource Center is based on the philosophy that the individuals it serves are students first and that their disabilities are secondary. The office strives to coordinate services that will enable students with disabilities to act as independently as possible in a supportive atmosphere that promotes self reliance. It is the students’ choice whether or not they utilize the available services.

A pre-admissions visit to the college is highly recommended to all applicants. Persons with special needs are urged to visit early, preferably during their junior year of high school. The Admissions Office and the Disability Resource Center should be contacted for an appointment.

Hudson Valley Community College is approximately 90 percent accessible to the mobility impaired with the remaining 10 percent accommodated through special scheduling. Existing structures on campus have been modified and are continually being updated with regard to accessibility. Among those modifications are reserved parking spaces, curb cutouts, building approaches, wheelchair ramps, enclosed walkways, electric doors, lowered pay telephones, lowered drinking fountains and first floor bathrooms.

The Disability Resource Center offers a wide range of support services. Each incoming student completes a needs assessment form which indicates to the office the type of disability the student has, the special equipment and skills a student possesses, and the support services the student feels are necessary to his/her successful academic functioning.

Methods to ensure life safety and property safety are a major concern on the college campus. The Disability Resource Center, in conjunction with the Public Safety Department, the College Health Service, and Fire Marshalls, has established an emergency evacuation plan for students with disabilities that has served as a model program for other colleges within New York State. All students with disabilities are invited to visit the Public Safety Department to discuss any special circumstances they may have to consider during an emergency evacuation.

The Disability Resource Center offers assistance to both temporarily and permanently disabled students on the college campus. General services include:

- Liaison with local, state, federal agencies.
- Individual orientation.
- Pre-admission counseling.
- Assistance with registration.
- Special scheduling.
- Classroom accommodations and faculty liaison.
- Supplemental tutorial services.
- Monitoring of academic progress.
- Academic counseling.
• Personal counseling.
• Assistance in acquiring special equipment.
• Extended test-taking time when needed.
• Proctored setting for examinations.
• Assistance with reading and/or writing examinations when needed.
• Resource for high schools.
• Loan equipment program.

Technology Center
The Disability Resource Center’s Technology Center provides students with disabilities with access to computer technology through specifically designed adaptive equipment. Students may use the equipment in conjunction with computer courses offered by the college, request an orientation to the specifically designed computer equipment for personal knowledge, or be evaluated on the Assistive Technology Center (ATC) equipment. This assists students in determining the type of components they may wish to purchase or have purchased by a funding agency such as the New York State Office of Vocational and Educational Services for Individuals with Disabilities (VESID) or the New York State Commission for the Blind and Visually Handicapped (CBVH). Eight individual computer work stations with various components are available within the Disability Resource Center.

The Disability Resource Center is located in the Siek Campus Center. The office hours are 8 a.m. to 5 p.m. Monday through Friday. Evening hours are available by appointment. During these hours, the office is open on a walk-in basis. Special appointments for students may be made by calling (518) 629-7154; T.D.D. (518) 629-7596 or Fax (518) 629-4831.

Learning Disabled Students
Hudson Valley Community College offers a variety of services for students with learning disabilities. Recommendations for services/accommodations are made on an individual basis by the learning disability specialist located in the Learning Assistance Center. These services are designed to ensure students full access to the college, but should not be interpreted as a guarantee to academic success. For additional information, refer to page 42 or call (518) 629-7552.
Students may sign up for a meal plan and add money to their meal plan by stopping by the FSA Business Office, located in Siek Campus Center Room 240 next to the Food Court. Students use their student ID card as a debit card and save the 8 percent sales tax.

Additional information may be obtained by contacting the food service manager at (518) 629-7174.

Health Services

Students requesting health information or medical attention may visit the College Health Service in Fitzgibbons Building, Room 146. In general, a nurse practitioner is available each class day during the fall and spring terms. The college physician is available to see students in need of care by appointment during class days during the fall and spring terms. Services are available from 8 a.m. to 9 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Friday during class days in the fall and spring terms. Nurses are available 8 a.m. to 4 p.m. during other times the college is open.

Treatment at the College Health Service is free but there may be a charge for laboratory tests and X-rays performed by facilities outside the college. These charges may be covered (partially, if not completely) by the student health insurance.

The college is not responsible for reimbursement for expenses caused by injuries that occur at, or illnesses that are a result of, activities that occur at on campus or off-campus educational sites or activities. The college’s student accident and sickness insurance is required for all full-time students and strongly recommended for all part-time students.

All full-time Hudson Valley students are provided with an accident/illness plan, protecting them on and off campus. The insurance also is available for part-time students but does not cover pre-existing conditions* for part-time students. Additional hospital insurance also is encouraged.

The above referenced insurance offers 24-hour accident and sickness insurance which provides full-term protection against unforeseen and unexpected medical expenses due to accidents and sickness. The spring term coverage is in effect through the summer months. Students who withdraw from the college will remain covered under the policy for the full period for which the premium has been paid, with the exception of those who enter the Armed Forces. Those students will be issued a pro-rated refund.

The plan protects covered students at home, at the college or while traveling. Dates of effective coverage are available in the insurance brochure available in the College Health Service or at the Cashier’s Office. Protection is in effect during all of Hudson Valley’s vacation sessions.

Arrangements also can be made for full-time students to cover eligible dependents through the college’s Cashier’s Office. There is an additional premium to cover eligible dependents - a student’s spouse and dependent children between the ages of 14 days and 19 years.

This summary does not purport to be a complete description of the terms, conditions, coverage, limitations, and exclusions of the insurance, which can only be obtained from the policy itself. For additional information, including a copy of the policy, and the cost of the policy, contact the College Health Service at (518) 629-7468.

*Pre-existing condition means any injury, sickness or condition that was diagnosed or treated, or would have caused a prudent person to seek diagnosis or treatment prior to the covered person’s effective date of insurance.

All treatment at the College Health Service is strictly confidential with the exception of reports of injuries that occur on campus. Copies of those reports must be sent to the risk manager.

All injuries that occur on campus should be reported to the College Health Service even if the injury appears to be insignificant.

Immunization Requirements

Matriculated students are required to have current health, tuberculin and tetanus information on file in the College Health Service. All students, born on or after January 1, 1957, taking more than five credit hours, are required to comply with New York State immunization requirements and submit documented proof of immunity to measles, mumps and rubella. Proper immunity is defined by either positive blood titers OR vaccinations given after January 1968, and after the first birthday. Two measles vaccinations are required for college. All forms must have an original signature or stamp to be considered properly documented. Students also are required by New York State law to have a meningitis response form on file. This is simply a requirement for a signed form. A meningitis immunization is not required.
A student who does not submit required immunization records will be allowed to pay the tuition bill, but a hold will be placed on the student's account which will prevent the student from making any changes to his/her schedule. Students who do not meet immunization requirements by the New York State mandatory deadline will be administratively withdrawn from the college.

A counselor from the Rensselaer County Sexual Assault Care Center is available in the College Health Service on designated afternoons. An appointment is preferred but not necessary. Special arrangements for meeting times and places are available upon request. To reach a counselor for immediate assistance, please call the hotline at (518) 271-3257.

For more information about the College Health Service, call (518) 629-7468.

Siek Campus Center

The newly-renovated Raymond H. Siek Campus Center houses a wide variety of student-centered services: a 300-seat cafeteria; the 350-seat Maureen Stapleton Theatre; the Center for Careers and Employment; the Center for Counseling and Transfer; the college Chaplain's office; the Cultural Events office, the Disability Resource Center; the Educational Opportunity Program; the Faculty Student Association; International Student Services; the office of the student newspaper, The Hudsonian; the O'Brien Reading Room; the Public Safety Department; Starbucks coffee bar and lounges; the Student Activities and Student Senate offices; and Viking's Cove Bookstore. A computer lab allows students to access computers 24 hours a day, seven days a week.

The Maureen Stapleton Theatre, at the far south end of the center, has hosted many performances for students and the public including the Ghanaian Dance Company, Odadaa!, and musician Laurie Anderson.

Throughout the school year, the Siek Campus Center also serves as the focal point for many student-sponsored events such as afternoon concerts, talent shows and guest speakers. The center is almost always alive with student activity and interaction.

Student Activities

The Student Activities Office serves as the liaison between the college and students. The office supports learning outside the classroom by providing extracurricular leadership development opportunities.

Students wishing to schedule, participate in, or discuss campus activities should contact the Student Activities Office on the second floor of the Siek Campus Center. The telephone number is (518) 629-7348.

All student activities are conducted under the sponsorship of the Student Senate and the supervision of the Student Activities Office. Participation is encouraged in the following areas:

Clubs and Organizations

Any group of students with a common interest and purpose can request that the Student Senate recognize them and provide them with a charter and financial assistance. Most clubs meet at least once a month, usually from 2 to 4 p.m. Mondays. This time has been set aside specifically for student club activities; no classes are scheduled during this time.

Currently, there are more than 60 clubs chartered on campus for the pursuit of educational, cultural and social goals. Anyone wishing to obtain additional information should contact the Student Activities Office.

Field Trips and Cultural Events

There are many day trips to Boston and New York City to sightsee and attend plays or athletic events. Weekend and week-long ventures during term breaks to places such as Montreal, Florida and Utah also are scheduled.

Housing

The Housing Office publishes the Student Housing Guide which includes a list of available housing in the region.

If you are seeking housing information, contact the Housing Office in the Siek Campus Center at (518) 629-7348.
Special Events
The college hosts several special events each year, including Homecoming, Springfest, a Year-End barbecue and lectures and musical performances.

Student Government
The aim of the Student Senate is to promote a clear and continuing exchange of ideas among individuals and groups of the college community; to participate in formulating aims, objectives and policies of the college and interpreting them to the student body and the broader community; to organize and provide, contribute to the controlling and regulating of student activities, to foster social, recreational, academic, cultural and spiritual needs beyond those offered in the formal major; and to exhibit concern for the future needs of the college community.

Students at Hudson Valley Community College, with administration and faculty guidance, assume the responsibility of promoting and coordinating student affairs, authorizing the establishment of new clubs and activities, promoting student welfare and assisting with the annual budget which supports the extracurricular program of more than 50 different activities.

The Senate consists of president, vice president, secretary and treasurer positions, and senator seats. Senators and officers are elected every year by the student body. In any given year, the Senate has openings for 10 to 18 freshmen and 15 to 18 seniors, representing all four academic schools plus non-matriculated students on campus. Freshman class and Senior class presidents also are voted on by the students in their class.

Additionally, students are encouraged to represent the student body on campus committees such as: Learning Resource, President’s/Chancellor’s Awards, Scholarship, Facilities, Safety, Traffic Appeals, and Affirmative Action. These committees are a combination of students, faculty and staff, and students play an integral role on campus.

Student Publications
There are two publications supported by the Student Activities Office:

- *The Hudsonian*, which is the student newspaper. Editions of *The Hudsonian* are printed approximately 13 times per year.

- The Hudson Valley Community College Student Handbook and Calendar, which is published once a year during the summer.

Veterans
The New York State Education Department, through the Office of the Assistant Commissioner of Higher Education, has approved the college majors and continuing education programs as required by the Veterans Affairs for its certification of eligibility of qualified veterans. Detailed information may be obtained from the Enrollment Information Center or from the nearest Veterans Affairs office.

Who’s Who
Each year, editors of the national publication of “Who’s Who Among Students in American Junior Colleges” solicit nominations from Hudson Valley Community College.

Nominations are based on academic achievement, service to the community, leadership in extracurricular activities and potential for continued success. Additionally, nominees must be in their second year and be registered for the Spring term.

Selected students join an elite group of students selected from more than 1,000 institutions of higher education in all 50 states, the District of Columbia and several foreign nations.

Nominations are made by the department chairpersons and faculty to the office of the vice president for enrollment management and student development.
The Alumni Association

The Alumni Association, part of the Hudson Valley Community College Foundation, is located in the Bulmer Telecommunications Center.

The mission of the Hudson Valley Community College Alumni Association is to maintain the lifelong bond between the college and its graduates, which currently number more than 65,000. An alumnus's lifelong relationship with the college involves a process of learning, teaching, leading, and serving to advance the college. With each passing year, the diversity of Hudson Valley's students, alumni, employees, and friends of the college increases. Therefore, the Alumni Association believes it is important to educate alumni on the importance of relationships, philanthropy and heritage.

- The Alumni Association recognizes the relationship between alumni and the college. This relationship begins when someone joins the Hudson Valley family and it lasts a lifetime. It is a two-way relationship that requires time and attention to strengthen and grow.

- The Alumni Association recognizes the importance of philanthropy for the college. Since the Hudson Valley Community College Foundation was created in 1983, alumni, employees, and friends have contributed financially to the college. Every alumnus has an opportunity and responsibility to carry on that tradition. Our philanthropic philosophy is that all alumni should contribute what they can, because their financial gifts help maintain the college and advance Hudson Valley's commitment to excellence in education. The Foundation's Annual Fund provides an opportunity for alumni to provide support towards the college's greatest needs. The Annual Fund runs every year from Sept. 1 to Aug. 31.

- The Alumni Association recognizes the heritage of our college and hope that all alumni strive to learn from the past as we focus on the future. Hudson Valley Community College has grown significantly since its founding more than 55 years ago. From serving 88 students in 1953 to serving more than 12,000 students today, Hudson Valley must learn from its past in order to be a better place for future generations.

Alumni can enjoy reconnecting with their alma mater by attending college and alumni events and by reading The Valley View, the college’s publication for alumni and friends. Additionally, the Foundation hosts an annual event to highlight the accomplishments of an outstanding alumnus through its annual Distinguished Service Awards Luncheon.

For additional information about the association's programs and services, call (518) 629-8077 or e-mail alumni@hvcc.edu. Additional information is available at www.hvcc.edu/alumni.

Hudson Valley Community College Foundation

The Hudson Valley Community College Foundation exists to support Hudson Valley Community College’s institutional goals and objectives by securing private funds to supplement the college’s traditional revenue sources. It does so by fostering enduring relationships that build advocacy and support of the college.

Founded in 1983 by a dedicated group of volunteer leaders who understood the need for affordable access to educational opportunities, a proud tradition of commitment and caring began and remains today at the core of the Foundation’s mission.

A not-for-profit, independent 501(c)(3) corporation, the Foundation is governed by a Board of Directors composed of community leaders with special connection to the college – many are graduates of Hudson Valley Community College, some are former employees of the college and some are corporate partners of the college or employers of Hudson Valley graduates.

While committed to raising funds for student scholarships, the Foundation secures private resources to provide support for faculty enrichment programs, new and innovative academic initiatives, student development activities, enhanced student support services, cultural
programs, equipment purchases, facility and campus improvements, and technology enhancements. The Foundation has supported many initiatives through the generous support and assistance of the faculty, staff, alumni, friends, and corporate partners in the community.

Economic uncertainty and increased demands on tax dollars are diminishing government support for community colleges, and the future belongs to community colleges that can adapt to new funding strategies to alleviate long-term funding pressures. As a result, community colleges are turning to private philanthropy as a necessary resource to ensure continued excellence in teaching and learning. Faced with unprecedented enrollment growth and dwindling public funding, the college faces the need to diversify funding streams in order to prepare students to meet the challenges of the future and become the leaders of tomorrow. With assets of more than $4.5 million dollars, the Foundation continues to grow, and with that growth, helps expand Hudson Valley Community College’s opportunities as a vital academic and economic resource in the Capital Region and beyond.

Bulmer Telecommunications Center

The college’s Bulmer Telecommunications Center is a state-of-the-art facility committed to innovative instructional technology. The center houses the college’s TV/audio production studios, a 215-seat interactive auditorium, computer labs, an electronic arts lab with full multi-media production capability, online learning facilities, interactive television, a photography studio, and high-tech classrooms and meeting rooms.

Businesses, government agencies, schools and colleges have used the Bulmer Telecommunications Center to host teleconference downlinks that connect their group with others around the country and the world.

The college’s Office of Institutional Services and Events markets the use of this facility for conferences, workshops and business meetings.

McDonough Sports Complex

Opened in 1992, the McDonough Sports Complex is a 126,000-square-foot health, physical education and recreation complex that houses three regulation basketball courts, a 1/10 mile inside track, a fitness room, a free weight room, three racquetball courts and an ice arena.

The field house of the complex accommodates up to 5,000 spectators and offers substantial flexibility in floor plan and seating arrangements. The sports complex is recognized as one of the premier venues in upstate New York for athletic competition, hosting events such as the New York State Public High School Athletic Association’s Girls State Basketball Tournament. Suited to a wide variety of activities, in addition to athletics, this facility offers opportunities for conferences, trade shows and entertainment events. In fact, the field house has been the site for community events such as garden shows, trade shows, health fairs, craft shows, computer fairs and area graduation ceremonies.

The college’s NCAA regulation-size ice rink serves as the home for the Hudson Valley Vikings and neighboring LaSalle Institute hockey teams. It also is used by local youth hockey and figure skating organizations, various local adult hockey leagues, as well as physical education classes, community recreational skating, and other community events during the off-season.

The complex is an outstanding facility that supports the college’s efforts to continually improve its physical education offerings, promote health and wellness, and expand the college’s role as a valuable and versatile community resource.

The Public Safety Department

The Public Safety Department’s mission is to provide a safe, secure atmosphere at Hudson Valley Community College, one that is conducive to freedom of expression and movement for people and their property within the constraints of federal, state and local laws and ordinances.

The actions of all students, college personnel and visitors are governed by a code of conduct, which can be found on page 312 of this catalog. Any sanctions that may be imposed for violations of these campus regulations also can be found on page 318 of this catalog.
The Public Safety Department is located in the Siek Campus Center on the first floor and is open 24 hours a day, seven days a week, and 365 days of the year.

To contact the Public Safety Department, call 911 from any campus or emergency phone or call (518) 629-7210 from any non-campus or cell phone.

Emergency telephones directly linked to Public Safety and the College Health Service are located on each floor, each hallway and each elevator of each building on campus.

Additional emergency telephones, identified by a blue light, are strategically located across campus, in parking lots and walkways.

Public safety encourages the reporting of all criminal or unusual incidents, no matter how minor they may seem.

A copy of Hudson Valley Community College’s campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request. Please direct all such requests to the Public Safety Department at (518) 629-7210. Information also can be obtained from:

- The college’s Web site at www.hvcc.edu/public_safety/securityreport.

Hudson Valley Community College has a Campus Personal Safety subcommittee, which is comprised of equal numbers of faculty, staff, and student representation in compliance with statutory provisions. Although the committee’s primary responsibility is to inform and enlighten the college community about sexual assault prevention, it has evolved into a forum on all matters that pertain to personal safety, crime prevention, and victim counseling on campus.

Keeping Safe - Here are some suggestions you can consider to enhance your own safety on campus:

- When parking on campus in the evening, try to park in a well-lit area near buildings.
- If you arrive on campus early in the day and have to park a considerable distance from an evening class, go out before dark and move your vehicle to a spot near the building your class is in.
- Try to leave your classes or buildings with others. Be aware of your surroundings. If it appears that someone is following or observing you, call Public Safety immediately and/or go to an area where other people are present.
- Report suspicious activities. If something doesn’t seem right (for example, if someone is sitting in a vehicle and watching you), report it.
- If you are a victim of a crime, or if you witness one, report it to Public Safety immediately. Hudson Valley also offers many forms of support including the College Health Service and counseling services.

Reporting Criminal Incidents and Other Emergencies - Any crime reported to Public Safety that meets the requirements of New York State Penal Law, Section 70.02 “Violent Felony Crimes,” will be reported to the appropriate law enforcement agency.

Upon receipt of a report of a crime or serious incident, Public Safety or emergency personnel will be dispatched to the scene. All matters reported to Public Safety are entered in the security log, a thorough investigation is conducted, investigative reports are completed, and appropriate action is taken.

Campus Facility Access and Security Policies - Hudson Valley provides 24-hour-a-day vehicle and foot patrol protection to campus personnel, visitors, and properties.

Security on campus is maintained with a key control system whereby only authorized persons have access to their particular area. In addition, college buildings are monitored through electronic security and fire alarms connected to Public Safety. At night and during times when the campus is officially closed, campus buildings are locked. Persons wishing access when the buildings are locked must report to Public Safety.

In addition, campus buildings and grounds are inspected daily by security officers and monthly by a Public Safety officer. Any problems discovered during inspections are immediately submitted to the Physical Plant for corrective action.

Enforcement Authority of Public Safety Officers - Public Safety officers at Hudson Valley are not police/peace officers and, therefore, are subject to Section 140-30 of the Criminal Procedure Law when making arrests. This law authorizes security officers to make arrests for any offense committed in their presence. In matters which Hudson Valley security officers lack authority or where a police report is necessary, local and state police agencies are contacted.
Policies Regarding Alcohol, Drugs, and Drug/Alcohol Education Programs - Possession, transportation, or use of any illegal drugs on campus is prohibited. The president of the college is the only individual who can approve events at which alcoholic beverages can be consumed on campus. With the exception of the president’s approval, alcoholic beverages may not be brought, possessed, or consumed on campus. Students and staff are regularly educated on the risks associated with alcohol and other drug use through brochures, orientation programs, class presentations, the student newspaper, and special awareness activities scheduled throughout the year.

The college’s referral/intervention specialist, a credentialed addictions counselor, provides counseling for students experiencing problems from their own or someone else’s drinking or drug use. Information on various treatment programs and self-help groups is available in the Center for Counseling and Transfer in the Siek Campus Center at (518) 629-7320.

Hudson Valley also provides an Employee Assistance Program where counseling can be obtained free of charge. This service can be reached at (518) 462-6531.

Crime Prevention and Security Awareness Program - Protection of life and property is the ultimate goal of the Public Safety Department. To achieve this goal, Public Safety concentrates considerable energy on crime prevention and security awareness.

The electronic alarm system, the key control system, security patrols, emergency telephones, and closed-circuit cameras focus on crime prevention. Timely notice of serious crimes on campus is made by means of e-mail, crime alert posters, campus security personnel, the campus newspaper, employee newsletter, and Web posting.

Escort Service - Public Safety provides a 24-hour-a-day escort service for students and staff anywhere on campus.

Vehicle Lock-out and Jump-Start Service - Public Safety will assist students, faculty, staff and visitors if they lock their keys in their vehicles, or need a jump-start because their vehicle battery is dead.

Missing Students - A missing student means any student of an institution who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence.

Hudson Valley Community College does not own or operate resident facilities. In the event a missing student is reported to the Public Safety Department, the following procedures will be followed:

- All information will be obtained as to the identity of the student, the person reporting the incident and the relationship of the person reporting as well as the circumstances that caused the reporting person to file the report.
- A case report will be initiated and the report will be investigated and information documented.
- The reporting person will be advised that missing person reports must be filed with the law enforcement agency having jurisdiction where the student resides.
- Information sharing with police on missing persons will follow guidelines established under the federal Family Educational Rights and Privacy Act.

The Prevention of Sexual Offenses

Hudson Valley Community College Policy - Sexual misconduct is not tolerated at Hudson Valley Community College. Any form of sexual misconduct listed in this catalog is a violation of the New York State Penal Law.

A conviction of any of the sexual crimes listed may result in incarceration and/or monetary fine to the perpetrator. Persons who have a complaint filed against them for an incident involving sexual misconduct occurring on campus will be processed in accordance with the adjudication procedures contained in the college’s regulations. Copies of these regulations are available in the Public Safety Department.

Procedures to Prevent Sex Offenses

Education Programs - The college is continually updating its education programs to promote the awareness of rape, acquaintance rape, and other sex offenses. This is done through orientation, media presentations, lectures by county rape crisis personnel, posters, counseling services provided on campus, and distribution of educational material.

What is a Sexual Crime? Article 130 of the New York State Law contains the following legal provisions defining crimes related to sexual assault. A copy of Article 130 is available in the Public Safety Department, located on the first floor of the Siek Campus Center.
Section 130.20 - Sexual Misconduct. This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Section 130.25/30/35 - Rape. This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.40/45/50 - Criminal Sexual Act. This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.52 - Forcible Touching. This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor’s sexual desires. Forcible touching includes the squeezing, grabbing, or pinching of another person’s sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Section 130.55/60/65 - Sexual Abuse. This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to a person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section 130.65-a/.66/.67/.70 - Aggravated Sexual Abuse. This series of offenses occurs when a person inserts a finger or foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

Sexual Harassment - Sexual harassment is a form of sex discrimination and as such is specifically prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972. Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature which has the purpose of effect of interfering with an individual’s performance or which creates a hostile or intimidating environment. Examples of sexual harassment range from remarks and joking to actual sexual relations.

For information about Hudson Valley’s Sexual Harassment Policy, see Page 322 of this catalog.

Access to the New York State Sex Offender Registry - The Sexual Offender Registration Act (SORA) of New York State established a Sex Offender Registry within the New York State Division of Criminal Justice Services. As part of the Registry, the SORA requires the Division of Criminal Justice Services to maintain a Subdirectory of High-Risk (Level 3) Sex Offenders. The Registry also contains information on low-risk (Level 1) and moderate-risk (Level 2) sex offenders.

The referenced site provides free public access to the database of Level 3 sexual offenders only. You may however, access information on Level 1 and Level 2 offenders for a fee. To access the New York State Sexual Offender registry, visit: http://criminaljustice.state.ny.us/nsor/index.htm.

Prevention - Most sexual assaults are not committed by strangers. College students are in greater danger of being sexually assaulted by a friend or a fellow student than by a stranger.

With its high number of dating and social activities, the campus setting can offer opportunities for date rape to occur. When the relationship with the offender or when the circumstances that are involved make a victim hesitant to report a sexual crime, the term “date rape” or “acquaintance rape” is frequently used.
In date rape, the offender may be a friend or an acquaintance. Also, the victim may have consumed drugs or alcohol. Regardless of the circumstances, when sexual activity beyond a mutually agreed upon point is forced on a partner, date rape occurs.

What to do if you are attacked:
1. After an attack, it is extremely important that the victim take appropriate action promptly.
2. Try to be as calm as possible.
3. Get to a safe place.
4. Call for help. Call the police, a friend or a rape crisis service. If the attack occurs on campus, immediately contact the Public Safety Office or the College Health Office, where there is a nurse on duty.
5. Remain in the same condition as when the attacker left. Do not change, wash, or destroy any clothing. Do not wash yourself, douche, or comb your hair.
6. Seek medical aid promptly. Not only can internal and external injuries be treated, but measures can be taken to combat the possibilities of disease. It is also an opportunity to collect evidence.
7. Leave the crime scene exactly as it is. Do not touch anything. Do not clean up or throw anything away.

As soon as possible, write down every detail about the incident; who, what, when, where, how.
- What the offender looked like.
- Where the assault occurred.
- What kind of force or coercion was used.
- Make and model of vehicle used.
- Any objects touched or taken by the rapist.
- Any noticeable speech patterns used by the rapist - particular words, grammar, accents, or speech defects.
- Any possible witnesses - who or where they might be.

Counseling and Support Services
At Hudson Valley Community College, we are concerned for every student’s safety and security. If you have been the victim of a sexual crime, please contact one or more of the following on-campus and off-campus agencies:

Public Safety: 911 from any campus phone or (518) 629-7210 from any cell or non-campus telephone
College Health Service: (518) 629-7468
The Center for Counseling and Transfer: (518) 629-7320
Rensselaer County Rape Crisis Center, Samaritan Hospital, Troy, 24-hour hotline: (518) 271-3257

Procedures for On-Campus Discipline
Procedures for on-campus disciplinary actions in cases of alleged sexual assault include an allowance for an advisor to meet with both the complainant and the respondent throughout the grievance process. An advisor might be a member of the Hudson Valley Community College sexual harassment advisor’s group, the college’s affirmative action coordinator, a member of the faculty or any responsible member of the campus community.

Also, a formal written statement of the outcome of the grievance process will be provided to both parties and their designated advisors. The entire procedure, from filing an initial complaint to the decision of the review board, is explained in this publication.

Hate Crime / Bias Related Incidents
General Policy: Many individuals become targets of hateful acts because others are unable to accept differences based on race, gender, sexual orientation, religion, age, ethnicity, or disability.

Hudson Valley Community College condemns such acts. At Hudson Valley Community College, a hateful incident directed at an individual or group, owing to their difference, is viewed as an attack on the entire college community and such acts simply will not be tolerated.

Nature of Bias-related Crimes/Incidents on College Campuses: While physical attacks and vandalism are rare on college campuses across the nation, demeaning jokes or harassing or threatening phone calls or e-mails are not uncommon. Bias incidents that do not violate criminal law may violate Hudson Valley Community College’s policy prohibiting harassment and discrimination, Hudson Community Services
Valley Community College’s code of conduct for students, or federal or state civil law.

Definitions:

Hate Crime - In general, a hate crime is a crime of violence, property damage, or threat that is motivated in whole or in part by an offender’s bias on race, religion, ethnicity, national origin, gender, disability or sexual orientation.

Hate or Bias Incidents - Hate or bias incidents involve behavior that is motivated by bias based on race, religion, ethnicity, national origin, gender, disability, or sexual orientation. Unlike hate crimes, these incidents do not involve criminal conduct such as assault, threat, or property damage. Bias-motivated degrading comments often are considered to be bias incidents. Hate or bias incidents may also be violations of other prohibited conduct set forth in this code such as harassment, disorderly conduct or sexual harassment.

Applicable Laws and Criminal Penalties: The federal government more than 40 states, including New York, have hate crime statutes.

1.) Federal Laws

a.) 18 U.S.C. 245 Hate Crimes Prevention Act of 1999 – This act prohibits persons from interfering with an individual’s federal right (e.g. voting or employment) by violence or threat of violence due to his or her race, color, religion, or national origin. This act allows for more authority for the federal government to investigate and prosecute hate crime offenders who committed their crime because of perceived sexual orientation, gender or disability of the victim. It also permits the federal government to prosecute without having to prove that the victim was attacked because he or she was performing a federally protected activity.

b.) Violent Crime Control and Law Enforcement Act of 1994 – As part of the 1994 Crime Act, the Hate Crimes Sentencing Enhancement Act provides for longer sentences where the offense is determined to be a hate crime. A longer sentence may be imposed if it is proven that a crime against a person or property was motivated by “race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation.”

c.) 28 U.S.C. 534 Hate Crime Statistics Act of 1990 – This act requires the Department of Justice to collect data on hate crimes. Hate crimes are defined as “manifest prejudice based on race, religion, sexual orientation, or ethnicity.” These statistics are compiled by the FBI using the Uniform Crime Reporting system. The Crime Act of 1994 also requires the FBI to collect data on hate crimes involving disability.

2.) New York State Law

a.) Hate Crimes Act of 2000, Penal Law Art. 485 – This law enhances criminal penalties for a long list of enumerated crimes when perpetrators intentionally select a target based on the victim’s actual or perceived race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. The law also requires the state to collect, analyze, and annually report on data regarding hate crime throughout the state.

b.) N.Y. Civil Rights Law § 40-c – Prohibits discrimination or harassment based on race, creed, color, national origin, sex, or disability. Violation of this provision shall constitute a class A misdemeanor and subjects the perpetrator to a civil action brought by the victim for damages.

c.) New York Penal Law §240.30 – Covers aggravated harassment against a person “because of a belief or perception regarding person’s race, color, national origin, ancestry, gender, religion, religious practice, age, sexual orientation, regardless of whether the belief or perception is correct.”

d.) N.Y. Penal Law §240.31 – Enhances penalty for aggravated harassment.

Availability of Counseling:

College community members should be aware that if they are the victim of a hate crime or other related incident, counseling services and referrals are available through the College Health Service.

Timely Warning Policy for Certain Crimes Considered to be a Threat to the Campus Community

Hudson Valley Community College will prepare and issue a timely warning to students, faculty and staff whenever a report is received of a serious crime that represents a continuing threat to the campus community. The types of serious crimes that may warrant a timely warning include:

1. Murder;
2. Sex offenses, forcible and non-forcible;
3. Robbery;
4. Aggravated assault;
5. Burglary;
6. Motor vehicle theft;
7. Manslaughter;
8. Arson;
9. Arrests or person referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession.

The college will make the decision whether to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely warnings may come from reports made to the campus security or from local law enforcement agencies. Timely warnings may be issued to the campus community as soon as pertinent information about the crime is available.

Timely warnings of serious crimes and the publication of the College’s security procedures are made by means of the campus electronic e-mail, “security alert” posters, campus security officers, the campus newspaper, the employee newsletter and any other means of communication chosen by the College to communicate any security-related information.

Counseling

Members of the college community should be aware that if they are the victim of sexual assault, hate crime or bias related incident, or any other crime, that many counseling services are available.

Assistance can be obtained through the College Health Service and Center for Counseling and Transfer at the college. To ensure that the victims of crime in Rensselaer County are appropriately served, the Rensselaer County District Attorney’s Office provides a Crime Victim Assistance Program.

Additionally, if you are the victim of a sexual assault, assistance may be sought from the Sexual Assault and Crime Victims Assistance Program at Samaritan Hospital. Public Safety personnel will assist in understanding options available to the victim of a crime.

Policies for Visitors

All visitors to Hudson Valley Community College are required to request temporary visitors’ identification cards and temporary parking permits at the Public Safety Department. Visitors having legitimate business on Hudson Valley’s campus must present personal identification and car registration when applying for visitors’ credentials. Visitors’ cars must be parked in the designated area.

Violations of campus regulations by any organization authorized to be on campus may result in immediate ejection from the campus and the organization may be subject to any sanctions provided under applicable law.

ID Cards

All students, faculty, administration and staff are required to obtain and carry Hudson Valley Community College identification cards at all times and to present them upon request to any security officer or faculty or staff member. Other identification must be shown if such a request is made and the person questioned does not have a Hudson Valley ID card in his/her possession. Hudson Valley ID cards are to be surrendered upon termination for any reason. Loss of an ID card must be reported to the Registrar immediately.

Motor Vehicle and Parking Regulations

All rules and regulations shall be in effect from Sept. 1, 2008, through Aug. 31, 2009.

1) All Hudson Valley Community College students, faculty and staff using the college’s parking facilities must register each vehicle and accept the responsibilities for observing campus traffic regulations as set forth here.

2) Vehicle Registration

A. Every student who operates a motor vehicle on the Hudson Valley campus must register that vehicle with the Cashier’s Office, either by mail or in person.

B. A vehicle registration fee will be assessed per semester as follows:

1. Full-time student (12 credit hours or more) $86.40
2. Part-time student (less than 12 credit hours) $7.20 per credit hour

C. After a student has paid a vehicle registration fee, a numbered parking decal will be provided. This decal must be displayed on the left rear side window of the vehicle being registered.

D. Multiple Vehicles – If a student should have an occasion to park different vehicle(s) on campus, that student must complete a parking registration form for each additional vehicle and obtain decals (at no
additional charge) for each vehicle they want to register (limit 2 plus the original vehicle).

A valid Hudson Valley Community College decal must be displayed in the vehicle’s left rear side window to be properly parked on campus.

E. Lost or Stolen Decals

If a vehicle is registered with the college and for any reason that vehicle is sold, stolen or damaged in an accident, an effort to return the original decal to the Cashier’s Office should be made.

In any event, the student should report this or the theft of a decal to the Cashier’s Office immediately. The student will then be required to sign a statement as to the reason for the loss of the decal; a new decal will then be issued.

F. College registration decals will be color coded by semester.

G. Reproducing, defacing, altering or unauthorized transferring of a parking permit or falsification of any information given during vehicle registration procedures subjects the violator to a $25 fine and/or revocation of driving privileges on campus.

3) Traffic Regulations

A. All New York State Motor Vehicle regulations will be applicable on campus.

B. No vehicle shall be operated:

1. At a speed in excess of 15 mph or in a reckless or careless manner or at a speed that is not reasonable and prudent under the conditions and have regard to the actual and potential hazards then existing.

2. With disregard to any traffic sign, signal and/or pavement marking.

3. On any sidewalk, pedestrian walkway or lawn.

C. It is prohibited to park:

1. Without a valid parking permit.

2. In No Parking areas.

3. In handicap areas without a handicap permit.

4. Blocking fire lanes or fire hydrants on grass areas*, sidewalks, crosswalks or parking lot driveways.

5. On or over painted lines in parking areas.

6. In faculty/staff parking areas.

* Parking on grass areas permitted when authorized by Public Safety.

D. Parking for disabled students needing disabled parking on campus are required to submit an application with the Disability Resource Center (Campus Center 112). Temporary disabled parking authorization will be issued by the College Health Service.

Use of a New York State Disabled Parking Permit without registering at the Disability Resource Center may be cause for enforcement action. You must register for disabled parking on campus. Due to the limited number of spaces for individuals with disabilities, this registration requirement is necessary to ensure safety and fairness for all students.

E. Students and staff who are on trips, away for athletic events or abandon a vehicle, especially due to hazardous driving or vehicle breakdown, must contact the Public Safety office for parking instructions. Failure to do so could result in the vehicle being removed from the campus at the owner’s expense.

All vehicles not displaying a valid Hudson Valley Community College parking permit will be ticketed.

4) Emergency Procedures

A. In case of motor vehicle accidents, loss by theft or vehicle breakdown, call or visit Public Safety.

B. All accidents and thefts must be reported to Public Safety.

C. The Public Safety Department will provide emergency notification on campus, when necessary.

5) Violations and Fines

A. Owners of vehicles found to be in violation of the college’s regulations shall be subject to a fine. Fines for the following violations will be $10 for each violation:

Obstructing:

Traffic Entrance Sidewalk/Crosswalk

Parking:

Roadway End of lane On grass On sidewalk Improper area No parking area

B. Fines for the following violations will be $25:

1. Parking in fire lane.
2. Obstructing a fire hydrant.
3. Parking in designated handicap areas.
4. Violations of not registering or displaying parking permit.
5. Any violation or altering or falsifying college registration decals.

C. The Public Safety Department is authorized to immobilize or remove vehicles from college property under the following circumstances:
1. Vehicles in violation of fire lanes or fire hydrants.
2. Abandoned vehicles.
3. For safety reasons, including snow removal.
4. Scofflaw violators.

D. Violations of these regulations may result in additional charges being brought against a violator under the “Campus Regulations for Students, Visitors and College Personnel and Organizations.” (Published in College Catalog and Student Handbook/Calendar).

E. Payment of Fines
Fines are payable within five (5) calendar days of issuance of the ticket at the Cashier’s Office located in the Guenther Enrollment Services Center, first floor. Fines may be paid by mail addressed to:

Hudson Valley Community College
80 Vandenburgh Avenue
Troy, NY 12180
Attention: Cashier’s Office

Failure to pay will result in the withholding of final grades, transcripts, graduation diploma and future registrations.

F. Appeals
Appeals for violations must be made in writing within 72 hours of issuance. Appeal forms may be obtained from Public Safety. Appeals will be presented to the Traffic Appeals Board; those submitting appeals will be notified by mail of their decision.

6) Driver Responsibility
A. Finding authorized space – Drivers are responsible for finding an authorized parking space. Mechanical problems, inclement weather or tardiness do not justify parking violations.
B. Space availability – A parking permit does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas.

C. Permit Ownership – A parking permit signifies that an individual has been granted the privilege of parking on campus property. Ownership of parking permit remains with the college.

D. Permit Display – Parking decals must be displayed on the left rear side of window.

E. Special permits for visitors attending one-day classes may be obtained from Public Safety and should be displayed on the dashboard of the vehicle.

F. Public Safety is authorized to restrict use of parking spaces on a temporary basis to accommodate special meetings, activities, or construction.

G. Hudson Valley Community College is in no way liable for personal injury, damage or loss of parts or contents of any vehicle parked on our campus.

Traffic regulations for Hudson Valley Community College have been approved by the president in accordance with the Board of Trustees resolution adopted on January 22, 1998.

7) Restricted Parking Areas
2. Between Amstuz and Brahan Hall – Restricted and Handicapped
3. “D” Lot:
   Southwest side – Faculty and Staff only
   Southeast side – Students only
4. Behind Campus Center – Employees only
5. Between Hudson Hall and Field House – Employees only
6. Southside of Williams Hall:
   a. 1st Lot: Employees only.
   b. Handicapped students when applicable.

Work-study students are not considered employees and will not be issued employee parking permits.

Protect your valuables – lock your car!
The college cannot be responsible for your personal property. Conceal all books, supplies, etc., in the car when possible. All valuable articles should be locked in the trunk. All serial numbered items, for example, tape players, record players, calculators, should have numbers recorded and carried with you.
Continuing Education and Summer Sessions

This division of the office is designed to offer credit opportunities to the community and is responsible for the administration of evening, weekend and off-campus credit courses in the fall, spring and summer. Students are provided with a viable and flexible alternative to the traditional full-time college degree program. Opportunities for cultural development, economic advancement and degree attainment are open to anyone wishing to acquire new knowledge and skills, or to enhance abilities already established.

Degree credit courses offered in the evening during fall, spring and summer terms are selected from the majors described in this catalog. Course schedules listing evening and off-campus offerings and the summer schedule (both day and evening courses) also are available each term.

The people who take advantage of the Continuing Education evening program come from a variety of backgrounds. Those who wish to enter the job market after a long absence or change careers find Continuing Education very helpful. Professionals who already have a career but want to improve their skills or seek a promotion find that the many specific job-related courses are just what they need. Even day students, who have part-time employment, discover the evening classes allow them to attend college on a full-time basis.

Many students take advantage of the three-, six-, and 12-week terms available during the summer months. Many courses in the School of Liberal Arts and Sciences and School of Business are offered, as well as selected offerings in the School of Engineering and Industrial Technologies and School of Health Sciences. Students may take summer course offerings to reduce their course load in the fall and spring terms or to decrease the time needed to complete their degree or academic goal.

Workforce Development Institute

The Workforce Development Institute (WDI), functions as a regional training resource, designed to meet a wide variety of needs related to employment. Pre-employment training, staff development, professional and association requirements, access to technological services, industry-specific certificates and degree programs are among the many services that the WDI provides. Now a division of the new Office of Continuing Education, Summer Sessions and Workforce Development, the WDI is evolving in its efforts to anticipate and implement training opportunities that will have the greatest impact on the workforce.

Whether it involves technical training, soft skills development, wellness and fitness in the workplace or specialized training for the disabled, the WDI is now able to tailor a combination of credit and non-credit courses and programs to the businesses of the community and beyond. Through online learning and interactive television, the WDI can make training available to businesses and individuals in any part of the state or the country. By collaborating with businesses, with state and federal offices and with service agencies, the WDI opens the door to the many services that the college can provide.

The Workforce Development Institute includes the Business and Industry Department, which serves corporate clients. In addition, the WDI provides support training
and coordination for all other campus-based training efforts that serve external clients.

The Workforce Development Institute is devoted to training, consulting, executive coaching and organization development activities in support of regional economic growth. WDI also offers open enrollment computer training and technical training in such areas as:

- National Electric Code
- Structural Welding
- Small Engine Repair
- Water and Wastewater Treatment
- Medical Billing and Coding
- Medical Transcription
- Pharmacy Technician

The WDI has additional training facilities at the Albany Extension Center, 175 Central Ave., Albany.

**Business and Industry Training**

Business and Industry Training provides businesses and industries with employer-specific training programs. Training for employees can be presented at the work-site during work hours in any topic. All programs are delivered by experienced, professional instructors. Business and Industry Training also provides training needs assessments, custom curriculum development and skills testing.

The following is a sample of the programs offered:

- Basic Math Skills for the Workplace
- Blueprint Reading
- Computer Skills
- Customer Service and Sales
- Diversity Training
- Effective Leadership Skills
- Management and Supervisory Skills
- Medical Billing and Coding
- Medical Transcription
- Pharmacy Technician Training
- Photovoltaic Systems Training
- Professional Boat Captain
- Project Management
- Security Guard Training
- Self-Directed Work Teams
- Web Page Development and Design

**Off-Campus Sites**

Are you looking for a convenient location where you can take credit courses? You can save yourself the drive to Troy and take a class at a community site near your home or office.

Off-campus courses are identical to those taught on our main campus; in fact, students will find many of the same faculty teaching courses at off-campus sites. The college currently offers courses at the following community site locations:

- Albany High School*
- Albany Extension Center, 175 Central Ave., Albany
- Albany Educational Opportunity Center (EOC)
- Bethlehem High School*
- Cohoes High School*
- Colonie High School*
- Guilderland High School*
- Lansingburgh High School*
- Shenendehowa High School (East)*
- Tamarac High School*
- The Arts Center of the Capital Region

* Smoke-Free Location – According to the New York State Clean Indoor Air Act, (Public Health Law, Article 13-E), smoking is not permitted at any time at these locations.

For more information and directions, visit www.hvcc.edu/coned/off_campus. In addition to these sites, classes are offered at an array of businesses and organizations in the Capital Region. If you would like more information about hosting a course at your business or organization, call (518) 629-7338, or send an e-mail to coned@hvcc.edu.

**Advisement**

The Office of Continuing Education, Summer Sessions and Workforce Development offers academic advisement for part-time and full-time non-
The office has a variety of tools to help you begin your educational journey, focusing on the needs of non-matriculated students, home-schooled students, and non-traditional students who are seeking courses for professional development or retraining. Contact an advisor for assistance prior to enrollment.

The Life Experience Program

The Life Experience Program is designed to provide adults with an alternative method of obtaining college credit. Knowledge acquired from a combination of work experience, non-credit courses, seminar training and workshops may translate into college credit through a portfolio assessment. Not every course can be evaluated through the Life Experience Program, and not every department participates in this program. Interested students should make an appointment with a Continuing Education advisor before applying.

Community and Professional Education

The Office of Community and Professional Education coordinates a variety of programs for everyone from children to seniors. Classes are designed to help individuals develop skills and enrich their lives. During the summer, Community Education sponsors a variety of educational enrichment and athletic programs for children. Other special courses and programs can be developed to meet the needs of special audiences. For the most up-to-date classes and offerings, visit www.hvcc.edu/communityed.

The following is a sample list of the college’s credit-free course offerings:

**Arts and Crafts**
- Drawing
- Floral Arranging
- Interior Decorating Program
- Scrapbooking
- Watercolor

**Communication**
- English as a Second Language
- Sign Language
- Writing

**Health and Wellness Institute**
- Fit Kids
- Weight Management

**Mandated Training**
- Continuing Education for Dental Hygienists
- Continuing Education for Substance Abuse Counselors
- Identification of Child Abuse
- Infection Control

**Programs for Professionals**
- CPR for Health Professionals
- EMT Recertification
- Paramedic Recertification

**Recreation and Hobbies**
- Aerobics
- Ballroom Dancing
- Cardio Kickboxing
- Guitar
- Photography
- Pilates
- Tae Kwon Do

**Special Interest**
- Administrative Medical Specialist
- Basic Motorcycle Rider Course
- Boater Safety Course
- Defensive Driving
- Driver Education
- GED Preparation
- Medical Transcription
- Paralegal Certificate Course

**Summer Children’s Programs**
- Junior Counselor Preparation Program
- Summer Academy
- Summer Athletic Camps
- Summer Educational Enrichment Program
- Summer Youth Theater Workshop
- Technology Enrichment Program
Capital District Educational Opportunity Center

The Capital District Educational Opportunity Center (EOC) offers tuition-free academic and workforce development opportunities to economically disadvantaged and educationally under-prepared New York State residents 16 years and older. The main emphasis of the center is to help people acquire skills that will enable them to increase their effectiveness in society through a four-pronged approach: vocational programs, academic programs, counseling services, and employment services.

Vocational programs allow students to acquire employment skills so that they may increase their effectiveness on the job, gain a better job or secure initial employment. The programs involve students in hands-on learning. Tools and equipment are integrated with textbook and workbook instruction. On-the-job experience also is provided in most programs through internships, clinicals, or other work-based training experiences.

Academic programs help students improve their reading, writing, and math skills to enhance employability, to obtain a General Education Development (GED) diploma, and/or to gain entrance to college. Very often, students at the center have two goals: to obtain a vocational skill and to achieve a GED. Both are achievable through completion of a combination of EOC programs.

Counseling services help students overcome personal barriers to academic and vocational success, such as lack of child care, lack of suitable clothing or equipment, substance abuse, language/job skills deficiencies and poor work history. When necessary, referrals are made to appropriate agencies that may be of service to students for personal, family, financial, or other matters. Career counseling, testing, and assessment services are available to assist students in clarifying their educational goals and developing a career plan.

Employment services assists students with resume preparation, application, job interviews, and job retention strategies. Employability skills, designed to help students develop tools to seek employment, are an integral part of the center’s vocational programs. The center’s Employment Services Centers, initially funded by the New York State Education Department’s Perkin’s III allocation, have a staff of employment specialists, including some fluent in Spanish, to help individuals seek and obtain jobs through resume preparation and cover letter assistance, computer and Internet access, research assistance, job development and placement activities, and other job hunting aides. Job readiness training also is available.

Center programs and services are offered at the Troy Center at 145 Congress St., and at the Albany satellite at 30 Russell Road (adjacent to the Westgate Shopping Plaza). A choice of morning, afternoon and evening programs are offered. Certificates of completion are issued to students when they have fulfilled the graduation requirements of their program(s).

Unique features of the EOC make educational opportunities more accessible to the non-traditional learner. All programs are individualized to allow students to progress and learn according to their individual learning styles while maintaining the integrity of fulfilling the requirements of graduation. Continuous enrollment for the majority of its academic and vocational programs offer students the ability to begin programs when they are ready to do so as well as to offer ongoing opportunities for employment as students complete programs. Support services including career assessment, employability skills, employment services, and life skills presentations, are provided so that adults can more easily return to school and/or transition to the workforce.

The eligibility for free education at the EOC is as follows:

1. A resident of New York State for one year;
2. 16 years of age (if officially excused from school) or older; and
3. Evidence of educational and economic need.
The Capital District EOC is funded by the State University of New York through the University Center for Academic and Workforce Development. The EOC is a division of Hudson Valley Community College and is evidence of the college’s commitment to a total educational program for the community.

It is the policy of the EOC to provide equal opportunity in employment and education for all persons regardless of race, color, age, religion, creed, gender, sexual orientation, national origin, disability, marital status, veteran status or political affiliation.

**Academic Programs**

**Basic Education (Adult Literacy)**

Prepares students to meet the challenges of reading that they encounter in their daily activities. The program is designed to help individuals upgrade their reading skills from the primary to a functional level. Instruction is guided by the needs of each individual in the class. Instruction includes phonics, word recognition, word attack, vocabulary development, and basic math. Emphasis also is placed on increasing reading speed. The length of time students spend in the program depends upon their progress. Graduates from Basic Education are eligible to enter the Reading Preparation Program.

**Reading Preparation/Academic Preparation**

Assists students in upgrading their reading skills to levels needed for entrance into other EOC programs. Students with reading levels that range from 5.0 to 9.0 are placed in the appropriate course. Critical reading and thinking skills, vocabulary acquisition, speed building and basic writing are the main areas that are stressed. Instruction is individualized to allow students to progress at their own pace. Students also receive a total of five hours of related math instruction per week. Upon completion, students may begin their academic or vocational programs of choice.

**Vocational Preparation**

Assists students in upgrading their reading and/or math skills to levels needed for entrance into EOC Vocational Programs. Students with reading levels that range from 5.0 to 6.9 are placed in this program. Students interested in the culinary programs with a math level below 5.0 also are placed in this program. Critical reading and thinking skills, vocabulary acquisition, speed building, basic writing and basic math skills are the main areas that are stressed. Instruction is individualized to allow students to progress at their own pace.

**English as a Second Language (ESL)**

 Allows students with limited English proficiency the opportunity to master speaking, listening and writing skills in English. Students also receive instruction in reading, math and computer operation. If needed, students are assisted in preparing for the U.S. Citizenship Test and the TOEFL. Students progress through the ESL program according to their own learning abilities and academic background.

**GED Preparation**

Prepares students to pass the New York State General Educational Development (GED) examination. Students receive instruction in English grammar and usage, writing skills, social studies, science, literature and the arts, math, study skills and test taking skills. Students are assisted in submitting their application to take the state exam. In addition, students are given the official practice GED examination to help determine their readiness.

**College Preparation**

Assists students in gaining the prerequisite courses necessary for college entrance
and success. All students receive educational guidance, preparatory course work, and college placement assistance. Students’ goals are discussed and academic skills are diagnosed upon entry. Courses available are language skills, reading and writing, and algebra. Students progress through the program according to their own learning abilities and academic background.

**Business Programs**

**Business Preparation**

This is a prerequisite for all other business programs. It is designed to give students a basic understanding of the operations and functions of computer hardware and software, develop a keyboarding rate of 20 words per minute, and acquire basic English and math skills needed by clerical employees.

**Clerical Skills**

Designed to give students a working knowledge of modern office procedures including telephone skills, filing, and customer service. Instruction is individualized to allow students to progress at their own pace. Graduates of Clerical Skills may elect to take advanced business programs or seek employment as a receptionist, office support, and mail clerk, office clerk assistant, bank teller, hotel/front desk clerk, and/or customer service representative. **PREREQUISITE:** Business Preparation program or demonstration of equivalent skills AND instructor recommendation.

**Data Entry**

Designed to provide training for office occupations requiring data entry skills, proficiency in the use of the microcomputer, and knowledge of appropriate software applications. Duration of this program is approximately one to two months. **PREREQUISITE:** Business Preparation program or demonstration of equivalent skills.

**Information Processing Technology**

Provides training for mid-level office occupations requiring proficient use of the microcomputer and various software applications. Within this program, students will master control of the microcomputer keyboard and develop a minimum speed of 35 words per minute. Students will also develop spreadsheet application skills using Microsoft Excel and computerized presentation skills using Microsoft PowerPoint. Graduates of Information Processing Technology may elect to take Advanced Information Processing Technology or may seek employment as a receptionist, file clerk, inventory control clerk, payroll clerk, office assistant clerk, clerk-typist, keyboard specialist, data entry trainee, and secretary. Duration of this program is approximately two to three months. **PREREQUISITE:** Business Preparation program or demonstration of equivalent skills.

**Health Information Technology**

Designed to provide training in a variety of clerical support skills required for successful employment within a health care setting. Students will learn to prepare and maintain medical records, develop and maintain filing systems, process insurance data and claims, manage business financial transactions, maintain billing systems, and create and manipulate data bases using Microsoft Access. Additionally, students will demonstrate an understanding of procedural and diagnostic coding. Upon completion of the program, the student will be qualified to be employed as a medical receptionist, health information services clerk, medical accounts clerk, insurance claims clerk, hospital admitting clerk, medical secretary, hospital unit secretary, medical office clerk, and claims examiner. **PREREQUISITE:** Business Preparation program or demonstration of equivalent skills.

**Individual Studies – Business**

This program is designed for those individuals who are currently employed and are seeking a promotion in terms of responsibility, job title, and/or income or who are seeking the necessary skills to obtain other employment. The individual must demonstrate minimum
proficiencies to qualify, and produce documentation supporting the need for additional skills to qualify for a promotion and/or job upgrade. Specific program content will be determined by the program coordinator in conjunction with the student and the counselor prior to the student starting the program. A detailed agreement developed and signed by all parties will be the basis for determining program completion.

Internet and Computing Core Certification Preparation (IC3)

Designed to prepare students to successfully complete all requirements for Centiport’s Internet and Computing Core Certification. Students will prepare for and complete computer based examinations for the following modules; computing fundamentals, key applications, and living online. Successful completion of this program provides a globally recognized certification of basic and internet knowledge and skills.

Service Programs

Bistro and Cafe Cooking

 Prepares students for job placements in food service industry which requires speed, timing, multi-tasking and higher level job opportunities. Students will learn the preparation of light fare cuisine, various cooking techniques, and elements of dining room service. Skill areas also include a la carte cooking, plate presentation, and the use of fresh ingredients.

Cosmetology

Provides multi-ethnic, unisex course of instruction involving a minimum of 1,000 hours of classroom, lab and salon-simulated skill training. Students are prepared to pass the New York State licensing examination. Instruction consists of theory, written exams, work on mannequins and clients, demonstrations, instruction on basic hand and foot care, and lectures on the following areas of hair care: cutting, coloring, permanents, waving, relaxers, reconstruction perms, and styling.

The course also offers computer training in personalized styling and salon management. Students enrolled in this program must also complete employability skills.

Cosmetology State Board Exam Preparation

Designed to provide review and practice in preparation to take the New York State licensing examination in cosmetology. Only individuals who have already completed 1,000 hours of cosmetology instruction are eligible.

Culinary Training

Provides a basic course of study for those interested in entry-level positions in the food service industry such as prep cooks, assistant chefs, and kitchen stewards. Advanced training includes catering, banquet preparation, international cuisine, wait staff skills and buffets. The program provides hands-on experience including the preparation and presentation of food, hors d’oeuvres, vegetables, soups, desserts and pastries. The length of the program may range between 10 to 20 weeks depending on the level of experience of the students and their educational or employment goals.

Food Safety Training

Prepares students to pass the National Restaurant Association Food Safety Manager Certification exam. Students become well-versed in the safe and proper handling of food, sanitary facilities and equipment, pest management, and food safety regulations and standards.

Nursing Assistant

Prepares students to pass the clinical evaluations and written examination to achieve New York State nursing home nurse aide certification. The program is divided between formal class lectures, audiovisual presentations, guest speakers, demonstration and skill training in a simulated hospital unit, visits to health related facilities and supervised clinical experience at a local geriatric health care facility. Instruction includes a minimum of 90 hours of theory and a minimum of 30 hours of clinical experience.
Technical Programs

Building Trades

Prepares individuals in the skills necessary for entry-level positions in the building construction and maintenance fields. Skill areas include carpentry, painting, electrical wiring, advanced electricity, plumbing, masonry, building maintenance, wallpapering, glazing and shop safety. Instruction is individualized and makes extensive use of audiovisual aids and hands-on practical experience. The emphasis is to gain a working knowledge in all areas learned.

Welding

Prepares students for positions of employment as welders in shielded metal as well as stick welding, gas metal arc welding (Mig), gas tungsten arc welding (Tig), flux cored arc (F ca w) welding, and oxyacetylene cutting and welding. Comprehensive training in flat, overhead and horizontal welding positions is provided. Hands-on instruction is emphasized with additional theory presented in textbook and workbook format. This program prepares graduates for the New York State Certified Welding test and American Welding Society certifications, which is given on site. Math skills and shop safety are components of the program.

Welding Certification Upgrade

Designed to give individuals with at least one year of construction field experience the opportunity to upgrade their skills in the welding area. Students will learn theory and practice in electric arc welding, gas metal arc welding (Mig), gas tungsten arc welding (Tig), and plasma arc cutting. Students will complete the program upon passing the New York State One-Inch Steel Plate Certification Exam.

Job Readiness Training

Assists individuals in learning techniques related to choosing, finding, getting and keeping jobs. The program is designed to help individuals recognize problem areas and meet specific behavioral objectives directed towards immediate and subsequent long-term employment. Students progress from general areas of personal and occupational exploration to specific employment skill building using simulated and real-life experience. Course topics include resume preparation and assessment, the job application, job interviews, job retention strategies, money management, and interpersonal skills. Each student completes a portfolio that includes a resume, references, a telephone script, and other job marketing tools. An internship is offered as optional activity according to the students’ employment goals.

Work Readiness Credential Exam Preparation

The Work Readiness Credential Exam Preparation program prepares individuals to successfully earn the National Work Readiness Credential (NWRC). The NWRC is a group of tests designed to determine if candidates have the skills they need to enter the workforce. It shows that the person who earns it by passing all four tests has demonstrated the knowledge and skills important to successful employment in entry-level positions. The program provides a review of reading, math and computer navigation skills along with utilizing appropriate situational judgment.
Policies and Procedures

Associate’s Degrees

The Associate in Arts (A.A.) and Associate in Science (A.S.) degrees are awarded upon satisfactory completion of university paralleled programs. These programs provide flexibility in terms of ultimate educational goals and are bases for further development of professional competence in many specialized fields. An Associate in Arts requires a student to complete a minimum of 45 credits of liberal arts coursework. An Associate in Science requires a student to complete a minimum of 30 credits of liberal arts coursework.

An Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of any of the career programs. While these majors are designed as preparation for employment in responsible positions in business and industry, they do not preclude transfer with significant credit for some programs. An Associate in Applied Science requires a student to complete a minimum of 20 credits of liberal arts coursework.

An Associate in Occupational Studies (A.O.S.) degree is awarded upon satisfactory completion of occupational programs which are designed to prepare the graduate for direct entry into industry and the trades. An Associate in Occupational Studies does not require completion of liberal arts coursework.

Attendance Policy

Excessive absence interferes with the successful completion of a course of study and diminishes the quality of group interaction in class. To encourage students to accept their obligation to attend class the following policy is established:

Class attendance is a matter between the instructor and the student. Instructors are obliged to announce and interpret specific attendance policies to their classes at the beginning of the part of term in the course syllabus.

Faculty are encouraged to be considerate of students with special circumstances.

Change of Major

A student must obtain the approval of the department chairperson for permission to change majors. The student must be in good standing and meet all prerequisites for the desired program. Forms for requesting changes may be obtained from the department chairperson or the department chairperson may initiate the change online with the Admissions Office.

Computer Use Policy

The goals of Hudson Valley Community College are to provide computer users with state-of-the-art computing facilities and to keep the number of restrictions on individuals to a minimum, while maintaining excellent service for students pursuing their academic goals and for employees conducting their work activities.

To assist the College in achieving these objectives, users themselves must observe reasonable standards of behavior in the use of these facilities and maintain an atmosphere of civility, mutual respect and high ethical standards. Proper use includes compliance with the following guidelines.

- No attempt will be made to modify or destroy system software components such as operating systems, compilers, utilities, applications or others software residing on any college computer, except the user’s own files.
- No attempt will be made to electronically transmit or post any material which is considered harmful, abusive, threatening, defamatory, derogatory, harassing, vulgar, obscene, sexually explicit, hateful, or racially, ethnically or otherwise objectionable.
- No attempt will be made to access, read, modify or destroy files belonging to another user without complete authorization from that user to do so.
- No attempt will be made to connect to or to use college computers with a username which was not assigned to you by the college. Use of another person’s username or password is prohibited.
- No attempt will be made to gain access to a password belonging to another person or place a password other than you own in a file on a college computer. In addition, no attempt will be made to install, run or place software designed for this purpose on any college computer.
- No attempt will be made to bypass or otherwise
defeat system security to gain access to programs, files or other computer data or to install, run or place software designed for this purpose on any college computer.

- No attempt will be made to copy, store, post or distribute computer software, files or any other material in violation of trademark, copyright laws including but not limited to the Digital Millennium Communications Act (DMCA), confidentiality laws including but not limited to the Family Educational Rights and Privacy Act (FERPA), or when you do not have a legal right to do so.

- No Attempt will be made to interfere with proper operation of a computer or interfere with another person’s use of a computer, including for example, the electronic transmission or posting of files or programs containing viruses or any other content intended to interfere with proper operation of a computer.

- No attempt will be made to impersonate any person, including other Hudson Valley Community College students and employees. No attempt will be made to disguise the origin of any electronically transmitted or posted material. No attempt will be made to make unauthorized use of someone else’s electronic signature.

- No unauthorized attempt to use, modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.

- No unauthorized attempt will be made to use any college computer to electronically transmit chain letters, junk mail, pyramid schemes or any other unsolicited mass mailings to multiple recipients with the exception of employees conducting college business and students completing required college course assignments.

- No unauthorized attempt will be made to connect to and/or gain access to information being transported by computer networks, or to install, run or place software designed for this purpose on any college computer. Installation or use of any network communication software not approved by the college is prohibited.

- No user will make their password known to anyone other than an employee of the college authorized to assist employees or students with computer related problems.

- No food or drink is permitted in any computer classroom or computer learning center with the exception of the Computer Cafe in the Campus Center.

- Users of college computers will comply with all local, state, federal and international laws relating to the use of computers and any other electronic communication services provided by the college.

- Use of college computers for commercial, business purposes or personal profit is prohibited without specific authorization from the college for such use. Commercial or business purposes includes advertising the sale of goods and services not directly related to Hudson Valley Community College or campus based organizations.

- Use of college computers to falsify or modify documents in a manner which is unauthorized, is a violation of the rights of owners, is a violation of copyright laws, or is not properly attributed, is prohibited.

- Use of college computers and network services for local or remote game playing is prohibited unless specifically required as part of a course in which a student is currently registered or a faculty member is currently teaching. In addition, the installation, uploading, downloading, or storage of any game software on college computers is prohibited.

- Use of college computers ad network services for IRC (Internet relay Chat) or any other form of interactive chat communication is prohibited unless specifically required for communications as part of a course in which a student is currently registered or as part of work activities for which an employee is currently assigned.

- Web site services for the entire campus community are provided on a centralized server by the Office of Computer Services. Use of any other college computer for the purpose of serving a Web site is prohibited

The Computer Services department regularly monitors all computer systems usage. All occurrences of computer usage abuse which interfere with other users or with proper functioning of the computer system will be investigated “in depth.” When placing files on the college’s computer systems, users should be aware that Computer Services has access to their files and may review the contents of their account at any time when investigating problems or suspected computer usage abuse. Findings of each investigation are forwarded to the Vice President for Enrollment Management and Student Development. In addition, Hudson Valley Community College reserves the right to remove or otherwise restrict access to material stored on any college computer system in violation of the college’s computer policy as stated above.

All instances of unethical or irresponsible use of computing facilities are grounds for disciplinary action by the College’s Regulations Review Board (see section in the College Catalog on Campus Regulations for Students, Visitors and College Personnel and Organizations). Instances of abuse may result in civil and/or criminal proceedings. The college expects that all users of computing facilities will observe reasonable standards of behavior.
Course Audits

Students may enroll to audit a course, if it is identified as audit allowed, on a space available basis. The intention to audit must be declared by the add/drop deadline of the course. A course auditor will not be required to submit assignments or take tests or exams. Class participation is at the discretion of the instructor. The course audit will be recorded on the student’s transcripts with a grade of “AU,” however if the student stops attending class, the instructor may indicate a grade “AZ” be recorded.

With the exception of senior citizens, students must complete all registration requirements, including the full payment of tuition and fees.

Course Audits for Senior Citizens

Hudson Valley Community College offers to senior citizens who are at least 60 years of age the opportunity to audit credit bearing courses. There are no tuition charges, however, the student will be responsible for the payment of fees. College credit will not be granted for auditing a course. Registration is based on space availability and is held the Friday prior to the start of the specific course. The Arts Center courses also may be audited; however, the Center must be contacted directly.

Course Withdrawal

A student may withdraw from a course prior to the end of the day on Friday of the twelfth week of the term. Students are encouraged to meet with the instructor or the instructor’s department chair prior to withdrawal. Students must obtain approval from their department chair for a course withdrawal. The official date of withdrawal is the date that the completed form is received in the Registrar’s Office. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal.

For any part of term other than a standard 15 week term, the withdrawal date shall be set on a four-fifths pro-rata basis.

Cross Registration

The college is a member of the Hudson-Mohawk Association of Colleges and Universities, which is a consortium of private and public colleges located in and around the Capital Region. By means of cross registration, students are permitted to take courses at colleges and universities without extra charge for tuition.

Hudson Valley Students:

To qualify, a person must be a full-time matriculated undergraduate student. The course wanted must be one that is not available on the student’s home campus. A limit of two courses per term has been established and initial approval must be granted by the student’s department chairperson and the registrar.

Visiting Students:

Students from other consortium colleges must register for classes during the In-Person Registration period. Those students who opt to initially register as a non-matriculated student will not be allowed to transfer their registration to a cross-registration status thereafter. A cross-registration form, complete with the designated home school official signature, must be presented at the time of registration. Visiting students are responsible for all related fees. Students may not cross-register for courses taught through The Arts Center.

Interested students may contact the Registrar’s Office at (518) 629-4754. For specific dates, please refer to the registration publications.

E-mail Policy for Employees

Based on the reliance and acceptance of e-mail systems, e-mail messages are considered an official means of communication with employees of Hudson Valley Community College. Employees are expected to comply with the Computer Use Policy when using the college’s e-mail system.

All employees are assigned an official college username and password combination for accessing the e-mail system, and an official college e-mail address for receiving and sending e-mail messages. Pursuant to their contractual work obligations, the college expects that employees will use their official college username and password combinations an their official college e-mail address to read e-mail messages. Pursuant to their contractual work obligations, employees are not absolved from the responsibilities associated with the contents of e-mail messages if employees do not read their e-mail messages.

Employees are expected to maintain their own e-mail inboxes. Employees are assigned 500MB of disk storage within which their own usage for e-mail, calendar, contacts and tasks information must be managed. Each employee is responsible for managing their own disk storage usage. Employees will be notified by the server if their disk storage usage begins to approach their quota and will then have to take some action to reduce their disk usage. This action may simply be
removal of e-mail messages, or may be copying (backing up) of e-mail messages to some other location followed by removal of the e-mail messages. We will automatically remove e-mail messages that are 30 days old or older from the Trash folder on the server. An e-mail message deleted from your server Inbox will automatically be moved to your server Trash folder and will then be automatically removed after 30 days. We will not remove any other messages from any other user folders on the server.

The college does offer the capability to automatically forward e-mail messages from a college e-mail address to another e-mail address. However, the college does not recommend that employees automatically forward e-mail messages to any other e-mail address. The college will only support the college e-mail system provided to employees. The college is not responsible for the handling of e-mail messages by outside vendors. Employees are not absolved from the responsibilities associated with the contents of e-mail messages sent to their official college e-mail address if the automatic forwarding of e-mail messages results in loss of these e-mail messages.

Exemption from Final Exams

Final examination exemption is a matter between the instructor and the student. Instructors are obliged to announce and interpret specific exemption policies to their classes at the beginning of the term in the course syllabus.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to your education records. In addition, parents are afforded the same rights as students are, as long as students are claimed as a dependent on either of their parent’s Federal Income Tax return, and there is proper presentation of the dependency condition.

Please remember that students must present their Hudson Valley Community College Student ID card or another type of photo identification in order to receive information about their student record. This requirement helps to ensure your privacy.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.

Students should complete the request form available in the Registrar’s Office identifying the record(s) they wish to inspect. The registrar will make arrangements for access and
notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should complete the request form available in the Registrar’s Office, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed, appointed or hired by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit and personal health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or college agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Hudson Valley Community College designates the following items as directory information: student’s name, dates of attendance, date of birth, enrollment status, major, date of graduation, honors and awards received, and student campus e-mail address. The college may disclose any of those items without prior consent, unless notified in writing to the contrary within 30 days of the beginning of the term.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605**

**The Solomon Amendment**

Under a 1997 rule adopted by the United States Department of Defense, the college must provide to the military, if requested, the student’s name, address, telephone listing, date of birth, level of education, current major and degrees received.

If the student places a hold on his/her record through the Family Educational Rights and Privacy Act (FERPA), information will not be given to the military. However, the student would then need to authorize, in writing to the Registrar’s Office, each individual disclosure of any information.

**Fresh Start Policy**

The Fresh Start program provides a second opportunity to any former Hudson Valley Community College student who has experienced past academic difficulties. A student who is interested in pursuing a Fresh Start must complete a petition with his/her academic advisor. The deadline to submit a completed petition to the Registrar’s Office is the published withdrawal deadline in the student’s term of re-enrollment to the college.

To be eligible for the program, a student must:

1. Have been absent from the college for a consecutive period of two years or more

2. Achieve a term index of at least 2.00 with no grades of “F,” “Z,” “W,” “AW,” “I,” or the remedial equivalents in the Fresh Start term.

If a student successfully meets all eligibility requirements at the end of the Fresh Start term, all courses previously completed with grades of “C” or better will remain part of the student’s calculated grade point average. Prior coursework in which a grade of “D” or “F” was received will remain on the transcript but will not be calculated in any future grade point average, will not earn credit, and will not be counted toward degree completion.

Students will be approved for a Fresh Start only once. The re-calculated grade point average will be used for the purposes of aca-
demic standing and New York State Tuition Assistance Program (TAP) certification. It will not, however, be used in the calculation of Satisfactory Academic Progress for federal financial aid eligibility. There is no guarantee, expressed or implied, that the Fresh Start policy will be recognized by any other college or university.

Good Academic Standing

All students attending Hudson Valley Community College will be reviewed for good academic standing. To be in good academic standing, a student must meet or exceed the requirements specified in the retention table depicted below. In addition, a student must be in good academic standing for purposes of veteran’s benefits, federal and state financial aid, participation in intercollegiate athletics, the Student Senate, the student newspaper staff, the college theatrical group, Yearbook staff, Peer Information Center and other campus activities as may be defined.

Retention Table

<table>
<thead>
<tr>
<th>Total credit hours Attempted</th>
<th>Academic Dismissal</th>
<th>Academic Suspension</th>
<th>Good Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-36.99</td>
<td>less than 1.0</td>
<td>1.0 to 1.29</td>
<td>1.30</td>
</tr>
<tr>
<td>37-49.99</td>
<td>less than 1.3</td>
<td>1.3 to 1.69</td>
<td>1.70</td>
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<td>49+</td>
<td>less than 1.7</td>
<td>1.7 to 1.89</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Probation

A student will be placed on academic probation at the end of a term in which the student’s cumulative grade point average falls below that which is required according to the Retention Table. A student placed on academic probation must meet with his/her department chairperson or faculty advisor to develop an Academic Intervention Plan prior to attending the following term. As part of the plan, previous coursework, academic strategies, available resources and course selection will be discussed. The plan represents an agreement signed by both the student and advisor. In addition, a student on academic probation may not enroll for more than 14 credits, unless the student is enrolling in his/her last term to meet graduation requirements.

A student who raises his/her cumulative grade point average to the required level, as designated on the Retention Table, will be removed from academic probationary status.

Suspension

A student will be placed on academic suspension at the end of a term in which the student’s cumulative grade point average falls below that which is required according to the Retention Table. A student who is subject to suspension is removed from matriculated status but may return as a non-matriculated student.

A student placed on academic suspension must meet with his/her department chairperson or academic advisor to discuss future academic goals. Such a student may be restricted by the department chairperson as to the number of credits for which the student will be allowed to register.

The student placed on academic suspension also may use the services of the college’s Center for Counseling and Transfer for additional career counseling.

After correcting his/her cumulative grade point average deficiencies or after not registering for two consecutive terms (fall, spring, summer), the suspended student may seek readmission.

Dismissal

A student will be placed on academic dismissal at the end of a term in which the student’s cumulative grade point average falls below that which is required according to the Retention Table. A student subject to dismissal is removed from matriculated status and cannot register for any credit or credit equivalent courses at the college.

After one full term the dismissed student may return on a non-matriculated basis. After correcting his/her cumulative grade point average deficiencies or after not registering for two consecutive terms (fall, spring, summer), the dismissed student may seek readmission.

Waiver of Good Academic Standing Requirements

Understanding there may be extenuating circumstances which have caused a student to lose good academic standing, the college provides the opportunity for a student to request a waiver of these standards. Such a waiver will be granted only if the student’s situation is viewed as an exceptional or extraordinary case, meaning, the circumstances preventing the student from meeting the requirements
were highly unusual and most probably out of the student’s control. The student must be an otherwise serious and successful student.

If the student feels his/her situation warrants use of the one-time only waiver of good academic standing requirements, the application process is begun in the Center for Counseling and Transfer, located in the Siek Campus Center.

**Grading System**

1. The college uses a letter system of grading which indicates the following standards:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>NUMERICAL EQUIVALENT</th>
<th>QUALITY POINTS PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>*A</td>
<td>Excellent 90-100</td>
<td>4</td>
</tr>
<tr>
<td>*B</td>
<td>Very Good 80-89</td>
<td>3</td>
</tr>
<tr>
<td>*C</td>
<td>Average 70-79</td>
<td>2</td>
</tr>
<tr>
<td>*D</td>
<td>Passing 60-69</td>
<td>1</td>
</tr>
<tr>
<td>*F</td>
<td>Failure Below 60</td>
<td>0</td>
</tr>
<tr>
<td>*I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>*IP</td>
<td>Course in Progress</td>
<td></td>
</tr>
<tr>
<td>*P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>*S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>*AW</td>
<td>Administrative Withdrawal</td>
<td></td>
</tr>
<tr>
<td>*Z</td>
<td>Absent Without Withdrawal</td>
<td></td>
</tr>
<tr>
<td>EXM</td>
<td>Excused Medical (Physical Education courses only)</td>
<td></td>
</tr>
</tbody>
</table>

All grades earned will appear and remain permanently on student’s record.

*Grades for remedial courses will be preceded by the letter R (i.e., RA, RB)*

2. A grade of “I” (Incomplete) at midterm or final is assigned only after the student has consulted with the faculty member and has demonstrated a legitimate reason acceptable to the faculty member (health problems, a death in the family or other circumstances beyond the student’s control) for not completing the work. The decision to assign the “I” (Incomplete) grade is entirely at the discretion of the faculty member. A grade of “I” (Incomplete) must be removed within the first (30) calendar days of the next term; otherwise it automatically becomes an “F.” If the grade of “I” (Incomplete) has caused the student to lose good academic standing, the final grade must be submitted by the beginning of the next term in order to be considered for readmission for that term.

3. The grade of “IP” (Course in Progress) is assigned to a student when the course has not concluded at the close of the regularly scheduled term.

4. A grade of “W” (Withdrawal) is assigned only when a student has completed the appropriate withdrawal process as outlined below.

5. The grade of “AW” (Administrative Withdrawal) will be assigned by the college to students who do not comply with certain college policies and campus regulations.

6. The grade of “Z” (Absent Without Withdrawal) is assigned to a student who has not attended class, or submitted assigned work, subsequent to the 60% point of the course part of term.

7. The computation of the grade point index is based on the GPA hours and grades earned. Quality points are assigned to each credit hour attempted, according to the table above. Grades of “I,” “IP,” “S,” “W,” “AW,” “Z,” or “EXM” or grades preceded by the letter “R” (i.e. remedial courses) do not calculate into the grade point index. The following example illustrates how the grade point index would be determined for one term:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 3 cr</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>B 3 cr</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>B 4 cr</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>F 3 cr</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total GPA Hours = 13
Total quality points = 33

\[
\text{Term Index} = \frac{\text{Quality Points}}{\text{GPA Hours}} = \frac{33}{13} = 2.54
\]

8. A course may be repeated for a higher grade. The highest grade will be included in the average, although both grades will appear on the transcript. Such repetition will be permitted twice. Special permission may be granted through the department chairperson for a student to repeat a course which has been completed with a “C” or better.

Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility.

**Grade Dispute Policy**

**Protection Against Improper Academic Evaluation:** Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. At the same time, they are responsible for maintaining standards of academic performance and understanding the material presented in each course in which they are enrolled. If a student feels he/she is being graded improperly, or that a grade is based on some standard other than academic
performance, this Grade Dispute Procedure gives the student protection through orderly procedures against prejudices or capricious academic evaluation.

**General Procedure:** In keeping with the intent and spirit of these statements, it is incumbent upon all parties involved to show respect, restraint and responsibility in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

**Burden of Proof:** The burden of proof needed to substantiate the existence of an improper grade shall rest with the student. The student must demonstrate, by clear and convincing evidence, that a final grade was entered whereby all or part of the grade was calculated in a manner inconsistent with published grading procedures.

Instances of the above are limited to situations where a student believes he/she received an inappropriate grade in a particular course. They do not include questions concerning admission to a program or a specific course section or denial of financial aid.

**Prohibition against Retaliatory Action:** Any retaliatory action of any kind taken against a person seeking redress under these procedures is prohibited.

**Academic Standing:** The vice president of academic affairs will decide issues of Academic Standing, if relevant, during the pendency of a grade dispute.

**Campus Coordinator:** It is strongly recommended that the student meet with the campus coordinator as soon as he/she has received the grade so that the campus coordinator can provide the student information about this Grade Dispute Procedure. In no event should this meeting take place more than fourteen (14) days after the student is notified of the disputed grade.

The campus coordinator does not represent or advocate for any party in a grade dispute. The campus coordinator is available to all parties, the department chairperson and the Academic Review Board. He/she will advise all interested parties as to their rights and responsibilities. In addition, he/she will assist parties in drafting complaints or responses or narrowing issues and he/she will provide written documentation that is not available to a party (a grade book or class syllabus, for example).

The campus coordinator may appoint a designee to fulfill his/her duties if it is warranted or necessary.

**Time Limits Defined:** Days shall be defined as any day the college is open for business and shall exclude Saturdays and Sundays and any holiday the college has published as "college closed," and emergency closings. Meetings should be arranged within the specified time limits whenever possible though they may take place at a later time if all parties are in agreement. Time limits may be waived for just cause.

**Procedure for Processing Complaints**

**Step 1. Meeting with the Faculty Member:**
Within fourteen (14) days after the start of the fall or spring semester immediately following the receipt of the disputed final grade, the student shall contact the campus coordinator and inform the instructor in writing or via e-mail using the student’s Hudson Valley Community College e-mail account that he/she disputes the grade. The instructor shall arrange a meeting with the student, hear the student’s complaint and advise the student of the grading procedure.

This meeting is designed for both parties to understand the position of the other and reach some resolution.

In the event the instructor does not arrange the meeting within seven (7) days of receiving written notification that the student requests a meeting or in the event that the student is dissatisfied with the outcome of that meeting, the student shall proceed with Step 2.

**Step 2. Meeting With the Department Chairperson and Instructor:** The student shall notify the department chairperson immediately if a grade dispute is not resolved at step 1. The student shall request a meeting with his/her department chairperson and the Instructor, in writing. The meeting shall be scheduled at a mutually agreeable time, within seven (7) days of the receipt of the written request. Both the student and the instructor shall make themselves available for the meeting. A grade dispute cannot be presented to the Academic Review Board if this meeting has not been held. Therefore it is incumbent upon the department chairperson to arrange the meeting in a timely fashion or provide a written justification for the failure to hold the meeting.

If the student does not attend the meeting, or if the instructor is unavailable, the meeting will proceed and the dispute may be resolved without his/her input. The grade may be changed and/or the complaint dismissed without input from the non-present party. The
department chairperson is under no obligation to schedule subsequent meetings if the student agreed to a date, time and place or if an instructor is unavailable or no longer employed at the college.

The department chairperson shall notify the campus coordinator as soon as possible of the outcome of the meeting in writing or via e-mail using the Hudson Valley Community College e-mail account.

When warranted, the department chairperson may appoint a suitable person to act as his/her designee.

Step 3. Preparation of Written Complaint and Documentation: If the meeting or meetings with the faculty member and/or department chairperson do not satisfactorily resolve the problem, the student may request an Academic Review Board Hearing.

All requests for an Academic Review Board Hearing shall be made in writing on the appropriate form provided by the campus coordinator. In addition to the form, the student must submit his/her entire dispute in writing, which will be presented to the board. The student must submit any documentation he/she wishes the board to review in order to meet the burden of proof as articulated above.

The written complaint, with attachments and the form, shall be submitted to the campus coordinator. The campus coordinator shall forward the complaint and the form to the appropriate department chairperson and the Instructor. Each may submit a response or other documentation, but neither is obligated to present evidence to the board. The instructor and/or the department chairperson must submit their responses, if any, within three (3) days of receiving the written grade dispute. There are times when specific items such as a course outline are requested by the campus coordinator or the Academic Review Board. In those cases, the documents requested must be produced even if the instructor chooses not to submit a written response to the complaint.

The campus coordinator will file with the chairperson of the Academic Review Board the student’s form with his/her written complaint and any attachments or documents as well as responses, submissions or documents submitted by the instructor and/or the department chairperson, within seven (7) days of receiving the student’s complaint.

Step 4. Academic Review Board: The Academic Review Board will be comprised of the vice president for administration, or his/her designee, who shall be the chairperson, a faculty member who is a member of the Ethics and Conduct Committee, and one other member who shall be either an academic dean, administrative dean or department director. The academic dean shall not be from the same division in which the grade dispute arose. The faculty member shall not be from the same department in which the grade dispute arose.

The Academic Review Board may adjourn or reconvene at its discretion, will call witnesses only at its sole discretion, may request further documentation if required and may act to facilitate negotiations between the parties.

The campus coordinator will attend the Academic Review Board Hearing and will be available to that Board to advise on the procedure, obtain new information or documents or call witnesses.

If the Academic Review Board finds the student has not met his/her burden of proof, the complaint will be dismissed.

If the Academic Review Board determines that there was an error in the grade or that a student was graded improperly and all attempts at negotiation have failed, they may determine that the grade will be changed. Members of the board and/or the vice president for academic affairs and/or the department chairperson will assist the campus coordinator in implementing that change.

The Academic Review Board shall transmit a written decision to the campus coordinator. The campus coordinator will forward the decision of the Academic Review Board to the appropriate parties, the department chairperson and the vice president for academic affairs.

Step 5. Appeals: Within seven (7) days of the receipt of the decision, either party may appeal the decision, in writing, to the campus coordinator. He/she will forward the appeal to the other party, who may submit a written response within three (3) days. The other party is under no obligation to respond to an appeal. Within ten (10) days of receiving the appeal, the campus coordinator will present it to an Appeals Board which will determine if one or more of the following conditions can be established:

(1) A significant procedural error was committed; (2) All evidence/information was not considered; or (3) Newly discovered evidence is available. The Appeal Board shall be comprised of members of the Committee on
Ethics and Conduct and shall include three (3) members: a student, an administrator and a faculty member. The faculty member shall not be from the same division in which the grade dispute arose.

Within seven (7) days of receiving and reviewing the written appeal, the Appeals Board will render a written decision which shall be forwarded to the campus coordinator and distributed to the parties through that office. If the appeal is denied, there is no further remedy. If the appeal is determined to have merit, the campus coordinator shall reconvene the Academic Review Board for the purpose of correcting the error and rehearing the dispute.

Graduation Requirements

To receive an associate’s degree, a student must meet all of the following requirements:

1. Attain a 2.00 grade point index.
2. Complete all prescribed courses with a passing grade.
3. Complete all prescribed minimum credit requirements.
4. Complete a minimum of 50 percent of the required course credit in residence at Hudson Valley Community College.
5. Submit completed degree application to Registrar’s Office.
6. Participate in commencement.
7. Complete payment of all financial obligations and have returned all loaned college property.

Please Note: Every student in the Mortuary Science program must take the National Board Examination as a requirement for graduation from the program.

The student is ultimately responsible for ensuring that all degree requirements have been fulfilled. Course requirements for each program are specified in this catalog. A student may complete the degree requirements at the end of any term that the college is in session. Hudson Valley Community College confers degrees following the close of each term, however there is only one commencement ceremony each year. In order to be considered for graduation, degree applications must be submitted according to the following dates:

- Fall Graduation - Oct. 15
- Spring Graduation - April 15
- Summer Graduation - June 15*

*Graduates must apply by April 15 in order to participate in the commencement ceremony. Summer graduates will be allowed to participate in the commencement ceremony only upon demonstration that degree requirements will be completed by the August graduation date.

If a student does not file an application, the student’s academic record will not be reviewed for graduation. Upon review, any student who has not met all degree requirements, as outlined in the College Catalog, will be notified of the deficiency and may reapply for a subsequent graduation period.

Statute of Limitation on Degree Completion

Requirements for degree completion are based on those stated in the catalog for the year a student matriculates in a specific program. A student will have a maximum of five (5) years from the date of matriculation to complete a degree based on those requirements. After the five (5) year limitation, requirements for all programs convert to those cited in the most current catalog. A student may opt for the current catalog requirements at any time.

Graduation with Honors

Students who have attained a 3.5-4.0 cumulative grade point index prior to the term of graduation at Hudson Valley Community College will graduate with academic honors. Those students matriculated in the final year of a program that mandates enrollment in a summer term where the summer coursework is graded pass/fail will be evaluated for Graduation with Honors based on the previous fall semester grade point index.

Honors

Each fall and spring term, the college’s President’s List names those full-time matriculated students who have a term average of between 3.5 and 4.0 and who received no “D”, “F”, “I”, “Z”, or “W” on their record for that term. The grade of “W” will not remove a student from the President’s List if the student has met all other requirements and completed at least 12 credits successfully.

Each fall and spring term, the college’s Deans’ List names those full-time matriculated students who have a term average of 3.00
to less than 3.50 and who received no “D”, “F”, “I”, “Z”, or “W” on their record for that term. The grade of “W” will not remove a student from the Deans’ List if the student has met all other requirements and completed at least 12 credits successfully.

Each fall and spring term, the college’s President’s List names those part-time matriculated students, registered for at least six degree credits, who have a term average of between 3.5 and 4.0 and who received no “D”, “F”, “I”, “Z”, or “W” on their record for that term. The student’s registered course-load cannot have included any repeated (coursework previously attempted) or remedial courses.

Each fall and spring term, the college’s Deans’ List names those part-time matriculated students, registered for at least six degree credits, who have a term average of 3.0 and less than 3.50 and who received no “D”, “F”, “I”, “Z”, or “W” on their record for that term. The student’s registered course-load cannot have included any repeated (coursework previously attempted) or remedial courses.

**Intercollegiate Athletes and Officers of Student Senate Sponsored Organizations - Academic Eligibility Requirements**

For the purpose of determining eligibility to participate in the Faculty Student Association-governed intercollegiate athletics, or to function as an officer in Student Senate-sponsored organizations, a student must maintain a 2.0 cumulative GPA. For these purposes, the mid-term grade report will be considered and reckoned in the cumulative GPA as if it were the end of term grade report and will stand until overridden by the end of term grades.

**Matriculation/Course Load Status**

A matriculated student is one who has been formally accepted for admission to the college, has registered in a major or designated program and is pursuing courses toward a degree or certificate. A student will lose matriculated status if he or she does not enroll for more than two terms.

Regardless of matriculation status, a student who carries 12 or more term hours during the fall or spring term is considered a full-time student.

One credit hour is granted based on one period of classroom work per week or one session of laboratory work of two or more periods. A minimum of two hours of outside preparation is expected of the student for each period of classroom work.

**NOTE:** Full-time status for New York State scholarships is determined by enrollment in 12 or more degree applicable hours. Courses in which a grade of “D” or better was previously earned are not counted toward the 12-hour full-time study requirement.

**Methods of Earning Credit**

A student, regardless of matriculation status, who enrolls in a regularly scheduled Hudson Valley Community College course and satisfactorily completes the course with a passing grade will be granted the number of credits for that course as set forth in this catalog.

In accordance with the following guidelines, credit also is awarded through examination, transfer from regionally accredited institutions and evaluation of life experience. Credit will be granted provisionally through these methods until such time the student has been formally matriculated and has completed one term at the College.

Transfer credit will appear on the Hudson Valley Community College transcript with a “T” entered in the grade column and the credit will be included in the degree hours only.

No more than 50 percent of the credit to be applied to a degree or certificate may be granted by transfer, examination or evaluation.

**Transfer Credit**

Students with coursework from regionally accredited institutions* may complete specific program requirements by transferring courses essentially equivalent to the corresponding Hudson Valley Community College courses. Elective coursework may be transferred without equivalency with approval of the department chairperson. The student will only be allowed to transfer course credit for which a grade of “C” or better or the equivalent has been received.
Transfer credit may be considered if an institution is accredited by one of the following regional institutional accrediting agencies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, the Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

Credit by Examination

Degree credit is awarded through the following examination programs:

**Advanced Placement Examination** - This program, administered by the College Entrance Examination Board, is an instrument that relates college-level courses at secondary schools to appropriate placement and credit at collegiate institutions.

**College Level Examination Program (CLEP)** - This program, administered by the College Entrance Examination Board, provides opportunities to earn college credits through subject and general examinations.

Hudson Valley does recognize and award credit for many CLEP subject exams. In some instances, additional requirements must be met before credit will be awarded. Granting of credit for CLEP General Exams is not automatic and must be approved on the departmental level.

Specific information concerning exams, acceptable scores and Hudson Valley course equivalents may be obtained from the Center for Counseling and Transfer.

**Excelsior College Examination Program** - Administered by the New York State Education Department, this program has been established whereby individuals who have developed college-level competencies outside the formal classroom can demonstrate those competencies and receive credit for them.

Exams in each of these programs have been reviewed jointly by the appropriate department chairperson and school dean with consultation of the vice president for academic affairs to establish the amount of credit to be granted, the minimum acceptable score requirement, and the equivalency of each exam to a college offering.

For further information concerning approved exams, contact the Registrar’s Office or the Center for Counseling and Transfer.

**Life Experience Program**

The Life Experience Program offers returning adult students an alternative to traditional classroom study. Students may receive college credit for knowledge that is acquired through work experiences, both paid and volunteer. Students must be matriculated in a degree program.

In order to receive college credit, the student must submit a portfolio, documenting and describing their college-level knowledge as it relates to a specific course requirement. A departmental evaluator will review the portfolio. A fee will be charged for the evaluation. Life Experience credit will not be posted on the student’s transcript until the student becomes eligible for graduation. Interested students should contact the Office of Continuing Education for information.

**Challenge Exam**

By reason of occupational or educational experience, a student may earn credit for any Hudson Valley Community College course in the student’s degree program by taking the final examination for the course. A challenge exam cannot be administered once a student is registered for and is attending the course.

The student must request this evaluation of learning by, and obtain approval of, the department chairperson of the course to be challenged. The student’s department chairperson must also approve the course as part of the student’s degree program.

Once these approvals have been obtained, the student must pay for the examination in the Cashier’s Office. Please refer to Tuition and Fees on page 26 for the current fee structure. The student must then present the receipt to the Registrar’s Office to obtain the Challenge Exam form, which must be signed by the student’s department chairperson and submitted to the faculty member administering the examination.
**Mid-Term Grades**

Mid-term grades are indicators of a student’s progress. They are equally important to the potential Deans’ List student, the student on probation and the marginal student. In each case, the student’s efforts can be directed to achieve his or her goals. Mid-term grades are not recorded on official student transcripts.

A student will be considered academically at-risk if his/her mid-term grade point average (average based on that term’s mid-term grades) falls below 2.0. A student at-risk (in this situation) will be encouraged, by letter, to meet with his/her department chairperson or faculty advisor to discuss options and implement a course of action to improve the student’s academic performance.

**Phi Theta Kappa**

In November 1988, Hudson Valley Community College established the Alpha Xi Sigma chapter of Phi Theta Kappa, the only nationally recognized honor fraternity serving regionally accredited American institutions which offer associate’s degrees.

Membership in Phi Theta Kappa is a highly coveted honor. Students eligible for membership must achieve a cumulative grade point average of 3.70, be of good moral character and possess the recognized qualities of leadership. Induction into the chapter occurs in the fall and spring of each academic year. Scholarships to four-year institutions are available to Phi Theta Kappa members.

**Total Withdrawal**

A student may withdraw from all registered courses within a term prior to the end of the day on Friday of the twelfth week of the term. The student must go to the Registrar’s Office in Guenther Enrollment Services Center for advisement and to complete the required form. The official date of withdrawal is the date that the form is completed.

Total withdrawal from a term may jeopardize both current and future financial aid eligibility.

If a student must withdraw from any or all of his/her courses as a result of medical circumstances that caused absence for a period of at least two weeks, the student may request that the paid tuition be placed in an escrow account. If the request is granted, the paid tuition could then be applied to any of the immediately follow three terms. The student, in addition to withdrawing from his/her course(s) as outlined above, must submit a request in writing to the Cashier’s Office. The request must be accompanied by verifiable medical documentation indicating the specific medical circumstances that caused withdrawal and containing the medical provider’s signature. For further information, contact the Cashier Office.

**Readmission Following Suspension or Dismissal**

A student who has been placed on academic suspension or dismissal may be considered for readmission after an absence from the college of at least two consecutive terms (fall, spring, summer) if evidence of his/her ability to successfully complete an approved program is presented.

**Student Right To Know**

Information concerning disclosure of completion, persistence, and transfer rates for first time, full-time associate level students described under the Student Right To Know Act is available in the Office of Planning and Research. Inquiries may be directed to this office at (518) 629-7353.

**Transcripts**

An official transcript, bearing the seal of the college and the signature of the registrar, is a document required by colleges, universities and prospective employers. An official transcript is sent only with the written request of the student. A transcript issued to the student will bear the stamp “Unofficial Copy.” Students can save time by following the procedures listed below:

A student may request academic transcripts be forwarded to other institutions or places of employment, etc. by notifying the Registrar's Office in writing. The student's request must include the following:

1. Student name and Social Security number
2. Approximate dates of attendance
3. Address to which transcript is to be forwarded
4. Student signature

Forms are available directly at the Registrar's Office, or students may send their request via the U.S. Postal Service or fax their request to (518) 629-8094. Faxed requests must include type of credit card (VISA or MasterCard),
credit card number, expiration date, and authorization to charge the card. Faxed requests will be processed with those received by mail. There is a $3 fee per transcript, which is payable to Hudson Valley Community College. There is a $10 fee to fax an unofficial transcript.

Transcripts will not be released for those students who have financial obligations (in arrears). By federal law, e-mail requests cannot be considered consent for release of transcript information.

**Two Associate’s Degrees**

A second degree at the same level may be undertaken concurrently or consecutively, but is awarded only when an additional year of coursework and the degree requirements in a different field are completed (i.e. 50 percent of the second degree program).

When a student concurrently meets the requirements of more than one emphasis within a single broad field of study, a single degree is awarded rather than two separate degrees.
Career and Transfer Opportunities

Three-Year Program with Siena College

Hudson Valley Community College and Siena College have a collaborative educational venture through which students are able to complete the requirements for the A.S. in Business - Business Administration and a bachelor’s degree in Accounting, Finance or Marketing/Management within three calendar years. Students attend classes the full calendar year, beginning at Hudson Valley and completing the third year entirely at Siena College.

For additional information, contact the Center for Counseling and Transfer at (518) 629-7320.

State University Transfer Guarantee

An opportunity to continue full-time study at a four-year State University college is guaranteed to all New York State residents who transfer directly from a degree-granting State University or City University of New York two-year college with an associate in arts (A.A.) or an associate in science (A.S.) degree.

The transfer guarantee becomes effective if the student is denied admission at all of the student’s four-year college choices. Although the program ensures admission to a four-year college, it does not ensure admission to a specific campus or major.

Articulation Agreements

Hudson Valley Community College has many formal articulation agreements with public and private four-year institutions. Generally, these agreements are from program to program, and they specify the courses the student should take at Hudson Valley Community College, along with the required grade average, to ensure junior status at the four-year institution.

Since these articulation agreements continue to increase in number and are constantly evolving to reflect changes in program requirements, it is imperative that students consult early with a transfer counselor in the Center for Counseling and Transfer to determine the terms and conditions of agreements that might be of interest. Hudson Valley Community College currently has formal articulation agreements with the following institutions; this list is subject to change at any time.

CUNY Colleges
John Jay College of Criminal Justice

SUNY Colleges and Universities
University at Albany
Binghamton University
College at Cortland
College at New Paltz
College at Oswego
Plattsburgh State
College of Environmental Science and Forestry at Syracuse University
Empire State College
Purchase College
Upstate Medical University

SUNY Technology Colleges
College of Agriculture and Technology at Cobleskill
College of Technology at Delhi
Institute of Technology at Utica/Rome
Morrisville State College

Online Agreements
Jones International University
Saint Leo University
United States Sports Academy

Private Institutions
Albany College of Pharmacy
The Art College of Boston
Cazenovia College
Champlain College
Charter Oak State College
Clarkson University
Eastern Kentucky University
Excelsior College
Hartwick College
Hilbert College
Private Institutions (continued)

Houghton College
Manhattan College
Manhattanville College
Massachusetts College of Liberal Arts
Montserrat College of Art
Paul Smith’s College
Pennsylvania College of Technology
University of Plymouth (England)
Rensselaer Polytechnic Institute
Rochester Institute of Technology

Sage Colleges
College of Saint Joseph
College of Saint Rose
Saint Thomas Aquinas College
School of the Arts Institute of Chicago
Siena College
Springfield College
Southern Vermont College
University of Massachusetts Amherst
Utica College

Transfer Opportunities

Hudson Valley Community College students transfer to a wide variety of colleges and universities throughout the country. The following have no formal articulation agreements with Hudson Valley Community College, but are some of the colleges and universities to which our recent graduates have transferred:

American University  
Arizona State University  
Bennington College  
Boston College  
Boston University  
Brigham Young University  
Brooklyn College  
Castleton State College  
City University of New York Medgar Evers College  
Clemson University  
Coastal Carolina University  
College of William and Mary  
Cornell University  
Daeman College  
Dowling College  
East Carolina University  
Fashion Institute of Technology  
Florida State University  
Fordham University  
Hofstra University  
Howard University  
Hunter College  
Ithaca College  
James Madison University  
Johnson and Whales University  
LeMoyne College  
Lesley College  
Limestone College  
Lindsey Wilson College  
Long Island University  
Marist College  
Massachusetts Institute of Technology  
Massachusetts Maritime Academy  
Messiah College  
Morgan State University  
Mount Saint Mary’s College  

New York City Technical College Brooklyn  
New York University  
North Carolina State University  
Northeastern University  
Pennsylvania State University  
Pratt Institute  
Radford University  
Roger Williams University  
Rutgers, The State University of New Jersey  
Sacred Heart University  
Skidmore College  
Smith College  
State University of New York College at Brockport  
State University of New York College at Buffalo  
State University of New York College at Geneseo  
State University of New York College at Oneonta  
State University of New York College at Potsdam  
University of Colorado  
University of Massachusetts  
University of Miami  
University of New Hampshire  
University of North Carolina  
University of North Dakota  
University of Rochester  
University of South Florida  
University of Tampa  
University of Texas  
University of Virginia  
Villanova University  
Wentworth Institute of Technology  
Wheelock College  
Worcester Polytechnic Institute
Career Opportunities

Hudson Valley Community College’s career and transfer 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 Hudson Valley Community College program of study.

<table>
<thead>
<tr>
<th>For a Career In</th>
<th>See Hudson Valley Program In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
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</tr>
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<td>Auto Body Repair</td>
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<td>Automotive Service Technician</td>
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<td>Math-Science</td>
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<td>Construction Management</td>
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<td>Convention Sales</td>
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<td>Corrections Officer</td>
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<td>Automotive Technical Services - General Motors</td>
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<td>For a Career In</td>
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<td>Drug and Alcohol Counseling</td>
<td>Chemical Dependency Counseling</td>
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<td>On-Air Radio Personality</td>
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<td>For a Career In</td>
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<td>Voice Talent</td>
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<td>5208.10</td>
<td>Nursing</td>
</tr>
<tr>
<td>5207</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>5215</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>5604</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>5604</td>
<td>Biotechnology</td>
</tr>
<tr>
<td>5008</td>
<td>Broadcasting Communications</td>
</tr>
<tr>
<td>5506</td>
<td>Chemical Dependency Counseling</td>
</tr>
<tr>
<td>5305</td>
<td>Chemical Technician</td>
</tr>
<tr>
<td>5505</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>5505</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>5503</td>
<td>Early Childhood</td>
</tr>
<tr>
<td>5609</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>5499</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>5610</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>5503</td>
<td>Individual Studies</td>
</tr>
<tr>
<td>5610</td>
<td>Gallery Management</td>
</tr>
<tr>
<td>5649</td>
<td>General Education</td>
</tr>
<tr>
<td>5501</td>
<td>Human Services</td>
</tr>
<tr>
<td>5501</td>
<td>Human Services</td>
</tr>
<tr>
<td>5509</td>
<td>Individual Studies</td>
</tr>
<tr>
<td>5649</td>
<td>Labor Studies</td>
</tr>
<tr>
<td>5501</td>
<td>Individual Studies Online</td>
</tr>
<tr>
<td>5649</td>
<td>Liberal Arts &amp; Science: Humanities &amp; Social Science</td>
</tr>
<tr>
<td>5509</td>
<td>Liberal Arts &amp; Science: Mathematics &amp; Science</td>
</tr>
<tr>
<td>5501</td>
<td>Public Administration Studies</td>
</tr>
<tr>
<td>5503</td>
<td>Teacher Assistant</td>
</tr>
</tbody>
</table>

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student financial aid awards. **Majors so noted are being deactivated and as such, applications for admission are no longer accepted. **Note: Some online courses have required on-campus labs and/or proctored exams. With careful planning and by speaking with an advisor, most of the degrees listed below can be completed totally online. Courses also can be transferred from other institutions. However, at least 50 percent of the credits for your degree must be obtained at Hudson Valley Community College. In addition to the programs offered entirely online, a number of programs offer more than 30 percent of their courses online. Key to Degrees Earned: A.A. = Associate in Arts; A.S. = Associate in Science; A.A.S. = Associate in Applied Science; A.O.S. = Associate in Occupational Studies.
School of Business

Mission Statement: To provide all students with the requisite business, technical, and general education skills and knowledge to obtain employment or transfer to four-year institutions through quality instruction, relevant programs, and continuing collaboration with internal and external constituents.

School of Business Goals:
• Provide relevant, student-centered, quality programs.
• Provide multiple opportunities for students to achieve their self-identified goals.
• Provide a variety of instructional modalities to address diverse learning styles.
• Identify and respond to the business and technological needs of the community.
• Support faculty enrichment through business affiliations, certifications, and professional development.

The School of Business offers students with various academic backgrounds, experiences and goals an opportunity to meet the current needs of a technological society through 13 degree and six certificate programs. The certificates and degrees offered are in three curricular areas: business, computer information systems, and information technician. Each area has programs requiring core courses, specialized courses and electives.

Each certificate and degree program has a primary purpose: either employment or transfer. Students work with professional advisors who assist them in determining and pursuing their self-identified academic and career goals.

Accounting Certificate
HEGIS #5002
Chairperson: Anthony Nuvallie
Brahan Hall, Room 220, (518) 629-7656

The Accounting certificate is designed for students who would like to gain a core understanding of the principles of accounting. Many who take the certificate program are looking for advancement in their careers or the ability to learn a new skill set. The certificate program can provide an intensive immersion in the fundamentals of accounting, including financial and managerial accounting. The college offers instruction in widely used accounting software applications. All credits earned in the certificate program may be applied to the accounting degree program. Appropriate credits also may be applied to other programs in the School of Business and in other schools of the college. Certificate requirements can be completed through either full- or part-time study. Courses are offered both day and evenings.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>High School Average</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Accounting &amp; Bookkeeping courses recommended</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 111</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>Accounting Computerized</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Business Mathematics or Quantitative Business Applications</td>
<td>3–4</td>
</tr>
<tr>
<td>BADM 221</td>
<td>CMPT 101 Personal Computer Concepts/Applications I or Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 102 English Comp. II or ENGL 125 Public Speaking or BADM 200 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(I) Accounting Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>30-31</td>
<td></td>
</tr>
</tbody>
</table>
*or specific course equivalents as approved by department chair.

(1) Courses fulfilling this requirement:
ACTG 120, ACTG 202, ACTG 210, ACTG 211, ACTG 212, ACTG 215, ACTG 216, ACTG 218, ACTG 219, ACTG 260.

Administrative Information Technician
Associate in Applied Science
HEGIS #5005
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Administrative Information Technician program is offered to students whose primary goal is to obtain a position as an administrative or technical assistant in either the public or private sector. The program provides students with the knowledge and skills necessary to provide information to management and clients. In addition to technology applications, course work in the program provides a foundation in document preparation, spreadsheets, databases, business communications, office management and desktop publishing.

Full-time students who wish to complete this program in exactly four terms of study must complete five courses each term. Degree requirements can be completed through either full-time or part-time study through day offerings only.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Business and software courses recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $550.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTC 160</td>
<td>Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>ATTC 162</td>
<td>Advanced Information Processing with Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ATTC 163</td>
<td>Integrated Applications</td>
<td>4</td>
</tr>
<tr>
<td>ATTC 166</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Personal Computer Concepts/ Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 118</td>
<td>Web Page Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Database Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 125</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 150</td>
<td>Adv. Topics in Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>————</td>
<td>(1) Business Electives</td>
<td>6</td>
</tr>
<tr>
<td>————</td>
<td>(2) Liberal Arts Elective</td>
<td>6</td>
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<tr>
<td>————</td>
<td>(3) Physical Science Elective</td>
<td>6</td>
</tr>
<tr>
<td>————</td>
<td>(4) Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 61

*or specific course equivalents as approved by department chairperson.

(1) Business Elective – Recommended Courses – BADM 110, BADM 120, BADM 200, BADM 207, BADM 221, CIES 100, CMPT 118, CMPT 119, MKTG 212, MKTG 216.

(2) Liberal Arts Elective – Recommended Courses – ECON 100, ECON 101, POLS 110.

(3) Physical Science Elective – Recommended Courses – BIOL 104, BIOL 105, BIOL 109, BIOL 125, MATH 110, MATH 130, PHYS 100, PHYS 101.

(4) Social Science Elective – Recommended Courses – PSYC 100, PSYC 215, SOCL 100, SOCL 110, SOCL 115, SOCL 120.

The suggested course sequence can be found by visiting www hvcc edu/programs and clicking on Administrative Information Technician.

Business – Accounting
Associate in Applied Science
HEGIS #5002
Chairperson: Anthony Nuvallie
Brahan Hall, Room 220, (518) 629-7656

The Accounting program is designed for students whose goal is to obtain an entry-level position in the accounting field; students are prepared for work in either the public or private sector. Some students also may transfer to four-year colleges and universities to further their education. Students are required to complete core courses, as well as courses of specialization in the field of accounting such as computerized accounting software and federal income tax.

Please note: The core required courses are appropriate for other programs in the School of Business.
Degree requirements can be completed through either full-time or part-time study. Courses are offered both day and evening.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent courses (70 or above in the course)</td>
<td>Accounting and Bookkeeping recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term in courses ACTG 110, BADM 110, BADM 120 or BADM 221, ECON 100, ENGL 101 and FORM 104, would be approximately $740.

**Major Requirements**

*Course No. Title Credit Hrs.*

| FORM 104** College Forum | (1) |

**Core Requirements**

- ACTG 110 Financial Accounting 4
- ACTG 111 Managerial Accounting 4
- BADM 110 Legal and Ethical Environment of Business I 3
- BADM 111 Legal and Ethical Environment of Business II 3
- BADM 120 Bus. Mathematics or BADM 221 Quantitative Bus. Applications 3–4
- CMPT 101 Personal Computer Concepts/ Applications 3
- ECON 100 Principles of Macroeconomics 3
- ECON 101 Principles of Microeconomics 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II 3

**Specialization Courses**

- ACTG 200 Accounting Computerized Systems 4
- ACTG 210 Federal Income Tax 3
- Accounting Electives 9

**Program Electives**

- Business Electives 6
- Liberal Arts Electives 6
- Mathematics or Science 3–4
- Elective

**Total Credits Required** 63–65

*or specific course equivalents as approved by the department chairperson.

**Required of first time, full-time students.

### Business Administration

The School of Business offers students two different degree programs in Business Administration. The A.S. degree program is often referred to as a university-parallel program since students complete courses equivalent to those taken by first- and second-year students in the four-year colleges. The A.A.S. degree program is known as a flexible options program since it affords each student the opportunity to create a program that meets individual transfer, employment, or promotion needs.

### Business – Business Administration

**Associate in Science**

**HEGIS #5004**

Chairperson: Dr. Karen A. Holmes
Brahan Hall, Room 206, (518) 629-7225

This Business Administration program (A.S.) is offered to students whose primary goal is to transfer to a four-year college or university that prefers an associate in science degree. Course work in the program is equally balanced between the areas of business and the liberal arts and sciences, and mathematics through at least precalculus is required. Since transfer institutions have unique admission and degree requirements, students are strongly encouraged to contact their college of choice to determine preferred electives. Students seeking a baccalaureate degree in international business should include a foreign language as part of their program of study. As part of the core business major in the School of Business, at least 12 courses also are appropriate for all other programs in the core.

Full-time students who wish to complete this program in exactly four terms of study must successfully complete five courses each term. Degree requirements can be completed via online or through either full- or part-time study and through both day and evening offerings.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 units of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>2.75 average in 5 courses applicable to the degree for transfers. Additional Math courses recommended.</td>
<td>80+</td>
</tr>
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</table>
The estimated cost of books for the student enrolled in the first full-time term in courses ACTG 110, BADM 110, BADM 220 or BADM 221, ECON 100, ENGL 101 and FORM 104, would be approximately $700.

### MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
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### CORE REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 111</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal &amp; Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal &amp; Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>BADM 221***</td>
<td>Quantitative Business Apps</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 102 English Comp. II or ENGL 104 English Comp. II, Writing About Literature</td>
<td>3</td>
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### OTHER PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>MATH 165 Basic Calculus with Analytic Geometry or MATH 160 Pre-Calculus or MATH 180 Calculus I</th>
<th>4</th>
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<tbody>
<tr>
<td>MKTG 120***</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
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</table>

### PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th></th>
<th>(1) Computer Elective</th>
<th>3-4</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(2) History Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(3) Math or Science Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(4) Restricted English Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(5) Restricted Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Credits Required**

|                      | 65-66                                    |

*or specific course equivalents as approved by department chairperson.

**Required of first-time full-time students. May be waived at department chairperson’s discretion.

***Course substitution may be made, with department chairperson approval, to meet transfer institution requirements.


(2) History Elective – Recommended Courses – HIST 100, HIST 101, HIST 110, HIST 111.

(3)Mathematics or Science Elective – Recommend any 4 credit course in Biology, Chemistry, Mathematics or Physics.

(4) Restricted English Elective – Recommended Courses-ENGL 125, ENGL 200, ENGL 236.

(5)Restricted Elective – Recommend MATH 180, any foreign language, history or literature course.

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**Business Administration**

**Associate in Applied Science**

HEGIS #5004

Chairperson: Dr. Karen A. Holmes
Brahan Hall, Room 206, (518) 629-7225

This Business Administration program (A.A.S.) is offered to students whose needs cannot be met through one of our other business programs or who need to create an academic program required by a specific employer or upper division college. Additionally, this program may assist the student who is unsure of an area of concentration by providing introduction to the several fields within business. However, students who plan on transferring will find their elective choices will be substantially limited by their college of choice, and must include higher mathematics courses. As part of the core business major in the School of Business, not less than nine courses also are appropriate for all other programs in the core.

Depending on the electives a student chooses, this program may be completed with 19 courses. Therefore, full-time students who wish to complete this program in exactly four terms of study must successfully complete four to five courses each term. Degree requirements can be completed via online or through either full-or part-time study and through both day and evening offerings.

The **Insurance option** provides students interested in a career in the insurance industry with a strong business foundation, an understanding of the key principles of the insurance industry, and a skill set which will prepare them for a new career or advancement in their current careers. All aspects of the insurance industry are covered, from personal and commercial insurance to agency management.

In addition to existing Hudson Valley Business Administration courses, the Insurance curriculum offers industry-specific courses, developed collaboratively by Hudson Valley faculty and professionals in the insurance industry. The curriculum has been designed to meet all School of Business and Hudson Valley Community College academic standards.
The Supermarket Management and Operations option in the Business Administration program (A.A.S.) will provide Price Chopper supermarket associates with a strong business foundation, an understanding of the key principles of the supermarket industry, and a skill set which will prepare them for advancement in their careers.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Transfer students are required to have a 2.0 GPA or higher in 4 courses applicable to the degree.</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term in courses ACTG 110, BADM 110, BADM 120, BADM 220, ECON 100 or ENGL 101 would be approximately $700.

BUSINESS ADMINISTRATION MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal and Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th></th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Business Electives</td>
<td>15</td>
</tr>
<tr>
<td>Computer Elective***</td>
<td>3</td>
</tr>
<tr>
<td>(2) Liberal Arts Electives</td>
<td>14</td>
</tr>
</tbody>
</table>

Total Credits Required | 61

*or specific course equivalents as approved by the department chairperson.

**Required of first time, full-time students. May be waived at department chairperson’s discretion.

***CMPT 101, Personal Computer Concepts/Applications I preferred.

(1) Business Electives are those courses offered in the departments of Accounting, Administrative Information Technician, Business Administration, Computer Information Systems, Health Information Technician, and Marketing. Students interested in obtaining a baccalaureate degree should also take ACTG 111.

(2) Students interested in obtaining a baccalaureate degree should include ECON 101 and ENGL 104.
SUPERMARKET MANAGEMENT AND OPERATIONS OPTION

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

** Required of first time, full-time students. May be waived at department chairperson’s discretion.

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal and Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>Computer Elective***</td>
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</tbody>
</table>

ADDITIONAL REQUIREMENTS: 16 CREDITS OF BUSINESS COURSEWORK

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 100</td>
<td>Business Concepts and Applications</td>
<td>4</td>
</tr>
<tr>
<td>BADM 200</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 207</td>
<td>Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 101</td>
<td>Supermarket Management</td>
<td>3</td>
</tr>
<tr>
<td>(1) Business Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL REQUIREMENTS: 15 CREDITS OF LIBERAL ARTS COURSEWORK

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing about Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>INDS 100</td>
<td>Career Planning and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>(2) Liberal Arts Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ELECTIVE: 9 CREDITS OF BUSINESS OR LIBERAL ARTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAPC 100</td>
<td>Intro to the Supermarket Industry</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 200</td>
<td>Center Store Operations</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 201</td>
<td>Perishables</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 63

*or specific course equivalents as approved by the department chairperson.

---

Business – Marketing
Associate in Applied Science

HEGIS #5004
Chairperson: Anthony Nuvallie
Brahan Hall, Room 220, (518) 629-7656

The Marketing program is offered to students who seek to obtain an entry-level position in areas such as marketing, management, and sales. Students planning to establish and operate a small business may enter this program as well. Additionally, some students may transfer to four-year colleges and universities to further their education. Students complete core required courses that also are appropriate for other programs in the School of Business, and they complete foundation courses in marketing, advertising, management, and communications.

Full-time students who wish to complete this program in exactly four terms of study must successfully complete five courses each term. Degree requirements can be completed through either full- or part-time study through day, evening, and online offerings.

The Tourism, Convention and Event Management option in the Business-Marketing program will prepare students for employment in this growing field. If you are detail-oriented, energetic, and have entrepreneurial spirit, this option may be right for you. You will learn the skills you need—including human resource management, sales, negotiating and budgeting—to prepare you for a career as:

- A Manager of a resort, such as a golf or ski resort.
- A meeting and/or convention planner for a large company, hotel, college or university, or charity organization.
- A self-employed events manager, or conference and seminar planner or a city convention center.

These jobs are just some of those available to you if you pursue the Tourism, Convention and Event Management option in the Business-Marketing program.

The Retailing option in the Business-Marketing program prepares students for employment in retailing, the second largest industry in the United States that also offers many opportunities in the Capital Region. This option was developed in response to students who wanted specialization in retail management, including students who want to run their own businesses.
Most career-level positions in the retail industry such as management, merchandising, and buying are easier to attain with a college degree. The industry is actively seeking candidates with strong business backgrounds. The Retailing option curriculum provides students with a solid business and marketing background through required courses such as Legal and Ethical Environment, Accounting, and Financial Accounting.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td></td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term in courses ACTG 110, BADM 110, BADM 120 or BADM 221, ECON 100, ENGL 101 and FORM 104 would be approximately $740.

Business – Marketing

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

CORE REQUIREMENTS

ACTG 110   Financial Accounting   4
BADM 110   Legal & Ethical Environment of Business I 3
BADM 111   Legal & Ethical Environment of Business II 3
BADM 120   Bus. Mathematics or BADM 221 Quantitative Bus. Applications 3–4
BADM 200   Business Communications 3
BADM 220   Statistics 4
ECON 100   Principles of Macroeconomics 3
ECON 101   Principles of Microeconomics 3
ENGL 101   English Composition I 3

SPECIALIZATION COURSES

BADM 207   Organization and Management 3
MKTG 120   Principles of Marketing 3
MKTG 200   Advertising 3
MKTG 214   Sales Management 3
MKTG 216   Small Business Management 3

ENTREPRENEURSHIP OPTION

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

CORE REQUIREMENTS

ACTG 110   Financial Accounting   4
BADM 110   Legal & Ethical Environment of Business I 3
BADM 111   Legal & Ethical Environment of Business II 3
BADM 120   Bus. Mathematics or BADM 221 Quantitative Bus. Applications 3–4
BADM 200   Business Communications 3
BADM 220   Statistics 4
ECON 100   Principles of Macroeconomics 3
ECON 101   Principles of Microeconomics 3
ENGL 101   English Composition I 3

SPECIALIZATION COURSES

BADM 207   Organization and Management 3
BADM 208   Organizational Leadership 3
MKTG 120   Principles of Marketing 3
MKTG 200   Advertising 3
MKTG 214   Sales Management 3
MKTG 216   Small Business Management 3

PROGRAM ELECTIVES

(1) Business Electives 3–4
(2) Accounting Elective 3–4
(3) English Elective 3
(4) Liberal Arts and Sciences 9
Total Credits Required 65–69

* or specific course equivalents as approved by the department chairperson.

**Required of first-time, full-time students. May be waived at department chairperson’s discretion.

(1) Business Electives - Recommended Courses - BADM 100 or any MKTG course.
(2) Accounting Elective - Recommended Courses - ACTG 111, ACTG 200.
(3) English Elective - Recommended Courses - ENGL 102, ENGL 104, ENGL 125.

TOURISM, CONVENTION AND EVENT MANAGEMENT OPTION
MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

** Required of first-time, full-time students. May be waived at department chairperson's discretion.

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal &amp; Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal &amp; Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 200</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

SPECIALIZATION COURSES

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 207</td>
<td>Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 212</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 230</td>
<td>Event Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 214</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 232</td>
<td>Tourism and Resorts</td>
<td>3</td>
</tr>
</tbody>
</table>

PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th></th>
<th>Accounting Elective</th>
<th>3–4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Computer Elective</td>
<td>3–4 (preferred)</td>
</tr>
<tr>
<td></td>
<td>English Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required **65–68**

*or specific course equivalents as approved by the department chairperson.

** Required of first-time, full-time students. May be waived at department chairperson's discretion.

(1) Accounting Elective - Recommended Courses - ACTG 111, ACTG 200.
(2) English Elective - Recommended Courses - ENGL 102, ENGL 104, ENGL 125.

RETAILING OPTION
MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

** Required of first-time, full-time students. May be waived at department chairperson's discretion.

(1) Accounting Elective - Recommended Courses - ACTG 111, ACTG 200.
(2) English Elective - Recommended Courses - ENGL 102, ENGL 104, ENGL 125.

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal &amp; Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal &amp; Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Bus. Mathematics or BADM 221 Quantitative Bus. Applications</td>
<td>3–4</td>
</tr>
<tr>
<td>BADM 200</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

SPECIALIZATION COURSES

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 207</td>
<td>Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 214</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management and Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 218</td>
<td>Retail Management</td>
<td>3</td>
</tr>
</tbody>
</table>

PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th></th>
<th>Accounting Elective</th>
<th>3–4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Computer Elective</td>
<td>3–4 (preferred)</td>
</tr>
<tr>
<td></td>
<td>English Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required **65–68**

*or specific course equivalents as approved by the department chairperson.

** Required of first-time, full-time students. May be waived at department chairperson's discretion.

(1) Accounting Elective - Recommended Courses - ACTG 111, ACTG 200.
(2) English Elective - Recommended Courses - ENGL 102, ENGL 104, ENGL 125.

Computer Information Systems

The School of Business offers seven different degree programs in Computer Information Systems to accommodate students who are pursuing a two-year terminal degree as well as those who are seeking to transfer to a four-year institution. All Computer Information Systems graduates possess a strong computer information systems and business common core. This includes Programming and Logic, Analysis and Design of Information Systems, Decision Support Systems, Database Management, Financial Accounting and Economics. The Computer Information Systems major offers a variety of courses in computer science, information systems, and business administration to provide a solid foundation for students interested in careers in the field of computer information systems. The curriculum is designed to provide students with the skills and knowledge necessary to succeed in the field of computer information systems, including programming, database management, information systems analysis and design, and business administration. The program also provides opportunities for students to gain hands-on experience through internships and other practical experiences. Overall, the Computer Information Systems major is an excellent choice for students who are interested in pursuing a career in the rapidly growing field of computer information systems.
Systems program options allow the degree to be tailored to achieve a specific desired outcome.

The Computer Information Systems program is offered to students whose goal is to gain employment in the information technologies or to transfer to a computer or management information systems four-year degree program. This program provides students with a foundation in information resource management, systems analysis and design, multiple programming languages, systems administration, and networking. Further specialization can be obtained by completing one of the following Computer Information Systems degrees: Business Applications Programming, E-Commerce, Internet & Web Programming, System and Network Administration, or Web Design. The course work in the program increases employment opportunities in computing environments of public and private businesses as programmers, analysts, technicians and help desk staff.

Full-time students who wish to complete this program in exactly four terms of study must successfully complete five courses each term. Degree requirements can be completed through either full-or part-time study and through both day and evening offerings.

Computer Information Systems
Associate in Science
HEGIS #5101
Chairperson: James G. Looby
Brahall Hall, Room 206, (518) 629-7225

The Computer Information Systems Associate in Science (A.S.) degree program is designed for students who wish to transfer to a four-year institution upon completion of their associate’s degree. Complementing the CIS A.S. degree are several articulation agreements with four-year institutions that guarantee transfer to the collaborating four-year college or university. Of particular note is the articulation agreement with the University at Albany’s Information Technology Management program, which also houses the Center for Information Forensics and Assurance (CIFA). This A.S. track will prepare you for computer-related occupations such as programmers, analysts, technicians and help desk staff by providing a foundation in information resource management, systems analysis and multiple programming languages.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>Computer courses recommended Transfer Students are required to have a 2.0 GPA or higher.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $640.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CISS 100</td>
<td>Fund of Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Microcomputer Applications Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 102</td>
<td>Unix Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Programming &amp; Logic I</td>
<td>4</td>
</tr>
<tr>
<td>CISS 111</td>
<td>Programming &amp; Logic II-Data Structure</td>
<td>3</td>
</tr>
<tr>
<td>CISS 210</td>
<td>Analysis/Design Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Eng Comp II: Writing About Lit</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Science/Business</td>
<td>3 - 4</td>
</tr>
<tr>
<td></td>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Foreign Language Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Liberal Arts &amp; Science Electives</td>
<td>15-16</td>
</tr>
<tr>
<td></td>
<td>(2) Math Elective</td>
<td>3 - 4</td>
</tr>
<tr>
<td></td>
<td>(3) Restricted Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td>63 - 66</td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

**Required of first time, full-time students.

(1) Liberal Arts & Science Elective - With advisement, students may choose from a wide selection of course offerings.

(2) Math Elective - Recommended Course - BADM 220

(3) Restricted Electives - With advisement, students may choose from a wide selection of course offerings.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems, A.S.
Associate in Applied Science

HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

PROGRAM ENTRANCE REQUIREMENTS

Courses | Notes | Average
--- | --- | ---
Math I & II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course) | 2.0 average for transfers. Computer course recommended. | 80+

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $660.

MAJOR REQUIREMENTS*

*Each of the six Computer Information Systems A.A.S. programs have the major requirements as listed below. Students should consult with their academic advisor as to which of the six programs will best meet their career goals.

Course No. | Title | Credit Hrs.
--- | --- | ---
ACTG 110 | Financial Accounting | 4
CISS 100 | Fundamentals of Information Processing | 3
CISS 101 | Microcomputer Application Development | 3
CISS 102 | Unix Operating System | 1
CISS 110 | Programming and Logic I | 4
CISS 111 | Programming and Logic II | 3
CISS 210 | Analysis and Design of Info Systems | 3
CISS 250 | Database Management Systems | 4
CISS 260 | Internship | 3
ENGL 101 | English Composition I | 3
ENGL 102 | English Composition II | 3
| | (1) Computer Information Systems Electives | 12
| | (2) Math/Science Electives | 6
| | (3) Restricted Elective | 3
| | (4) Social Science Elective | 3
| | (5) Liberal Arts and Science Elective | 6
| | **Total Credits Required** | **64**

* or specific course equivalents as approved by department chairperson.

(1) Computer Information Systems Electives: Computer Information Systems Electives must be chosen from those listed with the approval of the department chairperson. Please note that some of the programs have very specific courses that must be taken to fulfill this requirement. Please refer to the appropriate “suggested course sequence for full-time study” below and for each of the program options.

(2) As approved by department chairperson.

(3) Restricted Elective: Restricted Electives must be chosen from those listed with the approval of the department chairperson. Please note that some of the programs have very specific courses that must be taken to fulfill this requirement. Please refer to the appropriate “suggested course sequence for full-time study” chart and for each of the program options.

(4) Social Science Elective – Recommended Courses – PSYC 100, PSYC 215, SOCL 110, SOCL 115, SOCL 120.

(5) Liberal Arts and Science Elective – With advisement, students may choose from a wide selection of course offerings.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems, A.A.S.

Computer Information Systems: Business Applications Programming

Associate in Applied Science

HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Business Applications Programming degree is intended for students seeking employment in local government and industry as application developers. This option provides students with a strong information systems and business background with further specialization in several programming languages, decision support systems, systems analysis and design and database management systems using Oracle. A few of the common job titles for a student completing the Business Applications Programming degree include: applications or programmer designer/analyst, database analyst/administrator/architect/ developer/specialist, technical sales, software or information systems applications specialist/technician/engineer, and information systems or software quality and assurance/test engineer.

Please note: Government work requires COBOL experience.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $655.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems: Business Applications Programming.

**Computer Information Systems: E-Commerce**

**Associate in Applied Science**  
HEGIS #5101  
Chairperson: James G. Looby  
Brahman Hall, Room 206, (518) 629-7225

The E-Commerce degree is intended for students seeking employment in local industry as e-commerce information system specialists. This option provides students with a strong information systems, business and marketing background with further specialization in e-commerce, Internet programming and databases and database transaction processing. A few of the common job titles for a student completing the e-commerce degree include: customer service management, Internet and technical sales, Internet database programmer, e-commerce or Internet developer/application developer, and e-commerce or Internet analyst/consultant.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>2.0 average for transfers. Computer course recommended.</td>
<td>80+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $605.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems: E-Commerce.

**Computer Information Systems: Internet and Web Programming**

**Associate in Applied Science**  
HEGIS #5101  
Chairperson: James G. Looby  
Brahman Hall, Room 206, (518) 629-7225

The Internet and Web Programming degree is intended for students seeking employment in local government and industry as Internet application developers and programmers. This degree provides students with a strong information systems and business background with further detailed specialization in several Internet programming languages, Internet-based database management and Internet technologies. A few of the common job titles for a student completing the Internet and Web Programming degree include: Internet Applications or Internet programmer designer/analyst, Internet technical sales, Internet systems applications specialist/technician/engineer, and Internet quality and assurance/test engineer.

Please note: Quite often specific programming language skills are sought. (e.g. Java Programmer, VB.Net developer, PHP and MySQL specialist or XML programmer/engineer).

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>2.0 average for transfers. Computer course recommended.</td>
<td>80+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $570.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems: Internet and Web Programming.
Computer Information Systems: System and Network Administration
Associate in Applied Science
HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The System and Network Administration degree is intended for students seeking employment in local government and industry as network and system administrators. This degree provides students with a strong information systems and business background with further specialization in programming and scripting, operating systems administration and network management and administration, and also provides comprehensive preparation for Cisco Systems certification. A few of the common job titles for a student completing the Systems and Network Administration degree include: operating systems specialist/technician/administrator/engineer, network or system specialist/technician/administrator/engineer, PC support specialist/technician, help desk and PC or customer support, technical sales, and hardware installation/maintenance/technician.

PROGRAM ENTRANCE REQUIREMENTS

**High School Average**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>2.0 average for transfers. Computer course recommended.</td>
<td>80+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $585.

The suggested course sequence can be found by visiting [www.hvcc.edu/programs](http://www.hvcc.edu/programs) and clicking on Computer Information Systems: System and Network Administration.

Computer Information Systems: Web Design
Associate in Applied Science
HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Web Design degree is intended for students seeking employment in local government and industry as Web designers and developers. This degree provides students with a strong information systems and business background with further specialization in Web design, authoring, development, accessibility and usability and Internet technologies. A few of the common job titles for a student completing the Web Design degree include: Web or graphics or media designer/content designer/developer, multi-media or Web specialist/technician/quality and assurance technician, visual design or imaging specialist/consultant, and technical writer/developer.

PROGRAM ENTRANCE REQUIREMENTS

**High School Average**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Business and software courses recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $560.

The suggested course sequence can be found by visiting [www.hvcc.edu/programs](http://www.hvcc.edu/programs) and clicking on Computer Information Systems: Web Design.

Computer Software Application Specialist Certificate
HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Computer Software Application Specialist certificate will prepare you for employment as a keyboard specialist, help desk specialist, software specialist, administrative assistant or technical assistant. According to the Federal Bureau of Labor Statistics, the seven fastest growing occupations all involve information technology or computer-related fields. Upon completion of the certificate, students will be prepared to take the Microsoft Office Users Specialist (MOUS) certification examination.

PROGRAM ENTRANCE REQUIREMENTS

**High School Average**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>2.0 average for transfers. Computer course recommended.</td>
<td>80+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $585.

The suggested course sequence can be found by visiting [www.hvcc.edu/programs](http://www.hvcc.edu/programs) and clicking on Computer Information Systems: System and Network Administration.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $550.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AITC 160</td>
<td>Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>AITC 162</td>
<td>Adv Info Processing w/ Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 100</td>
<td>Word Processing w/ WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Personal Comp Concepts &amp; Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 118</td>
<td>Web Page Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Database Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 125</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Software Application Specialist Certificate.

**Health Information Technician Associate in Applied Science**

HEGIS #5005

Chairperson: James G. Looby
Brahall Hall, Room 206, (518) 629-7225

The Health Information Technician program is offered to students whose primary goal is to obtain a position as an administrative or technical assistant in a medical or health-related facility or office. The program provides students with the knowledge and skills necessary to provide information to medical professionals and patients. In addition to technology applications, course work in the program provides a foundation in document preparation including medical documents, spreadsheets, databases, business communications and medical office management. Full-time students who wish to complete this program in exactly four terms of study must complete five courses each term. Degree requirements can be completed through either full- or part-time study through day offerings only.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above recommended in the course)</td>
<td>70+</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $680.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AITC 160</td>
<td>Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>AITC 162</td>
<td>Advanced Information Processing w/ Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>AITC 166</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 115</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Database Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HITC 100</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HITC 101</td>
<td>Medical Transcription</td>
<td>4</td>
</tr>
<tr>
<td>HITC 103</td>
<td>Intro to Medical Coding, Health Insurance and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HITC 104</td>
<td>Advanced Medical Coding &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HITC 107</td>
<td>Introduction to Health Information and Management</td>
<td>3-7</td>
</tr>
<tr>
<td>HITC 105</td>
<td>Clinical Office Procedures or EMSP 100 Emergency Medical Technician - Basic</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>(1) Liberal Arts and Sciences</td>
<td>6</td>
</tr>
<tr>
<td>____</td>
<td>Health Science Elective</td>
<td>6</td>
</tr>
<tr>
<td>____</td>
<td>(2) Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>____</td>
<td>(3) Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td><strong>62-66</strong></td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by the department chairperson.

(1) Health Science Electives – Recommended Courses – BIOL 104 & BIOL 105, BIOL 109 & BIOL 125, BIOL 120 & BIOL 121, BIOL 126, BIOL 127, BIOL 207, BIOL 230, PSYC 100.

(2) Liberal Arts Elective – Recommended Courses – ECON 100, ECON 101, POLS 100.

(3) Social Science Elective – Recommended Courses – PSYC 100, PSYC 215, SOCL 100, SOCL 110, SOCL 115, SOCL 120.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Health Information Technician, A.A.S.
Certificate
HEGIS #5213
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Health Information Technician certificate will provide you with formalized training in computers, medical transcription and medical encoding necessary for employment as a medical transcriptionist, medical encoder, health information technician or medical office assistant. Health administration is a growing field that is expected to face a shortage of trained workers due to the rapid retirement of the Baby Boomer generation. This certificate program provides the information technology skills a recent survey of 250 senior executives revealed to be the most sought after skills necessary for entry into this critical business.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>High School</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>70+</td>
</tr>
<tr>
<td>Business and software courses</td>
<td></td>
</tr>
<tr>
<td>Recommended</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $680.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 109</td>
<td>Biology of the Human Organism</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 115</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 100</td>
<td>Word Processing w/WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Database Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>HITC 100</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HITC 101</td>
<td>Medical Transcription</td>
<td>4</td>
</tr>
<tr>
<td>HITC 103</td>
<td>Intro Medical Coding, Health Insurance and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>HITC 105 Clinical Office Procedures or EMSP 100 Emergency Medical Technician - Basic</td>
<td>3-7</td>
</tr>
<tr>
<td>______</td>
<td>Total Credits Required</td>
<td>33-37</td>
</tr>
</tbody>
</table>

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Health Information Technician Certificate.

Information Systems Certificate
HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

This certificate program will provide students with the essential background needed to analyze, design and develop Unix and Windows based information systems. Courses are devoted to programming languages such as C, C++, COBOL, Visual BASIC, Java, SQL, Oracle and database management and Web page development. This certificate includes most of the core course requirements of the Associate in Applied Science degree program in Computer Information Systems. In many cases it will be accepted for advancement in civil service environments. The growing popularity of client server information systems and personal computers in the home has created a demand for the knowledge and skills transferred by this program.

This certificate was designed with the mature returning adult in mind. It is becoming common for people with an academic credential in another concentration to find themselves in a professional environment where computing and allied technologies are used in all business operations and communications. Certificate requirements can be fulfilled through day or evening course offerings.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>High School</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II or 2 units of equivalent academic math including 1 semester of Math B</td>
<td>80+</td>
</tr>
<tr>
<td>*(80 or above in each course)</td>
<td></td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 100</td>
<td>Fundamentals of Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Microcomputer Application Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Programming and Logic I</td>
<td>4</td>
</tr>
<tr>
<td>CISS 111</td>
<td>Programming and Logic II</td>
<td>3</td>
</tr>
<tr>
<td>CISS 210</td>
<td>Analysis and Design of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISS 250</td>
<td>Database Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>______</td>
<td>(1) Computer Information Systems Electives</td>
<td>12</td>
</tr>
<tr>
<td>______</td>
<td>Total Credits Required</td>
<td>32</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.
Computer Information Systems Elective must be chosen from those listed with approval of department chairperson: CISS 102, CISS 150, CISS 200, CISS 201, CISS 211, CISS 220, CISS 221, CISS 225, CISS 227, CISS 230, CISS 231, CISS 240, CISS 241, CMPT 118, ELET 120, TLMG 120, TLMG 210, TLMG 211. One sequence is required.

Supermarket Management and Operations Certificate

HEGIS #5004
Chairperson: Dr. Karen A. Holmes
Brahann Hall, Room 206, (518) 629-7225

The Supermarket Management and Operations certificate, exclusive to Price Chopper supermarket associates, will provide an opportunity for Price Chopper associates to gain a core understanding of the key principles of the supermarket industry and to learn a new skill set, which will prepare them for advancement in their careers.

Once Price Chopper associates have completed the certificate, they will have completed 32 credits toward the 63 credits of the Supermarket Management and Operations option in the Business Administration (A.A.S.) program.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $700.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 100</td>
<td>Business Concepts and Applications</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal and Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Business Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>BADM 200</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 100</td>
<td>Introduction to the Supermarket Industry</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 101</td>
<td>Supermarket Management</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 200</td>
<td>Center Store Operations</td>
<td>3</td>
</tr>
<tr>
<td>BAPC 201</td>
<td>Perishables</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>32</strong></td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

**CMPT 101, Personal Computer Concepts/Applications I preferred.

System and Network Associate Certificate

HEGIS #5101
Chairperson: James G. Looby
Brahann Hall, Room 206, (518) 629-7225

The System and Network Associate certificate is ideal for the returning adult student currently working or seeking employment in the informational technology (IT) field. For students seeking employment this certificate will prepare you for a variety of occupations including operating system administrator, network specialist, PC support specialist and help desk support staff. This certificate is also appropriate for the IT professional who desires to augment their understanding with computer network and system administration skill sets or the scientist desiring a better understanding of bioinformatics, the use of computers to handle biological data. Upon completion of this certificate, you will be prepared to take the industry standard Cisco Certified Network Associate (CCNA) certification exam.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)</td>
<td>Computer courses recommended</td>
<td>80+</td>
</tr>
<tr>
<td>Transfer Students are required to have a 2.0 GPA or higher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $640.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 100</td>
<td>Fund of Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CISS 102</td>
<td>Unix Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Programming &amp; Logic I</td>
<td>4</td>
</tr>
<tr>
<td>CISS 111</td>
<td>Programming &amp; Logic II-Data Structure</td>
<td>3</td>
</tr>
<tr>
<td>CISS 120</td>
<td>Intro to Data Communication</td>
<td>3</td>
</tr>
<tr>
<td>CISS 121</td>
<td>Intro to Network Admin</td>
<td>3</td>
</tr>
<tr>
<td>CISS 150</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELET 120</td>
<td>Microcomputer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>26</strong></td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

The suggested course sequence can be found by visiting www hvcc edu/programs and clicking on System and Network Associate Certificate.
School of Engineering and Industrial Technologies

Mission Statement: The mission of the School of Engineering and Industrial Technologies is to provide students with the requisite technical skills to obtain a job or transfer to a technical program in order to meet the employment needs of industry.

School of Engineering and Industrial Technologies Goals:
• To provide students with the skills, knowledge and ability to meet their goals.
• To identify and respond to the engineering and industrial technology needs of the community.
• To assist students in recognizing their goals/expectations and to match those goals/expectations to appropriate academic outcomes.
• To provide faculty with multiple opportunities to achieve their desired professional goals in order to enhance the teaching and learning environment.

The School of Engineering and Industrial Technologies offers students the opportunity to meet the current employment needs for today’s technology driven society through 16 degree and two certificate programs. The certificates and degrees offered are in building, electrical, industrial and automotive technologies with three programs accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (A.B.E.T):

• Mechanical Engineering Technology
• Civil Engineering Technology
• Electrical Engineering Technology: Electronics

Each certificate and degree program has a primary purpose: either employment or transfer. Students work with academic advisors who assist them in determining and pursuing their self-identified academic and career goals.

Computer and Laboratory Facilities
The School of Engineering and Industrial Technologies has extensive laboratory space where students can gain the necessary practical experience in their field of choice. Specific laboratory requirements are contained in the course descriptions.

Laboratories include: a soils testing laboratory, surveying instruments including laser devices, complete drafting facilities, the latest automotive diagnostic equipment, complete machine tool lab, computer based electronic laboratory, a microprocessor facility, a hydraulic and fluid mechanics laboratory, and a complete material testing and metallurgical laboratory.

Architectural Technology Associate in Applied Science
HEGIS #5304
Chairperson: Dr. Christine LaPlante
Hudson Hall, Room 129, (518) 629-7355

The Architectural Technology A.A.S. program prepares students to explore innovative ideas and technologies that impact the environment and society. The curriculum is designed to provide technically trained personnel for the building construction industry and its interrelated fields of architecture and engineering at a level between the skilled artisan and the professional engineer and architect. Students enrolled in the Architectural Technology program will develop an understanding of the interwoven problems and relationships of the owner, architect, engineer, contractor and
municipalities as they apply to the planning, design and erection of buildings.

Required and elective courses emphasize detailed residential and commercial construction drawings, rendering and designing of a variety of building types applying current codes, drafting media, and computer generated design. Equally emphasized is the understanding of building methods, materials, structure and mechanical systems and cost estimating procedures.

Because the course of study encompasses technology, natural and social sciences, math, and the arts, there are various opportunities for graduates of the program in both the public and private areas. Graduates will be qualified for employment in architectural design and planning firms as well as for positions in architectural preservation, development corporations, construction companies, engineering firms and surveying firms.

The Architectural Technology program provides an excellent opportunity for students who plan to work in the architectural field upon graduation or who wish to transfer to a four-year architectural program in order to become a registered architect, and is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and furthers its goal of providing an educated workforce for the Capital Region and beyond.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>70 or above</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $605.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ARTS 115</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 100</td>
<td>Rendering</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 101</td>
<td>Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 110</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 112</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 114</td>
<td>Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 210</td>
<td>Structures I</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 211</td>
<td>Structures II</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 220</td>
<td>Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 221</td>
<td>Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 223</td>
<td>Building Construction II</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 225</td>
<td>Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 102 English Composition II</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

**Required of first time, full-time students.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Architectural Technology.

**Automotive Technical Services**

Associate in Occupational Studies

HEGIS #5306

Chairperson: Anthony Kossmann

Cogan Hall, Room 145, (518) 629-7272

The new frontiers of the automotive industry – encompassing new computerized controls, new fuel delivery systems, and new power train designs – offer a challenging future to the new student, as well as the line mechanic whose knowledge and techniques must be the state-of-the-art.

The Automotive Technical Services program provides a classroom-laboratory "hands-on" learning experience in the theory, operation, diagnosis and overhaul of all automotive system components. The most modern diagnostic and vehicle service equipment is available to help provide a knowledge and skill level to the student and is based upon meeting the performance standards of the automotive industry.
The instruction, course of study, facilities, and equipment of this institution were evaluated by the National Automotive Technicians Education Foundation and were found to meet the National Institute for Automotive Service Excellence standards of quality for the training of automobile technicians in all areas.

Entering students must possess a valid New York State driver’s license and a professional tool set as prescribed by the Automotive Department. In addition, students must wear uniforms, purchase required manuals and adhere to the attendance policy of the department. Attendance is mandatory.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Need valid driver’s license</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $450. Tools for this program have an estimated cost of $2,250.

**MAJOR REQUIREMENTS**

* or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Automotive Technical Services.

**Automotive Technical Services – Auto Body Repair**

**Associate in Occupational Studies**

**HEGIS #5306**

**Chairperson:** Anthony Kossmann

**Cogan Hall, Room 145, (518) 629-7272**

The automobiles of the future will be equally complex, or more so, than those being manufactured today. These vehicles will require body repair techniques that only a highly skilled Automotive Body Technician can provide; thus the need has been established to provide state-of-the-art training for those individuals who desire to enter this demanding field.

The Auto Body Repair program offers the latest automotive and autobody repair techniques. Emphasis focuses on the collision repair of the unibody structure and related systems. Lectures and laboratory work will be reinforced with extensive hands-on training.

Applicants for this program should be aware that success in this field requires enthusiastic performance and dedication to quality repair. Entering students must possess a valid New York State driver’s license and a professional tool set as prescribed by the Automotive Department. In addition, students must wear uniforms, purchase required manuals and adhere to the attendance policy of the department. Attendance is mandatory.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Need valid driver’s license</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $450. Tools for this program have an estimated cost of $2,250.

**MAJOR REQUIREMENTS**

* or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Automotive Technical Services.
AUBR 240  Automotive Refinishing I  3
AUBR 245  Automotive Refinishing II  6
AUBR 250  Estimating Auto Body Repairs  3
AUBR 265  Basic Automotive Welding  4
AUTO 125  Automotive Electricity  4
AUTO 145  Passenger Car Chassis I  3
AUTO 200  America on Wheels  3
AUTO 260  Business Management  3
ENGL 101  English Composition I  3
MATH 105  Applied Technical Math I  3

Total Credits Required  63

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Automotive Technical Services - Auto Body Repair.

Automotive Technical Services – DaimlerChrysler Associate in Occupational Studies

HEGIS #5306
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

The Automotive Technical Services: DaimlerChrysler Program is an extended term variation of the Automotive Technical Services Program. This program is jointly sponsored by Hudson Valley Community College and the DaimlerChrysler Corporation’s DaimlerChrysler College Automotive Program (CAP). Students will enroll at Hudson Valley Community College and be sponsored by a participating DaimlerChrysler dealership. Hudson Valley’s Automotive Department will assist students in obtaining a DaimlerChrysler sponsor. This partnership between education and industry is designed to train tomorrow’s technician today. Lectures and laboratory work is reinforced by hands-on, cooperative work experience of equal time at a sponsoring dealership.

The program’s Admission Committee, which is composed of representatives from industry and education, carefully screen each applicant. Minimum admission requirements are: high school diploma or the equivalent; evidence of automotive interest, and scores from a Hudson Valley Community College placement test. Since the number of applications greatly exceed the positions available each year, meeting only the minimal requirements may not be sufficient. Possessing one or more of the following will strengthen the application: more than one semester of high school level automotive training; military automotive training; dealership work experience; one year of college.

Retention in the program at the conclusion of each term is not automatic. The performance record of each student is reviewed at the end of each term by the Admissions Committee, which is composed of representatives of both the college and DaimlerChrysler. The committee’s approval is required to pass from term to term, phase to phase, and to certify graduation.

Entering students must possess a valid New York State driver’s license and a professional tool set as prescribed by the Automotive Department. In addition, students must wear uniforms, purchase required manuals and adhere to the attendance policy of the department. Attendance is mandatory.

Additional information may be obtained through the program’s offices at Hudson Valley Community College or DaimlerChrysler Corporation, Syracuse, N.Y.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math through program (70 or above in the course)</td>
<td>Need valid driver’s license. Special testing through program coordinator.</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $320. Tools for this program have an estimated cost of $2,250.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUCP 120</td>
<td>Automotive Electrical Systems</td>
<td>8</td>
</tr>
<tr>
<td>AUCP 150</td>
<td>Practical Work Experience I</td>
<td>5</td>
</tr>
<tr>
<td>AUCP 155</td>
<td>Practical Work Experience II</td>
<td>10</td>
</tr>
<tr>
<td>AUCP 220</td>
<td>Integral Frame &amp; Suspension Components</td>
<td>6</td>
</tr>
<tr>
<td>AUCP 250</td>
<td>Practical Work Experience III</td>
<td>5</td>
</tr>
<tr>
<td>AUCP 255</td>
<td>Practical Work Experience IV</td>
<td>10</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Specifications</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Transmissions/Transaxles</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Industrial Relations</td>
<td>3</td>
</tr>
</tbody>
</table>
The Automotive Technical Services: General Motors Program is an extended term variation of the Automotive Technical Services Program. This program is jointly sponsored by Hudson Valley Community College and the General Motor’s Corporation’s Automotive Service Educational Program (ASEP). Students will enroll at Hudson Valley Community College and be sponsored by a participating General Motors dealership. Hudson Valley’s Automotive Department will assist students in obtaining a General Motors sponsor. This partnership between education and industry is designed to train tomorrow’s technician today. Lectures and laboratory work is reinforced by hands-on, cooperative work experience of equal time at a sponsoring dealership.

The program’s Admission Committee, which is composed of representatives from industry and education, carefully screen each applicant. Minimum admission requirements are: high school diploma or the equivalent; evidence of automotive interest, and scores from a Hudson Valley Community College placement test. Since the number of applications greatly exceed the positions available each year, meeting only the minimal requirements may not be sufficient. Possessing one or more of the following will strengthen the application:

- more than one semester of high school level automotive training;
- military automotive training;
- dealership work experience;
- one year of college.

Retention in the program at the conclusion of each term is not automatic. The performance record of each student is reviewed at the end of each term by the Admissions Committee, which is composed of representatives of both the college and Raytheon. The committee’s approval is required to pass from term to term, phase to phase, and to certify graduation.

Entering students must possess a valid New York State driver’s license and a professional tool set as prescribed by the Automotive Department. In addition, students must wear uniforms, purchase required manuals and adhere to the attendance policy of the department. Attendance is mandatory.

Additional information may be obtained through the program’s offices at Hudson Valley Community College, General Motors Corporation, Tarrytown, N.Y., or Raytheon Corporation.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Need valid driver’s license.</td>
<td>70+</td>
</tr>
<tr>
<td>Math II, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Special testing through program coordinator.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $320. Tools for this program have an estimated cost of $2,250.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUCP 120</td>
<td>Automotive Electrical Systems</td>
<td>8</td>
</tr>
<tr>
<td>AUCP 150</td>
<td>Practical Work Experience I</td>
<td>5</td>
</tr>
<tr>
<td>AUCP 155</td>
<td>Practical Work Experience II</td>
<td>10</td>
</tr>
<tr>
<td>AUCP 220</td>
<td>Integral Frame &amp; Suspension Components</td>
<td>6</td>
</tr>
<tr>
<td>AUCP 250</td>
<td>Practical Work Experience III</td>
<td>5</td>
</tr>
<tr>
<td>AUCP 255</td>
<td>Practical Work Experience IV</td>
<td>10</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Specifications</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Transmissions/Transaxles</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Industrial Relations</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 200</td>
<td>America on Wheels or</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Alternative Fuels</td>
<td>3</td>
</tr>
</tbody>
</table>
Civil Engineering Technology
Associate in Applied Science

HEGIS #5309
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

Mission of the Department
The mission of the Civil Engineering Technology Department is to provide the students with a high quality, relevant program that affords students the opportunity to obtain employment or engage in continued lifelong learning in the Civil Technology field.

Goals of the Program
1. To provide a professional-quality, industrial-standard, continuously improving, accredited program.
2. To provide a broad-based exposure to the operations, standards and current practices in the field of civil technology.
3. To provide students with the option to specialize in either architectural design/building construction techniques or transportation/heavy civil applications.
4. To provide the students with the opportunity to obtain employment or engage in continued lifelong learning.

Student Objectives of the Program
The Civil Engineering Technology student program objectives are designed to allow successful graduates to:
1. Demonstrate competency in civil engineering technology skills.
2. Clearly communicate through written and oral expression the elements of a civil engineering technology project.
3. Demonstrate problem-solving ability to analyze, interpret and design elements found in civil engineering technology applications.
4. Demonstrate knowledge of industry standard tools necessary for successful professional practice (software, code implementation and interpretation).
5. Civil engineering technology graduates will become employed in the field or transfer to a four-year institution.
6. Civil Engineering Technology graduates will demonstrate the knowledge of diversity, societal and global issues within their profession.

This major provides a common first year presenting the necessary fundamentals for all phases of civil engineering technology, architectural technology, transportation and construction. The second year provides an opportunity for specialization in either the architecture, transportation or construction management field. Students may pursue one of these fields or may select a combination of courses from all areas of specialization, subject to approval of the department chairperson. This program also offers training in computer utilization and computer-aided drafting (CAD).

The Architectural Field
The architectural electives are designed to provide technically trained personnel for the building construction industry and its interrelated fields of architecture and engineering at a level between the skilled artisan and the professional engineer and architect. These electives will develop an
understanding of the interwoven problems and relationships of the owner, architect, engineer, contractor and municipalities as they apply to the planning, design and erection of buildings.

The Transportation Field

The transportation electives are designed to prepare technically-trained personnel for the highway construction industry and its closely related fields of highway and bridge design at a level between the skilled artisan and the professional engineer.

These electives will develop an understanding of the interwoven problems and relationships of the governmental organization, engineers, contractors, manufacturers and sales representatives of construction materials and equipment and surveyors as they apply to the planning, design and construction of highways.

The Construction Management Field

The construction management electives are designed to provide technically trained personnel for the residential and commercial construction industry and its interrelated fields of architecture and design at a level between the skilled artisan and the professional assistant project manager. These electives will develop an understanding of the planning, scheduling and management of the construction project from design through the construction phases.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Additional Science, Math and Mechanical Drawing recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $540.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 101</td>
<td>Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 110</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 111</td>
<td>Civil Engineering Applications</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 112</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 114</td>
<td>Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 210</td>
<td>Structures I</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 211</td>
<td>Structures II</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 212</td>
<td>Hydraulics and Drainage</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 213</td>
<td>Soils and Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Blueprint Reading for Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra and Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 135</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 136</td>
<td>Technical Physics II</td>
<td>4</td>
</tr>
<tr>
<td>ENG L 101</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG L 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra and Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 135</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 136</td>
<td>Technical Physics II</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 100</td>
<td>Finan. Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 202</td>
<td>Site Surveying</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 230</td>
<td>Architectural Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Architectural Des. 2</td>
<td>3</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Build. Service</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 221</td>
<td>Architectural Des. 2</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Architectural Des. 2</td>
<td>3</td>
</tr>
<tr>
<td>CNST 230</td>
<td>Const. Mgt. Semin.</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Rdg. Construction</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 233</td>
<td>Bridge Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 234</td>
<td>Trans. and Hwy.</td>
<td>3</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Build. Service</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 234</td>
<td>Trans. and Hwy.</td>
<td>3</td>
</tr>
<tr>
<td>CNST 232</td>
<td>Site Development</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

A student may choose to take technical elective courses from the architectural field or from the highway field. A student may take all the electives in one field or select a combination of the two fields available. The students will make these selections upon consultation with and approval by the department chairperson.

**ARCHITECTURAL ELECTIVES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 201</td>
<td>Site Surveying</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 230</td>
<td>Architectural Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 210</td>
<td>Structures I</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Build. Service</td>
<td>3</td>
</tr>
</tbody>
</table>

**CONSTRUCTION MANAGEMENT ELECTIVES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Finan. Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Rdg. Construction</td>
<td>3</td>
</tr>
<tr>
<td>CNST 230</td>
<td>Const. Mgt. Semin.</td>
<td>3</td>
</tr>
<tr>
<td>CNST 232</td>
<td>Site Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**TRANSPORTATION ELECTIVES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 202</td>
<td>Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 233</td>
<td>Bridge Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 234</td>
<td>Trans. and Hwy.</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 235</td>
<td>Traffic Oper. Anal.</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 236</td>
<td>Hwy. Construction3 Systems and Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Civil Engineering Technology.

**Computer Aided Drafting**

Associate in Applied Science

HEGIS #5303

Chairperson: Dr. Christine M. LaPlante

Hudson Hall, Room 129, (518) 629-7355

The Computer Aided Drafting program prepares students to enter a position in industry with a background in planning,
product utilization and evaluation, production supervision, management, and technical sales. The graduates are capable of analyzing problems, drafting and design, as well as recommending, implementing and supervising. They satisfy the need for technicians in the industrial sector.

Students may elect coursework in both technology and business that will enable them to focus their course of study toward either the area of drafting or management.

Most courses for this program also are offered late afternoon and evening.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>70+</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term, in courses CNST 120, IDLT 100, IDLT 105, IDLT 110 and MATH 105 would be approximately $640.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MECT 105</td>
<td>Engineering Materials</td>
<td>4</td>
</tr>
</tbody>
</table>

**CORE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 102</td>
<td>Interpreting Engineering Drawings</td>
<td>3</td>
</tr>
<tr>
<td>CADD 115</td>
<td>Machining Processes</td>
<td>3</td>
</tr>
<tr>
<td>MECT 110</td>
<td>Computer Applications in Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 221</td>
<td>Numerical Control Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**CORE DRAFTING REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 100</td>
<td>Topics in 2D Auto CAD and</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CADD 110 Advanced Topics in AutoCAD</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CADD 208 Inventor/CAD Basics</td>
<td></td>
</tr>
</tbody>
</table>

**PROGRAM ELECTIVES**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics Electives (1)</td>
<td>6-8</td>
</tr>
<tr>
<td>Technical Electives (2)</td>
<td>13-14</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Restricted English Elective (3)</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>61-66</td>
</tr>
</tbody>
</table>


(2) Technical Electives- Any course beginning with CADD, ELET, IDLT, MECT, or MFTS (subject to approval by department chairperson)

(3) Restricted English Electives- ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature or ENGL 106, English Composition II: Writing for Technicians

**Certificate**

HEGIS #5603
Chairperson: Anthony Kossmann
Lang Hall, Room 105, (518) 629-7584

This unique program offers students an intensified training in computer aided drafting (CAD). Students receive instruction in eleven courses, followed by a two-month internship (practicum) with an area company, gaining valuable hands-on experience as an entry level CAD Technician. This program is offered only in a full-time day schedule, and is ideal for individuals who need to enter or re-enter the workforce within a short period of time. Credits are transferable, and many graduates continue on in 2-year degree programs after entering the workforce. For information on application procedures and admission prerequisites contact the School of Engineering and Industrial Technologies Academic Advising Center at (518) 629-7584.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 100</td>
<td>Topics in 2D AutoCAD and</td>
<td>4</td>
</tr>
<tr>
<td>CADD 110</td>
<td>Advanced Topics in AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>CADD 200</td>
<td>Architectural Applications in CAD</td>
<td>4</td>
</tr>
<tr>
<td>CADD 210</td>
<td>Solid Modeling Project in CAD</td>
<td>4</td>
</tr>
<tr>
<td>CADD 215</td>
<td>CAD Applications in Building</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MECT 105</td>
<td>Engineering Materials</td>
<td>4</td>
</tr>
</tbody>
</table>

**CORE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 102</td>
<td>Interpreting Engineering Drawings</td>
<td>3</td>
</tr>
<tr>
<td>CADD 115</td>
<td>Machining Processes</td>
<td>3</td>
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<tr>
<td>MECT 110</td>
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</tr>
<tr>
<td>MFTS 221</td>
<td>Numerical Control Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**CORE DRAFTING REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 100</td>
<td>Topics in 2D Auto CAD and</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CADD 110 Advanced Topics in AutoCAD</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CADD 208 Inventor/CAD Basics</td>
<td></td>
</tr>
</tbody>
</table>

**PROGRAM ELECTIVES**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics Electives (1)</td>
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</tr>
<tr>
<td>Technical Electives (2)</td>
<td>13-14</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Restricted English Elective (3)</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>61-66</td>
</tr>
</tbody>
</table>
Construction Technology –
Building Construction
Associate in Applied Science
HEGIS #5317
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

Mission:
The mission of the Construction Technology program is to meet the educational needs of the construction industry by training entry-level construction managers and by providing continuing education for construction employees.

Program Objectives:
A graduate of the Construction Technology program will be able to:
• perform necessary surveys for construction site layout;
• interpret construction drawings and perform quantity surveys and estimates;
• plan, schedule and coordinate residential or commercial construction;
• prepare drawings for a residential or commercial construction project and apply appropriate building codes;
• perform shop and field calculations required for steel and concrete structures;
• perform basic computer applications in a construction office;
• interpret materials specifications;
• apply management principles to a construction project; and
• assist in the layout and development of subdivisions.

This program trains the student in the field of construction management. There is a growing need for people trained in management in construction. This program is the first in the country to achieve accreditation by the American Council for Construction Education.

The program also offers the Carpentry option and the Sheet Metal option, for individuals who have completed the apprenticeship program in the appropriate trade.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 units of equivalent academic math (70 or above in each course)</td>
<td></td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $640.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 101</td>
<td>Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 110</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 114</td>
<td>Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 213</td>
<td>Soils and Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Blueprint Reading for Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNST 110</td>
<td>Statics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>CNST 120</td>
<td>Architectural Drawing</td>
<td>2</td>
</tr>
<tr>
<td>CNST 130</td>
<td>Principles &amp; Practices of Light Construction I</td>
<td>3</td>
</tr>
<tr>
<td>CNST 202</td>
<td>Construction Planning and Control</td>
<td>3</td>
</tr>
<tr>
<td>CNST 210</td>
<td>Steel Construction</td>
<td>3</td>
</tr>
<tr>
<td>CNST 211</td>
<td>Concrete Construction</td>
<td>3</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Building Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNST 239</td>
<td>Construction Capstone</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 115</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>________ (1) Restricted Mathematics Elective</td>
<td>7-8</td>
<td></td>
</tr>
<tr>
<td>________ (2) Technical Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 67–68

*or specific course equivalents as approved by the department chairperson.

(1) Restricted Mathematics Elective – Must be chosen from – MATH 110, MATH 150, MATH 165, MATH 160, MATH 175, MATH 176, MATH 180 or MATH 190.

(2) Technical Elective – May be chosen from CNST 133, CNST 230, CNST 232, CNST 239 or any course beginning with CIVL.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Construction Technology - Building Construction.
Construction Certificate

HEGIS #5317
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

Mission: To meet the current practical and technical needs of the construction industry for students who wish to go into that field at an entry-level position.

Program Objectives: The Construction Certificate program is comprised of a combination of technical and practical “hands-on” knowledge. A student completing this program should be able to:

• identify and/or locate specific items in a set of working drawings;
• construct floor, wall, ceiling and roof systems using conventional framing lumber and/or fabricated building components;
• develop architectural working drawings for a residence, complete enough to satisfy the requirements to obtain a building permit;
• design and test concrete, wood and asphalt components of construction;
• apply exterior and interior finish materials to the superstructure of a building;
• make a quantity survey, price out an estimate from the quantity survey and develop time schedules for completion of the work for a specific project; and
• use hand tools, power hand tools and stationary power tools with safe and proper procedures.

Students completing this one-year program may select to enter the workforce or continue their education by enrolling in the A.A.S. degree Construction Technology program. Credit will be granted for the appropriate courses in that major.

Program Entrance Requirements

High School Average

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 110</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 114</td>
<td>Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Blueprint Reading for...</td>
<td>3</td>
</tr>
<tr>
<td>CNST 120</td>
<td>Architectural Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>CNST 130</td>
<td>Principles &amp; Practices of...</td>
<td>3</td>
</tr>
<tr>
<td>CNST 131</td>
<td>Construction Laboratory I</td>
<td>2</td>
</tr>
<tr>
<td>CNST 132</td>
<td>Construction Laboratory II</td>
<td>2</td>
</tr>
<tr>
<td>CNST 133</td>
<td>Principles &amp; Practices of...</td>
<td>4</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Building Services Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 32

*Or specific course equivalents as approved by department chairperson. Students with appropriate high school math and satisfactory scores on the placement test may substitute electives approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Construction Certificate.
Construction Technology –
Carpentry
Associate in Applied Science
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355
HEGIS #5317

This option is designed to provide an educational experience for individuals who are either currently enrolled in or have satisfactorily completed the New York State registered apprenticeship training program sponsored by the Albany-Schenectady-Troy and Vicinity District Council of the United Brotherhood of Carpenters and Joiners of America.

Journeymen who have never been affiliated with an apprenticeship training program, but who meet admission requirements to Hudson Valley Community College may be given up to 31 term credit hours equivalent transfer credit. Students in this option are required to complete a minimum of 37 term credit hours primarily in the liberal arts and sciences area.

Students may progress through the program at their own pace and pursue any sequential arrangement of courses subject to the approval of the department chairperson.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra &amp; Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 115</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Humanities or Social Science Elect.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Technical Electives</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Apprenticeship Training Program</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>(maximum credit)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

Construction Technology –
Sheet Metal
Associate in Applied Science
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355
HEGIS #5317

This option is designed to provide an educational experience for individuals who are either currently enrolled in or have satisfactorily completed the New York State registered apprenticeship training program sponsored by the Capital District Joint Sheet Metal Apprenticeship Committee.

Journeymen who have never been affiliated with an apprenticeship training program, but who meet admission requirements to Hudson Valley Community College may be given up to 31 term credit hours equivalent transfer credit. Students in this option are required to complete a minimum of 37 term credit hours primarily in the liberal arts and sciences area.

Students may progress through the program at their own pace and pursue any sequential arrangement of courses subject to the approval of the department chairperson.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra &amp; Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 115</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Humanities or Social Science Elect.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Technical Electives</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Apprenticeship Training Program</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>(maximum credit)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.
The Electrical Construction and Maintenance A.O.S. degree fulfills the related instruction component of the state certified apprenticeship program for construction and plant maintenance electrician.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math</td>
<td>Additional math courses</td>
<td>70+</td>
</tr>
<tr>
<td>(70 or above in the course)</td>
<td>Entrance will require additional semesters to complete the program.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $485.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMN 101</td>
<td>Direct Current Theory and Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 102</td>
<td>Alternating Current Theory</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 111</td>
<td>Direct Current Applications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 112</td>
<td>Alternating Current Applications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 121</td>
<td>Residential Construction Wiring</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 122</td>
<td>Commercial Construction Wiring</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 130</td>
<td>Safety and Labor Relations</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 131</td>
<td>Electrical Blueprint Reading and Estimating I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 132</td>
<td>Electrical Blueprint Reading and Estimating II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 203</td>
<td>Transformers and Motors</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 204</td>
<td>Industrial Motor Control Theory</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 205</td>
<td>Industrial Power Electronics</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 206</td>
<td>Automated Controls and Instrumentation</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 213</td>
<td>Transformer and Motor Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 214</td>
<td>Industrial Motor Control Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 215</td>
<td>Industrial Power Electronics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 216</td>
<td>Automated Controls and Instrumentation Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 222</td>
<td>Industrial Wiring</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 224</td>
<td>Industrial Motor Control Wiring</td>
<td>5</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 64

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Electrical Construction and Maintenance.

The Electrical Construction and Maintenance program also is offered part-time through evening course offerings. The student would have a course load of approximately six credit hours each term following the curriculum as described in the next column.

---

**Electrical Construction and Maintenance**

**Associate in Occupational Studies**

HEGIS #5317

Acting Chairperson: James Countryman

Williams Hall, (518) 629-7275

The mission of the Electrical Construction and Maintenance Department is to provide a program of study that enables students to develop the academic skills and practical techniques required for them to seek entry into any area of the electrical industry.

This program prepares students to enter the construction and/or industrial and manufacturing workplace with knowledge and skill levels in four principle areas: residential, commercial and industrial installations; transformers; motors and control; and programmable controllers, variable frequency drives and industrial electronics. The course of study is offered during four terms and covers core studies in electrical circuits, theory and the mathematics necessary to plan, install, troubleshoot, test and maintain electrical systems. The National Electrical Code and safe working practices serve as the foundation for each course in the program.

The first two terms provide foundation studies in DC and AC electrical theory, and construction wiring installation practices. These studies involve both "hands-on" workshop/laboratory activities, as well as classroom presentations. The "hands-on" coursework includes an in-depth study of residential and commercial wiring systems coupled with instruction in the use of diagnostic test equipment and troubleshooting techniques.

The third and fourth terms build upon these core courses and continue with "hands-on" training and a theoretical background in three phase transformer connections, AC motors, industrial motor control, industrial electronics, programmable logic controllers (PLCs), and variable frequency drives (VFDs), while gaining valuable troubleshooting techniques.
Electrical Construction and Maintenance  
(Part-time evening study)  
Associate in Occupational Studies  
HEGIS #5317  
Acting Chairperson: James Countryman  
Williams Hall, (518) 629-7275  

The Electrical Construction and Maintenance major also is offered as a part-time evening program.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $405.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMN 131</td>
<td>Electrical Blueprint Reading and Estimating I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 132</td>
<td>Electrical Blueprint Reading and Estimating II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 151</td>
<td>Direct Current Theory and Magnetism, Pt. I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 152</td>
<td>Direct Current Theory and Magnetism, Pt. II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 153</td>
<td>Alternating Current Theory, Pt. I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 154</td>
<td>Alternating Current Theory, Pt. II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 161</td>
<td>Direct Current Applications Lab, Pt. I</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 162</td>
<td>Direct Current Applications Lab, Pt. II</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 163</td>
<td>Alternating Current Applications Lab, Pt. I</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 164</td>
<td>Alternating Current Applications Lab, Pt. II</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 171</td>
<td>Residential Construction Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 172</td>
<td>Residential Construction Wiring, Pt. II</td>
<td>2.5</td>
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<tr>
<td>ECMN 173</td>
<td>Commercial Construction Wiring, Pt. I</td>
<td>2.5</td>
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<tr>
<td>ECMN 174</td>
<td>Commercial Construction Wiring, Pt. II</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 180</td>
<td>Safety and Labor Relations, Pt. I</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 181</td>
<td>Safety and Labor Relations, Pt. II</td>
<td>1</td>
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<tr>
<td>ECMN 205</td>
<td>Industrial Power Electronics</td>
<td>5</td>
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<tr>
<td>ECMN 206</td>
<td>Automated Controls and Instrumentation</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 215</td>
<td>Industrial Power Electronics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 216</td>
<td>Automated Controls and Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 255</td>
<td>Transformers and Motors, Pt. I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 256</td>
<td>Transformers and Motors, Pt. II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 257</td>
<td>Industrial Motor Control Theory, Pt. I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 258</td>
<td>Industrial Motor Control Theory, Pt. II</td>
<td>2</td>
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<tr>
<td>ECMN 265</td>
<td>Transformers &amp; Motor Lab, Pt. I</td>
<td>0.5</td>
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<tr>
<td>ECMN 266</td>
<td>Transformers &amp; Motor Lab, Pt. II</td>
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<tr>
<td>ECMN 267</td>
<td>Industrial Motor Control Lab, Pt. I</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 268</td>
<td>Industrial Motor Control Lab, Pt. II</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 275</td>
<td>Industrial Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 276</td>
<td>Industrial Wiring, Pt. II</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 277</td>
<td>Indust. Motor Control Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 278</td>
<td>Indust. Motor Control Wiring, Pt. II</td>
<td>2.5</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Total Credits Required 64

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Electrical Construction and Maintenance.

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Electrical Engineering Technology – Electronics  
Associate in Applied Science  
HEGIS #5310  
Chairperson: Anthony Kossmann  
Amstuz Hall, Room 109, (518) 629-7334  

**Mission of the Department**

The mission of the Electrical Engineering Technology Department is to provide a robust, relevant, continually improving, accredited program that provides a broad-based exposure to the profession of electrical engineering technology. The department strives to provide a hands-on program that emphasizes practical methods necessary for the field plus theory that drives the practical applications. The department’s goal is to provide graduates with a solid basis in the field to allow for immediate employment or transfer to a baccalaureate program.

**Goals of the Program**

The department strives to provide students with the following professional goals:

1. Development of competencies in a wide variety of electrical specialties to provide breadth as well as depth of knowledge to a graduate.
2. Exposure to technically relevant practices and procedures required for success in the electrical field.
3. Foster problem solving capabilities within the field of electrical engineering technology.
4. Maintain a relevant curriculum to match emerging changes in technical fields.
5. Provide students with the ability to apply knowledge to emerging technical fields.
Objectives of the Program
The Electrical Engineering Technology program’s objectives are designed to allow successful graduates to:

1. Demonstrate competency in basic principles of electricity.
2. Demonstrate competency in operational amplifiers and analog electronics including rectifiers, BJT and FET transistors.
3. Demonstrate competency in problem solving processes that are prevalent in all electrical engineering technology projects.
4. Demonstrate competency in fundamental electrical circuit design and the methods employed in their fabrication.
5. Demonstrate competency in digital and advanced digital electronics including design and logic devices.
6. Demonstrate competency in the fundamentals of op amps, electromechanical devices and systems.
7. Obtain immediate employment or transfer to an upper-division program.

The Electrical Engineering Technology program trains students for careers as engineering technicians. The training provided is field oriented, generally covering the principles and practices which are pertinent to the industrial applications of electricity, electronics and microelectronics. Upon graduation, the student is prepared to work in capacity field service, test and manufacturing, or may transfer to a baccalaureate program in Engineering Technology.

Most Electrical Engineering Technology courses take a mathematical approach, typically consisting of both theory and laboratory. In the theory portion, the student learns basic rules and principles and their applications. In the laboratory, the student experimentally verifies the validity of these rules and principles, while developing a proficiency in the use of electronic test equipment.

The program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202; (410) 347-7700.
training provided is field oriented and generally covers the principles and practices that apply to industry applications of electricity and semiconductor manufacturing. Upon graduation, students will be prepared to work in capacity field service, test, and manufacturing, or may transfer to a baccalaureate program.

Most Electrical Technology: Semiconductor Manufacturing Technology courses take a mathematical approach, typically consisting of both theory and laboratory components. In the theory portion, students learn basic rules and principles and their applications. In the laboratory, students experimentally verify the validity of these rules and principles, while developing a proficiency in the use of electronic test equipment.

The mission of the Electrical Technology: Semiconductor Manufacturing Technology Program is to provide education for employment and transfer through a competency-based curriculum, integrated with hands-on instruction that supports developments in the semiconductor industry including present and emerging fields such as semiconductor fabrication, micro-electromechanical systems (MEMS), and nanotechnology.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or</td>
<td>Additional Science, Math and Mechanical Drawing courses</td>
<td>70+</td>
</tr>
<tr>
<td>2 units of equivalent academic math</td>
<td>recommended</td>
<td></td>
</tr>
<tr>
<td>(70 or above in each course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 105</td>
<td>Introductory Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ELET 100</td>
<td>Electricity I</td>
<td>4</td>
</tr>
<tr>
<td>ELET 101</td>
<td>Electricity II</td>
<td>4</td>
</tr>
<tr>
<td>ELET 105</td>
<td>Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>ELET 115</td>
<td>C/C++ for Technologies</td>
<td>4</td>
</tr>
<tr>
<td>ELET 120</td>
<td>Personal Computer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td>ELET 210</td>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELET 225</td>
<td>Electro-Mechanical Dev. &amp; Sys.</td>
<td>4</td>
</tr>
<tr>
<td>ELET 250</td>
<td>Vacuum &amp; Thin Film Technology</td>
<td>4</td>
</tr>
<tr>
<td>ELET 255</td>
<td>Semiconductor Manufacturing and Nanofabrication Processes</td>
<td>4</td>
</tr>
<tr>
<td>ELET 261</td>
<td>Semiconductor and Nanotechnology Overview</td>
<td>2</td>
</tr>
<tr>
<td>ELET 285</td>
<td>Semiconductor Metrology &amp; Process Control</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra &amp; Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 135</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Humanities or Soc. Sci. Elect.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Electrical Technology: Semiconductor Manufacturing Technology.

**Heating/Air Conditioning/Refrigeration Technical Services**

**Associate in Occupational Studies**

HEGIS #5317

Acting Chairperson: James Countryman

Williams Hall, (518) 629-7275

The Heating, Air Conditioning and Refrigeration Technical Services program prepares the student to enter the industry with a background in the design, installation and service of commercial and residential HVAC/R systems. Course content includes: refrigeration theory, heat transfer systems, system design and electrical theory and application. The lecture courses are reinforced by nine hours per week of hands-on training in our state-of-the-art laboratories. This combination of lecture and hands-on work provides the student with a unique educational experience that will provide the training necessary to successfully enter the workforce.

**Statement Of Purpose**

The Heating and Refrigeration Technical Services Department at Hudson Valley Community College is dedicated to the purpose of educating and preparing students for entry into the heating, ventilation and air conditioning profession and to provide continuing education for those employees already in the field.
The HVAC/R field is a $175 billion per year industry that is not significantly influenced by the state of the economy. There is a constant need for qualified technicians as every residential and commercial building has HVAC/R equipment that needs installation and service. With jobs ranging from $25,000 and up, the Heating and Refrigeration Technical Services Department has achieved a job placement rate for graduates that approaches 100 percent.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Additional Math courses recommended; spring entrance will require additional semesters to complete the program.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $360. Tools for this program have an estimated cost of $560.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 110</td>
<td>Refrigeration Principles I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 111</td>
<td>Refrigeration Principles II</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 120</td>
<td>Refrigeration Lab I</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 121</td>
<td>Refrigeration Lab II</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 130</td>
<td>Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 131</td>
<td>Electrical Systems Applications</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 140</td>
<td>Heat Transfer Systems</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 203</td>
<td>HVAC/R Systems Design I</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 211</td>
<td>Refrigeration and AC Systems Applications I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 212</td>
<td>Refrigeration and AC Systems Applications II</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 213</td>
<td>HVAC/R Systems Design II</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 220</td>
<td>Heat Transfer Systems Lab</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 221</td>
<td>Diagnosing &amp; Servicing Lab</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 23</td>
<td>HVAC/R Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 240</td>
<td>Heat Transfer Systems II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Tech, Math I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 69

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Heating/Air Conditioning/Refrigeration Technical Services.

**Heating Systems Certificate**

HEGIS #5317
Acting Chairperson: James Countryman Williams Hall, (518) 629-7275

The Heating Systems certificate program is designed for the HVAC/R technician looking for advancement or an individual interested in the heating, ventilation, air conditioning and refrigeration field but who wants to work while going to school. The program provides accredited evening course work in the HVAC/R field, providing an educated work force for an industry that is in need of qualified personnel.

The 29-credit hour program consists of four semesters of courses required for the Heating/Air Conditioning/Refrigeration Technical Services A.O.S. degree. These courses include a basic math course and heat transfer systems lecture courses, with six credit hours of hands-on laboratory classes. Systems Design I and Systems Design II also are offered as part of the certificate and include instruction in Microsoft Visio and various design software. Industrial safety, electrical fundamentals, environmental impact, and energy conservation also are emphasized.

The Heating Systems certificate program is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and furthers its goal of providing the HVAC/R industry with qualified technicians.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent math (70 or above in the course)</td>
<td>Additional math courses recommended; Spring entrance will require additional semesters to complete the program.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $360. Tools for this program have an estimated cost of $560.
MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 130</td>
<td>Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 140</td>
<td>Heat Transfer Systems I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 203</td>
<td>HVAC/R Systems Design I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 213</td>
<td>HVAC/R Systems Design II</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 220</td>
<td>Heat Transfer Lab</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 240</td>
<td>Heat Transfer Systems II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 29

*Math or specific course equivalents as approved by department chairperson.

Manufacturing Technical Systems
Associate in Occupational Studies
HEGIS #5312
Chairperson: Anthony Kossmann
Lang Hall, Room 108, (518) 629-7381

This program prepares graduates to achieve immediate employment working with many of today’s high-tech machining processes that produce tooling, and components used in the manufacturing of everything from electronics and semiconductors to power generators and aerospace components. Covering an array of areas relating to the field of precision metal, composite and plastic manufacturing, students will learn how to operate milling machines, lathes, grinders, band saws, drill presses and computerized machinery. Computer-aided design (CAD) and computer-aided manufacturing (CAM) also are an integral part of the program.

The Manufacturing Technical Systems courses are offered both day and evening. For full-time day students, the program will take two years to complete, while part-time evening students will probably take four years. Either full-time or part-time students will participate in a year-long Senior Capstone Project in which students work together to manufacture and assemble a highly complex model of a working steam engine to test their precision machining skills.

Students and graduates of this program may participate in the Hudson Valley Apprentice Association (HVAA) which is comprised of more than 90 participating companies, educational institutions and state agencies. This association makes it possible for graduates to enter the workforce and achieve journeyperson status after four years of experience in this field. HVAA also works to provide scholarships for graduating seniors from secondary schools, and employment opportunities for Hudson Valley Community College graduates.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Additional Math courses recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $690.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDLT 100</td>
<td>Interpreting Engineering Drawings</td>
<td>3</td>
</tr>
<tr>
<td>IDLT 105</td>
<td>Microcomputer Drafting Autocad</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 101</td>
<td>Intro to Machine Tools (Lab. I)</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 102</td>
<td>Machining Processes (Lab. II)</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 111</td>
<td>Machining Processes Theory I</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 112</td>
<td>Machining Processes Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 113</td>
<td>Process Planning &amp; Drawing</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 203</td>
<td>Advanced Machining Process Lab III</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 204</td>
<td>Adv. Machining Processes (Lab. IV)</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 211</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 221</td>
<td>Numerical Control Programming</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 222</td>
<td>Numerical Control (Advanced)</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 231</td>
<td>Controls</td>
<td>4</td>
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<tr>
<td>MFTS 241</td>
<td>Practical Metallurgy</td>
<td>2</td>
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<tr>
<td></td>
<td>MATH 105 Applied Tech. Math I or 3-4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 150 College Algebra and Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MATH 106 Applied Tech. Math II or 3-4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Restricted Computer Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 68–70

*Math or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Manufacturing Technical Systems.

The Manufacturing Technical Systems program also is offered part-time through evening course offerings.
Mechanical Engineering Technology
Associate in Applied Science

HEGIS #5315
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

Mission of the Department
The mission of the Mechanical Engineering Technology Department is to provide the students with a high quality, relevant program that affords the student the opportunity to obtain employment or engage in continued lifelong learning in the Mechanical Technology field.

Goals of the Program
1. To provide a professional-quality, industrial-standard, continuously improving, accredited program.
2. To provide a broad-based exposure to the operations, standards and current practices in the field of mechanical technology.
3. To provide students with a hands-on program that emphasizes the practical methods necessary for success in the field and the necessary theory needed to understand the practical applications.
4. To provide the students with the opportunity to obtain employment or engage in continued lifelong learning.

Student Objectives of the Program
The Mechanical Engineering Technology student program objectives are designed to allow successful graduates to:
1. Demonstrate competency in mechanical engineering technology skills.
2. Clearly communicate through written and oral expression the elements of a mechanical engineering technology project.
3. Demonstrate problem solving ability to analyze, interpret and design elements found in mechanical engineering technology applications.
4. Demonstrate knowledge of industry standard tools necessary for successful professional practice (software, code implementation and interpretation).
5. Mechanical engineering technology graduates will become employed or transfer to a four-year institution.

The Mechanical Engineering Technology program provides the student with a general background in mathematics, physics and related technology subjects through a common core of courses.

The flexibility provided the student in this program is necessary to accommodate the scope of interests in today’s student audience and to cope with the rapidly changing technology field. Mechanical Technology students are instructed in computer programming, Computer Aided Manufacturing, Computer Aided Drafting (CAD/CAM) and microcomputer applications.

The job opportunities for graduates of these programs are virtually unlimited, the demand being far greater than the supply. Many of our graduates interested in education beyond the A.A.S. level have successfully transferred to four-year colleges across the country.

The Mechanical Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone (410) 347-7700.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>High School</th>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of equivalent academic math (70 or above in the course)</td>
<td>Additional Math courses recommended</td>
<td>70+</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $605.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>IDLT 100</td>
<td>Interpreting Engineering Drawings</td>
<td>3</td>
</tr>
<tr>
<td>MECT 105</td>
<td>Engineering Materials</td>
<td>4</td>
</tr>
<tr>
<td>MECT 115</td>
<td>Computer Graphic Applications</td>
<td>3</td>
</tr>
<tr>
<td>MECT 125</td>
<td>Statistics and Dynamics</td>
<td>4</td>
</tr>
<tr>
<td>MECT 210</td>
<td>Industrial Instrumentation</td>
<td>4</td>
</tr>
<tr>
<td>MECT 215</td>
<td>Statistical Quality and Process Control</td>
<td>4</td>
</tr>
<tr>
<td>MECT 225</td>
<td>Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MECT 240</td>
<td>Design of Machine Elements</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 135</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 136</td>
<td>Technical Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>
The key theme of Network and Information Technology is to identify innovative applications in a wide variety of business, public service and residential environments, as well as to see how new telecommunications services are an important infrastructure component in city, state, and national planning. What are the new telecommunications applications? How do they create value? What are the opportunities for strategic investment? How can telecommunications investment be evaluated? And what is the likely future for U.S. telecommunications now that the divestiture of AT&T is behind us? These are some of the questions and issues this program prepares students to analyze and pursue as they start their career in the emerging telecommunication era. Degree requirements can be fulfilled through evening course offerings.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Additional Math courses recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Microcomputer Appl. Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 120</td>
<td>Data Communication</td>
<td>3</td>
</tr>
<tr>
<td>CISS 121</td>
<td>Intro to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISS 270</td>
<td>Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CISS 271</td>
<td>Network Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ELET 115</td>
<td>C/C++ for Technologies</td>
<td>4</td>
</tr>
<tr>
<td>ELET 120</td>
<td>Microcomputer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td>ELET 270</td>
<td>Fund. of Fiber Optic Communication</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Phys. Science I/Physics &amp; Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>TLMG 100</td>
<td>Prin. of Telecommunications I</td>
<td>3</td>
</tr>
<tr>
<td>(1)Marketing Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(2)Rest. Tech. Elective</td>
<td></td>
<td>6-7</td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

(1) Marketing Elective – Recommended Courses – MKTG 120, MKTG 200, MKTG 212.
(2) Restricted Technical Elective – Recommended Courses – CISS 150, ELET 260, ELET 275, ELET 290.

**Required of first time, full-time students.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Network and Information Technology.
Overhead Electric Line Worker Certificate

HEGIS #5317
Acting Chairperson: James Countryman
Williams Hall, (518) 629-7275

The Overhead Electric Line Worker Certificate program was developed in response to the demand for overhead electric line workers throughout the Capital Region. The electric utility industry is facing a critical shortage of qualified workers, specifically line mechanics and technicians, due to a large number of workers retiring. To fill their workforce needs, utilities are looking for employees that have completed technical training at the community college level to handle the increased technical challenges they face.

The 36 credit Overhead Electric Line Worker Certificate program prepares students to work for National Grid or other electric utility companies. The program consists of new and existing courses in the Electrical Construction and Maintenance A.O.S. degree program. These courses include AC/DC electricity courses, technical math courses, electrical wiring courses and industry specific electric power courses.

The Overhead Electric Line Worker Certificate program curriculum is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math</td>
<td>None</td>
<td>70+</td>
</tr>
<tr>
<td>(70+ in the course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $485

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMN 101</td>
<td>Direct Current Theory and Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 102</td>
<td>Alternating Current Theory</td>
<td>4</td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

Photovoltaic Installation Certificate

HEGIS #5317
Acting Chairperson: James Countryman
Williams Hall, (518) 629-7275

The Photovoltaic Installation certificate program provides the training students need to enter the growing industry of solar panel installation and maintenance. The New York State Energy Research and Development Authority (NYSERDA) worked with Hudson Valley to develop the program as the agency anticipates a high demand for qualified PV installers with hundreds of PV systems expected to be installed in the upcoming years.

The 21-credit hour program consists of required and elective courses in the Electrical Construction and Maintenance A.O.S. degree program. These courses include a basic AC/DC electricity course and residential and commercial construction wiring courses which serve as a foundation for two courses in PV theory and practice.

Both the established journeyman electrician looking for advancement and the potential student interested in the renewable energy field can benefit from the Photovoltaic Installation program. Those who complete the training will be prepared to take the Photovoltaic Certificate of Knowledge exam administered by the North American Board of Certified Energy Practitioners (NABCEP), and be eligible for employment in the Photovoltaic field.
The Photovoltaic Installation Certificate Program is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and will further its goal of providing the HVAC/R industry with qualified technicians.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math</td>
<td>Additional</td>
<td>70+</td>
</tr>
<tr>
<td>(70+ recommended in the course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMN 121</td>
<td>Residential Construction Wiring</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 122</td>
<td>Commercial Construction Wiring</td>
<td>5</td>
</tr>
<tr>
<td>ECMN 210</td>
<td>Photovoltaic Systems Theory and Design</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 211</td>
<td>Photovoltaic Systems Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>IDLT 120</td>
<td>Electricity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 21

*A or specific course equivalents as approved by department chairperson.

Plant Utilities Technology
Associate in Applied Science

HEGIS #5317
Acting Chairperson: James Countryman
Williams Hall, (518) 629-7275

This program is designed to produce graduates who are familiar with the electrical, HVAC, steam power, refrigeration and mechanical systems found in large institutional, commercial, and municipal buildings. In addition to the technical subjects, students will study the administrative, managerial and supervisory aspects of physical plant operation.

Course work includes studies in all of the technical areas listed as well as studies in the liberal arts, humanities and social sciences. Upon completion of the 63 credit hour program, graduates will have earned the A.A.S. degree.

Courses will be offered during days and evenings contingent upon enrollment. Course offerings will be structured so as to be convenient to part-time students.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $435.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 160</td>
<td>Industrial Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Math II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 120</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 110</td>
<td>Blueprint Reading &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>PUTL 120</td>
<td>Boiler &amp; Steam Systems</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 200</td>
<td>Heating Ventilation Air Cond.</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 201</td>
<td>Utility Refrigeration Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 202</td>
<td>Industrial Electricity</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 210</td>
<td>Electric Utility Systems</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 211</td>
<td>Plant Operation &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>PUTL 212</td>
<td>Industrial Instrumentation</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 213</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>(1) Hum. or Soc. Science Elect.</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

*A or specific course equivalents as approved by the department chairperson.
(1) subject to department chairperson’s approval.
The suggested course sequence can be found by visiting www hv cc ed u / programs and clicking on Plant Utilities Technology.

Refrigeration and Air Conditioning Certificate

HEGIS #5317
Acting Chairperson: James Countryman
Williams Hall, (518) 629-7275

The Refrigeration and Air Conditioning certificate is designed for the HVAC/R technician looking for advancement or an individual interested in the heating, ventilation, air conditioning and refrigeration field but who wants to work while going
to school. The program provides accredited evening course work in the HVAC/R field, providing an educated workforce for an industry that is in need of qualified personnel.

The four-semester, 26 credit hour program consists of courses required in the Heating/Air Conditioning/Refrigeration Technical Services A.O.S. degree program. These courses include a basic math course and refrigeration and air conditioning lecture courses, with 12 credit hours of hands-on laboratory classes. Industrial safety, electrical fundamentals, environmental impact, and energy conservation also are emphasized.

The Refrigeration and Air Conditioning certificate program is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and furthers its goal of providing the HVAC/R industry with qualified technicians.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I</td>
<td>Additional</td>
<td>70+</td>
</tr>
<tr>
<td>Algebra</td>
<td>math courses</td>
<td></td>
</tr>
<tr>
<td>or 1 unit</td>
<td>recommended.</td>
<td></td>
</tr>
<tr>
<td>of math</td>
<td>Spring entrance will require additional semesters to complete the program.</td>
<td></td>
</tr>
<tr>
<td>(70+</td>
<td>in the course)</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $325. Tools for this program have an estimated cost of $505.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 110</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 111</td>
<td>Refrigeration Principles II</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 121</td>
<td>Refrigeration Lab II</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 130</td>
<td>Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 151</td>
<td>Refrigeration Lab I Part I</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 152</td>
<td>Refrigeration Lab I Part II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 26

*or specific course equivalents as approved by department chairperson.

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**Telecommunications Technology Associate in Applied Science**

HEGIS #5310

Chairperson: Anthony Kossmann

Amstuz Hall, Room 109, (518) 629-7334

*This program has been temporarily deactivated and as such, no applications for admissions will be accepted during the 2008-09 academic year.*

Rapid advances in technology and the changing regulatory climate, as epitomized by the Telecommunications Act of 1996, have created dramatic opportunities for growth in the Telecommunications field. Fiber optics, local and wide area networks, wireless communications and a host of other technologies are available to provide customer services that were not possible until the recent past. In addition, the 1996 Telco Act has opened local, long distance, cable and other services to competition and a wide array of service providers. This program is designed to give the graduate the necessary technical knowledge and skills to be an effective contributor in the Telecommunications market place.

The program also focuses on developing the personal skills that successful companies value in their employees. These include teamwork and team building, critical thinking and problem solving skills, and quality and customer focus. Taken together, the technical and personal skills developed in this program will make the graduate an effective member of the telecommunications industry.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II</td>
<td>or 2 units of equivalent academic math</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $510.
MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELET 105</td>
<td>Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>ELET 210</td>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 140</td>
<td>Mathematical Applications I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 141</td>
<td>Mathematical Applications II</td>
<td>4</td>
</tr>
<tr>
<td>MECT 110</td>
<td>Microcomputer Applications in Engineering Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 130</td>
<td>Physics for Telecomm. Technology</td>
<td>4</td>
</tr>
<tr>
<td>TELT 100</td>
<td>Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>TELT 205</td>
<td>Electronic Communications</td>
<td>4</td>
</tr>
<tr>
<td>TELT 207</td>
<td>Digital Systems for Telecomm. II</td>
<td>4</td>
</tr>
<tr>
<td>TELT 210</td>
<td>Telecommunications I</td>
<td>4</td>
</tr>
<tr>
<td>TELT 220</td>
<td>Telecommunications II</td>
<td>4</td>
</tr>
<tr>
<td>TELT 220</td>
<td>Telecommunications III</td>
<td>4</td>
</tr>
<tr>
<td>TELT 240</td>
<td>Telecommunications IV</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>61</td>
</tr>
</tbody>
</table>

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Telecommunications Technology.

Telecommunications Technology – Verizon
Associate in Applied Science
HEGIS #5310
Chairperson: Anthony Kossmann
Lang Hall, Room 112, (518) 629-7340

The Verizon option to the Telecommunications Technology program has been specifically designed to meet the requirements of the Verizon Corporation, the Communication Workers of America and the International Brotherhood of Electrical Workers. While similar to the Telecommunications Technology program in all major aspects, the Verizon option is scheduled and sequenced to be completed during a four-year period while attending class one day per week. Only Verizon employees represented by CWA or IBEW are eligible to enter the program. Laptop computers are provided to all students and they are an integral part of the program. This option is part of a statewide program, called Next Step, that is coordinated by Hudson Valley Community College under contract to Verizon.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required ASSET Placement Test Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II</td>
<td>Reading</td>
</tr>
<tr>
<td>or 2 units</td>
<td>Writing</td>
</tr>
<tr>
<td>of equivalent</td>
<td>Numeric Skills</td>
</tr>
<tr>
<td>academic math</td>
<td>Elementary Algebra</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>IDLT 130</td>
<td>Industrial Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 140</td>
<td>Mathematical Applications I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 141</td>
<td>Mathematical Applications II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 125</td>
<td>Physics for Telecomm. Tech. – Verizon</td>
<td>4</td>
</tr>
<tr>
<td>TELT 100</td>
<td>Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>TELT 102</td>
<td>Computer Appl. in Telecomm.</td>
<td>3</td>
</tr>
<tr>
<td>TELT 105</td>
<td>Introduction to Electronics</td>
<td>4</td>
</tr>
<tr>
<td>TELT 110</td>
<td>Digital Systems for Telecomm. I</td>
<td>4</td>
</tr>
<tr>
<td>TELT 205</td>
<td>Electronic Communications</td>
<td>4</td>
</tr>
<tr>
<td>TELT 207</td>
<td>Digital Systems for Telecomm. II</td>
<td>4</td>
</tr>
<tr>
<td>TELT 210</td>
<td>Telecommunications I</td>
<td>4</td>
</tr>
<tr>
<td>TELT 220</td>
<td>Telecommunications II</td>
<td>4</td>
</tr>
<tr>
<td>TELT 220</td>
<td>Telecommunications III</td>
<td>4</td>
</tr>
<tr>
<td>TELT 240</td>
<td>Telecommunications IV</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>60</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Telecommunications Technology - Verizon.
The School of Health Sciences is composed of 10 programs presenting both university-parallel and occupationally-oriented majors, leading to an associate in applied science or associate in science. Graduates from the programs are prepared for professional licensure, university transfer or immediate employment. The degree programs are: Nursing, Dental Hygiene, EMT-Paramedic, Respiratory Care, Radiological Technology, and Mortuary Science. There also are four certificate programs, Diagnostic Medical Sonography, Echocardiography, EMT-Paramedic, and Invasive Cardiovascular Technology.

The Fitzgibbons Health Science Center offers students an up-to-date facility, coupled with state-of-the-art equipment. As a complement to this asset, the School of Health Sciences has made a wide variety of computer technology available for student use.

More than ever, issues of public health care can pose a great concern to our communities. The availability of highly skilled, qualified professionals must be assured in order to expand health services to a growing population. A growing movement which focuses on the removal of physical and financial barriers to quality health care presents new opportunities for everyone.

The past decade has been witness to great achievements in the area of health sciences. Along with this new-found knowledge comes the need for research to explore new technologies. The health science majors are among those fields experiencing exponential growth. Many exciting opportunities await the women and men who choose these challenging and rewarding careers.

Please note additional policies regarding Health Science programs: Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the program.

Conviction of a felony or misdemeanor may affect an individual’s right to be licensed in the following disciplines: Dental Hygiene, Diagnostic Medical Sonography, Echocardiography, Emergency Medical Technician-Paramedic, Nursing, Radiologic Technology, and Respiratory Care. Applicants should see their respective department chairpersons.

Dental Assisting Certificate

HEGIS #5202
Chairperson: Judith E. Romano
Fitzgibbons Hall, Room 157
(518) 629-7442

This one-year dental assisting program prepares graduates for entry-level employment within the dental industry and for all requirements to become a New York State Licensed Certified Dental Assistant. Students are taught to perform chairside assisting, related laboratory and office procedures and all delegable expanded functions permitted by the State Education Department of New York. Instruction includes 27 credit hours of coursework offered in an online format and 225 hours of hands-on clinical experience through a formal clinical internship.

Upon completion of this program, students will be required to pass either the New York State Professional Dental Assisting Examination or the Dental Assisting National Board Examination (DANB) in order to apply for licensure in New York State; there is an additional fee for the examination and licensure process.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.
Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Dental Assisting program.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or equivalent</td>
<td>CPR certification for health professionals (adult, child and infant CPR).</td>
<td>NA</td>
</tr>
</tbody>
</table>

The suggested course sequence can be found by visiting [www.hvcc.edu/programs and clicking on Dental Assisting Certificate](http://www.hvcc.edu/programs). The Dental Hygiene program prepares the student to become a qualified Dental Hygiene practitioner, whose primary responsibility is to promote optimal health through the provision of preventive and educational services.

Course material and time are functionally divided between theory and technique in dental sciences. Individualized instruction is optimized by modern, professional equipment in the clinical and laboratory areas. Instruction in functions permitted by the New York State Dental Practice Act is provided at the Dental Hygiene Clinic on campus and various dental affiliations within the communities in the Capital Region. All clinical settings comply with state and federal health and safety regulations.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave., Chicago, Illinois 60611-2678. Graduates are eligible to sit for the National Board Exam (July) for Dental Hygiene and the Clinical Board Exam (May). All Dental Hygiene students are required to be members of their professional organization: the Student American Dental Hygienists’ Association (SADHA). Professional activities are a requirement for each of the four terms as a Dental Hygiene student.

New York State Dental Hygiene licensure requires the applicant be of good moral character. An applicant for licensure who has been convicted of a crime, or has committed an act which raises a reasonable question as to their moral character, will be subject to review by the state prior to licensure.

Special required expenses for uniforms and supplies for the first year are approximately $2,500 and $1,500 for senior year. Please note that these are approximate fees and are subject to change. There will be additional expenses for national and state exams and application for licensure in the final semester of the senior year. Transportation for off-campus affiliation assignments is the responsibility of the student. Part-time study is not available in this program once accepted into the Dental Hygiene program.

Once a student has been admitted to Preventive Dentistry I, courses must be completed in term sequence, without interruption. Any student who misses a term will not be permitted to continue in the program. Certification in Basic Life Support for health professionals (adult, child and infant CPR) is required.
Support through the American Heart Association is required and must be maintained while in the program.

Admission Procedures

Admission to the Dental Hygiene program will require a complete application for admission to be on file at the Admissions Office no later than Feb. 1, if a student wishes to be considered a candidate for admission. Applications received after Feb. 1 will be considered on a space available basis. Applications are accepted for admission into the fall term only.

Applicants should mail their applications and application fee to the Admissions Office well in advance of the Feb. 1 deadline to assure timely receipt of all materials. For more information, contact Admissions. Health insurance and hepatitis vaccinations highly recommended.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Dental Hygiene program.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Biology with lab, College Chemistry (4 cr.) with “C” grade or higher (75 or above Regents or 85 or above non-Regents in each course)</td>
<td>Additional science courses with “C” or better preferred.</td>
<td>NA</td>
</tr>
<tr>
<td>BIOL 125 Nutrition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 135 Oral History and Embryology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 136 Anatomy &amp; Physiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 205 Microbiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 105** Tooth Morphology &amp; Occlusion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 110** Preventive Dentistry I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 111 Introduction to Community Dental Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 116** Head and Neck Anatomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 117** Dental Radiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 120** Preventive Dentistry II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 121** Clinical Dental Hygiene I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 206 Pathology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 207** Periodontology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 208** Dental Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHYG 211 Advanced Community Dental Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be licensed as a dental hygienist in New York State you must:

- be of good moral character;
- be at least 17 years of age for licensure by examination: be at least 21 years of age for licensure by endorsement;
- have satisfactorily practiced for at least two years for licensure by endorsement; and
- be a United States citizen or an alien lawfully admitted for permanent residence in the U.S.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $880.

Freshman Instrument kit $765-$1,270.

*Pricing may vary based on equipment chosen by department.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 125 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 135 Oral History and Embryology</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 136 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>DHYG 105** Tooth Morphology &amp; Occlusion</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 110** Preventive Dentistry I</td>
<td>5</td>
</tr>
<tr>
<td>DHYG 111 Introduction to Community Dental Services</td>
<td>1</td>
</tr>
<tr>
<td>DHYG 116** Head and Neck Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 117** Dental Radiology</td>
<td>4</td>
</tr>
<tr>
<td>DHYG 120** Preventive Dentistry II</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 121** Clinical Dental Hygiene I</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 206 Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 207** Periodontology</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 208** Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 211 Advanced Community Dental Services</td>
<td>2</td>
</tr>
</tbody>
</table>
Diagnostic Medical Sonography
Certificate
HEGIS #5207
Chairperson: Jeanne Kelleher
Brahman Hall, Room 026, (518) 629-7123

Diagnostic Medical Sonography is a one-year certificate program offered through the Medical Imaging Department. Sonography has recently developed into a specialized and technical part of diagnostic medical imaging. The demands on a sonographer require a working knowledge of cross sectional anatomy, pathology and its echogenic appearance, as well as scanning techniques to obtain the optimum image.

The program coordinates academic study with clinical experience during two terms as well as a clinical component for one summer. The clinical experience will affiliate the student with at least one of fifteen area imaging centers. Upon successful completion of the program, the graduate will be eligible to sit for the ARDMS exam.

The program not only prepares the graduate for employment, but also for transfer to four year degree programs. Hudson Valley’s articulation agreement with Empire State College allows the graduate to pursue a baccalaureate degree while employed full-time.

The program has received New York State Education Department accreditation, and is accredited by the Joint Review Committee on Education for Diagnostic Medical Sonography, 7108C South Alton Way, Suite 150, Englewood, CO 80112-2106.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical/practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Diagnostic Medical Sonography program.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates degree in allied health program that is patient care-related with a 2.5 cumulative average or bachelor’s degree with a 2.5 average and 8 credits of Anatomy &amp; Physiology, direct hospital patient care</td>
<td>Allied Health Programs may include: Radiologic Technology, Respiratory Therapy, RN, OTA, PTA, MD or DO</td>
<td>NA</td>
</tr>
</tbody>
</table>
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $825.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>SONO 252</td>
<td>Diagnostic Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>SONO 254</td>
<td>Cross Sectional Anatomy of the Abdomen</td>
<td>2</td>
</tr>
<tr>
<td>SONO 256</td>
<td>Cross Sectional Anatomy of Ob-Gyn</td>
<td>2</td>
</tr>
<tr>
<td>SONO 258</td>
<td>Sonography Clinic I</td>
<td>8</td>
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<tr>
<td>SONO 262</td>
<td>Diagnostic Sonography II</td>
<td>4</td>
</tr>
<tr>
<td>SONO 264</td>
<td>Pathophysiology of Abdomen</td>
<td>2</td>
</tr>
<tr>
<td>SONO 266</td>
<td>Pathophysiology of Ob-Gyn</td>
<td>2</td>
</tr>
<tr>
<td>SONO 268</td>
<td>Sonography Clinic II</td>
<td>8</td>
</tr>
<tr>
<td>SONO 278*</td>
<td>Sonography Clinic III</td>
<td>13</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>44</td>
</tr>
</tbody>
</table>

*Additional clinical experience at assigned hospital to qualify for national exam.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Diagnostic Medical Sonography Certificate. Please note: there is a required intersession semester and a required summer semester for this program.

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**Echocardiography**

**Certificate**

HEGIS #5207

Chairperson: Jeanne Kelleher
Brahman Hall, Room 026, (518) 629-7123

Echocardiography is a one-year certificate program offered through the Medical Imaging Department. Echocardiography is a specialized concentration within the field of sonography. The demands of the cardiac sonographer require a working knowledge of detailed anatomy and physiology of the heart and its echogenic appearance as it is presented as a 2-D image, as well as scanning techniques to obtain the optimum image.

The program coordinates academic study with clinical experience during two terms as well as a clinical component of one summer. The clinical experience will affiliate the student with at least eight cardiology departments. Upon successful completion of the program, the student will be eligible to sit for the ARDMS exam.

The program not only prepares the graduate for employment, but also for transfer to four-year degree programs. Hudson Valley’s articulation agreement with Empire State College allows the graduate to pursue a baccalaureate degree while employed full-time.

The program has received New York Education Department Accreditation and is accredited by the Joint Review Committee on Education for Diagnostic Medical Sonography, 7108C South Alton Way, Suite 150, Englewood, CO 80112-2106.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Echocardiography program.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $765.

**Major Requirements**

*Additional clinical experience at assigned hospital to qualify for national exam.

The suggested course sequence can be found by visiting www hvcc edu/programs and clicking on Echocardiography Certificate. Please note: there is a required intersession semester and a required summer semester for this program.

**Emergency Medical Technician – Paramedic Certificate**

HEGIS #5299
Chairperson: Patricia G. Hyland
Fitzgibbons Hall, Room 201
(518) 629-7454

The Emergency Medical Technician-Paramedic (EMT-P) is a highly-skilled professional provider who practices the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. EMT-Ps primarily provide care to emergency patients in an out-of-hospital setting. EMT-Ps possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMT-Ps recognize that they are an essential component of the continuum of care and serve as linkages among health resources. EMT-Ps are responsible and accountable to medical direction, the public, and their peers.

Upon completion of the (1,385 hour) 15-course series constituting the EMT-Paramedic certificate, students will be eligible to sit for state and national examinations. The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The entire program can be completed in a year during the day or two years in the evening.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Emergency Medical Technician program.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

**Please note:** Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.
PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school diploma or equivalent</td>
<td>Candidates must hold current NYS EMT card, have one year of EMT experience and information session with coordinator of program is required.</td>
<td>NA</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $420.

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130</td>
<td>Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 201</td>
<td>Clinical for the Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202**</td>
<td>Introduction to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204**</td>
<td>Airway and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205**</td>
<td>Operations for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206**</td>
<td>Pharmacology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210**</td>
<td>Trauma Management for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216**</td>
<td>Paramedicine I</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 217**</td>
<td>Paramedicine II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 218**</td>
<td>Paramedicine III</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 221</td>
<td>Clinical for Trauma, Medical &amp; Spec. Considerations</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 222**</td>
<td>Pediatrics and Geriatrics for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 223**</td>
<td>Special Certifications for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 230</td>
<td>Internship for the Paramedic</td>
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</tr>
<tr>
<td>EMSP 240</td>
<td>Internship Final Evaluation phase</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits Required 41

*or specific course equivalents as approved by department chairperson.

** A grade of “C” is required for program completion.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Emergency Medical Technician - Paramedic Certificate. Please note: there is a required summer semester for this program.

Associate in Applied Science

HEGIS #5299
Chairperson: Patricia G. Hyland
Fitzgibbons Hall, Room 201
(518) 629-7454

The Emergency Medical Technician-Paramedic (EMT-P) A.A.S. degree was designed to wrap around the 15-course series that leads to the EMT-P certificate. The program is designed so that students could complete their EMT-Basic (EMSP 100) and EMT-Internship (EMSP 101) during the first year along with liberal arts and science courses as specified below. Students who are already certified as NYS EMT-Basics may be eligible to challenge courses EMSP 100 and EMSP 101 through life experience.

The EMT-P is a highly skilled professional provider who practices the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. EMT-Ps primarily provide care to emergency patients in an out-of-hospital setting. EMT-Ps possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMT-Ps recognize that they are an essential component of the continuum of care and serve as linkages among health resources. EMT-Ps are responsible and accountable to medical direction, the public, and their peers.

The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Emergency Medical Technician-Paramedic program.

Students in this program may be subjected to drug testing and criminal background
checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra, or 1 unit of equivalent academic math</td>
<td>Information</td>
</tr>
<tr>
<td>and Biology above in the course)</td>
<td>session with</td>
</tr>
<tr>
<td>and Biology</td>
<td>coordinator of</td>
</tr>
<tr>
<td></td>
<td>program is required.</td>
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</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $560.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>BIOL 130</td>
<td>Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 100 **</td>
<td>Emergency Medical Technician Basic</td>
<td>7</td>
</tr>
<tr>
<td>EMSP 101</td>
<td>Internship for Emergency Medical Technician</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 201</td>
<td>Clinical for the Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 **</td>
<td>Introduction to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204 **</td>
<td>Airway and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205 **</td>
<td>Operations for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206 **</td>
<td>Pharmacology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210 **</td>
<td>Trauma Management for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 **</td>
<td>Paramedicine I</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 217 **</td>
<td>Paramedicine II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 218 **</td>
<td>Paramedicine III</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 221</td>
<td>Clinical for Trauma, Medical &amp; Spec. Considerations</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 222 **</td>
<td>Pediatrics and Geriatrics for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 223 **</td>
<td>Special Certifications for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 230</td>
<td>Internship for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 240</td>
<td>Internship Final Evaluation Phase</td>
<td>1</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200**</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 68

*or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required for program completion.

***May substitute PSYC 205, Developmental Psychology

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Emergency Medical Technician - Paramedic, A.A.S. Please note: there is a required summer semester for this program.

Invasive Cardiovascular Technology Certificate

HEGIS #5207

Chairperson: Patricia G. Hyland
Fitzgibbons Hall, Room 201
(518) 629-7454

The invasive cardiovascular technologist is a member of a team of individuals who work under the direction of a physician. The program is designed to provide the student with hands on clinical experience. There is a 12-week summer Part of Term where the student will attend clinical Monday through Friday. Affiliations exist with Albany Medical Center, Ellis Hospital, Glens Falls Hospital, St. Peter’s Hospital and Stratton Veterans Administration Medical Center.

After successful completion of this program, the student will be eligible to sit for the national registry exam administered by Cardiovascular Credentialing International. Depending upon background, some students may be required to take the basic science exam also.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical com-
ponent. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Invasive Cardiovascular Technology program.

Due to radiation exposure associated with the program, a pregnant student should contact the Department Chairperson immediately after this diagnosis. Pregnancy will prevent the student from participating in clinical education courses.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math &amp; II or 2 units of equivalent Math, Biology and Chemistry or Physics with labs (75 or above Regents or 85 or above non-Regents in each course)</td>
<td>Minimum of 200 hrs. responsible patient care experience, American Heart Assoc. Basic Life Support Certification – Course C for Health Care Providers. Course RESP 101, Interpretation of the Electrocardiogram or equiv. exp. evaluated by challenge exam.</td>
<td>NA</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $285.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 280</td>
<td>Pathophysiology of Heart Disease</td>
<td>2</td>
</tr>
<tr>
<td>ECHO 256</td>
<td>Anatomy &amp; Physiology of the Heart</td>
<td>2</td>
</tr>
<tr>
<td>ICVT 200</td>
<td>Introduction to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>ICVT 210</td>
<td>Principles of Invasive Cardiovascular Technology I</td>
<td>3</td>
</tr>
<tr>
<td>ICVT 211</td>
<td>Invasive Cardiovascular Technology Clinic I</td>
<td>8</td>
</tr>
<tr>
<td>ICVT 220</td>
<td>Principles of Invasive Cardiovascular Technology II</td>
<td>3</td>
</tr>
<tr>
<td>ICVT 221</td>
<td>Invasive Cardiovascular Technology Clinic II</td>
<td>8</td>
</tr>
<tr>
<td>ICVT 230</td>
<td>Invasive Cardiovascular Technology Clinic III</td>
<td>13</td>
</tr>
<tr>
<td>RESP 115</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
</tbody>
</table>

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Invasive Cardiovascular Technology Certificate. Please note: there is a required summer semester for this program.

**Associate in Applied Science**

HEGIS # 5207
Chairperson: Patricia G. Hyland
Fitzgibbons Hall, Room 201
(518) 629-7454

The Invasive Cardiovascular Technology program is designed to provide students with hands-on clinical experience in the field of cardiac catheterization. The Invasive Cardiovascular Technologist is a member of a team of individuals who work under the direction of a physician.

The A.A.S. degree program is registered by the State University of New York and approved by the State Department of Education.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Invasive Cardiovascular Technology program.

Due to radiation exposure associated with the program, a pregnant student should contact the Department Chairperson immediately after this diagnosis. Pregnancy will prevent the student from participating in clinical education courses.
Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II or 2 units of equivalent academic</td>
<td>American Heart Association basic life support certification - Course C for Health Care Providers</td>
<td>75 or above for Regents diploma or above for non-Diploma</td>
</tr>
<tr>
<td>Math, Biology, Chemistry, and Physics (70 or above in each course)</td>
<td>American Heart Association basic life support certification - Course C for Health Care Providers</td>
<td>85 or above for Regents diploma or above for non-Diploma</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-term as outlined would be approximately $550.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 139</td>
<td>Anatomy and Physiology for Respiratory Care Students</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 260</td>
<td>Pathophysiology of Disease</td>
<td>2</td>
</tr>
<tr>
<td>ECHO 256</td>
<td>Anatomy and Physiology of the Heart</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ICVT 200</td>
<td>Introduction to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>ICVT 210</td>
<td>Principles of Invasive Cardiovascular Technology I</td>
<td>3</td>
</tr>
<tr>
<td>ICVT 211</td>
<td>Invasive Cardiovascular Technology Clinic I</td>
<td>8</td>
</tr>
<tr>
<td>ICVT 220</td>
<td>Principles of Invasive Cardiovascular Technology II</td>
<td>8</td>
</tr>
<tr>
<td>ICVT 221</td>
<td>Invasive Cardiovascular Technology Clinic II</td>
<td>13</td>
</tr>
<tr>
<td>ICVT 230</td>
<td>Invasive Cardiovascular Technology Clinic III</td>
<td>13</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 101</td>
<td>Basic Interpretation and Performance of the Electrocardiogram</td>
<td>2</td>
</tr>
<tr>
<td>RESP 115</td>
<td>Cardiopulmonary Pharmacology</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits Required**: 68

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**Mortuary Science Associate in Applied Science**

HEGIS #5299.20

Chairperson: D. Elaine Reinhard
Brahman Hall, Room 124, (518) 629-7113

The Mortuary Science program is designed to educate graduates as contemporary funeral directors capable of performing current caretaking and managerial roles.

Successful completion of the Mortuary Science program entitles the student to sit for the national board examination and/or a state board. The Mortuary Science program is approved and registered with the New York State Department of Health and accredited by the American Board of Funeral Service Education, 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506; (816) 233-3747.

All program students must register with the New York State Department of Health within 15 days of program acceptance and will not be allowed to begin any Mortuary Science course without such. Any student denied registration will be withdrawn from the program.

Every student in the Mortuary Science program must take the National Board Examination as a requirement for graduation from the program.

All National Board Examination results can be found at the American Board Web site at www.abfsc.org.

After passing the National Board Examination with a satisfactory grade, the prospective New York State funeral director must then serve one year as a registered resident before becoming a licensed funeral director.

Transfer students may be able to complete the program in less than four terms with proper planning and advisement preceding enrollment.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses...
may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Mortuary Science program.

Statement of Purpose For the Mortuary Science Department

The Mortuary Science Department at Hudson Valley Community College is dedicated to the single purpose of educating and preparing students for entry into the funeral service profession.

Objectives:

1. To assist students to fulfill their potential in both theory and practice while concurrently helping them improve academically and professionally.
2. To offer students a challenging and rewarding academic major by offering diversity in opinions, thoughts and ideas concerning funeral service.
3. To serve as a liaison to the community at large and in particular to funeral service practitioners.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic Math, Biology &amp; Chemistry with labs (70 or above in the course)</td>
<td>Social Science electives recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $550.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 110 Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 134 Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 101 Personal Computer Concepts/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120 Communications or ENGL 125 Public Speaking Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 100** Funeral Service Orientation</td>
<td>1</td>
</tr>
<tr>
<td>MTSC 105** Funeral Service Perspective</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 110** Mortuary Law</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 120** Hygiene &amp; Sanitary Science</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 130** Embalming I</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 200** Psychology of Grief</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 205** Funeral Service Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 210** Funeral Service Management</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 220** Pathology</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 225** Restorative Art</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 230** Embalming II</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credits Required | 64 |

*or specific course equivalents as approved by department chairperson.
**A grade of “C” or better is required for program completion.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Mortuary Science.

Nursing

Associate in Applied Science

HEGIS #5208.10
Chairperson: Carol Bosco Fitzgibbons Hall, Room 204 (518) 629-7469

The Nursing program is designed to educate students to be competent health care providers in the nursing setting. A conceptual approach is taken to Nursing theory. Nursing courses involve the student in lecture and independent learning experiences. The clinical aspects of this program include closely correlated theory and practice in selected cooperating agencies. These include area hospitals, extended-care settings and other health and educational resources in the community. Hours in clinical setting include some evenings until 11:30 p.m.

The Nursing program is accredited by the National League of Nursing Accrediting Commission*. Graduates of the program are eligible to sit for the New York State Licensing Examination for Registered Nurses. Students should note that unsatisfactory application of theory in the clinical laboratory will result in termination from the Nursing major. Recommendations for readmission will be based on an individual academic review by the Nursing faculty. Applicants for readmission must provide documented evidence of growth.
in necessary areas as identified by faculty at the time of dismissal/withdrawal.

Students are responsible for providing their own transportation to the college and health agencies. Special fees for uniforms and/or equipment are approximately $520.

*National League of Nursing Accrediting Commission
61 Broadway
New York, New York 10006
800-669-1656, ext. 153
212-363-5555, ext. 153

Nursing for Part-Time Evening Students

The Nursing program also is available on a part-time basis through evening hours. It may then be extended over four academic years. It is recommended that matriculated students in the program follow the sequence listed. Before starting the nursing sequence, the Liberal Arts and Science courses must be successfully completed.

Admission Procedures

Admission to the Nursing program at Hudson Valley Community College will require a complete application for admission to be on file in the Admissions Office. Applications are accepted for admission into the Fall term only. Advanced placement is possible for Licensed Practical Nurses.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Nursing program.

*Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent</td>
<td>Grade of B required in non-credit bearing courses, Grade of C</td>
<td>Regents 75+</td>
</tr>
<tr>
<td>Math, Biology and Chemistry with labs (75 or above)</td>
<td>required in credit bearing math and science courses, CPR for the Health Care Professional (Adult/Child)</td>
<td>Non-Regents 85+</td>
</tr>
<tr>
<td>Regents or 85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regents in each course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 101**</td>
<td>Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NURS 102**</td>
<td>Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NURS 201**</td>
<td>Nursing III</td>
<td>10</td>
</tr>
<tr>
<td>NURS 202**</td>
<td>Nursing IV</td>
<td>10</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>_______</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>_______</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required for program completion and for entrance into the next Nursing course offered.

The suggested course sequence can be found by visiting www hvcc edu / programs and clicking on Nursing.

Radiologic Technology Associate in Applied Science

HEGIS #5207
Chairperson: Jeanne Kelleher
Brahan Hall, Room 026, (518) 629-7123

Radiologic Technology is a two-year degree program offered through the Medical Imaging Department. Radiologic Tech-
Technology has developed into a highly technical and specialized science which requires that the student become a highly trained specialist with a full understanding of the principles of the diagnostic uses of radiation.

The program coordinates academic study with clinical experience during four terms and a clinical component for two summers. The clinical experience will affiliate the student with at least two of nine affiliate hospitals. To be successful in the Radiologic Technology clinical education courses, students must be able to perform the essential functions detailed within the program’s technical standards and pass the required clinical competency evaluations. Unsatisfactory clinical performance will result in students being dismissed from the major.

The Radiologic Technology program is registered by the New York State Health Department. After successful completion of the program, licensing by the New York State Department of Health and certification by the American Registry of Radiologic Technologists, the student may be employed as a radiographer.

Students are responsible for providing their own transportation to the college and the clinical affiliates. Uniforms must be purchased for clinical education courses. Upon graduation, there will be added expenses for certification/licensure examination and application fees.

Part-time study is not available in this major.

Admission Procedures
Admission to the Radiologic Technology program at Hudson Valley Community College will require a complete application for admission to be on file at the Admissions Office no later than Feb. 1 if a student wishes to be considered a candidate for admission. Applications are accepted for admission into the Fall term only.

Applicants should mail their applications and $30 application fee to the Hudson Valley Community College Admissions Office well in advance of the Feb. 1 deadline to assure timely receipt of all materials. Files completed after Feb. 1 will not be considered for the upcoming Fall term.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competence in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Radiologic Technology program.

Due to radiation exposure associated with the program, a pregnant student should contact the Department Chairperson immediately after this diagnosis. Pregnancy will prevent the student from participating in clinical education courses.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of equivalent</td>
<td>Grade of B required in non-credit bearing courses. Grade of C required in credit bearing courses. Additional Math and Science courses recommended.</td>
<td>Regents 75+ Non-Regents 85+</td>
</tr>
<tr>
<td>Math, Biology and Chemistry or Physics with labs (75 or above Regents or 85 or above non-Regents in each course)</td>
<td>Math and Science courses.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $950.
MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 270</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 271</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>XRAY 102**</td>
<td>Radiographic Positioning I</td>
<td>3</td>
</tr>
<tr>
<td>XRAY 104**</td>
<td>Radiographic Exposure Physics I</td>
<td>3</td>
</tr>
<tr>
<td>XRAY 106</td>
<td>Clinical Education I</td>
<td>4</td>
</tr>
<tr>
<td>XRAY 112**</td>
<td>Radiographic Positioning II</td>
<td>3</td>
</tr>
<tr>
<td>XRAY 114**</td>
<td>Radiographic Exposure Physics II</td>
<td>3</td>
</tr>
<tr>
<td>XRAY 116</td>
<td>Clinical Education II</td>
<td>5</td>
</tr>
<tr>
<td>XRAY 126</td>
<td>Clinical Education III</td>
<td>7</td>
</tr>
<tr>
<td>XRAY 200**</td>
<td>Radiological Health</td>
<td>3</td>
</tr>
<tr>
<td>XRAY 202**</td>
<td>Adv. Radiographic Procedures I</td>
<td>2</td>
</tr>
<tr>
<td>XRAY 204**</td>
<td>Nursing Procedures &amp; Medical-Surgical Diseases</td>
<td>2</td>
</tr>
<tr>
<td>XRAY 206**</td>
<td>Clinical Education IV</td>
<td>6</td>
</tr>
<tr>
<td>XRAY 212**</td>
<td>Adv. Radiographic Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>XRAY 214**</td>
<td>Radiographic Seminar</td>
<td>2</td>
</tr>
<tr>
<td>XRAY 216**</td>
<td>Clinical Education V</td>
<td>6</td>
</tr>
<tr>
<td>XRAY 226</td>
<td>Clinical Education VI</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Social Sci.or Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 78

*or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required for program completion and for entrance into the next Radiologic Technology course offered.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Radiologic Technology. Please note: there is a required intersession semester and a required summer semester for this program.

Respiratory Care
Associate in Applied Science

HEGIS #5215
Chairperson: Patricia G. Hyland
Fitzgibbons Hall, Room 201
(518) 629-7454

Respiratory Care is an allied health specialty employed with medical direction in the treatment, management, diagnostic evaluation and care of patients with deficiencies and abnormalities of the cardio-pulmonary system.

Respiratory Care practitioners are involved with patients of all ages, from the premature infant to the geriatric patient with a variety of lung and heart problems and diseases. The job responsibilities consist of diagnosis, treatment, evaluation, and rehabilitation of a respiratory patient under direct supervision of a physician.

This program is established as a consortium with Albany Medical Center. The Respiratory Care program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Committee on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

CoARC
1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835

Graduates of the program are eligible to sit for the National Board of Respiratory Care Certification and Registry Exam.

Unsatisfactory clinical performance will result in students being terminated from the Respiratory Care program. Upon graduation, there will be added expenses for certification/licensure examination and application fees.

Part-time study is not available in this major, unless appropriate transfer credit is accepted. Respiratory and clinical courses are offered as day classes only.

Students enrolled in Health Science programs who experience an interruption in their education must demonstrate the maintenance of academic and clinical practicum competency. In order to demonstrate continued competency, students seeking readmission to the program may be mandated to repeat previously passed academic and clinical/practicum education courses. Students who fail to demonstrate competency in the repeated courses may be dismissed from the program and will not be able to continue in the program until current competency is demonstrated.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the Respiratory Care program.
Due to radiation exposure associated with the program, a pregnant student should contact the Department Chairperson immediately after this diagnosis. Pregnancy will prevent the student from participating in clinical education courses.

Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to complete clinical experience at some sites required for program completion and/or to be licensed as a Respiratory Therapist in NYS. Applicants should see the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of Math, Biology and Chemistry with labs (75 or above Regents or 85 or above non-Regents in each course)</td>
<td>Grade of B required in non-credit bearing courses. Grade of C required in Math and Science courses. Additional Math and Science courses recommended.</td>
<td>75+</td>
</tr>
<tr>
<td>Grade of B required in non-credit bearing courses. Grade of C required in Math and Science courses. Additional Math and Science courses recommended.</td>
<td>85+</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $825.

MAJOR REQUIREMENTS*  

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 139** Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100 General Chemistry-Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 110 Physics for the Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 110 Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 115 Cardiopulmonary Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 120 Fund. of Respiratory Care I</td>
<td>3</td>
</tr>
<tr>
<td>RESP 125** Fund. of Respiratory Care II</td>
<td>3</td>
</tr>
<tr>
<td>RESP 130 Ethics &amp; Administration</td>
<td>2</td>
</tr>
<tr>
<td>RESP 200** Adv. Respiratory Life Support</td>
<td>4</td>
</tr>
<tr>
<td>RESP 205 Diseases of the Cardio. System</td>
<td>3</td>
</tr>
<tr>
<td>RESP 210 Current Concepts in Resp. Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 220** Clinical Therapeutics for Resp. Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 225** Introduction to Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 230** Neonatal &amp; Pediatric Resp. Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 235** Clinical Management of</td>
<td>3</td>
</tr>
<tr>
<td>Cardiovascular Disease</td>
<td></td>
</tr>
<tr>
<td>RESP 240** Pulmonary &amp; Diagnostic Medicine</td>
<td>3</td>
</tr>
<tr>
<td>RESP 245** Pulmonary Rehab. &amp; Home Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 250** Advanced Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 255** Independent Study</td>
<td>3</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required for program completion.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Respiratory Care. Please note: there is a required summer semester for this program.

*Note: Clinical courses are taught on a rotational basis over the third and fourth terms. The sequence of courses will vary for each student. Courses are as follows:

- RESP 220 Clin. Therapeutics for Respiratory Care 3
- RESP 225 Introduction to Critical Care 3
- RESP 230 Neonatal and Pediatric Respiratory Care 3
- RESP 235 Clin. Mgt. of Cardiovascular Disease 3
- RESP 240 Pulmonary and Diagnostic Medicine 3
- RESP 245 Pulmonary Rehabil. and Home Care 3
- RESP 250 Advanced Critical Care 3
- RESP 255 Independent Study 3
The primary goal of the School of Liberal Arts and Sciences is to provide a rich foundation in the liberal arts and sciences that will enable students to realize their potential as self-sustaining individuals and contributing members of society. Liberal Arts and Sciences courses allow students to develop their abilities in critical thinking, analysis, problem solving, communication and interpersonal relations.

The School of Liberal Arts and Sciences offers the following majors: Biological Sciences, Biotechnology, Broadcast Communications, Chemical Dependency Counseling, Chemical Technician, Criminal Investigation, Criminal Justice, Early Childhood, Engineering Science, Environmental Studies, Fine Arts, Forensic Science Studies, Gallery Management, Human Services, Individual Studies, Labor Studies, Liberal Arts and Science – Humanities and Social Science, Liberal Arts and Science – Mathematics and Science, Physical Education Studies, and Public Administration Studies.

The school’s General Education curriculum covers all 10 knowledge and skill areas that the State University of New York system requires of all students earning a bachelor’s degree.

Some graduates of the School of Liberal Arts and Sciences are prepared for immediate employment, but most of the school’s graduates choose to transfer to four-year college or university to pursue a baccalaureate degree. Hudson Valley Community College has more than 100 articulation agreements with more than 40 public and private four-year institutions, allowing students to transfer with junior status. In addition, the college’s Center for Counseling and Transfer provides services that allow students a smooth and seamless transfer.

Biological Sciences Associate in Science
HEGIS #5604
Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313
(518) 629-7453

In order to meet the growing demands for biological and health science training, Hudson Valley Community College offers an Associate in Science (A.S.) degree in Biological Sciences. This program will prepare you for continuation of your education in a biological sciences discipline and ultimately pursue a related career.

The Biological Sciences curriculum offers courses in the biological, physical, and social sciences as well as additional elective courses that meet general education requirements for the liberal arts and sciences in preparation for transfer to a four-year school. Required course work features hands-on laboratory experience integrating theoretical concepts with practical applications. The curriculum is designed to provide flexibility in exploring different aspects of the biological sciences.

Whether your career plans are as a professional in medical science, dentistry, veterinary science, or research, the Biological Sciences A.S. degree is a good choice to begin your college-level education. Transfer agreements with four-year colleges are in place to support the transition for highly motivated, high achieving students.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, II and III or 3 units of equivalent math**, Biology, Chemistry (70 or above in each course)</td>
<td>Physics recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>
**For New York State students, completion of Math A and B with the regents exam.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $765.

**MAJOR REQUIREMENTS**

*Course No. Title*  
Biol 103 Orientation to Biology and Bioethics 1  
Biol 190 Biology I 4  
Biol 191 Biology II 4  
Chem 110 General Chemistry I 4  
Chem 111 General Chemistry II 4  
Chem 210 Organic Chemistry I 4  
Chem 211 Organic Chemistry II 4  
Engl 101 English Composition I 3  
Engl 104 English Composition II: Writing About Literature 3  
Math 160 Precalculus 4  
Math 180 Calculus I 4  
________ Phys 140 Physics I or 4  
________ Phys 150 General Physics I 4  
________ Phys 141 Physics II or 4  
________ Phys 150 General Physics II 4  
________ Biology Science Elective*** 8-9  
________ Restricted Elective** 9  

Total Credits Required 64–65  

*or specific courses as required.

** Restricted Electives: Any course with a General Education AR, AH, HU, SS, WC, OC, or FL designation, or specific course equivalents as approved by the department chairperson. Students planning on transferring to a SUNY four-year college should complete at least three different areas.


The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Biological Sciences.

**Biotechnology**  
**Associate in Science**

HEGIS #5604  
Chairperson: Dr. Peter A. Schaefer  
Fitzgibbons Hall, Room 313  
(518) 629-7453

Hudson Valley offers an associate in science degree in Biotechnology, with a curriculum designed to address the interdisciplinary nature of this field. As a Biotechnology student at Hudson Valley, you will be offered a strong, overall background in the sciences, including biology, chemistry and mathematics. Grounded in basic science and liberal arts, along with laboratory experience in standard biotechnological techniques, the program will prepare you to enter the job market directly or transfer to a variety of four-year programs. Because the applications of biotechnology are so diverse, and because the industry is growing rapidly, a career in biotechnology offers opportunities to students interested in biology. Fueled by continued advances in cellular and molecular biology, the field of biotechnology is constantly growing and diversifying. Techniques originally developed in research laboratories have become powerful tools for industrial research and production. Jobs in biotechnology are available in the health sciences, pharmaceutical development, medical diagnostics, basic research, forensics or other fields.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequential Math 1&amp;II&amp;III or 3 units of equivalent Math, Biology, Chemistry (70 or above in each course)</td>
<td>Physics recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $840.

**MAJOR REQUIREMENTS**

*Course No. Title*  
Biol 103 Orientation to Biology and Biology Ethics 1  
________ Biol 190 Biology I or 4  
________ Biol 150 General Biology I 4  
________ Biol 191 Biology II or 4  
________ Biol 151 General Biology II 4  
Biol 275 Cell Biology 4  
Biol 285 Molecular Laboratory Techniques 3  
Chem 110 General Chemistry I 4  
Chem 111 General Chemistry II 4  
Engl 101 English Composition I 3  
________ (1) Restricted General Education Electives 12  
________ (2) Mathematics Electives 8  
________ (3) Mathematics or Sci. Elective 4–5  
________ (4) Science Electives 11-12  

Total Credits Required 62–64  

*or specific courses as required.

(1) Restricted General Education Electives: Students must select four courses from the following knowledge and skill areas, as advised: American History, The Arts, Foreign Language,
Humanities, Other World Civilizations, Social Sciences, Western Civilization. Note: Students transferring to 4-yr. SUNY schools should select from four different areas.

(2) Mathematics Electives: Students must take mathematics at or above the level of Math 150. Students will be advised to take additional math to the level of Math 180 or Math 190.

(3) Science Electives: May be chosen from: BIOL 205, BIOL 207, BIOL 210, BIOL 240, BIOL 241, BIOL 245, BIOL 253, BIOL 270, BIOL 271, BIOL 281, BIOL 290, CHEM 205, CHEM 210, CHEM 211, PHYS 140, PHYS 141, PHYS 143, PHYS 150, PHYS 151.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Biotechnology.

The Broadcast Communications program is a degree program jointly offered by Hudson Valley Community College and The New School of Radio and Television in Albany, N.Y. This program is designed to provide students with the academic background and the professional experience appropriate for employment or for possible transfer to a four-year institution. Students complete 30 to 32 credits at Hudson Valley Community College and must attain a 2.0 G.P.A. prior to attending The New School of Radio and Television. Students may transfer no more than six credits from other institutions in fulfillment of the Hudson Valley Community College course requirements. Students register for all courses at Hudson Valley Community College. They are charged the tuition rates of Hudson Valley Community College for the first 30 to 32 credits and the tuition rates of the New School of Radio and Television for the 30 credits provided on site at the New School of Radio and Television. (Information regarding current tuition rates for The New School of Radio and Television may be obtained by calling (518) 438-7682). Student services are provided by both institutions as appropriate.

By offering a joint program with The New School of Radio and Television, Hudson Valley Community College provides students with the benefit of study in a specific academic discipline augmented by professional training. The Broadcast Communications degree is designed to prepare students for work in the fields of broadcast journalism, radio and television arts, or further study. Academic coursework, including courses in writing, speaking, computer literacy as well as business, humanities and social sciences electives, form an important academic foundation for the hands-on-training offered at The New School of Radio and Television.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any Math</td>
<td>Interview with The New School of Radio &amp; Television required</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $560.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPT 101</td>
<td>Personal Computer Concepts/Apps. I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II or 3</td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 130</td>
<td>Journalism</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 132</td>
<td>Advanced Journalism</td>
<td>3</td>
</tr>
<tr>
<td>(1) Restricted Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(2) Electives as Advised</td>
<td>6–8</td>
<td></td>
</tr>
<tr>
<td>BCOM 250</td>
<td>Broadcast Journalism I or 18</td>
<td></td>
</tr>
<tr>
<td>BCOM 251</td>
<td>Broadcast Journalism II or 12</td>
<td></td>
</tr>
<tr>
<td>BCOM 260</td>
<td>Radio and Television Arts I or 10</td>
<td></td>
</tr>
<tr>
<td>BCOM 270</td>
<td>Television and Video Production I and 10</td>
<td></td>
</tr>
<tr>
<td>BCOM 271</td>
<td>Television and Video Production II</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Credits Required 60–62

*or specific course equivalents as approved by the department chairperson.

(1) Restricted electives are as follows:* Students interested in Broadcast Journalism should elect POLS 100 and POLS 110. Students interested in Radio and Television Arts should elect CMPT 105 and MKTG 200. Students interested in Television and Video Production should elect ARTS 140 and ARTS 145.
(2) Electives include but are not limited to: AITC 164, ARTS 115 ARTS 130, ARTS 145, ARTS 231, ARTS 235, BADM 100, BIOL 104, BIOL 105, CMPT 105, CMPT 125, CRJS 210, ENGL 116, ENGL 125, ENGL 136, ENGL 151, ENGL 230, HIST 135, MKTG 214, MKTG 216, POLS 105, SOCL 120, THEA 110.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Broadcast Communications.

Chemical Dependency Counseling
Associate in Applied Science
HEGIS #5506
Chairperson: Karen H. Nash
Brahnn Hall Room 008, (518) 629-7341

The Chemical Dependency Counseling program is part of the Human Services Department and prepares students to enter the field of alcoholism and drug treatment. The major is approved by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) and has been designed to meet educational requirements for the Credential in Alcoholism and Substance Abuse Counseling (CASAC). Graduates of the program are immediately eligible for CASAC Trainee certification through OASAS. Instructors of core courses in the major are all addictions treatment professionals with a rich background in chemical dependency treatment. In the second year of the program, students are assigned to field placements for two terms. These internships are central to the major and occur in local hospitals and out-patient clinics that provide treatment for chemical dependency problems.

Students admitted to this program typically have a special sensitivity to the disease of chemical dependency and to the range of challenges faced by recovering people. While most students in the program are full-time and working toward their degree, many are part-time, non-traditional students who enter the program to accomplish specific career objectives.

CDC students very often bring to this program a wide array of life experiences which enhances learning and facilitates self-discovery and professional growth. The diversity of the student population in this program is thought to be one of its best assets.

PROGRAM ENTRANCE REQUIREMENTS

High School Average

1 unit of any Math including GED Math

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $570.

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.
Biol 105 Topics in Biology - The Gene 3
CDEP 100 Intro. to Chemical Dependency 3
CDEP 105 Pharmacology and Physiology of Addiction 3
CDEP 200 The Chemical Dependence Treatment Process 3
CDEP 205 Cultural Competence in Addiction Counseling 3
CDEP 250 Chemical Dependency Counseling I 4
CDEP 251 Chemical Dependency Internship I 4
CDEP 255 Chemical Dependency Counseling II 4
CDEP 256 Chemical Dependency Internship II 4
Engl 101 English Composition I 3
Engl 102 English Composition II 3
HUSV 100 Social Service Systems 3
HUSV 105 Human Develop. and the Family 3
HUSV 200 Interviewing and Techniques of Communication 3
HUSV 205 Introduction to Social Group Work 3
Psyc 100 General Psychology 3
Socl 100 Sociology 3
Liberal Arts Elective 3
Free Elective 3
Total Credits Required 61

*or specific course equivalents as approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Chemical Dependency Counseling.

Chemical Technician
Associate in Science
HEGIS #5305
Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313
(518) 629-7453

The Chemistry Department serves the college by providing a variety of courses designed to meet the requirements of other majors on campus. These courses reflect the background, preparation and ability of the students and enable these students to fulfill the educational goals of their major.
Students interested in pursuing a career in chemistry may choose from our Chemical Technology program or our Math Science/Engineering Science programs. Below is the program of study for the Chemical Technology degree.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II&amp;III or 3 units of equivalent academic Math, Chemistry w/lab (85 or above in each course)</td>
<td>Physics recommended</td>
<td>85+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $670.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>CHEM 110 Chemistry I or 4</td>
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<tr>
<td>______</td>
<td>CHEM 120 Freshman Chemistry I</td>
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<tr>
<td>______</td>
<td>CHEM 111 General Chemistry II or 4</td>
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<tr>
<td>______</td>
<td>CHEM 121 Freshman Chemistry II</td>
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<tr>
<td>______</td>
<td>CHEM 205 Analytical Chemistry 4</td>
<td></td>
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<tr>
<td>______</td>
<td>CHEM 210 Organic Chemistry I 4</td>
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<td>______</td>
<td>CHEM 211 Organic Chemistry II 4</td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>CHEM 230 Integrated Laboratory 4</td>
<td></td>
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<tr>
<td>______</td>
<td>ENGL 101 English Composition I 3</td>
<td></td>
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<tr>
<td>______</td>
<td>ENGL 102 English Composition II 3</td>
<td></td>
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<tr>
<td>______</td>
<td>MATH 150 College Algebra &amp; Trigonometry or **MATH 160 Precalculus 4</td>
<td></td>
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<tr>
<td>______</td>
<td>MATH 165 Basic Calculus with Analytic Geometry or **MATH 180 Calculus I 4</td>
<td></td>
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<tr>
<td>______</td>
<td>PHYS 140 Physics I or 4</td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>PHYS 150 General Physics I</td>
<td></td>
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<tr>
<td>______</td>
<td>PHYS 141 Physics II or 4</td>
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</tr>
<tr>
<td>______</td>
<td>PHYS 151 General Physics II</td>
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<tr>
<td>______</td>
<td>Elective 3</td>
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<tr>
<td>______</td>
<td>Computer Elective 3</td>
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<td>______</td>
<td>Humanities Elective 3</td>
<td></td>
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<tr>
<td>______</td>
<td>Hum. or Soc. Science Elective 3</td>
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<tr>
<td>______</td>
<td>(1) Mathematics or Science 6-8</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 64-66

*or specific course equivalents as approved by the department chairperson.

**Recommended for students considering transfers. Courses MATH 175 and MATH 176 are equivalent to MATH 160 and MATH 180. Calculus I, Calculus II sequence may be taken with department approval.

(1) Students planning transfer should take an advanced mathematics course. Others should consider a Biology or Environmental Science sequence.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Chemical Technician.

**Transfer Opportunities to Chemistry Related Majors**

| General Chemistry I, II | CHEM 110/111 | 8 credits |
| Freshmen Chemistry I, II | CHEM 120/121 | 8 credits |
| Analytical Chemistry | CHEM 205 | 4 credits |
| Organic Chemistry I & II | CHEM 210/211 | 8 credits |
| English Composition I, II | ENGL 101/102 | 6 credits |
| Calculus I, II, III | MATH 180/190/210 | 12 credits |
| Physics I, II, III | PHYS 150/151/250 | 12 credits |

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**Criminal Investigation**

**Associate in Applied Science**

HEGIS #5505

Chairperson: Dr. Ann B. Geisendorfer

Fitzgibbons Hall, Room 010

(518) 629-7342

The Criminal Investigation degree offers a strong academic background in investigative techniques, forensic science, evidence collection and analysis. This program is for students who wish to complete an associate's degree and enter the law enforcement field.

The program complements the college's Criminal Justice A.A.S. degree, which concentrates on law, corrections, administration, criminology and community policing as well as the Forensic Science Studies A.S. degree, which prepares graduates exclusively for work in a laboratory environment.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>1 unit of academic Math required for transfer students and major changes.</td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>A 2.0 GPA is 70+</td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

---

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 109</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ARTS 135</td>
<td>Intro. to Photography</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 101</td>
<td>Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 110</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 120</td>
<td>Ethics and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 150</td>
<td>Principles of Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 151</td>
<td>Principles of Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 190</td>
<td>Intro. to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 245</td>
<td>Forensic Science I</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 246</td>
<td>Forensic Science II</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>CRJS 250 Criminology or</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>PSYC 100 Gen. Psych. or</td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>SOCL 100 Sociology</td>
<td></td>
</tr>
</tbody>
</table>
Criminal Justice Technology 3
ENGL 101 English Composition I 3
or
ENGL 102 English Composition II 3
or
ENGL 104 English Composition II:
Writing about Literature or
ENGL 106 English Composition II:
Writing for Technicians
ENGL 230 Multicultural Perspectives in Literature or
SOCL 120 Cultural Diversity in American Society
(1) Criminal Justice Elective 3
(2) History Elective 3
(3) Math Elective 3
(4) Restricted Criminal Justice Elective 3
(5) Restricted Elective 3
(6) Restricted Physical Edu. Elective 4

Total Credits Required 61

*or specific course equivalents as approved by department chairperson.
(1) any Criminal Justice course will fulfill this requirement
(2) Courses fulfilling this requirement: HIST 100, HIST 101, HIST 130, HIST 137
(3) Courses fulfilling this requirement: BADM 220, MATH 120, MATH 130, MATH 150, MATH 160, MATH 165, MATH 175, MATH 176, MATH 180, MATH 183, MATH 190, MATH 205, MATH 210, MATH 220, PSYC 275
(4) Courses fulfilling this requirement: CRJS 205, CRJS 210, CRJS 250, CRJS 260
(5) Courses fulfilling this requirement: any foreign language course or HIST 110, HIST 111, HIST 120, HIST 121, HIST 122, HIST 123, POLS 120; or if student scored 85 or above on U.S. History Regents Exam, the following courses will also fulfill this requirement: HIST 115, HUSV 215, LABR 180, POLS 105, SOCL 120.
(6) Courses fulfilling this requirement: PHED 132, PHED 141, PHED 142, PHED 144, PHED 149

Criminal Justice
Associate in Applied Science
HEGIS #5505
Chairperson: Dr. Ann B. Geisendorfer
Fitzgibbons Hall, Room 010
(518) 629-7342

The Criminal Justice program is designed to prepare students for careers in the criminal and juvenile justice systems. Students could, after meeting Civil Service requirements, enter law enforcement, investigation, crime prevention, and corrections on the federal, state, county, or local levels. There also are opportunities for employment in private organizations.

This program meets the needs of students who plan to work immediately after completing their associate degree, transfer for further education, or for in-service students to update their knowledge and skills. Courses are offered on a full- or part-time basis to aid students in becoming effective and knowledgeable justice system personnel.

The Criminal Justice program has formal transfer agreements with Eastern Kentucky University, John Jay College of Criminal Justice, Russell Sage College, SUNY Plattsburgh and University at Albany, as well as informal agreements with several baccalaureate programs throughout New York State.

Criminal Justice agencies require background checks for employment and internships. Degree requirements can be fulfilled through evening course offerings.

All Criminal Justice core courses are offered online, but not all online courses are offered every term. The course Forensic Evidence, in the online learning format, requires the student to perform laboratory work on campus.

The Criminal Justice degree program does not give college credit for professional training courses or life experience. Only four (4) Criminal Justice courses may be transferred into the program.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any Math</td>
<td>Humanities, Lab</td>
</tr>
<tr>
<td>Science and Social Science courses recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $590.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 109</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>CRJS 101</td>
<td>Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 150</td>
<td>Principles of Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 180</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>
The Teacher Preparation Department is committed to preparing sensitive, caring, reflective, and considerate students who are academically strong, pedagogically skilled, and culturally responsive to the needs of diverse learners within a global society.

We believe that students should demonstrate a strong foundation and knowledge of typical and atypical child development by modeling attitudes and beliefs which reflect socioeconomic and cultural sensitivity, consideration of others, and flexibility when working with children, adults, coworkers, community members, and families within a global context and in diverse settings.

Students should demonstrate developmentally appropriate best teaching practices in a culturally responsive, inclusive, adaptive, and interactive learning environment. Each student should maintain a professional demeanor in which the student displays a positive, appropriate approach toward children and learning which demonstrates an awareness of each child’s diverse learning needs.

Our daily teaching practices are grounded in these beliefs, and values which we strive to nurture within ourselves as well as in our students.

The Early Childhood program provides students the opportunity to explore the foundations of education and child development in a culturally sensitive, inclusive, and interactive environment. Students acquire knowledge about curriculum content, models of instruction, educational theory, and best practices which enable them to enter the workforce in an early childhood program or continue their education in a four-year baccalaureate program in teacher education. The major emphasizes direct work with children: students spend one day each week during their first year, and two days per week during their second year, student teaching in early childhood and primary settings within the local community. This field experience takes place under the supervision of a college faculty member.

Applicants for this program should be aware that this field requires enthusiastic performance and sensitivity toward the diverse needs of children. This service takes place in a school or institutional setting which requires continuous, resourceful cooperation and dependability on the part of the student. The department requires that all students sign and adhere to a set of technical standards as they progress through the program. Graduates will find that their developed competence in interacting with children will be very rewarding both in their employment as child-serving professionals, and in their lifelong associations with children in their family and social environments.
Subject to departmental approval, practicing early childhood professionals with at least two years of appropriate experience in an early childhood setting may apply to request use of their place of employment as their student teaching placement during the day and attend the class session for the student teaching courses in the evening. The evening student teaching course sequence cycles every four terms beginning with ECCE 122.

A number of courses in the Early Childhood curriculum are suitable for students interested in pursuing careers in teacher education from grades 1-12. These include ECCE 101, ECCE 102, ECCE 103, EDUC 100, EDUC 110, EDUC 108, EDUC 120, EDUC 216, EDUC 217, EDUC 218, and EDUC 225.

Please note: EDUC 100 and EDUC 110 require 30 hours of unsupervised field observations.

It is possible to pursue most of the Early Childhood associate’s degree through online, evening, and weekend classes. Courses currently being offered online include: ECCE 115, ECCE 122, ECCE 123, ECCE 214, EDUC 100, EDUC 108, EDUC 110, EDUC 120, EDUC 216, EDUC 217, EDUC 218, AND EDUC 225. Many courses are offered in the evenings both on and off campus.

Technical Standards for Admission, Promotion and Graduation for the Teacher Preparation Department

Technical Standards are non-academic criteria used in the admission, promotion and graduation of students. Technical Standards are published, discipline-specific essentials critical for the safe and reasonable practice of teaching. Technical Standards are a concrete statement of the minimum physical, sensory/motor, communication, behavioral/social, mental/emotional and environmental requirements for normal and safe professional performance within a given area. They are intended to inform the prospective student/professional of the attributes, characteristics and abilities essential to the teaching profession. Professional competency is the summation of many cognitive, affective and psychomotor skills. The college has a moral and ethical responsibility to select, educate and certify competent and safe students and practitioners. Children’s health and safety is the sole benchmark against which the college measures all performance requirements, including the Technical Standards addressed in this document.

Students enrolled in a program within the Teacher Preparation Department must demonstrate numerous competencies representing all three learning domains: cognitive, psychomotor and affective. Students learn, practice and verify these competencies in a number of settings, including within the college classroom, and the field-based early childhood and primary classroom settings.

To achieve the required competencies in the program, students must perceive, assimilate and integrate information from a variety of sources. These sources include oral instruction, printed material, visual media and live demonstrations. Students must participate in classroom discussions, give oral reports and pass written computer-based examinations of various formats. The completion of these tasks requires cognitive skills, such as reading, writing and problem-solving. To be physically capable of the classroom work, students must be able to see, hear and speak well enough to understand information and to be understood by others with reasonable accommodations. Classrooms and field-based settings provide students with the opportunity to systematically observe and record children’s growth and development, observe teaching in action, participate in the daily routines in the classrooms and implement lesson plans as indicated. In addition to the cognitive skills required in the classroom, students must demonstrate psychomotor skills in interaction with children, as well as general professional behaviors such as teambuilding and interpersonal communication. To satisfy course requirements, students must perform all activities in a professional manner. This requires high levels of cognitive, perceptual and psychomotor functions.

A candidate for the programs within the Teacher Preparation Department must
have abilities, attributes and skills in five major areas: 1) observation 2) communication 3) motor skills 4) intellectual, including conceptual, integrative and quantitative abilities, and 5) behavioral and social skills. Technological compensation and reasonable accommodations can be made for some disabilities in some of these areas. However, a student must be able to perform in a reasonably independent manner with or without accommodations.

**Observation:**

Candidates and students must have sufficient vision to be able to observe demonstrations, experiments and laboratory exercises in the college classroom and field based classroom. They must be able to observe a child (children) accurately at close range and at a distance.

**Communication:**

Candidates and students should be able to speak, hear, and observe children in order to elicit information, describe developmental stages and perceive nonverbal communications. They must be able to communicate effectively and sensitively with children. Communication includes not only speech but also reading and writing in English. They must be able to communicate effectively and efficiently in oral and written formats.

**Motor:**

Candidates and students should have sufficient motor function to execute movements reasonably required to perform teaching activities and lessons with children. In addition to physical capabilities for classroom work, the field experience requires students to perform fine and gross motor skills. Examples include but are not limited to, lifting children, playing with children, changing diapers and moving briskly between children and instructional areas.

**Intellectual, Conceptual, Integrative and Quantitative Abilities:**

These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem-solving, the critical skill demanded of teachers, request all of these intellectual abilities.

**Behavioral and Social Attributes:**

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of children and the development of mature, sensitive and effective relationships with children and adults. Candidates and students must be able to tolerate physically taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the field and clinical setting. Children’s classrooms involve application of skills acquired in the classroom setting to actual children in the clinical setting. In addition to the cognitive skills required in those settings, students must demonstrate skills in assessment, reasoning, problem-solving, synthesizing and troubleshooting.

Failure to meet these standards may result in dismissal from the program.

Candidates are urged to ask questions about the program’s technical standards for clarification and to determine whether they can meet the requirements with or without reasonable accommodation. Questions may be directed to the director of the Disability Resource Center at Hudson Valley Community College. Revealing a disability is voluntary; however, such disclosure is necessary for any accommodations to be made in the learning environment or the program’s procedures. Information about disabilities is handled in a confidential manner.

If you have a documented disability and require reasonable accommodations to meet the technical standards, please contact the Disability Resource Center at (518) 629-7154 or TDD 629-7596.

Please note all information regarding your disability is mailed directly to the Disability Resource Center or learning disabilities specialist and kept confidential.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $630.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 104</td>
<td>Topics in Biology - The Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 111</td>
<td>Creative Activities for Children</td>
<td>4</td>
</tr>
<tr>
<td>ECCE 115</td>
<td>Developmentally Appropriate Practices for Infant and Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 122</td>
<td>Guidance of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 123</td>
<td>Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children</td>
<td>4</td>
</tr>
<tr>
<td>ECCE 226</td>
<td>Appropriate Curriculum Practices for Young Children: A Developmental Approach</td>
<td>4</td>
</tr>
<tr>
<td>ECCE 227</td>
<td>Educational Theory and Practice in the Early Childhood Setting</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 100</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 108</td>
<td>Individuals with Exceptionalities in the School and Community</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 110</td>
<td>Foundations of Education in America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Children's Literature &amp; Language Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>(1) Restricted Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

*Total Credits Required: 64

**or specific course equivalents as approved by the department chairperson.

(1) Restricted electives - Recommended courses - ECCE 101, ECCE 102, ECCE 103, ECCE 120, ECCE 214, ECCE 216, ECCE 230, EDUC 217, EDUC 218, PSYC 250

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Early Childhood.

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**Engineering Science Associate in Science**

**HEGIS #5609**

Chairperson: Cherie Pash-Corr
Bulmer Telecommunications Center, Room 220, (518) 629-7358

The Engineering Science program parallels the first two years of four-year college programs in mathematics, physics, chemistry, and various engineering fields. Graduates with good academic records are able to transfer to many four-year engineering colleges with junior standing.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I,II&amp;III and Math 12X</td>
<td>Recommended</td>
<td>90+</td>
</tr>
<tr>
<td>Math 12 or 4 units of equivalent academic Math, Chemistry and Physics w/lab (90 or above in each course)</td>
<td>Recommended</td>
<td>90+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $690.

**MAJOR REQUIREMENTS***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>CHEM 110 Gen. Chemistry I or**</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Tools</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120</td>
<td>Intro. to Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 210</td>
<td>Engineering Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>General Physics III</td>
<td>4</td>
</tr>
<tr>
<td>___</td>
<td>(1)Engineering Electives</td>
<td>10-12</td>
</tr>
<tr>
<td>___</td>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td>___</td>
<td>(2)Social Science and/or</td>
<td>6</td>
</tr>
<tr>
<td>___</td>
<td>Humanities Electives</td>
<td></td>
</tr>
</tbody>
</table>

*Total Credits Required: 66-68

**or specific course equivalents as approved by the department chairperson.

**a grade of B or higher is required in Chem 110.

(1) With faculty advisement, students may choose any approved engineering elective from the following: BIOL 150, BIOL 190, CHEM 111, CHEM 121, CHEM 210, CHEM 211, ENGR 215.
ENGR 220, ENGR 222, ENGR 225, PHYS 251.
NOTE: Students cannot use more than one of BIO 150, BIO 190, CHEM 111, or CHEM 121 as an engineering elective.

(2) With departmental advisor approval, student may choose any approved social science elective for which they have the necessary requirements. The suggested course sequence can be found by visiting www hvcc edu/programs and clicking on Engineering Science.

Environmental Studies
Associate in Science
HEGIS #5499
Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313
(518) 629-7453

We are faced with unprecedented global changes in the years ahead: meeting our energy needs in a clean and safe manner, reducing, reusing and disposing of our wastes, developing more effective agricultural practices – the list is endless. With this reality in mind Hudson Valley has taken the initiative to develop an environmental major designed to prepare students to continue their studies in the field of environmental science/studies and ultimately pursue a related career.

Required course work includes both physical and social sciences and additional elective courses to explore the many aspects of environmental issues. The major features two four-credit courses formulated to integrate theoretical concepts, policy analysis and laboratory experience. Transfer agreements are updated regularly.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, II &amp; III or 3 units of equivalent academic Math, Biology &amp; Chemistry w/lab (70 or above in each course)</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $675.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 102 Orientation to Environ. Studies</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 106 Biology or BIOL 150 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 207 Botany</td>
<td>4</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

(1) Restricted elective – Recommended courses in computers, economics, geography, mathematics, political science, science or statistics.

(2) Restricted Lab Science electives – Recommended courses – BIOL 206, BIOL 240, BIOL 241, BIOL 252, BIOL 255, BIOL 260, BIOL 290, CHEM 205, PHYS 140, PHYS 143 PHYS 146, PHYS 210. The suggested course sequence can be found by visiting www hvcc edu/programs and clicking on Environmental Studies.

Fine Arts
Associate in Science
HEGIS #5610
Chairperson: Dorothy H. Reynolds
Brahan Hall, Room 124, (518) 629-7347

The Fine Arts program at Hudson Valley Community College includes courses in design, drawing, painting, photography, art history and electronic arts, and provides the foundation level education for both students intending to transfer to four year colleges and for those seeking to acquire experience in the visual arts. The Fine Arts program leads to an associate of science degree.

Introductory courses provide an intensive hands-on learning experience that is challenging to all, and extensive access to the studios and darkrooms encourages the growth of technical skills. Additional coursework builds upon and refines skills while exploring further the conceptual issues of concern to the fine arts.

The goal of the Fine Arts program is to provide students with foundations of the highest quality, to enable students to master their skills, to grasp the ideas behind those skills and to allow them to move on to four-year programs of repu-
Completion of the program may require evening courses.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of equivalent academic Math, and 1 unit of any lab Science (70 or above in each course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strongly recommended Math III, Biology, Physics, High School Art courses</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $385. There are additional costs for supplies for fine arts courses.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 100</td>
<td>Survey of Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 101</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 110</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 111</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 115</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 120</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 121</td>
<td>Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 130</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 131</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Composition II/ Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civ. and the World I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Western Civ. and the World II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>3–4</td>
<td></td>
</tr>
<tr>
<td>Literature Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education Electives</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>(1) Fine Arts Electives</td>
<td>6–9</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 65–67

*or specific course equivalents as approved by the department chairperson.

(1) Courses fulfilling this requirement: ARTS 210, ARTS 211, ARTS 230, ARTS 231, ARTS 235, ARTS 236, ARTS 145.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Fine Arts.

Forensic Science Studies
Associate in Science

HEGIS #5619
Chairperson: Dr. Ann B. Geisendorfer
Fitzgibbons Hall, Room 010
(518) 629-7342

The Forensic Science Studies program addresses the interdisciplinary nature of forensic science. Forensic Science is the application of science to the criminal justice system. The course of study focuses heavily on criminal justice and the sciences. The graduate will have an opportunity to transfer seamlessly to John Jay College of Criminal Justice, one of the world’s forensic science leaders.

The A.S. Forensic Science Studies program is designed to prepare students to transfer into a Forensic Science bachelor’s degree program. There are limited seats available for the incoming freshman class, so it is advised that students submit their applications early. New students are accepted only in the fall term.

A limited number of transfer students will be accepted into the degree program. Transfer students from other institutions will be accepted only in the fall term. Forensic Science Studies students must take Criminal Investigation and Forensic Evidence at Hudson Valley. The transfer student must have a minimum of 3.0 in chemistry and college-level math.

Criminal Justice agencies require background checks for employment and internships.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II&amp;III or 3 units of equivalent academic Math, Regents Chemistry</td>
<td>Students coming from other institutions and HVCC who wish to be admitted to the program will be required to have a minimum GPA of 2.5. An interview with Department Chairperson is required for current HVCC students.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $550.
MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 151</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CRJS 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 150</td>
<td>Principles of Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 245</td>
<td>Forensic Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Writing About Literature: PHYS 140 Physics I or 4
PHYS 150 General Physics I or 4
PHYS 151 General Physics II or 4
Free Elective: 3
Humanities Elective: 3
Math Elective: 4
Math Elective or: 4
(1) Restricted Elective: 3
(2) Restricted Crim. Just. Elective: 3
(3) Restricted Soc. Sci. Elective: 3

Total Credits Required: 67

(1) Courses fulfilling this requirement: BIOL 205, BIOL 230, BIOL 275, BIOL 285, BIOL 290, CHEM 205 or any BIOL course with department chairperson approval.
(2) Courses fulfilling this requirement: CRJS 110, CRJS 120, CRJS 180, CRJS 181, CRJS 190, CRJS 204, CRJS 210, CRJS 231, CRJS 242, CRJS 260, CRJS 270.
(3) Courses fulfilling this requirement: PSYC 100, SOC 100.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Forensic Science Studies.

A capstone internship at a regional museum or gallery provides further experience and contacts with professionals in the field.

Successful graduates earn an associate of science degree and are prepared to transfer to baccalaureate programs in gallery management, arts management museum studies or art history. Transfer agreements are in place with Franklin Pierce College in New Hampshire and Long Island University, CW Post Campus.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum</td>
<td></td>
<td>(1)</td>
</tr>
<tr>
<td>ACTG 110 Financial Accounting</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ARTS 100 Survey of Art History I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 101 Survey of Art History II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 102 Modern Art History</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 110 Drawing I or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS 120 Painting I or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 130 Photography I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS 115 Two-Dimensional Design</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 150 Introduction to Gallery Management</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 151 Gallery Practicum I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 152 Gallery Practicum II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ARTS 153 Internship in Arts Management</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>HIST 100 Western Civilization I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIST 101 Western Civilization II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MATH 130 Mathematical Structures I or</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 150 College Algebra and Trigonometry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>(1) Language Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Physical Education Electives</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required: 62-64

*or specific course equivalents as approved by the department chairperson.

Gallery Management
Associate in Science

HEGIS #5610
Chairperson: Dorothy H. Reynolds
Brahall Hall, Room 124, (518) 629-7347

The Gallery Management program provides an introduction to the principles, theories and practices of gallery management, exhibition development and artist relations.

Courses in art history, accounting, studio art and liberal arts combine with practical studies centered on the college’s Teaching Gallery and visiting artists program.
The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Gallery Management.

**General Education Certificate**

HEGIS #5649
Chairperson: Brian S. Vlieg
Brahan Hall, Room 033
(518) 629-7191

This structured program is designed for students who plan to transfer to another State University of New York (SUNY) college or university to earn a four-year degree. The General Education certificate fulfills the 10 knowledge and skill areas that all SUNY institutions require of students earning bachelor’s degrees. The 10 knowledge and skill areas are: mathematics, natural sciences, social sciences, American history, Western civilization, world civilizations, humanities, the arts, basic communication, and foreign languages.

In most cases, all courses will transfer to the SUNY college or university of your choice. It is best to consult with a counselor from the Center for Counseling and Transfer before selecting courses for transfer.

Students may obtain the certificate while attending full-time, part-time, or by taking classes online. In addition, high school students can begin to take courses that will lead to the certificate through College in the High School. For more information about the General Education certificate, contact (518) 629-8135. College in the High School information can be obtained by calling (518) 629-8108.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequential Math I &amp; II or 2 units of equivalent academic Math and 1 unit of any lab Science (70 or above in each course)</td>
<td>Strongly recommended are Math III, Biology, Chemistry or Physics</td>
<td>70+</td>
</tr>
</tbody>
</table>

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Restricted Electives*</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History</td>
<td>3</td>
</tr>
<tr>
<td>Basic Communication</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3–4</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3–4</td>
</tr>
<tr>
<td>Other World Civilizations</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>The Arts</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilizations</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>30–32</td>
</tr>
</tbody>
</table>

**Human Services Associate in Applied Science**

Associate in Science

HEGIS #5501
Chairperson: Karen H. Nash
Brahan Hall, Room 008, (518) 629-7341

Human Services is a challenging career field that provides the opportunity for helping people with social, behavioral or mental health problems. This two-year program is designed for those interested in working in the fields of developmental disabilities, mental health, adolescent and youth services, gerontology, community services and social welfare.

Applicants are selected and retained on the basis of personal characteristics required for success in this field, as well as an expressed interest in dealing with social problems and working with people. This program provides field experiences in settings such as group homes, social services agencies, homes for older adults, youth care institutions, and public schools. The program equips students for employment in these agencies and also prepares students for transfer to baccalaureate programs. Degree requirements can be fulfilled through evening course offerings.

Students may choose the associate in applied science of the associate in science degree and will receive guidance from departmental advisors regarding this decision.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any Math including GED Math</td>
<td>70+</td>
<td></td>
</tr>
</tbody>
</table>
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $655.

ASSOCIATE IN APPLIED SCIENCE DEGREE MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 102 English Composition II or 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**ENGL 104 English Composition II: Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>HUSV 100</td>
<td>Social Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Human Development &amp; the Family</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 110</td>
<td>Intro. to Human Service Skills</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HUSV 115 Perspect. on Disabilities 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or PSYC 210 Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HUSV 120 Probs. of Adolescence 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or HUSV 125 Older Adults and the Social Environment</td>
<td></td>
</tr>
<tr>
<td>HUSV 200</td>
<td>Interviewing &amp; Techniques of Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 205</td>
<td>Introduction to Social Group Work</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 240</td>
<td>Professionalism in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 250</td>
<td>Human Services Practicum</td>
<td>8</td>
</tr>
<tr>
<td>(HUSV 255</td>
<td>Case Management and</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 256</td>
<td>Case Management Internship) or</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1)Biology Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1)Biology or Math Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1)Restricted Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(1)Electives as Advised</td>
<td>4-6</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>61-63</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.
**Required of first time, full-time students.
***Recommended for students considering transfer.
(1) as approved by the department chairperson.
The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Human Services.

ASSOCIATE IN SCIENCE MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 102 English Composition II or 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**ENGL 104 English Composition II: Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>HUSV 100</td>
<td>Social Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Human Development &amp; the Family</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 110</td>
<td>Intro. to Human Service Skills</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HUSV 115 Perspect. on Disabilities 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or PSYC 210 Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HUSV 120 Probs. of Adolescence 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or HUSV 125 Older Adults and the Social Environment</td>
<td></td>
</tr>
<tr>
<td>HUSV 200</td>
<td>Interviewing &amp; Techniques of</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>HUSV 205</td>
<td>Introduction to Social Group Work</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 240</td>
<td>Professionalism in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 250</td>
<td>Human Services Practicum</td>
<td>8</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biology Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Biology or Math Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts and Sciences</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>60-62</td>
</tr>
</tbody>
</table>

The Individual Studies program at Hudson Valley Community College is an ideal degree choice for students seeking a flexible curriculum for their transfer career needs. Coursework for an Individual Studies degree can be chosen from a wide range of offerings to broaden students’ horizons and meet general education requirements for transfer to four-year schools, or to form a specific concentration for entry into the workforce. The flexible nature of the program allows it to accommodate a wide range of students, from honors students planning to go to medical school to those students who require fundamental academic preparation for future success in college classes.

**Individual Studies**

Associate in Arts

Associate in Science

HEGIS #5699
Chairperson: Brian S. Vlieg
Campus Center, Room 280
(518) 629-7219
The Individual Studies program provides students with the opportunity to complete the General Education requirements for four-year schools, while tailoring the program to their desired bachelor’s degree program. Students are encouraged to work closely with academic advisors and transfer counselors in choosing appropriate coursework to complete the degree and transfer requirements.

Individual Studies also provides students with the opportunity to enroll in preparatory courses to make up academic deficiencies. Thus, students who did not complete sufficient mathematics or science courses in high school, whose high school average is low, or who have been away from the classroom for some time will find the program sufficiently flexible to suit their individual needs. Upon meeting admission requirements for a desired program, the student may enter that program with the approval of the Admissions Office.

The Individual Studies program accommodates a wide range of students by offering them any number of course combinations to achieve any number of goals.

Students registered in curricula other than Individual Studies may change to Individual Studies anytime prior to date of graduation for the purpose of obtaining degree. Students not registered at Hudson Valley Community College, who were never matriculated in Individual Studies must matriculate (and attend) in Individual Studies for a minimum of one term in order to qualify for an Individual Studies degree.

Degree requirements can be fulfilled through evening course offerings or online through the Individual Studies online degree program. Students who wish to pursue the online degree program should choose this option on their admissions application.

### Associate in Arts Degree

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 108</td>
<td><strong>College Forum</strong></td>
<td>(1)</td>
</tr>
<tr>
<td></td>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Liberal Arts &amp; Science Electives</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>(2) Electives as advised</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits Required</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by the department chairperson.

** Required of first time, full-time students.

(1) Liberal Arts and Science Electives: may be chosen from Liberal Arts and Science courses, which can be found at www hvcc edu/catalog

(2) Electives: may be selected from any unrestricted credit courses with advisor approval.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $555.

Courses which duplicate content or are below the student’s demonstrated level of competence may not apply toward the degree.

### Labor Studies

**Associate in Applied Science**

HEGIS #5099

Chairperson: Dr. Ann B. Geisendorfer
Fitzgibbons Hall, Room 010, (518) 629-7342

This program has been temporarily deactivated and as such, no applications for admissions will be accepted during the 2009-2010 academic year.

The Labor Studies program is designed to meet the needs of adults working in the field of labor relations and undergraduates seeking a career in the field. The major provides a sound academic background for those students wishing to transfer to four-year programs in Industrial Relations.
Labor Studies courses are offered in the daytime as well as evening. Some courses are offered in the online format.

The Labor Studies A.A.S. degree has a 2+2 articulation agreement with the Public Affairs and Public Policy bachelor's degree program from The Sage College of Albany.

College credit can be obtained through the Life Experience program administered through the Office of Continuing Education.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of Math</td>
<td>Program offered in cooperation with Cornell University School of Industrial Labor Relations</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term would be approximately $715.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>LABR 180</td>
<td>Labor History</td>
<td>3</td>
</tr>
<tr>
<td>LABR 185</td>
<td>Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>LABR 190</td>
<td>Collective Bargaining</td>
<td>3</td>
</tr>
<tr>
<td>LABR 195</td>
<td>Contract Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 180</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>PADM 205</td>
<td>Public Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>POLS 105 American National Gov't or POLS 110 State &amp; Local Government or POLS 100 Intro. to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 61-63

*or specific course equivalents as approved by department chairperson.

**Liberal Arts and Science – Humanities and Social Science**

**Associate in Arts**

HEGIS #5649

Chairperson: Brian S. Vlieg

Campus Center, Room 280

(518) 629-7191

This program is the traditional beginning of a baccalaureate liberal arts program. The emphasis in a liberal arts transfer program is on breadth of knowledge rather than depth. Students take courses in several different fields to assist their selection of a specific field at the transfer institution.

The students in Liberal Arts have a wide choice on the baccalaureate level in the typical liberal arts and science majors.

The Liberal Arts program has had an excellent transfer reputation with four-year private and public institutions across the country. Transfer agreements and majors are updated regularly to meet student needs.

The Board of Trustees of the State University of New York has established a policy which guarantees admission to an upper division program in the State University to all community college graduates receiving associate in arts degrees. Admission to the upper division program is based on the student meeting the entrance requirements of the chosen program.

Degree requirements can be fulfilled through evening course offerings.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of equivalent academic</td>
<td>Strongly recommend Math III, Biology, Chemistry, Physics, courses of study in Behavioral and Social Sciences, Foreign Studies, Journalism, Political Science and other specialized areas. (70 or above in each course)</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term would be approximately $615.
Liberal Arts and Sciences

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 108**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civ. and the World I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(2) Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Laboratory Science Electives</td>
<td>6–8</td>
</tr>
<tr>
<td></td>
<td>Literature Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Mathematics Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(2) Hum. or Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives as advised</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits Required</strong></td>
<td>60–62</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

** Required of first time, full-time students.

(1) Courses fulfilling this requirement: ARTS 100, ARTS 101, ARTS 251, ENGL 160, MUSC 100, MUSC 101.

(2) Students who enter without one unit of a foreign language in high school must include a year of foreign language in humanities electives.

Liberal Arts Honors Advisement Track

Program Overview

The Liberal Arts and Science Honors Advisement Track is designed to prepare academically advanced students for transfer to high-quality baccalaureate programs through focused interdisciplinary coursework linked to a variety of extracurricular activities. By providing a rich environment that encourages scholarship, faculty/student relationships, active participation in the community, and an emphasis on connecting learning to life, Honors Advisement Track students will have a challenging and enriching experience that enables them to make the most of what Hudson Valley Community College has to offer.

Prerequisites

Applicants must meet the entrance requirements for the Liberal Arts: Humanities and Social Science program by completing Math I & II along with a lab science. Honors applicants are expected to demonstrate a strong overall academic record with a minimum cumulative high school average of 90 and a minimum overall score of 1800 on the SAT. Coursework in Biology, Chemistry and Physics are recommended.

Transfer into the Honors Advisement Track

Hudson Valley students or college transfer students who wish to enroll in the Liberal Arts and Science: Humanities and Social Sciences Honors Advisement Track must have a minimum of 12 college-level credits applicable to the program with an overall G.P.A. of 3.70. However, extenuating circumstances as well as particular strengths in certain academic areas will be taken into consideration during the review process.

Requirements for Completion of Honors Study

To qualify as an Honors graduate and to receive Completion of Honors Study documentation, students must take a minimum of seven of the nine Honors designated courses, including Honors Seminar I and Honors Seminar II, and achieve a minimum overall G.P.A. of 3.2. Students may be advised to complete their studies in the Liberal Arts: Humanities and Social Sciences non-honors track if their academic performance falls below the minimum G.P.A. for an extended period of time.

Transfer Opportunities

Hudson Valley Community College enjoys a long standing reputation of academic excellence among four-year private and public institutions throughout the region. Students from the Liberal Arts: Humanities and Social Sciences program have received ready acceptance to upper-level institutions to pursue studies in programs such as economics, English, education, history, humanities, languages, political science, psychology, secondary education, and sociology.

Additional transfer agreements with Union College, SUNY Binghamton, Siena College, and The College of Saint Rose, as well as other high quality four-year
colleges and universities are in progress for Honors Advisement Track students.

The following are the nine designated honors courses:

THE SUGGESTED COURSE SEQUENCE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 107</td>
<td>Honors English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HONR 190</td>
<td>Honors Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 108</td>
<td>Honors English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 178</td>
<td>Honors Mathematical Reasoning and Applications</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 265</td>
<td>Honors Philosophy - Ideas Past and Present</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Honors Literature</td>
<td>3</td>
</tr>
<tr>
<td>HONR 290</td>
<td>Honors Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 222</td>
<td>Honors Global Seminar</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 250</td>
<td>Honors Natural Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Liberal Arts and Sciences – Mathematics and Science Associate in Science

HEGIS #5649
Chairperson: Cherie Pash-Corr
Bulmer Telecommunications Center, Room 220, (518) 629-7358

This program, with emphasis on mathematics and science, serves the student who is interested in transferring to a four-year institution in mathematics, engineering science, computer science, secondary science or math education, biological or physical sciences, pre-medical, or similar pre-professional fields. Electives will be selected on the basis of the student’s ultimate goal and academic background. These selections will be made in consultation with an assigned advisor.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, II &amp; III or 3 units of equivalent academic Math, Biology, Chemistry and/or Physics (85 or above in each course)*</td>
<td>Strongly recommend 85+</td>
<td>Math 12. Courses of study available in Biology, Chemistry, and/or Physics (85 or above in each course)*</td>
</tr>
</tbody>
</table>

*For New York State students, completion of Math A and B with the Regents exam.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $640.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Mathematics Core</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>(2) Science Core Sequence</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>(3) Science Core Restricted</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4) Mathematics/Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Restricted Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Social</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Science Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(5) Restricted Electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>

Total Credits Required 60-62

*or specific course equivalents as approved by the department chairperson.

** Required of first time, full-time students.

(1) Mathematics Core (20 credits required) -
- MATH 155 AND MATH 190 (8 credit hours)
- One of the following options (required)
  - MATH 160 and MATH 180 (8 credit hours)
  - and one additional mathematics course above the MATH 180 level (4 credit hours)

OR
- MATH 175 and MATH 176 (8 credit hours)
- and one additional mathematics course above the MATH 180 level (4 credit hours)

OR
- MATH 180 (4 credit hours) NOTE: Students with satisfactory high cool preparation in Precalculus are encouraged to start with MATH 180 and two additional mathematics courses above the MATH 180 level (8 credit hours)

(2) Science Core (any one sequence for 8 credit hours) -
- BIOL 150 and BIOL 151 OR BIOL 190 and BIOL 191
- CHEM 110 and CHEM 111 OR CHEM 120 and CHEM 121
- PHYS 140 and PHYS 141 OR PHYS 150 and PHYS 151

NOTE: It is strongly recommended that students take the higher level sequence of courses

(3) Science Core Restricted Electives (two 4 credit courses from the following list)
- One science course listed in the sequences above in a different science area than taken in the sequence.
- One course from the following courses:
  - If the sequence is in Biology, any Biology course above BIOL 191.
  - If the sequence is in Chemistry, any Chemistry course above CHEM 121.
  - If the sequence is in Physics, PHYS 145 or PHYS 146 or any Physics course above PHYS 151.
  - Any one CSCI course or CIS 110.
  - Any additional course approved by the MES Department Chair
(4) Mathematics/Science Restricted Elective (one 4 credit course from the following list):
- Any MATH above MATH 160 not already taken in the math core.
- Any BIOL, CHEM or PHYS course at or above the Science Restricted Electives.
- Any ENGR course at the 200 level or above
- Any CSCI course or CISS 110
- Any additional course approved by the MES Department Chair.

(5) Restricted Electives (at least 6 credits) - With advisement, students may choose from a wide selection of course offerings with the following restrictions:
- It must be at least a 3 credit course
- The transferability of the course to some four-year institutions is deemed possible.
- Any additional course approved by the MES Department Chair.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Liberal Arts and Science - Mathematics and Science.

Physical Education Studies
Associate in Arts
HEGIS #5299.30
Chairperson: Philip Brown
McDonough Sports Complex, Room 207, (518) 629-7372

The Physical Education Studies program provides advisement and a comprehensive offering of Physical Education courses for students interested in pursuing a baccalaureate degree in physical education. To meet degree requirements, students must complete 45 hours of liberal arts and sciences credits and 17 hours of physical education credits. Students can complete appropriate course work at Hudson Valley Community College to enable them to transfer into the junior level of a physical education baccalaureate.

Students who are interested in athletic training/sports medicine have an opportunity to register for course PHED 280, Introduction to Sports Medicine, and are given the opportunity to work with the college’s certified athletic trainer to further investigate their interest in athletic training.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit any math, 1 unit lab science (grade of 70+)</td>
<td>Strongly recommend high school biology</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $560.

Transfer Opportunities
As a graduate of Hudson Valley’s Physical Education Studies program, you will be eligible to apply to continue your studies on Hudson Valley’s campus while working toward a four-year degree in physical education from the Sage Colleges of Albany. This “2+2” program offers an unparalleled opportunity to earn a bachelor’s degree in physical education at a Capital Region college with outstanding athletic facilities.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 119 General Zoology or BIOL 150 General Biology I or BIOL 151 General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 230 Anatomy &amp; Physiology I or BIOL 270 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 234 Anatomy &amp; Physiology II or BIOL 271 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120 Real World Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Restricted History Electives**</td>
<td>6</td>
</tr>
<tr>
<td>Restricted English/Hum. Electives**</td>
<td>6</td>
</tr>
<tr>
<td>Restricted Physical Ed. Electives**</td>
<td>17</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100 Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 62

*or specific course equivalents as approved by the department chairperson.
**as approved by department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Physical Education Studies.

Public Administration Studies (formerly Civil and Public Service)
Associate in Applied Science
HEGIS #5501
Chairperson: Dr. Ann B. Geisendorfer
Fitzgibbons Hall, Room 010, (518) 629-7342

The Public Administration Studies program is designed for both recent high school graduates and for persons
presently employed in the public sector who wish to work toward an associate in applied science degree.

The degree program is designed to allow transfer to a public affairs/public policy/public administration program in a four-year institution.

As a terminal degree, the students are taught the foundations necessary for a broad range of professional and paraprofessional positions found in federal, state, county, and municipal governments.

Degree requirements can be fulfilled through evening and online course offerings. Not all courses are offered online every term, therefore students need to meet with an advisor to plan their coursework.

This degree program has a 2+2 articulation agreement with the public affairs and public policy bachelor’s degree program from the Sage College of Albany.

Students in the A.A.S. Public Administration Studies program are eligible for college credit through the Life Experience Program. Interested students should contact the Office of Continuing Education for information.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any Math</td>
<td>Humanities, Lab Science and Social</td>
<td>70+</td>
</tr>
<tr>
<td>Science courses recommended</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term would be approximately $640.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 200</td>
<td>Business Communications or Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>FORM 109</td>
<td>College Forum **</td>
<td>(1)</td>
</tr>
<tr>
<td>PADM 100</td>
<td>Intro. to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 180</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>PADM 205</td>
<td>Public Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>PADM 210</td>
<td>Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1)Free Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

| Government Elective                          | 3           |
| Law Elective                                 | 3           |
| Mathematics or Science                      | 6–8         |
| Elective                                     | 6–8         |
| (1)Restricted Electives                     | 6–8         |
| Total Credits Required                      | 61–65       |

*or specific course equivalents as approved by department chairperson.

** Required of first time, full time students.

(1) See advisor for course approval.

Teaching Assistant Certificate

HEGIS #5503

Chairperson: Nancy T. Cupolo
Higbee Hall, Room 109, (518) 629-7250

The Teaching Assistant certificate program is designed to provide students with a general core of college-level courses. For more information about Teaching Assistant certification, go to www.highered.nysed.gov/tcert. The courses offered in this program also can be applied to an associate’s degree in early childhood. This entire program may be completed online or in the traditional format or a combination of both formats.

The 18-hour course of study provides the student with an interactive classroom setting in which the student will acquire educational information and develop skills to enhance their ability to:

- speak and write effectively;
- respond to the daily classroom management needs;
- communicate with parents, students and other staff;
- assist the teacher with preparation and instructional delivery within the classroom;
- respond to the academic and instructional needs of children with special needs;
- provide developmentally appropriate activities for children;
- demonstrate positive discipline techniques;
- identify instructional methodology including differentiated teaching strategies; and
- provide support and assistance for diverse student needs.
This program not only prepares the student for employment as a teaching assistant, but allows for transfer to a four-year baccalaureate degree program in education as outlined in articulation agreements with The College of Saint Rose and Russell Sage College.

CONCEPTUAL FRAMEWORK

The Teacher Preparation Department is committed to preparing sensitive, caring, reflective, and considerate students who are academically strong, pedagogically skilled, and culturally responsive to the needs of diverse learners within a global society. We believe that students should demonstrate a strong foundation and knowledge of typical and atypical child development by modeling attitudes and beliefs which reflect socioeconomic and cultural sensitivity, consideration of others, and flexibility when working with children, adults, coworkers, community members, and families within a global context and in diverse settings.

Students should demonstrate developmentally appropriate best teaching practices in a culturally responsive, inclusive, adaptive, and interactive learning environment. Each student should maintain a professional demeanor in which the student displays a positive, appropriate approach toward children and learning which demonstrates an awareness of each child’s diverse learning needs.

Our daily teaching practices are grounded in these beliefs, and values which we strive to nurture within ourselves as well as in our students.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I or 1 unit of equivalent academic Math</td>
<td>2.0 average for transfers</td>
<td>70+</td>
</tr>
</tbody>
</table>

Please note: See page 12 for Technical Standards for Admission, Promotion, and Graduation for the Teacher Preparation Department.

The estimated cost of books for the student per course is approximately $115.
How to Read the Course Listings

The following listing is a basic description of courses currently offered by the college; courses that are not listed also may be offered. Courses are listed alphabetically by department and numerically within the department. The numerical course index may be of additional assistance in finding a particular course description (beginning on page 380).

Descriptions are general in nature and are not intended to include all topics which may be part of the course and, in some cases, items in the descriptions may be omitted from the course. Flexibility, modifications, augmentations and deletions are necessary to meet changing conditions and circumstances.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course Number</th>
<th>Liberal Arts Elective</th>
<th>General Education Elective</th>
<th>Lab Fee</th>
<th>Class Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 151</td>
<td>GENERAL BIOLOGY II * SCI, NS</td>
<td>Fall, Spring, Summer, DL</td>
<td>Lab fee will be required.</td>
<td>3-2-4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description: General Biology II follows and draws upon the background obtained in General Biology I. A survey of systems, classical and molecular genetics development and evolution.

Co/Prerequisite: Prerequisite: BIOL 150, General Biology I or equivalent.

Subject Code and Course Number - Each course is assigned a four-letter code identifying the course subject and a three-digit number.

Liberal Arts Elective - Each course designated with an * will fulfill Liberal Arts and Sciences degree requirements and the specific category will be identified with the following abbreviations:

- HUM - Humanities,
- MAT - Mathematics,
- SCI - Science,
- SSC - Social Science.

General Education Elective - Each course designated with one of the two letter abbreviations identified on the following page will fulfill the General Education requirement indicated.

Lab Fee - Indicates that an additional fee will be required of students registering for the course. Lab fees vary by course from $10 and up.

Class Hours - The number of hours per week, during the standard term, that a particular course meets in a classroom situation.

Lab Hours - The number of hours per week, during the standard term, that a particular course meets in a laboratory situation. Field work, small group discussions and shop hours may be included in these hours.

Credits - The number of credits to be awarded to the student who successfully completes the course. If the credits are followed by “ND,” the course is not college level and therefore not applicable toward a degree, but this number of hours will be included in the student’s tuition charge and course load status.

Term Offered - The term or terms the course is normally offered during the year. PLEASE NOTE: Distance Learning (DL) sections, or sections with a DL component, may have specific hardware and/or software requirements. Computers that meet these requirements are available for student use on campus. Check course description on the college Web site for details: www.hvcc.edu

Distance Learning - This course has been established as a distance learning course. Please refer to each term’s course listing for when it is offered as such.

Prerequisite - Any coursework that must be completed before the student is eligible to enroll in the course.

Corequisite - Any course which must be taken during the same term as the course.

Pre- or co- requisite- Any course which must be either completed before the student is eligible to enroll in the course or taken during the same term as the course.
# Liberal Arts and Sciences Courses for Hudson Valley Degree Requirements

Liberal Arts and Science courses are those studies intended to provide chiefly general knowledge and to develop students' general intellectual capacities. Most degree programs in the college require the student to take courses in the Liberal Arts and Sciences. These courses are comprised of four categories of study: Humanities (HUM), Mathematics (MAT), Science (SCI) and Social Science (SSC).

The courses listed below may be applied toward a degree to fulfill a Liberal Arts and Science requirement or to fulfill an elective requirement in the category in which the course is listed. The courses also are noted in the Course Index and Course Descriptions with an asterisk (*). The course description notes which category of Liberal Arts and Science the course will fulfill.

## Humanities

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<tr>
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## Mathematics

- BADM 220 Statistics
- CSCI 120 Computer Science II
- MATH 100 Elementary Algebra II
- MATH 105 Applied Technical Mathematics I
- MATH 106 Applied Technical Mathematics II
### Mathematics (cont.)
- MATH 110 Intermediate Algebra
- MATH 120 Real World Mathematics
- MATH 130 Mathematical Structures I
- MATH 131 Mathematical Structures II
- MATH 140 Mathematical Applications I
- MATH 141 Mathematical Applications II
- MATH 150 College Algebra and Trigonometry (Technical Mathematics I)
- MATH 151 Analytic Geometry and Basic Calculus (Technical Mathematics II)
- MATH 155 Computing Tools for Mathematics and Science
- MATH 160 Pre-Calculus
- MATH 175 Calculus with Precalculus I
- MATH 176 Calculus with Precalculus II
- MATH 178 Honors Mathematical Reasoning and Applications
- MATH 180 Calculus I
- MATH 183 Discrete Mathematics
- MATH 190 Calculus II
- MATH 205 Mathematical Statistical Analysis
- MATH 210 Calculus III
- MATH 220 Differential Equations

### Science
- BIOL 104 Topics in Biology - The Environment
- BIOL 105 Topics in Biology - The Gene
- BIOL 106 Biology
- BIOL 109 Biology of the Human Organism
- BIOL 119 General Zoology
- BIOL 125 Nutrition
- BIOL 126 General Nutrition
- BIOL 127 Principles of Sports and Exercise Nutrition
- BIOL 130 Concepts of Human Anatomy and Physiology
- BIOL 134 Anatomy
- BIOL 136 Anatomy and Physiology
- BIOL 139 Anatomy and Physiology
- BIOL 140 Economic Botany
- BIOL 150 General Biology I
- BIOL 151 General Biology II
- BIOL 190 Biology I
- BIOL 191 Biology II
- BIOL 205 Microbiology
- BIOL 206 Field Biology
- BIOL 207 Botany
- BIOL 210 Ecology
- BIOL 215 Environmental Science
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- BIOL 240 Invertebrate Zoology
- BIOL 241 Vertebrate Zoology
- BIOL 252 The Biology of Birds
- BIOL 270 Anatomy and Physiology I
- BIOL 271 Anatomy and Physiology II
- BIOL 281 Genetics
- BIOL 290 General Microbiology
- CHEM 100 General Chemistry - Health Sciences
- CHEM 105 Concepts in Chemistry
- CHEM 110 General Chemistry I
- CHEM 111 General Chemistry II
- CHEM 120 Freshman Chemistry I
- CHEM 121 Freshman Chemistry II
- CHEM 130 Biochemistry
- CHEM 205 Analytical Chemistry
- CHEM 210 Organic Chemistry I
- CHEM 211 Organic Chemistry II
- NSCI 250 Honors Natural Science
- PHYS 100 Physical Science I/Physics and Chemistry
- PHYS 101 Physical Science II/Earth Science and Astronomy
- PHYS 105 Introduction to Astronomy
- PHYS 110 Physics for the Health Sciences
- PHYS 115 Physics
- PHYS 120 Physics
- PHYS 135 Technical Physics I
- PHYS 136 Technical Physics II
- PHYS 140 Physics I
- PHYS 141 Physics II
- PHYS 143 Introduction to Meteorology
- PHYS 145 Introductory Geology
- PHYS 146 Evolution of the Earth
- PHYS 150 General Physics I
- PHYS 151 General Physics II
- PHYS 250 General Physics III
- PHYS 251 General Physics IV

### Social Sciences
- CRJS 250 Criminology
- ECON 100 Principles of Macroeconomics
- ECON 101 Principles of Microeconomics
- HONR 190 Honors Seminar I
- HONR 250 Introduction to Social Inquiry
- HUSV 105 Human Development and the Family
- HUSV 115 Perspectives on Disability
- HUSV 120 Problems of Adolescence
- HUSV 125 Older Adults in the Social Environment
- HUSV 210 Human Sexuality
- HUSV 215 Psychology and History of Poverty
- IDLT 130 Industrial Psychology
- INDS 100 Career Planning and Decision Making
- INDS 105 Introduction to Academic and Personal Effectiveness
- MTSC 200 Psychology of Grief
- POLS 100 Introduction to Political Science
- POLS 105 American National Government
- POLS 110 State and Local Government
- POLS 120 Introduction to Vietnam War
- POLS 125 Introduction to Terrorism
- POLS 222 Global Seminar
- PSYC 100 General Psychology
- PSYC 200 Child Psychology
- PSYC 205 Developmental Psychology
- PSYC 210 Abnormal Psychology
- PSYC 215 Psychology of Personal Adjustment
- PSYC 220 Psychology of Women
- PSYC 225 Sport Psychology
- PSYC 235 Positive Psychology
- PSYC 250 Educational Psychology
- PSYC 275 Statistics for the Behavioral Sciences
- PSYC 280 Experimental Psychology
- SOCL 100 Sociology
- SOCL 110 Social Problems
- SOCL 115 African American Experience
- SOCL 120 Cultural Diversity in American Society
- SOCL 130 Anthropology
- SOCL 200 Social Psychology
- SOCL 255 Technology and Society
- SOCL 260 American Architecture in its Social Context
Service Learning

Students have the option to choose courses that offer a service learning component. Service learning integrates community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community. Service learning is related to but does not include cooperative education, practicum, or internship programs. Students often see this as an exciting and rewarding way to learn.

Courses that are taught through service learning are designated as optional service learning (OSL), in which a student can choose to do a service learning assignment or not, or as a required service learning (RSLS) course, in which the student must do a service learning assignment. Students that have questions on service learning should contact Dr. Peter R. Sawyer, department chairperson of History, Philosophy and Social Sciences at (518) 629-7690, or speak to their academic advisor.

General Education Core for Completing Degree Requirements at 4-year SUNY Schools

All State University of New York (SUNY) institutions offering undergraduate degrees require, as a condition of graduation, that candidates for a bachelor’s degree complete an academically rigorous and comprehensive core General Education curriculum of no fewer than 30 credit hours. This comprehensive core is specifically designed to achieve the student learning outcomes in 10 knowledge and skill areas. Courses that satisfy the 10 knowledge and skills areas are designated in the catalog with the following codes: mathematics (MT), natural sciences (NS), social sciences (SS), American history (AH), western civilization (WC), other world civilizations (OC), humanities (HU), the arts (AR), foreign language (FL), and basic communication (BC). Two competencies are infused throughout the General Education program: critical thinking and information management.

The courses listed below are those Hudson Valley Community College courses that satisfy requirements in the 10 SUNY-mandated knowledge and skill areas.

Associate in arts and associate in science degree students planning on transferring to a SUNY four-year college should complete at least seven of the 10 requirements while earning the associate’s degree. Requirements may be met at Hudson Valley Community College through completion of coursework, credit by examination, and waiver through high school work and subsequent Regents exams.

Complete information may be obtained from a student’s academic advisor. Using the abbreviations cited above, each individual course description identifies which General Education requirement the course will fulfill. Please note that some courses appear in more than one area, but can only be used to fulfill one requirement.

Mathematics

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Natural Sciences

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<td>CRJS 255</td>
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<td>ECON 100</td>
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<td>EDUC 100</td>
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<td>POLS 100</td>
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<td>POLS 110</td>
<td>State and Local Government</td>
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<td>PSYC 275*</td>
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<td>SOCL 115</td>
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<td>SOCL 120*</td>
<td>Cultural Diversity in American Society</td>
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<td>SOCL 130</td>
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<td>SOCL 200</td>
<td>Social Psychology</td>
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<td>SOCL 255</td>
<td>Technology and Society</td>
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<td>SOCL 260</td>
<td>American Architecture in its Social Context</td>
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**American History**

If Below 85 on US History Regents Exam:
- HIST 110* Interpretations of American History I
- HIST 111* Interpretations of American History II

If 85 or Above on US History Regents Exam:
- HIST 115* Introduction to African American History
- HUSV 215 Psychology and History of Poverty
- LABR 180* Labor History
- POLS 105* American National Government
- POLS 120* Introduction to Vietnam War
- SOCL 120* Cultural Diversity in American Society

**Western Civilization**

- HIST 100* Western Civilization and the World I
- HIST 101* Western Civilization and the World II
- HIST 130* Medieval History
- HIST 137* History of World War II

**Other World Civilizations**

- HIST 120* History of Africa I
- HIST 121* History of Africa II
- HIST 122* History of the Middle East I
- HIST 123* History of the Middle East II
- POLS 120* Introduction to Vietnam War

**Humanities**

- ARTS 100* Survey of Art History I
- ARTS 101* Survey of Art History II
- ARTS 102* Modern Art History
- ARTS 105 Introduction to Humanities I
- ARTS 106 Introduction to Humanities II
- ENGL 104* English Composition II: Writing about Literature
- ENGL 136 Media and Culture
- ENGL 151* Creative Writing: Short Fiction
- ENGL 152* Creative Writing: Poetry and Song
- ENGL 200 English Literature I
- ENGL 202 English Literature II
- ENGL 203 Shakespeare
- ENGL 204 American Literature I
- ENGL 206 American Literature II
- ENGL 210* Short Story
- ENGL 212* Poetry
- ENGL 214 American Folklore
- ENGL 216 Contemporary Novel
- ENGL 218 Contemporary Drama
- ENGL 220* Literature into Film
- ENGL 230 Multicultural Perspectives in Literature
- ENGL 232 African American Literature
ENGL 234 Native American Literature
ENGL 235 Latino Literature and Culture
ENGL 236 Images of Women in Literature
ENGL 240 Honors Literature
HONR 290 Honors Seminar II
HIST 100* Western Civilization and the World I
HIST 101* Western Civilization and the World II
HIST 110* Interpretations of American History I
HIST 111* Interpretations of American History II
HIST 112 History of New York State I
HIST 113 History of New York State II
HIST 115* Introduction to African American History
HIST 120* History of Africa I
HIST 121* History of Africa II
HIST 122* History of the Middle East I
HIST 123* History of the Middle East II
HIST 130* Medieval History
HIST 135 History of Twentieth Century
HIST 137* History of World War II
HONR 275 Foundations of the Modern Tradition
LABR 180* Labor History
MUSC 101*Music Appreciation I
MUSC 101*Music Appreciation II
MUSC 105*The History of Jazz
PHIL 100 Introduction to Philosophy I
PHIL 110 Comparative Religion I
PHIL 111 Comparative Religion II
PHIL 265 Honors Philosophy - Ideas Past and Present
SOCI 255 Technology and Society
THEA 100* Introduction to Theater

The Arts
ARTS 100* Survey of Art History I
ARTS 101* Survey of Art History II
ARTS 102* Modern Art History
ARTS 110 Drawing I
ARTS 111 Drawing II
ARTS 115 Two-dimensional Design
ARTS 120 Painting I
ARTS 121 Painting II
ARTS 130 Photography I
ARTS 131 Photography II
ARTS 133 Introduction to Digital Photography
ARTS 135 Introduction to Photography
ARTS 145 Introduction to Electronic Art
ARTS 210 Directed Study in Drawing and Painting I
ARTS 211 Directed Study in Drawing and Painting II
ARTS 225 Experimental Drawing in Italy I
ARTS 226 Experimental Drawing in Italy II
ARTS 230 Color Photography
ARTS 231 Photocommunication
ARTS 233 Digital Photography
ARTS 235 Advanced Studio Photography
ARTS 236 Independent Study in Photography
ENGL 151* Creative Writing: Short Fiction
ENGL 152* Creative Writing: Poetry and Song
ENGL 156 Creative Writing Workshop
ENGL 210* Short Story
ENGL 212* Poetry
ENGL 220* Literature into Film
MUSC 100*Music Appreciation I
MUSC 101*Music Appreciation II
MUSC 105*The History of Jazz
THEA 100* Introduction to Theater
THEA 110 Acting I
THEA 111 Acting II
THEA 120 Theater Internship

Foreign Language
ARBC 100 Arabic Language and Culture I
ARBC 101 Arabic Language and Culture II
ASLN 100 American Sign Language I
ASLN 101 American Sign Language II
CHNS 100 Chinese Language and Culture I
CHNS 101 Chinese Language and Culture II
FREN 100 French Language and Culture I
FREN 101 French Language and Culture II
FREN 200 French Language and Culture III
FREN 201 French Language and Culture IV
GERM 100 German Language and Culture I
GERM 101 German Language and Culture II
GERM 200 German Language and Culture III
GERM 201 German Language and Culture IV
ITAL 100 Italian Language and Culture I
ITAL 101 Italian Language and Culture II
JAPN 100 Japanese Language and Culture I
JAPN 101 Japanese Language and Culture II
RUSN 100 Russian Language and Culture I
RUSN 101 Russian Language and Culture II
SPAN 100 Spanish Language and Culture I
SPAN 101 Spanish Language and Culture II
SPAN 200 Spanish Language and Culture III
SPAN 201 Spanish Language and Culture IV

Basic Communication
ENGL 101 English Composition I
ENGL 102 English Composition II
ENGL 104* English Composition II: Writing about Literature
ENGL 106 English Composition II: Writing for Technicians
ENGL 107 Honors Composition I
ENGL 108 Honors Composition II
ENGL 110 Technical Communications
ENGL 118 Technical Writing
ENGL 120 Communication
ENGL 125 Public Speaking
ENGL 130 Journalism
ENGL 132 Advanced Journalism
ESLS 101 English Composition I for the Foreign Born
ESLS 102 English Composition II for the Foreign Born

*This course appears in more than one knowledge and skill area, but can only be used to fulfill one requirement.
ACCTG 100 APPLIED ACCOUNTING 3-0-3

Fall, Spring
This course provides basic accounting concepts together with manual and computerized applications for individuals who are pursuing a career in the business world. The course covers topics including fundamentals of accounting, forms of business ownership, requirements in starting your own business, payroll accounting, taxes and reports, internal control of cash, payables, receivables, as well as other topics applicable for small business operation. This course may not be used as an accounting elective but may be used as a business elective if taken prior to ACTG 110. It may not be transferable.

ACCTG 110 FINANCIAL ACCOUNTING 4-0-4

Fall, Spring, Summer, DL
This course is designed to provide a solid foundation in basic accounting concepts and techniques for students who plan to pursue a career in accounting, as well as the general business student. The course covers the traditional topics of a first semester accounting course, including the accounting cycle, financial statement analysis, and coverage of asset, liabilities and stockholders equity.

ACCTG 111 MANAGERIAL ACCOUNTING 4-0-4

Fall, Spring, Summer
This course follows Financial Accounting (ACTG 110), and emphasizes managerial decision making. Course content includes budgeting, cost concepts and terminology, cost analysis, cost allocations, manufacturing accounting and standard cost systems. Managerial Accounting will provide a solid foundation in basic cost accounting concepts and techniques for students who plan to pursue future courses in business, and/or students who plan to pursue a career in accounting.

Prerequisite: ACTG 110, Financial Accounting or equivalent

ACCTG 120 PERSONAL FINANCE 3-0-3

Fall, Spring, DL
This course provides a foundation in the basic principles of financial planning and gives a brief introduction of more advanced personal financial planning topics. Budgeting, taxes, consumer credit, insurance, investments and estate planning will be discussed.

ACCTG 200 ACCOUNTING COMPUTERIZED SYSTEMS 4-0-4

Fall, Spring
This course will enhance students' understanding of basic accounting procedures and increase their computer application skills. Students will use spreadsheet software and a single entry accounting package.

Prerequisite: ACTG 110, Financial Accounting or Corequisite: ACTG 110, Financial Accounting

ACCTG 202 ACCOUNTING MICRO SYSTEMS I 2-2-3

Fall, Spring
This course is designed to provide accounting students with a solid background in both the manual and computerized aspects of the following areas: vendor transactions, customer transactions, general ledger, cash management, special journals, subsidiary ledgers, financial statements, quarterly reports, sales tax reporting, and accounting Internet applications. Students will first learn these topics in a manual setting and then apply them to computer software programs.

Prerequisites: ACTG 110, Financial Accounting or ACTG 100, Applied Accounting; CMPT 101, Personal Computer Concepts /Applications

ACCTG 210 FEDERAL INCOME TAX 3-0-3

Fall, Spring
Students will be taught concepts of taxable income, laws and regulations and their application to various classifications of taxpayers, including individuals and small businesses. There is practice on preparation of tax returns for individuals, partnerships and corporations. Current software is used.

Prerequisite: ACTG 110, Financial Accounting
ACTG 211  COST 3-0-3 ACCOUNTING  
Fall, Spring, Summer  
Cost accounting will provide students with cost theories and concepts affecting traditional and contemporary cost management systems, systems for assembling data, control and analysis of material, labor and overhead, job order costing, process and standard costing, joint and by-product cost allocations, budgeting using modern methods of costing and managerial control. Students will learn how to determine costs of products and services; project costs using statistical analysis; and analyze the relative profitability of various products and services. In addition, students will learn techniques to evaluate and reward managerial performance.  
Prerequisite: ACTG 111, Managerial Accounting

ACTG 212  NOT-FOR-PROFIT 3-0-3 ACCOUNTING  
Fall, Spring, DL  
This course is designed for students interested in working for non-profit organizations, public schools, or the government. It will cover theory and practice of budgetary procedures and accounting for general and special funds.  
Prerequisites: ACTG 110, Financial Accounting

ACTG 215  AUDITING 3-0-3  
Spring  
This course will cover audit procedures and working papers employed by public and independent accountants for summarizing, classifying and analyzing the records and operations of businesses, including internal control. Students will receive practical experience in working directly from source materials in documents in an audit case study.  
Prerequisite: ACTG 110, Financial Accounting

ACTG 216  ADVANCED BOOKKEEPING APPLICATIONS 3-0-3  
Fall, Spring  
This course may serve as a capstone for the accounting major at Hudson Valley. The course covers five of the essential knowledge and skill areas that entry-level accountants/bookkeepers need: adjusting entries, correction of accounting errors, payroll, depreciation, and inventory. The course also allows students to gain the additional knowledge required to conduct all key bookkeeping and accounting functions through the adjusted trial balance and basic payroll skills. In addition to being a capstone course for the accounting major, this course may be used to prepare for the National Certification Bookkeeper’s (NCB) exam. NCB certification may provide students an opportunity to advance their careers or enhance previously learned skills.  
Prerequisite: ACTG 110, Financial Accounting  
Corequisite: ACTG 111, Managerial Accounting

ACTG 218  INTERMEDIATE ACCOUNTING I 3-0-3  
Fall - Alternate years  
This advanced accounting course emphasizes accounting for corporations, including plant and equipment, investments, intangibles, long-term liabilities and retained capital. Students will learn the theory and the practice in these areas.  
Prerequisite: ACTG 111, Managerial Accounting

ACTG 219  INTERMEDIATE ACCOUNTING II 3-0-3  
Spring - Alternate years  
A continuation of the studies in Intermediate Accounting I, (ACTG 218).  
Prerequisite: ACTG 218, Intermediate Accounting I

ADMINISTRATIVE INFORMATION TECHNICIAN

AITC 101  COMPUTER LITERACY 1-0-1  
Fall, Spring, Summer  
The course presents introductory concepts and techniques in microcomputer fundamentals. Students learn the technology of Microsoft operating systems, the keyboard and keyboard shortcuts, use of the mouse, launching application programs, creating and managing files and folders, document naming conventions, establishing user accounts, managing open windows, moving, copying, deleting, renaming files and folders. Lab time outside class is required.
AITC 160  INFORMATION  6-0-3  
PROCESSING  
Fall, Spring  
Students will learn word processing concepts and procedures while using the latest Graphical User Interface (GUI) technology. This course concentrates on the instruction and preparation of the most frequently requested office documents, including electronic documents. Various Internet projects will improve students’ knowledge and research skills while using the World Wide Web. Students will continue the development of keyboarding and grammatical skills. 
Prerequisites: CMPT 110, Document Formatting on Microcomputers or permission of department.

AITC 162  ADVANCED  3-0-3  
INFORMATION PROCESSING WITH BUSINESS COMMUNICATIONS  
Fall  
Using Microsoft Office suite, students will utilize the proper procedures to create more advanced documents, workbooks, databases, and presentations suitable for professional purposes. Students also will learn correct spelling, punctuation, and grammar to incorporate in their documents.
Prerequisite: CMPT 110, Document Formatting on Microcomputers or permission of department.

AITC 163  INTEGRATED  4-0-4  
APPLICATIONS  
Spring  
The student will continue to develop speed and accuracy in post-advanced concepts and techniques of Word, Excel, Access, and PowerPoint. Integration between applications and Web features will be stressed and upon completing projects and exercises, students will be prepared to take the Microsoft Office User Specialist exam. Lab time outside of class is required.
Prerequisite: AITC 162, Advanced Information Processing with Business Communication or permission of department.

AITC 165  ADVANCED  3-0-3  
WORDPERFECT  
Fall, Spring  
This course will reinforce the skills acquired in CMPT 100 and take students to a more advanced level. Students will enhance the visual display and presentation of documents by inserting graphics, creating graphic elements, producing charts, outlines, documents with special features, and others. The hands-on, step-by-step approach will enable students to have a thorough, integrative learning experience in word processing using WordPerfect. 
Prerequisite: CMPT 100, Word Processing with WordPerfect or permission of department.

AITC 166  INTERNSHIP  3 Credits  
Spring  
The student will participate in an internship at an approved business site for 90 hours during the last term of study.

ARBC COURSES  
(See Foreign Languages)

ARTS COURSES  
(See Fine Arts)

ASLN COURSES  
(See Foreign Languages)

AUTOMOTIVE TECHNICAL SERVICES  

AUTO 110  AUTOMOTIVE  1-2-2  
SERVICES  
Fall, Spring, Summer  
Lab fee will be required. This course is designed to familiarize students with tasks performed by entry-level automotive technicians. Students will learn professional procedures for lifting and supporting vehicles safely, lube-oil-filter service, tire and wheel service, lighting system repairs, basic tune-up, accessory drive belt service, battery service and more. Lecture sessions will provide necessary information on industry standards, including shop safety. Laboratory sessions will allow hands-on experience for students. Protective clothing, safety glasses, basic hand tools, and a valid driver’s license are required.
AUTO 120  ENGINES  3-6-6
Fall, Spring  Lab fee will be required.
This course includes classroom and laboratory work covering the theory of operation and repair of the gasoline engine, including valves and valve train, piston and connecting rod assembly, crankshaft and bearings. The laboratory work covers inspection, diagnosis, and correct repair procedures for all type automotive engines.

AUTO 125  AUTOMOTIVE  2-4-4
ELECTRICITY
Fall  Lab fee will be required.
This course provides an introduction to the principles of electricity. Topics covered include current, voltage, resistance, series and parallel circuits, magnetism, inductance, capacitance, and DC current. Emphasis is placed on the diagnosis, overhaul, and testing procedures of all automotive electrical components.

AUTO 130  AUTOMOTIVE  2-0-2
SPECIFICATIONS
Fall, Spring
This course is designed to introduce the student to the related techniques of automotive repair. Major topics covered include: measurement and measurement instruments, new vehicle inspection and pre-delivery preparation, New York State inspection procedures, fundamentals of oxygen-acetylene welding, use of shop manuals and specifications, quick service and customer operations.

AUTO 140  FUEL SYSTEMS  2-4-4
Spring  Lab fee will be required.
This course provides an in-depth study of the theory, operation, and correct repair procedures for the fuel delivery systems used on gasoline engine equipped vehicles. The following topics will be covered: storage systems, fuel pumps (mechanical and electrical), electronic fuel injection, turbocharging, exhaust sensors, carburetion and emissions testing. Laboratory sessions will cover the diagnosis and repair of component parts. Related fuel system testing and adjustments will be stressed.
Prerequisite: AUTO 125, Automotive Electricity

AUTO 145  PASSENGER CAR  3-0-3
CHASSIS I
Spring
This course provides a comprehensive study of the chassis operation, and repair and service procedures including front and rear suspension, steering systems, and braking systems.

The laboratory work (AUTO 225 - AUTO 230) will emphasize the overhaul and adjustment procedures used in repairing these chassis components.

AUTO 150  TRANSMISSIONS/  3-6-6
TRANSAXLES
Fall, Spring  Lab fee will be required.
This course provides a study of the power trains systems used on all automotive vehicles. Topics include torque convertors, planetary gears, hydraulic control units, clutches, standard transmissions, transaxles, drive lines, linkage, constant velocity joints and differentials. Laboratory work will emphasize the overhaul and adjustment procedures used in repairing these power train components.

AUTO 200  AMERICA ON  3-0-3
WHEELS
Fall
Our national love affair with the automobile has been going on for more than a century. The “horseless carriage” changed the face of America and spawned a network of roads and highways that has transformed the United States from an agrarian society to a suburban car culture. The scope of this course will address the impact that visionary pioneers, including Henry Ford, had in mobilizing the country, which in turn redefined our national identity. Because the automobile is such a complicated device, it has taken decades for auto manufacturers to produce the safe, powerful, and fuel-efficient vehicles that we drive today. Students will, through a series of discussions, learn about the changes in automobile technology and the individuals behind those changes.

AUTO 220  ALTERNATIVE  3-0-3
FUELS
Fall  Lab fee will be required.
This course is designed to utilize a combination of classroom discussion and demonstration. Students will become familiar with the various types of alternate fuels, as well as the design and installation of alternative power systems in vehi-
cles. Discussion topics and research will focus on the need for, and practicality of, the various fuel alternatives. Sample topics include environmental concerns, cost efficiency, driveability characteristics and service concerns. The demonstration portion of the class will expose students to the installation and maintenance procedures used in alternative fuel vehicles. Utilizing the various alternative fuel vehicles donated to the college, students will be able to examine, analyze and eventually diagnose and repair the current alternative fuel systems.

**AUTO 225 AUTOMOTIVE 3-12-7**

*Fall*  
Lab fee will be required.  
In this lab, students are assigned in pairs to a service bay in our state-of-the-art automotive repair facility. Under close supervision, students will practice the hands-on skills necessary to repair today’s computerized vehicles. Some of the repair techniques emphasized are: use of computerized diagnostic equipment, tune-up procedures, computerized wheel alignment, balancing, electronic circuit testing and component repair, braking system service, chassis and drive train service and repair. In addition, students will participate in a weekly seminar designed to familiarize them with the latest automotive industry service bulletins, and interact with customers because feedback is a critical part of the automotive repair process. Because this method of evaluating student performance can only be achieved by working on the vehicles of actual customers, students will NOT be allowed to work on their own vehicles in this laboratory.  
Open only to matriculated automotive students.  
Prerequisite: Valid driver’s license

**AUTO 230 AUTOMOTIVE 1-14-7**

*Spring*  
Lab fee will be required.  
In this lab, students are assigned in pairs to a service bay in our automotive repair facility. Under close supervision, students will practice the hands-on skills necessary to repair today’s computerized vehicles. Some of the repair techniques emphasized are: diagnosis and repair of fuel delivery systems with special emphasis on infrared four gas exhaust analyzing, climatic control systems, diesel engine tune-up and repair procedures, power steering systems, oxygen, acetylene, and electric welding. In addition, students will be assigned on a rotating basis to the following automotive facility management positions: service advisor, shop foreman, service manager. Participation in a weekly seminar designed to familiarize the student with the basic ethics and administration for automotive personnel, proper customer relations techniques, governmental regulations, and environmental regulations used in the automotive industry today will be required. Because customer feedback is critical in evaluating student performance, students will NOT be allowed to work on their own vehicles in this laboratory.  
Open only to matriculated automotive students.  
Prerequisite: Valid driver’s license

**AUTO 235 AUTOMOTIVE 3-3-4 ELECTRONICS**

*Fall*  
Lab fee will be required.  
This course is designed to familiarize automotive students with all types of automotive computerized electronic systems. Main topics include: electron theory, semiconductors, transistors, microprocessors, electronic circuits, schematics and diagnosis. The laboratory exercises will provide students with hands-on experience necessary to become proficient in diagnosis, adjustment and repair of these automotive systems.  
Prerequisite: AUTO 125, Automotive Electricity

**AUTO 245 PASSENGER CAR 3-0-3 CHASSIS II**

*Fall*  
This course is a study of theory, operation, and service procedures, including wheels, tires, wheel alignment, balance and climatic control systems.  
The laboratory experience (AUTO 225-AUTO 230) allows students to become familiar with the equipment and instrumentation necessary to service these chassis components.

**AUTO 250 DIESEL ENGINES 3-0-3**

*Fall, Spring*  
This course is designed to familiarize students with the theory of operation, repair and overhaul, assembly and adjustment of diesel engines, including the components and service procedures that are unique to the diesel engine: fuel, fuel delivery system, troubleshooting, computer control of diesel engines, electrical systems and maintenance.
AUTO 255  PASSENGER CAR 3-0-3
DIAGNOSIS

Spring
This course is designed to assist students in formulating a successful diagnostic format. Presentations will emphasize the use of basic and sophisticated diagnostic equipment necessary to augment the ability of the diagnostician. Through the use of diagnostic tools used in the industry, students will learn how to effectively diagnose malfunctions in computerized systems of today’s vehicles.

AUTO 260  BUSINESS 3-0-3
MANAGEMENT

Spring  Lab fee will be required.
This course is designed to expose students to the business techniques necessary to manage an automotive facility. Federal and state regulations, insurance, estimating of repairs, purchasing procedures, facility planning, lease-purchase agreements, equipment and customer relations will be discussed.

AUTOMOTIVE TECHNICAL SERVICES-AUTO BODY REPAIR

For additional courses, see Automotive Technical Services listing on pages 166-168.

AUBR 160  BODY 4-0-4
MECHANICAL

Fall  Lab fee will be required.
This course will provide students the opportunity to learn industry standard repairs of mechanical related systems on vehicles as well as mock-ups.

AUBR 220  PASSENGER 3-0-3
CAR BODY/FRAME CONSTRUCTION

Fall
This course explores the shapes and designs of all body construction and underbody assembly, including unitized bodies with bolt on sub frames, platform construction, and removal and replacement of parts (body panels), glass, interiors, and wind and water leaks.

AUBR 225  FRAME/ 3-6-6
UNDERBODY REPAIR

Fall  Lab fee will be required.
This course will discuss all types of body frame misalignment, including sway from rear, side rail sag from front-end collision, sag from rear-end collision, and frame mashed and buckled from front-end collision. It will also cover diamond frame, wheel housing, panel measuring, trunk opening measuring swing rear end, knee displacement, twisted frame and sideways, concept of four control points, and universal measuring, along with gauge systems.

AUBR 228  PANEL 3-0-3
STRAIGHTENING

Spring
This course will cover panel alignment, plastic repair, body sheet metal repair, dent repair, glass removal and installation, body tools, and fiberglass.
Corequisite: AUBR 230, Non Structural Collision Repair Laboratory I.

AUBR 230  NON 0-12-6
STRUCTURAL COLLISION REPAIR LABORATORY I

Fall  Lab fee will be required.
This course will cover panel adjustments, repair, metal working skills, use of body fillers, basic frame repair, glass adjustments, and fiberglass repair. Students will use both vehicles and mock ups and will develop real life shop setting experience.
Corequisite: AUBR 228, Panel Straightening.

AUBR 235  COLLISION 0-12-6
REPAIR LABORATORY II

Spring  Lab fee will be required.
In this lab, students will repair vehicles considered to be totals or near totals, repair of all types of frame damage and complete refinishing, and perform all types of welding and front and rear wheel alignment.
Prerequisites: AUBR 225, Frame/Underbody Repair; AUBR 230, Non Structural Collision Repair Laboratory I, AUBR 245, Automotive Refinishing II.
Corequisite: AUBR 236, Collision Laboratory III.
AUBR 236 COLLISION REPAIR LABORATORY III
Spring  Lab fee will be required.
Collision Repair Lab III is an application of preceding labs, providing students the opportunity to apply collision repair skills ranging from the completion of necessary paperwork to ordering of parts to the performance of all work operations required to complete the repair job. Students will be required to complete all repair work in a timely fashion and to meet all industry standards.
Prerequisites: AUBR 230, Non Structural Collision Repair Laboratory I; AUTO 245, Passenger Car Chassis II.
Corequisite: AUBR 235, Collision Repair Laboratory II; AUBR 265, Basic Automotive Welding.

AUBR 240 AUTOMOTIVE REFINISHING I
Fall
This course will cover all aspects of automotive refinishing, including: use of spray painting equipment, air compressors, hoses, spray booths, respirators, refinishing materials, mixing and matching colors, masking, use of spray guns, atomization and vaporization, proper stroking and triggering of the spray gun, overlapping, types of spray guns, cleaning guns, how to paint with a gun, troubleshooting, and surface preparation (sanding).

AUBR 245 AUTOMOTIVE REFINISHING II
Spring  Lab fee will be required.
In this course, students will determine the condition of the surface, prepare bare metal, automotive enamels, metallic colors, learn about rubbing and polishing, spot repairing, acrylic enamel and acrylic lacquer, troubleshooting and paint failure (urethane acrylic-enamel). The course also will cover overall masking base coat/clear coat system and decal-pinstriping.

AUBR 250 ESTIMATING AUTO BODY REPAIRS
Spring
This course will cover cost accounting and analysis, personnel needs, estimating, flat rate, overlap on repairs, shop safety, layout of shop, shop cleanliness, dealing with insurance companies, shop control, New York State regulations, use of crash books, use of estimating forms, and customer courtesy.

AUBR 255 BODY ACCESSORY SERVICE/REPAIR
Spring
This course will emphasize service and adjustment of electrical/vacuum components, service and repair of vehicle restraint systems, air conditioning systems, and anti-lock braking systems.

AUBR 265 BASIC AUTOMOTIVE WELDING
Fall, Spring  Lab fee will be required.
This course will provide students with basic automotive welding knowledge and skills, focusing on Mig, Tig, & Gas welding as well as Plasma arc and Gas cutting. Personal and vehicle safety will be covered. Aluminum and steel will be the main focus of materials.

AUTOMOTIVE TECHNICAL SERVICES - DAIMLERCHRYSLER
For additional courses see Automotive Technical Services listing on pages 166-168.

AUCP 120 AUTOMOTIVE ELECTRICAL SYSTEMS AND COMPONENTS
Fall  Lab fee will be required.
This course is an introduction to the principles of electricity. Topics covered include current, voltage, resistance, series and parallel circuits, magnetism, inductance, capacitance, DC current, and the DaimlerChrysler Digital Electronics Program. Laboratory emphasis is placed on diagnosis and repair of DaimlerChrysler electrical systems and components.

AUTO 120 ENGINES
This course is DaimlerChrysler specific. For the generic course description, see page 176.
AUTO 130 AUTOMOTIVE SPECIFICATIONS
This course is DaimlerChrysler specific. For generic course description, see page 176.

AUTO 140 FUEL SYSTEMS
This course is DaimlerChrysler specific. For the generic course description, see page 176.

AUCP 150 PRACTICAL WORK EXPERIENCE I
Fall
This is the first of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained. Open only to matriculated program students. Prerequisite: Completion of first term program courses.

AUTO 150 TRANSMISSIONS/ TRANSAXLES
This course is DaimlerChrysler specific. For the generic course description, see page 176.

AUCP 155 PRACTICAL WORK EXPERIENCE II
Spring
This is the second of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course, students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained. Open only to matriculated program students. Prerequisite: Completion of second term program courses.

AUTO 160 INDUSTRIAL RELATIONS
Fall
This course will explore employee relations in the life of the individual and his or her society. Students will develop a keen awareness of the complexities in business, industry and society. Students receive insight into the work problems – human, technical and personal – in an automotive environment. Students will be given an understanding of how to successfully participate in this environment. Resume writing and skill evaluation are organized by students.

AUCP 220 INTEGRAL FRAME AND SUSPENSION COMPONENTS
Fall
This course is a comprehensive study of the chassis operation, and repair and service procedures, including frame, suspension, steering mechanism, brake systems, front end alignment, wheels, wheel balance, tire service, climate control systems. Laboratory experiments will focus on the diagnosis and repair procedures for all frame and suspension components. Open only to matriculated program students.

AUTO 220 ALTERNATIVE FUELS
This course is DaimlerChrysler specific. For the generic course description, see page 176.

AUCP 250 PRACTICAL WORK EXPERIENCE III
Fall
This is the third of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course, students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained. Open only to matriculated program students. Prerequisite: Completion of third term program courses.
AUTO 250  DIESEL ENGINES 4-0-3
This course is DaimlerChrysler specific. For the generic course description, see page 177.

AUTO 255  PASSENGER CAR 4-0-3
DIAGNOSIS
This course is DaimlerChrysler specific. For the generic course description, see page 177.

AUCP 255  PRACTICAL  10 Credits
WORK EXPERIENCE IV

Spring
This is the fourth of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained.
Open only to matriculated program students.
Prerequisite: Completion of fourth term program courses.

AUTOMOTIVE TECHNICAL SERVICES - GENERAL MOTORS

For additional courses see Automotive Technical Services listing on pages 166-168.

AUCP 120  AUTOMOTIVE  5-11-8
ELECTRICAL SYSTEMS
AND COMPONENTS

Fall  Lab fee will be required.
This course provides an introduction to the principles of electricity. Topics covered include current, voltage, resistance, series and parallel circuits, magnetism, inductance, capacitance, DC current, and the General Motors Digital Electronics Program. Laboratory emphasis is placed on diagnosis and repair of General Motors electrical systems and components.

AUTO 120  ENGINES  4-8-6
This course is General Motors specific. For the generic course description, see page 176.

AUTO 130  AUTOMOTIVE  2-0-2
SPECIFICATIONS
This course is General Motors specific. For the generic course description, see page 176.

AUTO 140  FUEL SYSTEMS  3-5-4
This course is General Motors specific. For the generic course description, see page 176.

AUCP 150  PRACTICAL  5 Credits
WORK EXPERIENCE I

Fall
This is the first of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course, students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained.
Open only to matriculated program students.
Prerequisite: Completion of first term program courses.

AUTO 150  TRANSMISSIONS/  4-8-6
TRANAXLES
This course is General Motors specific. For the generic course description, see page 176.

AUCP 155  PRACTICAL  10 Credits
WORK EXPERIENCE II

Spring
This is the second of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained.
Open only to matriculated program students.
Prerequisite: Completion of first term program courses.
AUTO 160  INDUSTRIAL RELATIONS  3-0-3
Fall
This course will explore employee relations in the life of the individual and his or her society. Students will develop a keen awareness of the complexities in business, industry and society. Students receive insight into the work problems – human, technical and personal – in an automotive environment. Students will be given an understanding of how to successfully participate in this environment. Resume writing and skill evaluation are organized by students.

AUCP 220  INTEGRAL 5-6-6
FRAME AND SUSPENSION COMPONENT
Fall  Lab fee will be required.
This course is a comprehensive study of the chassis operation, and repair and service procedures, including frame, suspension, steering mechanism, brake systems, front end alignment, wheels, wheel balance, tire service, climate control systems. Laboratory experiments will focus on the diagnosis and repair procedures for all frame and suspension components. Open only to matriculated program students.

AUTO 220  ALTERNATIVE 3-0-3
FUELS
This course is General Motors specific. For the generic course description, see page 176.

AUCP 250  PRACTICAL 5 Credits
WORK EXPERIENCE III
Fall  Lab fee will be required.
This is the third of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course, students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained. Open only to matriculated program students. Prerequisite: Completion of first term program courses.

AUTO 250  DIESEL ENGINES 4-0-3
This course is General Motors specific. For the generic course description, see page 177.

AUCP 255  PRACTICAL 10 Credits
WORK EXPERIENCE IV
Spring
This is the fourth of four required, practical work experience courses that provide hands-on applications of theoretical course work in the Automotive Technical Services - DaimlerChrysler and Automotive Technical Services - General Motors programs. In each course, students are required to work a 40-hour work week in an authorized dealership. The college and the corporation jointly establish work assignments that support student learning. These experiences are evaluated to ensure that measurable standards, competencies, and outcomes are attained. Open only to matriculated program students. Prerequisite: Completion of first term program courses.

AUTO 255  PASSENGER CAR 4-0-3
DIAGNOSIS
This course is General Motors specific. For the generic course description, see page 177.

BIOLOGY

BIOL 095  INTRO TO 3-2-4ND BIOLOGY
Offered on demand. Lab fee will be required.
This course provides an overview of the basic chemical, physical and biological concepts typically covered in a first-level biology course with special reference to human biology. The laboratory includes some dissections. CREDITS EARNED IN THIS COURSE CANNOT BE APPLIED TOWARD AN ASSOCIATE DEGREE.

BIOL 102  ORIENTATION 1-0-1
TO ENVIRONMENTAL STUDIES
Fall, Spring, DL only
This course introduces students to environmental studies as a field of inquiry and career path. It acquaints the entering student with the personal skills necessary and outside resources available to help ensure academic and career-
planning success. Sources of information, making personal contacts, and career opportunities in the environmental field will be discussed.

**BIOL 103 ORIENTATION 1-0-1**
**TO BIOLOGY AND BIOETHICS**

*Fall, Spring*

This course introduces students to the Hudson Valley Community College campus and to biotechnology as a field of study. Campus regulations, services and personal skills to facilitate success in the program and in seeking employment will be emphasized. This course also will focus on the ethics and bioethical issues of biotechnology.

**BIOL 104 TOPICS IN 2-2-3**
**BIOLOGY -THE ENVIRONMENT * SCI, NS**

*Fall, Spring, Summer, DL Lab fee will be required.*

This is a course for non-majors that acquaints students with environmental issues, including principles of ecology, biodiversity, resource depletion, pollution, energy use and supply, and economic and political aspects of environmental problems.

**BIOL 105 TOPICS IN 2-2-3**
**BIOLOGY -THE GENE * SCI, NS**

*Fall, Spring, Summer Lab fee will be required.*

This course is an inquiry into the significance of genes and DNA in our everyday life. The personal, biological, political and sociological implications of our ever-expanding understanding of genetics and heredity are discussed. The course also covers basic biochemical and cellular principles, human organs and their integration into various body systems, DNA, biotechnology, human development, human genetics, and major human diseases.

**BIOL 106 BIOLOGY 3-2-4**
*** SCI, NS**

*Fall Lab fee will be required.

This is a one-term course that examines biology from an environmental perspective. Topics include the history of life, the influence of the non-living (climate, water, soil) on the living and vice versa, the interactions among life forms (producers, consumers, decomposers) and people’s attempts to control insects by means of pesticides.

**BIOL 109 BIOLOGY OF 3-2-4**
**THE HUMAN ORGANISM * SCI, NS**

*Fall, Spring, Summer, DL Lab fee will be required.*

This one-term course for non-majors presents an overview of the structure and function of systems in the human body. The course also discusses external agents of infection and related topics concerning internal systemic malfunctions.

**BIOL 115 MEDICAL TERMINOLOGY 3-0-3**

*Fall, Spring, Summer, DL only Lab fee will be required.*

This course is an introduction to medical terminology, emphasizing the etymology and semantics of terms, roots, suffixes and prefixes pertaining to the etiology, pathology, pathogenesis, and clinical diagnosis of diseases in the medical specialties involving a body systems approach and emphasizing pathology, oncology and pharmacology of each. Recommended for Health Sciences majors.

**BIOL 119 GENERAL 3-2-4**
**ZOOOLOGY * SCI**

*Fall, Spring, Summer, DL Lab fee will be required.*

This course provides an overview of invertebrate and vertebrate animals and their functions. The laboratory portion will include microscopic study and dissection of representative specimens.

**BIOL 125 NUTRITION 3-0-3**
*** SCI, NS**

*Fall, Spring, Summer, DL*

This one semester course will teach the fundamental concepts of nutrition relevant to contemporary issues in health, as well as explore the use of the scientific method in research literature. It will use an interdisciplinary approach by integrating knowledge from the fields of anatomy, physiology, chemistry and microbiology.
BIO L 126  GENERAL  3-2-4  
NUTRITION * SCI, NS  
Fall, Spring, Summer, DL  Lab fee will be required.  
This one-semester course will teach the fundamental concepts of nutrition relevant to contemporary issues in health, as well as interpret scientific literature and research. It will use an interdisciplinary approach by integrating knowledge from the fields of anatomy, physiology, chemistry and microbiology. The laboratory portion will reinforce and add to the knowledge utilizing scientific method, data collection and analysis to learn the principles of nutritional science.

BIO L 127  PRINCIPLES OF  3-0-3  
SPORTS AND EXERCISE NUTRITION * SCI, NS  
Fall, Spring  
This introductory course is designed to assist health and education professionals give the most accurate and current information to physically active individuals to help them improve health and performance. This course will use a cross-disciplinary approach integrating principles of biochemistry, anatomy, nutrition, and Exercise physiology. Topics for discussion include the scientific method, energy expenditure, fuel substrate metabolism, specific nutrient needs, supplementation, ergogenic aids, thermoregulation, hydration, and weight control.

BIO L 130  CONCEPTS OF  3-0-3  
HUMAN ANATOMY AND PHYSIOLOGY * SCI  
Fall, Spring, DL  
This course is an overview to the structure and function of systems in the human body. It also will discuss external agents of infection as well as related topics concerning pathology of disease. Open to Emergency Medical Technician students only.

BIO L 134  ANATOMY  3-3-4  
* SCI, NS  
Fall, Spring  Lab fee will be required.  
This course is an introduction to the gross anatomy of the human body, using the systems approach with special emphasis on the circulatory, skeletal, and muscular systems. The laboratory sessions include prosection. Open only to Mortuary Science students.

BIO L 135  ORAL  2-0-2  
HISTOLOGY AND EMBRYOLOGY  
Fall  
This course is an introductory study of primary oral tissues. Emphasis is placed on the study of microscopic anatomy of tissues of the mouth and embryonic development of face and oral cavity structures. Corequisites: BIOL 136, Anatomy & Physiology I.

BIO L 136  ANATOMY AND  3-2-4  
PHYSIOLOGY * SCI, NS  
Fall, Spring, DL  Lab fee will be required.  
This course provides an introduction to human anatomy and physiology using the systems approach. The cell, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, and endocrine systems are covered. Open only to matriculated Dental Hygiene students.

BIO L 139  ANATOMY AND  3-2-4  
PHYSIOLOGY FOR RESPIRATORY CARE STUDENTS * SCI, NS  
Fall  Lab fee will be required.  
This course provides a thorough study of the structures and functions of the human body. The cell and tissues are covered, as well as the nervous, cardiovascular, respiratory, and digestive systems. Open only to matriculated Respiratory Care students.

BIO L 150  GENERAL  3-2-4  
BIOLOGY I * SCI, NS  
Fall, Spring, Summer, DL  Lab fee will be required.  
This course is the first term of a one-year biology sequence designed to meet requirements of non-majors, as well as students planning to transfer into a baccalaureate program in biology. Topics covered include chemistry, the cell, photosynthesis, cellular respiration and genetics (both classical and molecular). Laboratory exercises correlate to lecture topics. High school biology is strongly recommended.

BIO L 151  GENERAL  3-2-4  
BIOLOGY II * SCI, NS  
Fall, Spring, Summer, DL  Lab fee will be required.  
This course is a continuation of BIOL 150, and covers a survey of the five kingdoms, with an emphasis on land plants and vertebrate animals.
Plant anatomy and reproduction are studied using flowering plants as the primary example. Animal systems (circulatory, digestive, reproductive, etc.) are studied using a mammal as the primary example. Laboratory exercises correlate to lecture topics. (Note: Laboratory exercises include dissections.)

**Prerequisite: BIOL 150, General Biology I or equivalent.**

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**BIOL 190  BIOLOGY I  3-3-4**

*SCI, NS*

**Fall, Spring**

Lab fee will be required. This course provides a foundation for more advanced study. Concepts presented include chemical basis for life, biological energy transformation, cellular structures, Mendelian genetics and molecular genetics. Laboratory exercises are experimental studies of the major principles presented in lecture.

**Prerequisites:** High school biology and chemistry. Students are encouraged to take General Chemistry (CHEM 110/111) early in their studies.

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**BIOL 191  BIOLOGY II  3-3-4**

*SCI, NS*

**Fall, Spring**

Lab fee will be required. This course provides a foundation for more advanced study. Concepts presented include evolution, survey of living organisms, physiological functions in organisms (digestion, respiration, circulation, immunology, homeostasis of body fluids, reproduction, nervous system, receptors, and effectors). Laboratory exercises include experimental investigation and anatomical study of mammalian organs and systems. Many of the laboratory activities involve dissection of animals or mammalian organs.

**Prerequisite:** BIOL 190, Biology I. Students are encouraged to take General Chemistry (CHEM 110/111) early in their studies.

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**BIOL 205  MICROBIOLOGY  3-3-4**

*SCI, NS*

**Fall, Spring, Summer, DL**

Lab fee will be required. This course provides an introduction to microorganisms, emphasizing bacteria, viruses, fungi, and protozoa, and their interrelationship with other biological sciences, medicine and public health. Laboratory periods are for learning practical uses of the microscope, staining techniques, growth media, control of microbial growth, and biochemical tests.

**Prerequisite:** High school biology and chemistry or equivalent recommended.
tors including, but not limited to: economic, social, political, cultural and scientific. Past, current and future trends relative to population, pollution and resource utilization will be investigated.
Prerequisite: High school biology and chemistry or equivalent.

BIOL 230  ANATOMY AND  3-2-4
PHYSIOLOGY I  * SCI, NS
Fall, Spring, Summer  Lab fee will be required.
This course provides a systems approach to the study of human anatomy and physiology, emphasizing skeletal, muscular, and nervous systems, as well as cells, tissues, skin, joints and special senses. Laboratory classes are designed to reinforce the lecture material and include dissections of vertebrate specimens. This course will provide a strong base in preparation for more advanced courses such as Kinesiology and Exercise Physiology.
Prerequisites: Any biology course with lab.

BIOL 234  ANATOMY AND  3-2-4
PHYSIOLOGY II  * SCI, NS
Fall, Spring, Summer  Lab fee will be required.
This course provides a systems approach to the study of human anatomy and physiology, emphasizing cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems, as well as metabolism and acid-base balance. Laboratory classes are designed to reinforce the lecture material and include dissections of vertebrate specimens. This course is intended to prepare the student for further study in courses such as Exercise Physiology.
Prerequisites: BIOL 230, Anatomy and Physiology I or equivalent.

BIOL 237  ANIMAL  3-0-3
BEHAVIOR  * SCI, NS
Spring, Summer, DL
This course is intended to familiarize the student with the field of animal behavior and give students the ability to interpret various behaviors of animals in an evolutionary context. Upon completion of the course, students will be able to discuss the origination of behaviors in an evolutionary context.

BIOL 240  INVERTEBRATE  3-2-4
ZOOLOGY * SCI, NS
Fall  Lab fee will be required.
This course provides a survey of major invertebrate groups, with emphasis on evolutionary and ecological perspectives. Laboratory will include microscopic study and dissection of representatives of invertebrate phyla, as well as studies of such representatives in their natural environment.

BIOL 241  VERTEBRATE  3-2-4
ZOOLOGY* SCI, NS
Spring  Lab fee will be required.
This course provides a survey of major vertebrate groups, with emphasis on evolutionary and ecological perspectives. Laboratory will include on dissection of representatives of vertebrate phyla, as well as studies of such representatives in their natural environment.

BIOL 245  IMMUNOLOGY  3-0-3
Offered on demand.
The course will outline the body’s lines of defense with an emphasis on antibody-antigen reactions, cells responsible for the immune response and their interactions, and the structure and synthesis of antibodies. The response of the body to specific conditions, such as pregnancy, immunization, transfusions, and tumors will be investigated.
Prerequisites: BIOL 150, General Biology I and BIOL 151, General Biology II or BIOL 190, Biology I and BIOL 191, Biology II.

BIOL 252  THE BIOLOGY  3-3-4
OF BIRDS * SCI, NS
Spring
This course is an introduction to ornithology, the branch of biology that studies birds. Lectures, laboratories and field experience will be used to study the anatomy and physiology of birds, adaptations for flight, evolution and classification, behavior, ecology and conservation. Many laboratories will involve field work aimed at developing identification skills for resident and migratory birds of New York State. Attendance at one of two full-day field trips on a spring weekend is required. Students must provide their own binoculars.
Prerequisites: BIOL 104, Topics in Biology- The Environment or BIOL 150, General Biology I or permission of the department chair.
BIO 255 EXPERIMENTAL 2-2-3 BIOL OGY I
Spring
A seminar course designed to introduce the advanced Biology student to modern biological research methodology and issues. Emphasis is placed on experimental design, laboratory setup and operation, bioethics and oversight, data handling, and critical evaluation of relevant literature. Field trips to local research and commercial labs will be involved.
Prerequisites: BIOL 190, Biology I and BIOL 191, Biology II or permission of the department chair.

BIO 256 EXPERIMENTAL 0-6-2 BIOL OGY II
Offered on demand.
This course offers an opportunity for students to study a specific topic in biology in greater detail. The project’s scope will be determined by faculty with department chair approval.
Prerequisites: One term of biology with permission of department chair.

BIO 257 EXPERIMENTAL 0-9-3 BIOL OGY III
Offered on demand.
This course offers an opportunity for students to study a specific topic in biology in greater detail. The project’s scope will be determined by faculty with department chair approval.
Prerequisites: One term of biology with permission of department chair.

BIO 260 3-2-4 INTRODUCTION TO ENTOMOLOGY
* SCI, NS
Fall
Lab fee will be required.
This course serves to familiarize students with multiple aspects of insect biology including: insect anatomy and physiology, insect life history, forensic entomology, insect behavior, insect ecology and the taxonomy of all major insect orders. In addition, students will procure, preserve, and identify insects for a collection.
Prerequisites: BIOL 150, General Biology I and BIOL 151, General Biology II.

BIO 270 ANATOMY AND PHYSIOLOGY I 3-2-4
* SCI, NS
Fall, Spring, Summer, DL
Lab fee will be required.
This course provides a comprehensive study of the structures and functions of the human body using the systems approach. Topics covered the first term include biochemistry, the cell, tissues, skin, skeletal system, joints, muscular system, nervous system, and special senses. Laboratory classes are designed to reinforce the lecture material and include dissections of vertebrate specimens. High school biology and chemistry or equivalent recommended.

BIO 271 ANATOMY AND PHYSIOLOGY II 3-2-4
* SCI, NS
Fall, Spring, Summer, DL
Lab fee will be required.
This course provides a comprehensive study of the structures and functions of the human body using the systems approach. Topics covered the second term include cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine and reproductive systems as well as metabolism and fluid balance. Laboratory sessions are designed to reinforce the lecture material and include dissections of vertebrate specimens.
Prerequisites: BIOL 270 Anatomy and Physiology I or equivalent.

BIO 275 CELL BIOLOGY 3-3-4
Fall, Spring
Lab fee will be required.
This course is a study of the structure, function and life history of cells and their components. Consideration of relationships among cell organelles and between cells and their environment also is examined.
Prerequisites: BIOL 150, General Biology I or BIOL 190, Biology I; BIOL 151, General Biology II or BIOL 191, Biology II; or permission of the instructor.

BIO 280 PATHOPHYSIOLOGY 2-0-2
* SCI
Spring, DL
This course will enable students to understand how and why the signs and symptoms of various heart conditions appear. Study of the mechanisms of underlying heart diseases is covered to serve as a bridge between the basic sciences
and clinical application in the field of Cardiovascular Technology. 
Prerequisite: ECHO 256, Anatomy and Physiology of the Heart or permission of the Department Chair.

BIOL 281 GENETICS 3-0-3
* SCI, NS
Spring, Summer, DL
This course is an introduction to the principles, concepts, and analytical methods of genetics. Evidence of how genes are inherited and expressed is drawn from classical and molecular studies on plants, animals, microbes, and humans. This course is recommended for students planning careers in biology or advanced professional health. 
Prerequisite: One year college biology and chemistry (8 credits each).

BIOL 285 MOLECULAR LABORATORY TECHNIQUES 1-4-3
Spring
This course is an introduction to the principles, concepts, and analytical methods of molecular laboratory techniques. Laboratory studies are conducted on the molecular level, and genetic engineering (recombinant DNA) is utilized in several laboratories. This course is recommended for students planning careers in biology, biotechnology or advanced professional health care.
Prerequisites: BIOL 150, General Biology I, BIOL 151, General Biology II, CHEM 110, General Chemistry I, CHEM 111, General Chemistry II.

BIOL 290 GENERAL MICROBIOLOGY 3-4-5
Offered on demand
This course covers viruses, bacteria protozoa, algae and fungi. Lecture emphasis is on cellular metabolism, growth processes, control of growth, genetics and host defense mechanisms. Discussion of common diseases and selected aspects of applied microbiology complete the lecture portion. Laboratory exercises include a survey of protista, fungi, and parasites. Development of basic skills such as staining and cultivation of bacteria, bacterial metabolism, genetics, and food and water testing for microbes are covered in lab.
Recommended Prerequisite: 1 year General Chemistry, BIOL 150, General Biology I or equivalent or BIOL 190, General Biology.

BROADCAST COMMUNICATIONS

BCOM 250 BROADCAST 7.5-15-18
JOURNALISM I *
Fall
Lab fee will be required.
Through theory and practice students study the business of broadcast news including both the behind-the-scenes technical aspects and the development of on-air radio and on-camera television broadcast deliveries. In this era of job consolidation the ability to function as reporter, videographer and editor is essential to success. In this course students will learn to operate the most commonly used equipment for news acquisition and delivery. Students will study in-depth techniques for shooting and editing video as well as gathering, writing and delivering a news story. Students will study in the classroom, studio and field. Extensive work is performed in television field reporting, television news anchoring and radio news.
Prerequisite: Completion of all other previous program coursework with an average of C or better or approval of department chair.
*This course is taught at the New School of Radio and Television as part of the A.A.S. in Broadcast Communications.

BCOM 251 BROADCAST 7.5-15-12
JOURNALISM II *
Spring
Lab fee will be required.
Through theory and practice students study the business of broadcast news developing on-camera television and on-air radio broadcasting skills as well as acquiring the behind-the-scenes technical expertise essential for success. Students polish and hone their skills as both journalists and broadcasters, gaining the theoretical and technical knowledge required to excel in the field and meet the rigor of real-world broadcast news. In this course students will learn to operate the equipment used for news acquisition and delivery. Students will study in-depth techniques for shooting and editing video as well as gathering, writing and delivering a news story. Students will study in the classroom, studio and field. Extensive work is performed in television field reporting, television news and sports anchoring and radio news.
Prerequisite: BCOM 250, Broadcast Journalism I or permission of department chair. Completion of all other program coursework with an average of C or
better or approval of department chair.

*This course is taught at the New School of Radio and Television as part of the A.A.S. in Broadcast Communications.

**BCOM 260** RADIO AND 7.5-15-18 TELEVISION ARTS I *

*Fall Lab fee will be required.*

This course trains students to acquire all necessary skills to pursue a career as a professional radio or entertainment television broadcaster. During this semester students will concentrate on the building blocks of announcing, commercial production and newscasting. Voice training, ad-lib development, personality development and the techniques and equipment used in both commercial production and news broadcasting are the cornerstones of this course. Independence is stressed, and classes simulate a "real-world" working environment.

Prerequisite: Completion of all other program coursework with an average of C or better or approval of department chair.

*This course is taught at the New School of Radio and Television as part of the A.A.S. in Broadcast Communications.

**BCOM 261** RADIO AND 7.5-15-12 TELEVISION ARTS II *

*Spring Lab fee will be required.*

This course advances the student to the next level in their broadcasting career. Emphasis is on the professional development of the voice and delivery as well as the study of programming with regard to format, music, promotions and ethics and their effects on public opinion, ratings, sales and the overall marketability of the radio station. Students may also enter the world of entertainment television with optional training for on-camera commercials, interview shows and hosting shows such as music video countdowns. Both on-camera and limited behind-the-scenes equipment operation are taught. Independence is stressed, and classes simulate a "real-world" working environment.

Prerequisite: BCOM 260, Radio and Television Arts I or permission of department chair. Completion of all other program coursework with an average of C or better or approval of department chair.

*This course is taught at the New School of Radio and Television as part of the A.A.S. in Broadcast Communications.

**BCOM 270** TV AND 7.5-15-18 VIDEO PRODUCTION I *

*Fall Lab fee will be required.*

This course covers all the elements of television news and sports production. In addition, a strong foundation is provided for television studio production as well as the creating, writing and editing of television commercials. A thorough understanding will be gained in the areas of camera operation, videography and the analog video editing process as well as an introductory understanding of digital video editing techniques and practices. Through lecture, demonstration and practice, students acquire complete skills to do all types of television field and studio production. A full understanding is gained in the operation of the various pieces of equipment used in producing a live television news, sports or interview show. Concepts of the sequence and timing of live events are also covered thoroughly in both a classroom and studio setting. Experience and knowledge are gained in the field, studios and classroom.

Prerequisite: Completion of all other program coursework with an average of C or better or approval of department chair.

*This course is taught at the New School of Radio and Television as part of the A.A.S. in Broadcast Communications.

**BCOM 271** TV AND 7.5-15-12 VIDEO PRODUCTION II

*Spring Lab fee will be required.*

This course is an in-depth study of television commercial production. Heavy emphasis is placed on digital video editing using professional-level editing software including AVID Express Pro and Final Cut Pro. In addition, students will be exposed to more advanced techniques in television studio production such as extensive usage of the switcher, including "keying" graphics and text, chromakeying and the use of effects, dissolves and wipes. Through lecture, demonstration and practice, students acquire complete skills to do all types of television and video production. The course is designed to advance students to entry-level positions for the various behind-the-scenes jobs in a television station. Experience and knowledge are gained in the field, studios and classroom. At the conclusion of this course students will produce a final tape or "demo" tape with which to demonstrate skills to prospective
employers. The course concludes with an externship appropriate to student interest and ability.

Prerequisite: BCOM 270, Television and Video Production I or permission of department chair. Completion of all other program coursework with an average of C or better or approval of department chair.

*This course is taught at the New School of Radio and Television as part of the A.A.S. in Broadcast Communications.

**BUSINESS ADMINISTRATION**

**BADM 100 BUSINESS CONCEPTS APPLICATIONS**

Fall, Spring, DL

The objective of this course is to provide students with the fundamental knowledge necessary to understand and appreciate the concepts and issues facing the global world of business in the 21st century. Topics in this course will provide students with an awareness of the many facets of a modern business including, but not limited to, the areas of marketing, finance, management, and legal/ethical issues. In addition, students will gain an appreciation for the importance of attendance, conduct and personal appearance in business settings.

**BADM 110 LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS I (Business Law I)**

Fall, Spring, Summer, DL

This course is an introduction to the origins, framework, and concepts of legal and ethical environment of business with emphasis on contracts and business organizations, including partnerships, corporations, limited liability companies and the law of agency.

**BADM 111 LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS II (Business Law II)**

Fall, Spring, Summer, DL

This course covers the law of sales, commercial transactions and the Uniform Commercial Code as well as ethical implications. Additional topics include personal property and bailments, real property, insurance, and wills and trusts.

Prerequisite: BADM 110, Legal and Ethical Environment of Business I.

**BADM 120 BUSINESS MATHEMATICS**

Fall, Spring

This course reviews basic arithmetic and algebra skills through factoring trinomials and applies those skills to topics including ratio and proportion; percentages; simple interest; commercial discounts and purchases and present value. Income statement calculations and analysis will include sales, cost of goods sold, markup, and operating expenses.

**BADM 130 INTRODUCTION TO HEALTH CARE MANAGEMENT**

Fall

The objective of the course is to introduce students to today’s health care environment within the United States. Students will be exposed to the language of the health care environment, as well as models essential to understanding how it functions. The course will cover an introduction to various health care areas, such as ambulatory care, managed care, long term care, mental health care, and also will cover legal and ethical issues.

**BADM 131 AMBULATORY CARE MANAGEMENT**

Spring

This course allows students to gain knowledge on a rapidly changing aspect of the health care environment: ambulatory care. The course gives students the opportunity to learn about a number of different ambulatory care centers including, but not limited to, physician offices, same-day surgery centers, laboratories, mammography centers, and x-ray facilities. At least one case will focus on an ambulatory care setting within the Capital Region.
BADM 140  INTRODUCTION  TO INSURANCE  3-0-3
Fall, Spring, DL
In this course, students will identify and describe the basic principles of insurance as well as how insurance jobs relate to one another. Students will understand how property and liability insurance work.

BADM 150  PERSONAL INSURANCE  3-0-3
Fall, Spring, DL
In this course, students analyze personal loss exposures and personal insurance coverages including homeowners and other dwelling coverage, personal liability, inland marine, auto, life, health and governmental programs.
Prerequisite: BADM 140, Introduction to Insurance.

BADM 200  BUSINESS COMMUNICATIONS  3-0-3
Fall, Spring, Summer, DL
The course explores written, verbal, and nonverbal communications as applied to business situations. It includes discussion of the specific types of written business communications forms and graphic aids for successful visual communication; listening skills; resume preparation; interviewing techniques; and group reports and oral presentations.

BADM 207  ORGANIZATION AND MANAGEMENT  3-0-3
Fall, Spring, Summer, DL
This course covers organizational theory, principles, and practices. It will explore the management functions of organizing, including planning, staffing, directing, and controlling; social responsibility; the effect of multicultural diversity in the workplace; and leadership styles and motivational theories.

BADM 208  ORGANIZATIONAL LEADERSHIP  3-0-3
Fall, Spring, DL
This course will teach students leadership theory and ways to apply this theory. Topics covered will include: teamwork, supportive leadership, decision making, change management and personality theory. In addition, students will participate in activities and assignments that will allow them to apply the aforementioned topics.

BADM 210  REAL PROPERTY LAW  3-0-3
Fall, DL
This course covers the basic principles of real property law with a focus on rights and interests in real property and the conveyance of those rights and interests. Topics including real estate contracts, mortgages, title searches/insurance, deeds and leases will be reviewed. The course will include and in-depth look at the closing process with an examination of the necessary documents to complete the mortgage transaction and transfer of title.

BADM 211  TRUST AND ESTATE LAW  3-0-3
Spring, DL
The objective of this course is to provide students with a general background in the law of trust and estate. Students will examine law that pertains to the disposition of property by the establishment of inter vivos and testamentary trusts and testate and intestate disposition. New York State statutory law will be emphasized and relevant court decisions will be distributed as part of homework assignments.

BADM 220  STATISTICS  4-0-4
* MAT, MT
Fall, Spring, Summer, DL
This course will discuss general statistical methods used in the collection, presentation, analysis, and interpretation of statistical data. This includes measures of central tendency; dispersion and skewness; probability theory; probability distributions (discrete and continuous); hypothesis testing, including “t” and “z” distributions; chi square analysis; and regression analysis, correlation and ANOVA.
Prerequisite: One unit of academic mathematics; or BADM 120, Business Mathematics or BADM 221, Quantitative Business Applications; or the equivalent.

BADM 221  QUANTITATIVE BUSINESS APPLICATIONS  3-0-3
Fall, Spring, Summer, DL
This course includes algebra-based calculations and analysis of business investment situations, including simple and compound interest, annuities (ordinary due, deferred, complex, perpetuity and forborne), applications of present value and future value, and a conceptual discussion of business investments.
BADM 225 COMMERCIAL 3-0-3
INSURANCE
Fall, Spring, DL
In this course, students analyze commercial loss exposures and coverage including property, business income, inland and ocean marine, crime, boiler and machinery, general liability, business auto, workers compensation, farm and business owners, as well as miscellaneous liability coverage, surety and excess and surplus lines.
Prerequisite: BADM 150, Personal Insurance.

BADM 235 AGENCY 3-0-3
OPERATIONS AND SALES MANAGEMENT
Fall, Spring, DL
In this course, students will focus on the producer's office environment and the ability to use sales management techniques as a means to identify and sell to selected markets. Students learn to apply management principles to the business of running an agency. Special emphasis is placed on how management concepts can be applied to the producer's sales efforts.
Prerequisite: BADM 225, Commercial Insurance.

BADM 240 INTRODUCTION 3-0-3
TO SPORT MANAGEMENT
Fall, Spring
The objective of this course is to provide students with the fundamental knowledge necessary to manage individuals, groups, and processes within the sport setting. Topics in this course will provide students with an awareness of the many facets of sport management, including marketing, communications, legal issues and human resources. In addition, students will gain an appreciation for segments of the sports industry and potential career opportunities in the field.

BADM 290 INTERNSHIP 3 to 6
credits by advisement
Fall, Spring, Summer, DL
Students will participate in an internship at an approved organization in which they will develop and utilize skills necessary in today's workforce. Students also will be required to keep a weekly journal of their workplace experiences and how these experiences relate to their required readings. This internship can only be taken after successful completion of one full-time semester of study or successful completion of 12 credit hours. Subject to department chairperson approval.

BUSINESS ADMINISTRATION - PRICE CHOPPER

BAPC 100 INTRODUCTION 3-0-3
TO THE SUPERMARKET INDUSTRY
Fall, Spring
This course is designed to introduce students to the history of the supermarket industry in the United States. It includes food store basics, store layouts, merchandising and display techniques and the importance of the associate to the supermarket industry. The course also will focus on time management and stress management techniques for food store managers. Students will discuss case studies on major food store retailers including, but not limited to: Ahold USA, Delhaize, Super Wal-Mart, and regional independent chains. This course is open only to students enrolled in the Management and Operations certificate program or the Supermarket Management and Operations option in the Business Administration program. Open to Price Chopper Associates only.
Prerequisite: BAPC 100, Introduction to the Supermarket Industry.

BAPC 101 SUPERMARKET 3-0-3
MANAGEMENT
Spring
This course will provide students an introduction to the management of store operations. Topics covered will include: operations strategies and policies with respect to inventory control; capacity planning and scheduling and quality control; forecasting in managerial decision-making; maintaining positive relations with employees; and managerial functions, processes and decision-making. This course is open only to students enrolled in the Supermarket Management and Operations certificate program or the Supermarket Management and Operations option in the Business Administration program. Open to Price Chopper Associates only.
Prerequisite: BAPC 100, Introduction to the Supermarket Industry.
BAPC 200 CENTER STORE 3-0-3 OPERATIONS

Fall, Spring
Through this course, students will learn about retailing in a store environment and day-to-day operations in a supermarket. This course includes an overview of: finance, marketing, organizing retail stores, retail environment, store layout, staffing, developing a retail store strategy, merchandising, pricing, inventory management, ordering, shipping, and reclamation. This course is open only to students enrolled in the Supermarket Management and Operations certificate program or the Supermarket Management and Operations option in the Business Administration program. Open to Price Chopper Associates only.
Prerequisite: BAPC 100, Introduction to the Supermarket Industry.

BAPC 201 PERISHABLES 3-0-3

Spring
This course is an introduction to the management of perishables for the supermarket industry. It will include the determination of what is a perishable, consumer perception of freshness of perishables, financial implications, and preservation of perishables. The course also will examine the impact perishables have on the success of supermarkets and explore the future of perishables in the supermarket industry. This course is open only to students enrolled in the Supermarket Management and Operations certificate program or the Supermarket Management and Operations option in the Business Administration program. Open to Price Chopper Associates only.
Prerequisite: BAPC 100, Introduction to the Supermarket Industry.

CADD COURSES
(See Computer Aided Drafting)

CHEMICAL DEPENDENCY COUNSELING

For additional courses, see the Human Services listing beginning on page 158.

CDEP 100 INTRODUCTION 3-0-3 TO CHEMICAL DEPENDENCY

Fall, Spring, DL
This survey course is designed to expose students to the problem of abuse and addiction to alcohol and other chemicals on individuals, families, and the community in our society.

CDEP 105 PHARMACOLOGY 3-0-3 AND PHYSIOLOGY OF ADDICTION

Fall DL, Spring
This course is designed for students interested in chemical dependency counseling. The chemical and physical processes related to abuse and addiction are explored in depth. It also focuses on the medical problems of recovering addicts. The course will survey the anatomy and physiology of the central nervous system, neurotransmitter theory, and explore the mechanism of major drugs of abuse. Psychotropic drugs are covered as they relate to mentally ill chemical abusers.

CDEP 200 THE CHEMICAL 3-0-3 DEPENDENCY TREATMENT PROCESS

Fall
This course is designed for students specializing in chemical dependency counseling. It explores the phases of the treatment process and aims to aid students in developing individual, group and family counseling skills.
Prerequisite: CDEP 100, Introduction to Chemical Dependency or permission of department chairperson.

CDEP 205 CULTURAL 3-0-3 COMPETENCE IN ADDICTION COUNSELING

Spring, DL
This is an advanced course that examines selected culturally diverse populations, their different ethnic characteristics, and the relevance to addiction treatment. These groups may include, but are not limited to, Asian, Native, African, Jewish, Latino, and Anglo-Americans;
women, adolescents, older adults, victims of trauma, gay, lesbian, bisexual, and transgendered clients.

Prerequisite: CDEP 100, Introduction to Chemical Dependency or permission of department chairperson.

CDEP 250 CHEMICAL DEPENDENCY COUNSELING I

Fall, Spring

This course is designed to be taken concurrently with the Chemical Dependency Internship I. Students learn basic methods of the addiction counseling process with special emphasis on assessment, ethics and motivational interviewing.

Prerequisites: HUSV 105, Human Development and the Family; CDEP100, Introduction to Chemical Dependency with a grade of “C” or better; 2.0 Grade Point Average; permission of department chairperson.

Corequisite: CDEP 251, Chemical Dependency Internship I.

CDEP 251 CHEMICAL DEPENDENCY INTERNSHIP I

Fall, Spring

This course requires students to participate in assigned internships for 12 hours per week, for a total of 180 hours during the term. The field assignments are arranged by the instructor and occur in local OASAS (Office of Alcoholism and Substance Abuse Services) licensed addiction treatment programs.

Prerequisites: HUSV 105, Human Development and the Family; CDEP 100, Introduction to Chemical Dependency with a grade of “C” or better; 2.0 Grade Point Average; permission of department chairperson.

Corequisite: CDEP 250, Chemical Dependency Counseling I.

CDEP 255 CHEMICAL DEPENDENCY COUNSELING II

Fall, Spring

This course is designed to be taken concurrently with the Chemical Dependency Internship II. It is an advanced course that explores challenges in addictions treatment from a case management approach. Emphasis is placed on preparing students to do clinical work with recovering clients who are considered most vulnerable. They are the most stressful clients with serious mental health disorders. Conduct-disordered adolescents also are discussed in considerable depth.

Prerequisites: CDEP 250, Chemical Dependency Counseling I and CDEP 251, Chemical Dependency Internship I with a “C” grade or better.

Corequisite: CDEP 256, Chemical Dependency Internship II.

CDEP 256 CHEMICAL DEPENDENCY INTERNSHIP II

Fall, Spring

This course is a continuation of the internship experience for Chemical Dependency Counseling students. It is to be taken concurrently with the course Chemical Dependency Counseling II. Students participate in assigned internships for 12 hours per week, for a total of 180 hours during the term.

Prerequisites: CDEP 250, Chemical Dependency Counseling I and CDEP 251, Chemical Dependency Internship I with a “C” grade or better.

Corequisite: CDEP 255, Chemical Dependency Counseling II.

CHEMISTRY

CHEM 095 ESSENTIALS 3-2-4ND OF CHEMISTRY

Fall, Spring, Summer Lab fee will be required.

This course is intended for otherwise well-prepared students who require a one-term, pre-college chemistry course to enable them to enter a college-level curriculum. Credits earned in this course cannot be applied toward an associate degree and this course is not recommended for students lacking strong math skills.

CHEM 100 GENERAL 3-3-4 CHEMISTRY/HEALTH SCIENCES * SCI, NS

Fall, Spring, Summer Lab fee will be required.

This is a one-term general chemistry course covering the principles of inorganic, organic, and biochemistry with emphasis on their relevance to the health sciences. This course reviews the concepts of bonding, reactions, gas laws, solutions, and pH as they apply to biological subjects. Organic nomenclature, functional groups, and reactions form the basis for the study of biochemistry. Laboratory work stresses the illustration of theoretical concepts.

Prerequisite: High school chemistry or equivalent.
CHEM 105  CONCEPTS IN CHEMISTRY * SCI, NS
Fall, Spring  Lab fee will be required.
This is a one-semester course designed for non-science majors that emphasizes practical application of chemistry in topics including environmental pollution, energy sources, and human health. The chemical principles underlying current issues in science and technology are illustrated to enhance student understanding.

CHEM 110  GENERAL CHEMISTRY I* SCI, NS
Fall, Spring, Summer  Lab fee will be required.
This course presents topics on atomic structure, chemical bonds, reactions and equations, properties of gases and liquids, changes in state, solutions, and stoichiometry is presented. The laboratory stresses development of techniques, data and error presentation, and integration of observation with theory.
Corequisites: MATH 150, College Algebra and Trigonometry I or MATH 160, Pre-Calculus, or MATH 180, Calculus I.

CHEM 111  GENERAL CHEMISTRY II* SCI, NS
Fall, Spring, Summer  Lab fee will be required.
This course is a continuation of General Chemistry I (CHEM 110). Topics include chemical equilibria, electrochemistry, pH, acids and bases and organic chemistry. The laboratory includes quantitative experiments which must be performed with satisfactory accuracy.
Prerequisite: CHEM 110, General Chemistry I.

CHEM 120  FRESHMAN CHEMISTRY I * SCI, NS
Fall  Lab fee will be required.
This course is designed for the specific needs of engineering science and other qualified students whose immediate objective is transferring to upper division engineering or science major programs. Topics include modern structure of atoms; ionic, covalent and metallic bonding; material science; molecular spectroscopy; properties of gases, solids and liquids; and kinetics. Laboratory work illustrates theoretical concepts and data presentation, and emphasizes techniques.
Corequisites: MATH 180, Calculus and PHYS 150, General Physics I.

CHEM 121  FRESHMAN CHEMISTRY II * SCI, NS
Spring  Lab fee will be required.
This course is a continuation of Freshman Chemistry I (CHEM 120) with special emphasis on ionic equilibria in aqueous solutions, thermodynamics, electro-chemistry, chemical kinetics and a simple discussion of organic chemistry and applications in biochemical areas. The laboratory work illustrates theoretical concepts, data presentation and emphasizes techniques. Prerequisite: CHEM 120, Freshman Chemistry.
Corequisites: MATH 190, Calculus II; PHYS 151, Gen. Physics II.

CHEM 130  BIOCHEMISTRY 3-0-3 * SCI, NS
Spring, Summer
Biochemistry reviews and applies important chemical principles and concepts to classes of biochemical compounds. The course focuses on how chemical structure aids in prediction and explanation of properties of biochemical compounds. Understanding these principles and concepts will allow students to correlate function with chemical structure.
A previous college-level chemistry course may be helpful; a Regents-level or equivalent high school level course successfully completed is recommended.

CHEM 205  ANALYTICAL CHEMISTRY * SCI, NS
Fall  Lab fee will be required.
An introduction to analytical chemistry, this course covers volumetric and gravimetric analysis, potentiometry, quantitative and qualitative spectrophotometry, and gas and liquid chromatography. Laboratory work provides practical experience in typical procedures, with emphasis on accurate and precise quantitative analysis.
Prerequisite: CHEM 111, General Chemistry II or equivalent.

CHEM 210  ORGANIC CHEMISTRY I * SCI, NS
Fall, Spring, Summer  Lab fee will be required.
This is a course suitable for science and engineering majors. The preparation, characterization and reactions of the various functional classes of organic compounds are discussed and correlated with the theoretical principles underlying organic reactions. The laboratory portion is used to develop basic organic laboratory tech-
niques and to incorporate instrumental tech-
niques such as infrared, nuclear magnetic reso-
nance, and gas chromatography.
Prerequisites: CHEM 111, General Chemistry II or
CHEM 121, Freshman Chemistry II.

CHEM 211 ORGANIC 3-4-4
CHEMISTRY II* SCI, NS

Fall, Spring, Summer Lab fee will be required.
A continuation of material in, Organic Chemistry
I (CHEM 210), is presented in this course. The
laboratory portion of the course involves more
elaborate synthetic procedures than were
required in Organic Chemistry I, and work on
independent projects.
Prerequisite: CHEM 210, Organic Chemistry I.

CHEM 230 INTEGRATED 2-6-4
LABORATORY, NS

Offered on demand Lab fee will be required.
This is a one-term course for Chemical
Technology students covering advanced labora-
tory techniques typical of industrial, govern-
ment, and contract laboratories. Students will
be required to complete major laboratory proj-
ects including advanced organic synthesis and
analytical methods. Students will work from
reference texts, methods manuals, scientific
journals, and equipment manuals, rather than
instructional texts. Written reports for each
project will be required.
Prerequisites: CHEM 210, Organic Chemistry I;
CHEM 205, Analytical Chemistry.
Corequisite: CHEM 211, Organic Chemistry II.

CHNS COURSES
(see Foreign Languages)

CIVIL ENGINEERING TECHNOLOGY

CIVIL 100 RENDERING 2-3-3
Fall
This course acquaints students with the appli-
cation, production and techniques in realistic
illustrations, presentations, rendering skills and
materials used in the profession. Topics include
competence with various color and media use,
computerized creation applying material, light-
ing and background.
Prerequisite: ARTS 115, Two-Dimensional Design
and CIVL 110, Engineering Graphics.

CIVIL 101 SURVEYING I 3-3-4
Fall Lab fee will be required.
In this course, students will become familiar
with the practice of using tapes, levels and trans-
its. Field practice in taping, differential level-
ing, profile and cross-section leveling, contour
mapping and traversing is included.

CIVIL 110 ENGINEERING 2-3-3
GRAPHICS
Fall Lab fee will be required.
This is a fundamental course in graphic expres-
sion, covering topics relevant to civil engineer-
ting technology, architecture, and construction.
CAD and freehand sketching are developed at
the start to provide a foundation for the appli-
cation of theory. Geometric construction, ortho-
graphic projection, auxiliary views, sections,
surface intersections and developments are cov-
ered. Students solve graphical problems accord-
ing to current industrial practices and conven-
tions which include the use of symbols, nota-
tions and dimensions.

CIVIL 111 CIVIL 1-2-2
ENGINEERING APPLICATIONS
Fall
This course provides an introduction to person-
al computers with an emphasis on computing
and presentation capabilities of Microsoft Excel.
Students are expected to use scientific calcula-
tors in a systematic way, and will solve prob-
lems from various fields of civil engineering
technology.

CIVIL 112 STATICS AND 3-2-4
STRENGTH OF
MATERIALS
Spring
This course covers vectors and force systems,
centroids, moment of inertia, truss analysis,
stresses and strains in homogeneous and non-
homogeneous elastic bodies, temperature
effects, bolted and welded joints, mechanical
properties of materials, shear and bending
moment, stresses in beams, deflection theory
and column theory.
Prerequisite: Math 150, College Algebra &
Trigonometry.
CIVL 113 MICROCOMPUTER 0-4-2 APPLICATIONS  

Spring  
Using AutoCAD, students in this course will produce drawings relevant to the fields of civil engineering technology, architecture and construction.  
Prerequisite: CIVL 110, Engineering Graphics.

CIVL 114 CONSTRUCTION 1-3-2 MATERIALS  

Spring  
Lab fee will be required.  
This course is an investigation of the various engineering properties of the materials of construction; design of concrete mixes, testing of Portland cement, concrete, steel, wood and asphalt.

CIVL 201 SITE SURVEYING 1-3-2  

Fall  
Lab fee will be required.  
A laboratory-oriented course encompassing baseline, stadia and grid field surveys, preparation of maps and plans, and construction stake out of buildings, pipelines and street curves.  
Prerequisite: CIVL 101, Surveying I and CIVL 111, Civil Engineering Applications.

CIVL 202 ROUTE SURVEYING 2-3-3  

Fall  
Lab fee will be required.  
This course explores highway surveying, including baseline profiles, cross sections, grade and slope stakes, curve layout and azimuth. The data is recorded on typical highway plans.  
Prerequisite: CIVL 101, Surveying I and CIVL 111, Civil Engineering Applications.

CIVL 210 STRUCTURES I 2-2-3  

Fall  
This course discusses structural steel design theory and principles necessary for design of simple steel structures, design and analysis of beams, columns, tension members, beam-columns and bolted and welded connections. A simple steel frame is designed for a project.  
Prerequisite: CIVL 112, Statics and Strength of Materials.

CIVL 211 STRUCTURES II 3-2-4  

Spring  
This course discusses reinforced concrete design theory and principles necessary for design of concrete structures; design and analysis of slabs, beams, columns, foundations and retaining walls based on strength design and the latest ACI code. Prestressed concrete basics also are discussed. A wall or simple structure is designed as a project.  
Prerequisite: CIVL 112, Statics and Strength of Materials.

CIVL 212 HYDRAULICS AND DRAINAGE 2-2-3  

Fall  
This course discusses hydrostatics of fluids, energy losses in fluids in motion, pipe flow, open channel flow, surface runoff, culvert design and ditch design. Emphasis will be on the flow of water.  
Prerequisite: CIVL 112, Statics and Strength of Materials or PHYS 135, Technical Physics I.

CIVL 213 SOILS AND FOUNDATIONS 2-2-3  

Spring  
Lab fee will be required.  
This course discusses soil properties, classifications, compaction, earth pressure calculations, shear strength, consolidation, and settlement. Students will conduct and file reports on laboratory tests.  
Prerequisite: CIVL 112, Statics and Strength of Materials or CNST 110, Statics and Strength of Materials or PHYS 135, Technical Physics I.

CIVL 220 ARCHITECTURAL GRAPHICS 2-3-3  

Fall  
This course explores the production of the primary architectural drawings that would be incorporated in a full set of working drawings. The emphasis is placed on commercial construction with additional discussion on residential.  
Prerequisites: CIVL 110, Engineering Graphics and CNST 103 Blueprint Reading for Technologies.

CIVL 221 ARCHITECTURAL DESIGN 2-3-3  

Spring  
Lab fee will be required.  
This course covers a wide range of architectural design topics from floor plans and elevation to site plans, three-dimensional modeling, and rendered presentation. Students will take part in a semester-long projects using analysis of function to solve multiple design issues.  
Prerequisite: CIVL 220, Architectural Graphics.
CIVL 222 BUILDING CONSTRUCTION 2-2-3

Fall

This course provides an introduction to the terminology, methods, procedures, products, materials, code compliance, sequence of operations, systems, types of construction and planning involved in the construction of frame, steel and concrete structures.

Prerequisites: CIVL 110, Engineering Graphics or CNST 103, Blueprint Reading for Technologies.

CIVL 223 BUILDING CONSTRUCTION II 2-2-3

Spring

This course is an extension of Building Construction I (CIVL 222), and covers miscellaneous items as well as an introduction to the interrelationships of architecture and engineering in the planning and installation of mechanical and electrical equipment in buildings.

CIVL 224 ESTIMATING 2-3-3

Spring

This course covers the basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; preparation and writing of contracts and specifications to satisfy building codes and architectural considerations. The process of quantity surveying and the calculation of a formal bid for building construction projects also is covered.

Prerequisite: CIVL 220, Architectural Graphics or CNST 103, Blueprint Reading for Technologies.

CIVL 225 ARCHITECTURAL DESIGN II 2-3-3

Spring

This course covers the continuing design development from Architectural Design CIVL 221. The semester-long project will investigate Architectural realm in our community through the design of a public building. Analysis of function and form will be used to resolve multiple design issues. Design presentation to include graphic representation, building and/or site model and oral presentation.

Prerequisite: CIVL 221, Architectural Design.

CIVL 223 BRIDGE DESIGN 2-3-3

Spring

This course is an introduction to design of a typical highway-grade separation bridge, including superstructure, substructure, layout, geometry and economics. Students will be introduced to NYS Bridge Standards and AASHTO Specifications for Highway Bridges. As part of the course, students will prepare an entry for the AISC/ASCE Student Steel Bridge Competition.

Prerequisites: CIVL 112, Statics and Strength of Materials; CIVL 202, Route Surveying; CIVL 210, Structures I

CIVL 234 TRANSPORTATION AND HIGHWAY SYSTEMS ANALYSIS 2-3-3

Fall

This is a comprehensive course in the analysis of issues on planning and implementing a large-scale transportation project. Topics covered include an introduction to transportation systems planning, economics, and land use. The study of vehicular characteristics, as they pertain to the transportation system, is developed, with particular emphasis on highway and urban street capacities. Geometric design is introduced with its impact on the transport system. The entire scale of transportation systems are covered, as well as urban transportation planning, local traffic management, Transportation Systems Management, system improvements, and safety.

Prerequisite: Math 110, Intermediate Algebra or Math 150, College Algebra and Trigonometry.

CIVL 235 TRAFFIC OPERATIONS ANALYSIS AND SYSTEM DESIGN 2-3-3

Spring

This is a course designed to introduce students to the basics of traffic operations and design of traffic control systems. Topics include the basics of traffic studies, volume analysis, signage, signalization, warrants for traffic control, accident analysis and traffic safety.

Prerequisite: CIVL 110, Engineering Graphics and MATH 110, Intermediate Algebra or MATH 150, College Algebra and Trigonometry or MATH 160, Precalculus or equivalent.
CIVL 236  HIGHWAY  2-2-3
CONSTRUCTION PLANNING AND METHODS

Spring  Lab fee will be required. In this course, basic construction operations are presented with emphasis placed on bidding, financial, equipment, labor, and management operations. Project planning is introduced and developed with the use of a project planning software system as the centerpiece of this course segment. Projects will include completion of a bid package for an NYSDOT project and the preparation of a project schedule using the computer software.

COLLEGE FORUM

COLLEGE FORUM  1-0-1
FORM 101  School of Engineering and Industrial Technologies
FORM 102  School of Liberal Arts and Sciences
FORM 104  School of Business
FORM 108  Individual Studies and Liberal Arts
FORM 109  Criminal Justice

Fall, Spring, DL
This course is required for all first-time, full-time students. Through a series of presentations jointly developed by the academic department and student services professionals, students will be provided information on career and transfer opportunities, academic procedures, campus regulations, and student rights and responsibilities. Through a series of activities and assignments, students will learn to identify problems and take the initiative in solving the problems. The requirement may be waived by the department chair. This course may not be transferable.
NOTE: For student scheduling purposes, this course is identified with a separate course number for each school in which it is offered.

COMPUTER - GENERAL

CMPT 100  WORD  3-0-3
PROCESSING WITH WORDPERFECT

Fall, Spring, Summer
This course will teach computer concepts and microcomputer applications using Corel WordPerfect. Students will identify the components of the WordPerfect Graphical User Interface, in addition to learning data and document management. Students will be given the opportunity to gain in-depth understanding of creating and modifying a wide variety of documents by performing step-by-step exercises.

CMPT 101  PERSONAL  3-0-3
COMPUTER CONCEPTS/ APPLICATIONS I

Fall, Spring, Summer, DL
This course provides both a practical and conceptual background in microcomputer fundamentals. Students receive hands-on experience while learning the latest graphical interface technology and how it interacts with Word Processing, Spreadsheets, Database Management, Presentation Graphics and the Internet. Microsoft Windows and Windows Applications are the software used. Lab time outside of class is required.
Students must have some familiarity with Windows Operation System or computers using graphical user interfaces (e.g. Mac OS or Linux). Students with no computing experience should take AITC 101 - Computer Literacy prior to enrolling in CMPT 101.

CMPT 105  PERSONAL  3-0-3
COMPUTER CONCEPTS/ APPLICATIONS II

Fall, Spring, DL
This course introduces the student to advanced information processing concepts and applications. Students will receive hands-on experience learning and applying the latest Graphical User Interface (GUI) technology, advanced features in word processing, spreadsheets and database management, and the Internet. The Microsoft Office Suite and Windows Operating Systems are the software products used. Lab time outside of class is required.
Prerequisite: CMPT 101, Personal Computer Concepts/ Applications I or permission of department.
CMPT 110 DOCUMENT FORMATTING ON MICROCOMPUTERS

Fall, Spring

A review of Windows and file management will precede an introduction to word processing. This course will enable the student to develop keyboarding skills by keying the alphabetic, numeric, and symbol keys by touch in addition to computer skills mastery. The students will use MS Word to create, format and edit letter styles, envelopes, tables, memos, and reports, as well as other business documents.

CMPT 115 EXCEL

Fall, Spring, Summer, DL

This course teaches Microsoft Excel spreadsheet software within the Windows environment using a hands-on approach with step-by-step tutorial lessons and reinforcement exercises. It begins with the basics and progresses to the development of a framework for learning Excel's more sophisticated features, providing a practical knowledge of business spreadsheeting. Lab time outside of class is required.

Prerequisite: Previous experience with the Windows operating system.

CMPT 118 WEB PAGE DESIGN AND MANAGEMENT

Fall, Spring, Summer, DL

This course provides both a practical and conceptual introduction to the basic components of the World Wide Web, HTML and the Dreamweaver Integrated Development Environment (IDE). Students will create Web pages while learning the basics of Web page design and the techniques for using graphics and images. Lab time outside of class is required.

Prerequisite: Previous experience with Windows Operating System.

CMPT 119 MULTIMEDIA AND GRAPHIC DESIGN FOR THE WEB

Fall, Spring, Summer, DL

This course provides students with an introduction to graphic design for the Web using Macromedia Fireworks and Flash. Students will use these tools to develop graphics and animations for the Web, including basic graphic design skills, Flash movie development and an introduction to using ActionScript.

Prerequisite: CMPT 118, Web Page Design and Management

CMPT 120 DATABASE CONCEPTS AND APPLICATIONS

Fall, Spring, Summer, DL

This course introduces students to database concepts and applications using Microsoft Access. Students will learn to create tables, forms, reports, and switchboards. They will learn the proper procedures for creating, maintaining, and querying databases, and will be exposed to a variety of practical business-based applications which emphasize skills most in demand by employers today. This course does not involve database programming or systems development.

Prerequisite: Previous experience with the Windows operating system.

CMPT 125 ELECTRONIC PUBLISHING AND DESIGN

Fall, Spring, Summer, DL

Using Adobe InDesign, the student will design and produce professional quality documents by using text, graphics, illustrations, and photos. With the use of the additional desktop publishing tools like design templates, graphic manipulation tools, color schemes, and wizards, students will create, edit, and modify newsletters, brochures, merged documents, clipart plus others. Students will create professional-looking layouts that incorporate illustrations and bitmap graphics as well as sophisticated presentations of text and typography and publish these documents to the web.

Prerequisite: CMPT 101, Personal Computer Concepts/Applications I or permission of department.

CMPT 150 ADVANCED TOPICS IN OFFICE TECHNOLOGY

Spring

In this course, students will study the history and evolution of technology in today's automated office. The course also will discuss management styles and theories, electronic communication systems, security, FDA's, scanners, electronic filing systems, records management, an intro-
duction to MS Outlook, time management, ergonomics, career opportunities and professional certification. Students will create representational portfolios.

COMPUTER AIDED DRAFTING

CADD 100 TOPICS IN 2D AUTOCAD 3-3-4
Utilizing current computer aided drafting (CAD) software, students will apply standard drafting theory to a diverse set of two-dimensional computer aided drafting applications. Topics included in this comprehensive, introductory level course are: preliminary CAD software techniques, basic computer skills, creation and editing of geometry, plotting, single and multiple view drawings, coordinate systems, dimensioning, and basic block use.

CADD 102 INTERPRETING ENGINEERING DRAWINGS 3-0-3
Fall, Spring
This course explores the necessary range of topics to study and practice the essential concepts of lines, views and rules of dimensioning that are required to interpret drawings of manufactured parts.

CADD 105 MICROCOMPUTER DRAFTING - AUTOCAD 1-4-3
Fall, Spring, DL
This course will allow students to develop basic skills in the use of AutoCAD drafting software. Topics include the knowledge and understanding of file management, setup of the drawing screen, and the use of menus and commands in AutoCAD. Drawing, editing, dimensioning, and plotting techniques also will be practiced, and mechanical and architectural applications will be introduced.

CADD 110 ADVANCED TOPICS IN AUTOCAD 3-3-4
Utilizing current computer aided drafting (CAD) software, students will apply standard drafting theory to advanced two-dimensional and three-dimensional computer aided drafting applications. Topics included in this course are a continuation of those in course CADD 100, including efficient creation and editing of advanced geometry, block attributes, external reference files, three-dimensional wire frame, surface and solid models, paper space, and customization of the software.
Prerequisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 115 MACHINING PROCESSES 2-3-3
Fall Lab fee will be required.
This course is an introduction to machine shop equipment and practices. The purpose and principles of engineering design are discussed to prepare the draftsman for interpretive knowledge necessary to create working drawings. Some time is spent in the machine shop learning the capabilities and limitations of machines.

CADD 120 TOPOGRAPHICAL DETAILING IN CAD 3-3-4
This course is an introduction to software used for Civil Engineering and Land Surveying field. It is intended to familiarize the student with the software used in this field so they can work with and understand Surveyors and Civil Engineers in order to produce drawings based on information given to them by these professionals.
Prerequisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 125 BLUEPRINT READING AND MECHANICAL DRAWING 1-3-2
Fall Lab fee will be required.
This course will cover interpretation and representation of drawings currently used in industry. Selected topics include basic drawing practice, orthographic projection, auxiliary and sec-
CADD 130 INDUSTRIAL 3-0-3

PSYCHOLOGY * SSC

Fall, Spring
This course is a study of individual differences in industry. It covers an analysis of human needs and morale; selecting, testing, training and motivating employees; evaluating and improving personal effectiveness; and factors affecting employee efficiency and behavior.

CADD 200 ARCHITECTURAL 3-3-4

APPLICATIONS IN CAD

Utilizing current computer aided drafting (CAD) software and industry add-on software, students will learn additional drafting standards as they apply to the architectural drafting field. Students will apply these standards to stock designs and their own designs.
Prerequisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 207 COMPUTER 3-3-4

AIDED DRAFTING II

Spring
This course will use a nationally-recognized "Solids Modeling" software as a tool for mechanical design. Students will use the solids concept to design parts and verify assemblies. Contact the Industrial/Mechanical Engineering Technology Department to confirm current software.
Prerequisite: CADD 100, Topics in 2D AutoCAD

CADD 208 INVENTOR/CAD 2-3-3

BASICS

Fall, Spring
This course is designed to provide students with the knowledge and practice to produce technical working drawings, files compatible with numerical control for production and inspection of mechanical parts with Autodesk Inventor software.
Prerequisites: CADD 105, Microcomputer Drafting - AutoCAD or CADD 100, Topics in 2D AutoCAD or computer and drafting experience or permission of instructor.

CADD 210 SOLID 3-3-4

MODELING PROJECT IN CAD

Utilizing current Computer Aided Drafting Solid Modeling software, students will apply the drafting and design standards they have learned to solid modeling designs. Applying the required standards, students will design a machine to be assigned by the instructor, and produce detailed drawings, parts lists, assembly instructions, an introduction and an assembly diagram.
Prerequisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 212 FACILITIES 2-2-3

LAYOUT AND DESIGN

Fall
In this course, students will study concepts and principles of facilities planning functions. Topics include site selection, code satisfaction, future expansion accommodation, procurement and layout, and scheduling and cost projection.

CADD 215 CAD 2-3-3

APPLICATIONS IN BUILDING MECHANICALS

Spring
Lab fee will be required.
This course will cover the basics of HVAC, piping and electrical applications in CAD. It will give the student a basic understanding of electrical and electronic drafting and exposure to the creation of various drawings used in the electrical and related industries. Included is the ability to recognize and draw designations and functions of electrical/electronic components, graphs, logic circuits, schematics, and block diagrams, among others. Architectural wiring diagrams and electronic packaging will also be covered. It will also cover the basics of piping and plumbing drafting and exposure to the various symbol libraries used in the industry and understanding of piping schematics. Structural steel detailing and drafting and the basics of nomenclature and callouts used in the steel industry will be covered. Sheet metal drafting and a basic understanding of HVAC drawings will be taught and students will be able to understand these drawings and diagrams and produce industry standard drawings.
Prerequisite: CADD 100, Topics in 2D AutoCAD or equivalent.
CADD 220  GRAPHICAL  1-4-3  
ANALYSIS  
Spring  
Lab fee will be required.
This is an introductory course in descriptive geometry that is designed to help students visualize objects in three-dimensional space. This course will help to develop a graphic mind, which will enable students to more effectively think in three dimensions. Initially, the physical relationship between lines and planes in space is studied. Students are taught the use of tools necessary to manipulate these objects. 
Prerequisite: MATH 106, Applied Technical Mathematics II or equivalent; IDLT 180, Mechanical Drawing or equivalent.

CADD 225  APPLIED  1-4-3  
SPATIAL  
RELATIONSHIPS  
Spring  
The course, a continuation of CADD 220, Graphical Analysis, covers more advanced relationships between two dimensional objects in space. The second half of the course covers the relationship of three dimensional (two solids) objects, along with additional tools used in their manipulation. 
Prerequisite: CADD 220, Graphical Analysis.

CADD 230  COMPUTER  4 Credits  
AIDED DRAFTING  
PRACTICUM  
Spring, Summer  
This course will provide students with a total of 192 hours in practical work experience, plus 12 hours of seminar, group discussion and lecture. Field experience will occur in engineering, manufacturing and contracting firms, companies and agencies that utilize computer aided drafting (CAD.). 
Open only to matriculated Drafting students. 
Prerequisite: Successful completion of all coursework within the Drafting Certificate program.

CADD 232  CAD SYSTEMS  2-3-3  
MANAGEMENT AND  
DESIGN  
Spring  
Lab fee will be required.
This course is a comprehensive development of the automation systems inherent in CAD systems, centering on the customization of a system environment, to make the user more productive. It includes a detailed inspection of the automation process of the user interface, interaction to external programs and systems, and uses for CAD output are integral to the cause. The development of a systematic process for CAD system selection and implementation in an industrial environment also will be introduced and developed. 
Prerequisite: CADD 100, Topics in 2D AutoCAD or CADD 105, Microcomputer Drafting - AutoCAD and CADD 102, Interpreting Engineering Drawings.

CADD 240  GEOMETRIC  1-4-3  
DIMENSIONING  
AND TOLERANCING  
Fall  
In this course, students will study geometric dimensioning and tolerancing standards and apply them to the design of machined parts. The course will be taught in accordance with the latest ASME Y14.5. 
Prerequisite: CADD 102, Interpreting Engineering Drawings.

IDL T 120  ELECTRICITY  2-2-3  
Spring  
Lab fee will be required.  
This course is an introduction to the basic principles of electricity and electronics. Topics include electrical units, AC and DC current, voltage, resistance, power, series and parallel circuits, inductance, capacitance, transformers, three wire and three phase systems, basic control, power diodes, the SCR, the LED, transistors, speakers and logic gates. Laboratory experiments closely parallel and are correlated with theory. The purpose of this course is not to provide an in-depth analysis of each topic, but to provide an overview to give the non-electrical major exposure to the scope of the field.
To assist with the appropriate selection of computer information systems courses, the flowchart below illustrates the suggested paths of coursework a student may follow to build computer skills. All credit bearing computer classes require outside lab time.

**CIS CURRICULUM FLOW CHART**

- Corequisite - Prerequisite

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**CISS 100**  **FUNDAMENTALS 3-0-3 OF INFORMATION PROCESSING**  
*Fall, Spring, Summer, DL*  
This course emphasizes fundamental computer concepts including computer nomenclature, the use of computers as productivity tools, information systems development, computer program development, multimedia, computer security, information privacy issues and careers in computing.

**CISS 101**  **MICROCOMPUTER 3-0-3 APPLICATION DEVELOPMENT**  
*Fall, Spring, Summer, DL*  
This course emphasizes the use of Excel spreadsheet, Access database, and Windows operating system software to build applications in a micro-computer environment. Students will gain an understanding of the concepts and skills required to develop worksheets that are used to make business decisions and databases that are used to organize, store and retrieve business information. Students also will explore integrating applications, linking applications to the Internet, and using advanced Windows features. Students will demonstrate mastery by applying the principles introduced to laboratory exercises, projects and exams. 
Open to Computer Information Systems majors only.

**CISS 102**  **UNIX 1-0-1 OPERATING SYSTEM**  
*Fall, Spring, Summer, DL*  
This course will cover the basics of the Unix operating system and text editor used at Hudson Valley Community College. The emphasis will be on using these tools to effectively write computer programs in a Unix environment. File management, customizing the environment, multitasking and text editing will be covered.

**CISS 110**  **PROGRAMMING 4-0-4 AND LOGIC I**  
*Fall, Spring, Summer, DL*  
A first course in computer logic and programming, this course investigates the basic operations of computer systems and introduces students to software development methodologies. Structured Programming and introductory Object Oriented Design principles will be used to provide a disciplined approach to computer program design. Students will solve interesting real-world problems. 
Corequisite: CISS 102, Unix Operating System or permission of department.

**CISS 111**  **PROGRAMMING 3-1-3 AND LOGIC II - DATA STRUCTURES**  
*Fall, Spring, Summer, DL*  
This is the second course in computer logic and programming and focuses on commonly used abstract data structures and their implementation in an object oriented environment. Programming topics include: recursion, references, memory management and analysis of algorithms. Data-structure topics include: stacks, queues, lists, trees, and collections and their proper application. Object oriented programming topics include
encapsulation, inheritance, and polymorphism. Advancing programming techniques will be introduced to assist students in acquiring a greater proficiency in writing applications and applets of increasing complexity.

Prerequisite: CISS 110, Programming and Logic I with a final grade of C or better.

CISS 120 INTRODUCTION 3-1-3 TO DATA COMMUNICATION

Fall, Spring, Summer
This course will introduce the student to the organization and design of data networks, and provide the foundation for the first part of CCNA certification (INTRO 840-821). Topics include networking media, Ethernet technology, the TCP/IP protocol suite, subnets, routers and routing protocols, Wide Area Networks (WANs), and fundamentals of network management.

CISS 121 INTRODUCTION 3-1-3 TO NETWORK ADMINISTRATION

Fall, Spring, Summer
This course builds on the foundation developed in CISS 120, and extends students’ capability to understand and manage data networks. Completion of this course prepares students for the second part of Cisco CCNA certification (ICND 640-811). Topics include classless routing, OSPF and EIGRP routing protocols, LAN design, Virtual LANs (VLANs), WAN design, PPP, Frame Relay, ISDN, and network administration.

Prerequisite: CISS 120, Introduction to Data Communication.

CISS 125 INTRODUCTION 3-0-3 TO COMPUTER AND NETWORK SECURITY

Fall, Spring, Summer, DL
This course will discuss computer and network security, which plays a vital role in the world of information systems. Computer security includes securing an organization’s critical data and systems from inside and outside threats. This course will examine general security concepts, communication security, infrastructure security, operational/organizational security, basic cryptography and steganography. Students will apply these best practices principles by administering clients, servers and firewalls in a dedicated computer network laboratory.

Introduction to Computer and Network Security maps to the CompTIA Security+ certification exam objectives.

Prerequisite: CISS 102, UNIX Operating System, CISS 110, Programming and Logic I; CISS 120, Introduction to Data Communication.

CISS 150 OPERATING 2-2-3 SYSTEMS

Fall, Spring, Summer, DL
This course will introduce students to applied Operating System and System Administration concepts. Operating System theory and practice will be explored in both the UNIX and Windows environment. Theoretical topics include: process management, communication and synchronization, memory management, device management, file systems, system administration and security. Practical application will be applied to a host Linux system running on an external hard drive. The host Linux system utilizes a virtualization layer to minimally support three additional guest operating systems. This virtual environment allows simulation of multiple server and client environments in a heterogeneous networking environment. This environment will include, but is not limited to, account/username maintenance, authentication subsystems and integration, disk and file system maintenance, application installation and configuration, basic networking, printing and the use of directories (e.g. LDAP and Active Directory).

Students should possess a strong fundamental knowledge of Management Information Systems.

Prerequisites: CISS 101, Microcomputer Application Development; CISS 111, Programming and Logic II-Data Structures or permission of department.

CISS 200 COBOL 4-0-4 PROGRAMMING

Fall, Spring, Summer, DL
This course will provide thorough coverage of problem solving and structured programming in the study of the systematic technique of program construction. After completing this course, students will have a firm foundation in the concepts and techniques of structured program design and structured COBOL programming and will have solved a wide variety of business-related application problems using
COBOL utilizing the Hudson Valley Community College computer system.
Open to Computer Information Systems majors only.
Prerequisite: CISS 110, Programming and Logic I or permission of department.

CISS 201  ADVANCED  3-2-4
COBOL PROGRAMMING
Fall, Spring, Summer
This course will expand on the theme of providing extensive coverage of problem solving and structured programming in the study of the systematic technique of program construction. This course is intended to be both theoretical and practical. Students will explore the study of advanced COBOL features, development of style as a programming tool, formal presentation of simple data structures and fundamental algorithms, and practical study of disk file access techniques. After completing this course, students will have a comprehensive and absolute understanding of the concepts and techniques of structured program design and structured COBOL programming. Students also will have solved a wide variety of business-related and academic-oriented application programs using COBOL and utilizing the Hudson Valley Community College computer system. Additionally, students will enhance their skill using the UNIX operating system using important UNIX tools, utilities and shell programming.
Prerequisites: CISS 200, Introduction to COBOL Programming or permission of department.

CISS 210  ANALYSIS AND  3-0-3
DESIGN OF INFORMATION SYSTEMS
Fall, Spring, Summer, DL
This course presents a practical approach to systems analysis and design topics using traditional development theory with current technologies. It emphasizes the use of modern methods, tools, and group processes to identify the functionality that is necessary to provide end-users with application-specific information systems. Students taking this course should have a thorough background in computer fundamentals as well as programming languages.
Open to Information Services students only.
Prerequisites: CISS 101, Microcomputer Application Development and CISS 110, Programming and Logic I and one of; CISS 111, Programming and Logic II-Data Structures or CISS 121, Introduction to Network Administration or CISS 220, Web Page Development and Design or permission of CIS department.

CISS 211  INFORMATION  3-0-3
SYSTEMS DEVELOPMENT
Fall, Spring, Summer, DL
This is a continuation of CISS 210. Students will prototype the system they designed in CISS 210, and will plan and coordinate all systems development phases using recommended project management techniques. They also will participate in group walk-throughs and prepare a formal presentation of their completed system.
Open to Information Services students only.
Prerequisite: CISS 210, Analysis and Design of Information Systems.

CISS 220  WEB PAGE  3-0-3
DEVELOPMENT AND DESIGN
Fall, Spring, Summer
This course teaches the basics of Web page and Web site development and design and will actively reference the content from ISCI 135, Information Design. The following topics will be covered: history and structure of the Internet and the World Wide Web, Web page and Web site design, Extensible HTML (XHTML), Cascading Style Sheets (CSS), designing for accessibility and coding to W3 standards. This course is meant to be a hands-on project based course and assumes a working knowledge of programming and the UNIX environment.
Prerequisite: CISS 110, Programming and Logic I or permission of department.
Corequisite: ISCI 135, Information Design.

CISS 221  ADVANCED  3-0-3
WEB DESIGN-CLIENT SIDE SCRIPTING
Fall, Spring, DL
This course will focus JavaScript and client-side scripting for Web site development and design. Topics include the document-object model (DOM), forms processing, cookies, and Dynamic HTML. We also will explore usability, accessibility, good design principles and best practices. This course is a hands-on project based course
and assumes a working knowledge of the Internet, the World Wide Web, UNIX, HTML/XML, and CSS.

Prerequisite: CISS 220, Web Page Development and Design or permission of department.

CISS 225 ADVANCED 3-0-3
WEB-SERVER SIDE APPLICATION DEVELOPMENT WITH PHP

Fall, Spring, DL
This course uses PHP, a server-side scripting language for generating Web content. It illustrates the development of dynamic content with PHP, interaction between client and server, security and session management, and server-side data-source management including flat files and MySQL. This course is a hands-on project based course and includes extensive group work. Students should possess a working knowledge of Unix, HTML/XHTML and MIS.

Prerequisite: CISS 220, Web Page Development and Design or permission of department.

CISS 227 XML-DRIVEN 3-0-3
APPLICATION DEVELOPMENT

Fall, Spring, DL
This course is an introduction to XML, the eXtensible Markup Language used for networked content management and Internet application development. Topics include the rules of XML, presentation with Cascading Style Sheets (CSS), adaptive content with XSLT, the Document Object Model (DOM), writing DTDs and schemas for parsing engines, using XML for application development and networked information management, and looking at current trends in XML usage in the Web such as SOAP and RSS. Students should possess a strong fundamental knowledge of HTML or XHTML and CIS.

Prerequisite: CISS 221, Advanced Web Design-Client Side Scripting or permission of department.

CISS 230 OBJECT 4-0-4
ORIENTED DESIGN WITH VB.NET

Fall, Spring, Summer, DL
This course will teach the fundamentals of object-oriented programming using Visual Basic to reinforce and expand the essential tools of the language and programming environment as it relates to system application development. Utilizing design methodologies to explore and expand the full potential of Visual Basic, students will learn to become application developers. Students, using their own design, will create a visual basic application.

Prerequisite: CISS 230, Object Oriented Design with VB.NET.

CISS 231 ADVANCED 2-2-3
VISUAL BASIC PROGRAMMING

Fall, Spring
This course deals with objects and object-oriented development and database access with Visual Basic. The aim of the course is to introduce the student to all the key techniques and ideas behind object-oriented programming and how these objects can interact with databases. Students will develop, test and debug robust, maintainable and reusable applications that will address the needs of accessing data and building interfaces to make interfaces to make interaction with data simple.

Prerequisite: CISS 230, Object Oriented Design with VB.NET.

CISS 240 OBJECT 3-1-3
ORIENTED DESIGN WITH JAVA

Fall, Spring, Summer, DL
This course will cover the basics of programming in Java, an object-oriented programming language that allows for platform independent code development. Students will learn how to plan and program Java applets and applications. Topics include classes, objects, variables and expressions, control structures, graphical user interface development, processing data using files and arrays, inheritance, multithreading and multimedia.

Corequisites: CISS 111, Programming and Logic II-Data Structures or permission of department.

CISS 241 ADVANCED 4-0-4
JAVA PROGRAMMING

Spring, Summer, DL
This course provides an in-depth study of Object Oriented Design (OOD) and advanced Java topics using an Integrated Development environment (IDE). This course presents and
applies a “Best Practices” approach to: Exception Handling, Java Database Connectivity (JDBC), Multithreading and Synchronization, Collections, Networking, Serialization and Marshalling, Remote Method Invocation (RMI), Graphical User Interface (GUI), Development using Swing, Enterprise JavaBeans, and Server-Side Programming with servlets and JavaServer Pages. Students should possess a strong fundamental knowledge of Object Oriented Design and Java.

Prerequisite: CISS 111, Programming, and Logic II - Data Structures or permission of department chairperson.

CISS 250 DATABASE MANAGEMENT SYSTEMS

Fall, Spring, Summer, DL

This course introduces students to database concepts and associated DBMS development tools and methodologies. It concentrates on designing a database structure and developing the end-user applications. Students will have hands-on experience with the relational model, Oracle, and will explore its basic structures, methods of manipulation, both as an end-user and a programmer utilizing SQL, SQLPlus and a third generation programming language as a front end to the database design. Students should possess a thorough knowledge of computer operating systems as well as an advanced applied knowledge of a programming language.

Open to Computer Information Services majors only.

Prerequisites: CISS 210, Analysis and Design of Information Systems or permission of department.

CISS 260 INTERNSHIP 1-6-3

Fall, Spring, Summer

This course allows students to participate in an internship at an approved local business organization for experience in computer programming, operations, training, data communications or other technological areas during the last term of study.

Open only to Computer Information Systems or Telecommunications Management majors with 2.0 grade point index.

Prerequisite: CISS 210 Analysis and Design of Information Systems or permission of department.

CISS 270 NETWORK INFRASTRUCTURE

Fall

This course explores both the design of Remote Access Networks (RACs) and Wide Area Networks (WANs). It combines sound theoretical foundations with hands-on lab experiences to provide students depth and experience in managing networks. Topics include building, configuring and troubleshooting RACs, controlling access, Virtual Private Networks (VPNs), advanced IP addressing, network routing protocols such as IS-IS and BGP, policy based routing, and managing traffic flow on Wide Area Networks. Based on the Cisco Networking Academy curriculum, this course prepares the student for the first two parts of the Cisco Certified Network Professional (CCNP) Exam: Building Scalable Cisco Networks, BSCI 842-801, and Building Cisco Remote Access Networks, BCRAN 642-821.

Prerequisite: CISS 210, Introduction to Network Administration.

CISS 271 NETWORK MANAGEMENT

Spring

The first part of this course will extend students’ understanding of networks to include the current multilayer switched networks, and provide the knowledge needed to manage network traffic flow, reliability, redundancy, security and performance. The second part of this course is designed to provide students with methodologies and hands-on experience in troubleshooting sub-optimal performance in a converged network. Based on the Cisco Networking Academy curriculum, this course prepares the student for the final two parts of the Cisco Certified Network Professional (CCNP) Exam, Building Cisco Multilayer Switch Networks - BCSMN 642-801, and Cisco Internet Troubleshooting - CIT 642-831.

Prerequisite: CISS 270, Network Infrastructure.

CISS 280 ASSEMBLY LANGUAGE AND COMPUTER ARCHITECTURE

Fall, Spring, DL

This course offers an introduction to Assembly Language and computer Architecture. Topics include Boolean logic, date representation,
processor and computer architecture, memory
management, registers, machine instruction
sets, addressing, subroutines, parameter pass-
ing, assembly and linking.
Prerequisite: CISS 111, Programming and Logic II -
Data Structures with a grade of “C” or better or by
permission of Department Chair.

CISS 290  C++  4-0-4
PROGRAMMING
Fall, Spring, DL
This course covers the features of the C++ pro-
gramming language including class design and
data structures. A modern, object-oriented
approach is followed with regard to data struc-
tures and their use in programming, unified
around the notion of the Standard Template
Library (STL) container classes. The most useful
concepts are stressed so students can begin
writing programs immediately to solve real
world problems. Students should possess a
strong fundamental knowledge of program-
ming concepts and control structures.
Prerequisite: CISS 111, Programming and Logic II -
Data Structures with a grade of “C” or better or by
permission of Department Chair.

CONSTRUCTION TECHNOLOGY

CNST 100  CONSTRUCTION 2-3-3
SURVEYING
Fall  Lab fee will be required.
Students will study the usage of tapes, levels
and transits for field layout of structures and
services; theory and field practice with respect
to reference line layout, as well as horizontal
and vertical placement of structures on site.

CNST 103  BLUEPRINT  2-3-3
READING FOR
TECHNOLOGIES
Fall  Lab fee will be required.
This course will cover the study of blueprints
that are common to the field of construction and
familiarize students with various types of
drawings, such as site drawings, floor plans,
detail drawings, construction, electrical, plumb-
ing drawings and heating, ventilating and air
conditioning (HVAC) plans, and construction
systems.

CNST 110  STATICS AND  2-2-3
STRENGTH OF
MATERIALS
Spring
This course will cover vectors and force sys-
tems; centroids; moment of inertia; stresses and
strains in homogeneous and elastic bodies;
temperature stresses; mechanical properties of
materials; shear and bending moment; stresses
in beams; and deflection and column theory.
Prerequisite: MATH 110, Intermediate Algebra.

CNST 120  ARCHITECTURAL 0-4-2
DRAWING I
Fall, Spring  Lab fee will be required.
In this course, students will create a set of work-
ing drawings, utilizing computer drafting,
scale-triangle skills and freehand sketching, so
that the end product is of sufficient quality and
it could be used to obtain a building permit.
Building code issues also are emphasized.
Prerequisite: CNST 103, Blueprint Reading for
Technologies and CIVL 110, Engineering Graphics.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 130</td>
<td>PRINCIPLES AND PRACTICES OF LIGHT CONSTRUCTION I</td>
<td>2-2-3</td>
<td>Fall, Spring</td>
<td>Lab fee will be required. This course emphasizes the study of light wood frame construction. Major topics include: Floor, wall and roof framing; building layout; foundations systems; exterior and interior finishes; doors and windows; and applicable codes and building department regulations.</td>
</tr>
<tr>
<td>CNST 131</td>
<td>CONSTRUCTION LABORATORY I</td>
<td>0-6-2</td>
<td>Fall</td>
<td>Lab fee will be required. This is a practical laboratory course that will allow students to develop skills in residential construction.</td>
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<tr>
<td>CNST 132</td>
<td>CONSTRUCTION LABORATORY II</td>
<td>0-6-2</td>
<td>Spring</td>
<td>Lab fee will be required. This is a continuation of CNST 131, Construction Laboratory I. Students will continue to develop practical skills in residential construction.</td>
</tr>
<tr>
<td>CNST 133</td>
<td>PRINCIPLES AND PRACTICES OF LIGHT CONSTRUCTION II</td>
<td>3-2-4</td>
<td>Fall</td>
<td>Lab fee will be required. Major topics in this course include advanced roof framing, stair layout, structural systems analysis, framing layout, framing member sizing, and an introduction to masonry and steel frame construction.</td>
</tr>
<tr>
<td>CNST 202</td>
<td>PLANNING AND CONTROL</td>
<td>2-2-3</td>
<td>Spring</td>
<td>Lab fee will be required. Management is an important function in construction. This course deals with management in general and project management in particular. The critical path method is emphasized as a tool in planning and control, and high powered construction management computer software will be used for projects.</td>
</tr>
<tr>
<td>CNST 210</td>
<td>STEEL CONSTRUCTION</td>
<td>2-2-3</td>
<td>Fall</td>
<td>In this course, students will study steel construction methods, steel detailing, and erection and design. It also covers design and analysis of steel beams, tension and compression members, and an introduction to the theory of connections. Students will participate in the erection of a prefabricated structural steel building as part of the class.</td>
</tr>
<tr>
<td>CNST 211</td>
<td>CONCRETE CONSTRUCTION</td>
<td>2-2-3</td>
<td>Spring</td>
<td>Lab fee will be required. This course covers placement and curing of concrete, reinforcing bar detailing and placement, reinforced concrete construction methods and practice, and an introduction to form work design.</td>
</tr>
<tr>
<td>CNST 220</td>
<td>ARCHITECTURAL DRAWING II</td>
<td>0-4-2</td>
<td>Fall, Spring</td>
<td>Lab fee will be required. This course is a continuation of CNST 120, and covers more complex commercial construction with extensive use of applicable building codes.</td>
</tr>
<tr>
<td>CNST 230</td>
<td>CONSTRUCTION MANAGEMENT SEMINAR</td>
<td>2-2-3</td>
<td>Fall</td>
<td>Students will learn business ownership and organization, construction contracts, bonding, insurance, labor law, labor relations, project safety, and motivation techniques. Word processing and spreadsheet computer software also will be introduced.</td>
</tr>
<tr>
<td>CNST 231</td>
<td>BUILDING SERVICE SYSTEMS</td>
<td>2-2-3</td>
<td>Spring</td>
<td>Lab fee will be required. Students will study materials, equipment and the practice of selection in mechanical and electrical systems for buildings. Concepts used in</td>
</tr>
</tbody>
</table>
the design of plumbing, air conditioning and electrical systems also are included.

**Prerequisites:** CNST 103, Blueprint Reading for Technologies and Math 105, Applied Technical Mathematics I or Math 110, Intermediate Algebra or Math 150, College Algebra and Trigonometry.

**CNST 232 SITE DEVELOPMENT 2-2-3**

*Spring* Lab fee will be required.

This course covers the planning, design, construction and maintenance of earthwork, streets and utilities that are included in the development of a typical residential subdivision.

**Prerequisites:** CIVL 101, Surveying I and CNST 103, Blueprint Reading for Technologies.

**CNST 239 CONSTRUCTION CAPSTONE 1-4-3**

*Spring* Lab fee will be required.

This is a capstone course in which students will utilize knowledge of previous and current courses in the design and planning of a construction project proposal. Topics range from site planning to construction scheduling of the project.

**Prerequisites:** CIVL 101, Surveying, CIVL 110, Engineering Graphics, and CNST 103, Blueprint Reading for Technologies.

**Pre- or co-requisites:** CIVL 224, Estimating, CNST 202, Construction Planning and Control and CNST 231, Building Service Systems.

**CRFT 100 CRAFT SEMINAR 2-0-2**

*Fall, Spring* Materials fee will be required

In this course, advanced-level students will have the opportunity to concentrate their efforts and develop in one media. Students will be involved in research on a technique or stylistic development that will culminate in a written paper and a visual representation of their research. The student will work closely with the instructor to determine the exact topic of concentration. Students also will develop their technical skills and design concepts.

**Prerequisites:** Two credits of Introductory and Intermediate and Advanced Studio.

**Corequisite:** Class attendance in Advanced Level Studio.

**CRFT 101 INTRODUCTION TO FURNITURE MAKING 2-0-2**

*Fall, Spring, Summer* Materials fee will be required

This course is an introduction to the practical application of basic knowledge of wood, using hand tools to make standard furniture joinery.

**CRFT 102 INTRODUCTION TO WOODCARVING 2-0-2**

*Fall, Spring* Materials fee will be required

This is an introductory course in woodcarving with relief and chip carving techniques and includes the techniques of hand-carving, stamping, varnishing and staining. Students will complete three finished products in this class that demonstrate chip relief carving. **Students will be required to purchase a set of carving tools.**

**CRFT 103 THE CRAFT OF FRAMEMAKING 2-0-2**

*Fall, Spring, Summer* Materials fee will be required

This course is an introduction to the craft of picture framing as it applies to drawings, watercolors, paintings, photography, works on canvas, needlework, etc. Students will explore French Matting, glass cutting, stretcher construction and canvas preparation, and proper use of tools and aesthetics. Issues of preservation, stabilization of works on paper and canvas will be discussed. **Students should bring samples to frame to the first class.**

**CRFT 111 INTRODUCTION TO POTTERY 2-0-2**

*Fall, Spring, Summer* Materials fee will be required

This is an introductory studio course in stoneware ceramics. Through lectures, wheel throwing, and handbuilding, students will explore the aesthetic, sculptural, and functional possibilities of clay. Techniques will be demonstrated and lectures will feature technical information on high temperature firing and stoneware glazes.
CRFT 112 CERAMIC 2-0-2
SCULPTURE
Fall, Spring Materials fee will be required
This course is designed for the manipulation of clay in a sculptural context. The areas of exploration will be:
1. Three-Dimensional Figurative Sculpture
The traditional techniques of solid form and coil method of additive construction will be presented in the bust and free standing figure.
2. Architectural Sculpture: Murals, Friezes, Tondos
Demonstrations in the technical aspects of relief construction (3-D forms on 2-D surfaces-walls) will be presented with discussions on installation and adhesives.
3. Extruder Sculpture
The exciting work in hollow slab construction will be presented the use of the Bailey Extruder System. This system offers a limitless range of possibilities for the creative ceramic sculpture.
Prerequisite: CRFT 111, Pottery I.

CRFT 121 INTRODUCTION 2-0-2
TO FIBER ARTS: WEAVING I
Fall, Spring, Summer Materials fee will be required
This is an introductory class in four-harness loom weaving. Students will learn how to warp, prepare the loom and weave patterns on a four-harness loom. An introduction to the science of fibers, their process and treatment including individual projects in yarn and fabric structure and finishing the woven goods will be included. Looms are available for a nominal fee.

CRFT 122 SPINNING AND 1-0-1
DYEING: AN INTRODUCTION
Fall, Spring Materials fee will be required
This course is an introduction to natural and man-made fibers and will cover preparation of fibers for spinning, and an introduction to spinning techniques on both a drop spindle and spinning wheel. It will also cover an introduction to chemical and natural dyes, and the practice of dyeing techniques of fibers produced in the studio. Fiber and tools will be provided.

CRFT 131 BEGINNING 2-0-2
PRINTMAKING
Fall, Spring, Summer Materials fee will be required
This is an introduction to two specific forms of printmaking, collograph and monoprint, in which the principles of both a constructed surface and a planographic surface will be covered. Single and multiple images, black and white, color, opacity and transparency will be explored.

CRFT 132 INTRODUCTION 1-0-1
TO SCREEN PRINTING
Fall, Spring, Summer Materials fee will be required
This is an introductory course to explore the process of screen printing from its commercial uses such as posters and cards, to the creative aspects. Students will study stenciling methods and multiple color printing, and explore and develop creative possibilities of producing multiple images by using two screen printing methods: stenciling and block-out.

CRFT 133 PAPER MAKING 1-0-1
TECHNIQUES
Fall, Spring, Summer Materials fee will be required
This course will cover construction of paper pulps from low-cost natural or recycled fibers. Students will learn the construction of a mold and deckle for forming sheets of hand-made paper; methods of making casting molds; and the use of hand-made paper for making relief prints.

CRFT 141 JEWELRY I 2-0-2
Fall, Spring, Summer Materials fee will be required
This is an introductory course covering fundamental concepts and techniques of both the design and creation of original jewelry. It includes the techniques of piercing and filing, soldering and polishing. Students will work with metal alone and in combination with other materials, such as wood, plexiglass, etc. Development of individual designs will be encouraged.

CRFT 142 ENAMELING: 2-0-2
AN INTRODUCTION
Fall, Spring Materials fee will be required
Students will be introduced to the process of enameling on copper and cloisonne enameling, which is done on silver. The physical character-
istics of enamel will be explored as well as several techniques for enamel application. Students will experiment with color, both opaque and transparent, and the effects of color on the two different materials.
Prerequisite: CRFT 141, Jewelry I.

CRFT 151 INTRODUCTION 2-0-2 TO STAINED GLASS TECHNIQUES
Fall, Spring, Summer Materials fee will be required
This course is an introduction to basic stained glass techniques and will explore all aspects of two-dimensional stained glass construction, including preliminary work, glass cutting, soldering and cleaning. Design and color theory, as it relates to stained glass, will be explored through lecture and slide presentation.

CRFT 200 ADVANCED 2-0-2 FURNITURE MAKING
Fall, Spring Materials fee will be required
In this course, students will engage in the study and practice of advanced techniques of furniture making. Hand joining will be reviewed and gluing of wood; frame and panel construction; and wood-bending processes will be taught. A final project incorporating learned techniques is required.
Prerequisite: CRFT 101, Introduction to Furniture Making.

CRFT 201 CRAFT OF 2-0-2 FRAMEMAKING II
Fall, Spring, Summer Materials fee will be required
This course will include several advanced frame making techniques such as the construction of shadow boxes for displaying three-dimensional and hard to frame objects, double matting, matte decoration and matte carving. Issues of permanency, such as archival considerations, stabilization and restoration, as well as art identification, which will include dating techniques, authenticity and materials, will be covered.
Prerequisite: CRFT 103, The Craft of Framemaking.

CRFT 211 POTTERY II 2-0-2 (Intermediate Pottery)
Fall, Spring, Summer Materials fee will be required
This course is a continuing development of pottery techniques with a refinement in both technical and aesthetic pursuits. The emphasis in this class will be to bring students’ skills to a point where the creative aspects of the medium may be explored freely with emphasis on traditional form. A more in-depth exploration of glaze technology, various kiln atmospheres and firing techniques, as well as a more complex treatment of surface decoration will be pursued. The historical background of ceramic art, from ancient to contemporary times, will be explored through lectures and slide presentations.
Prerequisite: CRFT 111, Introduction to Pottery.

CRFT 221 WEAVING II 2-0-2
Fall, Spring Materials fee will be required
This course is designed for students who have completed Weaving I or have some weaving experience. It will include the study of color and design in relation to woven apparel fabric as well as the contemporary use of textiles produced on a four-harness loom. Dyeing, fabric structures and off loom techniques also will be explored.
Prerequisite: CRFT 121, Intro to Fiber Arts: Weaving I.

CRFT 222 SPINNING 1-0-1 AND DYEING II
Fall, Spring Materials fee will be required
This is an advanced course that will cover spinning and dyeing, compound threads, working with natural and man-made fibers, and spinning of complex and mixed threads on a drop spindle and spinning wheel. Students will learn manipulation of color and design of compound threads and fibers, and the preparation of fibers for thick-thins, flakes, boules and other mixed threads. Theory and studio work will be combined in this course. Fibers and tools will be provided.
Prerequisite: CRFT 122, Spinning and Dyeing: An Introduction.

CRFT 231 INTERMEDIATE 2-0-2 PRINTMAKING
Fall, Spring, Summer Materials fee will be required
This course will explore relief and intaglio processes through direct manipulation of copper plate and wood surfaces. Techniques of creating uniform editions, black and white and color images, and ink properties will be explored.
Prerequisite: CRFT 131, Beginning Printmaking.
CRFT 241  JEWELRY II  2-0-2  
Fall, Spring, Summer  Materials fee will be required
This is an advanced course in metalworking and jewelry design that will allow students to refine basic skills and explore advanced techniques. Stone setting, forming and fabricating skills will expand the student’s knowledge and allow for more advanced designs. Control of the material to achieve desired results will be emphasized.  
Prerequisite: CRFT 141, Jewelry I.

CRFT 242  ENAMELING II  2-0-2  
Fall, Spring  Materials fee will be required
In this course, students will be engaged in the study and practice of advanced enameling techniques. Cold joint and a variety of closures will be explored to expand the student’s knowledge and creative possibilities.  
Prerequisite: CRFT 142, Enameling: An Introduction.

CRFT 251  STAINED GLASS II  2-0-2  
Fall, Spring, Summer  Materials fee will be required
This course is a continuing development of stained glass techniques with refinement in both technical and aesthetic pursuits. The use of glass in the construction of three-dimensional forms, especially lamp and terrarium forms will be emphasized.  
Prerequisite: CRFT 151, Introduction to Stained Glass Techniques.

CRFT 261  FURNITURE MAKING III  2-0-2  
Fall, Spring  Materials fee will be required
In this class, students will design and construct a piece of furniture from their own original drawings, from wood selection and preparation to the finished piece of furniture. They will demonstrate proficiency in more complicated uses of mortise and tenon; wood bending; and frame and panel construction. Students will refine advanced skills with a strong emphasis on craftsmanship.  
Prerequisites: CRFT 101, Introduction to Furniture Making; CRFT 200, Furniture Making II.

CRFT 271  ADVANCED POTTERY  2-0-2  
Fall, Spring, Summer  Materials fee will be required
This class is designed for the experienced pottery student. Students will be involved in advanced pottery techniques and will explore clay as a creative medium. Students will experiment with advanced firing techniques such as raku and pit firing.  
Prerequisites: CRFT 111, Introduction to Pottery; CRFT 211, Pottery II.

CRFT 283  WEAVING III  2-0-2  
Fall, Spring  Materials fee will be required
This class is for students continuing with the study of fabric structure, color and design of textile, and actual performance of techniques on the loom.  
Prerequisites: CRFT 221, Weaving II; CRFT 222, Spinning and Dyeing II.

CRFT 291  ADVANCED JEWELRY -STONE SETTING  2-0-2  
Fall, Spring, Summer  Materials fee will be required
Techniques of setting cabochon and faceted stones in both hand-made and commercial settings will be taught in this course. Construction of bezel and basket settings for round- and fancy-shaped stones will be covered, as well as tube and channel settings. Stone and gem identification and individual characteristics of stones will be discussed.  
Prerequisites: CRFT 141, Jewelry I; CRFT 241, Jewelry II.

CRFT 295  MARKETING  1-0-1  
YOUR ART/CRAFT  
Fall, Spring  Materials fee will be required
This course introduces artists and crafts persons to the skills and resources needed to market their own work. It will provide information skills in the areas of: establishing credibility, developing portfolios and printed materials, securing exhibitions, direct selling, public relations, legal questions, and financial management for the artist/craftsperson.

CRIMINAL JUSTICE  

CRJS 101  INTRODUCTION 3-0-3  
TO CRIMINAL JUSTICE  
Fall, Spring, DL
This course is a survey of the historical and philosophical development of law enforcement. It will analyze the major components of the criminal jus-
tice system: police, courts and corrections, the criminal justice process and current trends in the field.

**CRJS 110  INTRO TO 3-0-3  CRIMINAL LAW**

*Fall, Spring*

This course is an introduction to criminal law in the United States. The course begins with an overview of the American criminal justice system. Substantive criminal law and procedural criminal law, including probable cause and search and seizure, are covered during the semester. This course is not applicable to the Criminal Justice A.A.S. degree program.

**CRJS 120  ETHICS AND 3-0-3  CRIMINAL JUSTICE**

*Fall, Spring, Summer*

This course explores the ethical dilemmas present in the criminal justice system. Current issues in policing, corrections, courts and forensic science will be covered.

**CRJS 150  PRINCIPLES OF 3-0-3  CRIMINAL INVESTIGATION I**

*Fall, Spring, DL*

This course is an analysis of the nature and purpose of criminal investigation. Students will discuss various methods of investigation, the interview and interrogation of suspects, collection and preservation of evidence, use of informants, techniques of surveillance and special investigation techniques and an overview of forensic services.

**CRJS 151  PRINCIPLES OF 3-0-3  CRIMINAL INVESTIGATION II**

*Fall, Spring*

This course is a continuation of theories and methods of investigation covered in Principles of Criminal Investigation. Specific crimes such as arson, burglary, rape and enterprise crime will be explained in detail.

Open only to matriculated Criminal Justice students. Prerequisite: CRJS 150, Principles of Criminal Investigation I.

**CRJS 180  SUBSTANTIVE 3-0-3  CRIMINAL LAW**

*Fall, Spring, DL*

This course is 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 individuals and the protection of society.

**CRJS 181  PROCEDURAL 3-0-3  CRIMINAL LAW**

*Fall, Spring, DL*

This course is a comprehensive analysis of the rules of evidence and criminal procedural law; judicial notice; presumption; real and circumstantial evidence; burden of proof; province of court and jury; documentary evidence; hearsay; confessions and admissions; laws of arrest; and search and seizure.

**CRJS 190  INTRODUCTION 3-0-3  TO EVIDENCE**

*Fall, Spring, Summer, DL*

This is an introductory course on the topic of evidence and how it relates to the judicial process. The topics covered include, but are not limited to, hearsay, the exclusionary rule, Federal Rules of Evidence, scientific and physical evidence, search and seizure and witness testimony.

**CRJS 201  COMPARATIVE 3-0-3  CRIMINAL JUSTICE SYSTEMS**

*Offered on demand.*

This course examines alternative systems of criminal justice in the United States and foreign countries. The study of the various systems is intended to create more critical evaluation of familiar agencies and systems. The major goal of this course is for students to understand the existence of and differences among various criminal justice systems.

**CRJS 202  PROBATION, 3-0-3  PAROLE AND COMMUNITY CORRECTIONS**

*Offered on demand.*

This course is a survey of the origins, theories, practices and critical issues in probation and
parole, including discussion of diversion, victim services, dispute mediation and other significant trends in community corrections. This course will discuss the various theories of correctional philosophy and how these are reflected in practice and will include a critical analysis of recent trends in community services.

**CRJS 203  INTRODUCTION 3-0-3 TO FAMILY VIOLENCE**

Offered on demand.
This course is designed to provide students with varied perspectives on family violence, including historical, legal, cultural and political views; to familiarize students with current trends and issues in partner (relationship) abuse, elder abuse, physical child abuse and child sexual abuse; to inform students about current research on the nature and dynamics of family violence; and to increase students’ understanding of the criminal justice, mental health, health care and social service responses to the victims, offenders and family members that are affected by violence in the family.

**CRJS 204  WOMEN AND 3-0-3 CRIMINAL JUSTICE**

*Spring*
This course is designed to give students an understanding of the basic theoretical foundations of women in criminal justice. This course will cover a broad range of topics including the importance of understanding the emergence of gender in criminology; the importance of understanding the role of gender, race, age and class in the criminal justice system; and learning about women as victims and offenders of crime. This course also will address the role of women as practitioners and professionals in the field of criminal justice. Students will have the opportunity to integrate theory with practical application in order to better understand the material.

*Prerequisite: CRJS 101, Introduction to Criminal Justice or SOCL 100, Sociology or PSYC 100, General Psychology.*

**CRJS 205  CRIMINAL 3-0-3 JUSTICE AND THE COMMUNITY**

*Fall, Spring, DL*
This course focuses on the mutual interaction of the criminal justice system (police, courts, and corrections) with the public. Areas of discussion include: the nature of the community; community involvement; criminal justice agencies and community relations; prejudice and discrimination; civil rights and liberties.

**CRJS 210  CONSTITUTIONAL 3-0-3 LAW**

*Fall, Spring, DL*
This course includes a history of the United States Constitution, describes the structure of American government as developed through court interpretation of the Constitution and emphasizes constitutional safeguards of liberty and property. The objective of this course is to acquaint students with the judicial system, and structure and process of Constitutional litigation through a detailed study of the rights of citizens.

**CRJS 215  INTRODUCTION 3-0-3 TO INDUSTRIAL SECURITY**

*Fall*
This course explores the historical and philosophical background of modern industrial security: including the comparison of security and police operations; and security of the private, governmental and international levels.

**CRJS 216  SECURITY 3-0-3 ADMINISTRATION**

*Spring*
This course is an introduction to security administration, covering the historical and legal framework for security operations on both the private and governmental level. It will include a detailed presentation of security processes and programs currently utilized in providing security in a democratic society. Attention also will be given to international security organizations, their organization, administration and operational limits.

**CRJS 218  COMPUTER 3-0-3 SECURITY**

*Fall*
This course will examine the concept of a total program of protection from the conventional aspects of physical security to sophisticated protection of hardware, software and communications.
CRJS 219  PHYSICAL SECURITY AND SAFETY

Spring
This course will explore concepts of physical security integrated with management systems: physical security requirements and standard; alarms and surveillance devised; animate security; and costing, planning and engineering. Principles of safety practices and regulations; fire prevention; property conservation; occupational hazards and personal safeguards also will be discussed.

CRJS 220  SECURITY LAW  3-0-3

Fall
This course is designed to acquaint students with basic legal issues facing the private police officer. Students will examine the general sources of legal powers and limitations concerning private police, including an overview of substantive criminal law. Major topics will include the relative legal powers of private citizens, private and public police; investigator function of private police, law of arrest, search and seizure; use of force; and the legal relationship between users and providers of private security services.

CRJS 221  TERRORISM AND 3-0-3 THE CRIMINAL JUSTICE SYSTEM

Fall, Spring
This is an introductory course designed to acquaint students with the fundamental principles of terrorism and how it affects, and is handled by, the criminal justice system. Topics include identification of terrorist activities, investigative techniques, and prevention strategies.

CRJS 222  PRINCIPLES OF 3-0-3 HOMELAND SECURITY

Fall, Spring
This is an introductory course designed to acquaint students with the fundamental principles of homeland security. The course provides an overview of major issues in homeland security, current homeland security law and organizational structure of the Federal Department of Homeland Security.

CRJS 230  ANIMAL LAW I  3-0-3

Fall, Spring
This is an introductory course designed to acquaint students with the fundamental principles of animal law and the criminal justice system. Specific topics include the history of animal law, protection of animals by anti-cruelty laws, animal fighting, the social movement of animals in the legal system, and constitutional issues raised in cases involving animals.

CRJS 231  ANIMAL LAW II  3-0-3

Spring
This course is designed to build upon the fundamental principles introduced in Animal Law I. Specific topics include New York animal cruelty laws and enforcement, lobbying, animals in science, access to courts, pet trusts, veterinary malpractice, damages, and private and state regulation of ownership.
Prerequisite: CRJS 230, Animal Law I.

CRJS 240  CRIMINAL JUSTICE SEMINAR I

Offered on demand.
This seminar-based course explores contemporary issues in the criminal justice system. The seminar will provide students with an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.

CRJS 241  CRIMINAL JUSTICE SEMINAR II

Offered on demand.
This seminar-based course explores contemporary issues in the criminal justice system. The seminar will provide students with an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.

CRJS 242  CRIMINAL JUSTICE SEMINAR III

Offered on demand.
This seminar-based course explores contemporary issues in the criminal justice system. The seminar will provide students with an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.
CRJS 245 FORENSIC SCIENCE I
Fall, Spring, DL*
Lab fee will be required.
This course is a comprehensive survey of a crime laboratory, including theory and methods. Emphasis is placed on the role of the laboratory in criminal investigations. Firearms identification, examination of questioned documents, criminal analysis (i.e., narcotics, blood analysis, etc.) and instrumental analysis will be covered.
*Labs completed on campus.

CRJS 246 FORENSIC SCIENCE II, NS
Spring Lab fee will be required.
This course offers further applications in Forensic Science. A thorough understanding of the concepts in Forensic Science I are needed as a foundation. Advanced microscopy techniques, including birefringence, comparison microscopy, and refractive index determination on trace evidence are covered. Physical properties of evidence will be explored in greater detail. Arson analysis, toxicology, serology and chemical methods of analysis are covered in depth.
Open only to matriculated Criminal Justice students. Prerequisite: CRJS 245, Forensic Science I (a grade of “C” or better is required).

CRJS 250 CRIMINOLOGY 3-0-3
* SSC
Fall, Spring, DL
This course is a survey of the nature and scope of criminality and prevalent forms of deviance. It will consider the major theories of criminal and deviant 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 relevance of these factors for understanding, prevention, control and prediction.

CRJS 255 INTRODUCTION 3-0-3 TO JUVENILE DELINQUENCY, SS
Fall, Spring, DL
This course will explore 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 case and treatment of juveniles.

Special attention will be given to police techniques utilized in handling juveniles, with 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.

CRJS 260 CRIMINAL JUSTICE ADMINISTRATION
Fall, Spring, DL
This course is an analysis of the principles of administration and management in their application to law enforcement, courts and correctional agencies. It includes a study of organizational structure, responsibilities and interrelationships, and how emerging technologies are impacting the administration of justice agencies.

CRJS 265 CORRECTIONAL SERVICES
Fall, Spring, DL
This is an introductory course in corrections that will examine the correctional system from an historical perspective. Topics include the philosophy of punishment, correctional alternatives, theory and practice involved in the treatment of offenders, and post-correctional release.

CRJS 270 CRIMINAL JUSTICE TECHNOLOGY
Spring
This course covers recent technological advances in the field of Criminal Justice. Technology applications in Law Enforcement, Corrections, the Court System and Forensic Evidence are covered.

CRJS 290 CRIMINAL JUSTICE PRACTICUM
Fall, Spring
This is an internship program in practical field experience and seminars. Field experience will occur in police, sheriff, probation, correction, parole and other criminal justice agencies at the federal, state and local levels. Students will become acquainted with the function, structure, staff and clientele of various criminal justice agencies. Classroom concepts will be integrated with practical work experience and shared through classroom discussions. Students will become familiar with community resources and field problems and how to function in public agencies.
**DENTAL ASSISTING**

**DAST 105**  **DENTAL 3-0-3**
**ANATOMY AND EMBRYOLOGY**

*Fall, DL*

This course provides a study of the anatomy of the head, and of the structures of the oral cavity. The permanent and primary dentitions are studies, including eruption patterns, dates and embryonic developments. A study of the body systems and their primary function will be included. Basic charting terminology will be covered. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience I.

**NOTE:** There is a clinical rotation required for this course.

*Open only to matriculated Dental Assisting students.*

**Corequisites:** DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 111, Dental Assisting I; DAST 118, Dental Office Procedures.

**DAST 107**  **DENTAL 3-0-3**
**ASSISTING RADIOLOGY**

*Fall, DL*

This course is designed to familiarize the student with the principles and procedures of dental radiology. Emphasis is placed on the development of the technical skills necessary to produce dental radiographs of acceptable diagnostic quality. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience I. *Open only to matriculated Dental Assisting students.*

**Corequisites:** DAST 105, Dental Anatomy and Embryology; DAST 110, Dental Assisting Clinical Experience I; DAST 111, Dental Assisting I; DAST 118, Dental Office Procedures.

**DAST 108**  **DENTAL 3-0-3**
**MATERIALS FOR DENTAL ASSISTANTS**

*Spring, DL*

This course is designed to familiarize the student with the principles and procedures for dental materials currently utilized in dental treatments, which consist of exercises in procedures including the manipulation of common dental materials. Pharmacology terminology will be covered, along with preparation for anesthetics and sedation use. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience II.

**NOTE:** There is a clinical rotation required for this course.

*Open only to matriculated Dental Assisting students.*

**Prerequisites:** DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 111, Dental Assisting I; DAST 118, Dental Office Procedures.

**Corequisites:** DAST 115, Oral Hygiene Education and Nutrition; DAST 120, Dental Assisting Clinical Experience II.

**DAST 110**  **DENTAL 0-8-2**
**ASSISTING CLINICAL EXPERIENCE I**

*Fall, DL*

This course will demonstrate clinical dental assisting skills within a dental practice setting. Students will have an opportunity to observe and practice infection control, patient management, equipment operations, clinical dental assisting, and radiology procedures. A seminar component (via distance learning) will provide a means for discussion for the student clinical experience. Students will perform and record necessary clinical Skill Competency Evaluation forms within practice standards. All required evaluation forms must be completed by date indicated, and mailed or faxed to the appropriate location.

**NOTE:** 90 clinical hours will be required at the clinical site for this course.

*Open only to matriculated Dental Assisting students.*

**Corequisites:** DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 111, Dental Assisting I; DAST 118, Dental Office Procedures.

**DAST 111**  **DENTAL 5-0-5**
**ASSISTING I**

*Fall, DL*

This course is designed to teach the student the following: basic concepts in microbiology, infection control, sterilization and disinfection techniques, introduction to equipment and instruments used in the dental office. The student is introduced to four-handed chairside assisting and gains experience in all types of dental pro-
cedures, oral evacuation, instrument transfer, tray setups, pre- and post-operative instructions. The history and organization of dentistry and dental auxiliary services are covered. Management of various dental office emergencies will be discussed. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience I. Open only to matriculated Dental Assisting students.

Corequisites: DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 118, Dental Office Procedures.

DAST 115 ORAL HYGIENE 3-0-3
EDUCATION AND NUTRITION

Spring, DL
Basic principles of nutrition, including the role of nutrients in general health, as well as dental health and disease, are taught. Methods of preventive oral hygiene education including patient motivation will be discussed. Emphasis will be given to the essential role of the dental assistant in counseling the patient in these principles. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical II. Open only to matriculated Dental Assisting students.

Prerequisites: DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 118, Dental Office Procedures.

Corequisites: DAST 108, Dental Materials for Dental Assistants; DAST 120, Dental Assisting Clinical Experience II.

DAST 118 DENTAL OFFICE 2-0-2
PROCEDURES

Fall, DL
This course provides the student with an overview of dental office management and business skills. Students will become acquainted with business office systems, marketing, reception procedures, telephone techniques, appointment scheduling, purchasing and maintaining inventory supplies, clinical and financial records, accounts receivable, accounts payable, dental insurance and dental records management. Employment strategies, dental ethics and jurisprudence will be covered in this course. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience I. NOTE: There is a clinical rotation required for this course.

Open only to matriculated Dental Assisting students.

Corequisites: DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 111, Dental Assisting I.

DAST 120 DENTAL 0-11-3
ASSISTING CLINICAL EXPERIENCE II

Spring, DL
The student will demonstrate clinical dental assisting skills within a dental practice setting. They will practice infection control, patient management, business assisting, equipment operations, clinical dental assisting, radiology procedures, laboratory skills, and practice management. A weekly seminar component (via distance learning) will provide a means for discussion for the student's clinical experience. Students will perform and record necessary clinical Skill Competency Evaluation forms within practice standards. All required evaluation forms must be completed by date indicated, and mailed or faxed to the appropriate location.

NOTES: 135 clinical house will be required at the clinical site for the spring semester. There is an affiliation rotation required for this course. Open only to matriculated Dental Assisting students.

Prerequisites: DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 111, Dental Assisting I; DAST 118, Dental Office Procedures.


DENTAL HYGIENE

DHYG 105 TOOTH 2-0-2
MORPHOLOGY AND OCCLUSION

Fall, DL  Lab fee will be required.
This course, through a lecture format, is designed to provide students with a comprehensive knowledge of tooth morphology. Basic
dental terminology, dental charting, occlusion and anomalies are covered. Clinical application of knowledge is emphasized in Preventive Dentistry I. Open only to matriculated Dental Hygiene students. Corequisites: DHYG 110, Preventive Dentistry I.

DHYG 110 PREVENTIVE DENTISTRY I
Fall Lab fee will be required. This interactive course introduces students to the basic principles and practices of preventive dental hygiene. Emphasis will be on the laboratory application of the basic principles of instrumentation, tooth morphology, occlusion, infection control and professional conduct. Students will develop competence in patient assessment techniques including medical/dental history, recognition and examination of orofacial structures and hard tissue dental findings. Open only to matriculated Dental Hygiene students. Corequisites: DHYG 105, Tooth Morphology & Occlusion.

DHYG 111 INTRODUCTION TO COMMUNITY DENTAL SERVICES
Spring This course provides the dental hygiene student with the foundation and tools to effectively assume the role of a dental hygiene community educator. The student will be exposed to methods of public health programs, research and teaching and learning strategies. Each student will conduct a dental education program and will complete a table clinic presentation designed to apply the principles of community dental services. Open only to matriculated Dental Hygiene students. Prerequisites: BIOL 125, Nutrition; DHYG 110, Preventive Dentistry I. Corequisites: DHYG 120, Preventive Dentistry II; DHYG 121, Clinical Dental Hygiene I.

DHYG 116 HEAD AND NECK ANATOMY
Spring Lab fee will be required. This course is designed to provide students with a comprehensive knowledge of head and neck anatomy through lecture and laboratory experiences. Emphasis is placed on aspects of head and neck anatomy that apply to dental hygiene treatment. Open only to matriculated Dental Hygiene students. Prerequisites: BIOL 136, Anatomy and Physiology.

DHYG 117 DENTAL RADIOLOGY
Spring Lab fee will be required. This course is designed to familiarize students with the principles and procedures of dental radiology. Laboratory time is provided to enable students to practice the exposing, processing, mounting and interpreting of dental radiographs. In addition, the concept of prevention as it relates to radiation hygiene is reinforced throughout theoretical and practical sessions. Emphasis is placed on the development of the technical skills necessary to produce dental radiographs of acceptable diagnostic quality. Recitation periods will be utilized to help clarify radiology concepts. Open only to matriculated Dental Hygiene students. Prerequisites: DHYG 105, Tooth Morphology and Occlusion; DHYG 110, Preventive Dentistry I. Corequisites: DHYG 120, Preventive Dentistry II; DHYG 121, Clinical Dental Hygiene I.

DHYG 120 PREVENTIVE DENTISTRY II
Spring This course is a continuation of the basic principles of oral health care delivery, with an emphasis on the dental hygiene process. The theories supporting the management of patients presenting with preventive and therapeutic oral health care needs are discussed and applied to patient care. Open only to matriculated Dental Hygiene students. Prerequisites: BIOL 136, Anatomy and Physiology; DHYG 105, Tooth Morphology and Occlusion; DHYG 110, Preventive Dentistry I. Corequisites: DHYG 121, Clinical Dental Hygiene I; DHYG 117, Dental Radiology.

DHYG 121 CLINICAL DENTAL HYGIENE I
Spring Lab fee will be required. In this course, traditional clinical skills are performed on patients with concentration on oral health education, principles of instrumentation, and patient assessment. Transitional functions also will be performed, and recognition of "nor-
“mal” and “atypical” oral structures will be emphasized. Open only to matriculated Dental Hygiene students.

Prerequisites: DHYG 110, Preventive Dentistry I; DHYG 105, Tooth Morphology and Occlusion.
Corequisites: DHYG 120, Preventive Dentistry II.

DHYG 206 PATHOLOGY 3-0-3
Fall
Pathology introduces dental hygiene students to concepts of disease, especially as related to the oral cavity. An introductory general survey of inflammation, infection and other general pathology is followed by a more detailed study of specific oral pathology. Areas of particular concern to dental hygiene students are stressed. Clinical applications are made by correlating the lecture materials with clinical cases by means of slide presentation and film.
Open only to matriculated Dental Hygiene students.
Prerequisites: BIOL 135, Oral Histology & Embryology; BIOL 136, Anatomy & Physiology; BIOL 205, Microbiology; DHYG 117, Dental Radiology.
Corequisites: DHYG 230, Preventive Dentistry III; DHYG 231, Clinical Dental Hygiene II.

DHYG 207 PERIODONTOLOGY 2-0-2
Fall
This course covers coordination of dental and oral anatomy, histology, physiology, microbiology of plaque, pathology of periodontal disease with clinical application and the rationale of periodontal therapy. The goal of this course is to develop within students the ability to recognize and participate in the treatment of periodontal disease. Upon completion of the course, students should be able to readily differentiate between a healthy and a diseased periodontium and understand the etiology and pathogenesis of periodontal condition. In addition, students should be able to establish a sequential treatment plan and understand the rationale behind the treatment modalities employed in the treatment of various periodontal disease entities.
Open only to matriculated Dental Hygiene students.
Prerequisites: BIOL 135, Oral Histology & Embryology; BIOL 205, Microbiology; DHYG 121, Clinical Dental Hygiene I.
Corequisites: DHYG 206, Pathology; DHYG 231, Clinical Dental Hygiene II.

DHYG 208 DENTAL MATERIALS 2-2-3
Fall
Lab fee will be required.
This course is designed to provide knowledge of the role of the dental hygienist in the specialties and in restorative dentistry. A study of common dental materials used in various office settings is included. Laboratory sessions consist of exercises in dental hygiene functional procedures, including the manipulation and utilization of dental materials. Successful completion of both didactic and laboratory requirements for this course is necessary for continuation in the college’s Dental Hygiene program.
Open only to matriculated Dental Hygiene students.
Prerequisites: DHYG 121, Clinical Dental Hygiene I.
Corequisites: DHYG 231, Clinical Dental Hygiene II.

DHYG 211 ADVANCED COMMUNITY DENTAL SERVICES 2-0-2
Spring
This course is the continuation of DHYG 111. Community Dental Services is designed to provide the student with knowledge and tools to be able to effectively assume a responsive role in community dental health programs. The dental hygienist’s role in community dental health services will be explored. The student will be exposed to the principles of community dental health services and education. The student will explore local, state, federal and international programs relating to dental health. Each student will be required to plan, implement and evaluate a project designed to apply the principles of community dental health.
Open only to matriculated Dental Hygiene students.
Prerequisites: DHYG 111, Introduction to Community Dental Services; DHYG 230, Preventative Dentistry III; DHYG 231, Clinical Dental Hygiene II.
Corequisites: DHYG 240, Preventative Dentistry IV; DHYG 241, Clinical Dental Hygiene III.

DHYG 216 ORAL HEALTH CARE FOR THE GERIATRIC PATIENT 2-0-2
Spring
The course will involve students in dealing with concerns that are unique to the elderly in order to render appropriate oral health treatment. The impact of aging on normal physiologic functioning, as well as the disease state is
explored, with emphasis on interpersonal skills as related to geriatric patients. Comprehensive treatment plans for an elderly patient will be formulated relative to individual oral needs. 
Open only to matriculated Dental Hygiene students. 
Prerequisites: DHYG 206, Pathology; DHYG 207, Periodontology; DHYG 231, Clinical Dental Hygiene II.

DHYG 217 PHARMACOLOGY 2-0-2 
Spring
Pharmacology introduces the dental hygiene student to drugs associated with dentistry. General principles of pharmacology and therapeutics are studied first, followed by a detailed study of specific drugs used routinely in dentistry follows. Drugs prescribed for medical reasons that have dental significance are also described. 
A knowledge of pharmacology is essential, allowing dental hygienists to understand the drugs they handle, the medications that patients may be taking, and the actions of the drugs which the dentist prescribes. 
Open only to matriculated Dental Hygiene students. 
Prerequisites: BIOL 136, Anatomy & Physiology; BIOL 205, Microbiology; DHYG 231, Clinical Dental Hygiene II. 
Corequisite: DHYG 241, Clinical Dental Hygiene III.

DHYG 230 PREVENTIVE 2-0-2 DENTISTRY III 
Fall
This course is a continuation of the study of the theoretical foundation for the management of patients with more advanced preventive and therapeutic oral health care needs. Emphasis is on the assessment of periodontal conditions, care planning, implementation of preventive and treatment modalities and evaluation of treatment outcomes. Legal and ethical considerations are discussed and applied to patient care. 
Open only to matriculated Dental Hygiene students. 
Prerequisites: DHYG 120, Preventive Dentistry II; DHYG 121, Clinical Dental Hygiene I. 
Corequisites: DHYG 207, Periodontology; DHYG 231, Clinical Dental Hygiene II.

DHYG 231 CLINICAL 0-14-4 DENTAL HYGIENE II 
Fall
This course is a continuation of DHYG 121, Clinical Dental Hygiene I, and emphasizes gingival and periodontal problems, treatment and prevention. The application of the theoretical material to the clinical techniques will enable students to provide increased patient care. A rotation through external affiliations also is required. Attainment of proficiency levels of the clinical components of this course is required for entrance into DHYG 241, Clinical Dental Hygiene III. 
Open only to matriculated Dental Hygiene students. 
Prerequisites: DHYG 110, Preventive Dentistry I; DHYG 115, Nutrition; DHYG 117, Radiology; DHYG 120, Preventive Dentistry II; DHYG 121, Clinical Dental Hygiene I. 
Corequisites: DHYG 206, Pathology; DHYG 207, Periodontology; DHYG 208, Dental Materials; DHYG 230, Preventive Dentistry III.

DHYG 240 PREVENTIVE 2-0-2 DENTISTRY IV 
Spring
This is an advanced course intended for students who have completed three terms of preventive dentistry courses. Students are exposed to a wide variety of learning experiences, including lecture, case presentations, and research. Topics include the recognition and reporting of child abuse, the care of patients with special needs, and practice management issues. The goal of this course is to transition students, after graduation, into the workplace as oral health professionals. 
Open only to matriculated Dental Hygiene students. 
Prerequisites: DHYG 207, Periodontology; DHYG 230, Preventive Dentistry III; DHYG 231, Clinical Dental Hygiene II. 
Corequisites: DHYG 241, Clinical Dental Hygiene III.

DHYG 241 CLINICAL 0-14-4 DENTAL HYGIENE III 
Spring 
Lab fee will be required. 
This is an advanced clinical course in which continued growth and expansion of clinical knowledge and skill will be administered to more difficult periodontally involved patients, disabled patients and traditional patients. 
Open only to matriculated Dental Hygiene students. 
Prerequisites: DHYG 206, Pathology; DHYG 207, Periodontology; DHYG 230, Preventive Dentistry III; DHYG 231, Clinical Dental Hygiene II; DHYG 208, Dental Materials. 
Corequisites: DHYG 217, Pharmacology; DHYG 240, Senior Seminar.
Course Descriptions

DIAGNOSTIC MEDICAL SONOGRAPHY

SONO 252 DIAGNOSTIC SONOGRAPHY I 3-0-3
Fall
Lab fee will be required.
This is a study of the principles of ultrasound instruments, modes of operation, operator control options, frequency selection, echogenic properties, scanning motions and planes, and patient scheduling and patient preparations. A review of correlating diagnostic images also will be covered on both areas of the abdomen and obstetrics and gynecology. A lecture series on professional ethics, communication skills, patients’ rights, educational psychology, and computer basics also will be covered.
Open only to matriculated Diagnostic Medical Sonography students.

SONO 254 CROSS 2-0-2
SECTIONAL ANATOMY OF ABDOMEN
Fall
Lab fee will be required.
In this course, students will study abdominal and small parts anatomy in cross section, with emphasis on structures visualized in medical sonography and computerized tomography. This course also will cover gross anatomy and laboratory test and values for each region.

SONO 256 CROSS 2-0-2
SECTIONAL ANATOMY OF OB-GYN
Fall
In this course, students will study female pelvis and obstetric anatomy in cross section, with emphasis on structures visualized in medical sonography and computerized tomography. The course also will cover gross anatomy and laboratory test and values for each region.

SONO 258 SONOGRAPHY 0-24-8
CLINIC I
Fall
In this course, actual scanning of the abdomen, pelvis, obstetric patient, and small parts in a hospital or clinic setting will take place. Students will learn how to produce and interpret normal sonograms of each area. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the clinical portion of the program.
NOTE: Students are given either a pass or a fail grade for this course with no quality points awarded.
Open only to matriculated Diagnostic Medical Sonography students.

SONO 262 DIAGNOSTIC SONOGRAPHY II 4-0-4
Spring
This course is an in-depth study of ultrasound physics concepts, mathematical computations, quality assurance, biological effects and artifacts.
Prerequisites: ECHO 252, Echocardiography Principles & Instrumentation or SONO 252, Diagnostic Sonography I.

SONO 264 PATHOPHYSIOLOGY 4-0-2
OF THE ABDOMEN
Spring
This course is an extensive study of the disease processes and physiological alterations that exist within the abdomen and small parts.

SONO 266 PATHOPHYSIOLOGY 4-0-2
OF OB-GYN
Spring
This course is an extensive study of the disease processes and physiological alterations that exist within the female reproductive system and the fetus. Students will study altered echogenic properties in multiple planes.

SONO 268 SONOGRAPHY 0-24-8
CLINIC II
Spring
Lab fee will be required.
An extension of SONO 258, Sonography Clinic I, this course allows students to produce diagnostic images and learn to interpret them successfully. Actual scanning of the abdomen, pelvis, obstetric patient, and small parts in a hospital or clinical setting will take place. The student will learn how to produce and interpret normal sonograms of each area. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the stu-
dent will be terminated from the clinical portion of the program.

NOTE: Student are given either a pass or a fail grade for this course with no quality points awarded.

Open only to matriculated Diagnostic Medical Sonography students.

Prerequisites: SONO 258, Sonography Clinic I.

Corequisites: SONO 262, Diagnostic Sonography II; SONO 264, Pathophysiology of Abdomen; SONO 266, Pathophysiology of Ob-Gyn.

SONO 278 SONOGRAPHY 0-40-13

CLINIC III

Summer        Lab fee will be required.
This course is an extensive and intense scanning experience for students in both OB-GYN and abdominal scanning. Actual scanning of these areas will be performed by students. Normal and abnormal echogenic properties of the organs will be scanned. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the clinical portion of the program.

NOTE: Students are given either a pass or a fail grade for this course with no quality points awarded.

Open only to matriculated Diagnostic Medical Sonography students.

Prerequisites: SONO 258, Sonography Clinic II.

SONO 284 INTRODUCTION 2-0-2

TO VASCULAR SONOGRAPHY

Fall
This is an introductory course that exposes students to carotid, peripheral venous and peripheral arterial examinations. A study of segmental pressures, ultrasonic imaging techniques, and plethysmography will be introduced. A study of patient histories and physical signs, patient preparations, anatomy, basic hemodynamics, duplex doppler imaging, and color doppler techniques are a few of the areas to be covered. Basic generalized pathology of the vascular system will be covered.

SONO 286 ADVANCED 2-0-2

TECHNOLOGIES IN

VASCULAR SONOGRAPHY

Spring
This is an advanced level course is designed to serve as an intense review of those technologists who are preparing for their national certifying examinations in vascular technology. A review of arterial, venous, and cerebral testing techniques will be covered, as well as hemodynamics of blood flow, statistics, and therapeutic intervention. Students should attend this class with the goal of becoming registered vascular technologists (RVT). Students should have extensive prerequisite knowledge of vascular technology and should utilize this course to enhance their knowledge base.

Prerequisite: Sonography background with vascular scanning experience.

ECHOCARDIOGRAPHY

ECHO 252 ECHOCARDIOGRAPHY 3-0-3

PRINCIPLES AND INSTRUMENTATION

Fall
This course is a study of the principles of ultrasound instruments, modes of operation, operator control options, frequency selection, and scanning motions. Planes in a cardiac examination, patient histories and physical signs, patient preparations and doppler vs. color doppler protocols also will be covered. Basic generalized pathology of the different organs also will be covered.

Open only to matriculated Echocardiography students or by permission of Department chair.

ECHO 254 ECHOCARDIOGRAPHY I 2-0-2

Fall        Lab fee will be required.
This course is a study of 2-D imaging, m-mode, doppler, and color doppler of the normal adult heart. Correlation with other cardiac evaluation methods such as the physical exams, EKG, phonocardiology, cardiac catheterization, thallium tests, and stress echocardiography also will be discussed.

Open only to matriculated Echocardiography students or by permission of Department chair.
**ECHO 256  ANATOMY AND PHYSIOLOGY OF THE HEART**

*Fall*

This course is a study of the anatomy of the adult heart. Basic embryology, cardiac physiology, the function of circulation, coronary circulation, parameters of arterial pressure measurement, physiological and the heart and its pressures will be some of the areas covered.  
*Open only to matriculated Echocardiography and Invasive Cardiovascular Technology students or by permission of Department chair.*

**ECHO 258 ECHOCARDIOGRAPHY 0-24-8 CLINIC I**

*Fall*

This course will cover actual scanning of the heart in a hospital or clinic setting. Students will learn how to produce and interpret normal and pathognomonic sonograms of the heart. If a student's clinical performance is unsatisfactory or if at any time the student's clinical performance compromises the safety of the patient, the student will be terminated from the program.  
*NOTE: Students are given either a pass or fail grade for this course with no quality points awarded. Open only to matriculated Echocardiography students. Corequisite: ECHO 252, Echocardiography Principles & Instrumentation; ECHO 254, Echocardiography I; ECHO 256, Anatomy & Physiology of the Heart.*

**ECHO 266 PATHOLOGY OF THE HEART**

*Spring*

This is an in-depth study of the pathologies related to the heart, their physiological symptoms and outcomes, and their sonographic appearance. An in-depth study of each anatomical aspect of the heart and its correlative disease processes will be covered. Case reviews and diagnostic interpretations will help students to understand this intricate organ and the pathologies associated with it.  
*Open only to matriculated Echocardiography and Invasive Cardiovascular Technology students. Prerequisites: ECHO 254, Echocardiography I; ECHO 256, Anatomy and Physiology of the Heart.*

**ECHO 268 ECHOCARDIOGRAPHY 0-24-8 CLINIC II**

*Spring*

In this course students will scan the heart and peripheral vasculature in a hospital or clinic setting. Students will learn how to produce and interpret normal and pathological echocardiograms of the heart. This is an extension of the learning that the student obtained during the first term. Imaging of the heart will be accomplished utilizing such modalities as doppler, color doppler, m-mode, EKG, and 2-dimensional imaging.  
*NOTE: Students are given either a pass or fail grade for this course with no quality points awarded. If the student’s clinical performance is unsatisfactory or if at any time the student compromises the safety of a patient, the student will be terminated from the program. Open only to matriculated Echocardiography students. Prerequisite: ECHO 258, Echocardiography Clinic I. Corequisites: SONO 262, Diagnostic Sonography II; ECHO 266, Pathology of the Heart.*

**ECHO 278 ECHOCARDIOGRAPHY 0-40-13 CLINIC III**

*Summer*

In this course, students will gain advanced and intense scanning experience of the heart in a hospital or clinical setting. Students will be prepared to function as beginning echocardiographers and will be ready to sit for the RDs examination given in October. This course is an extension of the learning that students encountered during their first and second terms. Students will be able to carry out the everyday duties of an echocardiographer when the training is complete.  
*NOTE: Students are given either a pass or fail grade for this course with no quality points awarded. If the student’s clinical performance is unsatisfactory or if at any time the student compromises the safety of a patient, the student will be terminated from the program. Open only to matriculated Echocardiography students. Prerequisite: ECHO 268, Echocardiography II.*

**ECHO 284 FETAL ECHOCARDIOGRAPHY 2-0-2**

*On demand*

This course explores fetal echocardiography, which has become an integral part of obstetrics
Sonography examinations of the in utero human heart can diagnose congenital heart disease, which may alter clinical care. The sonographer is obligated to perform a basic fetal heart survey on every fetal sonogram. This course follows the basics of fetal echocardiography, not only for the ARDMS examinations, but for the sonographer who is performing obstetrics and cardiac sonography. Open only to matriculated Echocardiography students.

**ECONOMICS**

**ECON 100 PRINCIPLES OF MACROECONOMICS** 3-0-3

*SCC, SS

Fall, Spring, Summer, DL

This course examines the evolution of economic theory and practice, the structure and functions of the free enterprise system, national income accounting, and fiscal and monetary policy, and their effects on economic policy.

**ECON 101 PRINCIPLES OF MICROECONOMICS** 3-0-3

*SCC, SS

Fall, Spring, Summer, DL

This course is an introduction to the determination of price theory, distribution theory, and market structure analysis. The course also will examine current economic problems and international trade.

**EDUCATION**

**ECCE 101 DIVERSITY IN EDUCATION** 1-0-1

Fall, Spring, Summer

Through this course, students will identify the dimensions of multicultural education and study the impact that bias toward culture, class, race and gender has on children’s education. Students will apply the concept of multicultural education to their experiences, identifying examples of prejudice and bias.

**ECCE 102 CULTURALLY RESPONSIVE TEACHING** 1-0-1

Fall, Spring, Summer

In this course, students will explore direct and indirect teaching strategies that are responsive to a diverse student body. Students will analyze teaching materials, develop activities, and explore teaching practices that are sensitive to cultural differences. Prerequisite: ECCE 101, Diversity in Education.

**ECCE 103 BUILDING RESPONSIVE TEACHING** 1-0-1

Fall, Spring, Summer

This course will continue the discussion of bias and its effects on education from ECCE 101, Diversity in Education, by looking at individual families within a cultural context. Communicating with parents, resolving conflicts, and respecting family values will be addressed. Prerequisite: ECCE 101, Diversity in Education.

**ECCE 111 CREATIVE ACTIVITIES FOR CHILDREN** 4-0-4

Fall, Spring

Lab fee will be required.

In this course, students will explore the nature of creativity in young children. Art, music and movement activities will be related to principles of child development, and students will explore these curriculum areas as a means of encouraging the child’s development and individual expression.

**ECCE 115 DEVELOPMENTALLY APPROPRIATE PRACTICES FOR INFANT AND TODDLER CARE** 3-0-3

Fall, Spring, Summer, DL

This course will examine infant and toddler care in center and home-based settings. The developmental theory of very young children will be the grounding framework for exploring issues of environment, scheduling, programming, staffing, parental relationships, child guidance,
ECCE 122 GUIDANCE OF YOUNG CHILDREN
Fall, Spring, DL  Lab fee will be required.
This course is an examination of appropriate guidance techniques for young children. The needs of children in the areas of nutrition, health, sleeping, toileting and self-help skills will be examined in relation to program routines and the crucial elements of the learning environment. Students will learn how to observe systematically and record children’s development by completing an in-depth study of one child within their student teaching placement.
Open only to matriculated Early Childhood students.

ECCE 123 TECHNIQUES OF TEACHING THROUGH PLAY: MATH, SCIENCE AND SOCIAL STUDIES FOR YOUNG CHILDREN
Spring, Summer, DL
This course examines how children learn math, science and social studies through play. Students participate in lab activities that guide young children in learning skills and practice the techniques in their field placement each week.
Prerequisite: ECCE 122, Guidance of Young Children with a grade of C or better or permission of the department chairperson.

ECCE 214 INTRO TO THE ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS
Fall, Spring, Summer, DL
This course will examine the components of planning and administering early childhood programs in day care centers, nursery schools, preschools, Head Start and other early childhood settings. The student will develop a foundation for determining the framework of a program including philosophy, policy, daily operations, housing, equipment, financing, budgeting, staff supervision, and development. The implementation of a developmentally appropriate early childhood program will be examined and emphasized including the administrator’s role in curriculum development, providing nutrition, health and safety services, assessing and reporting children’s progress and parent involvement.

ECCE 226 APPROPRIATE CURRICULUM PRACTICES FOR YOUNG CHILDREN: A DEVELOPMENTAL APPROACH
Fall
Students will explore the concept of developmentally appropriate practice and its implications for creating a caring community of learners, teaching to enhance development and learning, constructing appropriate curriculum, assessing children’s learning and development, and establishing reciprocal relationships with parents. The student field experience is extended to two days each week and the on-campus component includes small group sessions as well as individual conferences with the field supervisor.
Prerequisite: ECCE 122, Guidance of Young Children and ECCE 123, Techniques of Teaching: Math, Science and Social Studies for Young Children with a grade of C or better or permission of department chairperson.

ECCE 227 EDUCATIONAL THEORY AN PRACTICE IN THE EARLY CHILDHOOD SETTING
Spring
This course examines leading theories and philosophies that have shaped the current approaches to early childhood including primary education. Students develop their personal philosophy and approach to teaching, synthesizing what they have learned using reflective practices, in all of their early childhood and teacher preparation courses. In their student teaching experiences they are responsible for curriculum planning and implementation for longer time blocks and for larger groups of children.
Prerequisite: ECCE 122, Guidance of Young Children; ECCE 123, Techniques of Teaching: Math, Science and Social Studies for Young Children; ECCE 226, Appropriate Curriculum Practices for Young Children: A Developmental Approach with a grade of C or better, or permission of department chairperson.
ECCE 230 HOME, SCHOOL AND COMMUNITY: AN ANALYSIS OF THE INTERACTION

Fall, Spring, Summer

This capstone course will explore contemporary educational issues, community relationships and the dynamics of family interaction and their effect on the child. Professional career options and associations, advocacy, team teaching, and working with parents will be examined in depth.

EDUC 100 CHILD DEVELOPMENT, SS

Fall, Spring, Summer, DL

Human development from the conception through the school years is described and related to current research and theories. An ecological approach is used to broaden the students’ knowledge of the many systems which influence development. The interdependence among all aspects of growth and development is emphasized. The needs of infants and children at each age and stage are related to their day to day care and educational programs.

Up to 30 hours of unsupervised field experiences also required in this course.

EDUC 108 INDIVIDUALS WITH EXCEPTIONALITIES IN THE SCHOOL AND COMMUNITY

Fall, Spring, Summer, DL

People will vary widely in their physical, cognitive and social emotional development as well as their individual capabilities. This course will focus on the wide range of abilities exhibited by the children and adults with special needs. Students will explore the changing vision of special education, the historical perspective and the laws and regulations, which protect the rights of persons with special needs. Issues relative to this field of study such as early intervention, school options and community living will be highlighted. Students, using simulations, role playing, and case study analysis will discover the causes, prevalence, and characteristics of children and adults with learning disabilities, communication disorders, mental retardation, emotional disturbances, behavior disorders, visual and hearing impairments, and cultural diversity. Students will be required to complete 16 hours of video viewing and analysis. Up to 30 hours of unsupervised field experiences may also be required in this course.

EDUC 110 FOUNDATIONS OF EDUCATION IN AMERICA

Fall, Spring, Summer, DL

This course is designed for students having an interest in education as a field of study. The course will familiarize students with the history and functions of educational institutions as well as issues that impact students and teachers in learning settings from birth - grade 12. Students will explore the social factors, values, knowledge structures and technologies influencing curriculum and instruction. Up to 30 hours of unsupervised field experiences also required in this course.

EDUC 120 CLASSROOM MANAGEMENT

Fall, Spring, Summer, DL

This course is designed for all students interested in creating successful learning communities in classrooms and schools. Students will explore planning, implementing, and evaluating a variety of individual and group management techniques inclusive of their impact on student learning within the learning community. Inclusive and multicultural settings will be emphasized. Models of teacher-student interaction will be explored and class participants will begin to develop their own classroom management model based on course content and research of the relevant literature. A minimum of two hours of field observation will be required.

EDUC 216 INCLUSIVE LEARNING DESIGNS

Fall, Spring, Summer, DL

This course will explore teaching techniques and learning environments which best meet the needs of all types of learners, including children who are physically, mentally, or socially challenged. The course will also explore the philosophy of “inclusive education” by exploring the characteristics of an inclusive program, offering a historical perspective and legislative
overview as well as discussing a wide range of innovative teaching methodologies. Students will have an opportunity to complete a project which demonstrates integration of course content.

EDUC 217 TECHNOLOGY 3-0-3 IN THE CLASSROOM
Fall, Spring, Summer, DL
To meet the needs of a diverse and inclusive classroom, educators of all levels should be familiar with the proper implementation, use, and evaluation of the wide range of technology that is available for use in the classroom. The purpose of this course is to help the student incorporate media and technology into the student’s repertoire – to use them as teaching tools and guide students in using them as learning tools. This course will introduce the participant to the foundations of design, selection, use, and evaluation of instructional technology.

Prerequisite: EDUC 110, Foundations of Education in America recommended.

EDUC 218 CHILDREN IN 3-0-3 AN EVER-CHANGING WORLD
Fall, Spring, Summer, DL
The children of today’s world are very diverse in learning modalities, cognitive styles and living styles. Children bring so much to the classroom, both from their own experiences and from the environment in which they live. Children often encounter a variety of personal experiences that impact their daily interactions and learning within the classroom, such as: violence, illnesses, substance abuse, homelessness, poverty, war, terrorism, and non-traditional family living, which often impacts their basic everyday needs. Teachers often have to deal with children who may be in crisis in the school setting. This course will examine many of the current societal issues facing children today and explore possible resources and solutions. Students will explore theories surrounding child development, best teaching practices, and teaching methodology which will assist them in responding to challenging behaviors which may present themselves with the classroom setting as a result of a child’s personal life experiences.

Up to 30 hours of additional research and field work may also be required in this course.

Prerequisite: EDUC 100, Child Development recommended.

EDUC 225 CHILDREN’S LITERATURE, LANGUAGE, AND LITERACY DEVELOPMENT * HUM
Fall, Spring, Summer, DL
In this course, students will explore the interaction between children’s literature, oral and written language acquisition and skill development, and cognition. Children’s literature will be analyzed and criteria for evaluating books, literary experiences and literacy events for young children will be discussed.

ELECTRICAL CONSTRUCTION AND MAINTENANCE

ECMN 101 DIRECT 4-0-4 CURRENT THEORY AND MAGNETISM
Fall
A study of electricity as it applies to the electrical construction and maintenance field. Conductors, insulators, batteries, direct current circuits and magnetism, as well as an introduction to alternating current theory. Open only to matriculated Electrical Construction and Maintenance students.

Corequisite: MATH 105, Applied Technical Mathematics I; ECMN 111, Direct Current Applications Laboratory.

ECMN 102 ALTERNATING 4-0-4 CURRENT THEORY
Spring
A continuation of ECMN 101 covering capacitors, inductors, alternating current circuits, single phase three wire systems, three phase systems, and transmission and distribution of power.

Open only to matriculated Electrical Construction and Maintenance students.

Prerequisite: ECMN 101, Direct Current Theory and Magnetism.

Corequisite: MATH 106, Applied Technical Mathematics II; ECMN 112, Alternating Current Applications Laboratory.
ECMN 111 DIRECT CURRENT APPLICATIONS LABORATORY
Fall
Lab fee will be required.
The laboratory experiments closely parallel and are correlated with electric theory. Provides experience in the selection and use of test instruments such as the ammeter, voltmeter, VOM, wheatstone bridge, megger, ohmmeter, wattmeter, and oscilloscope. The student is thus enabled to analyze basic DC circuits and to prove and better understand the theory fundamentals.
Open only to matriculated Electrical Construction and Maintenance students.

ECMN 112 ALTERNATE CURRENT APPLICATIONS LABORATORY
Spring
Lab fee will be required.
A continuation of ECMN 111, Electric Laboratory I, with emphasis on electromagnetic electrostatics, and the AC circuits, provides further experience in the selection of proper instrument for use in AC circuit. The use of the voltmeter, ammeter, wattmeter, amprobe, capacitor analyzer, and other instruments enable the student to prove out theory and better understand the principles and characteristics of electrical devices. Individual research is encouraged to enable the student to keep abreast of field development.
Open only to matriculated Electrical Construction and Maintenance students.
Corequisite: ECMN 102, Alternating Current Theory.

ECMN 121 RESIDENTIAL CONSTRUCTION WIRING
Fall
Lab fee will be required.
In this course students study and practice the methods used in the installation of residential electrical systems. Topics include: basic shop skills, lighting outlets and switches, services, metering, overcurrent devices, conductors and special circuits. Layout skills are developed and the national Electric Code is emphasized. Safe working practices are insisted upon in all shops at all times.
Open only to matriculated Electrical Construction and Maintenance students.
Corequisite: ECMN 101, Direct Current Theory and Magnetism, or IDLT 120, Electricity.

ECMN 122 COMMERCIAL CONSTRUCTION WIRING
Spring
Lab fee will be required.
This course is a continuation of ECMN 121, Residential Construction Wiring, with a shift in emphasis to commercial and industrial installations. Topics include conduits, wireways, methods of wiring, lighting, signal wiring, and low voltage switching. Trouble-shooting is practiced throughout the term.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 121, Residential Construction Wiring.

ECMN 130 SAFETY AND LABOR RELATIONS
Fall
Lab fee will be required.
This course is proposed to better prepare students for the electrical industry by concentrating on safety and labor relations. The course will cover safety in great depth, from ladder use to confined space entry with OSHA requirements covered. The labor relations segment of the course will cover labor history, practices, and laws, as well as sexual harassment. By completing this course a student, who also completes the Electrical Construction and Maintenance program, will have met the necessary electrical apprentice related instruction recognized by the State of New York.
Open only to matriculated Electrical Construction and Maintenance students.

ECMN 131 ELECTRICAL BLUEPRINT READING AND ESTIMATING I
Fall
Lab fee will be required.
An overview of the drafting field as it relates to the occupational requirements in Electrical Construction and Maintenance. Emphasis is placed on reading and analyzing prints. Residential and commercial wiring diagrams are covered in detail. Practice is provided for use of instruments and the fundamentals of mechanical drafting. Estimating for residential and commercial buildings is stressed. Estimation includes unit
costs, labor and job expenses, overhead and profit.
Open only to matriculated Electrical Construction and Maintenance students.

ECMN 132 ELECTRICAL 1-2-2 BLUEPRINT READING AND ESTIMATING II
Spring, alternate summers Lab fee will be required. Electrical and electronic diagrams, schematics, logic diagrams, printed circuits, power diagrams, and electrical packaging are covered. Electrical construction estimating for industrial building and lighting is covered.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 131, Electrical Blueprint Reading and Estimating.

ECMN 151 DIRECT 2-0-2 CURRENT THEORY AND MAGNETISM: PART I
Fall
A study of electricity as it applies to the electrical construction and maintenance field. Conductors, insulators, batteries, and direct current circuits are covered.
Open only to matriculated Electrical Construction and Maintenance students.
Corequisite: ECMN 161, Direct Current Applications Laboratory: Part I; MATH 105, Applied Technical Mathematics I.

ECMN 152 DIRECT 2-0-2 CURRENT THEORY AND MAGNETISM: PART II
Fall
A continuation of ECMN 151. Electrical efficiency, line loss, magnetism are covered as well as an introduction to alternating current.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 151, Direct Current Theory and Magnetism: Part I.
Corequisite: MATH 106, Applied Technical Mathematics II.

ECMN 153 ALTERNATING 2-0-2 CURRENT THEORY II: PART I
Fall
A continuation of ECMN 152. Alternating current fundamentals, inductors, capacitors, and single phase circuits are analyzed.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 152, Electric Theory I: Part I.

ECMN 154 ALTERNATING 2-0-2 CURRENT THEORY II: PART II
Spring
A continuation of ECMN 153. AC series/parallel circuits, single phase, three wire systems and polyphase systems are analyzed.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 153, Electric Theory II: Part I.

ECMN 161 DIRECT 0-1-5 CURRENT APPLICATIONS LABORATORY: PART I
Fall
Lab fee will be required. The laboratory experiments closely parallel and are correlated with electric theory. Experience is provided in the selection and use of test instruments such as the ammeter, voltmeter, VOM, ohmmeter, wattmeter and oscilloscope. The student is thus enabled to analyze basic DC circuits and prove and better understand the theory fundamental.
Open only to matriculated Electrical Construction and Maintenance students.

ECMN 162 DIRECT 0-1-5 CURRENT APPLICATIONS LABORATORY: PART II
Spring
Lab fee will be required. A continuation of ECMN 161 with emphasis on more complex DC circuits. Further experience is provided for selection of proper instruments and their use in DC circuits.
Only open to matriculated Electrical Construction and Maintenance students.
Prerequisites: ECMN 151, Direct Current Theory and Magnetism: Part I; ECMN 161, Direct Current Applications Laboratory: Part I.
Corequisites: ECMN 152, Direct Current Theory and Magnetism: Part II.

**ECMN 163 ALTERNATING 0-1-5 CURRENT APPLICATIONS LABORATORY: PART I**

*Fall* Lab fee will be required.
A continuation of ECMN 162 with emphasis on AC Circuits. Further experience is provided for the selection of proper instruments and their use in AC Circuits.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisites: ECMN 152, Direct Current Theory and Magnetism: Part II, ECMN 162, Direct Current Applications Laboratory: Part II.
Corequisite: ECMN 153, Alternating Current Theory II: Part I.

**ECMN 164 ALTERNATING 1-0-5 CURRENT APPLICATIONS LABORATORY: PART II**

*Spring* Lab fee will be required.
A continuation of ECMN 163 with emphasis on more complex AC Circuits. Further experience is provided for selection of proper instruments and their use in AC Circuits.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisites: ECMN 153, Alternating Current Theory II: Part I, ECMN 163, Alternating Current Applications Laboratory: Part I.
Corequisites: ECMN 154, Alternating Current Theory II: Part II.

**ECMN 171 RESIDENTIAL 0-4-2 CONSTRUCTION WIRING: PART I**

*Fall* Lab fee will be required.
The student studies and practices the methods used in the installation of residential electric systems, includes basic shop skills and safety practices, residential systems layout, over current devices, and wiring methods with the emphasis on metallic sheathed cable. How to use and interpret the National Electric Code is emphasized throughout the semester to familiarize students with basic circuit concepts and accepted installation practices.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 171, Residential Construction Wiring: Part I

**ECMN 172 RESIDENTIAL 0-4-2 CONSTRUCTION WIRING: PART II**

*Spring* Lab fee will be required.
A continuation of Residential Construction Wiring, Part I. Topics include three- and four-way switching circuits with a shift of emphasis to AC cable and low voltage and photoelectric control, continued emphasis is on development of safe work habits and the NEC.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 171, Residential Construction Wiring: Part I

**ECMN 173 COMMERCIAL 0-4-2 CONSTRUCTION WIRING: PART I**

*Fall* Lab fee will be required.
A continuation of Residential Construction Wiring Part II, with a shift in emphasis to commercial wiring. Topics include conduit, wireways, and signal circuits. Code calculations are stressed and circuit development is emphasized. Troubleshooting is practiced throughout the term.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 172, Residential Construction Wiring: Part II

**ECMN 174 COMMERCIAL 0-4-2 CONSTRUCTION WIRING: PART II**

*Spring* Lab fee will be required.
A continuation of Commercial Construction Wiring Part I, with a shift in emphasis to industrial wiring methods and control. Circuit development and troubleshooting are emphasized.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 173, Commercial Construction Wiring: Part I
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<th>Course</th>
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<td>ECMN 180</td>
<td>SAFETY AND LABOR RELATIONS: PART I</td>
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<td>materials and electrical safety procedures.</td>
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<td>ECMN 203</td>
<td>TRANSFORMERS AND MOTORS</td>
<td>4-0-4</td>
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<td>Construction and Maintenance students.</td>
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<td>Prerequisite: ECMN 102, Alternating Current</td>
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<td>Corequisite: ECMN 213, Transformer and</td>
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<td>Motor Laboratory.</td>
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<td>ECMN 204</td>
<td>INDUSTRIAL MOTOR CONTROL THEORY</td>
<td>4-0-4</td>
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<td>A study of industrial motor control</td>
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<td>maintenance, and applications of the</td>
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<td>components used in control systems. In</td>
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<td>addition, students will study direct</td>
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<td>current motors.</td>
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<td>Construction and Maintenance students.</td>
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<td>Prerequisite: ECMN 203, Transformers and</td>
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<td>Motors.</td>
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<td>Corequisite: ECMN 214, Industrial Motor</td>
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<td>Control Laboratory.</td>
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<td>ECMN 205</td>
<td>INDUSTRIAL POWER ELECTRONICS I</td>
<td>5-0-5</td>
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<td>This course forms the introductory</td>
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<td>courses that provide industrial electronics</td>
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<td>and industrial instrumentation for</td>
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<td>Electrical Construction and Maintenance</td>
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<td>students. This course together with its</td>
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<td>associated laboratory course will provide</td>
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<td>the student electrician and others</td>
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<td>employed in the electrical industry with</td>
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<td>instruction in the basic theory,</td>
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<td>construction and testing techniques of</td>
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<td>electronic circuitry. It provides the</td>
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<td>student with a system of progressing from</td>
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<td>the study of individual components to</td>
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<td>their application in practical circuitry.</td>
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<td>The instruction permits the students to</td>
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<td>progress from the simple to the complex</td>
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<td>at a rate commensurate with his/her</td>
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<td>ability and industrial experience. This</td>
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<td>study and evaluate the operation of</td>
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<td>industrial electronic components and their</td>
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<td>study in industrial instrumentation.</td>
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<td>Construction and Maintenance students.</td>
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<td>Prerequisites: ECMN 102, Alternating Current</td>
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<td>Theory and MATH 106, Applied Technical Math</td>
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<td>II. Corequisite: ECMN 215, Industrial Power</td>
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<td></td>
<td>Electronics Laboratory.</td>
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<td>ECMN 206</td>
<td>AUTOMATED CONTROLS AND INSTRUMENTATION</td>
<td>5-0-5</td>
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<td>and is designed to expand a student's</td>
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<td>knowledge of manufacturing automation and</td>
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<td>production systems and their associated</td>
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<td>controls. These complex automation systems</td>
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<td>use a variety of electrical and electronic</td>
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<td>systems to control processes.</td>
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that are involved in the production of almost all goods and a great many services. As a result, students need to understand the theory and operation of electronics as they apply to production systems used in industry. An essential element to all aspects of the course is safe working practices associated with the elevated voltages used in three-phase powered systems. The current National Electrical Code (NEC) is applied with particular emphasis on articles 430 and 645, as they apply to control systems. This focus is different from many other electronics courses, which typically emphasize engineering and engineering technology.

Open only to matriculated Electrical Construction and Maintenance students.

Prerequisite: ECMN 205, Industrial Power Electronics I.
Corequisite: ECMN 216, Automated Controls and Instrumentation Laboratory.

ECMN 210 PHOTOVOLTAIC 2-2-3 SYSTEMS THEORY AND DESIGN

Fall
This course is designed to instruct the student in the theory and design of Photovoltaic systems and their practical installation and operation. The course includes semi-conductor operational theory, properties of silicon and semiconductor material, solar cell manufacturing and companies involved, history of solar power and its uses, photovoltaic systems safety, site assessments, system design, and adapting mechanical and electrical design. Layout skills are developed and the National Electrical Code is examined.

Prerequisite: ECMN 102, Alternating Current Theory or ECMN 153, Alternating Current Theory II: Part I and ECMN 154, Alternating Current Theory II: Part II or permission of Department chair.

ECMN 211 PHOTOVOLTAIC 2-2-3 SYSTEMS INSTALLATION AND MAINTENANCE

Spring
This course is designed to instruct the student in the installation and maintenance of Photovoltaic systems. The course includes the installation of components and sub-systems on site, concerns with owners, utilities, and permit agencies, completion of lists of electrical components and material, array alignment based on location, building and roof design, aesthetics, wind loading, equipment support, labeling of equipment and components, methods and procedures for visual system checks, open circuit voltage testing, short circuit tests, system specific tests, calculating efficiency factors, battery maintenance, various test equipment, safety concerning testing of equipment components and batteries, system start up and shut down, and emergency operations.

Prerequisite: ECMN 210, Photovoltaic Systems Theory and Design.

ECMN 213 TRANSFORMER 0-2-1 AND MOTOR LABORATORY

Fall
Lab fee will be required.
The students learn how to connect, test and operate transformers, motors, generators, and basic control element.

Open only to matriculated Electrical Construction and Maintenance students.

Corequisite: ECMN 203, Transformers and Motors.

ECMN 214 INDUSTRIAL 0-2-1 MOTOR CONTROL LABORATORY

Spring
Lab fee will be required.
Magnetic and electronic controls are connected, operated, tested, adjusted and analyzed.

Open only to matriculated Electrical Construction and Maintenance students.

Corequisite: ECMN 204, Industrial Motor Control Theory.

ECMN 215 INDUSTRIAL 0-2-1 POWER ELECTRONICS LABORATORY

Fall
Lab fee will be required.
This laboratory course is complimentary to course ECMN 205, Industrial Power Electronics. The series of laboratory experiments and the senior project affords the student an opportunity to explore the practical aspects of industrial electronics theory in support of course ECMN 205. It provides the student with a system of progressing from simple circuit construction and testing to more complex circuitry. Students are required to employ the techniques of testing and circuit analysis normally employed in the industrial control setting.

Open only to matriculated Electrical Construction and Maintenance students.

Corequisite: ECMN 205, Industrial Power Electronics.
ECMN 216 AUTOMATED 0-2-1 CONTROLS AND INSTRUMENTATION LABORATORY

Spring Lab fee will be required.
This laboratory course complements ECMN 206 and provides students with a clear and comprehensive introduction to industrial control systems that increasingly employ electronic and electromechanical techniques. Topics are presented in a logical order and in a way that makes them understandable to students of a wide range of abilities. The course addresses the needs of students seeking to apply their knowledge in pursuit of a career in industrial controls maintenance. Appropriate technical terms are used throughout the course to ensure that students are familiar with the language used by electricians and technicians who install, maintain and calibrate automated industrial control systems.
Open only to matriculated Electrical Construction and Maintenance students.
Corequisite: ECMN 206, Automated Controls and Instrumentation.

ECMN 223 INDUSTRIAL 2-6-5 WIRING

Fall Lab fee will be required.
This course offers hands-on experience in the principles and practices of single phase and three phase transformer operation. Students complete a series of jobs that progress from basic to very complex connections utilizing transformer systems most often found in the power distribution industry today. This is coupled with a series of jobs that provide valuable experience in connection and operation of industrial type motors, with a focus on learning methods of starting and protection. In addition, this course provides the student the opportunity to develop a resume, cover letter, and reference lists in conjunction with the Center for Careers and Employment, through workshops and class assignments. Job opportunities are discussed and preparation for the job search and interview are all part of this "senior experience." The National Electric Code and safe work habits are stressed at all times.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 122, Commercial Construction Wiring.
Corequisite: ECMN 203, Transformers and Motors.

ECMN 224 INDUSTRIAL 2-6-5 MOTOR CONTROL WIRING

Spring Lab fee will be required.
This course offers hands-on experience in basic wiring and circuit design of AC industrial motor control systems. It provides the student with a method of progressing from simple circuit development to the more complex at a rate that is commensurate with the student's ability and effort. Students will also design, connect, test, and operate control circuits using programmable logic controllers. The relationship between the PLC and motor control in today's industry, as well as the National Electric Code and safe work practices, are emphasized throughout the course.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 223, Industrial Wiring.
Corequisite: ECMN 204, Industrial Motor Control Theory.

ECMN 255 TRANSFORMERS 2-0-2 AND MOTORS: PT. I

Fall A study of the construction, operation, maintenance and application of transformers, coupled with a study of the fundamentals of microcomputers.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 154, Electric Theory II, Part II.

ECMN 256 TRANSFORMERS 2-0-2 AND MOTORS: PT. II

Fall A study of the construction, operation, maintenance and application of alternating current motors, both single and polyphase, coupled with a beginning study of fundamentals of industrial motor control.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 255, Electric Theory III, Part II.

ECMN 257 INDUSTRIAL 2-0-2 MOTOR CONTROL THEORY: PT. I

Fall A study of industrial motor control including the construction, operation, maintenance, and applications of the components used in control systems.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 256, Electric Theory III, Part II.

ECMN 258 INDUSTRIAL 2-0-2
MOTOR CONTROL THEORY: PT. II

Spring
A study of the construction, operation, maintenance and application of alternating current motors, both single and polyphase, coupled with a beginning study of the fundamentals of industrial motor control.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 257, Electric Theory IV, Part I

ECMN 265 TRANSFORMERS 0-1-.5
AND MOTORS LABORATORY: PT. I

Fall
Students will connect, test, and operate transformers, both single and three phase. The National Electric Code and safe work habits are stressed at all times.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 164, Alternating Current Applications Laboratory: Part II.
Corequisite: ECMN 255, Transformers and Motors: Part I.

ECMN 266 TRANSFORMERS 0-1-.5
AND MOTORS LABORATORY: PT. II

Spring
A continuation of ECMN 265, Transformers and Motors: Part I. Students will connect, test, and operate alternating current motors, both single and three phase. In addition, students will analyze, connect, and operate the basic components of motor control systems. The National Electric Code and safe work habits are stressed at all times.
Open only to matriculated Electrical Construction and Maintenance students.
Prerequisite: ECMN 265, Transformers and Motors Laboratory: Part I.
Corequisite: ECMN 256, Transformers and Motors: Part II.

ECMN 267 INDUSTRIAL 1-0-.5
MOTOR CONTROL LABORATORY: PT. I

Fall
Lab fee will be required.
Prerequisite: ECMN 266, Transformers and Motors Laboratory: Part II.
Corequisite: ECMN 257, Industrial Motor Control Theory: Part I.

ECMN 268 INDUSTRIAL 0-1-.5
MOTOR CONTROL LABORATORY: PT. II

Spring
Lab fee will be required.
Prerequisite: ECMN 267, Industrial Motor Control Laboratory: Part I.
Corequisite: ECMN 258, Industrial Motor Control Theory: Part II.

ECMN 275 INDUSTRIAL 1-3-2.5
WIRING: PART I

Fall
Lab fee will be required.
This course offers hands-on experience in the principles and practices of single phase and three phase transformer operation. Students complete a series of jobs that progress from basic to very complex connections utilizing transformer systems most often found in the power distribution industry today. The National Electric Code and safe work habits are stressed at all times.
Prerequisite: ECMN 174, Commercial Construction Wiring: Part II.
Corequisite: ECMN 255, Transformers and Motors: Part I.
ECMN 276 INDUSTRIAL 1-3-2.5
WIRING: PART II
Spring Lab fee will be required.
A continuation of ECMN 275, Industrial Wiring: Part I, this course offers hands-on experience in the principles and practices of single and three phase motors. Students complete a series of jobs covering the construction, connection, operation, and maintenance of industrial type motors, with an emphasis on methods of starting and protection. The National Electric Code and safe work habits are stressed at all times.
Prerequisite: ECMN 275, Industrial Wiring: Part I. Corequisite: ECMN 256, Transformers and Motors: Part II.

ECMN 277 INDUSTRIAL 1-3-2.5
MOTOR CONTROL WIRING: PART I
Fall Lab fee will be required.
This course offers hands-on experience in basic wiring and circuit design of AC industrial motor control systems. It provides the student with a method of progressing from simple circuit development to the more complex at a rate that is commensurate with the student’s ability and effort. The National Electrical Code and safe work practices are emphasized throughout the course.

ECMN 278 INDUSTRIAL 1-3-2.5
MOTOR CONTROL WIRING: PART II
Spring Lab fee will be required.
A continuation of ECMN 277, Industrial Motor Control Wiring: Part I. Students will design, connect, test, and operate advanced control circuits using relay logic and programmable logic controllers. The relationship between the PLC and motor control in today’s industry, as well as the National Electric Code and safe work practices, are emphasized throughout the course.

ELECTRICAL ENGINEERING TECHNOLOGY

ELET 100 ELECTRICITY I 3-3-4
Fall Lab fee will be required.
Introduction to the basic principles of electricity. Topics covered include electron theory, conductors and insulators, units, current and voltage, resistance, work and power, series and parallel circuits, network theorems, general resistive networks, inductance and capacitance, and time constants, introduction to alternating currents.
Prerequisite: Basic Algebra and Trigonometry or high school math I & II. Corequisite: Math 150, College Algebra and Trigonometry (Technical Mathematics I).

ELET 101 ELECTRICITY II 3-3-4
Spring, Summer Lab fee will be required.
A study of the generation of the alternating E.M.F., Faraday’s Law, current and voltage relations in circuits containing resistance, inductance and capacitance; the use of vectors in the solution of A.C. circuits, circuit characteristics and the treatment of parallel and series circuits.
Prerequisite: ELET 100, Electricity I and Math 150, College Algebra and Trigonometry. Corequisite: Math 151, Analytical Geometry and Basic Calculus.

ELET 105 ELECTRONICS I 3-3-4
Spring, Summer, DL Lab fee will be required.
This is a first course - preceding ELET 215, Operational Amplifiers, in analog electronics. The topics covered include: semiconductor materials, the PN junction, rectifiers, BJT and FET transistors, DC bias and DC bias stability of transistors, re bjt transistor model, small-signal amplifiers using both BJT and FET transistors, cascaded amplifiers.
Pre or Corequisite: ELET 100, Electricity I.

ELET 115 C/C++ FOR 3-3-4
TECHNOLOGIES
Fall
This course is designed to provide students enrolled in the technology fields with a comprehensive understanding of the C and C++ Programming Language. Students will be able to apply C/C++ programming techniques to their major field of study. Major topics covered are: arrays, pointers, structures, classes, linked
lists, file input/out, etc. The emphasis is on technical applications of programs written for the PC computer. This course is intended mainly for the School of Technologies students.

**ELET 120 PERSONAL 2-3-3 COMPUTER HARDWARE ESSENTIALS**

**Fall**
This course will provide students with a foundation in the hardware and system software aspects of the personal computer. The lecture portion covers hardware, operating systems, and start-up procedures. The lab offers hands-on experience with computer hardware, parts replacement, troubleshooting, and the basic networking as well as study of DOS, Windows 9.x and Windows XP operating systems.

**Prerequisite:** ELET 210, Digital Electronics.

**ELET 206 ELEMENTS OF 3-3-4 COMMUNICATIONS ELECTRONICS**

**Spring**
This course focuses on the essential elements of communications systems. Topics include decibel notation, spectra of complex waveforms, modulation methods, transmission media, fiber optics and communications networks. The student will develop and understanding of the basic elements (both theoretical and practical) of electronic and fiber optics communications systems. This will provide a foundation for the understanding of the many kinds of communications networks that exist today.

**Prerequisite:** ELET 101, Electricity II; ELET 215, Operational Amplifiers.

**ELET 210 DIGITAL 3-3-4 ELECTRONICS**

**Fall, DL**
An introductory course in digital systems. The topics covered include: Number Systems, Boolean Algebra, Logic Gates, logic simplification, implementation and analysis of digital system, Flip-flops, Counters, Mux/Demux, Adders.

**Prerequisite:** ELET 100, Electricity I.

**ELET 211 ADVANCED 3-3-4 DIGITAL ELECTRONICS**

**Fall**
A continuation of ELET 210, Digital Electronics, this course introduces modern design and implementation methodologies of digital systems using logic devices such as SLPDs, and microcontrollers. Topics that will be covered include review of sequential logic, counters, shift registers, memory and storage devices, digital signal processing, assembly language, and several microcontrollers applications such as analog-to-digital conversions, temperature measurement, time-interval measurements, rotary encoders, Liquid-crystal displays, and others. In general, the PIC microcontroller will be used to develop most of the labs and projects.

**Prerequisite:** ELET 210, Digital Electronics.

**ELET 215 OPERATIONAL 3-3-4 AMPLIFIERS**

**Fall**
Lab fee will be required.
This is a continuation of the course ELET 105, Electronics I. In this course, students are introduced to the electrical and operating characteristics of Op-Amps. With this knowledge, students learn how to design practical electronic systems such as power amplifiers, voltage and current regulators, signal generators, active filters, oscillators, comparators, and other types of linear and non-linear circuits. Practical hands-on laboratory exercises and computer simulations are incorporated to enhance the learning experience of the students.

**Prerequisite:** ELET 105, Electronics I.

**ELET 225 ELECTROMECHANICAL 3-3-4 DEVICES AND SYSTEMS**

**Fall**
Lab fee will be required.
A course in process control instrumentation technology. Topics include power electronic circuits analog signal conditioning, bridge circuits, operational amplifiers, analog comparators, D/A and A/D converters, transducers, final control elements, and digital control principles. Related topics include an introduction to servomechanisms and industrial control.

**Prerequisite:** ELET 210, Digital Electronics; ELET 215, Operational Amplifiers.

**ELET 230 ELECTRONIC 0-3-1 DESIGN**

**Spring**
Lab fee will be required.
A study of the techniques used for the design of electronic circuits and the methods employed in their fabrication.

**Prerequisite:** ELET 210, Digital Electronics; ELET 215, Operational Amplifiers.
ELET 245  INTRODUCTION 3-3-4 TO MICROCONTROLLERS

Fall  Lab fee will be required.
An introductory course in microcontrollers and microprocessors. This course emphasizes assembly level programming using the 8051, the PIC or an equivalent instruction set, and explores the application of microcontrollers in electronic systems.
Prerequisite: ELET 210, Digital Electronics.

ELET 250  VACUUM AND 3-3-4 POWER RF

Fall  Lab fee will be required.
The study of vacuum and radio frequency techniques utilized in microelectronic manufacturing applications. The vacuum areas of study include gas flow, pressure regimes, gas laws, outgassing, high vacuum production, leak and contamination detection and residual gas analysis (RGA) techniques. The power RF area of study will cover radio frequency generation, amplification, conductors and transducers and thin film deposition. Safety concerns stressed in the installation, maintenance and operation of vacuum and radio frequency equipment.
Prerequisites: ELET 101, Electricity II; MATH 150, College Algebra and Trigonometry; PHYS 135, Technical Physics I.

ELET 255  SEMICONDUCTOR 3-3-4 MANUFACTURING AND NANOFABRICATION PROCESSES

Spring  Lab fee will be required.
This course is designed to train the student in the practical and theoretical aspects of the semiconductor and nano device manufacturing process.
Prerequisites: ELET 101, Electricity II; MATH 151, Analytic Geometry and Basic Calculus or equivalent.

ELET 260  INTRODUCTION 3-3-4 TO COMPUTER NETWORKING

Spring
This course covers the essentials of computer networking. This course will cover the installation and maintenance of computer networks and the hardware and software required. Topics include network architecture types (LANs, WANs, etc.), topologies, media, adapters, cabling, and other network devices; operating systems, client-server and peer-to-peer systems; network printing; World Wide Web server setup and administration. This is a hands-on course with special emphasis in the hardware features of networks.

ELET 261  SEMICONDUCTOR 2-0-2 AND NANOTECH OVERVIEW

Spring
This course introduces the student to employment opportunities in the microchip fabrication, nanotechnology and electronics industries. The course provides an overview of the semiconductor industry and nanotechnology fields as well as modules on the protocols and safety procedures required in semiconductor facilities, industry skill requirements and an introduction to Materials Chemistry processing fundamentals. Additional modules are included on the basics of silicon manufacture, backend chip processing, integration into electronics and high technology applications. The course will include tours of actual semiconductor and electronics manufacturing facilities industry as well as thin film and materials laboratories at local universities.
Prerequisites: ELET 101, Electricity II; MATH 150, College Algebra and Trigonometry or equivalent.
Corequisite: PHYS 135, Technical Physics I.

ELET 270  FUNDAMENTALS 3-3-4 OF FIBER OPTIC COMMUNICATIONS

Spring  Lab fee will be required.
This course examines the nature and application of fiber optic communications systems as they are used today. Topics include decibel notation, the nature of light signal, modulation methods, optical transmission lines, optical transmitters, receivers and the limitations and advantages of fiber communications networks. The student will develop an understanding of the basic elements (both theoretical and practical) of fiber optic communications systems. This will provide a foundation for the appropriate technical knowledge and skills required to support the many kinds of fiber communications networks that exist today.
Prerequisites: MATH 106, Applied Technical Mathematics I; PHYS 100, Physical Science I/Physics and Chemistry.
Course Descriptions

ELET 285  SEMICONDUCTOR 2-3-3
METROLOGY AND PROCESS CONTROL

Spring  Lab fee will be required.
This course introduces the student to concepts employed in industries in the analysis of semiconductor materials, products, processes and systems. The course provides modules on process flow charting, process parameters, semiconductor metrology instruments, interpreting measurement data, statistical analysis of process data, design of experiments, and applying team troubleshooting skills in solving process problems. The course will allow the student to develop an understanding of physical measurement in conjunction with the statistical data analysis and process experiment design.
Prerequisite: MATH 151, Analytical Geometry and Basic Calculus.

ELET 290  WIRELESS 3-3-4
NETWORKS

Spring  Lab fee will be required.
This course builds on topics from previous data communications, physics and mathematics courses and applies them to the study of wireless data communications systems. Topics include decibel notation, spectra of waveforms, modulation methods, transmission media, antennas, wireless links and systems including protocols, hardware requirements and functionality. The student will develop an understanding of the basic theoretical and practical elements of wireless data communication systems. This will provide a foundation for an understanding of the wireless data networking techniques that exist today. These systems are now in widespread use and gaining in popularity.
Prerequisites: CISS 120, Introduction to Data Communication; ELET 120, Personal Computer Hardware Essentials; PHYS 100, Physical Science I; TLMG 100, Principles of Telecommunications I.

EMT - PARAMEDIC

EMSP 100  EMERGENCY 7 Credits
MEDICAL TECHNICIAN - BASIC

Fall, Spring, Summer  Lab fee will be required.
The Emergency Medical Technician Basic (EMT-B) program combines didactic, psychomotor labs, and clinical observation and/or field internship in a progressive manner to prepare students to provide emergency care to patients in an out-of-hospital setting based on New York State Department of Health and U.S. Department of Transportation mandates.

EMSP 101  EMERGENCY 1 Credit
MEDICAL TECHNICIAN INTERNSHIP

Fall, Spring, Summer
This course is designed to be offered to the EMT-Basic who has not yet gained sufficient field experience to begin the paramedic program courses. This course will provide the student with supervised riding time as an EMT-Basic as well as three case review sessions to discuss what the student has been exposed to in the field experience. Field rotations place the student in the role of the EMT-Basic on actual emergency calls and expect them to integrate history taking, physical exam, and cognitive knowledge into the total management of the patient. The student's schedule is developed based upon the BLS unit assignment location and shift times, and preceptor availability. The student must maintain records of all patient contacts and will be required to submit documentation of all their activities and the feedback they receive from the preceptor to the Hudson Valley Community College clinical coordinator prior to completion of this course.
Prerequisite: EMSP 100, Emergency Medical Technician, Basic and a current NYS EMT-Basic certification.

EMSP 201  CLINICAL 1 Credit
FOR THE PREPARATORY, AIRWAY AND ASSESSMENT

Fall, Spring, Summer
This course is designed to introduce the paramedic student to the clinical environment. This introductory course will place the student in the emergency department as well as in the operating suite. Two scheduled classroom sessions will be conducted to cover case presentations. This course is open to matriculated Paramedic students and those with permission of the department chairperson.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre- or co- requisite: EMSP 202, Introduction to Paramedicine.
EMSP 202  INTRODUCTION 4-0.5-4 TO PARAMEDICINE
Fall, DL  Lab fee will be required.
This is an introductory course designed to introduce the student to the fundamentals of prehospital paramedic care. Topics include well being of the paramedic, pathophysiology, the clinical decision making process, communications, and documentation. Students must possess valid New York State Department of Health EMT-Basic certification.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Prerequisite: Valid NYSDOH EMT-Basic Certification.
Corequisite: BIOL 130, Concepts of Anatomy and Physiology.

EMSP 204  AIRWAY AND 3-1-3 ASSESSMENT FOR THE PARAMEDIC
Fall, DL
This course is designed to reinforce the basic airway knowledge and skills of an EMT and progress to advanced invasive procedures utilized in the prehospital environment. This course also covers advanced patient assessment and development of differential diagnoses.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Prerequisite: EMSP 202, Introduction to Paramedicine.

EMSP 205  OPERATIONS 2 Credits FOR THE PARAMEDIC
Fall, Spring
This course is designed to introduce the paramedic student to the area of out-of-hospital EMS operations. The course topics include: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. The course includes a lab component, which is designed to complement the didactic sessions of the course.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Prerequisite: EMSP 100, Emergency Medical Technician - Basic.

EMSP 206  PHARMACOLOGY 3-2-3 FOR THE PARAMEDIC
Fall, DL
This course introduces the paramedic student to pharmacology needed to understand and administer common prehospital medications. This course will cover pharmacokinetics, pharmacodynamics, drug administration, dosage calculations, pharmacological terminology, drug legislation, and drug references.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Prerequisites: Current NY EMT Certificate, Current CPR Certification.

EMSP 210  TRAUMA 4 Credits MANAGEMENT FOR THE PARAMEDIC
Fall, Spring
This course is designed to introduce the paramedic student to specific pathophysiology, assessment, and management techniques for trauma patients. The course topics include trauma systems, mechanisms of injury, hemorrhage and shock, soft tissue trauma, burns, head and face trauma, spinal trauma, thoracic trauma, abdominal trauma and musculoskeletal trauma. The course includes a lab component, which is designed to complement the didactic sessions of the course.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre- or co-requisite: EMSP 204, Airway and Assessment for the Paramedic.

EMSP 212  INTERMEDIATE 1 Credit EMT CLINICAL
Intersession
This clinical allows the student to apply theory gained in the classroom to actual patient care. This is accomplished in hospital units as well as pre-hospital advanced life support units.
Prerequisites: Current NY EMT Certificate, Current CPR Certification.

EMSP 216  PARAMEDICINE I 3 Credits
Fall, DL  Lab fee will be required.
This is the first in a series of medical courses that cover the pulmonary system and introduces cardiac monitoring. During the pulmonary section the students will learn to develop a tentative diagnosis for the pulmonary condition and through critical thinking, will devise a treatment plan for the patient. The cardiac section of the course will cover the placement of monitoring electrodes and the conduction system of the heart as well.
Open only to matriculated Emergency Medical Technician-Paramedic students.
EMSP 217 PARAMEDICINE II  4 Credits  
**Fall, DL**  
Paramedicine II focuses on the cardiac patient. Emphasis will be placed on the student developing the critical thinking needed to make tentative differential diagnosis of patients that present with chest pain or other cardiac event.  
*Open only to matriculated Emergency Medical Technician-Paramedic students.*  
Prerequisite: EMSP 216, Paramedicine I.

EMSP 218 PARAMEDICINE III  3 Credits  
**Fall, DL**  
Paramedicine III will use critical thinking skills to develop tentative diagnosis of acute abdominal pathologies. Also covered in this course will be the diagnosis and treatment of the following: Anaphylaxis, Heat and Cold injuries, toxicology and Obstetrical an Gynecological emergencies to include childbirth.  
*Open only to matriculated Emergency Medical Technician-Paramedic students.*  
Prerequisite: EMSP 217, Paramedicine II.

EMSP 221 CLINICAL  2 Credits  
**FOR MEDICAL AND SPECIAL CONSIDERATIONS**  
**Fall, Spring, Summer**  
This course is designed to take the assessment skills, developed in course EMSP 201, combine pathophysiology and treatment modalities learned in the didactic and lab setting of the paramedic program and then apply this knowledge to actual patient care in the hospital clinical setting. Three scheduled classroom sessions will be conducted to cover case presentations. This course is open to matriculated Paramedic students and those with permission of the department chairperson.  
*Open only to matriculated Emergency Medical Technician-Paramedic students.*  
Prerequisite: EMSP 217, Paramedicine II.  
Pre- or co- requisite: EMSP 218, Paramedicine III.

EMSP 222 PEDIATRICS AND GERIATRICS FOR THE PARAMEDIC  
**Fall, DL**  
This course will discuss the prehospital medical care for pediatric and geriatric patients. It will also address the social economical problems faced by these groups.  
*Open only to matriculated Emergency Medical Technician-Paramedic students.*  
Prerequisite: EMSP 218, Paramedicine III.

EMSP 223 SPECIAL CERTIFICATIONS FOR THE PARAMEDIC  
**Fall, DL**  
This course serves as a capstone for paramedic students in the classroom and lab setting, integrating knowledge learned throughout all the paramedic didactic courses, and applying them. National certification for the mini courses of Prehospital Trauma Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support are also obtained.  
*Open only to matriculated Emergency Medical Technician-Paramedic students.*  
Prerequisites: EMSP 210, Trauma for the Paramedic; EMSP 218, Paramedicine III; EMSP 222, Pediatrics and Geriatrics for the Paramedic.

EMSP 230 INTERNSHIP  2 Credits  
**FOR THE PARAMEDIC**  
**Spring, Summer**  
This course is designed to take the knowledge the Paramedic student has acquired in the classroom, lab, and clinical settings and apply it in the field under the direct supervision of a Paramedic program preceptor. The student’s schedule is developed based upon their ALS unit assignment, location and shift times, and preceptor availability. The student must maintain records of all patient contacts. Prior to completion of this course the student is required to submit documentation of all their internship activities as well as feedback received from their Paramedic program preceptor to the Hudson Valley Community College Paramedic program coordinator.  
*Open only to matriculated Emergency Medical Technician-Paramedic students.*  
Prerequisite: EMSP 218, Paramedicine III.  
Pre- or co- requisite: EMSP 221, Clinical for Medical and Special Considerations.
EMSP 240  INTERNSHIP,  1 Credit
FINAL EVALUATION
PHASE
Summer
This course is designed to be the summative field evaluation that will determine if the student is competent to serve as an entry-level clinician. Field rotations will place the student in team leadership roles for all calls. The student is expected to integrate history taking, physical exam, and cognitive knowledge into the total management of the patient. The paramedic will be assigned to work on an ALS unit with a program preceptor. The student’s schedule is developed based upon their ALS unit assignment, location, and shift times, and preceptor availability. The student must maintain records of all patient contacts. Prior to completion of this course the student is required to submit documentation of all internship activities as well as the feedback received from their Paramedic program preceptor to the Hudson Valley Community College Paramedic program clinical coordinator.
Open only to matriculated Emergency Medical Technician Paramedic students.
Prerequisite: EMSP 230, Internship for the Paramedic.

ENGINEERING SCIENCE

ENGR 110  ENGINEERING  4-0-3
TOOLS
Fall, Spring, DL
An introduction to the computer tools available to aid in the analysis and solution of engineering problems. The course includes an introduction to a high-level computer language, spread sheets, word processing and CAD.
Corequisite: MATH 160, Precalculus or higher level math course.

ENGR 120  INTRODUCTION 4-0-3
TO ENGINEERING DESIGN
Fall, Spring
An introduction to the methods used in formulation and solution of typical engineering problems. Teamwork and communication are stressed and are employed in problem solving and the design process.

ENGR 210  ENGINEERING  4-0-4
STATICS AND STRENGTH OF MATERIALS
Fall, Spring, Summer
Statics of particles and rigid bodies, centroids and centers of gravity, analysis to structures, forces in beams and cables, moments of inertia. Introduction to strength of materials, stresses and strains, beam loading and deflection, columns, Mohr's circle analysis.
Prerequisites: MATH 190, Calculus II and PHYS 150, General Physics I.

ENGR 215  ENGINEERING  3-2-4
MATERIALS
Fall, Spring
Lab fee will be required.
Introduction to materials, energy and bonding of atoms, structure of solids, relations between structure and properties, comparison of properties, processing and applications of different materials. Laboratory to include mechanical properties, metallurgy, heat treatment of steels.
Prerequisite: CHEM 110, General Chemistry I or CHEM 120, Freshman Chemistry I, and ENGR 110, Engineering Tools.

ENGR 220  ENGINEERING  3-0-3
DYNAMICS
Fall, Spring
Dynamics of particles and rigid bodies, kinematics and kinetics, work and energy, impulse and momentum, angular momentum, systems of particles, mechanical vibrations.
Prerequisite: ENGR 210, Engineering Statics and Strength of Materials.

ENGR 222  THERMODYNAMICS 3-0-3
Fall, Spring, Summer
A first course in thermodynamics intended for all students of engineering. In this course students develop an understanding of the fundamental principles of classical thermodynamics, and apply these principles to a variety of thermal engineering problems. Direct energy conversion devices are also analyzed. It is assumed that students entering this course are familiar with the fundamentals of thermometry and calorimetry.
Prerequisite: MATH 190, Calculus II.
ENGR 225  ELECTRIC  3-2-4  
CIRCUITS
Fall, Spring, Summer  Lab fee will be required.  
A problem-solving course in direct and alternating current circuits.  Students develop circuit analysis techniques beginning with the elementary consequences of linearity, and finishing with the applications of Laplace Transforms.  Students also develop an understanding of how a circuit's response is affected by the frequency spectrum of the incoming signal.  
Prerequisite: MATH 210, Calculus III and PHYS 151, General Physics II.  
Corequisite: MATH 220, Differential Equations.

ENGLISH

ENGL 092  ENGLISH  3-0-3ND  
FUNDAMENTALS I
Fall, Spring, Summer  
Designed for students whose placement test scores indicate the need for review in the fundamentals of communications, this course concentrates on grammar, mechanics, spelling, and the writing process to prepare the student for Composition I.

ENGL 093  ENGLISH  3-0-3ND  
FUNDAMENTALS II
Offered on demand.  
This course continues the preparation begun in English Fundamentals I for those students who need additional review before Composition I.

ENGL 101  ENGLISH  3-0-3  
COMPOSITION I  
* HUM, BC
Fall, Spring, Summer, DL  
This course is designed to help students improve their writing ability through concentration on the writing processes: pre-writing, writing and revision.  Other concerns of the writer, particularly audience, diction and correctness, will be addressed.  Research techniques, library orientation, and oral presentation of student writing are also included.  Research paper required.  
This course satisfies the English Composition I requirement.  Credit can only be received for one of the following: ENGL 101, English Composition I, ENGL 107, Honors Composition I, ESLS 101, English Composition I for the Foreign Born.

ENGL 102  ENGLISH  3-0-3  
COMPOSITION II  
* HUM, BC
Fall, Spring, Summer, DL  
This course expands on the processes and techniques begun in Composition I, with additional focus on oral presentation and technical writing/communication.  Also included throughout is the reading of relevant, professional writing which will promote student awareness of the role of written expression in both the world at large and in academic and professional life.  
NOTE: This course satisfies the English Composition II requirement.  Credit can only be received for one of the following: ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature, ENGL 106, English Composition II: Writing for Technicians, ENGL 108, Honors Composition II or ESLS 102, English Composition II for the Foreign Born.  
Prerequisite: ESLS 101, English Composition I for the Foreign Born; ENGL 101, Composition I or approval by department chair.

ENGL 104  ENGLISH  3-0-3  
COMPOSITION II:  
WRITING ABOUT LITERATURE  
* HUM, HU, BC
Fall, Spring, Summer, DL  
This course develops student skills in the critical reading, analysis, discussion, and writing about literature.  Students read, discuss, and write about ideas generated by various works of short fiction, drama, and poetry.  Organizational patterns, research and writing techniques, and oral presentation skills studied in Composition I are strengthened and refined.  
NOTE: This course satisfies the English Composition II requirement.  Credit can only be received for one of the following: ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature, ENGL 106, English Composition II: Writing for
ENGL 106 ENGLISH 3-0-3
COMPOSITION II: WRITING FOR TECHNICIANS
* HUM, BC
Offered on demand.
This course strengthens and refines the organizational patterns, research strategies, and writing techniques studied in Composition I. Students will understand and practice the modes of writing: description, exposition, argumentation and persuasion, and functional writing as applied to reports, abstracts, and technical papers. A research project will be required.
NOTE: This course satisfies the English Composition II requirement. Credit can only be received for one of the following: ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature, ENGL 106, English Composition II: Writing for Technicians, ENGL 108, Honors Composition II or ESLS 102, English Composition II for the Foreign Born.
Prerequisite: ENGL 101, Composition I or approval by department chair.

ENGL 107 HONORS 3-0-3
COMPOSITION * HUM, BC
Fall, Spring
In this course, students will improve their writing ability concentrating on the writing processes: prewriting, writing, revision, and editing. Other concerns of the writer, particularly audience and style, will be addressed. Students will study the essay as an art form: a vehicle for creative expression, historical record, social commentary, and analytical thought. They will also explore the use of technology to enhance communication. Research techniques and MLA and APA documentation styles will be addressed within the context of a research paper. An oral presentation is required.
Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.
This course satisfies the English Composition I requirement. Credit can only be received for one of the following: ENGL 101, English Composition I, ENGL 107, Honors Composition I, ESLS 101, English Composition I for the Foreign Born.
Prerequisite: ENGL 107, Honors Composition I or permission of English Department Chairperson.

ENGL 110 TECHNICAL 3-0-3
COMMUNICATIONS, BC
Spring
This course is designed to discuss the principles and practice the type of writing required by technicians as part of their professional duties.

ENGL 112 WRITING IN 1-0-1
THE HUMAN SERVICES * HUM
Fall
This course is designed to develop in students an understanding of the nature of the diverse writing responsibilities required in Human Services. Emphasis will be placed on the development of effective thinking, planning, organizing, writing and editing skills.
ENGL 115  LIBRARY SKILLS 1-0-1  
FOR RESEARCH * HUM

Fall, Spring
This course provides an introduction to library research and information literacy. Content will focus on how to create a research strategy for finding, retrieving, using and evaluating information in print and electronic formats, including the Internet. Also covered will be many of the academic, legal and ethical issues relating to information. Skills gained can be applied to research papers, projects, professional and personal information needs.

ENGL 116  COLLEGE 3-0-3  
GRAMMAR* HUM

Offered on demand.
Using a wide variety of exercises and readings, this course will introduce, analyze, discuss and apply principles of English grammar.

ENGL 120  COMMUNICATIONS 3-0-3  
* HUM, BC

Fall, Spring
This course is designed to introduce the student to the principles and psychology involved in interpersonal and group communication. The program enables the student to express ideas effectively to the public on a personal and professional basis in both the written and oral processes of communication.

ENGL 122  PRACTICAL 1-0-1  
COMMUNICATION* HUM

Offered on demand.
This course seeks to prepare students for vocational training, further college-level courses, or re-entry into the employment field through a study of the practical as well as the psychological and academic areas of communication.

ENGL 125  PUBLIC 3-0-3  
SPEAKING* HUM, BC

Fall, Spring, Summer
The aim of this course is to equip students through speech planning, organization, delivery and evaluation for various extemporaneous speaking experiences which they may encounter in their professional and personal lives. This course includes speeches to inform, demonstrate, persuade and evoke emotion.

ENGL 130  JOURNALISM 3-0-3  
* HUM, BC

Fall, Spring
Elements of news style, the structure of news stories, news gathering methods, copy reading, and experience in reporting, writing, and editing will be included in this introductory course in journalism.

ENGL 132  ADVANCED 3-0-3  
JOURNALISM  * HUM, BC

Fall, Spring
An advanced course in journalism, this course expands and strengthens techniques introduced in Journalism ENGL 130.
Prerequisite: ENGL 130, Journalism, or approval by department chair.

ENGL 134  JOURNALISM  3 Credits  
INTERNSHIP

Fall, Spring
Students engage in supervised internship in news and public relations agencies. Placement assignments will be arranged by the student intern with the consent of the supervising instructor. Students may consult the instructor for suggestions, or they may present options of their own.
Prerequisite: ENGL 130, Journalism; ENGL 101, Composition I or approval by department chair.

ENGL 136  MEDIA AND 3-0-3  
CULTURE * HUM

Fall, Spring
This course examines theories and issues related to mass media and its impact on American culture. Special focus will be given to the evaluation of the forces that shape mass media and effect social change. Print and electronic media will be covered, including newspapers, radio, television, film, and the Internet.

ENGL 151  CREATIVE 3-0-3  
WRITING: SHORT  
FICTION * HUM, HU, AR

Fall
Offers students a basic forum in which to explore the processes and principles by which short fiction is created. Emphasis is placed on the development of freedom and precision of artistic expression in and through the creation of
original student manuscripts. Examples of both traditional and contemporary fiction will be discussed and analyzed.

**ENGL 152 CREATIVE WRITING: POETRY AND SONG** 3-0-3
*HUM, HU, AR

*Spring*

Offers students a basic forum in which to explore the processes and principles by which poetry and song are created. Emphasis is placed on the development of freedom and precision of artistic expression in and through the creation of original student manuscripts. Examples of both traditional and contemporary poetry and song will be discussed and analyzed.

**ENGL 156 CREATIVE WRITING WORKSHOP** 3-0-3
*HUM, AR

*Fall, Spring (Weekend course)*

Advanced study of the most experimental and contemporary philosophies, trends, and techniques in creative writing is offered in this course. Emphasis is on enhancing each student's original compositions, techniques and scholarship in a workshop setting.

**ENGL 200 ENGLISH LITERATURE I** 3-0-3
*HUM, HU

*Fall*

A survey course in the development of English literature from the Old English epic tale through the 18th century.

**ENGL 202 ENGLISH LITERATURE II** 3-0-3
*HUM, HU

*Spring*

A survey of the major forms of English literature from the Romantic period to the present, employing representative selections from major English authors.

**ENGL 203 SHAKESPEARE** 3-0-3
*HUM, HU

*Fall, Spring*

This course explores the work and times of William Shakespeare. Students will read, discuss, and write about his tragedies, comedies, historical plays and sonnets as well as view film versions and/or performances of Shakespeare's plays or adaptations of his works.

**ENGL 204 AMERICAN LITERATURE I** 3-0-3
*HUM, HU

*Fall, Summer*

A survey of the major forms and representative writers of American literature from the colonial period through the mid-19th century.

**ENGL 206 AMERICAN LITERATURE I** 3-0-3
*HUM, HU

*Spring, Summer*

A survey of the major forms and representative writers of American literature from the age of realism through contemporary literature.

**ENGL 210 THE SHORT STORY** 3-0-3
*HUM, HU, AR

*Fall, Spring, Summer*

A comparative study of representative stories from the diverse literary traditions with special emphasis on conventional, modern and experimental techniques of artistic unity.

**ENGL 212 POETRY** 3-0-3
*HUM, AR

*Fall, Spring, DL*

An examination of traditional and contemporary views of poets and how their art uses various milieu to interpret human experience. Some emphasis will be given to technical and structural components.

**ENGL 214 AMERICAN FOLKLORE** 3-0-3
*HUM, HU

*Spring*

This course involves the examination and analysis of all the informal and non-traditional parts of culture. Topics range from the various forms of oral/verbal folklore (slang, riddles, rhymes, myths, legends, folk tales) through folk music, customary behavior and material objects. The course will look at contemporary as well as traditional examples and present local and regional examples where appropriate.
ENGL 216  CONTEMPORARY 3-0-3
   NOVEL  * HUM, HU
Fall
This course focuses on the study of images of modern society presented in selected contemporary works. It provides an opportunity for students to analyze and discuss the hopes, dreams, and disappointments of individuals as they appear in literature.

ENGL 218  CONTEMPORARY 3-0-3
   DRAMA  * HUM, HU
Offered on demand.
This course serves as an introduction to the major forms of modern drama. It provides an opportunity to read, discuss, and write about selected contemporary plays. This is not an acting course.

ENGL 220  LITERATURE INTO 3-0-3
   FILM  * HUM, AR, HU
Fall, Spring
This course will focus on literature that has been adapted into film. Students will study print and film versions of the same works in order to understand the conventions and characteristics of each medium. Questions of fidelity and the complexities of translating words into images will be explored. Students will read texts; view adaptations; and discuss, research, and write about selected topics.

ENGL 222  GENDER AND 3-0-3
   LITERATURE  * HUM, HU
Fall, Spring
This course examines representations and constructions of gender in literature. It provides an introduction to the key terms, debates, authors, and theories surrounding gender as it is represented in literature. Genres studied include poetry, short story, drama, and the novel. Students read, discuss and write about ideas contained in and generated by the texts.

ENGL 230  MULTICULTURAL 3-0-3
   PERSPECTIVES IN LITERATURE  * HUM, HU
Fall, Spring
This course is an exploration of selected poetry, fiction, drama, and non-fiction reflecting the development of multicultural artistic expression in America. Students will examine contemporary and historical themes, subjects and styles for the purposes of fostering understanding and appreciation of the literature and cultural differences of various groups in our pluralistic society.

ENGL 232  AFRICAN  3-0-3
   AMERICAN LITERATURE  * HUM, HU
Fall, Spring
This course focuses on a variety of literary forms including fiction, poetry, drama, and essays representative of the rich and varied tradition of African-American writing. It is an invitation to explore the long and meaningful development of African-American self-expression and self-definition in literature and criticism.

ENGL 234  NATIVE  3-0-3
   AMERICAN LITERATURE  * HUM, HU
Spring
This course will examine the rich and varied literary traditions of the Native American. The major genres of the Native American literary heritage, including oral literature, fiction, non-fiction and poetry, will be studied.

ENGL 235  LATINO  3-0-3
   LITERATURE AND CULTURE  * HUM, H U
Fall, Spring
This course is the study of the literature and culture of Latinos in the United States. It will focus primarily on Puerto Rican, Cuban-American, and Chicano/a authors with the inclusion of modern writers from various Latin countries. Instruction will incorporate texts of authors’ experiences in America, as well as their linguistic, cultural, and political expression in poetry, essays, short stories, drama, and novels.

ENGL 236  IMAGES OF  3-0-3
   WOMEN IN LITERATURE  * HUM, HU
Fall
The images of women as defined in and transmitted through literature will be discussed using works from diverse cultural and historical settings. The course will examine the interplay
between female cultural stereotypes and literary portrayals of women who either adhere to or deviate from these roles.

**ENGL 240 HONORS 3-0-3 LITERATURE * HUM, HU**

*Fall, Spring*
This course will be an exploration of literary traditions and genres, including novels, short stories, plays, and poems. Critical methodologies and their applications will be emphasized. Both traditional and contemporary reading selections are included. When appropriate, themes may vary to enrich cross-disciplinary endeavors.

Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.

Prerequisite: ENGL 107, Honors Composition I or permission of English Department Chairperson.

**ENGLISH AS A SECOND LANGUAGE**

**ESLS 090 BASICS OF 3-0-3ND ENGLISH AS A SECOND LANGUAGE**

Offered on demand.
An individualized course of study for those students whose second language is English and whose test scores indicate the need for basic-level English instruction prior to taking either English Fundamentals I or Fundamentals of English as a Second Language I. The program of instruction will largely be an individualized one, based on placement and diagnostic testing, prior experience in English communications, and student academic ability. Open only to non-native speakers of English.

**ESLS 092 FUNDAMENTALS 4-0-4ND OF ENGLISH AS A SECOND LANGUAGE I**

*Fall, Spring*
This course is intended for ESL students with intermediate English language skills who would benefit from taking a pre-college level English language course. Classes focus on language development in grammar, writing, vocabulary, and oral communication. Placement is determined by testing and advisement. Open only to non-native speakers of English.

**ESLS 093 FUNDAMENTALS 4-0-4ND OF ENGLISH AS A SECOND LANGUAGE II**

*Spring*
This course expands on the study of oral and written English begun in Fundamentals of English as a Second Language I. Classes focus on language development in grammar, writing, vocabulary, comprehension, and oral communication. Placement is determined by testing and/or advisement. Open only to non-native speakers of English.

**ESLS 094 READING 4-0-4ND FOR ENGLISH AS A SECOND LANGUAGE STUDENTS I**

*Fall*
This course is intended for ESL students who would benefit from taking a pre-college level English language reading course. Students read a variety of texts including fiction, non-fiction, and poetry, and practice applying ESL reading strategies such as discovering meanings of words in context, summarizing, examining word forms and word derivations, locating main ideas vs. details, outlining, and note taking. Open only to non-native speakers of English.

Co- or prerequisite: ESLS 092, Fundamentals of English As A Second Language I or ESLS 093, Fundamentals of English as a Second Language II or approval of English department chairperson or ESL advisor.

**ESLS 096 SPEAKING 3-0-3ND AND LISTENING FOR ENGLISH AS A SECOND LANGUAGE STUDENT**

*Fall, Spring*
Lab fee will be required.
This course presents the basic elements of speaking and listening used in Standard American English. It is designed primarily for ESL students with intermediate to advanced English language skills who wish to improve their clarity of speech and listening comprehension skills. Through speaking and listening exercises, students will practice the sounds, rhythm, intonation, and sen-
tence patterns of the English language as well as classroom listening strategies. A language lab component is required. Open only to non-native speakers of English.

Co- or prerequisite: ESLS 092, Fundamentals of English as a Second Language I or ESLS 093, Fundamentals of English as a Second Language II or approval of English department chairperson or ESL advisor.

ESLS 098 CONVERSATION 4-0-4ND FOR ENGLISH AS A SECOND LANGUAGE STUDENTS I

Offered on demand.
In this course, students practice speaking in small groups or pairs through free and guided conversation, problem solving, and values clarification exercises which focus on issues in American culture. Vocabulary, pronunciation, and correct language structure are emphasized. This course may also include involvement in campus activities and field trips to various sites of interest in the Capital Region. Open only to non-native speakers of English.

Co- or prerequisite: ESLS 092, Fundamentals of English As A Second Language I or ESLS 093, Fundamentals of English as a Second Language II or approval of English department chairperson or ESL advisor.

ESLS 101 ENGLISH 3-0-3 COMPOSITION I FOR THE FOREIGN BORN * HUM, BC

Fall, Spring
This course focuses on the processes of writing and revision in order to develop student mastery of college-level composition. In addition, intensive instruction will be given on those elements of English grammar and syntax that present difficulties for students of foreign background. Research techniques, library orientation, and oral presentation of student writing are also included. Research paper required. Open only to non-native speakers of English.

This course satisfies the English Composition I requirement. Credit can only be received for one of the following: ENGL 101, English Composition, ENGL 107, Honors Composition I, ESLS 101, English Composition I for the Foreign Born.

ESLS 102 ENGLISH 3-0-3 COMPOSITION II FOR THE FOREIGN BORN * HUM, BC

Fall, Spring
This course expands on the processes and techniques begun in ESLS 101. Reading, practical applications of writing, and oral presentation will also be required. Open only to non-native speakers of English.

NOTE: This course satisfies the English Composition II requirement. Credit can only be received for one of the following: ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature, ENGL 106, English Composition II: Writing for Technicians, ENGL 108, Honors Composition II, or ESLS 102, English Composition II for the Foreign Born.

Prerequisite: ESLS 101, English Composition for the Foreign Born or ENGL 101, Composition I.

FINE ARTS

ARTS 100 SURVEY OF ART 3-0-3 HISTORY I * HUM, AR, HU

Fall
A survey of art and culture from ancient civilizations to the mid-gothic period. Emphasis will be placed on the cultural content of art and the meanings, ideas and uses of art during those periods.

ARTS 101 SURVEY OF ART 3-0-3 HISTORY II * HUM, AR, HU

Spring
A survey of art and culture from the late gothic period to the modern era. Emphasis will be placed on the cultural content of art and the meanings, ideas and uses of art during those periods.

Prerequisite: ARTS 100, Survey of Art History I highly recommended.

ARTS 102 MODERN 3-0-3 ART HISTORY* HUM, AR, HU

Fall, Spring, Summer
This course examines the origins, concepts, and theories of modern art, architecture, and sculp-
ture in the Western world, from the 1870’s through the 1940’s. This course covers impressionism, post-impressionism, art nouveau, dada, surrealism, international style, cubism, and abstract expressionism.

**ARTS 105 INTRODUCTION 3-0-3 TO THE HUMANITIES I * HUM, HU**

*Fall*
A survey course which presents an overview of the arts in western tradition from pre-literate history up to the Protestant Reformation (1517 C.E.). Emphasis will be placed on the study of philosophy, religion, art, music, literature, architecture and drama. A historical, chronological approach will be used. Since this course will only use history as background material with emphasis being placed primarily on the arts, this course cannot be used as a substitute for HIST 100, Western Civilization I.

**ARTS 106 INTRODUCTION 3-0-3 TO THE HUMANITIES II* HUM, HU**

*Spring*
A survey course which presents an overview of the arts in western tradition from Baroque to Post-Modern period. Emphasis will be placed on the study of philosophy, religion, art, music, literature, architecture and drama. A historical, chronological approach will be used. Since this course will only use history as background material with emphasis being placed primarily on the arts, this course cannot be used as a substitute for HIST 101, Western Civilization II.

**ARTS 110 DRAWING I, AR 6-0-3**

*Fall, Spring*
An introduction into the materials and techniques of drawing. A series of increasingly complex still-life drawings will generate a more thorough sense of observation, an effective translation of space into two dimensions and a recognition of drawing as a means of acquiring knowledge. Students will be responsible for purchasing some required supplies. 

**ARTS 111 DRAWING II, AR 6-0-3**

*Spring*
A studio class that builds on the skills acquired in Drawing I, applying them to the rendering of more complex set-ups and the human figure as well as more directly addressing the physical nature of the drawing. Students will be responsible for purchasing some required supplies. 

**Prerequisite:** ARTS 110, Drawing I highly recommended.

**ARTS 115 TWO DIMENSIONAL DESIGN, AR**

*Fall*
A hands-on introductory studio course in Visual Arts that will explore visual problem solving. The relationship of image to idea and the use of formal elements (composition, line, color, pattern, etc.) in creating effective visual communication. Recommended to be taken concurrently with or prior to all other Visual Arts courses.

**ARTS 120 PAINTING I, AR, HU 6-0-3**

*Fall*
An introduction to the materials and techniques of oil painting. Working from a series of increasingly complex still-lifes will serve to heighten observation skills and the ability to render space and volume through the translation of light into color. Students will be responsible for purchasing some required supplies. 

**Prerequisite:** ARTS 110, Drawing I highly recommended.

**ARTS 121 PAINTING II, AR 6-0-3**

*Spring*
A further exploration of painting that builds upon the skills acquired in Painting I. Students will be led through a series of works that reflect the concerns of the major art movements of the 20th Century and that explore the link between thought and object. Students will be responsible for purchasing some required supplies. 

**Prerequisite:** ARTS 120, Painting I.

**ARTS 130 PHOTOGRAPHY I 6-0-3**

*Fall, Spring, Summer* 
Lab fee will be required. Exploration of the basic visual and technical tools used in photography. A hands-on introduction to the black and white photographic process as a form of communication. Students will learn the basics of camera operation, film choice, lighting, the fundamentals of composition, and basic black and white darkroom techniques. A 35mm SLR camera is required.
ARTS 131 PHOTOGRAPHY II, 6-0-3 AR
Spring, Summer Lab fee will be required.
Continuation of Photography I. Emphasis on developing technical skills in the studio and in the darkroom as well as a mastery of photography’s visual vocabulary while examining the aesthetic and conceptual history of black and white photography. Advanced camera control and advanced printing techniques. Lectures, informal critiques, written paper. A 35mm SLR camera is required.
Prerequisite: ARTS 130, Photography I or permission of department chairperson.

ARTS 133 INTRO TO 3-0-3 DIGITAL PHOTOGRAPHY, AR
Fall, Spring, Summer
This course is a hands-on introduction to digital photography grounded in the historical, conceptual, and practical developments in the field of photography. Students will acquire experience in the use of computers, peripheral hardware, and image processing software to produce digitally-enhanced photographs. The technical and aesthetic possibilities of digital photography will be examined through a series of sequential assignments. Images and ideas will be developed through a combination of lectures, demonstrations, supervised classwork, and critiques. It is expected that students will spend additional time outside of class completing course assignments. Students must have access to either a digital camera with manual exposure control and an image file size of 2.1 MB or greater or to a 35 mm film camera with manual exposure control. Students using a film camera will be responsible for film and film development costs. All students will be responsible for the cost of supplies for image storage, archiving, and printing.

ARTS 135 INTRODUCTION 2-2-3 TO PHOTOGRAPHY, AR
Fall, Spring, Summer
This course is a hands-on introduction to both traditional and digital photography that is grounded in the conceptual, historical, and practical developments in the field of photography. Students will acquire experience in the use of digital and film cameras, the use of computers in photography, and basic black and white darkroom procedures. The technical and aesthetic possibilities of photography will be examined through lectures, demonstrations, supervised class work, and assignments. Students will spend additional time outside of class completing course assignments. Students must have access to a digital camera with manual exposure control and a 35 MML SLR film camera. Students will also be responsible for the purchase of additional supplies.

ARTS 140 TELEVISION 3-0-3 PRODUCTION I
Fall, Spring
Students will learn the basics of video production: camera operation, audio equipment, lights, ancillary equipment, and program production from scriptwriting and studio work to editing.

ARTS 145 INTRODUCTION 2-4-3 TO ELECTRONIC ART, AR
Fall, Spring Lab fee will be required.
This course serves as a foundation course in the area of electronic art through focused lectures and hands-on studio work. Students will be exposed to a brief historical overview of electronic art, interpretations of its practice in the context of the visual arts, and introductions to contemporary artists working with electronic media. Students, in addition, will be introduced to tools and methods employed in digital imaging and will be required to develop creative projects in this area.
Prerequisite: Basic knowledge of PC platform computers.

ARTS 150 INTRODUCTION 3-0-3 TO GALLERY MANAGEMENT
Fall, Spring
This course provides an overview of how fine arts exhibition venues work. Through lectures, discussions, field trips, written assignments and visiting speakers, students will be given an introduction to the basics of managing galleries and museums. Topics to be discussed include: types of galleries, museums and exhibition spaces, exhibition development and budgeting, exhibit curation and design, marketing and funding, audience education and building, proper handling, preservation and presentation of artworks. Students are expected to attend all college visiting artist lectures and exhibit openings.
Corequisite: ARTS 100, Survey of Art History I or ARTS 101, Survey of Art History II or Arts 102, Modern Art History.
ARTS 151  GALLERY 3 credits
PRACTICUM I
Fall, Spring
This course is a hands-on introduction to art and artifact handling, exhibition planning and design and artist and public relations. Students will be responsible for monitoring the college gallery space and participating in the installation and de-installation of at least one gallery exhibit. In addition, students will be responsible for monitoring the Teaching Gallery for two hours each week and are expected to attend all Teaching Gallery artist lectures and exhibit openings.
Corequisite: ARTS 150, Introduction to Gallery Management or ARTS 115, Two-Dimensional Design.

ARTS 152  GALLERY 3 credits
PRACTICUM II
Fall, Spring
This course provides the opportunity for further study in the area of hands-on art and artifact handling, exhibition planning and design and artist and public relations. Students will have increased responsibility for participating in the installation and de-installation of at least one Teaching Gallery exhibit. In addition to coursework, students will be responsible for monitoring the Teaching Gallery for two hours each week and are expected to attend all Teaching Gallery artist lectures and exhibit openings.
Prerequisite: ARTS 151, Gallery Practicum I.

ARTS 153  INTERNSHIP 2 credits
IN ARTS MANAGEMENT
Fall, Spring, Summer
This internship will allow students to integrate course theory learned throughout the gallery management curriculum with practical, beginning level on-site work and arts community networking. Students will gain 8 - 12 hours per week of work experience at professional galleries, museums, and arts organizations. Students will also participate in one hour of seminar, group discussion and/or lecture each week.
Prerequisite: ARTS 152, Gallery Practicum II.

ARTS 160  INTRODUCTION 2-2-3
to Graphic Design, AR
Fall, Spring, Summer
Lab fee will be required. This course is an introduction to graphic design as a form of visual communication through the use of image, form, color, and type. Students will be introduced to the historical, theoretical, and fundamental principles of graphic design, and will explore formal composition principles, graphic design methodology, and approaches to digital layout. The course will include practical exercises in visual perception, visual organization and visual communication.

ARTS 210  DIRECTED 3-0-3
STUDY IN DRAWING AND PAINTING I, AR
Fall
An opportunity for further, more advanced work in areas of drawing and painting with emphasis on a more personalized, self-motivated and sophisticated program of study and the development of a more personalized set of concerns.
Prerequisite: Completion of Visual Arts foundation level coursework. Written permission of instructor and department chairperson.

ARTS 211  DIRECTED 3-0-3
STUDY IN DRAWING AND PAINTING II, AR
Fall, Spring
An opportunity for further, more advanced work in areas of drawing and painting with emphasis on a more personalized, self-motivated and sophisticated program of study and the development of a more personalized set of concerns.
Prerequisite: Completion of visual arts foundation level coursework. Written permission of instructor and department chairperson.

ARTS 225  EXPERIMENTAL 2-4-3
DRAWING IN ITALY I, AR
Summer
Lab fee will be required.
A month-long, hands-on immersion in the sites and masterworks of the Florentine Renaissance exploring the interface between historical and contemporary drawing.
Note: A portion of the fees being paid by partic-
ipants is used to defray the expenses of faculty and advisors who provide services in connection with or travel on the study experience. This course is not eligible for senior citizens to audit. 

Prerequisite: Arts 110, Drawing I or permission of department chairperson.

ARTS 226 EXPERIMENTAL 2-4-3 DRAWING IN ITALY II

Summer Lab fee will be required.
A second-level, month-long, hands-on immersion in the sites and masterworks of the Florentine Renaissance exploring the interface between historical and contemporary drawing. Students will develop and explore a focused body of work from topics studied in Experimental Drawing in Italy I. 
Note: A portion of the fees being paid by participants is used to defray the expenses of faculty and advisors who provide services in connection with or travel on the study experience. This course is not eligible for senior citizens to audit. 

Prerequisite: Arts 225, Experimental Drawing in Italy I.

ARTS 230 COLOR 6-0-3 PHOTOGRAPHY, AR

Spring Lab fee will be required.
Exploration of the basic visual and technical tools used in color photography including light, film, filters, color theory, color design principles. Introduction to color darkroom processes. Emphasis on creativity and communication, and the expressive use of color materials. A 35mm SLR camera is required. 

Prerequisite: ARTS 130, Photography I or permission of department chairperson.

ARTS 231 PHOTOCOMMUNICATION 3-0-3 *HUM, AR

Fall, Spring An historical and theoretical examination of the role of photography in society. Emphasis on both applied and expressive aspects of photographic practice. Examination of the impact of electronic digital imagery on the future of photography. This is a non-studio photography course.

ARTS 233 DIGITAL 6-0-3 PHOTOGRAPHY, AR

Spring Lab fee will be required.
This studio art course will integrate traditional and digital methods of photographic image production, with emphasis on the philosophical and technical relationship between the camera and the computer. Cameras, scanners, image processing software, and digital printers will be used to create expressive work. Students will explore the historical, formal, and conceptual aspects of digital photography and develop ideas and images through a combination of lectures, demonstrations, reading and writing assignments, projects, and critiques. It is expected that students will spend additional time outside of class completing course assignments. Students must have access to either a digital camera with manual exposure control and an image file size of 2.1 MB or greater or to a 35 mm film camera with manual exposure control. Students using a film camera will be responsible for film and film development costs. All students will be responsible for the cost of supplies for image storage, archiving, and printing. 

Prerequisites: Arts 130, Photography I; Arts 133, Intro to Digital Photography or Arts 145, Intro to Electronic Art.

ARTS 235 ADVANCED 6-0-3 STUDIO PHOTOGRAPHY, AR

Fall Lab fee will be required.
Exploration of the basic visual and technical tools used in studio photography. Students will become proficient in areas such as set design, controlling artificial light, using the view camera, and photographic tone control. Emphasis on creativity and communication, and the expressive use of black and white materials in small, medium, and large format. A 35mm SLR camera is required. 

Prerequisite: ARTS 130, Photography I or permission of department chairperson.

ARTS 236 INDEPENDENT 3-0-3 STUDY IN PHOTOGRAPHY, AR

Fall, Spring, Summer Lab fee will be required.
This is an innovative approach to the photographic learning experience. Each student, upon initially contacting the instructor, will co-construct and co-contract for a specific course of study relevant to his/her career or transfer needs. Students will keep a written log of their activities and must attend three group meetings. Each student will participate in a visual presentation of their work at the second and third group meetings. Students will complete a written assignment on a topic developed by the instructor and the student.
Students are encouraged to pursue on- and off-campus photographic learning experiences (internships, workshops, etc.). Opportunities for additional group meetings and critiques may be scheduled throughout the term.

Prerequisite: ARTS 130, Photography I or permission of department chairperson.

**FOREIGN LANGUAGES**

**ARBC 100** ARABIC 3-0-3  
LANGUAGE AND CULTURE I * HUM, FL  
Fall  
Lab fee will be required.  
This course is designed to introduce the student to the Arabic sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Arabic culture. Classroom instruction is supplemented with exercises in the language laboratory.  
Recommendation: Primarily designed for students with no previous knowledge of Arabic.

**ARBC 101** ARABIC 3-0-3  
LANGUAGE AND CULTURE II* HUM, FL  
Spring  
Lab fee will be required.  
A continuation of Arabic I, this course introduces the student to the more complicated elements of Arabic grammar and concentrates on the refinement of the student's basic communication skills. Classroom instruction, which also continues to give the student an awareness of Arabic culture and customs, is supplemented with exercises in the language laboratory.  
Prerequisite: Primarily designed for students who have completed Arabic I or no more than two years in high school.

**ASLN 100** AMERICAN 3-0-3  
SIGN LANGUAGE I * HUM, FL  
Fall, Spring  
This course is designed for students who are interested in the deaf community and in developing American Sign Language (ASL) expressive and receptive skills. Learning and using ASL vocabulary, linguistic features, and cultural protocols, participants will be able to accomplish these skills. In addition, aspects of deaf culture will be covered through class discussions and activities.

**CHNS 100** CHINESE 3-0-3  
LANGUAGE AND CULTURE I * HUM, FL  
Fall  
Lab fee will be required.  
This course is designed to introduce the student to the Chinese sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Chinese culture. Classroom instruction is supplemented with exercises in the language laboratory.  
Recommendation: Primarily designed for students with no previous knowledge of Chinese.

**CHNS 101** CHINESE 3-0-3  
LANGUAGE AND CULTURE II * HUM, FL  
Spring  
Lab fee will be required.  
A continuation of Chinese I, this course introduces the student to the more complicated elements of Chinese grammar and concentrates on the refinement of the student's basic communication skills. Classroom instruction, which also continues to give the student an awareness of Chinese culture and customs, is supplemented with exercises in the language laboratory.  
Prerequisites: CHNS 100, Chinese Language and Culture I

**FREN 100** FRENCH 3-0-3  
LANGUAGE AND CULTURE I * HUM, FL  
Fall, Spring  
Lab fee will be required.  
This course is designed to introduce the student to the French sound system and grammatical
structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into French culture. Classroom instruction is supplemented with exercises in the language laboratory. Recommendation: Primarily designed for students with no previous knowledge of French.

**FREN 101** FRENCH 3-0-3 LANGUAGE AND CULTURE II *HUM, FL

Fall, Spring  Lab fee will be required.
A continuation of French I, this course introduces the student to the more complicated elements of French grammar and concentrates on the refinement of the student’s basic communication skills. Classroom instruction, which also continues to give the student an awareness of French culture and customs, is supplemented with exercises in the language laboratory. Prerequisite: Primarily designed for students who have completed French I or no more than two years in high school.

**FREN 200** FRENCH 3-0-3 LANGUAGE AND CULTURE III *HUM, FL

Offered on demand.  Lab fee will be required.
This class offers a review and extension of grammar and concentrates on improving the student’s vocabulary, conversational fluency and reading skills through the discussion of selected readings in French. Classroom discussions, conducted primarily in French, are supplemented with exercises in the language laboratory. Prerequisite: Primarily designed for students who have completed French II or no more than three or four years in high school.

**FREN 201** FRENCH 3-0-3 LANGUAGE AND CULTURE IV *HUM, FL

Offered on demand.  Lab fee will be required.
A continuation of French III, this course completes the review of French grammar and provides more reading of French works. Classroom discussions, conducted primarily in French, concern classroom readings and French customs and culture. Classroom instruction is supplemented with exercises in the language laboratory.

**Prerequisite**: Primarily designed for students who have completed French III or no more than three or four years in high school.

**GERM 100** GERMAN 3-0-3 LANGUAGE AND CULTURE I *HUM, FL

Fall  Lab fee will be required.
This course is designed to introduce the student to the German sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into German culture. Classroom instruction is supplemented with exercises in the language laboratory. Recommendation: Primarily designed for students with no previous knowledge of German.

**GERM 101** GERMAN 3-0-3 LANGUAGE AND CULTURE II *HUM, FL

Spring  Lab fee will be required.
A continuation of German I, this course introduces the student to the more complicated elements of German grammar and concentrates on the refinement of the student’s basic communication skills. Classroom instruction, which also continues to give the student an awareness of German culture and customs, is supplemented with exercises in the language laboratory. Prerequisite: Primarily designed for students who have completed German I or no more than two years in high school.

**GERM 200** GERMAN 3-0-3 LANGUAGE AND CULTURE III *HUM

Offered on demand.  Lab fee will be required.
This class offers a review and extension of grammar and concentrates on improving the student’s vocabulary, conversational fluency and reading skills through the discussion of selected readings in German. Classroom discussions, conducted primarily in German, are supplemented with exercises in the language laboratory. Prerequisite: Primarily designed for students who have completed German II or no more than three or four years in high school.
GERM 201  GERMAN  3-0-3
LANGUAGE AND CULTURE IV * HUM
Offered on demand.  Lab fee will be required.
A continuation of German III, this course completes the review of German grammar and provides more reading of German works. Classroom discussions, conducted primarily in German, concern classroom readings and German customs and culture. Classroom instruction is supplemented with exercises in the language laboratory.
Prerequisite: Primarily designed for students who have completed German III or no more than three or four years in high school.

JAPN 100  JAPANESE  3-0-3
LANGUAGE AND CULTURE I * HUM, FL
Fall  Lab fee will be required.
This course is designed to introduce the student to the Japanese sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Japanese culture. Classroom instruction is supplemented with exercises in the language laboratory.
Recommendation: Primarily designed for students with no previous knowledge of Japanese.

ITAL 100  ITALIAN  3-0-3
LANGUAGE AND CULTURE I * HUM, FL
Fall  Lab fee will be required.
This course is designed to introduce the student to the Italian sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Italian culture. Classroom instruction is supplemented with exercises in the language laboratory.
Recommendation: Primarily designed for students with no previous knowledge of Italian.

JAPN 101  JAPANESE  3-0-3
LANGUAGE AND CULTURE II * HUM, FL
Spring  Lab fee will be required.
A continuation of Japanese I, this course introduces the student to the more complicated elements of Japanese grammar and concentrates on the refinement of the student’s basic communication skills. Classroom instruction, which also continues to give the student an awareness of Japanese culture and customs, is supplemented with exercises in the language laboratory.
Prerequisite: Primarily designed for students who have completed Japanese I.

ITAL 101  ITALIAN  3-0-3
LANGUAGE AND CULTURE II * HUM, FL
Spring  Lab fee will be required.
A continuation of Italian I, this course introduces the student to the more complicated elements of Italian grammar and concentrates on the refinement of the student’s basic communication skills. Classroom instruction, which also continues to give the student an awareness of Italian culture and customs, is supplemented with exercises in the language laboratory.
Prerequisite: Primarily designed for students who have completed Italian I or no more than two years in high school.

LATN 100  LATIN  3-0-3
LANGUAGE AND CULTURE I * HUM, FL
Fall  Lab fee will be required.
This course is designed to familiarize students with basic Latin phonology, morphology, syntax, grammar, and vocabulary supplemented with readings from various Latin authors of moderate difficulty and simple composition. The course introduces classical mythology as well as the history and culture of ancient Rome. Classroom instruction is supplemented with exercises in the language laboratory. This course is primarily designed for students with no previous knowledge of Latin.

LATN 101  LATIN  3-0-3
LANGUAGE AND CULTURE II * HUM, FL
Spring  Lab fee will be required.
This course builds on the concepts and language skills introduced in Latin Language and
Culture I. Students are introduced to more complex Latin grammar, usage, syntax, and vocabulary. Students also read adapted, original Latin passages and discuss the history and culture of ancient Rome. Classroom instruction is supplemented with exercises in the language laboratory.
Prerequisite: LATN 100, Latin Language and Culture I or equivalent.

RUSN 100 RUSSIAN 3-0-3 LANGUAGE AND CULTURE I * HUM, FL
Fall
Lab fee will be required.
This course is designed to introduce the student to the Russian sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Russian culture. Classroom instruction is supplemented with exercises in the language laboratory.
Recommendation: Primarily designed for students with no previous knowledge of Russian.

SPAN 100 SPANISH 3-0-3 LANGUAGE AND CULTURE I * HUM, FL
Fall, Spring
Lab fee will be required.
This course is designed to introduce the student to the Spanish sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Spanish culture. Classroom instruction is supplemented with exercises in the language laboratory.
Recommendation: Primarily designed for students with no previous knowledge of Spanish.

SPAN 101 SPANISH 3-0-3 LANGUAGE AND CULTURE II * HUM, FL
Fall, Spring
Lab fee will be required.
A continuation of Spanish I, this course introduces the student to the more complicated elements of Spanish grammar and concentrates on the refinement of the student’s basic communication skills. Classroom instruction, which also continues to give the student an awareness of Spanish culture and customs, is supplemented with exercises in the language laboratory.
Prerequisite: Primarily designed for students who have completed Spanish I or no more than two years in high school.

SPAN 200 SPANISH 3-0-3 LANGUAGE AND CULTURE III * HUM, FL
Fall
Lab fee will be required.
This class offers a review and extension of grammar and concentrates on improving the student’s vocabulary, conversational fluency and reading skills through the discussion of selected readings in Spanish. Classroom discussions, conducted primarily in Spanish, are supplemented with exercises in the language laboratory.
Prerequisite: Primarily designed for students who have completed Spanish II or no more than three or four years in high school.

SPAN 201 SPANISH 3-0-3 LANGUAGE AND CULTURE IV * HUM, FL
Spring
Lab fee will be required.
A continuation of Spanish III, this course completes the review of Spanish grammar and provides more reading of Spanish works. Classroom discussions, conducted primarily in Spanish, concern classroom readings and Spanish customs and culture. Classroom instruction is supplemented with exercises in the language laboratory.
Prerequisite: Primarily designed for students who have completed Spanish III or no more than three or four years in high school.
FORM COURSES  
(See College Forum)

FREN COURSES  
(See Foreign Languages)

GERM COURSES  
(See Foreign Languages)

HEALTH

HLTH 130 CREATING HEALTHY RELATIONSHIPS  
Fall, Spring
This course will offer students an understanding of the components of healthy relationships. Through the study of those components, students will recognize the qualities of unhealthy relationships and discover directions for change. The techniques, skills and resources presented will heighten students’ awareness of the roles and responsibilities of each partner in a relationship.

HLTH 131 STRESS AND HEALTH  
Fall, Spring
Stress and Health is a specific response to the need of the college community to exercise greater control over the stressful events in their lives. Through promoting positive stress management techniques, the students will develop life-long skills for a healthier and more meaningful life.

HLTH 150 WEIGHT MANAGEMENT: THE WELLNESS APPROACH  
Fall
This course is designed to provide students a healthy perspective of ideal weight. They will be able to assess their current nutrition/exercise routine and prepare a new program to meet their personal needs: to gain weight, lose weight, or to maintain their current weight. Sound nutrition, exercise and stress reduction will be woven into this wellness approach to weight control.

HLTH 151 CONSUMER HEALTH  
Fall
This course is designed to remove the complexity and confusion from the health marketplace. Students will recognize the significant impact advertising has on health behavior. Presentation of facts and guidelines will enable students to make intelligent decisions in selecting safe health products and services. In becoming better consumers, students will protect both their health and their pocketbook.

HLTH 152 FIRST AID  
Fall, Spring, Summer  
Lab fee will be required.
A course designed to provide the theory and skills necessary to administer first aid and/or CPR to a patient. Students who qualify will receive Red Cross certification in “First Aid: Responding to Emergencies,” and “Adult CPR.”

HLTH 160 PERSONAL AND COMMUNITY HEALTH  
Fall, Spring, Summer, DL
This course is designed to stimulate healthy decision making in the areas of personal and community wellness and safety. Students will discuss critical and contemporary health issues including holistic health, fitness and weight management, chemical abuse, human sexuality, parenting, aging, death and dying, the environment and health care.

HEALTH INFORMATION TECHNICIAN

HITC 100 MEDICAL OFFICE PROCEDURES  
Fall, DL
Students develop necessary skills and concepts of the administrative duties of a medical assistant-secretary. The following topics are covered: meeting the patient, scheduling appointments, telephone techniques, word processing applications in medical communications, insurance concepts and working with computerized insurance forms for private and governmental plans, medical accounting and billing procedures, credits and collections, medical law and ethics.
HITC 101 MEDICAL TRANSCRIPTION

Spring, DL
Students will learn medical transcription, using the latest PC based technology and digital audio in a case based approach. This course will additionally enhance the students proofreading, spelling skills and other responsibilities required of a medical transcriptionist.
Prerequisite: BIOL 115, Medical Terminology or BIOL 116, Medical Terminology for Office Assistants or permission of department.

HITC 103 INTRO TO MEDICAL CODING, HEALTH INSURANCE AND REIMBURSEMENT

Fall, Spring, DL
The course introduces the student to the basics of standard medical coding classifications and nomenclatures used to code diseases and medical/surgical procedures, i.e. CPT4, ICD9 and HCPCS. Students will explore the practical applications of medical coding relative to delivery system, health insurance and reimbursement mechanisms.

HITC 104 ADVANCED MEDICAL CODING AND REIMBURSEMENT

Fall, Spring, DL
The course offers an advanced study of the ICD-9-CM, CPT-4 and the HCPCS coding systems with emphasis on accurate code sequencing of complex medical/surgical cases. Students will use case studies, health records, and federal regulations regarding payment systems and methods of reimbursement. Students will work with both inpatient and outpatient claims forms to gain knowledge of the billing process. However, emphasis will be placed on coding in the outpatient setting. Students will investigate through assigned research reimbursement and coding topics including: DRGs, APCs, RBRVs, Chargemasters, Coding Compliance, ICD-10, encoding and grouping software. Students will use encoder/grouper software.
Prerequisite: HITC 103, Introduction to Medical Coding, Health Insurance, and Reimbursement.

HITC 105 CLINICAL OFFICE PROCEDURES

Fall
Basic examining room techniques including preparation of the patient, execution of simple laboratory procedures, recording of clinical data, care and maintenance of equipment and assistance to physicians during examination and treatment. This course is designed for Health Information Technician students in their third semester of study.

HITC 107 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

Fall, Spring, DL
This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative and quantitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Students will be introduced to the various functions performed in a health record department with emphasis on maintaining confidentiality of patient data.
Prerequisite: HITC 100, Medical Office Procedures.

HEATING/AIR CONDITIONING/REFRIGERATION TECHNICAL SERVICES

HVAC 110 REFRIGERATION PRINCIPLES I

Fall
The fundamental principles of physics and thermodynamics are taught as they pertain to the refrigeration cycle. Emphasis is placed on pressure-temperature relationships and the cyclic nature of refrigeration systems. Refrigerant types and refrigerant controls are studied.
Pre or Corequisite: HVAC 130, Electricity for HVAC/R.

HVAC 111 REFRIGERATION PRINCIPLES II

Spring
This course is a continuation of HVAC 110, Refrigeration Principles I. Students will learn an
applications-oriented approach to the mechanical components and processes of the refrigeration cycle, with emphasis placed on the use of gathered system data for use in system diagnosis and troubleshooting. In addition, students will learn the fundamentals of refrigeration system sizing, application and equipment selection procedures. 

Prerequisite: HVAC 110, Refrigeration Principles I.

HVAC 120 REFRIGERATION 3-6-6

LAB I

Fall Lab fee will be required.

Assembly, testing, diagnosing and repairing of components of residential, commercial and industrial refrigeration systems. The properties of refrigerants are studied with respect to proper handling, storage and use. The use of hand tools, soldering and brazing and electrical test equipment use is demonstrated and practiced. Controls are an integral part of lab program.

Corequisites: HVAC 130, Electrical Fundamentals; HVAC 110, Refrigeration Principles I.

HVAC 121 REFRIGERATION 3-6-6

LAB II

Spring Lab fee will be required.

The skills learned in Refrigeration Lab I are used and expanded upon in Refrigeration Lab II. Commercial controls, relays, and components are installed and serviced with an emphasis on electrical troubleshooting and safety. The hands-on diagnosis and service of domestic refrigeration and comfort cooling is also covered in depth.

Prerequisite: HVAC 120, Refrigeration Lab I.

HVAC 130 ELECTRICITY 4-0-4

FOR HVAC/R

Fall

The fundamentals of electrical theory including magnetism, circuits, transformers, and motors. The emphasis is on motors and controls found in refrigeration and air conditioning equipment.

HVAC 131 HVAC/R 4-0-4

ELECTRICAL SYSTEMS APPLICATION

Spring

This course is an in-depth study of HVAC/R electrical circuits and systems, with an emphasis on the integration and theory of operation of the various protection. Students will study and learn how to interpret both basic and advanced electrical system diagrams for the purpose of acquiring valuable troubleshooting skills.

Prerequisites: HVAC 110, Refrigeration Principles I; HVAC 120, Refrigeration Lab I; HVAC 130, Electricity for HVAC/R.

Corequisites: HVAC 121, Refrigeration Lab II.

HVAC 140 HEAT TRANSFER 4-0-4

SYSTEMS I

Spring

In this course, students will study fuels and their properties, including the importance of safe handling. Central forced air heating systems, including both gas, oil, and electric ignition systems also are studied. Students will learn both installation and service techniques, including combustion efficiency testing and electrical systems diagnosis.

Prerequisite: HVAC 130, Electricity for HVAC/R.

HVAC 151 REFRIGERATION 1.5-3-3

LAB I, PART I

Fall Lab fee will be required.

Tubing fabrication and system components of residential, commercial, and industrial refrigeration systems are studied. The properties of refrigerants are studied with respect to proper handling, storage and use. The safe use of hand tools is demonstrated and practiced. Soldering and brazing techniques are also demonstrated and practiced.

Prerequisite: HVAC 130, Electricity for HVAC/R; HVAC 151, Refrigeration Lab I, Part I.

HVAC 152 REFRIGERATION 1.5-3-3

LAB I, PART II

Spring Lab fee will be required.

Testing, diagnosing and repairing components of residential, commercial and industrial refrigeration systems is covered in detail. Electrical meter use, electrical troubleshooting and schematic diagram reading are emphasized throughout the semester. Refrigeration controls are also an integral part of the lab program.

Prerequisite: HVAC 130, Electricity for HVAC/R; HVAC 151, Refrigeration Lab I, Part I.

HVAC 203 HVAC/R SYSTEMS 2-2-3

DESIGN I

Fall

This course introduces the student to basic HVAC/R systems design. Topics included in this comprehensive, introductory level course are: residential comfort cooling design, forced
hot air systems design, heating and cooling load calculations, appliance selection, energy conservation, HVAC/R symbols used for drafting, drafting and dimensioning. All drafting applications will use current Microsoft Visio software.

**HVAC 210  HEAT TRANSFER 4-0-4 SYSTEMS**

**Fall**
Central heating plants are studied with the emphasis on installation procedures and fault diagnosis. Combustion efficiency testing and electrical control systems are covered in depth. 
*Prerequisite: HVAC 111, Refrigeration Principles II*  
*Corequisites: HVAC 220, Heat Transfer Lab; HVAC 211, Refrigeration and AC Applications II.*

**HVAC 220  HEAT TRANSFER 3-6-6 LAB**

**Fall**  
Lab fee will be required.  
Heating plants using gas, oil and wood are tested for efficiency and safe operation. Basic service and repair procedures are performed on each type of furnace/boiler. Commercial ice makers are also studied. Students adjust and repair at least four major brands.  
*Pre or Corequisite: HVAC 240, Heat Transfer Systems II.*

**HVAC 211  REFRIGERATION 4-0-4 AND AC SYSTEMS APPLICATIONS I**

**Fall**
Commercial ice makers, supermarket refrigeration and residential AC systems are all covered in this course. Of particular importance are sequences in electrical control and troubleshooting techniques.  
*Prerequisites: HVAC 111, Refrigeration Principles II  
Corequisite: HVAC 220, Heat Transfer Lab.*

**HVAC 221  DIAGNOSING 3-6-6 AND SERVICING LAB**

**Spring**  
Lab fee will be required.  
Various systems are repaired and studied to determine a logical sequence of operations; using meters and gauges to analyze and diagnose problems and perform the necessary service to equipment. Diverse and more sophisticated equipment is studied with the emphasis on heat pumps, commercial refrigeration and air conditioning with capacity control.  
*Prerequisite: HVAC 220, Heat Transfer Lab.  
Corequisite: HVAC 212, Refrigeration and AC Applications II.*

**HVAC 212  REFRIGERATION 4-0-4 AND AC SYSTEMS APPLICATIONS II**

**Spring**
This course is a continuation of HVAC 211, Refrigeration and A/C Systems Applications I. Students will study and learn the application of cooling systems, with the emphasis on commercial and industrial applications. Students will learn the basic principles of psychrometrics, air distribution and balancing, chilled water systems, and a variety of specialized refrigeration and air conditioning systems.  
*Prerequisites: HVAC 220, Heat Transfer Lab; HVAC 211, Refrigeration and AC Applications I.  
Corequisite: HVAC 221, Diagnosis and Servicing Lab.*

**HVAC 230  HVAC/R 3-0-3 CONTROL SYSTEMS**

**Spring**
This course provides students with an introduction to the more advanced HVAC/R control systems that are typically used in commercial and industrial energy management systems. Topics of study include: pneumatic controls, variable air volume systems, economizers, and direct digital control (DDC) components and strategies.  
*Prerequisites: HVAC 130, Electricity for HVAC/R; HVAC 131, HVAC/R Electrical Systems Application.  
Corequisite: HVAC 221, Diagnosing and Servicing Lab.*
HVAC 240  HEAT TRANSFER 4-0-4
SYSTEMS II

Fall
This course provides students with a comprehensive overview of all aspects of hydronic and steam heating, including the fundamentals of design, installation and service of modern systems.
Prerequisite: HVAC 140, Heat Transfer Systems I.

HVAC 251  HEAT TRANSFER 1.5-3-3
SYSTEMS LABORATORY: PART I

Fall  Lab fee will be required.
This course provides an in-depth study of a variety of heating systems, including both gas- and oil-fired forced-air heating systems. Basic service and repair techniques are learned, with an emphasis on the use of gauges, meters, and other diagnostic instruments.
Prerequisite: HVAC 210, Heat Transfer Systems.

HVAC 252  HEAT TRANSFER 1.5-3-3
SYSTEMS LABORATORY: PART II

Spring  Lab fee will be required.
This course provides an in-depth study both gas- and oil-fired hydronic and steam heating systems. Basic service and repair techniques are learned, with an emphasis on the use of gauges, meters, and other diagnostic instruments. Heat pumps, three phase motors and basic residential cooling are also covered.

HISTORY

HIST 100  WESTERN 3-0-3
CIVILIZATION AND THE WORLD I
* HUM, WC, HU, OSL

Fall, Spring, Summer, DL
A survey course in Western Civilization and its interactions with other non-western cultures of the world from the ancient civilizations of the East to those of the 17th century.

HIST 101  WESTERN 3-0-3
CIVILIZATION AND THE WORLD II
* HUM, WC, HU

Fall, Spring, Summer, DL
A survey course in Western Civilization and its interactions with other non-western cultures of the world from the 17th century to those of the 20th century.

HIST 110  INTERPRETATIONS 3-0-3
OF AMERICAN HISTORY I
* HUM, AH, HU, OSL

Fall, Spring, Summer, DL
Issues and problems in American History through Civil War period.

HIST 111  INTERPRETATIONS 3-0-3
OF AMERICAN HISTORY II
* HUM, AH, HU, OSL

Fall, Spring, Summer, DL
Issues and problems in American History from the Reconstruction period to the present day.

HIST 112  HISTORY OF 3-0-3
NEW YORK STATE I
* HUM, HU

Fall
The history of the state from colonial times to the 19th century.

HIST 113  HISTORY OF 3-0-3
NEW YORK STATE II
* HUM, HU

Spring
The history of the state from the 19th century to recent times.

HIST 115  INTRO TO 3-0-3
AFRICAN-AMERICAN HISTORY * HUM, AH, HU

Fall, Spring, Summer
HIST 120    HISTORY OF 3-0-3  
AFRICA I* HUM, OC, HU  

**Fall**
A detailed study of Africa from pre-historic times to 1800 with emphasis on Sub-Saharan Africa, the development of indigenous states and their response to western and eastern contacts.

HIST 121    HISTORY OF 3-0-3  
AFRICA II *HUM, OC, HU  

**Spring**
A detailed study of Africa from 1800: exploration, the end of the slave trade, development of interior states, European partition, the Colonial period and the rise of independent Africa.

HIST 122    HISTORY OF THE 3-0-3  
MIDDLE EAST I: 600 - 1798, OC, HU  

**Fall**
This course is designed for students to be an introduction to the history of the Middle East from the time of the Prophet Muhammed to the Napoleonic invasion of 1798. It will focus primarily on the geographical, social, cultural, economic and political forces that have helped to shape the Middle East as a unique region of the world.

HIST 123    HISTORY OF THE 3-0-3  
MIDDLE EAST II: 1798 - Present, OC, HU  

**Spring**
This course deals with the historical, economic and cultural development of the Middle East since 1798. It will trace the development of the modern nation-states in the region and will focus on the issues of conflict that have prevailed there in the 20th century.

HIST 130    MEDIEVAL 3-0-3  
HISTORY* HUM, WC, HU  

**Fall, Spring, Summer**
A survey of European history from the fall of the Western empire to the Renaissance. The course will investigate particularly the origins of Western religions, political and philosophical forms in the medieval period. Students investigate aspects of intellectual, artistic or social history through a term paper or project.

HIST 135    HISTORY OF 3-0-3  
THE TWENTIETH CENTURY* HUM, HU, OSL  

**Fall, Spring**
This course focuses on the totalitarian regimes of the 30s and 40s; World War II and post-war settlements; Third World development; and the intellectual response of the West to political and social turbulence of a nuclear war.

HIST 137    HISTORY OF 3-0-3  
WORLD WAR II * HUM, WC, HU, OSL  

**Fall, Spring, Summer, DL**
This course provides a detailed history of World War II. Coverage will include the causes of World War II, the major battles in both European and Pacific theaters, the home fronts, and the final defeat of Germany and Japan. The long-range implications of World War II will also be stressed.

**HONORS**
See also specific subjects for additional HONR courses.

HONR 190    HONORS 3-0-3  
SEMINAR I * SSC, SS  

**Fall**
This seminar course is designed to provide students with an understanding of human development, higher education, and the role of citizenship in the United States. Open to students enrolled in the honors advisement track of the Liberal Arts and Sciences Program or by permission of department chair.

HONR 290    HONORS 3-0-3  
SEMINAR II * HUM, HU  

**Spring**
This seminar course is designed as the capstone course within the honors advisement track of the Liberal Arts and Science program. Through reading, experience, research, discussion and writing,
students will examine the generation and use of knowledge from various cross-disciplinary perspectives and explore diverse human interactions and potential. 
Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.

**HUMAN SERVICES**

**HUSV 100 SOCIAL SERVICE 3-0-3 SYSTEMS**
*Fall, Spring, DL*
Using a systems approach, this course discusses how people are affected by poverty, child abuse, AIDS, physical and mental disabilities, racism, overpopulation, sexism, crime and other problems. Students will be oriented to social programs, service delivery models, agencies at the local, state and federal levels and legislation which meets human needs. The historical development of human services as an institution and profession will also be explored.

**HUSV 105 HUMAN DEVELOPMENT AND THE FAMILY * SSC, SS**
*Fall, Spring, DL*
A study of the way in which society and family influence human growth and social functioning. The focus of the course will be both on individual development and interactions between individuals in families.

**HUSV 110 INTRODUCTION 3-2-4 TO HUMAN SERVICE SKILLS**
*Fall, Spring*
Introduction to Human Services with emphasis on basic concepts of social welfare, human needs, self-awareness and the helping relationship. Students spend three hours per week in class and two hours per week in the field as an introduction to learning the functions of community agencies and the fundamentals of the helping process.

**HUSV 115 PERSPECTIVES 3-0-3 ON DISABILITY * SSC**
*Spring, DL*
This course will present an overview of current theoretical and philosophical perspectives relating to mental, physical and developmental disabilities. Course content and activities will enable student to recognize ways in which disability affects individuals as members of families, groups, organizations and communities. Ethical and legal issues such as self-determination, strategies for independence and non-discrimination will be addressed.

**HUSV 120 PROBLEMS OF ADOLESCENCE * SSC**
*Fall, Spring, DL*
This course is designed to aid students in understanding and dealing with adolescent problems which affect social functioning within the family group and in the outside community.

**HUSV 125 OLDER ADULTS AND THE SOCIAL ENVIRONMENT * SSC**
*Fall, Spring*
Aging is studied from an interdisciplinary perspective. The course covers physical, psychological and social aspects of aging; special problem areas and support services provided by community agencies.

**HUSV 200 INTERVIEWING AND TECHNIQUES OF COMMUNICATION**
*Fall, Spring*
An introduction to the principles, theory, and techniques of the interview with emphasis on the dynamics of interaction and on developing communication skills applicable to the helping professions.

**HUSV 205 INTRODUCTION 3-0-3 TO SOCIAL GROUP WORK**
*Fall, Spring*
Basic concepts of group work. The focus is on the theory of group dynamics and on the development of skills for leadership in groups.

**HUSV 210 HUMAN SEXUALITY* SSC, SS**
*Fall, Spring, DL*
This course studies human sexuality from biological, psychosocial and humanistic perspectives. Students will be examining course content within the framework of their own moral standards and value systems.
HUSV 215  PSYCHOLOGY AND HISTORY OF POVERTY * SSC, AH

Spring
A study of the psychological and social consequences of poverty, the culture of poverty and the history of the United States’ and New York State’s response to poverty.

HUSV 220  HUMAN SERVICES MANAGEMENT, SUPERVISION AND PLANNING

Offered on demand.
This course provides an overview of the management functions that make human services agencies work. It will introduce the students to both theory and practice in human service management.

HUSV 225  SOCIAL SERVICES INTERVIEWING IN SPANISH

Offered on demand. Lab fee will be required.
To provide social services professionals basic conversational skills in Spanish. This course is a combination of grammar, everyday situations and practical conversation that students may encounter as they interact with consumers.
Prerequisite: HUSV 200, Interviewing and Techniques of Communication or permission of department chairperson.

HUSV 240  PROFESSIONALISM IN A DIVERSE SOCIETY

Fall, Spring
This course will provide a culturally competent approach to professional interactions with diverse populations. Topics include personal, professional, and institutional racism and prejudice. Specific information about working with a variety of different cultures is examined.

HUSV 250  HUMAN SERVICES PRACTICUM

Fall, Spring
Sixteen hours per week work experience and seminars. The goal of the course is to integrate course theory learned throughout the curriculum with practical, beginning clinical work and community service networking. Field experience will occur at clinics, child caring institutions, social service agencies, residential facilities, facilities for older adults and individuals with disabilities. Four hours of seminar, group discussion and lecture.
Prerequisites: HUSV 105, Human Development and the Family; HUSV 110, Introduction to Human Service Skills with a grade of “C” or better; 2.00 grade point average; permission of department chairperson.

HUSV 255  CASE MANAGEMENT

Fall, Spring
This course will provide an advanced understanding and development of skills needed to coordinate, assess, and plan for services in our current Human Service delivery system.
Prerequisite: HUSV 250, Human Services Practicum with a grade of “C” or better, and permission of department chairperson.
Corequisite: HUSV 256, Case Management Internship

HUSV 256  CASE MANAGEMENT INTERNSHIP

Fall, Spring
This course is an internship experience which utilizes the knowledge and skills acquired in HUSV 250 (Human Services Practicum I) and allows students to develop case management skills. Students will participate in nine hours a week of an internship during the semester in an assigned agency.
Prerequisite: HUSV 250, Human Services Practicum with a grade of “C” or better, and permission of department chairperson.
Corequisite: HUSV 255, Case Management

HVAC COURSES
(See Heating/Air Conditioning/Refrigeration Technical Services)

IDLT COURSES
(See Computer Aided Drafting)
INDIVIDUAL STUDIES

**INDS 100** CAREER 3-0-3
PLANNING AND DECISION MAKING *SSC

*Fall, Spring*
This course assists students in examining the components of career planning. It focuses on self-awareness, educational options, occupational research and how they relate to the process of career choice. The 21st century career and the importance of developing new skills and strategies for the changing technological work environment will be addressed. The course will also review the decision-making process as well as student identification of educational and career goals. This course is appropriate for undecided students, Liberal Arts majors and adults in career transition.

**INDS 101** CAREER 1-0-1
DEVELOPMENT: SELF-ASSESSMENT

*Fall, Spring*
This course is designed to assist students with the process of self-assessment related to career planning. Through various exercises and assessments, students will identify strengths related to career interests, skills, and values. Students will develop a plan to investigate career choices utilizing various campus resources.

**INDS 105** INTRO TO 3-0-3
ACADEMIC AND PERSONAL EFFECTIVENESS *SSC

*Fall, Spring*
This course will enable students to become independent learners who understand the process of learning and can apply that process in and out of the classroom. Utilizing educational theory and research, instruction will focus on concepts and principles of learning in addition to academic and self-management strategies. Class discussions, group/individual activities, and course assignments will provide opportunities to apply the concepts, principles and strategies to actual academic situations.

**INDS 110** COMMUNITY 1-2-1
SERVICE SEMINAR I

*Fall, Spring*
Designed to combine voluntary experience with academic learning, this course requires a total of 30 hours of volunteer service within the semester at a community agency. Placement is arranged by the student in consultation with the instructor. In addition, students must keep a written log of their experiences and attend a weekly seminar to discuss and integrate related readings and volunteer work. Evaluation by the placement supervisor is also required.

**INDS 111** COMMUNITY 1-5-2
SERVICE SEMINAR II

*Fall, Spring*
Designed to combine voluntary experience with academic learning, this course requires a total of 75 hours of volunteer service within a semester at a community agency. Placement is arranged by the student in consultation with the instructor. In addition, students must keep a written log of their experiences and attend a one-hour weekly seminar to discuss and integrate related readings and volunteer work. Evaluation by the placement supervisor is also required.

**INDS 112** COMMUNITY 1-8-3
SERVICE SEMINAR III

*Fall, Spring*
Designed to combine voluntary experience with academic learning, this course requires a total of 100 hours of volunteer service within the semester at a community agency. Placement is arranged by the student in consultation with the instructor. In addition, students must keep a written log of their experiences and attend a one-hour weekly seminar to discuss and integrate related readings and volunteer work. Evaluation by the placement supervisor is also required.

**INDS 115** STRATEGIES 1-0-1
FOR SUCCESSFUL ONLINE LEARNING

*Fall, Spring, Summer, DL*
This one-credit course will prepare students to be successful online learners and will allow students to make optimal use of online learning resources. Utilizing textbook reading assignments and online lectures, activities and assign-
ICVT 210 PRINCIPLES OF 3-0-3 INVASIVE CARDIOVASCULAR TECHNOLOGY I

Fall
This course will provide an introduction to the basic principles of Invasive Cardiovascular Technology. Topics include sterile technique, hemodynamic monitoring, diagnostic cardiovascular procedures and operation of equipment used to perform testing in the Cardiac Catheterization Lab.
Open only to matriculated Invasive Cardiovascular Technology students.
Prerequisites: RESP 101, Interpretation of the Electrocardiogram or equivalent experience; American Heart Association Basic Life Support, Course C for Health Care Providers. Corequisites: ICVT 211, Invasive Cardiovascular Technology Clinic I.

ICVT 211 INVASIVE 8 Credits CARDIOVASCULAR TECHNOLOGY CLINIC I

Fall
Lab fee will be required.
This course runs concurrently with Principles of Invasive Cardiovascular Technology I. The student is scheduled in clinical at the affiliate hospitals in the Cardiac Catheterization Lab for three days each week for the entire 16-week semester. Competency must be demonstrated for each skill for successful completion of the course.
Open only to matriculated Invasive Cardiovascular Technology students.
Prerequisites: RESP 101, Interpretation of the Electrocardiogram or equivalent experience; American Heart Association Basic Life Support, Course C for Health Care Providers. Corequisites: ICVT 210, Principles of Invasive Cardiovascular Technology.

ICVT 220 PRINCIPLES 3 Credits OF INVASIVE CARDIOVASCULAR TECHNOLOGY II

Spring
This course will provide an in-depth study of Interventional Cardiovascular techniques including stent placement, balloon angioplasty, rotational and directional atherectomy and intravascular ultrasound. Identification of
pediatric heart defects and interventions will be discussed along with cardiopulmonary surgery. The student will become proficient with the objectives and guideline of the American Heart Association for Advanced Cardiac Life Support (ACLS).

Open only to matriculated Invasive Cardiovascular Technology students. 

Prerequisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Corequisites: ICVT 221, Invasive Cardiovascular Technology Clinic II.

ICVT 221  INVASIVE  8 Credits
CARDOVASCULAR TECHNOLOGY CLINIC II

Spring
This course runs concurrently with Principles of Invasive Cardiovascular Technology II. The student is scheduled in clinical at the affiliate hospitals in the Cardiac Catheterization Lab for three days each week for the entire 16-week semester. Competency must be demonstrated for each skill for successful completion of the course.

Open only to matriculated Invasive Cardiovascular Technology students.

Prerequisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Corequisites: ICVT 220, Invasive Cardiovascular Technology II.

ICVT 230  INVASIVE  13 credits
CARDOVASCULAR TECHNOLOGY CLINIC III

Summer
Lab fee will be required.
This course occurs at the various affiliate hospitals for 12 weeks during the summer session. The student will integrate knowledge gained and demonstrate proficiency in the clinic objectives. The lecture portion of the course will review information necessary for the student to successfully pass the National Credentialing exam. The student will also research and present a patient case to the class.

Open only to matriculated Invasive Cardiovascular Technology students.

Prerequisite: ICVT 220, Invasive Cardiovascular Technology II; ICVT 221, Invasive Cardiovascular Technology Clinic II.

ITAL COURSES
(See Foreign Languages)

JAPN COURSES
(See Foreign Languages)

LABOR STUDIES

LABR 170  WOMEN AT WORK  3-0-3

Offered on demand.
This course will examine the work experiences and labor organization of women workers. The course will begin by briefly exploring the history of women as wage earners and unpaid laborers in the United States. We shall then seek to explain why most women have not been organized by examining the postwar social and economic conditions, the sexual division of labor, and the obstacles as well as opportunities women face in the workplace as well as the labor movement today. We will explore different strategies for organizing women workers, and current efforts of working women to organize themselves.

LABR 175  QUALITY OF WORKLIFE  3-0-3

Offered on demand.
This course will offer an examination of the various dimensions which affect the quality of work life. Among the issues to be discussed are work processes, organizational structure, styles of supervision, and impact on stress and burnout. Detailed discussion of such specific issues as physiological and psychological stress and forms of worker alienation will be offered. Students will be asked to use their own experiences in combination with reading and exercises to analyze problems and approaches for coping with the declining quality of work life.
LABR 180  LABOR HISTORY 3-0-3  * HUM, AH, HU  
Fall, Spring, DL  
This course reviews the major developments in American labor history from Colonial times to the present and emphasizes the changing goals of labor; early union efforts; the evolution of labor legislation; collective bargaining; the development of the AFL-CIO and the changing relationships between workers and the employer.

LABR 185  LABOR LAW 3-0-3  
Fall, Spring  
This course examines the principles of labor law. Students will concentrate on major provisions of the National Labor Relations Act, examining how the NLRA and the federal courts have interpreted the national labor laws. Students will also examine the Taylor Law and its impact on public sector workers. Discussion will include new directions in labor legislation with consideration given to the impact of labor laws on workers, unions and employees.

LABR 190  COLLECTIVE BARGAINING  3-0-3  
Spring  
Students will be introduced to the study of the public policy background and development of collective bargaining in both the private and public sector. The course will guide the students through the bargaining process from the gathering and formulation of proposals, to the reaching of the contract agreement, and then, beyond that point, to the administration of the contract. There will be discussion of new trends and issues affecting the world of collective bargaining.

LABR 195  CONTRACT ADMINISTRATION 3-0-3  
Fall  
This course will examine the implementation of the collective bargaining contract in its day-to-day administration. Emphasis will be placed on the basic principles of the grievance procedure. Sessions include: rights and roles of the steward; examination of typical grievances; contract clauses most often grieved and why; the union’s duty of fair representation and knowledge of the arbitration process.

LABR 205  HEALTH AND SAFETY IN THE WORKPLACE  
Offered on demand.  
A survey course on occupational health and safety. The course includes history of occupational health and safety at federal, state and city levels; analysis of specific health hazards, links to environmental health issues, and relationships to worker’s compensation and other disability coverages.

LABR 210  CONTEMPORARY LABOR ISSUES  
Offered on demand.  
This course explores some of the critical issues and exciting prospects facing the contemporary labor movement. Topics may include: the changing nature of work and workers; the introduction of new technology into the workplace; drugs and AIDS testing policies; worker-ownership models; new workplace strategies for labor; and other relevant topics.

LABR 213  LABOR AND THE MEDIA 3-0-3  
Offered on demand.  
This course will offer an overview of broadcast television, radio, cable TV, pay television, satellite transmission and also look at the tremendous influence of those channels of electronic communication. Additionally, the course will offer the opportunity for participants to take part in "hands on" sessions where production techniques for electronic communications will be examined.

LABR 215  LABOR’S CHANGING ROLE IN THE AMERICAN ECONOMY 3-0-3  
Offered on demand.  
This course will examine contemporary economic theories and their relationship to the economic problems confronting the American citizen in general and the American union member in particular. Topics such as productivity markets, employment, unemployment, inflation, taxation, foreign trade, etc. will be addressed. Solutions to current economic problems will be explored.
LABR 220 UNION 3-0-3
LEADERSHIP AND ADMINISTRATION

Offered on demand.
Topics will include the basis of leadership, how it is exercised, leadership styles and member-leader relationships. The concept of leadership in unions as it relates to internal democracy at the local and national levels. The course will also focus upon those skills and attitudes essential to union leaders.

LABR 230 INTRO TO 3-0-3
INDUSTRIAL HYGIENE

Offered on demand.
This course builds on the knowledge acquired in both the safety hazard and health hazard courses to provide students with greater mastery of hazard evaluation and control methods. (Students are encouraged to complete the health hazard and safety hazard courses before taking Industrial Hygiene.) It will provide practical, hands-on training in evaluating potential work site hazards. Students will learn about environmental monitoring methods such as air sampling and become familiar with commonly used equipment. They will also learn to interpret and evaluate monitoring data provided by professional testers.

Prerequisite: 1 unit academic math.

LABR 250 DISPUTE 3-0-3
RESOLUTION

Offered on demand.
This course is designed as an introduction to dispute resolution theory and practice with special emphasis on its applications in the field of industrial and labor relations. This course examines the nature and sources of conflict in various areas of society and the role of negotiations, mediation, arbitration and fact-finding in the resolution of disputes. Special emphasis will be given to techniques employed in the areas of dispute resolution and their combined use as a method of settling conflict.

LABR 253 ARBITRATION 3-0-3

Offered on demand.
This course will examine the function of arbitration in labor-management relations. It will include preparation of arbitration, the conduct of hearings, evidence and proof and the standards used by arbitrators in reaching a decision.

Students will participate in mock arbitration hearings. Student’s own experience and knowledge of arbitration will be drawn upon.

LABR 255 PUBLIC SECTOR 3-0-3
COLLECTIVE BARGAINING

Offered on demand.
A basic course designed to equip students with a conceptual understanding of the collective bargaining process in the public sector. Among the topics covered are: the nature of the collective bargaining process; the scope of bargaining; collective bargaining structure; wage patterns; and impasse procedures in the public sector.

LABR 260 OCCUPATIONAL 3-0-3
SAFETY AND HEALTH LAW

Fall, Spring
This course will provide students with a working knowledge of federal, state, and local statutes, regulations, and court decisions which have impacted the development of a safer and healthier workplace as well as an understanding of how to research the legal aspects of this field.

LABR 265 EMPLOYMENT 3-0-3
DISCRIMINATION AND THE LAW

Fall, Spring
This course will include an examination of laws relating to employment discrimination based on race, color, religion, sex, national origin, age, sexual orientation and disability. The impact of developing principles of law on personnel policies and procedures will be discussed as will strategies employees and employee organizations can follow to best protect themselves from being subjected to unlawful discrimination.

LABR 270 LABOR LAW

Fall, Spring
A survey and analysis of the New York State Public Employees Fair Employment Act and other state laws covering public employees. The course will examine the extent to which the law protects and regulates concerted action by employees in the public sector. The intent is to study and understand the law as written but,
more importantly, how it has been interpreted by the courts of New York State in its application. Major emphasis will be employee and employer rights, including recognition and certification, improper practices, strikes, grievances and disciplinary procedures to the New York State Public Employment Relations Board.

LABR 275 NEW YORK WORKERS’ COMPENSATION LAW

Fall, Spring
This course will examine the New York Workers’ Compensation Law and related statutes as well as the American Disability Act. Students will be introduced to the practical aspects of advocating in the legal process, preparing those interested in sitting for the licensed compensation representative exam. This course will also raise awareness of the issues of health and safety in the workplace.

LABR 281 HEALTH HAZARDS IDENTIFICATION AND EVALUATION IN THE WORKPLACE

Fall, Spring
Students will learn about the many work site health hazards including toxic chemicals, biological agents, radiation, and electromagnetic fields. Routes of exposure, acute and chronic health effects, and the bases of regulatory exposure limits such as TLV’s and OSHA PEL’s will be discussed. Basic hazard evaluation and information gathering techniques will familiarize students with available resources for evaluating work site conditions.

LABR 282 SAFETY HAZARDS IDENTIFICATION AND EVALUATION IN THE WORKPLACE

Fall, Spring
This course provides students with the basic knowledge necessary to identify situations requiring immediate controls based on safety implications and to prioritize others for further evaluation and investigation. Students become familiar with current occupational safety regulations, codes, and standards of good practice which address machine guarding, electrical safety, walking and working surfaces, fall protection, and basic elements of an effective safety program. Students will become familiar with site inspection and hazard identification methods and will learn about control techniques appropriate for a variety of work settings.

LABR 283 ORGANIZATIONAL STRATEGIES FOR OCCUPATIONAL SAFETY AND HEALTH

Fall
Students in this course will be encouraged to explore new possibilities in the implementation of occupational safety and health programs at their places of work. Specifically, the focus will be placed upon bringing greater efficiencies to the process, developing incentives for higher standards and continuous improvement, and integrating occupational safety and health into the overall business process and the strategic goals of the organization. This course explores specific management and union strategies for improving working conditions and work practices through collective bargaining, worker education, worker involvement, incentive and performance evaluation systems.

LATN COURSES (See Foreign Languages)

LEARNING SKILLS

LRAC 090 LAC/READING AND STUDY SKILLS LAB

Fall, Spring
This is an individually programmed service to improve student’s vocabulary, reading comprehension, reading rate, textbook skills, and general study habits. Emphasis is placed on the effective use of the textbook and class notes the student is using in his/her specific course of study.
LSKL 090 PRINCIPLES 2-0-2ND AND PRACTICES OF LEARNING
Fall
This course covers the structured application of the skills taught in other courses the student is taking. It is ideally suited for the student who is returning after being out of school for a few years, for the student who has already experienced academic difficulty and for the A.O.S. student who tested weak on the college’s placement test. Credits earned in this course can not be applied toward the associate degree.

LRAC 091 LAC/MATH 2-0-0
Fall, Spring
This is an individually programmed service designed to facilitate the student’s success in math courses. Instruction will be tutorial in nature and emphasis will be placed on problem solving skills necessary for successful progress in the regularly scheduled math courses.

LRAC 092 MATH 1-0-0 STRATEGIES FOR ESSENTIALS OF MATHEMATICS I
Fall, Spring, Summer
This is a supplemental hour of instructional support for students enrolled in designated sections of course MATH 099, Essentials of Mathematics I. Emphasis is placed on the study strategies needed for success in mathematics.

LRAC 093 LAC/WRITING 2-0-0
Fall, Spring
This is an individually programmed service designed to improve the student’s writing skills. Emphasis is placed on the writing process as well as on sentence structure, grammar, punctuation and spelling as they relate to any writing assignment.

LRAC 095 LAC/LEARNING 1-0-0 DISABILITIES LAB
Fall, Spring
This is a seminar-style service designed to help students with learning disabilities make a smooth transition to the college environment. Topics discussed include: understanding what a learning disability is, accommodations available for learning disabled students at Hudson Valley Community College, course expectations, and campus and community support services.

LSKL 095 READING 4-0-4ND AND REASONING
Fall, Spring, Summer
Reading and Reasoning is a four-unit course designed for students whose reading comprehension falls below college level as determined by standardized placement testing. Students will progress through a hierarchy of reading and reasoning skills, content area textbook reading/study skills and critical reading skills necessary for competence in college course work. Credits earned in this course can not be applied toward the associate degree.

LEGAL STUDIES

LGLS 101 INTRODUCTION 3-0-3 TO LAW
Fall, Spring, DL
Introduction to the American legal system by surveying procedural laws and various substantive areas of law. This course will also introduce the paralegal profession to the student.

LGLS 120 LITIGATION 3-0-3
Spring, DL
Introduction to the law office and a chronological approach to understanding the skills and tasks involved throughout the litigation process. The course is designed to build proficiency in the specific competencies required of litigation paralegals.
Prerequisite: LGLS 101, Introduction to Law or BADM 110, Legal and Ethical Environment of Business I.

LGLS 215 FAMILY LAW 3-0-3
Fall, DL
An introduction to and an analysis of the legal concepts that apply to and underlie the marital and family relationship. Topics to be discussed include traditional marriage and alternative arrangements, annulment, divorce, child custody, visitation and support, the distribution of marital property, paternity, adoption and miscellaneous topics such as spousal abuse and domestic violence. Legal proceedings and litigation in Family Court and Supreme Court will also be discussed.
MANUFACTURING TECHNICAL SYSTEMS

MFTS 101 INTRODUCTION 2-10-7 TO MACHINE TOOLS (LABORATORY I)

Fall Lab fee will be required.
The use of modern machine tools in all phases of metalworking. The setup and operation are taught with the student setting his or her own pace. The type and level of work performed is dependent on the student’s past experience and/or his/her ability and interest.

MFTS 102 MACHINING 2-10-7 PROCESSES (LABORATORY II)

Spring Lab fee will be required.
A continuation of MFTS 101, Introduction to Machine Tools (Laboratory I), with student completing experience on basic machines. Quality control, introduction to fits and assembly and precision setup are taught.
Prerequisite: MFTS 101, Machining Processes Laboratory I.

MFTS 111 MACHINING 4-0-4 PROCESSES THEORY I

Fall
The construction, purpose and operation of lathes, drill presses, sawing, and milling machines are 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 accepted inspection practices.

MFTS 112 MACHINING 4-0-4 PROCESSES THEORY II

Spring
A continuation of MFTS 111, Machining Processes Theory I, includes the construction, operation and application of grinding machines, shapers, planers, turret lathes, chucks, automatic bar machines, numerical control, and electrical discharge machines.
Prerequisite: MFTS 111, Machining Processes Theory I.

MFTS 113 PROCESS 1-2-2 PLANNING AND DRAWING

Spring Lab fee will be required.
A continuation of CADD 125, Blueprint Reading and Mechanical Drawing. Selected topics cover selection of processes for manufacturing, operational sequencing, cost and price estimating, assembly drawings, weldments, geometric tolerancing, tool drawings and the basic principles of jig and fixture design.
Prerequisite: IDLT 100, Interpreting Engineering Drawings or instructor approval.

MFTS 203 ADVANCED 2-10-7 MACHINING PROCESS LAB III

Fall Lab fee will be required.
A continuation of MFTS 102, Machining Processes (Laboratory II), Production planning, setup and operation is stressed. Students will make a jig and/or fixture to use in operation. Carbide cuttery is emphasized.
Prerequisite: MFTS 102, Machining Processes Laboratory II

MFTS 204 ADVANCED 2-10-7 MACHINING PROCESSES (LABORATORY IV)

Spring Lab fee will be required.
A continuation of MFTS 203, CNC Machining Processes (Laboratory III). Die application, precision machinery for assembly parts, special machines such as EDM (Electrical Discharge Machinery), N.C. mill and lathe are programmed, set up, and operated.
Prerequisite: MFTS 203, Machining Processes Laboratory III

MFTS 211 MANUFACTURING 3-0-3 PROCESSES

Spring
Processes other than machining such as casting, die casting, plastics molding, hot and cold working, welding and punch press operations.

MFTS 221 NUMERICAL 2-3-3 CONTROL PROGRAMMING

Fall
Introduction to N.C. & C.N.C. machine tools. Standard machine codes and Cartesian format.

**MFTS 222  NUMERICAL  2-3-3  CONTROL(ADVANCED)**

*Spring*


**Prerequisite:** MFTS 221, Numerical Control Programming

**MFTS 231  CONTROLS  3-2-4**

*Spring*

Lab fee will be required.

A study of electrical, hydraulic and pneumatic principles and mechanisms as they are in controlling various industrial systems. The maintenance and servicing problems of these devices is presented.

**MFTS 241  PRACTICAL  1-2-2  METALLURGY**

*Fall*

Lab fee will be required.

The student will have a lecture and laboratory combination to address the following objectives: study parameters that affect material properties and performance, study basic concepts of material behavior, study basic mechanical testing, introduce steel heat treatment, introduce aluminum heat treatment and study material identification.

**MARKETING**

**MKTG 120  PRINCIPLES OF  3-0-3  MARKETING**

*Fall, Spring, Summer, DL*

This course will provide an introduction to marketing. The marketing planning process and the market environment will be discussed. Students will learn about consumer behavior and gain an understanding of targeting and positioning. Additionally, the elements of the marketing mix including new product development, promotion, pricing, and distribution will be covered.

**MKTG 130  INTRO TO  3-0-3  CONVENTIONS AND EVENTS**

*Fall, Spring, Summer, DL*

This course is an overview of the convention industry, including meeting, conferences, trade shows and incentive travel. Roles of various suppliers to the industry are included. Students will be exposed to the various aspects of the hospitality industry such as: special events, meetings, conventions and expositions. This course is designed as an introduction to a student who is interested in the field of convention and event planning and may want to enter this segment of the hospitality market. It is further designed to provide the student with all the necessary tools, including site selection and management, coordination, theory, marketing and general logistics.

**MKTG 200  ADVERTISING  3-0-3**

*Fall, Spring, Summer, DL*

This course provides a basic understanding of advertising and the advertising industry. Advertising in radio, television, magazines, and newspapers will be studied. An integrated marketing communications approach will also be presented, and various communication efforts will be examined.

**MKTG 210  E-MARKETING  3-0-3**

*Fall, Spring, Summer, DL*

This course covers the study of doing business on the Internet. Topics include introduction to E-commerce, customer service, product pricing and demographic relationships for attracting customers and marketing products and services.

**MKTG 212  HUMAN RESOURCE MANAGEMENT  3-0-3**

*Fall, Spring, DL*

A study of personnel policies and activities. Procuring, testing, training, remuneration, union-management relationships, activities and functions of the human resources department covered.

**MKTG 214  SALES MANAGEMENT  3-0-3**

*Fall, Spring*

Students will study the techniques of successful selling. Topics include the location and selection of prospects, the approach, the sales presentation,
meeting objectives and closing the sale, as well as an introduction to sales force management. This course will offer a blend of time-proven fundamentals and new practices needed to succeed in today's information economy. This course will provide comprehensive coverage of consultative selling, strategic selling, partnering, and value-added selling. Sales force automation is also a major theme.

**MKTG 216 SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP**

*Fall, Spring*

This course provides a broad overview of marketing, management, finance, and economics as these disciplines apply to the successful operation of a small business. Students will focus on the goal of starting up a new business and will provide a business plan as a final project for the course.

**MKTG 218 RETAIL MANAGEMENT**

*Fall, Spring, DL*

This course is designed to prepare the student for good retail planning and decision making. Topics covered include consumer behavior, information systems, store location, operations, service retailing, retail institutions, franchising, and computerization. The course also includes a section on the comparison of "brick and mortar" stores to "click and mortar" stores. An up-to-the-minute approach is utilized to best prepare students for the current market economy.

**MKTG 230 EVENT MANAGEMENT**

*Fall, Spring, Summer, DL*

In this course, students will learn about managing and planning events. The techniques and practices of event management including setting objectives, program planning, research and targeting, site selection, crowd control, negotiating, budgeting, marketing, and publicity will be covered. Students will also be introduced to the social and cultural aspects of special events.

**MKTG 232 TOURISM AND RESORTS**

*Fall, Spring, Summer, DL*

This course is a survey of resorts and tourism. This course focuses on concepts, terminology, demographics, financial significance and trends in tourism and resorts. This course is designed to provide an overview of the tourism industry. The student will be exposed to the various components which comprise tourism.

**MKTG 240 BUSINESS ETHICS**

*Fall, Spring, Summer, DL*

This course provides students with an opportunity to identify, analyze, and resolve ethical issues in business. Students will examine ethical responsibilities from the perspective of executives, business managers, employees, customers, and citizens. Topics include social responsibility, environmental issues, product liability, employee rights and discrimination.

**MKTG 290 INTERNSHIP**

*3 to 6 credits by advisement*

*Fall, Spring, Summer, DL*

Students will participate in an internship at an approved organization in which they will develop and utilize skills necessary in today's workforce. Students also will be required to keep a weekly journal of their workplace experiences and how these experiences relate to their required readings. This internship can only be taken after successful completion of one full-time semester of study or successful completion of 12 credit hours. Subject to department chairperson approval.
MATH 090 NUMERICAL 3-0-3ND SKILLS

Fall, Spring, Summer
A fundamental goal of this course is to have demonstrated a mastery in addition and subtraction of whole numbers, multiplication and division of whole numbers, fractions and decimals, percentage, basic geometry, measurements, and signed numbers.

MATH 099 ELEMENTARY 3-0-3ND ALGEBRA I

Fall, Spring, Summer, DL
A basic preparatory course in fundamentals of algebra and trigonometry. Topics include: order of operations, operations with signed numbers, solving first degree equations in one variable and applications, operations with polynomials, solution of right triangles by the use of trigonometry and pythagorean theorem. This course will not be transferable to a four-year college.

MATH 100 ELEMENTARY 3-0-3 ALGEBRA II * MAT

Fall, Spring, Summer, DL
This course is a continuation of MATH 099, Elementary Algebra I. This is a basic preparatory course in the fundamentals of algebra. The topics include factoring, solving 2nd, algebraic fractions, exponents, radicals, graphing linear equations, and algebraic and graphical solution of a system of linear equations. This course may not be transferable to a four-year college.
Prerequisite: MATH 099, Elementary Algebra I.

MATH 105 APPLIED 3-0-3 TECHNICAL MATHEMATICS I * MAT

Fall, Spring, Summer
The following topics are covered with an emphasis on technical and industrial applications: fractions, decimal fractions, converting units, the metric system, ratio and proportions, measurement, rearranging and substituting into formulas, and geometry.

A scientific calculator is a necessary tool for this course to perform reciprocals, squares, square roots, and trigonometry. A TI-30xa (Texas Instrument #30) calculator or equivalent is recommended. This course may not be transferable to a four-year institution.

MATH 106 APPLIED 3-0-3 TECHNICAL MATHEMATICS II *MAT

Fall, Spring, Summer
The following topics are covered with an emphasis on technical and industrial applications: right triangle trigonometry, solving
oblique triangles, graphing, solving systems of linear equations and quadratic equations.

A scientific calculator is a necessary tool for this course to perform reciprocals, squares, square roots, and trigonometry. A TI-30xa (Texas Instrument #30) or equivalent is recommended. This course may not be transferable to a four-year institution.

**Prerequisite:** MATH 105, Applied Technical Mathematics I.

**MATH 110 INTERMEDIATE 3-0-3**  
**ALGEBRA * MAT**  
**Fall, Spring, DL**  
A review of the principles of algebra and introductory trigonometry. Topics include: operations on polynomials, first-degree equations, special products, factoring, algebraic fractions, exponents, radicals, quadratic equations, right angle trigonometry, and graphic linear equations.

A scientific calculator may be used. This course may not transfer to a four-year institution.

**Prerequisite:** Two units academic math.

**MATH 120 REAL WORLD 3-0-3**  
**MATHEMATICS * MAT, MT**  
**Fall, Spring**  
A course designed for Liberal Arts students that emphasizes contemporary applications of mathematics. Topics include, but are not limited to: statistics, data analysis, consumer mathematics, networking, geometry and tiling. This course requires a calculator (TI-30xIIS) and may include use of additional technology.

**Prerequisite:** One unit academic math.

**MATH 130 MATHEMATICAL 3-0-3**  
**STRUCTURES I * MAT, MT**  
**Fall, Spring**  
A course in modern mathematics for Liberal Arts students. Topics covered include: logic, set theory, operations with finite math systems, counting, and number systems (naturals, wholes, integers, rationals, irrationals, reals, complex).

**Prerequisite:** Two units academic math.

**MATH 131 MATHEMATICAL 3-0-3**  
**STRUCTURES II * MAT, MT**  
**Fall, Spring**  
A continuation of MATH 130, Mathematical Structures I. This course may include, but is not limited to: linear algebra (matrices and linear transformations); modular arithmetic, mathematical systems (groups); probability and statistics; permutations and combinations.

**Prerequisite:** MATH 130, Mathematical Structures I.

**MATH 140 MATHEMATICAL 4-0-4**  
**APPLICATIONS I * MAT, MT**  
**Fall**  
The first course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics included are: the trigonometry functions, vectors, units of measurement and approximate numbers, fundamental concepts of algebra, functions and graphs, systems of linear equations, determinants, factoring and fractions, quadratics, variation and geometry, (areas and perimeters of common plane figures, volumes and surface areas of common solids). The graphing calculator will be used throughout the course. (Verizon section will use technology supplied by Verizon).

**MATH 141 MATHEMATICAL 4-0-4**  
**APPLICATIONS II * MAT, MT**  
**Fall, Spring**  
The second course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics included are: trigonometry functions of any angle, oblique triangle, graphs of trigonometric functions, number bases, exponents and radicals, exponential and log functions, variation, inequalities, an introduction to probability and statistics, and an intuitive approach to several calculus concepts. The graphing calculator will be used throughout the course.
MATH 150  COLLEGE ALGEBRA AND TRIGONOMETRY  4-0-4
* MAT, MT
Fall, Spring, Summer, DL
The course includes a review of algebra and numerical trigonometry. Topics include factoring, rational expressions, solving linear and quadratic equations, solving simultaneous linear equations, functions, lines, exponentials, logarithms, numerical trigonometry and solving triangles. This course requires the use of a scientific calculator. The course may be followed by MATH 151, Analytic Geometry and Basis Calculus or MATH 160, Precalculus.
Prerequisite: Two units academic math.

MATH 155  COMPUTING TOOLS FOR MATHEMATICS AND SCIENCE  4-0-4
* MAT, MT
Fall, Spring
This course is an introduction to problem-solving techniques using the tools available to aid in the analysis and solution of problems in mathematics and the natural sciences. Topics include, but are not limited to: methods of organizing and analyzing data, elementary statistics and graphical analysis. The uses of appropriate computer algebra systems, spreadsheets, statistical software, and graphing calculators are explored.
Prerequisite: MATH 150, College Algebra and Trigonometry or higher level math course.

MATH 160  PRECALCULUS  4-0-4
* MAT, MT
Fall, Spring, Summer, DL
For students who need further preparation before beginning the calculus mathematic sequence. A modern approach to the basic algebraic operations, elementary functions, inequalities, complex numbers, systems of equations, and exponential logarithmic and trigonometry functions with applications.
Prerequisite: Three units academic math.

MATH 165  BASIC CALCULUS WITH ANALYTIC GEOMETRY  4-0-4
* MAT, MT
Fall, Spring, Summer
The course is a continuation of MATH 150, College Algebra and Trigonometry. It includes topics from analytical geometry and analysis and applications of differential and integral calculus to algebraic and selected transcendental functions.
Prerequisite: MATH 150, College Algebra and Trigonometry.

MATH 175  CALCULUS WITH PRECALCULUS I  4-0-4
* MAT, MT
Fall
The first part of a two-term beginning course in Calculus which integrates Precalculus topics into the concepts and techniques of Calculus I. Topics include the Cartesian plane, algebraic functions, limits, continuity, the derivative explicit and implicit differentiation and applications including optimization problems and related rates. This course and Calculus with Precalculus II (MATH 176) are equivalent to Precalculus (MATH 160) and Calculus I (MATH 180).
Prerequisite: Three units academic math.

MATH 176  CALCULUS WITH PRECALCULUS II  4-0-4
* MAT, MT
Spring
The continuation of Calculus with Precalculus I. Topics include differentials, antidifferentiation, the fundamental theorem, Reimann integration, differentiation and integration of transcendental functions and applications of integration. Completion of the sequence MATH 175 and MATH 176 replaces Calculus I (MATH 180).
Prerequisite: Calculus with Precalculus I.

MATH 178  HONORS MATHEMATICAL REASONING AND APPLICATIONS  3-0-3
* MAT, MT
Fall, Spring
This course emphasizes the study of logic and mathematical reasoning and the application of logical reasoning to solve specific problems.
Topics covered include, but are not limited to, deductive and inductive reasoning, propositional logic, methods of proof, number theory, set theory, and both contemporary and classic applications. Additional topics from among other areas, such as axiomatics, counting, probability theory, geometry, and (equivalence) relations, will be selected at the discretion of the instructor.

Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.

MATH 180  CALCULUS I  4-0-4  
* MAT, MT
Fall, Spring, Summer, DL
Topics covered include but are not limited to: limits, continuity, differentiation and integration of elementary functions (including transcendental), with applications to curve sketching, optimization problems, area under a curve problems, and solutions to elementary differential equations.
Prerequisite: MATH 160, Pre-Calculus or the equivalent.

MATH 183  DISCRETE  4-0-4  
* MAT, MT
Spring
This course is designed for math-science and computer science majors to discuss many topics applicable to their field of study, but can also be beneficial to engineering science majors. Topics include: set theory, logic, methods of proof, relations, functions, partial order, equivalence relations, lattices, Boolean algebra, graph theory, and predicate calculus.
Pre- or co- requisite: MATH 176, Calculus with Precalculus II or MATH 180, Calculus.

MATH 190  CALCULUS II  4-0-4  
* MAT, MT
Fall, Spring, Summer, DL
The following topics are covered: techniques of integration, improper integrals, sequences and series, conic sections, polar coordinates, parametric equations and applications of integration.
Prerequisite: MATH 176, Calculus with Precalculus II or MATH 180, Calculus I.

MATH 205  MATHEMATICAL  4-0-4  
STATISTICAL ANALYSIS * MAT, MT
Fall
A course designed for students who major in science or engineering that emphasizes contemporary applications of probability and statistics. Topics include, but are not limited to, the following: conditional probability, correlation, empirical distributions, events, hypothesis testing, interval estimation, probability distributions (continuous and discrete, joint and marginal), linear regression, means, random variables, sample spaces, and variances and co-variences.
Prerequisite: MATH 176, Calculus with Precalculus II or MATH 180, Calculus I.
Pre- or co- requisite: MATH 190, Calculus II.

MATH 210  CALCULUS III  4-0-4  
* MAT, MT
Fall, Spring, Summer, DL
Vectors, vector calculus, functions of several variables, multiple integral, topics from linear algebra including matrix algebra, systems of linear equations, determinants, linear transformations and the eigen value problem.
Prerequisite: MATH 176, Calculus with Precalculus II or Math 180, Calculus.
Pre-or co- requisite: MATH 190, Calculus II.

MATH 220  DIFFERENTIAL  4-0-4  
EQUATIONS * MAT, MT
Fall, Spring, Summer
Basic methods of solution of differential equations with emphasis on linear versus nonlinear with modeling as motivation. LaPlace transforms are developed. Linear systems are solved using eigen vectors. Power series and/or Fourier series are introduced in solving equations.
Prerequisite: MATH 210, Calculus III.

MECHANICAL ENGINEERING TECHNOLOGY

MECT 105  ENGINEERING  3-3-4  
MATERIALS
Fall, Spring  Lab fee will be required.
This course combines theory and practice in an environment of applied materials science.
Lectures consist of the presentation of topics by the instructor, weekly oral presentations by students, and the solution of pertinent materials and strength of materials equations. The laboratory consists of conducting experiments in common materials testing, and demonstrating the principles of materials science using the analytical tools in the laboratory.

Corequisite: MATH 105, Applied Technical Mathematics I or MATH 150, College Algebra and Trigonometry.

**MECT 110 MICROCOMPUTER 3-3-4 APPLICATIONS IN ENGINEERING TECHNOLOGY**

*Fall, DL*  
Lab fee will be required.  
A comprehensive course designed for the technology student, but may be taken by any student with an analytical mind. The course illustrates the use of microcomputers in the analysis and presentation of solutions to engineering design problems using grouped software that integrate numerical, textual, and graphical techniques of grouped spread sheet, word processing, and presentation software. Engineering design problems solved will be traditional and state-of-the-art. Contact the Mechanical/Industrial department to confirm current software.

Corequisite: MATH 105, Applied Technical Mathematics I or MATH 150, College Algebra and Trigonometry.

**MECT 115 COMPUTER 1-4-3 GRAPHIC APPLICATIONS**

*Spring*  
Lab fee will be required.  
A conceptual course designed to introduce the use of computer-aided drafting and design as a productivity tool by using commercial CAD software, as well as the interaction of software and hardware. Upon successful completion, students will be proficient in the use of a CAD system for 2-D and 3-D mechanical component design and drafting, dimensioning techniques, drawing layout and presentation.

**MECT 120 MANUFACTURING 3-3-4 PROCESSES**

*Spring*  
Lab fee will be required.  
The construction, purpose and operation of all standard machine tools and special high production type machine tools, including a survey of primary processes. Laboratory sessions include demonstration of textbook topics.

**MECT 125 STATICS AND DYNAMICS 3-3-4**

*Fall*  
Lab fee will be required.  
A course designed to develop an engineering approach to force systems, center of gravity, equilibrium, friction, moment of inertia, kinematics, kinetics, work, energy, power, impulse and momentum.

Prerequisite: MATH 150, College Algebra and Trigonometry and PHYS 135, Technical Physics I.

**MECT 180 INTRODUCTION 3-0-1 TO TECHNOLOGY**

*Fall*  
This course is designed to show the student how skills learned in high school math and science courses can be applied to technology courses at the college level. Some topics emphasized will be the correct use of units in calculations, the correct use of scientific calculators, problem-solving techniques, practical graphing techniques, and methods of organizing and writing laboratory reports.

**MECT 210 INDUSTRIAL 3-2-4 INSTRUMENTATION**

*Fall*  
Lab fee will be required.  
This course introduces students to the basic concepts of theory and use of various instruments used in modern industrial and commercial settings. Included in this course, students will learn the basics of electronics as applied to instrumentation, automatic control theory, and the analysis of simple automatic control systems. The types of instruments covered include those that read and record voltage, current, resistance and power; sensors for pressure, heat, and strain; and torque, fluid flow, and vibration measurement.

Prerequisite: PHYS 136, Technical Physics II, or permission of instructor.

**MECT 215 STATISTICAL 3-3-4 QUALITY AND PROCESS CONTROL**

*Spring*  
Lab fee will be required.  
An overview course designed to introduce the student to decision-making problems in the operations and production areas for both products and services. Statistical applications in both sampling and non-sampling scenarios will be developed.
Linear regression and linear programming models will be introduced and developed. Statistical quality control applications will be introduced and developed. Goal-oriented applications will be introduced. The student will receive hands-on applications of microcomputer modeling techniques for each of the major goals. Applications areas will be derived from a variety of sources, including production and manufacturing, resource allocation, and manpower deployment.

Prerequisites: MATH 150, College Algebra and Trigonometry (Technical Mathematics I) or MECT 110, Microcomputer Applications for Technology or equivalent course from School of Business or demonstrated use of a spreadsheet program sufficient to ensure course completion.

MECT 225  STRENGTH OF 3-3-4 MATERIALS

Spring  Lab fee will be required.
Strength of Materials deals with the relationship between forces applied to bodies and the resulting stresses and deformations. It involves the determination of proper sizes to satisfy strength and deformation requirements. The lecture is supplemented by problem solving sessions. In the laboratory, students perform ASTM testing and reporting on a chosen material, after which they design and construct a product to perform to given requirements using that material. Included in the course are data acquisition, analysis, and presentation methods using the latest software packages. Contact the Mechanical/Industrial department to confirm current software.

Prerequisite: MECT 125, Engineering Mechanics; MATH 151, Analytic Geometry and Basic Calculus; MECT 110, Microcomputer Applications in Engineering Technologies or permission of instructor.

MECT 230  INTRODUCTION 3-3-4 TO COMPUTER AIDED MANUFACTURING

Spring  Lab fee will be required.
This course introduces students to the major topics in modern manufacturing. Included in this course are computerized machining, inventory control, and computerized quality control methods. The modern languages used for CNC programming and robotics are covered. Contact the Mechanical/Industrial department to confirm current software.

Prerequisite: MECT 120, Manufacturing Processes; MECT 110, Microcomputer Applications in Engineering Technologies.

MECT 240  DESIGN OF 3-3-4 MACHINE ELEMENTS

Spring  Lab fee will be required.
Kinematics and dynamics as related to industrial machinery. Theory will be applied during the laboratory. The creation, design, and analysis of shafts, gears, brakes, couplings, bearings, springs and keys. Computer programs will be used to check designs.

Prerequisites: MECT 125, Engineering Mechanics; MECT 225, Strength of Materials.

MORTUARY SCIENCE

MTSC 100  FUNERAL SERVICE ORIENTATION

Fall, Spring
This is a required course for all new incoming Mortuary Science students. The course will explain state and federal legal and ethical concerns in the field as well as prepare the student for working in the preparation room. This course will focus on student concerns, rules and regulations, study skills and campus orientation.

MTSC 105  BURIAL CUSTOMS THROUGHOUT HISTORY

Fall, DL
This course examines ancient, medieval, modern and contemporary burial customs. Historical, sociological, religious and cultural perspectives are studied. Special emphasis is placed on the emergence of the American funeral service. Topical areas of discussion include western attitudes toward death and dying, funeral service organizations and associations, the history of embalming and specialized religious and fraternal services.

Open only to matriculated Mortuary Science students.

MTSC 110  MORTUARY LAW

Spring, DL
Fundamental concepts and principles of law applicable to the operation of a funeral home. Topics include legal environment of business; contracts, business organizations, including part-
nnerships and corporations; agencies; personal and real property; estate law; cemetery law; rights, privileges, and responsibilities of survivors; duties, authority and responsibility of licensed funeral directors which are essential for licensure and professional practice.
Prerequisite: BADM 110, Legal and Ethical Environment of Business I.

MTSC 120 HYGIENE AND SANITARY SCIENCE
Spring, DL  Lab fee will be required.
A survey of the basic principles of chemistry and microbiology which relate these disciplines to Mortuary Science, especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation practice is encouraged.
Open only to matriculated Mortuary Science students.
Prerequisite: BIOL 134, Anatomy.
Corequisite: MTSC 130, Embalming Theory & Practice I.

MTSC 130 EMBALMING THEORY AND PRACTICE I
Spring  Lab fee will be required.
Introduction to the theory and practice of arterial embalming and supplement treatment with some emphasis on chemistry as it relates to embalming.
Open only to matriculated Mortuary Science students.
Prerequisites: BIOL 134, Anatomy.
Corequisite: MTSC 120, Health and Sanitary Science.

MTSC 140 APPROACHES TO DEATH AND DYING
Spring, DL
This course discusses the philosophical and ethical aspects surrounding death and dying, as well as the decision making involved in these situations. It highlights the interaction of ethical, sociological, medical, psychological, legal, political and religious issues that surround end-of-life decision making. The course is intended for funeral service staff as well as nurses and caregivers.

MTSC 200 PSYCHOLOGY OF GRIEF* SSC, SS
Spring, DL
A survey of contemporary attitudes toward death and dying in the United States, with emphasis on the death care system. Grief and bereavement in children, adolescents, and adults is discussed.
Prerequisite: PSYC 100, General Psychology.

MTSC 205 FUNERAL SERVICE COUNSELING
Fall, DL
A survey of counseling techniques as well as the functions of the counselor. The student will understand basic skills in counseling and learn to apply them to funeral service.

MTSC 210 FUNERAL SERVICE MANAGEMENT
Spring  Lab fee will be required.
A discussion of business, financial, religious and ethical principles inherent in the operation of a funeral directing establishment. Students will be exposed to the essential financial operations including financial analysis, insurance, advertising, personnel, public relations, inventory control, accounts receivable and merchandising. In addition to formal classwork, students will take scheduled field trips to product manufacturing and distribution plants.
Open only to matriculated Mortuary Science students.

MTSC 220 PATHOLOGY
Fall, DL
The general principles of pathology as applied to a study of the diseases which affect various organs, with particular emphasis on those conditions which relate to embalming and legal problems.
Open only to matriculated Mortuary Science students.
Corequisite: MTSC 230, Embalming Theory & Practice II.

MTSC 225 RESTORATIVE ART
Fall  Lab fee will be required.
Instruction in the problems of restoration of human remains to approximate a natural appearance. The student will be given theoretical and practical experience in the use of materials
employed in restoration including a discussion of the qualities, effect, application and uses of color and cosmetics.

Open only to matriculated Mortuary Science students.
Prequisite: MTSC 130, Embalming Theory and Practice I.
Corequisite: MTSC 230, Embalming Theory and Practice II.

MTSC 230 EMBALMING 3-3-4
THEORY AND PRACTICE II

Fall
Lab fee will be required.
A continuation of MTSC 130, Embalming Theory and Practice I, with greater emphasis on difficulties encountered in special cases. In order to successfully complete this two-course sequence, each student shall be required to actively participate in the embalming of at least 10 human remains under the college’s supervision. Open only to matriculated Mortuary Science students.
Prequisite: MTSC 130, Embalming Theory and Practice I.

MTSC 240 CONTEMPORARY 3-0-3
CONCEPTS IN MORTUARY SCIENCE

Spring, DL
This course will prepare students, both personally and professionally, for the role of today’s funeral service director. The focus will be on the current state of the funeral service field and what is being expected of funeral service professionals. The course will discuss contemporary management and communication styles as they pertain to successful funeral home practice and provide a dynamic view into the planning, advising and counseling function of the director. Students will be asked to design and conduct funeral services and grief counseling sessions. Students will recognize the symptoms of compassion fatigue and discuss strategies to avoid burnout.

MUSIC

MUSC 100 MUSIC 3-0-3
APPRECIATION I*
HUM, HU, AR

Fall
Lab fee will be required.
A course designed to furnish the general college student with the knowledge and experience necessary in developing the art of listening intelligently and perceptively to various types and styles of music heard today and to increase one’s enjoyment and appreciation of music in general. Emphasis will be on the music of the Middle Ages (450-1450); the Renaissance (1450-1600); and the Baroque Period (1600-1750). The course will begin with several lectures on the elements of music and musical instruments and end with a study of the American musical and non-western music.

MUSC 101 MUSIC 3-0-3
APPRECIATION II *
HUM, HU, AR

Spring
Lab fee will be required.
A continuation of Music Appreciation I with focus of study on the music of the Viennese Classic Period, (1750-1825); the Romantic Age, (1825-1900); and 20th century music (including jazz, rock, popular, and folk music). The course will begin with several lectures reviewing the characteristics of sound and the elements of music.

MUSC 105 THE HISTORY 3-0-3
OF JAZZ *
HUM, HU, AR

Fall, Spring, Summer
This course is designed to furnish the student with the knowledge and experience necessary to develop the art of listening intelligently and perceptively to various styles of jazz and to increase enjoyment and appreciation for music in general. The emphasis will be on jazz, beginning with the influx of slaves into New Orleans through the current jazz styles of the 21st century. The course will include several lectures on the elements of music and musical instruments, as well as basic music theory.
NATURAL SCIENCE

NSCI 250  HONORS  3-3-4  
*NATURAL SCIENCE  *SCI, NS  
Spring  
Lab fee will be required.  
This course is an interdisciplinary examination  
of the processes by which scientific knowledge  
is gained in biology, chemistry, physics, and  
geology, and how that knowledge influences  
our world, especially human societies. Periodic  
visits to local sites are a component of this  
course.  
Open to students enrolled in the honors advisement  
track of the Liberal Arts and Science Program or by  
permission of department chair.  
Prerequisites: BIOL 150, General Biology I  
or CHEM 110, General Chemistry I or PHYS 140,  
Physics I or higher.

NETWORK AND INFORMATION TECHNOLOGY

TLMG 100  PRINCIPLES OF  3-0-3  
TELECOMMUNICATIONS I  
Fall, DL  
This course and Principles of Telecommunication II  
provide a history of the evolution of telecommunica- 
tions from the invention of the telephone to the present day. Topics covered are basic  
telephony, communication network components and telephone system features.

TLMG 101  PRINCIPLES OF  3-0-3  
TELECOMMUNICATIONS II  
Spring, DL  
A continuation of Principles of Telecommunications I covering the basics of commu- 
nication services, fundamentals of traffic engi- 
neering and teleconferencing.  
Prerequisite TLMG 100, Principles of Telecommunications I

TLMG 120  INTRODUCTION  3-0-3  
TO DATA COMMUNICATIONS  
Spring  
An introductory course in data communications and teleprocessing. Topics include: data commu-

nations concepts, fundamentals of data trans-
mision, and an appreciation of networks and net-
working.  
Prerequisite: TLMG 100, Principles of Telecommunications I

TLMG 210  NETWORKS I -  3-0-3  
LANS  
Fall  
An intermediate course in data communications covering the latest service offerings of the  
common carriers in the United States. Students will become familiar with the rapidly growing  
rangle and complexity of network configurations.  
Prerequisite: TLMG 120, Introduction to Data Communications

TLMG 211  NETWORKS II -  3-0-3  
WANS  
Spring  
A continuation course in networks and network configurations including such state-of-the-art  
topics as data communications networks, packet switching networks, fiber optic networks, packet  
switching formats, X.25 protocol, LANs, WANs and data transmission facilities, both public and  
private.  
Prerequisites: TLMG 120, Introduction to Data Communications; TLMG 210, Networks I-LANS.

TLMG 220  TELEPHONE  3-0-3  
SYSTEM MANAGEMENT TECHNIQUES  
Spring  
An advanced course in the application of management techniques and equipment to maxi- 
mize the utilization of the in-place or proposed telephone system. Emphasis will be placed on  
the roles of office personnel in system manage- 
ment and operation; and present and new informa- 
tion processing technologies such as integrat- 
ed data/voice transmission, voice mail, elec-
tronic mail, call accounting, shared tenant serv- 
ces, resale of services and facilities and other  
emerging technologies. Case studies of large  
and small applications will be extensively uti- 
lized to feature the people impact as well as  
hard/soft dollar cost evaluations.  
Prerequisite: TLMG101, Principles of Telecommunications II.
TLMG 230  TELECOMMUNICATIONS  2-8-4  
PRACTICUM

Spring
This course provides students with the experience needed to identify innovative telecommunications applications in a wide variety of business, public service and residential environments, as well as to see how new telecommunications services are an important infrastructure component in city, state, and national planning. What are the new telecommunications applications? How do they create value? What are the opportunities for strategic investment? How can telecommunications investment be evaluated? And what is the likely future for U.S. telecommunications now that the divestiture of AT&T is behind us? These are the types of questions this course will provide answers to.

Prerequisites: TLMG 101, Principles of Telecommunications II; TLMG 120, Introduction to Data Communications; TLMG 210, Networks I-LANS.
Corequisites: TLMG 220, Telephone System Management Techniques; TLMG 211, Networks II-WANS.

NURSING

NURS 095  ORIENTATION  1-0-0  
Fall
This is a required course for all beginning nursing students. Legal and ethical implications relating to the delivery of health care are examined including state licensing requirements. This group orientation program focuses on student problems, campus activities, rules and regulations, study habits and changes as they occur in their major field.

Open only to matriculated Nursing students.

NURS 101  NURSING I  2-6-4  
Fall  Lab fee will be required.
The course introduces the study of human dynamics in health and illness. Focus is placed on the theory of stress-adaption within the intrapersonal, interpersonal and social systems. Fundamental nursing principles and techniques necessary for basic patient care are introduced in clinical settings. Unsatisfactory application of theory in the clinical laboratory experience will result in student failing the course. Successful completion of the course is required for entrance into NURS 102.

Pre- or co- requisite: ENGL 101, Composition I; BIOL 205, Microbiology; BIOL 270, Anatomy and Physiology I.

NURS 102  NURSING II  3-9-6  
Spring  Lab fee will be required.
Principles of human dynamics in relation to immobility and change in body image are studied. Emphasis on nursing care is on the individual immobilized due to age, surgery, physical and/or psychological trauma. Clinical experience is provided in specialized units, public and private agencies. Unsatisfactory application of theory in the clinical laboratory experience will result in student failing the course. Successful completion of this course is required for entrance into NURS 201, Nursing III.

Open only to matriculated Nursing students.
Prerequisite: NURS 101, Nursing I.
Pre- or co- requisite: ENGL 102, Composition II; PSYC 205, Dev. Psychology; BIOL 271, Anatomy and Physiology II.

NURS 201  NURSING III  5-15-10  
Fall  Lab fee will be required.
This course is open only to matriculated Nursing students. Principles of human dynamics in relation to loss are studied. Emphasis on nursing care is on the person experiencing loss in the intrapersonal, interpersonal and social systems. Clinical experience is provided in general hospitals, public and private agencies. Unsatisfactory application of the theory in the clinical laboratory experience will result in student failing the course. Successful completion of the course is required for entrance into NURS 202, Nursing IV.

Open only to matriculated Nursing students.
Prerequisite: NURS 102, Nursing II.
Pre- or co- requisite: PSYC 210, Abnormal Psychology, Social Science Elective.

NURS 202  NURSING IV  5-15-10  
Spring  Lab fee will be required.
This course is open only to matriculated Nursing students. Principles of human dynamics during crisis situations are studied. Emphasis is on crisis theory and techniques in complex nursing situations. A weekly seminar focuses on personal crisis management. Such topics as role change from student to graduate and moral, legal and ethical nursing dilemmas
Course Descriptions

PHILOSOPHY

PHIL 100  INTRO TO PHILOSOPHY I  3-0-3
Fall, Spring, Summer
A course introducing the student to the purposes and methods of the field of philosophy and introduction to important men of philosophy and their contributions to knowledge. The first semester concentrates on the ancient and medieval philosophers.

PHIL 101  INTRO TO PHILOSOPHY II  3-0-3
Spring
A continuation of Introduction to Philosophy (PHIL 100), with emphasis on philosophers in modern times and their contributions to thought.

PHIL 110  COMPARATIVE RELIGION I  3-0-3
Fall, Spring, Summer
A discussion-lecture course on the major religions of the world. The first semester emphasis is on ancient religions of the East, and the beginnings of the Judeo-Christian religions.

PHIL 111  COMPARATIVE RELIGION II  3-0-3
Offered on demand.
Continuation of PHIL 110, Comparative Religion I. The second semester emphasis is on

PHIL 265  HONORS PHILOSOPHY - IDEAS PAST AND PRESENT  3-0-3
Fall, Spring
This course explores the impact of both classical and contemporary ideas on post-modern society. It will explore the nature of intellect and define and discuss the meaning of abstract thought. The course will seek to understand the relationship between place, time and thought and will thus look closely at the social and historical location occupied by all of the thinkers discussed throughout the semester. Finally, this course will focus on post-modern American institutions such as the economic, political, health care, leisure, religious and legal and analyzing the ways in which each institution has been shaped by the power of ideas emanating from both the past and the present.
Open to students enrolled in the Liberal Arts and Science-Honors Program or by permission of department chair.

PHYSICAL EDUCATION

PHED 170  SOCCER/ BADMINTON  3-0-1
Fall
A student will develop a proficiency in the sports of soccer and badminton. Emphasis is on analysis and teaching of individual skills and team play.

PHED 171  PHYSICAL EXERCISE/TRACK AND FIELD  3-0-1
Fall, Spring
This course is designed to provide a knowledge of all aspects and fundamental concepts of physical fitness. The course will cover and work in all areas of conditioning basic to one’s fitness. It is designed to provide a working knowledge and skill in all recognized track and field events. The course will include the basic fundamental teaching concepts for each of the different running and field events.
PHED 180  INTRO TO 3-0-3  PHYSICAL EDUCATION  
Fall, Spring  
A study and understanding of the background, history and development of physical education; this course is designed to develop an appreciation for physical education as a profession and to create an awareness of critical issues and problems facing physical education today.

PHED 250  PHYSICAL 0-2-1  CONDITIONING  
Fall, Spring, Summer  
This course will incorporate a variety of fitness training techniques to prepare students for success in the entrance and exit physical fitness tests for law enforcement, military basic training, firefighter's exams, as well as other employment opportunities that require a fitness entrance exam. This is an intense course that will require a level of fitness appropriate with activities in which the students will participate during the semester.

PHED 270  ELEMENTARY 3-0-1  AND SECONDARY GAMES  
Fall, Spring, DL  
This course is designed to provide future physical education teachers with the knowledge and techniques to teach games to elementary and secondary students.

PHED 280  INTRODUCTION 3-0-3  TO SPORTS MEDICINE  
Fall, Spring  
This course is designed to introduce the student to the challenging field of athletic training. The course will provide knowledge concerning common injuries sustained during athletic and recreational activities, as well as specific considerations regarding evaluation, treatment and athletic rehabilitation in a sports medicine setting.

PHYSICAL EDUCATION ELECTIVE PROGRAM  
The college also sponsors a Physical Education elective program containing a diverse array of activity courses. Physical Education is a required subject for students majoring in the Liberal Arts and Sciences and certain other curriculums. However, all students at the college may take courses within the Physical Education elective program for academic credit. Most courses may be taken without cost to the full-time student provided the student's semester course load is not in excess of 18 credit hours.* The courses from which a student can select are listed below:

One Credit Hour Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED 130</td>
<td>Tennis-Badminton</td>
</tr>
<tr>
<td>PHED 131</td>
<td>Tennis-Volleyball</td>
</tr>
<tr>
<td>PHED 132</td>
<td>Weight Training I</td>
</tr>
<tr>
<td>PHED 133</td>
<td>Volleyball</td>
</tr>
<tr>
<td>PHED 134</td>
<td>Basketball</td>
</tr>
<tr>
<td>PHED 135</td>
<td>Racquetball-Tennis</td>
</tr>
<tr>
<td>*PHED 136</td>
<td>Beginning Golf</td>
</tr>
<tr>
<td>PHED 239</td>
<td>Advanced Racquetball</td>
</tr>
<tr>
<td>*PHED 236</td>
<td>Intermediate Golf</td>
</tr>
<tr>
<td>PHED 137</td>
<td>Volleyball-Softball</td>
</tr>
<tr>
<td>PHED 138</td>
<td>Aerobic Dance</td>
</tr>
<tr>
<td>PHED 232</td>
<td>Weight Training II</td>
</tr>
<tr>
<td>PHED 139</td>
<td>Racquetball</td>
</tr>
<tr>
<td>PHED 140</td>
<td>Soccer-Volleyball</td>
</tr>
<tr>
<td>PHED 141</td>
<td>Weight Training/Pers. Fitness</td>
</tr>
<tr>
<td>PHED 142</td>
<td>Physical Cond./Self Defense</td>
</tr>
<tr>
<td>PHED 143</td>
<td>Soccer-Tennis</td>
</tr>
<tr>
<td>PHED 144</td>
<td>Weight Lifting</td>
</tr>
<tr>
<td>PHED 145</td>
<td>Adventure</td>
</tr>
<tr>
<td>PHED 146</td>
<td>Lifetime Fitness/Wellness</td>
</tr>
<tr>
<td>PHED 147</td>
<td>Step Aerobics</td>
</tr>
<tr>
<td>*PHED 148</td>
<td>Aerobic Boxing</td>
</tr>
<tr>
<td>*PHED 248</td>
<td>Advanced Aerobic Boxing</td>
</tr>
</tbody>
</table>

Prerequisite: PHED 148, Aerobic Boxing or permission from instructor.

Half-Credit Hour Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PHED 149</td>
<td>Circuit Fitness</td>
</tr>
<tr>
<td>PHED 150</td>
<td>Fitness Walking</td>
</tr>
</tbody>
</table>

*PHED 100 | Beginning Ice Skating |
| *PHED 200 | Intermediate Ice Skating |
| PHED 101 | Ice Hockey Fundamentals |
PHED 102 Beginning Lacrosse
PHED 103 Floor Hockey I
PHED 203 Floor Hockey II
PHED 104 Indoor Soccer
PHED 105 Outdoor Soccer
PHED 106 Tennis I
PHED 206 Tennis II
PHED 107 Racquetball
PHED 108 Golf I
PHED 208 Golf II
PHED 109 Softball
PHED 110 Jogging
PHED 111 Basketball I
PHED 112 Volleyball I
PHED 113 Badminton I

*Additional rental fees are charged for some activity courses.

PHYSICS

PHYS 095 FOUNDATIONS 3-2-4ND OF PHYSICS I

Fall Lab fee will be required.
This course is the first half of a two-semester course designed to prepare the Individual Studies student for entrance into a technical program of his or her choosing. The student will begin by learning some basic tools such as powers-of-10 notation, graphing techniques and vector addition. Then these tools will be applied in the areas of linear motion, forces, energy, heat and temperature, sound, and the reflection and refraction of light waves. Credits earned in this course may not be applied toward the associate degree.

PHYS 096 FOUNDATIONS 3-2-4ND OF PHYSICS II

Offered on demand. Lab fee will be required.
In a continuation of PHYS 095, Foundations of Physics I, the student will investigate DC electricity, magnetism, and the spectrum of electromagnetic waves. In addition, the student will learn about some of the more recent physical phenomena such as radioactivity, x-rays, the photoelectric effect, fission, fusion and the present day applications of each of these. This course does not grant college credit.

PHYS 100 PHYSICAL 3-0-3 SCIENCE I/PHYSICS AND CHEMISTRY * SCI, NS

Fall, Spring Lab fee will be required.
A course intended to give the non-science major a basic background in principles of physics and chemistry which affect everyone’s life. Fundamental concepts of force, motion, energy, electricity, nuclear reactions and chemistry are covered descriptively in lecture. Mathematics is kept to a minimum, but the student will be exposed to metric measurements, powers-of-ten notation, graphs and simple algebraic relationships. One class hour each week is spent in a laboratory environment where students can “prove” certain principles for themselves.

PHYS 101 PHYSICAL 3-0-3 SCIENCE II/Earth SCIENCE AND ASTRONOMY * SCI, NS

Fall, Spring, Summer Lab fee will be required.
This course is a lecture course intended for non-science majors in which the principles of meteorology, geology and astronomy are covered. However, students spend one class hour each week in a laboratory environment where they learn to interpret weather and topographic maps, identify common minerals and rocks, and complete various exercises to help them gain an understanding of other meteorologic, geologic and astronomical phenomena.

PHYS 105 INTRODUCTION 3-0-3 TO ASTRONOMY * SCI, NS

Fall, Spring, Summer, DL
This is a one-semester laboratory course in descriptive astronomy covers planetary stellar and galactic astronomy appropriate for non-science majors. It is offered as a Web-based course only. Students will be able to use celestial coordinates and constellations to locate celestial objects. They will be able to demonstrate a working knowledge of the properties of stars, planets, moons, comets, and meteors, nebulae and galaxies. They will be able to demonstrate a basic understanding of the origin and make-up of the solar system and cosmos.
PHYS 110  PHYSICS FOR 3-2-4 THE HEALTH SCIENCES *SCI, NS

Fall  Lab fee will be required.
The health technologies student becomes familiar with physical concepts in static and dynamic fluids, ideal gases, energy, and thermodynamics through a problem-solving approach. The student’s understanding is reinforced by weekly experiments in which he or she gains laboratory skills and experience in the analysis of data.

PHYS 115  PHYSICS 3-2-4 *SCI, NS

Fall  Lab fee will be required.
A one-semester course designed especially for construction students. Fundamental principles of physics are presented in a wide variety of areas. Some of the topics covered are motion, Newton’s Laws, vectors, work and energy, hydraulics, strength of materials, statics, thermal effects, wave motion, single and double lens optics, and fundamental electricity. Where appropriate, the emphasis is on technical application to the construction field.

PHYS 125  PHYSICS FOR 4-0-4 TELECOMMUNICATIONS TECHNOLOGY - VERIZON, NS

Fall, Spring
A course in applied physics designed to meet the needs of the Verizon Telecommunications Technology student. The student will study topics in mechanics, light, electricity and magnetism, elementary thermodynamics and modern physics and their relation to the field of communications.

PHYS 130  PHYSICS FOR 3-3-4 TELECOMMUNICATIONS TECHNOLOGY, NS

Fall, Spring  Lab fee will be required.
A course in applied physics with special emphasis on topics related to the field of communication technology, including fundamental mechanics, the physical phenomena of light and its propagation and certain aspects of elementary thermodynamics.
Prerequisite: MATH 140, Mathematical Applications I. Corequisite: MATH 141, Mathematical Applications II.

PHYS 135  TECHNICAL 3-2-4 PHYSICS I *SCI, NS

Fall, Spring, Summer  Lab fee will be required.
The engineering technology student will become familiar with physical concepts in vectors, linear and rotational kinematics and dynamics, simple harmonic motion, and static and dynamic fluids through an algebra-based problem-solving approach. Class work is reinforced by weekly experiments in which he or she gains laboratory skills and experience in the analysis of data.
Corequisite: MATH 150, College Algebra & Trigonometry.

PHYS 136  TECHNICAL 3-2-4 PHYSICS II *SCI, NS

Fall, Spring, Summer  Lab fee will be required.
This course is a continuation of Technical Physics I (PHYS 135), with the same problem-oriented and laboratory approach. The student will study ideal gases, thermodynamics, electricity and magnetism, and selected topics in modern physics.
Prerequisites: PHYS 135, Physics I; MATH 150, College Algebra and Trigonometry.
Corequisite: MATH 151, Analytic Geometry & Basic Calculus.

PHYS 140  PHYSICS I 3-2-4 *SCI, NS

Fall, Spring, Summer  Lab fee will be required.
PHYS 140, Physics I and PHYS 141, Physics II constitute a one-year, high-level course in physics for transfer students. The basic ideas of physics are stressed, and presented in depth, particularly as they apply to the life sciences. Sufficient mathematics is presented so that the student can gain insight into both theory and application through problem solving. The laboratories are largely quantitative and stress applications. Topics include: classical mechanics, gravitation and fluids, and oscillations.
Corequisite: MATH 160, Precalculus.

PHYS 141  PHYSICS II 3-2-4 *SCI, NS

Fall, Spring, Summer  Lab fee will be required.
A continuation of PHYS 140, Physics I. Topics include: thermodynamics, electricity, magnetism, and modern physics.
Prerequisite: PHYS 140, Physics I.
PHYS 143 INTRODUCTION 2-2-3 TO METEOROLOGY * SCI, NS

Fall, Spring, DL. Lab fee will be required.
This course is a general survey of atmospheric sciences for non-science students. Through an understanding of science inquiry and the scientific method, students will develop a basic understanding of the processes that control weather and climate. Current events and issues in atmospheric sciences also will be discussed.

PHYS 145 INTRODUCTORY 3-2-4 GEOLOGY * SCI, NS

Fall, Spring, DL. Lab fee will be required.
Earth materials, surface landforms and the earth’s interior are covered non-mathematically. The processes of construction and destruction are emphasized. Specific topics include plate tectonics, stream erosion, mountains, glaciers, volcanoes, and earthquakes. Laboratory study includes rock and mineral identification, landscape interpretation from topographic maps and aerial photos, lab-period field trips, and an all-day field trip to the Adirondacks.

PHYS 146 EVOLUTION 3-2-4 OF THE EARTH * SCI, NS

Spring. Lab fee will be required.
This course treats the development of the earth and its seas, continents and mountains. The Earth’s history is studied in chronological order, beginning with spacecraft data from the moon and planets and concluding with the events of the recent glaciation. Emphasis is on the ancient geography of North America and in particular the geologic history of eastern New York. Laboratory study includes sediment analysis, fossil identification, interpretation and construction of geologic maps, lab-period field trips, and an all-day field trip to the Catskills.
Pre-requisite: PHYS 145, Introduction to Geology.

PHYS 150 GENERAL 3-3-4 PHYSICS I * SCI, NS

Fall, Spring, Summer, DL. Lab fee will be required.
The first of four calculus-based general physics courses supporting the customary baccalaureate science or engineering degree requirement. Topics included are introductory vector algebra and calculus, translational and rotational kinematics and dynamics, and energy and momentum conservation laws. The theory is accompanied by a comprehensive laboratory in which clarification of basic principles and accuracy of data taking are stressed.
Pre or Corequisite: MATH 180, Calculus I.

PHYS 151 GENERAL 3-3-4 PHYSICS II * SCI, NS

Fall, Spring, Summer, DL. Lab fee will be required.
A continuation of PHYS 150 General Physics I, in which the student studies gravitation, electric and magnetic fields, and DC and AC circuits.
Pre-requisite: PHYS 150, General Physics I.

PHYS 210 FUNDAMENTALS 3-2-4 OF GIS * SCI, NS

Fall, Spring, Summer. Lab fee will be required.
This one-semester course will focus on the conceptual, cartographic and scientific underpinnings of GIS, emphasizing hands-on skills of data collection, manipulation, and presentation using GIS software. The laboratory focuses on using scientific method and critical thinking in the use of GIS for natural science applications through map-making, interpretation and spatial analysis.
Pre- or co-requisite: MATH 150, College Algebra and Trigonometry.

PHYS 250 GENERAL 3-3-4 PHYSICS III * SCI, NS

Fall, Spring. Lab fee will be required.
A continuation of PHYS 250 General Physics III, in which the student is introduced to quantum mechanics, atomic structure, molecular and statistical physics, the solid state, nuclear and particle physics, and modern theories of cosmology. The student also acquires considerable skill in the use of advanced optical apparatus and precision data reduction.
Pre-requisite: PHYS 250, General Physics III.
Pre or Corequisite: MATH 220, Differential Equations.
PHYS 255 RESEARCH 1-0-1 READING IN PHYSICS
Offered on demand.
An independent reading course for Engineering Science or Mathematics and Science majors who are taking PHYS 250 General Physics III or PHYS 251 General Physics IV concurrently during their second year. The course may be taken either semester; the topic to be investigated will be selected by the student with the instructor’s approval.
Corequisites: PHYS 250, General Physics III (Fall Semester); PHYS 251 General Physics IV (Spring Semester).

PHYS 256 EXPERIMENTAL 0-2-1 RESEARCH IN PHYSICS
Offered on demand. Lab fee will be required. An independent laboratory course for mathematics or physical science majors who are taking General Physics III, PHYS 250 or General Physics IV, PHYS 251 concurrently during their second year. Suggested topics for investigation are holography, fiber optics and super conductivity. Students may investigate other topics of special interest with instructors’ approval. This course may be taken either semester.
Corequisites: PHYS 250, General Physics III (Fall Semester); PHYS 251, General Physics IV (Spring Semester).

PLANT UTILITIES TECHNOLOGY

PUTL 110 BLUEPRINT 2-2-3 READING
Fall
The student will develop the skills necessary to read and interpret basic mechanical, architectural and electrical diagrams. The student will be able to make simple sketches for graphic communication.

PUTL 120 BOILER AND STEAM SYSTEMS 3-2-4
Spring
Topics include a study of the various types of boilers found in industry. The design and construction of boilers and combustion of fuels will be discussed. Also studied are boiler accessories, pumps, valves, turbines and pollution control equipment. Students learn to use steam tables and charts. Safe operation is emphasized throughout the course.

PUTL 200 HEATING, 3-2-4 VENTILATING AND AIR CONDITIONING (HVAC)
Fall
To provide the student with a fundamental as well as practical knowledge and application of heating, ventilation and air conditioning systems including basic engineering and thermodynamic theory and system design. Course material will emphasize the design, maintenance and operation of the various systems, components and the application of these components.

PUTL 201 UTILITY 3-2-4 REFRIGERATION MECHANICS
Fall
To provide the student with a fundamental knowledge of refrigeration and air conditioning theory, technology and systems. Course material will emphasize the functions and characteristics of the refrigeration cycle and the integration of these components into a systems application.

PUTL 202 INDUSTRIAL 3-2-4 ELECTRICITY
Fall
An introductory course designed to enable the students to understand basic electrical circuits and magnetic phenomena. Students will be prepared for further studies in this field.

PUTL 210 ELECTRICAL 3-2-4 UTILITY SYSTEMS
Spring
Students will examine the electrical transmission, distribution, and utilization systems used by large industrial and institutional consumers. Topics include overhead, and underground feeder equipment; interfacing with utility company facilities; switchgear and overcurrent protection; single phase, and three phase circuits; interior lighting fundamentals; interior branch circuits. This course will approach the subject matter from the operational, rather than the abstract, point of view.
PUTL 211 PLANT OPERATIONS AND MAINTENANCE
Spring
This course is intended to provide the students with a background in the administrative, managerial and supervisory aspects of physical plant operation. Will be presented to provide a perspective of plant operation and maintenance from the viewpoint of large installations.

PUTL 212 INDUSTRIAL INSTRUMENTATION AND CONTROL
Spring
Intended to provide the students with a working knowledge of electrical, electronic and pneumatic control systems. Includes a study of control fundamentals, transducers, controllers and signal conditioning devices.

PUTL 213 INDUSTRIAL SAFETY
Spring
Course is intended to familiarize students with the hazards encountered in industrial settings and methods of controlling or avoiding these hazards. Topics in industrial hygiene are covered and “right to know” legislation is explained.

POLITICAL SCIENCE

POLS 100 INTRODUCTION TO POLITICAL SCIENCE * SSC, SS, OSL
Fall, Spring, DL
This course is designed to provide a general introduction to political thought and the practice of politics. Emphasis is placed on the exploration of the different political ideas, institutions, and systems, on the state, national and international levels.

POLS 105 AMERICAN NATIONAL GOVERNMENT * SSC, SS, AH
Fall, Spring, Summer
An in-depth examination of the principles, procedures, institutions and theories of American National Government.

POLS 110 STATE AND LOCAL GOVERNMENT * SSC, SS, OSL
Fall, Spring, Summer, DL
Analysis of the structure and functioning of state, county, local and special governmental units with particular emphasis on governmental units within the State of New York.

POLS 120 INTRODUCTION TO THE VIETNAM WAR * SSC, AH, OC, OSL
Fall, Spring
This course is an overview of the American involvement during the Vietnam War. It is an attempt to deal with the historical roots of involvement and its failures. The course is designed to give the student an in-depth understanding of the war from a political, moral and military point of view.

POLS 125 INTRODUCTION TO TERRORISM * SSC
Fall, Spring
This course is an attempt to give students an overview of terrorism and its impact on a civilized world. It is a course designed to stimulate discussion on both the sociological, and political/philosophical aspect of rebellion. The nature and extent of the problems of domestic terrorism in contemporary America will also be discussed.

POLS 200 INTERNSHIP 4 credits
Spring
The purpose of the internship is to provide students with an in-depth first-hand experience combining the theory and practice of the legislative and other governmental processes in order to develop research, communication and understanding of how legislatures and governments are organized and work. Specifically, the internship course will provide insight into legislative processes; the myriad of issues and responsibilities addressed by legislative entities, the relationship of lobby organizations and other groups on the legislative process, the different levels of governments and intergovernmental relations and how they impact each other, the budgeting process, and the development of legal research skills and public policy concerns and their impact on the legislative
process. Finally, the students will observe and understand the many roles politics plays in the legislative process.

Prerequisite: POLS 105, American National Government or POLS 110, State and Local Government. A grade of “B” or higher is required.

POLS 222 GLOBAL 3-0-3 SEMINAR * SSC, SS

Spring
A collaborative course among separate community colleges that uses case studies in environmental and sustainability issues to build an understanding of the social structural conditions that produce environmental problems and affect responses to them. Students will participate in videoconferences and electronic research and discussion.

PSYCHOLOGY

PSYC 100 GENERAL 3-0-3 PSYCHOLOGY * SSC, SS, OSL

Fall, Spring, Summer, DL
This course consists of systematic, empirical study of human behavior. The course covers the following: introduction to psychology, research methodology, biological psychology, sensation and perception, consciousness, learning memory, thought and language, intelligence, human development, motivation and emotion, personality theories, abnormal psychology, health psychology, and social psychology.

PSYC 200 CHILD 3-0-3 PSYCHOLOGY * SSC, SS

Fall, Spring, Summer, DL
Child Psychology addresses human development from conception through adolescence with emphasis on theories and methods of psychology. Topics include cognitive, social emotional and personality development of individuals within social, historical, and cultural contexts.

Prerequisite: PSYC 100, General Psychology or permission of department chair.

NOTE: Credit cannot be received for both Child Psychology and Developmental Psychology.

PSYC 205 DEVELOPMENTAL 3-0-3 PSYCHOLOGY * SSC, SS

Fall, Spring, Summer, DL
A systematic life span approach to the study of human development from conception to death. Major areas will include physical, cognitive and social/personality changes.

Prerequisite: PSYC 100, General Psychology or permission of the department chairperson.

NOTE: Credit cannot be received for both Child Psychology and Developmental Psychology.

PSYC 210 ABNORMAL 3-0-3 PSYCHOLOGY * SSC, SS, OSL

Fall, Spring, Summer, DL
A comprehensive study of the changes taking place in the fields of mental health and illness, relating to the physical, psychological and sociological causes. Case studies.

Prerequisite: PSYC 100, General Psychology, or equivalent or permission of department chair.

PSYC 215 PSYCHOLOGY 3-0-3 OF PERSONAL ADJUSTMENT * SSC, SS, OSL

Fall, Spring
A survey of humanistic behavioristic and psychoanalytic theories as they relate to dealing effectively with the adjustment demands of everyday life. Using the life cycle approach, this course includes coverage of topics emphasizing psychological health and constructive coping, stress and its effects, interpersonal relationships and communication, values orientation in contemporary society and various approaches to personal growth and development.

Prerequisite: PSYC 100, General Psychology or permission of department chair.

PSYC 220 PSYCHOLOGY 3-0-3 OF WOMEN * SSC, SS

Fall
This course is designed to teach theories related to the psychological development of girls and women through the life span. Topics will include gender typing, physical and psychological health, pregnancy, motherhood, old age, education and employment. Issues of race, eth-
nicity, class, sexual orientation and disability will be included in our understandings of female development.

Prerequisite: PSYC 100, General Psychology.

**PSYC 225**  
**SPORT PSYCHOLOGY**  
*SSC, SS*

*Fall, Spring*

This course consists of a systematic, empirical study of human thought and behavior in sport. Major topics that will be covered include the following: introduction to sport psychology, research methodology, gender and sport, personality and the athlete, information processing in sport, learning in sport, anxiety and arousal in sport, cognitive-behavioral interventions, motivation in sport, social psychology in sport, psychobiology and doping, and developmental aspects of children's sport participation.

**PSYC 235**  
**POSITIVE PSYCHOLOGY**  
*SSC, SS*

*Fall, Spring*

This course focuses on the science of happiness and personal effectiveness, with a focus on the empirical study of well being. The scientific study of happiness will include how to define and objectively measure happiness, genetic influences, cultural and environmental influences, neurological influences, behavioral and cognitive influences as well as the systematic study of how to influence life satisfaction. Content is addressed through readings, class lecture and discussion, writing assignments and experiential activities.

Prerequisite: PSYC 100, General Psychology.

**PSYC 250**  
**EDUCATIONAL PSYCHOLOGY**  
*SSC, SS*

*Spring*

This course involves the study of psychology as applied to education and instruction. Specific topics include cognitive, social, and emotional development, individual and cultural differences in learning and interaction styles, learning theories and instruction, effective motivation in education, issues in testing and assessment, and creating environments conducive to learning. In addition, students will be required to complete 25 hours of experiential work in a school setting. This work will involve observation of educational environments and interviews with educational professionals.

Prerequisite: PSYC 100, General Psychology; PSYC 200, Child Psychology.

**PSYC 275**  
**STATISTICS FOR THE BEHAVIORAL SCIENCES**  
*SSC, SS, MT*

*Fall*

The course will introduce basic terminology, statistical notation, measurement scales, testing procedures and analysis of data through presentations in descriptive and inferential statistics. Demonstrations and sampling experiments will be presented to make the abstract statistical concepts more concrete and understandable.

Prerequisite: MATH 150, College Algebra and Trigonometry.

**PSYC 280**  
**EXPERIMENTAL PSYCHOLOGY**  
*SSC, SS*

*Spring*

This course provides a general introduction to how psychologists go about the business of doing their science. A non-exhaustive list of the topics covered includes: 1) why and how psychologists develop theories and hypotheses, 2) philosophy of science, 3) the criteria that can be used for evaluating a theory’s validity and usefulness, including the social psychology of what makes theories wax and wane in popularity, 4) the observational and experimental methodologies one uses to “test” hypotheses properly, 5) the kinds of inferences one can logically draw from data collected using these methodologies, 6) the steps psychologists go through to communicate their findings effectively and to publish them in scientific journals, and 7) the ethical issues involved in conducting research with animals (including humans).

Prerequisite: PSYC 275, Statistics for the Behavioral Sciences.
PUBLIC ADMINISTRATION STUDIES

PADM 100  INTRODUCTION 3-0-3 TO PUBLIC ADMINISTRATION

Fall, Spring, DL
This course explores the theory, basic principles and practices of public administration in the United States, including discussions related to the development, organization, functions and problems of national, state and local administration.

PADM 180  PRINCIPLES OF 3-0-3 SUPERVISION

Fall, Spring, DL
This course explores the theory and methods of the supervisory process. Topics include communication, motivation, leadership, morale, delegation, employee staffing, performance appraisal and progressive discipline.

PADM 205  PUBLIC 3-0-3 PERSONNEL ADMINISTRATION

Spring, DL
This course explores the evolution of the Civil Service system and the basic laws, principles and practices associated with contemporary merit systems. Topics include job evaluation, classification, compensation, benefits, administration, examinations, selection and constitutional issues.

PADM 210  LABOR 3-0-3 RELATIONS

Fall, DL
This course explores the evolution of public sector unionism and the legal, economic and political framework of labor relations in federal, state and municipal governments. It also provides an analysis of the collective bargaining process and its participants, impasse resolution, the content and administration of labor agreements, and the grievance process.

PADM 230  PUBLIC POLICY 3-0-3 AND DOMESTIC VIOLENCE

Offered on demand.
This course will examine the specific problem of adult domestic violence from a public policy perspective. The nature, extent, dynamics and impacts of violence in intimate relationships will be analyzed in light of specific government responses to the problem. Executive, legislative and judicial (criminal and civil) policies will be explored from historical and political perspectives. Specific agency policies (police, family court, district attorney, probation, corrections, social services, emergency room/health care, mental health, etc.) will be analyzed in terms of their effectiveness in stopping the violence and contributing to a coordinated, community response.

PADM 240  PUBLIC AFFAIRS 1-0-1 SEMINAR I

Offered on demand.
This seminar provides an interdisciplinary study of selected problems in public affairs, and the theory and practice of public service. Where practicable, a combination of classroom and field experience will be undertaken. Students complete a seminar report on a topic developed by the instructor and the student. Prerequisite: Completion of the core courses and generic courses in Civil and Public Service major.

PADM 241  PUBLIC AFFAIRS 2-0-2 SEMINAR II

Offered on demand.
This seminar provides an interdisciplinary study of selected problems in public affairs, and the theory and practice of public service. Where practicable, a combination of classroom and field experience will be undertaken. Students complete a seminar report on a topic developed by the instructor and the student. Prerequisite: Completion of the core courses and generic courses in Civil and Public Service major.

PADM 242  PUBLIC AFFAIRS 3-0-3 SEMINAR III

Offered on demand.
This seminar provides an interdisciplinary study of selected problems in public affairs, and the theory and practice of public service.
Where practicable, a combination of classroom and field experience will be undertaken. Students complete a seminar report on a topic developed by the instructor and the student.
Prerequisite: Completion of the core courses and generic courses in the Civil and Public Service major.

RADIOLOGIC (X-RAY) TECHNOLOGY

For successful completion of Clinical Education courses, students must be able to perform the essential positions detailed in the Radiologic Technology Program Technical Standards.

XRAY 102 RADIOGRAPHIC 2-2-3 POSITIONING I
Fall
This course helps the student gain the ability and confidence he or she needs to perform the radiographic examinations he or she will be expected to handle in the clinical setting; consideration will be given to the positioning of the appendicular skeleton, and the structures and organs of the abdomen and chest.
Corequisite: XRAY 106, Clinical Education I.

XRAY 104 RADIOGRAPHIC 3-0-3 EXPOSURE PHYSICS I
Fall
This course provides the student with a thorough understanding of the basic and essential factors influencing radiography and their direct effect upon the quality of a radiograph. Radiation Physics and radiographic techniques will be considered in this course.
Corequisites: XRAY 102, Radiographic Positioning I; XRAY 106, Clinical Education I.

XRAY 106 CLINICAL 1-16-4 EDUCATION I
Fall
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of area hospitals and in classroom lecture. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program.

NOTE: The student is given either a pass or fail grade for this course with no quality point awarded.
Open to matriculated Radiologic Technology students only.
Corequisite: XRAY 102, Radiographic Positioning I; XRAY 104, Radiographic Exposure-Physics I.

XRAY 108 NUCLEAR MEDICINE 2-0-2 INSTRUMENTATION AND PHYSICS
Fall
This course will provide an introduction to the physics and instrumentation that make nuclear medicine and molecular imaging possible. It will explain how atomic and nuclear processes are harnessed using electronic instrumentation to provide information about the biological process within the body. The course will also provide an overview of nuclear medicine imaging systems and techniques as well as the measures used to assure image quality and patient safety.
Prerequisite: XRAY 114, Radiographic Exposure Physics II or with permission of instructor or Medical Imaging Department Chairperson.

XRAY 110 NUCLEAR MEDICINE 2-0-2 RADIATION SAFETY
Spring
This course provides an introduction to the science that allows humans to benefit from the use of ionizing radiation in nuclear medicine. Radiation interactions within tissue and the biological effects caused by such interactions also will be presented. The course will explain the techniques used to maintain radiation doses as low as reasonably achievable and regulatory structure used to limit doses to the technologists and the public.
Prerequisite: XRAY 114, Radiographic Exposure Physics II or with permission of instructor or Medical Imaging Department Chairperson.

XRAY 112 RADIOGRAPHIC 2-2-3 POSITIONING II
Spring
A continuation of Radiographic Positioning, XRAY 102. Consideration will be given to the structures and organs of the spine, skull, and bony thorax.
Prerequisite: XRAY 102, Radiographic Positioning I.
Corequisite: XRAY 116, Clinical Education II.
XRAY 114  RADIOGRAPHIC 2-2-3
EXPOSURE PHYSICS II
Spring
Lab fee will be required.
This course presents the fundamentals of radiographic equipment operation, processing and proper exposure selection. Laboratory sessions include radiation measurements, sensitometry, exposure calculation, factors affecting radiographic image quality. 
Prerequisite: XRAY 104, Radiographic Exposure-Physics I.

XRAY 116  CLINICAL  1-16-5
EDUCATION II
Spring
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of the area hospitals and in classroom lecture. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program. 
NOTE: The student is given either a pass or fail grade for this course with no quality points awarded. 
Open to matriculated Radiologic Technology students only.
Prerequisite: XRAY 106, Clinical Education I.
Corequisites: XRAY 112, Radiographic Positioning II; XRAY 114, Radiographic Exposure-Physics II.

XRAY 126  CLINICAL  0-40-7
Summer
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of the area hospitals. If a student’s clinical performance is unsatisfactory or, if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program. 
NOTE: The student is given either a pass or fail grade for this course with no quality points awarded. 
Open to matriculated Radiologic Technology students only.
Prerequisite: XRAY 116, Clinical Education II.

XRAY 200  RADIOLOGICAL  3-0-3
HEALTH
Fall
This course is to assure that the student provides maximum radiation safety to patients and personnel by the study of the biological effects of radiation, radiation monitoring instrumentation and units, interaction of radiation on matter, evaluation of radiation hazards, protection methods of reducing radiation to the patient, personnel and general public, radiological installations and equipment specifications. Open to matriculated Radiologic Technology students only.
Prerequisite: XRAY 104, Radiographic Exposure Physics I; XRAY 114, Radiographic Exposure Physics II.

XRAY 202  ADVANCED  2-0-2
RADIOGRAPHIC PROCEDURES I
Fall
This course provides the student with knowledge of computer basics and insights into digital imaging. Fundamentals of contrast media, fluoroscopic equipment, tomography and radiographic procedures of the renal and digestive systems will be explored. 
Corequisite: XRAY 206, Clinical Education IV.

XRAY 204  NURSING  2-0-2
PROCEDURES AND MEDICAL SURGICAL DISEASES
Fall
This course is divided into two parts. The first part will develop the student’s proficiency in nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various clinical situations. The second part of this course will acquaint the student with various diseases and help the student to understand the disease process, including changes which occur in disease and injury and their application to radiologic technology. The foundation built in this course will aid the student in decisions regarding patient care and radiography. Students will be required to research topics for written and oral presentation. 
Open to matriculated Radiologic Technology students only.
Prerequisite: BIOL 271, Anatomy & Physiology II. 
Corequisite: XRAY 206, Clinical Education IV.

XRAY 206  CLINICAL  1-24-6
EDUCATION IV
Fall
Lab fee will be required.
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of the area hospitals.
Emphasis is placed on new hospital orientation, film critique, and pediatric and geriatric radiology. If a student’s clinical performance is unsatisfactory or, if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program.

Open to matriculated Radiologic Technology students only.

Prerequisite: XRAY 126, Clinical Education III.

Corequisites: XRAY 202, Advanced Radiographic Procedures I; XRAY 204, Nursing Procedures & Medical Surgical Diseases; XRAY 200, Radiological Health.

XRAY 212 ADVANCED 2-0-2
RADIOGRAPHIC PROCEDURES II

Spring
This course provides the student with the fundamentals of the specialized procedures performed in radiography. These procedures include specialized examinations of the salivary glands, larynx and pharynx, lungs, spinal cord, joints, angiography (vascular system) with and without computer-aided instrumentation and interventional procedures-vascular and non vascular.

Prerequisite: XRAY 202, Advanced Radiographic Procedures I.

Corequisites: XRAY 214, Radiographic Seminar; XRAY 216, Clinical Education V.

XRAY 214 RADIOGRAPHIC 2-0-2
SEMINAR

Spring
This is the final course in the Radiologic Technology sequence. It is designed to introduce students to specialized radiographic techniques and new imaging modalities including sonography, computer tomography and magnetic resonant imaging. The basic principles of quality assurance in radiology are discussed. Consideration is given to employment situations, professional organizations and to national certification and state licensure.

Prerequisites: XRAY 202, Advanced Radiographic Procedures I; XRAY 204, Nursing Procedures & Medical-Surgical Diseases; XRAY 200, Radiological Health. Corequisites: XRAY 212, Advanced Radiographic Procedures II.

XRAY 216 CLINICAL 1-24-6
EDUCATION V

Spring
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of the area hospitals. Emphasis is placed on film critique, trauma radiology, psychology of patient care, introduction of special procedures and new imaging modalities. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program.

Open to matriculated Radiologic Technology students only.

Prerequisite: XRAY 206, Clinical Education IV.

Corequisites: XRAY 212, Advanced Radiographic Procedures II; XRAY 214, Radiographic Seminar.

XRAY 226 CLINICAL I 0-40-7
EDUCATION V

Summer
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of the area hospitals. Emphasis placed on perfecting performance, introduction to special procedures and new imaging modalities. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program. Exit competencies are required for course completion. NOTE: The student is given either a pass/fail grade for this course with no quality points awarded.

Open to matriculated Radiologic Technology students only.

Prerequisite: XRAY 216, Clinical Education V.

RESP 100 BASIC 1-0-1
INTERPRETATION OF THE ELECTROCARDIOGRAM

Fall, Spring, Summer, DL
This course covers the electro-mechanical system of the heart. It includes basic cardiac anato-
my, conduction anatomy and physiology, descriptions of ECG waveforms, and identification of life threatening arrhythmias. Common cardiac conduction defects will be discussed. 
Prerequisite: High school biology.

**RESP 101 BASIC 1-2-2 INTERPRETATION AND PERFORMANCE OF THE ELECTROCARDIOGRAM**

*Fall, Spring, Summer*
This course is designed and intended for those individuals who may need to know the mechanical-electrical system of the heart. Included are definitions and descriptions of EKG configurations, recognition and interpretation of disorders. Identification and an explanation of common cardiac congenital anomalies as well as the effects of pharmacological compounds upon the heart’s conduction system are discussed. The successful student will be prepared for performing the duties of a monitoring technician or an EKG technician through clinical experience obtained at an area hospital. 
Prerequisite: High school biology.

**RESP 105 PHLEBOTOMY 1-2-2 PRACTICES**

*Fall, Spring*  
Lab fee will be required.
Phlebotomy Practices is a course designed to meet the needs of health care professionals, workers and students in becoming proficient and well versed in collection, preservation and submission of clinical specimens for examination. The course will provide up-to-date information on key issues such as basic medical terminology, health care delivery system, clinical laboratory overview, safety, anatomy with respect to specimen collection, and other topics. Also to be included is practice in venous access and dermal puncture techniques.

**RESP 110 HUMAN 3-0-3 ANATOMY AND PHYSIOLOGY, NS**

*Spring*
This course emphasizes the cardiopulmonary system and acid-base balance applied to and correlated with patient pathologies. 
Open only to matriculated Respiratory Care students. 
Prerequisite: BIOL 139, Anatomy and Physiology I.

**RESP 115 CARDIOPULMONARY 2-0-2 PHARMACOLOGY**

*Spring*
This course is designed to familiarize the student with medications commonly used in cardiopulmonary care. It includes patient assessment of need, indications, contraindication, actions, side effects and hazards for each medication discussed. The student will also identify age appropriate dosing and routes of administration for each drug. The course includes an introduction to the pharmacological aspect of Advanced Cardiac Life Support according to the guidelines of the American Heart Association. 
Prerequisites: BIOL 139, Anatomy and Physiology I; or BIOL 271, Anatomy and Physiology; or ICVT 210, Principles of Invasive Cardiovascular Technology I.

**RESP 120 FUNDAMENTALS 2-3-3 OF RESPIRATORY CARE I**

*Spring*  
Lab fee will be required.
This is a general introductory course in respiratory care including laboratory applications of aerosols, medical gases, ultrasonic nebulizers, IPPB devised, chest physiotherapy, resuscitation, and oxygen administration.

**RESP 125 FUNDAMENTALS 1-4-3 OF RESPIRATORY CARE II**

*Summer*  
Lab fee will be required.
This course is concerned with the practical application of basic respiratory care procedures. Lectures will supplement time spent in the laboratory and time spent with patients. Major areas of concentration include: oxygen therapy, humidity and aerosol therapy, IPPB, chest physiotherapy, prophylactic deep breathing maneuvers, and cardiopulmonary resuscitation. A letter grade of “C” or better is required for graduation. 
Open only to matriculated Respiratory Care students. 
Prerequisites: RESP 115, Pharmacology for the Respiratory Therapist; RESP 120, Fundamentals of Respiratory Care I. 
Corequisite: RESP 200, Advanced Respiratory Life Support.
RESP 130  ETHICS AND  2-0-2
ADMINISTRATION

Summer
Basic ethics and administration for hospital personnel. The organization and operation of the hospital and its involvement with the patient and records. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson.

RESP 200  ADVANCED  4-4-4
RESPIRATORY LIFE
SUPPORT

Summer  Lab fee will be required.
This course is designed to familiarize the Respiratory Care student with all forms of advanced life support systems. Main topics include: classification and operation of a variety of mechanical ventilators, clinical maintenance and troubleshooting of mechanical ventilators, and clinical management of patients receiving advanced life support to include ventilator commitment and weaning procedures. A letter grade of “C” or better is required for graduation.
Open only to matriculated Respiratory Care students. Prerequisites: RESP 125, Fundamentals of Respiratory Care I. Corequisite: RESP 125, Fundamentals of Respiratory Care II.

RESP 205  DISEASES OF THE 3-0-3
CARDIOPULMONARY
SYSTEM

Fall
This course deals with a number of specific pulmonary diseases such as asthma, pulmonary emphysema, adult respiratory distress syndrome, congenital anomalies and others. The short-term and long-term treatment of the condition is covered. Special emphasis is given to the role of the respiratory care practitioner in the management of these conditions.
Open only to matriculated Respiratory Care students. Prerequisites: BIOL 139, Anatomy & Physiology I; RESP 110, Human Anatomy and Physiology.

RESP 210  CURRENT  3-0-3
CONCEPTS IN
RESPIRATORY CARE

Spring
This course is designed to keep the potential respiratory care practitioner informed of current trends in respiratory care. Close attention will be paid to the latest developments in the therapeutic modalities of diseases affecting the respiratory and cardiovascular systems.
Open only to matriculated Respiratory Care students. Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.

RESP 220  CLINICAL  3 Credits
EDUCATION I -
CLINICAL THERAPEUTICS
FOR RESPIRATORY CARE

Fall  Lab fee will be required.
This course provides the practical learning experience in all phases of non-critical, acute respiratory care procedures. Students actively participate, under close supervision in such areas as chest x-ray interpretation, physical assessment, and therapeutic administration of medical gases, aerosolized medications, ultrasonic nebulization, chest physiotherapy, intermittent positive pressure breathing, and prophylactic deep breathing. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation.
Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.

RESP 225  CLINICAL  3 Credits
EDUCATION II -
INTRODUCTION TO
CRITICAL CARE

Fall  Lab fee will be required.
This course is designed to provide the student with hands-on experience caring for critically ill patients in the intensive care setting. The student will be responsible for all aspects of respiratory care for assigned patients. Special emphasis will be placed on mechanical ventilation, hemodynamic monitoring, ABG applications, and routine care of the critically ill patient. Open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation.
Prerequisites: RESP 110, Human Anatomy and Physiology; RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.
RESP 230 CLINICAL 3 Credits
EDUCATION IV - NEONATAL AND PEDIATRIC RESPIRATORY CARE

Fall, Spring Lab fee will be required. The student will be assigned to the pediatric unit to develop proficiency with the problems and diseases that are unique to children; to the pediatric intensive care unit to provide ventilator management of the critically ill child with emphasis on arterial blood gas monitoring and stabilization of the pediatric patient, and the neonatal intensive care unit.

This will provide the student with the clinical experience of neonatal ventilator management with emphasis on arterial blood-gas interpretation, complications and side effects of mechanical ventilation, infant transport, airway care, and disease pathophysiology. Close supervision will be maintained for the entire rotation. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation.

Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.

RESP 235 CLINICAL 3 Credits
EDUCATION V - CLINICAL MANAGEMENT OF CARDIOVASCULAR DISEASE

Fall, Spring Lab fee will be required. The student will participate in the diagnostic, operative and post-operative care of the patient suffering from cardiovascular disease. The student will gain proficiency in cardiovascular anatomy and physiology, acquired heart disease, hemodynamic monitoring, and electrocardiography. This course is only open to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation.

Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.

RESP 240 CLINICAL 3 Credits
EDUCATION III - PULMONARY AND DIAGNOSTIC MEDICINE

Spring Lab fee will be required. Students will rotate through several diagnostic cardiopulmonary laboratories where they will observe and perform, under close supervision, various procedures and diagnostic techniques, including, but not limited to: pulmonary function studies (basic and advanced), arterial blood gas analysis, flexible fiberoptic bronchoscopy assistance, cardiac stress testing, echocardiography, and electrocardiography. Didactic instruction will also be provided to supplement clinical experience. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation.

Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.
Pre- or co- requisite: RESP 205, Clinical Management of Pulmonary Disease.

RESP 245 CLINICAL 3 Credits
EDUCATION VI - PULMONARY REHABILITATION AND HOME CARE

Fall, Spring Lab fee will be required. This course is geared to recognizing the special problems of the chronic cardiopulmonary patient. Under close supervision, the student will learn how to teach patients and their families such techniques as: planning each day, special exercises to increase mobility, early signs of deterioration and how to ward off acute exacerbation of disease. Good teaching techniques as well as good therapeutic techniques with which the student should be able to improve the life style of the chronic patient throughout the course of the disease will be taught. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation.

Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.
RESP 250  CLINICAL  3 Credits
EDUCATION VII - ADVANCED CRITICAL CARE

Spring  Lab fee will be required. Students are assigned to an active intensive care unit, under close supervision, for the purpose of participating in advanced complete hands-on respiratory care of the critically ill patient. Some of the procedures emphasized are arterial blood gas sampling techniques, infection control and isolation procedures, monitoring of ventilator patients, weaning techniques, CPR, airway management, ventilator trouble shooting. In addition, students will participate in the formulation of respiratory care plans based upon clinical patient assessment, interpretation of blood gases, and evaluation of data gathered through invasive and non-invasive monitoring techniques. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation. Prerequisite: RESP 225, Introduction to Critical Care.

RESP 255  CLINICAL  3 Credits
EDUCATION VIII - INDEPENDENT STUDY

Fall  Lab fee will be required. The student will be assigned for four weeks of independent study in which the student will formulate and complete a clinical rotation of choice. All course objectives and assignments will be student initiated with prior approval from course mentor. Every effort will be made to assist students in providing them with additional experience in the area of his/her interest. This course is open only to matriculated Respiratory Care students or those with permission of the department chairperson. A letter grade of “C” or better is required for graduation. Prerequisites: RESP 125, Fundamentals of Respiratory Care II; RESP 200, Advanced Respiratory Life Support.

SOCIOLOGY

SOCL 100  SOCIOLOGY  3-0-3
* SSC, SS, OSL

Fall, Spring, Summer, DL
An introduction to scientific study of human social interaction with emphasis on societies, groups, organizations, social networks and communities as the units of analysis. Topics covered include culture, social structure, socialization, sex roles, groups and networks, organizations, deviance and social control, inequality and social stratification, race and ethnic relations and social institutions.

SOCL 105  MODERN 1-0-1
SCIENCE: CHANGING OUR WORLD VIEW

Spring
This course will use the three revolutions in the physical sciences in this century (relativity, quantum mechanics and chaos theory) to trace the evolution of mankind’s world view. The question posed is how have these theories changed our understanding of ourselves and the world we live in.

SOCL 110  SOCIAL  3-0-3
PROBLEMS* SSC, SS, OSL

Fall, Spring
A study of major American social problems with emphasis on their nature, scope, causes, consequences and possible solutions. Major topics covered include: political, educational and familial problems, inequality and poverty, environmental problems, crime, and mental illness.

SOCL 115  AFRICAN-AMERICAN
EXPERIENCE * SSC, SS

Fall, Spring
This course provides an analysis of the effects of social institutions on family life, educational problems, political apathy, and economic dislocation.
SOCL 120  CULTURAL DIVERSITY IN AMERICAN SOCIETY  *SSC, SS, AH, OSL

Fall, Spring
Cultural Diversity in American Society is a course designed to strengthen student awareness of cultural pluralism and cultural diversity. This course focuses on the analysis of a wide spectrum of selected minority groups and their relationship to the dominant society and culture. The socio/psychological components which have brought about the group’s unique ethnic identity will be investigated. Heavy emphasis will be placed on examining the positive consequences of cross/cultural awareness as a means of lessening intergroup tensions and conflicts.

SOCL 130  ANTHROPOLOGY 3-0-3  *SSC, SS

Fall, Spring
A comparison and contrast of various human lifestyles from primitive hunting-and-gathering people to contemporary urban-industrial societies.

SOCL 200  SOCIAL PSYCHOLOGY 3-0-3  *SSC, SS

Fall, Spring, DL
A study of the ways in which the presence of others affects our emotions, thoughts and behaviors: social perception, identity formation, attitudes, interpersonal behavior, the relationship between the individual and the group, group processes, and collective behavior.
Prerequisite: SOCL 100, Introductory Sociology or, PSYC 100 General Psychology, or permission of department chairperson.

SOCL 255  TECHNOLOGY AND SOCIETY 3-0-3  *SSC, SS (formerly HONR 255)

Fall
This course considers the nature of the interaction among science, technology, and society, the consequences of such interaction, and possible future trends of interaction. It will use readings from leading theorists in a variety of disciplines to look at current event topics that relate to technology and society. It will focus on helping students to develop an awareness of the impact of technology on their lives and to develop the knowledge base necessary to be good decision makers when dealing with these issues in their daily life. This course is designed for students from all curricula and will employ a multidisciplinary approach to the subject matter. (Honors course)
SONO COURSES  
(See Diagnostic Medical Sonography)

SPAN COURSES  
(See Foreign Languages)

TELECOMMUNICATIONS TECHNOLOGY

TELT 100  ELECTRICAL 3-2-4 CIRCUITS  
Fall, Spring, DL  
In this course students learn to analyze DC and AC passive circuits using Ohm’s Law, Kirchhoff’s laws and Superposition. RC and RL circuits are analyzed for impedance and phase angles and troubleshooting, analysis by computer simulation using simulation software, and telecommunication applications are stressed throughout.  
Prerequisites: TELT 102, Computer Applications in Telecommunications; MATH 141, Mathematical Applications II.

TELT 102  COMPUTER 2-2-3 APPLICATIONS IN TELECOMMUNICATIONS  
Fall, DL  
An introductory course in the basic computer orientation and implementation of hardware and software applications in telecommunication. Students will use various software packages to create documents, spreadsheets, graphs, databases and presentations. The student will utilize this knowledge to solve problems and transfer information via electronic medium. Lectures, interactive learning, demonstrations will be employed. Laboratory exercises will be required.

TELT 105  INTRODUCTION 4-0-4 TO ELECTRONICS  
Fall, DL  
In this course, students are taught the characteristics of amplifiers using opamps with respect to amplification, dB, frequency response, and input and output impedance. Opamp applications such as inverting and non-inverting amps, summing amps, averaging amps, and comparators are introduced with emphasis on the uses of these devices in the telecommunications industry. Electro-optical devices such as LEDs, laser diodes, and photodiodes are studied, as are their uses in the telecommunications industry. Diodes and transistors are conceptually introduced and transformers are introduced in connection with power supplies. Diodes are applied as switches in linear and switching power supplies and the frequency response of passive networks and amplifiers is measured. Cutoff frequencies, rolloff, bandwidth, and magnitude and phase are discussed and visualized via Bode plots. Troubleshooting and analysis by computer simulation software is stressed throughout.  
Prerequisite: TELT 105, Introduction to Electronics.

TELT 110  DIGITAL 3-2-4 SYSTEMS FOR TELECOMMUNICATIONS I  
Spring  
This course presents topics in hardware and systems as used in the telecommunications industry. Electrical and digital circuits are explored and binary numbers systems are discussed as applied to telecommunications equipment. Students will explore hardware to the modular level and demonstrate and simulate digital circuits.  
Prerequisites: MATH 140, Mathematical Applications I; TELT 102, Computer Applications in Telecommunications.

TELT 205  ELECTRONIC 4-0-4 COMMUNICATIONS  
Fall, Spring, DL  
In this course, students practice the analysis and application of advanced electronic circuits as applied to the telecommunications industry. Topics include frequency response of active filters, oscillators, amplitude modulation, frequency modulation, phase locked loops, pulse modulation concepts, introduction to television, theoretical and hands-on troubleshooting of test circuits, and analysis by computer simulation.  
Prerequisite: TELT 105, Introduction to Electronics.
TEL 207  DIGITAL SYSTEMS FOR TELECOMMUNICATIONS II 4-0-4

Fall
In this course, students will be working with hardware and software installation and will be provided an introduction of personal computer fundamentals. The course will cover managing and supporting Windows and configuring user related issues and customization. Students will connect a personal computer to a network and install and set up a printer. In addition, students will learn troubleshooting fundamentals and how to maintain a computer. An optional topic would cover Home Technology Integration, including surveillance and home automation. The course is composed of lecture and in-class demonstrations.
Prerequisites: TELT 110, Digital Systems for Telecommunications I.

TEL 210  TELECOMMUNICATIONS I 4-0-4

Fall, Spring
This course is an introduction to the techniques, principles and terminology of voice telecommunications. Public and private telecommunication networks will be examined, and telecommunications equipment, switching, and transmission technology will be demonstrated. The frequency spectrum, modulation schemes and multiplexing techniques will be explored. Lectures, interactive learning and demonstrations will be employed. Laboratory exercises will be required.
Prerequisite: TELT 100, Electrical Circuits.
Corequisite: TELT 105, Telecommunications Electronics I.

TEL 220  TELECOMMUNICATIONS II 4-0-4

Spring
This course is designed to train students in the organization, architecture, setup, maintenance, hardware and software aspects of local area networks. Topics include: introduction to networks; types and characteristics of different network architectures and network topologies; intra- and inter-network devices; network operating systems; peer-to-peer and client/server environments; LAN setup and maintenance; network printing; and internal web server. A hands-on approach will be taken where possible with team projects required.
Prerequisite: TELT 210, Telecommunications I.
Corequisite: TELT 205, Electronic Communications.

TEL 230  TELECOMMUNICATIONS III 3-2-4

Fall, Spring
This course is designed to train students in the organization, architecture, setup, hardware and software aspects of interconnecting local area networks (LANs) and wide area networks (WANs). Topics include: introduction to intra- and inter-network devices; network operating systems; client/server environments; LAN/WAN setups; network printing; and internal web server. A hands-on approach will be taken with team projects throughout.
Prerequisite: TELT 220, Telecommunications II.

TEL 240  TELECOMMUNICATIONS IV 3-2-4

Spring
This course is a survey of current and emerging technologies in telecommunications. Lectures, interactive learning, demonstrations and site visits will be employed. Laboratory exercises will be required.
Prerequisites: TELT 230, Telecommunications III.

THEATER

THEA 100  INTRODUCTION 3-0-3
TO THE THEATER *

Fall, Spring
An overview of the history and elements of Western Theatre from the ancient Greek root of comedy and tragedy through the bizarre realism of such modern writers as Sam Shepard. Also touches upon the essentials of playwriting and production.

THEA 110  ACTING I, AR 3-0-3

Fall
Lab fee will be required.
This course is an exploration and survey of the basic principles of the art and craft of acting. Exercises to free, develop, and condition the voice and body, and to develop the powers of observation, concentration, sensory perception, imagination, and invention will be employed. Students will work in ensemble situations and experience the process of theatrical realization of a script. The main purpose of this course is to help students develop an awareness of their instrument: their voice, body and imagination; to learn how to truthfully employ it in the situations of scenes and improvisations. Students
are also encouraged to take artistic risks and build confidence in their ability to perform.

**THEA 111  ACTING II, AR  3-0-3**  
*Spring  Lab fee will be required.*  
This course is an exploration of acting techniques involving the psychological realism of contemporary theatre practice. This course also focuses on learning and applying a practical method of analyzing a script for character action and identity. This course will also explore audition techniques.

**THEA 120  THEATER INTERNSHIP, AR  3 Credits**  
*Fall, Spring*  
Students engage in supervised internship in a theatre environment. Placement assignments will be arranged by the student intern with the consent of the supervising instructor. Students may consult the instructor for suggestions, or they may present options of their own.  
*Prerequisite: Approval of Fine Arts, Theater Arts and Broadcast Communications department chairperson.*

**TLMG COURSES**  
*(See Network and Information Technology)*

**XRAY COURSES**  
*(See Radiologic (X-ray) Technology)*
ARTICLE I.
PREAMBLE

1.1 Hudson Valley Community College ("College") is primarily concerned with academic achievement, the personal integrity of its students and the wellness and safety of the members of its community. In addition, the College is committed to preserving peace, supporting a moral and just climate, maintaining a community where people are treated with courtesy and respect, meeting its contractual obligations, and protecting its property and that of its community members. The College, therefore, has established this Code of Conduct to communicate its expectations of students, visitors, college personnel and organizations.

ARTICLE II.
PURPOSE AND INTENT

2.1 The purpose of the College’s having codes and adjudication procedures is to enforce standards of conduct and curtail inappropriate behavior as well as to assist the individual in resolving problems in an institutionally acceptable manner. The adjudication procedure provides a framework for the review of the substance of any alleged violation of the Code of Conduct. The individual is not absolved of the responsibility for his or her own behavior. Each individual is responsible for accepting the fact that rights come with concomitant responsibilities and that violations of the codes may result in discipline.

2.2 The student is charged with the responsibility of becoming familiar with the codes and regulations and the procedures for enforcing them and acting accordingly.

ARTICLE III.
DEFINITIONS

3.1 “Campus Coordinator” means the Coordinator of the College Judicial System. This is the person appointed by the College who is charged with the responsibility of ensuring that the procedures provided herein are adhered to in the processing and adjudication of complaints under the Code of Conduct. Campus Coordinator may also mean a designee of that office.

3.2 “Code of Conduct” means the list of prohibited conduct established by the College, as more fully set forth in Article V herein, which includes behavior that violates the College’s Academic Ethics, Computer Ethics and Campus Regulations, and also includes the procedures for enforcing the Code of Conduct.

3.3 “College” means Hudson Valley Community College, with its main campus located at 80 Vandenburgh Avenue in Troy, New York.

3.4 “College Premises” means all buildings or grounds owned, leased, operated, controlled or supervised by the College including any buildings or grounds that are located off campus.

3.5 “College-sponsored Activity” means any activity on or off campus which is initiated, aided, authorized or supervised by the College.

3.6 “College Official” means any full-time or part-time administrator or security guard or security officer.

3.7 “College Personnel” means all employees of the College who work either on the campus or on other property used for educational purposes by the College.

3.8 “Faculty Member” means any full-time or part-time faculty member.

3.9 “Organization” means any group of individuals recognized or otherwise licensed by the College, which includes student groups, faculty groups or any group existing outside of the College community which seeks to utilize the College Premises for its own organizational purposes.

3.10 “President” means the President of the College.
3.11 “Vice President” or “Vice President for Enrollment Management and Student Development” means the Vice President for Enrollment Management and Student Development or his/her designee.

3.12 “Student” means a person, including College Personnel, either enrolled in or auditing credit or non-credit courses at the College, on either a full-time or part-time basis.

3.13 Reference to any “Time Limits,” days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays and Sundays, any holiday the College has published as “College closed,” and emergency closings. Time limits may be waived for just cause under conditions that are set forth under the procedure affected.

3.14 “Visitor” means any individual who is not a Student nor otherwise affiliated with the College but who is on the College Premises for a legitimate purpose.

ARTICLE IV.
JURISDICTION

4.1 Generally, College jurisdiction and discipline will be applied to conduct which occurs on College Premises, during off-campus activities related to the College, or which violates federal, state or local laws on or off the College Premises. Jurisdiction and discipline may also be applied at the discretion of the College to conduct which occurs off-campus and which adversely affects the College, the College community or the interests and mission of the College. Students are responsible for the conduct of their guests, and may be subject to discipline for the conduct of their guests.

4.2 College disciplinary proceedings may be instituted against a Student or an Organization charged with conduct that potentially violates both the criminal law and the College’s Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or follow-}

ing civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College’s Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The College has the obligation to cooperate with all police authorities. When the protection of life and property and the regular, orderly operation of the College require it, the assistance of these agencies will be requested as a matter of policy.

ARTICLE V.
CODE OF CONDUCT

5.1 ACADEMIC ETHICS

Hudson Valley Community College expects all members of the College community to conduct themselves in a manner befitting the tradition of scholarship, honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate faculty and/or other College Personnel. These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every Student’s responsibility to become familiar with the standards of academic ethics at the College. Claims of ignorance, unintentional error, or academic or personal pressures do not excuse violations.

The following is a list of the types of behavior which breach the College Academic Ethics guidelines and are therefore unacceptable. Commission of such acts, or attempts to commit them fall under the term academic dishonesty and are subject to penalty. No set of guidelines can, of course, define all possible types or degrees of academic dishonesty; thus, the following descriptions should be understood as examples of infractions rather than an exhaustive list. Individual Faculty Members and the College Committee on Ethics and Conduct will continue to judge each case according to its particular circumstance.
PROHIBITED CONDUCT

5.1.1 PLAGIARISM. Plagiarism is a form of academic dishonesty that is considered a serious offense and carries severe penalties ranging from failing an assignment to suspension from school. A Student is guilty of plagiarism any time s/he attempts to obtain academic credit by presenting someone else's ideas as he/she owns without appropriately documenting the original source.

Appropriate documentation requires credit to the original source in a current manuscript style that is appropriate to the assignment and the discipline.

Examples of someone else's ideas may include the following:

- Language, words, phrases, symbols
- Style (written, oral or graphic presentation)
- Data, statistics
- Evidence, research
- Computer programs, creative projects, artwork
- Intellectual ideas such as theories and lectures
- Web sites, digital forms of communication such as e-mail, chat room, and instant messaging
- Photographs, video, audio

5.1.2 CHEATING ON EXAMINATIONS. Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an examination (unless permitted by the instructor); arranging for another person to take an examination in one's place; looking on someone else's examination during the examination period; the unauthorized discussion of test items during the examination period; and the passing of any examination information to Students who have not yet taken the examination. There can be no conversation while an examination is in progress unless specifically authorized by the instructor.

5.1.3 MULTIPLE SUBMISSION. Submitting substantial portions of the same work for credit more than once, without the prior explicit consent of the instructor to whom the material is being (or has in the past been) submitted.

5.1.4 FORGERY. Imitating another person's signature or mark on academic or other official documents (e.g., the signing of a Faculty Member's name to a College document).

5.1.5 SABOTAGE. Destroying, damaging, or stealing of another's work or working materials (including lab experiments, computer programs, term papers, or projects).

5.1.6 UNAUTHORIZED COLLABORATION. Collaborating on projects, papers, or other academic exercises which is regarded as inappropriate by the instructor(s). Although the usual Faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual Faculty. Faculty Members are, therefore, expected to establish explicit expectations and standards. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor's expectations and standards.

5.1.7 FALSIFICATION. Misrepresenting materials or fabricating information in an academic exercise or assignment (for example, the false or misleading citation of sources, the falsification of experimental or computer data, etc.).

5.1.8 THEFT, DAMAGE, OR MISUSE OF LIBRARY OR COMPUTER RESOURCES. Removing uncharged materials from the Library Building, defacing or damaging materials, intentionally displacing or hoarding materials within the Library Building for one's unauthorized private use, or other abuse of reserve-book privileges. Or, without authorization, using the College's or another person's computer accounts, codes, passwords, or facilities; damaging computer equipment; or interfering with the operation of the computer system of the College. The College and the computer center has established specific rules governing the use of computing facilities. The rules appear under Computer Ethics. It is every Student's responsibility to become familiar with them.
5.2 CAMPUS REGULATIONS FOR STUDENTS, VISITORS, COLLEGE PERSONNEL, GUESTS AND ORGANIZATIONS

The College is charged by its sponsoring agency and by the State University to attain its stated objectives. To properly discharge these responsibilities and to ensure a desirable relationship with the community as well as the protection of all Students, Visitors, guests, College Personnel, and Organizations, certain regulations have been established. Students enrolling in the College’s education programs and Visitors, guests, College Personnel and Organizations that are associated with or use the College facilities do so subject to the Code of Conduct. In cases where there is an alleged violation of the Code of Conduct, it is the policy of the College to afford each Student and Organization associated with the College the right to adjudicate the allegation in accordance with the adjudication procedures as set forth in this Code. However, in cases where the Vice President for Enrollment Management and Student Development or his/her designee deems the conduct, condition, or infraction to be of such nature that the alleged violator poses a present or future threat to the health, safety and welfare of himself or herself or the College or its community, he/she may take immediate action to suspend the Student or disband any Organization associated with the College prior to the initiation of the formal adjudication procedures. Visitors, guests and organizations not affiliated with the College, while subject to these regulations, do not have rights to adjudicate any decision made which results in their removal from the College Premises.

PROHIBITED CONDUCT

5.2.1 The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program or service functions and activities is prohibited. This includes obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from any part of the College Premises as well as the unauthorized use or occupation of College buildings or College Premises.

5.2.2 Harassment of a Student or Students, Faculty Member, College Personnel, College Official, Visitor, or the College as an institution by Student or Students, or by a non-student or non-students is prohibited. Harassment includes any threat, in any way expressed or implied, to the person or property, or any obstruction or attempted obstruction of any individual’s authorized movement on the College Premises. Harassment may also include the persistent use of abusive or offensive language or any language or action that may promote physical violence or physical or psychological intimidation.

5.2.3 The display of any inflammatory or incendiary signs, posters, or banners or the distribution of literature which encourages or promotes any actions that are prohibited under these Campus Regulations.

5.2.4 No firearms of any kind (including pellet, B-B guns, handguns, and rifles), explosives (including firecrackers and fireworks), live ammunition of any kind, noxious bombs or any other devices which are illegal under city, town, county, state or federal ordinance or law may be brought, possessed, or used on the College Premises. Duly authorized peace officers or police officers are exempted.

5.2.5 No cutting instruments, knives, blades nor any other weapon is allowed on College Premises except folding pocket knives two inches or under or those instruments needed for legitimate school purposes.

5.2.6 Possession, transportation, and/or the use of any illegal drug on the College Premises is prohibited.

5.2.7 (a) No alcoholic beverage may be brought, possessed, or consumed on College Premises.

(b) No person who may appear to be intoxicated or affected by an illegal drug is allowed on the College Premises.

5.2.8 Gambling of any kind is prohibited.
5.2.9 Unauthorized use of the College’s duplicating or reproduction equipment, public address systems, email or radio station is prohibited. Authorization for such use may be granted only by the College President or his designee.

5.2.10 Any and all official information related to the College and its operation shall be transmitted to news media only through the College’s Public Information Office. Arrangements for reporters and/or radio or television station representatives to report or televise events on the College Premises shall be made only by the Public Information Office. Any other arrangements are unauthorized and the College reserves the right to bar (or remove) from the College Premises unauthorized news media representatives.

5.2.11 Defacing, damaging, or maliciously destroying any College, Faculty, or Student property is prohibited.

5.2.12 (a) All Visitors must be on the College Premises for a legitimate purpose. The College reserves the right to determine whether the purpose is legitimate. If it is not, Visitors will be asked to leave.

(b) Visitors are required to show identification when requested to do so by security or administrative officers. Failure to do so, or to leave when requested will result in such Visitors being considered as trespassers subject to arrest.

5.2.13 Student Identification: All Students and College Personnel are required to obtain and carry College identification cards at all times and to present them upon request to any College Official, or Faculty Member. Other identification must be shown if such a request is made and the person questioned does not have an ID card in his/her possession.

5.2.14 Disorderly or unlawful behavior is prohibited and may be prosecuted by the College under this procedure whether or not such behavior is the subject of prosecution in any civil or criminal court.

5.2.15 Reckless or intentional actions which endanger mental or physical health are prohibited. The forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

5.2.16 Smoking or chewing tobacco is prohibited in all buildings on the College Premises.

5.2.17 False alarms, bomb scares or any form of false reporting submitted to any law enforcement or College agency involving alleged incidents or occurrences on College Premises is prohibited.

5.2.18 Unlawful behavior that is motivated in the selection of the victim or commission of an offense by a perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation is prohibited and may result in the imposition of more severe penalties.

5.2.19 Certain violations of the Academic Code of Ethics at the discretion of the Vice President for Enrollment Management and Student Development can be pursued as violations of Campus Regulations.

5.2.20 Willfully failing to comply with the directives of College Personnel is prohibited.

5.2.21 Intentionally furnishing the College with false information is prohibited.

5.2.22 Any activity that would be a violation of any federal, state or local statute is prohibited on College Premises.

5.2.23 Any retaliatory action of any kind taken against a person seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.
5.2.24 Violation of published College policies or regulations, including, without limitation the following:
(a) Parking and traffic regulations
(b) Smoking policy
(c) Alcohol and drug policy
(d) Any other published College policies, rules and regulations including those related to the entry into and/or use of College rooms, buildings, grounds, and facilities.

5.3 COMPUTER ETHICS POLICY

Hudson Valley Community College seeks to provide computer users with state of the art computing facilities and to keep the number of restrictions on individuals to a minimum, while maintaining excellent service for all users, Students in pursuit of their academic goals and College Personnel to conduct assigned work activity. To assist the College in achieving these objectives, users themselves must observe reasonable standards of behavior in the use of these facilities and maintain an atmosphere of civility, mutual respect and high ethical standards.

PROHIBITED CONDUCT

5.3.1 No attempt will be made to modify or destroy system software components such as operating systems, compilers, utilities, applications or other software residing on any College computer, except the user's own files.

5.3.2 No attempt will be made to electronically transmit or post any material which is sexually explicit, hateful, or deemed prohibited conduct under the Campus Regulations as set forth in Article 5.2.

5.3.3 No attempt will be made to access, read, modify or destroy files belonging to another user without complete authorization from that user to do so.

5.3.4 No attempt will be made to connect to or use College computers with a user ID which was not assigned to you by the College. Use of another person's user ID or password is prohibited.

5.3.5 No attempt will be made to gain access to a password belonging to another person or place a password other than your own in a file on a College computer. In addition, no attempt will be made to install, run or place software designed for this purpose on any College computer.

5.3.6 No attempt will be made to bypass or otherwise defeat system security to gain access to programs, files or other computer data or to install, run or place software designed for this purpose on any College computer.

5.3.7 No attempt will be made to copy, store, post or distribute computer software, files or any other material in violation of trademark, copyright or confidentiality laws or when you do not have a legal right to do so.

5.3.8 No attempt will be made to interfere with proper operation of a computer or interfere with another person's use of a computer, including for example, the electronic transmission or posting of files or programs containing viruses or any other content intended to interfere with proper operation of a computer.

5.3.9 No attempt will be made to impersonate any person, including other Students and College Personnel. No attempt will be made to disguise the origin of any electronically transmitted or posted material. No attempt will be made to make unauthorized use of someone else's electronic signature.

5.3.10 No unauthorized attempt will be made to use, modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.

5.3.11 No unauthorized attempt will be made to use any college computer to electronically transmit chain letters, junk mail, pyramid schemes or any other unsolicited mass mailings to multiple recipients with the exception of
employees conducting College business and Students completing required College course assignments.

5.3.12 No unauthorized attempt will be made to connect to and/or gain access to information being transported by computer networks, or to install, run or place software designed for this purpose on any College computer. Installation or use of any network communication software not approved by the College is prohibited.

5.3.13 No user will make their password known to anyone other than an employee of the College authorized to assist College Personnel or Students with computer related problems.

5.3.14 No food or drink is permitted in any computer classroom or computer learning center with the exception of the Computer Cafe.

5.3.15 Users of College computers will comply with all local, state, federal and international laws relating to the use of computers and any other electronic communication services provided by the College.

5.3.16 Use of College computers for commercial, business purposes or personal profit is prohibited without specific authorization from the College for such use. Commercial or business purposes includes advertising the sale of goods and services not directly related to Hudson Valley Community College or campus based Organizations.

5.3.17 Use of College computers to falsify or modify documents in a manner which is unauthorized, is a violation of the rights of owners, is a violation of copyright laws or is not properly attributed is prohibited.

5.3.18 Use of College computers and network services for local or remote game playing is prohibited unless specifically required as part of a course in which a Student is currently registered or a Faculty Member is currently teaching. In addition, the installation, uploading, downloading or storage of any game software on College computers is prohibited.

5.3.19 Use of College computers and network services for IRC (Internet Relay Chat) or any other form of interactive chat communication is prohibited except for use by College Personnel in counseling, scheduling or admissions or where specifically required for communication as part of a course in which a Student is currently registered or a Faculty Member is currently teaching.

5.3.20 Web site services for the entire College community are provided on a centralized server by the Office of Computer Services. Use of any other College computer for the purpose of serving a web site is prohibited.

ARTICLE VI.
INFORMAL PROCEDURES FOR PROCESSING VIOLATIONS OF THE CODE OF ACADEMIC ETHICS.

6.1 Academic Ethics - A Student shall inform the Faculty Member responsible for the course or program when he/she has knowledge of violations of the Code of Academic Ethics. In addition, any College Official or a Faculty Member of a course or program for which he/she is responsible who has information that a Student may have violated the Academic Ethics Code, may follow the procedures established in this Article VI or, if either party so chooses, proceed with the formal procedures set forth in Article VIII whereby disciplinary sanctions, as articulated in Article VII may also be imposed.

6.2 When a Faculty Member has knowledge that a violation of the Code of Academic Ethics has occurred, the Faculty Member should take appropriate action. If the Faculty Member is not the instructor for the course involved, that instructor should be notified immediately.

The course instructor should meet with the Student as soon as possible and discuss the allegation. If, after the discussion, the Faculty Member feels the Student did violate one or more of the
provisions of the Code of Academic Ethics, the Faculty Member may impose one of the following sanctions. (Cases of plagiarism should proceed to § 6.4 which follows.)

6.2.1 Warning without further penalty

6.2.2 Retaking a test or rewriting an assignment

6.2.3 Lowering a grade on a project, assignment or test

6.2.4 Issuing a failing grade on a project, assignment or test

6.2.5 Lowering a final grade

6.2.6 Issuing a failing grade for a course

6.2.7 Imposing a penalty uniquely designed for the particular infraction.

6.3 Whenever a Faculty Member sanctions a Student for a violation of the Code of Academic Ethics, a memorandum should be forwarded to the Campus Coordinator advising that office of the allegation, the sanction imposed and whether the Student accepted the sanction.

6.4 Plagiarism

6.4.1 Level 1 Violation: A Student commits any act of plagiarism as determined by the instructor.

6.4.2 Level 1 Consequence:

(a) The Student will receive a failing grade for the assignment; and

(b) The Student’s Name will be forwarded to the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Development, the Student’s Department Chair and the Campus Coordinator.

6.4.3 Level 2 Violation: A Student commits any significant act of plagiarism as determined by the instructor. A significant act of Plagiarism may include but is not limited to one of the following:

(a) The Student commits numerous acts of plagiarism with numerous sources within one particular assignment;

(b) The Student plagiarizes a significant portion of his or her assignment from one source; or

(c) The Student borrows, purchases, or steals an entire paper and submits it as his/her own.

6.4.4 Level 2 Consequence:

(a) The Student will receive a failing grade for the course; and

(b) The Student’s name will be forwarded to the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Development, the Student’s Department Chair and the Campus Coordinator.

6.4.5 Level 3 Violation: A Student commits any act of plagiarism as determined by the instructor(s) or administrator(s) on multiple assignments at any time during his/her tenure at the College.

6.4.6 Level 3 Consequence:

(a) The Student will receive a failing grade for the course;

(b) The Student’s name will be forwarded to the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Development, the Student’s Department Chair and the Campus Coordinator; and

(c) The Student may be suspended from the College for one semester.

6.5 The sanction imposed by the Faculty Member or College Official shall constitute a final resolution of the matter unless the Student submits a request for a Hearing through the office of the Campus Coordinator as set forth in Article VIII within five (5) days from the date the sanction was imposed.
ARTICLE VII.

PROCEDURE FOR PROCESSING COMPLAINTS INVOLVING ALLEGED VIOLATIONS OF CAMPUS REGULATIONS AND COMPUTER ETHICS.

7.1 Campus Regulations for Students, Visitors, College Personnel and Organizations - In cases of alleged violations of Computer Ethics and/or Campus Regulations, any College Personnel or Student shall notify the College’s Office of Public Safety or the Vice President and the complaint shall be processed consistent with the procedures set forth in Article VII or Article VIII. However, although College Personnel are subject to and must abide by Campus Regulations, they shall have no right to a hearing or appeal under this Code of Conduct and they shall utilize other applicable mechanisms to contest adverse actions.

7.2 All charges must be submitted in writing and signed.

7.3 It is strongly recommended that any party exercising his/her rights under this system or any party accused of violating any of the Codes of Conduct consult with the Campus Coordinator as soon as possible so rights, remedies and procedures can be explained.

7.4 The Student shall meet with the Vice President within five (5) days of receiving notice of charges.

7.5 The Vice President for Enrollment Management and Student Development may also meet with the complainant, security officers and/or any witnesses at the Vice President’s discretion.

7.6 If, at the conclusion of the Vice President’s investigation, he/she finds the accused individual did violate one or more provisions of the Campus Regulations and/or Computer Ethics, the Vice President may impose one of the following sanctions:

7.6.1 Letter of Warning.

7.6.2 Letter of Warning to be placed in an individual’s permanent record file for a stated period of time.

7.6.3 Restitution.

7.6.4 Community Service.

7.6.5 Counseling Services provided by the College.

7.6.6 Mandatory Course requirements (in civility, human relations, anger management, race or gender relations or a similar course designed to raise consciousness or awareness).

7.6.7 Disciplinary Removal from a Curriculum.

7.6.8 Disciplinary Probation.

7.6.9 Disciplinary Suspension (Current or deferred, subject to conditions)

7.6.10 Disciplinary Dismissal.

7.6.11 Disciplinary Expulsion - Termination of Student status without the possibility of readmission

7.6.12 Restricted Access to classrooms or buildings

7.6.13 Restricted Access to or loss of Computer Accounts

7.6.14 Any other sanction uniquely designed for the particular infraction.

7.7 The sanction imposed by the Vice President shall constitute a final resolution of the matter unless the accused individual submits a request for a Hearing through the office of the Campus Coordinator as set forth in Article VIII within five (5) days from the date the sanction was imposed.

7.8 During the pendency of any proceeding under the Code of Conduct, the Vice President may, in his or her sole discretion, have the accused individual removed from the College Premises and enforce the restraint of the accused’s access to the College Premises in whole or in part, until his/her presence is required for the adjudication of the case if the Vice President views the violation as jeopardizing property of the College or another person or the individual’s safety or welfare or the physical or emotional safety or welfare of others, or the orderly operation of the College.

7.9 Disciplinary suspension, dismissal, or expulsion from the College will most likely be imposed for, among others, the
JudicialSystem

following: (1) permitting or engaging in hazing (2) setting fires or intentionally causing a false fire alarm (3) possession of or threats involving weapons or explosives (4) possession or sale of illegal drugs (5) physical abuse, violence, sexual assault or threats directed toward anyone on the College Premises or any member of the College community off College Premises (6) serious forms of computer misconduct (7) repeated violations of the College Code of Conduct.

ARTICLE VIII.
HEARING PROCEDURES UNDER THE CODE OF CONDUCT

8.1 In the event the accused timely files a written request for a Review Board hearing (“Hearing”), the procedure set forth in this Article VIII shall apply.

8.2 Use of and Responsibility for Obtaining and Compensating an Advisor:

During the Hearing an advisor may be allowed but such advisor must be individually obtained and compensated by the person(s) involved. An advisor may only serve in an advisory capacity and may not speak or otherwise participate directly in the formal procedure. An advisor may be a parent or child of the accused, a spouse or partner or a member of the College community. A Student may bring a lawyer to the Hearing only as an advisor and only if the allegations may also constitute a crime. The lawyer may not participate in the Hearing, and participation is limited to advising the Student. If the conduct of the lawyer is deemed to be inconsistent with the process, the Hearing may be terminated or the lawyer excused for the remainder of the Hearing.

8.3 The Campus Coordinator, once advised by an accused that a Hearing has been requested, shall immediately notify the Committee on Ethics and Conduct.

8.4 Within ten (10) days of the notification, a Hearing shall be held.

8.5 The Review Board will be comprised of three members of the Ethics and Conduct Committee. It shall not contain more than one (1) administrator; one (1) Faculty Member, one (1) non teaching professional or one (1) union employee and shall always contain one (1) Student. If the dispute arose from a particular division or department, no individual from that division or department is permitted to sit on the Review Board.

8.6 One of the members of the Review Board shall be designated as Chairperson and shall have the responsibility of reporting the decision of the Review Board to the appropriate College Official in writing.

8.7 If the accused does not appear for the Review Board Hearing and was properly notified of its date, time and place, the accused individual shall be deemed to have forfeited his/her right to a Hearing and the sanction imposed by the Vice President or Faculty Member shall be automatically upheld and the accused individual will have no further recourse.

8.8 The Review Board shall not be bound by the technical rules of evidence but may hear and receive any reports, documents, testimony, evidence or other information which is relevant and material to the issues. The weight to be given such items shall be determined solely by the Review Board.

8.9 The Review Board adjudication shall be transcribed or taped and those witnesses appearing before the Review Board shall be sworn.

8.10 Only the primary parties in interest (and their advisors, if any), transcriber, the members of the Review Board and the Coordinator of the Judicial System shall be present throughout the Hearing. The Hearing shall be conducted in private. The advisors may not speak for or take the place of a primary party in interest.

8.11 Conduct of the Hearing

8.11.1 The coordinator of the Judicial System may provide to the Review Board and to the accused copies of documents to be considered by the Review Board in advance of the Hearing, but no party shall be limited to such documents.

8.11.2 The Chairperson will read the charges.

8.11.3 Each party may make an opening statement, beginning with the individual bringing the charge.
8.11.4 The person bringing the charge, whether by a Faculty Member or College Official accusing a Student of violating the Code of Academic Ethics or the Vice President accusing any Student, or Organization of violating the Campus Regulations will read, summarize, or identify all of the material information which has been submitted by witnesses, the Public Safety Office, or others. Materials will usually consist of, but are not restricted to, a summary case written by the Public Safety Office plus statements from witnesses or other persons involved in the situation. Documents shall also be submitted at this time. The Vice President may also give testimony, submit evidence or call witnesses to give testimony or submit evidence or other information.

8.11.5 The other party and the members of the Review Board may ask questions of any witness. After the submitted materials and evidence have been read, the accused will have the opportunity to refute or explain the materials or evidence or add information. The accused may choose to remain silent and not make any statements or participate in the discussion. The accused may call witnesses.

8.11.6 Each party will be provided an opportunity to give a summation of their respective positions.

8.11.7 The Chairperson will conclude the Hearing when he or she is satisfied that all information has been submitted.

8.11.8 The Review Board will then convene in closed session and consider only information presented at the Hearing. If necessary, the Review Board may adjourn and reconvene, ask for further documentation, or call or recall witnesses with the assistance of the Campus Coordinator, if required.

8.11.9 The decision of the Review Board as to whether the alleged infraction occurred and whether the sanction imposed is appropriate shall be made based on the information presented at the Hearing. The decision shall be in writing and delivered to the parties by hand or via United States Mail within a reasonable time after the Hearing. Deposit, postage prepaid, in an official United States Postal Service receptacle shall be deemed delivery on the date it is deposited.

ARTICLE IX.

APPEALS

9.1 Within seven (7) days of the delivery of the decision of the Review Board, either party may appeal the decision, in writing, and submit the appeal to the Campus Coordinator.

9.2 He/she will forward the appeal to the other party who may submit a written response which must be received within three (3) days of the receipt of the appeal. The opposing party is under no obligation to respond to an appeal.

9.3 Within three (3) days of receiving the appeal the Campus Coordinator will present it to the President.

9.4 The President, after receipt of such appeal, shall make a final adjudication and determination in the matter. The accused individual, Vice President or appropriate Faculty Member shall be notified of the final decision of the President by the Campus Coordinator. There shall be no further appeals.
Anti-Discrimination and Harassment Policies and Complaint Procedure

Administered by:
The Office of Affirmative Action and Human Resources Development

Introduction

Hudson Valley Community College has established an Equal Employment Opportunity Policy and a Sexual/Discrimination Harassment Policy that is consistent with Federal and State anti-discrimination legislation. The policies which are set forth below represent the College’s ongoing commitment to providing an environment in both education and employment that is free from such unlawful discrimination and harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status or marital status. In order to equitably and uniformly enforce these policies, the College must seek to balance the interests of those individuals or groups of individuals allegedly victimized by unlawful discrimination or harassment with the due process rights of the accused. To this end, the College has established a complaint procedure for the review of allegations of unlawful discrimination and harassment. It is the goal of the College that these procedures serve as a mechanism through which the College may fairly and equitably identify, respond to and/or prevent incidents of unlawful discrimination and harassment on its campus and permit, if possible, the resolution of alleged acts of unlawful discrimination or harassment without resorting to the often expensive and time-consuming procedures of State and Federal enforcement agencies or courts.

The procedures set forth below are applicable to both employees and students of the College. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards and any other procedures defined by contract shall continue to operate as before. It is important that neither the student nor the employee is required to pursue resolution of their complaints through the College’s internal procedure. Rather a Complainant may, at his or her discretion, file a complaint with a court of competent jurisdiction or with an outside enforcement agency, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education or the Office of Federal Contract Compliance of the United States Department of Labor. As of the date of this Policy, the following deadlines apply:

- New York State Division of Human Rights - 365 days after the latest act of alleged unlawful discrimination;
- Court of Competent Jurisdiction in New York State - 3 years from the accrual date of the action;
- Equal Employment Opportunity Commission - 365 days after the latest act of alleged unlawful discrimination and generally 90 days after receiving a “right to sue” from the Equal Employment Opportunity Commission with a Federal court;
- Office for Civil Right of the United States Department of Education - 180 days after the latest act of alleged unlawful discrimination; and
- The Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor - depending on the nature of the complaint, 180 or 300 days.

Note: The deadlines referenced herein are provided only as general guidance and do not constitute legal advice, legal opinion, or legal counsel and do not create any legal relationship between the College and its students or employees. It is the Complainant’s
responsibility to seek legal counsel and to file his/her actions with any outside agency or court of competent jurisdiction in a timely manner should he/she decide to forego utilizing the College’s internal procedures. Once a Complaint arising from the same set of facts and circumstances is lodged with such outside agencies or a court of competent jurisdiction, the internal procedures set forth herein will not be applicable and the student/employee will have no redress through the College.

The Affirmative Action Officer or the Affirmative Action/Sexual Harassment Advisory Council shall receive all complaints of alleged unlawful discrimination and/or harassment; he/she shall assist the Complainant in the use of the complaint form defining the charge(s); and he/she shall provide the Complainant with information about the various options the Complainant has in terms of where a complaint may be filed. While the Affirmative Action Officer or member of the Affirmative Action/Sexual Harassment Advisory Council will provide, to the best of his/her knowledge, information concerning the processes relevant to outside agencies or courts, he/she is not an attorney at law and can provide no advice as to a Complainant’s procedural or substantive rights with regards to agencies or courts, including deadlines for filing.

Equal Employment Opportunity Policy
Compliance Statement from the President

It is the policy of the Board of Trustees of Hudson Valley Community College to ensure that persons associated with the College receive the fair and equal treatment prescribed within the tenets of equal employment opportunity and affirmative action. All employment decisions are made and will continue to be made on the job-related, objective bases or merit, qualifications, competence and business necessity. Hudson Valley does not discriminate with regard to race, color, religion, age, sex, national origin, marital status, disability, qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, sexual orientation, and all other categories covered by law.

The Board of Trustees has entrusted me with the overall responsibility for equal employment opportunity and affirmative action. I expect the support of all employees in attaining and maintaining our goals for a workplace free of discrimination. Equal employment opportunity is not accomplished at the expense of any group or individual, but rather it is good business practice and it contributes to an organization enriched by diversity and excellence. As President, I am committed to ensuring that Hudson Valley acts affirmatively in developing avenues of entry, retention and mobility for persons in all job titles. The Affirmative Action Plan serves as the foundation for the College’s good faith effort to ensure that a wider net is cast for protected group members as the vehicle by which the pool of applicants for vacancies is expanded. The Plan applies equally to all appointments of the Board of Trustees.

Hudson Valley recognizes that an effective affirmative action plan articulates specific results-oriented procedures to which good faith effort is applied. The goal of such procedures, in combination with good faith efforts, is equal employment opportunity; for procedures without effort to make them work are meaningless and effort, absent specific and meaningful procedures, is inadequate.

Employees of and applicants to the College will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

To this end, the President has entrusted Hudson Valley’s Affirmative Action Officer with responsibility for implementation and maintenance of the Plan. The Officer may be contacted in Fitzgibbons Hall, Room 207, or by telephone at 518-629-8110.

The Affirmative Action Officer is responsible for monitoring the affirmative action plan and reporting periodically to the President. The Officer should be contacted in the event an Hudson Valley employee or prospective applicant perceives that he or she has not been treated in accord with the Equal Employment Opportunity Policy of the College.
As President, I wish to add my personal note of commitment to assuring that our College carries out our Equal Employment Opportunity policy and fulfills the obligations of our Affirmative Action Plan.

Dr. Andrew J. Matonak  
President, Hudson Valley Community College

Sexual Harassment Policy

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Hudson Valley Community College is committed to providing an environment that is non-discriminatory, humane and respectful; one that supports and rewards employees and students on the basis of relevant considerations like merit, effort, competence, qualifications and business/academic necessity, and deters inappropriate conduct that occurs in the College’s activities or operations.

Sexual harassment is unacceptable and in conflict with the mission and interests of the College. Sexually harassing conduct between supervisors and staff members or between faculty and students unfairly exploits the power inherent in the supervisor or faculty’s role. Through salary increases, performances appraisals, academic advisement and academic evaluation, a supervisor or faculty member can have a decisive influence on a staff member’s career or a student’s academic development. Sexual harassment in this context exhibits a lack of decency and integrity, and is considered an abuse of power.

While sexual harassment typically occurs in situations where positions of power differentials exist between individuals, this policy also recognizes that sexual harassment can occur between individuals where no such power differential exists, such as in faculty-faculty or student-student interaction.

Either men or women can be sexual harassers and either men or women can be the victims of sexual harassment. Sexual harassment can also occur between members of the same sex. Employees and students of either gender may make a claim of sexual harassment under this policy.

The College will not tolerate sexual harassment. The College will act promptly and equitably, within the framework of due process, to investigate alleged sexual harassment and to affect a remedy when such allegations are determined valid. Further, this Sexual Harassment Policy and the complaint procedures provided herein, shall be distributed campus-wide and internal training sessions may be made available to employees and students pertaining to sexual harassment.

Recognizing Sexual Harassment

Sexual harassment takes many forms, ranging from sexual innuendoes made in the context of humor to physical assault. The key to determining whether a conduct constitutes sexual harassment is determining whether the behavior is unwelcomed and/or unreasonably interferes with an employee or student’s performance or creates a hostile, intimidating or offensive environment. Examples may include:

- Verbal: Sexual innuendo, suggestive comments, sexual propositions, etc.
- Non-Verbal: obscene gestures, suggestive or degrading sounds, etc.
- Physical: Unwanted contact, such as groping, pinching, grabbing, etc.
- Visual: Pin-up calendars, sexually suggestive or explicit cartoons, pictures, objects, etc.
- Threatening: Demands for sexual favors, stalking, rape, etc.

Who You Can Go To For Help

For information, assistance in using the informal procedure or to file a Complaint of Unlawful Discrimination or Harassment, a student, faculty or staff member of the college may contact any member of the Affirmative Action/Sexual Harassment Advisory Council or

Room 140  
Administration Building  
(518) 629-4552
Title IX Compliance Statement

Title IX (Department of Education Amendment 1972) prohibits sex discrimination in any education program or activity receiving Federal financial assistance, such as a Federal grant or loan. It encourages recipients to take affirmative action to overcome effects of conditions, which may have resulted in exclusion of women from participation in specific education programs or activities. Title IX applies to student admissions and student affairs policy and the employment of staff in connection with the recipient's education programs/activities. It mandates the designation of a responsible employee to coordinate compliance with its provision, as well as the establishment of a complaint procedure to resolve student and employee complaints alleging unlawful discrimination.

It is the policy of the Board of Trustees of Hudson Valley Community College to ensure that persons associated with the College receive the fair and equal treatment prescribed within the tenets of equal opportunity. All decisions are made and will continue to be made on the job-related, objective bases of merit, competence, qualifications and business or academic necessity. Hudson Valley Community College does not discriminate with regard to race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status, or marital status or any other category protected by civil statute or regulation.

The College prohibits discrimination in all programs, policies, standards and activities, maintains an established complaint procedure and assigns compliance responsibility to the Affirmative Action Officer.

EQUAL EMPLOYMENT/SEXUAL HARASSMENT COMPLAINT PROCEDURES

COVERAGE: Employees, students, and prospective applicants of the College may use these procedures if they believe that they have been the victims of any unlawful discrimination or harassment at the College.

PURPOSE: The complaint procedure is provided for the review of complaints alleging unlawful discrimination or harassment in any Hudson Valley Community College policy or program when the alleged unlawful discrimination or Harassment is perceived to be based on the complainant’s race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status, or marital status or any category protected by civil statute or regulation.

DEFINITIONS:

AFFIRMATIVE ACTION/SEXUAL HARRASSMENT ADVISORY COUNCIL – Representatives of all levels of the College who advise the President and the Affirmative Action Officer on matters relating to Equal Employment Opportunity, Affirmative Action, and Diversity. They are appointed by the President. They serve as the pool of persons from which the Tripartite Council will be selected in the formal stage of the complaint process.

COMPLAINANT - An employee, applicant for employment, or student of the College who believes that he or she has been the victim of unlawful discrimination or harassment, and submits a complaint.

EQUAL EMPLOYMENT OPPORTUNITY - The standard by which decisions that pertain to a person’s employment or academic affairs with the College are made.

DISCRIMINATORY HARRASSMENT - Discriminatory harassment is based on race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status, or marital status or other protected characteristics, which is oral, written, graphic or physical conduct. The actions must be sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College’s programs or activities. Such activities include actions that derogate or humiliate a person or group because of actual or supposed traits. Examples include, but are not limited to, ethnic or racial slurs or jokes, which have the purpose or effect of creating an offensive environment.

SEXUAL HARRASSMENT - Under Title VII of the Civil Rights Act (1964), sexual harassment is cited as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) Submission to such conduct is made explicit-
Anti-Discrimination and Harassment

li-ly an employment term or condition [or a condition on which one’s academic standing is predicated]; or (2) Submission to or rejection of such conduct is used as a basis for employment [or academic] decisions; or (3) Such conduct has the purpose or the effect of unreasonably interfering with one’s [academic] or work performance, or creating an offensive, intimidating or hostile [academic] or work environment.

RESPONDENT - An individual or entity that answers in a complaint alleging unlawful discrimination or harassment or the person(s) accused of alleged unlawful discrimination or harassment.

UNLAWFUL DISCRIMINATION - consists of:

• harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran or marital status;

• employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain race, color, national origin, religion, age, sex, sexual orientation, disability, veteran or marital status; or

• retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.

APPLICABILITY

This complaint procedure does not supplant nor duplicate any existing complaint procedure. It does not deprive the complainant the right to file with outside government agencies, such as the New York State Division of Human Rights (DHR); U.S. Equal Employment Opportunity Commission (EEOC); U.S. Office of Civil Rights of the Department of Health, Education and Welfare (OCR); the Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor (DOL); or with a court of competent jurisdiction.

The procedure may not be used if a complaint based on the same facts and circumstances is filed with a State or Federal agency or with a court of competent jurisdiction, or if a complaint has been filed under any collective bargaining agreement. Any investigation under-

way will terminate, without conclusion, at the time a complaint is filed with a state or federal agency or a collective bargaining representative, or a court action is initiated on the same complaint. It is the responsibility of the complainant to be aware of any filing deadlines for any outside agency or court even in the event he/she initially chooses to attempt to resolve the complaint through the College’s internal procedures. It is also the responsibility of the complainant to inform the Affirmative Action Officer of any previous, pending or initiated actions filed with a state or federal agency or court. While the Affirmative Action Officer of the College will make reasonable attempts to notify the complainant of general time limitations, neither the Affirmative Action Officer, the Affirmative Action/Sexual Harassment Advisory Council, nor the College shall be held responsible for any failure on the part of the complainant to meet any filing deadline.

RIGHT TO COUNSEL

Both the complainant and the respondent shall have the right to be assisted by an attorney at all stages of both the informal and formal stages of the College’s internal complaint process.

CONFIDENTIALITY

Unlawful discrimination or harassment complaints will be handled as confidentially as possible while enabling the College to fully investigate the complaint. Information about the complaint will only be divulged to individuals who have a legitimate need to know. All records pertaining to complaints shall be kept and maintained by the Affirmative Action Officer.

SANCTIONS

Persons who are found to have engaged in unlawful discrimination and/or harassment may be subject to sanctions that are reasonably calculated to end the unlawful discrimination and prevent its reoccurrence. Sanctions that may be imposed include, but are not limited to, written warnings; letter of reprimands; suspensions; change of job or class assignments; termination; or expulsion.
RETAIATION

Reprisal actions and encouraging others to retaliate against anyone involved in the investigation of an unlawful discrimination or harassment complaint is prohibited. This includes anyone who reports, is thought to have reported or cooperates in the investigation process. The College considers retaliation to be a violation of College policy and may be subject to sanctions as provided herein.

FALSE CHARGES OF DISCRIMINATION

Filing a false charge of unlawful discrimination or harassment is a serious offense. If an investigation reveals that a complainant knowingly filed false charges, appropriate actions and sanctions as provided herein may be taken.

WHERE TO FILE A COMPLAINT OF DISCRIMINATION

For information, assistance in using the informal procedure and/or to file a formal complaint any student, employee or applicant for employment, may contact the Affirmative Action Officer.

Affirmative Action Officer
Human Resources
Room 140
Administration Building
(518) 629-4552

ADDITIONAL RESOURCES

For personal counseling:
Center for Counseling and Transfer
Campus Center, Room 260
(518) 629-7320

For medical services:
College Health Services
Fitzgibbons Hall, Room 146
(518) 629-7468

For escort service:
Public Safety/Security
Campus Center, Room 170
(518) 629-7210

PROCEDURE FOR FILING A COMPLAINT OF DISCRIMINATION

PART A: Informal Resolution

1. The Affirmative Action Officer shall receive initial inquiries, reports and requests for consultation and counseling. Assistance will be available whether or not a written complaint is contemplated. It is the responsibility of the Affirmative Action Officer to respond to all such inquiries, reports and requests as promptly as possible and consider all such facts in an objective manner and in a manner appropriate to the particular circumstances.

NOTE: It is the responsibility of the complainant to be certain that any complaint filed is filed within the 60 calendar day period that is applicable under this paragraph.

2. Complaints or concerns that are reported to an administrator, manager or supervisor concerning an act of discrimination or harassment shall be immediately referred to the Affirmative Action Officer for investigation and resolution. Complaints may also be made directly to a member of the Affirmative Action/Sexual Harassment Advisory Council who will refer the case to the Affirmative Action Officer for investigation and resolution.

3. A written complaint must be filed with the Affirmative Action Officer within 60 calendar days following the last act or occurrence of an alleged unlawful discriminatory act or act of harassment. All such complaints must be submitted on the forms provided by the College (see Appendix A). This form will be used for both the initiation of complaints under the informal procedure and the conversion of the complaint to the formal procedure.

4. If the Affirmative Action Officer is the respondent in a complaint of discrimination, the President of the College shall designate a person to investigate and attempt to resolve the complaint. That person shall carry out the duties and responsibilities of the Affirmative Action Officer in that specific complaint.
5. The complaint shall contain:

   a. The name, local and permanent address(es), and telephone number(s) of the Complainant.

   b. A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory act(s) in sufficient detail to give each respondent reasonable notice of what is claimed against him/her. The statement should include the date(s), approximate time(s) and place(s) where the alleged act(s) of unlawful discrimination or harassment occurred. If the act(s) occurred on more than one date, the statement should also include the last date on which the acts occurred as well as detailed information about any prior acts. The names of any potential witnesses should be provided, if appropriate.

   c. The name(s), address(es) and telephone number(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.

   d. Identification of the status of the person(s) charged, whether faculty, staff, or student.

   e. A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-college official, court, or agency, under any other complaint or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the court, person, department, or agency with which the information was filed and its address or to which it was reported.

   f. Such other or supplemental information as may be requested.

6. If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the Affirmative Action Officer may terminate any further processing of the complaint or advise the complainant of the alternative forums (see Appendix B for a list of alternative forums).

7. If a complainant elects to have the matter dealt with in an informal manner, the Affirmative Action Officer will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

8. In seeking an informal resolution, the Affirmative Action Officer shall attempt to review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent, if desirable. If a resolution satisfactory to both the complainant and the respondent is reached within 14 calendar days from the filing of the complaint, through the efforts of the Affirmative Action Officer, the Affirmative Action Officer shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint form in the Affirmative Action Officer’s file, shall contain the terms of any agreement reached by complainant and respondent, and shall be signed and dated by the complainant, the respondent and the Affirmative Action Officer.

9. If the Affirmative Action Officer is unable to resolve the complaint to the mutual satisfaction of the complainant and respondent within 14 calendar days from the filing of the complaint, the Affirmative Action Officer will so notify the complainant. The Affirmative Action Officer shall again advise the complainant of his or her right to proceed to the next step internally and/or the right to separately file with appropriate external enforcement agencies.

NOTE: The time limitations set forth above in paragraphs 7 and 8, may be extended by mutual agreement of the complainant and respondent with the approval of the Affirmative Action Officer the complainant and respondent.

10. At any time, subsequent to the filing of the complaint form in Appendix A under the informal procedures provided in Part A above, the complainant may elect to proceed under the Formal Complaint Procedure as specified in Part B of this document and forego the informal resolution procedure.
Resolution of informal complaints can include an apology by the harasser, monitoring treatment of the complainant to ensure that he/she is not subjected to retaliation by the alleged harasser or others because of filing a complaint, training or counseling of the alleged harasser or monitoring of the alleged harasser, or other resolutions which the parties may agree.

PART B: The Formal Complaint Procedure

The Formal Complaint Procedure is structured in a way to promote the timely and fair resolution of a complaint filed hereunder. While the College will make every effort to strictly comply with the timeframes set forth herein, its failure to do so shall not constitute a waiver or otherwise nullify the procedures set forth herein. Moreover, in the event that it is necessary to undertake immediate measures before completing an investigation to ensure that further Harassment or Unlawful discrimination does not occur, a recommendation may be made to the President of the College or his/her designee to make scheduling changes so as to avoid contact between the parties, transferring the respondent or placing the respondent on non-disciplinary leave with pay pending the conclusion of the investigation.

1. The formal complaint proceeding is commenced by the filing of a complaint form as described in Part A(4). The 60 calendar day time limit also applies to the filing of a formal complaint.

2. If the complainant first pursued the informal process and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, and signing and dating the complaint form.

3. If an informal resolution was not pursued, the Affirmative Action Officer shall notify the complainant 14 calendar days from the filing of the complaint.

4. Upon receipt of a complaint, the Affirmative Action Officer will provide an initialed, signed, date-stamped copy of the complaint to the Complainant. As soon as reasonably possible after the date of filing of the complaint, the Affirmative Action Officer will mail a notice of complaint and a copy of the complaint to the respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided such delivery is made by the Affirmative Action Officer (or designee) and, that proper proof of such delivery, including the date, time and place where such delivery occurred is entered in the records maintained by or for the Affirmative Action Officer.

5. Within 7 calendar days of receipt of the complaint, the Affirmative Action Officer shall send notification to the complainant, the respondent and the College President that a review of the matter shall take place in the form of a hearing by a Tripartite Panel to be jointly selected by the complainant and the respondent from a pre-selected pool of eligible participants (see Appendix C).

6. The Tripartite Panel shall consist of one member of the pre-selected pool chosen by the complainant, one member chosen by the respondent and a third chosen by the two designees. The panel members shall choose a Chairperson amongst themselves. Selection must be completed and written notification of designees submitted to the Affirmative action Officer no later than 7 calendar days after the complainant, the respondent and the President received notice under Paragraph 6 above.

   If the President is the respondent, then the third member of the panel shall be selected by the College Board of Trustees.

7. In the event that the procedural requirements governing the selection of the Tripartite Panel are not completed within 7 calendar days after notification, the Affirmative Action Officer shall complete the selection process.

8. The Tripartite Panel shall review all relevant information, interview pertinent witnesses and, at their discretion, hear testimony from and bring together the complainant and the respondent, if desirable. Both the complainant and the respondent(s) shall be entitled to submit written statements or other relevant and material evidence and to provide rebuttal to the written record compiled by the Tripartite Panel.
9. Within 24 calendar days from the completion of the Tripartite Panel’s review, including a hearing, the Chairperson of the Tripartite Panel shall submit a summary of its findings and the Tripartite Panel’s recommendation(s) for further action or sanctions, if any, on a form to be provided by the Affirmative Action Officer, to the President. If the President is the respondent, the findings and recommendation shall be submitted concurrently to the Sponsor of the College, namely Rensselaer County, and to the Chancellor.

10. Within 7 calendar days of receipt of the written summary, the President or his/her designee shall issue a written statement to the complainant and respondent, indicating what action the President proposes to take, if any. The action proposed by the President or designee may consist of:

a. A determination that the complaint was not substantiated.

b. A determination that the complaint was substantiated and will either uphold, reverse or modify the recommendation.

If the President is the respondent, the College Sponsor, namely Rensselaer County, and the Chancellor shall concurrently issue a written statement to the complainant and respondent indicating what action the College Sponsor, namely Rensselaer County, and the Chancellor proposes to take. The College Sponsor, namely Rensselaer County, and the Chancellor’s decision shall be final for purposes of this discrimination procedure.

11. If the complainant is dissatisfied with the President’s or the College Sponsor, namely Rensselaer County, and the Chancellor’s decision, the complainant may elect to seek reconsideration of the decision to the Chairperson of the College Board of Trustees, for reconsideration within 7 calendar days of the decision. The decision shall be reversed, amended, or upheld. The decision shall be final. If the complainant is unsatisfied with the result, nothing precludes the complainant from filing a complaint with state and/or federal agencies or a court of competent jurisdiction. (see Appendix B) The Affirmative Action Officer will provide to the best of his/her knowledge, general information concerning the processes relevant to outside agencies or courts but since he/she is not an attorney at law, he/she can provide no advice as to procedural or substantive rights concerning these agencies, or courts, including deadlines for filing.

FILING A COMPLAINT WITH AN EXTERNAL (N.Y. STATE OR FEDERAL) AGENCY OR COURT OF COMPETENT JURISDICTION

Students or employees of the college may file a complaint of unlawful discrimination with the appropriate state or federal agencies listed in Appendix B.

Filing a complaint with a state or federal agency, or a court of competent jurisdiction on the same facts or circumstances as provided in a complaint filed pursuant to the College’s Anti-Discrimination and Harassment Complaint Procedure will terminate the latter procedures for processing a complaint of unlawful discrimination. The Affirmative Action Officer will send a letter to the complainant of the termination, immediately after confirming that the complaint has been filed with a state or federal agency, or with a court of competent jurisdiction.
Administrative and Instructional Staff

Board of Trustees

Robert H. Hill II, Chairman - Averill Park
Conrad H. Lang, Jr., Vice Chairman - Averill Park
Richard M. Amadon - Nassau
James J. Brearton - Troy
Kenneth B. Colloton - East Greenbush
Donald E. Fane - Troy
Joseph A. Kapp - East Greenbush
James A. Walsh - Troy
Paul W. Zuber - Troy
Michael Barone - Student Trustee, 2008-09

Administration

Andrew J. Matonak, Ed.D.
President of the College

George J. Raneri
Secretary to the Board of Trustees

Suzanne Kalkbrenner
Assistant Secretary to the Board of Trustees

College Administration

President
Ed.D., University of Houston
M.A., Michigan State University
B.A., The College of Wooster
A.A., Butler County Community College

Sarah M. Boggess (1999)
Vice President for Institutional Advancement
B.A., Dartmouth College

Vice President for Academic Affairs
Ph.D., Fordham University
M.S., University of Connecticut
B.S., Hunter College

Joel R. Fatato (1971)
Vice President for Finance
M.S., SUNY Albany
B.A., Empire State College
A.A.S., Hudson Valley Community College

Margaret Geehan (1997)
Dean, School of Health Sciences, School of Liberal Arts and Sciences
Ph.D., M.S., SUNY Albany
B.A., SUNY New Paltz
A.A.S., Fashion Institute Technology

Michael S. Green (2007)
Executive to the President for Institutional Effectiveness and Strategic Planning
Ph.D., M.Phil., B.S., Syracuse University

Vice President, Executive Director, Capital District Educational Opportunity Center
Ed.D., M.S., B.A., Ed Specialist University Certificate, SUNY Albany

Vice President for Enrollment Management and Student Development
Ed.D., Boston University
M.S., Southern Connecticut State College
B.A., St. John Fisher College

Phillip White (1991)
Dean, School of Business, School of Engineering and Industrial Technologies
M.A.O.M., B.S., University of Phoenix

James J. LaGatta (1969)
Interim Vice President for Administration
Deputy to the President
M.S., Union College (N.Y.)
B.S., SUNY College Oneonta
A.A.S., Hudson Valley Community College
Chancellor’s Award Recipients at Hudson Valley Community College

No higher honor can be accorded a faculty member or administrator than the prestigious Chancellor’s Award. Instituted in 1972 by the State University of New York, the Chancellor’s Awards recognize exceptional contributions to the University by dedicated professionals. Hudson Valley Community College is committed to the ideal of teaching as the benchmark by which an institution is evaluated. We are extremely proud of the accomplishments of these individuals.

Chancellor’s Award for Excellence in Teaching

School of Business
1991 Louis A. Rosamilia, Accounting
1994 William L. Staats, Accounting
1998 M. Terri Pennisi, Marketing

School of Engineering and Industrial Technologies
1990 John L. Nagi*, Electrical Engineering Technology

School of Health Sciences
1973 Janet Fahey*, Nursing
1975 Elizabeth A. Rowe*, Anatomy and Physiology
1986 Catherine Davis, Dental Hygiene
1986 Barbara M. House, Dental Hygiene
1991 Sally M. Bauer, Biology
1992 Deborah N. Halacy, Biology
1997 Leona A. Bishop, Nursing
1997 Denise Y. Friedman, Biology
2000 Sheila M. Hughes, Medical Imaging
2001 Dr. Linda Adamchak, Biology
2005 Sandra Galligan, Nursing

School of Liberal Arts and Sciences
1973 Warren Joscelin*, Mathematics
1975 Cecelia M. Jorgensen, Chemistry
1977 Oscar H. Godin*, Math and Engineering Science
1978 John Murray, Mathematics Science
1979 Maureen P. Hood, English
1980 Jay A. Gorham, Mathematics
1986 Ronald E. Dow, Criminal Justice
1989 Joseph Caruso, Criminal Justice
1989 Brian McCabe, Human Services
1989 Dr. Norman Swanson, Mathematics
1990 Damian Nichols*, Physics
1991 Dr. Ruth E. Waller, Human Services
1992 William G. Muller, Humanities
1992 Joan E. Shack, Mathematics
1992 Anthony W. Walsh, Behavioral and Social Sciences
1993 Dale B. Bryant, Mathematics
1993 John H. Nickles, Chemistry
1993 Dr. Richard A. Platt, Human Services
1994 Mary DeBey, Early Childhood
1994 Carol H. Karpien, English
1994 Ronald J. Karpien, Physics
1995 Charles H. Ostrander, Physics
1995 Vivian A. Tortorici, English
1996 Nancy Howe-Ford, Social Sciences
1996 Thomas P. Rogan, Physical Education
1996 James Zubrick, Chemistry
1997 Ann Marie Murray, Mathematics
1997 Peter L. Sanzen, Criminal Justice
1998 Mary Ellen Deighan, Human Services
1999 Nancy Cupolo, Early Childhood
1999 Jai N. Misir, English
2000 Ronald R. Mulson, Jr., Behavioral and Social Sciences
2001 Dr. Mary M. Mulson, Mathematics
2002 Cherie Pash-Corr, Mathematics and Science/Engineering Science
2002 Mary A. Herlt, Biology, Chemistry and Physics
2003 Elaine Brooks Rinaldo, Mathematics and Science/Engineering Science
2003 Dr. Wilson Crone, Biology
2003 Kathryn Sullivan, Criminal Justice
2004 Diane Jasinski, Mathematics & Science
2005 Donald Heckelman, Engineering Science/Mathematics and Science
2005 Maryanne Pepe, Human Services
2006 Thomas Lail, Fine Arts
2006 Doris Schoonmaker, Mathematics and Science/Engineering Science
2007 Dr. Laura Ann Mastrangelo, Biology, Chemistry and Physics
2007 Dr. Mark D. Tenney, Mathematics and Science/Engineering Science
2008 Dr. Maria Palmara, English, Modern Languages, and English as a Second Language

Chancellor’s Award for Excellence in Faculty Service

2005 Carol McCarthy, Center for Effective Teaching
Chancellor’s Award for Excellence in Librarianship

1983 Christine Root, Librarian
1989 Susan Blandy, Librarian
2006 Robert G. Matthews, Associate Professor/Faculty Librarian

Chancellor’s Award for Excellence in Professional Services

1981 Joseph F. Marcelli, Dean, Health and Physical Sciences
1985 Lawrence Berk*, Associate Director of the Learning Resources Center
1988 Donald Bowman, Dean of Enrollment Services
1989 C. Frederick Zipprich, Dean, Engineering and Industrial Technologies
1990 Holly Christensen, Dean of Continuing Education
1992 James J. LaGatta, Dean, School of Liberal Arts and Sciences
1993 Joel R. Fatato, Chief Fiscal Officer
1994 Mary M. Giles, Dean, Health Sciences
1995 Susanne K. Stark, Professor/Chairperson, Business Administration
1995 Kathleen E. Quirk, Director, Office of Testing, Advisement and Academic Placement
1997 Mark C. Schmiedeshoff, Career Planning and Placement
1998 Dennis L. Nagi, Professor/Chairperson, Humanities and Modern Languages, Behavioral and Social Sciences
1999 Donna Murray, College Nurse
2000 Bette H. Frisino, Registrar
2001 Louis Coplin, Director of Student Life
2002 Karen H. Nash, Associate Professor, Department Chairperson, Human Services
2002 Pablo Negron, Director, Disability Resources
2004 Phillip D. Brown, Professor/Department Chairperson, Physical Education
2004 Christine Helwig, Director, Community and Professional Education
2005 Andrew Marrochello, Director, Athletics
2006 Dicey O’Malley, Professor/Department Chairperson, Nursing

2006 Kathleen Petley, Registrar
2007 Susan Gallagher, Director, Distance Learning
2007 Dr. Kathleen Sweener, Director, Student Development
2008 Jeanne S. Kelleher, Assistant Professor/Department Chairperson, Medical Imaging

Chancellor’s Awards at the Educational Opportunity Center

1977 James E. Sharp, Vice President and Director, for Excellence in Professional Services
1990 Roberta Patterson, Academics, for Excellence in Teaching
1991 D. Ruth DeMartino, Coordinator of Service Programs, for Excellence in Professional Services
1996 Dr. Lucille A. Marion, Vice President and Executive Director, for Excellence in Professional Services
2001 Melanie F. Bleich, Academics, for Excellence in Teaching
2003 Beverley Bardequez, Enrollment Services Manager, for Excellence in Teaching
2003 Susan Hoff - Haynes, Academics, for Excellence in Teaching
2005 Sherri Mackey, Associate Director and Coordinator for Business Services, for Excellence in Professional Services
2005 Carol Wilber, Academics, for Excellence in Teaching
2008 Marilyn Shapiro, Coordinator of Program Development and Research, for Excellence in Professional Service

* deceased
Administrative Staff

Susan Agan (2005)
Assistant for Financial Analysis
A.A.S., Hudson Valley Community College

Fred Aliberti (2007)
Director of Public Safety
M.S., B.S., SUNY Albany

Janet Atwater (1969)
Director of Health Services
M.S., Russell Sage College
B.A., SUNY Albany
R.N., Columbia Memorial Hospital A.N.P., C., Brigham Young University

Beverly Bardequez (1988)
Enrollment Services Manager
Capital District Educational Opportunity Center
B.A., SUNY Albany

Mary Claire Bauer (2001)
Director of Admissions
M.S. in Ed, SUNY Buffalo
B.A., University of Buffalo

Dale Baxter (1991)
Assistant for Financial Analysis, Internal Auditor
B.S., College of St. Rose
A.A.S., Hudson Valley Community College

Cheryl Beauchamp (2007)
Director of Grants
M.B.A., Russell Sage College
C.A.S., SUNY Albany
B.A., Fairleigh Dickinson University

Christine Beckstein (2000)
Admissions Counselor
B.A., SUNY Albany
A.A., Sage College of Albany

Richard Bennett (1989)
Director of Continuing Education, Summer Programs and Workforce Development
M.S., University of Massachusetts (Amherst)
A.A.S., Hudson Valley Community College

Ingrid Blydenburgh (2001)
Nurse Practitioner
M.S., B.S., Russell Sage College

Patricia Bodi (2003)
Assistant Director, Verizon
B.S., Excelsior College-Regents College
A.A.S., Hudson Valley Community College

John Braungard (2001)
Bursar
B.S., SUNY Albany
A.S., Le Moyne College

Adele Brown (1999)
Admissions Assistant
A.S., Hudson Valley Community College

Mandy Brown (2007)
Technical Assistant
A.A.S., Hudson Valley Community College

Suzanne Brownrigg (1989)
Director of High School Programs/Educational Outreach Program
M.B.A., Syracuse University
B.A., Hartwick College

Eric Bryant (1996)
Assistant Director of Communications and Marketing
B.A., Marietta College

Kevin Buess (1997)
Broadcast TV Production Technician

Krista Burdick (2007)
Scholarship Technical Assistant
B.A., SUNY Albany

Sharon Burridge (1985)
Assistant Registrar for Records and Certification
M.S., CW Post/Long Island University
B.A., Hofstra University

Janice Butler (1984)
Technical Assistant, Planning and Research
A.A.S., Hudson Valley Community College

Clement Campana (1989)
Operations Assistant of Physical Plant
B.S., College of St. Rose
A.A.S., Hudson Valley Community College

Carol Campbell (2008)
Technical Assistant, Registrar
A.S., Hudson Valley Community College

Megan Carpentier (2008)
Technical Assistant, Criminal Justice
B.A., SUNY Albany
A.S., Hudson Valley Community College

Ann Carrozza (1988)
Executive Director
Faculty Student Association
M.B.A., University of Texas at San Antonio
C.P.A., State of Maryland
B.S., University of Baltimore
A.A.S., Suffolk County Community College

Shawna Case (2005)
Counselor
B.A., Russell Sage College
A.A.S., Hudson Valley Community College

Amelia Catalina (2003)
Technical Assistant, Continuing Education
B.S., SUNY College Potsdam

Gary Cellucci (1988)
Data and Voice Communications Technician
A.O.S., Hudson Valley Community College
Gail Clark (2004)
Recruiter
Capital District Educational Opportunity Center
B.A., SUNY Purchase
A.A.S., Hudson Valley Community College

David Clickner (2007)
Director, College Learning Centers
M.S., SUNY Albany
B.A., Siena College

Kathleen Cline (1989)
Director of Technical Support Services
B.S., SUNY Albany

Patricia Colongione (2001)
Assistant for Financial Analysis
A.A.S., Hudson Valley Community College

Amy Conley (2000)
Program Coordinator
Capital District Educational Opportunity Center
M.S., Canisius College
B.A., SUNY Buffalo

James Constanza (2008)
Site Coordinator NYSERDA
A.S., Hudson Valley Community College

Andre Cook (2004)
Head Men's Basketball Coach, Coordinator of Intramurals
M.A., Union College (N.Y.)
B.S., Skidmore College

Melissa Coon (2004)
Associate Director of Admissions
M.S., B.S., SUNY Institute of Technology at Utica/Rome
A.S., Hudson Valley Community College

Louis Coplin II (1987)
Director of Student Life
M.A., Empire State College
B.A., SUNY College Fredonia

Ann Marie Coulombe (1997)
Technical Assistant
A.A.S., Maria College

Alycia Courter (1998)
Assistant for Financial Analysis
Faculty Student Association
B.S., SUNY Albany
A.A.S., Hudson Valley Community College

Sim Covington (2006)
Assistant Director of the Center for Careers and Employment
M.S., SUNY Albany
C.A.S., SUNY Albany

Stephen Cowan (1987)
Director of Physical Plant
B.S., University of Denver

Rosemarie Crisafulli (1989)
Counselor
Capital District Educational Opportunity Center
M.S., B.A., Niagara University

Pamela Crowson (2003)
Enrollment Services Specialist
Capital District Educational Opportunity Center
B.S., College of St. Rose

Gail Dailey (1991)
Enrollment/Retention Services Technician, Instructional Support Services and Retention
A.A.S., Hudson Valley Community College

International Student Advisor
M.S. in Ed., SUNY College of Oneonta
B.S., SUNY College of Oneonta

Glenn DePuy (2007)
Computer Programmer/Analyst
B.A., SUNY Genesee

College Physician
M.D., Andhra Medical College (India)

Nancy Duchessi (1995)
Project Director, Verizon
B.A., SUNY Albany

Selissa Dukes (1998)
Technical Assistant, Admissions
A.A.S., Hudson Valley Community College

John Dyson (2001)
Technical Assistant
A.A.S., Hudson Valley Community College

Bryan Eaton (1986)
Chief Information Officer
M.S., B.S., SUNY Albany

Thomas Edwards (2001)
Systems and Network Specialist

Lorraine Ellis (1996)
Associate Director, Student Development
M.S., B.S., SUNY at Plattsburgh

Sandra Eyerman (1997)
Electronic Communications Editor
A.A.S., Hudson Valley Community College

Oji Fagan (2005)
Head Football Coach, Academic Progress Coordinator
B.A., SUNY Albany

Elizabeth Fahrenkopf (2005)
Assistant Director of Technical Support Services
B.S., College of St. Rose

Bonnie Farrell (2007)
Instructional Designer
M.S., SUNY Albany
B.S., SUNY Albany
Maureen Ferraro-Davis (2008)  
Assistant Comptroller  
B.A., College of St. Rose

Sonya Fisher (2005)  
Associate Director, Financial Aid  
B.S., SUNY Buffalo

John Fogarty (1980)  
Associate Director of Computer Services  
M.B.A., B.S., College of St. Rose

Bette Frisino (1986)  
Director of Student Services Information Technology  
B.A., Russell Sage College

Andrew Fuda (2000)  
Assistant Director of Institutional Services and Events  
A.S., Hudson Valley Community College

John Gallagher (1993)  
Computer Support Specialist  
Capital District Educational Opportunity Center  
B.S., Air Force Institute of Technology  
A.A.S., Hudson Valley Community College

Susan Gallagher (1998)  
Coordinator of Distance Learning  
M.S., SUNY Albany  
B.S., SUNY at Plattsburgh

Technical Assistant, Dental Hygiene  
A.A.S., Hudson Valley Community College

Patti Gaston (2006)  
Business Manager, Verizon  
A.S., Hudson Valley Community College  
B.S. Siena College

Mary Kay Gee (2001)  
Coordinator of Instructional Services  
Capital District Educational Opportunity Center  
M.S.in Ed., Northeastern Illinois University  
B.A., University Iowa

George Genevive (1993)  
Coordinator of Student Housing  
A.A., Hudson Valley Community College

William Gil (2007)  
Systems and Web Specialist  
B.S., Rensselaer Polytechnic Institute

Suzanne Glaude (1994)  
Web Site Specialist  
A.A.S., Hudson Valley Community College

Domenica Hall (1989)  
Technical Assistant, Registrar  
B.A., SUNY Albany

Elizabeth Halpin (2007)  
Assistant for Financial Analysis  
B.A., SUNY Institute of Technology at Utica/Rome

Betina Hamm (2008)  
Technical Assistant Financial Aid  
B.A., SUNY New Paltz

Joanne Hammond (2004)  
Financial Services/Accounting Analysis  
B.S., College of St. Rose

Brenda Hazard (2008)  
Library Director  
M.A., Simmons College  
M.L.S., SUNY Albany  
B.A., Lafayette College

Graham Heaslip (2008)  
Microcomputer Technician  
A.A.S., Hudson Valley Community College

John Heiser (2000)  
Director for Graphic Design and Printing Services  
B.A., Texas Tech University

Christine Helwig (1980)  
Associate Dean, Educational Outreach and Academic Services  
M.S., SUNY Albany  
B.S., Russell Sage College

Kathryn Henry (1994)  
Technical Assistant for Testing  
B.S., SUNY Albany  
A.A.S., Hudson Valley Community College

Technical Assistant  
Instructional Support Services and Retention  
A.A.S., Hudson Valley Community College

Director, Public Training Programs  
Ed.D., Nova Southeastern University  
M.Ed., B.A., Worcester State College

Ann Horton (1999)  
Employment Services Specialist  
Capital District Educational Opportunity Center  
A.A.S., Hudson Valley Community College

Sylvia Intelisano (1987)  
Food Service Manager  
Capital District Educational Opportunity Center  
B.S., Empire State College  
A.A.S., SUNY Morrisville

Senior Systems and Network Specialist II  
A.S., Hudson Valley Community College
Ronni Jones (2002)
Associate Director, Financial Aid
B.S., SUNY Institute of Technology at Utica/Rome
A.A.S., Herkimer County Community College

Rachel Josil (2000)
Counselor
B.S., SUNY Albany
M.A., Sage Graduate School

Suzanne Kalkbrenner (2007)
Assistant to the President
B.A., Fordham University
A.O.S., Mildred Elley

Kathleen Kelly (2006)
Director, Viking Child Care Center
Faculty Student Association
M.S., B.S., College of Saint Rose

Elzbieta Kessel (2000)
Program Coordinator, Toughey Foundation Grant
M.A., SUNY at Binghamton

Keevin Killikelly (2000)
Enrollment Services Specialist
Capital District Educational Opportunity Center
A.A.S., Hudson Valley Community College

Sonia Kiszka (2003)
Nurse Practitioner
M.Ed., St. Michaels College
B.S., Skidmore College
A.A.S., Maria College
R.N.P., Ellis Hospital

Donna Kropp (2001)
Senior Computer Programmer Analyst
B.Tech., A.A.S., SUNY Cobleskill

Network Specialist

Ian Lachance (2005)
Assistant Registrar for Registration
B.A., Roger Williams University

Mary Ellen Lajeunesse (1987)
Director of Business Services
C.A.S., M.S., SUNY Albany
B.A., Siena College

James Larocque (2000)
Computer Programmer Analyst
A.S., Adirondack Community College

James Larson (2005)
Assistant for Financial Analysis
B.S., Georgetown University

Marlene LaTerra (2005)
Coordinator of Workforce Development Institute
M.A., B.A., LeMoyne College
M.S. SUNY Cortland

Mara LeFebvre (2007)
Assistant Director of Institutional Services & Events
B.S., Skidmore College

Joseph Leffler (2000)
Assistant to the Executive Manager, Physical Plant

Uwe Lehmann (2005)
Microcomputer Technician
B.A., SUNY Albany
A.A., Jefferson Community College

Casey Lensink (2002)
Advisement and Retention Specialist
M.S., College of St. Rose
B.A., SUNY Albany
A.A., Hudson Valley Community College

Marvin LeRoy (2004)
Director of Major Gifts
M.A., Russell Sage College
B.A., Siena College

Brian Levin, J.D. (2008)
Systems and Network Specialist
J.D., Western New England College
B.A., SUNY Oswego
A.A., Adirondack Community College

Jessica Litwin (2006)
Counselor
B.A., SUNY Plattsburgh

Jaime Mackey (2004)
Retention Specialist
Capital District Educational Opportunity Center
A.A.S., Hudson Valley Community College

Sherri Mackey (1995)
Associate Director and Coordinator for Business Services
Capital District Educational Opportunity Center
M.S., SUNY Albany
B.S., Kansas State University (Salina)

James Macklin (1980)
Director of Planning and Research
B.S., Marist College

Margaret Mann (2004)
Technical Assistant, Academics
B.S., College of St. Rose
A.A.S., SUNY Cobleskill

Erin Manning (2002)
Scheduling Officer
B.A., SUNY Albany
A.A., Hudson Valley Community College

Nicholas Marchese (2006)
Operations Manager, Viking’s Cove Bookstore
Faculty Student Association
B.S., Bentley College
A.S., Hudson Valley Community College
Gayle Martel (2008)  
Director of the Center for Careers and Employment  
M.S., College of St. Rose  
B.A., Russell Sage College  
A.A., Hudson Valley Community College

Kevin McNeelege (2005)  
Retention Specialist  
J.D., Case Western Reserve University  
M.A., Johns Hopkins University  
B.A., Johns Hopkins University

Donna Murray (1974)  
Clinical Coordinator  
R.N., St. Peter’s Hospital School of Nursing

Pablo Negron (1980)  
Director of Disability Resource Center/Americans With Disabilities Coordinator  
B.A., SUNY Albany  
A.A.S., Hudson Valley Community College

Michael O'Brien (1991)  
Technical Assistant, Center for Careers and Employment  
B.A., Siena College

Nicole Martin (2006)  
Advising Specialist  
M.Ed., St. Lawrence University  
B.A., Colby-Sawyer College

Counselor  
M.S., B.A., Russell Sage College  
A.A.S., Schenectady Community College

Nicole Martin (2006)  
Advising Specialist  
M.Ed., St. Lawrence University  
B.A., Colby-Sawyer College

Donna Milks (1988)  
Coordinator of Computer Services  
A.S., Hudson Valley Community College

Barbara McBride (2006)  
Technical Assistant  
B.S., Nazareth College of Rochester

Deanne Martocci (1998)  
Associate Director and Adaptive Technology Specialist  
M.S., SUNY Albany  
B.A., College of St. Joseph

Anne Minehan (1987)  
Associate for Academic Planning, Assessment, Research and Accreditation  
B.S., Nazareth College of Rochester

Barbara McBride (2006)  
Technical Assistant  
B.S., Nazareth College of Rochester

Counselor  
M.S., B.A., Russell Sage College  
A.A.S., Schenectady Community College

Jeannie McCartan (2006)  
Advising Specialist, School of Business  
M.A., College of St. Rose  
B.A., Saint Xavier University

Paula Monaco (2007)  
Director of Communications and Marketing  
B.A., Siena College

Sandra McCarthy, J.D. (2001)  
Coordinator of the College Judicial System  
J.D., Albany Law School  
B.A., College of Charleston  
A.A., Santa Monica College

Ann Mone (2000)  
Coordinator of Employment Services  
Capital District Educational Opportunity Center

Amy McEwing (1985)  
Coordinator, School of Technology Academic Advisement Center  
M.S., B.A., SUNY Albany

Doreen McGreevy (2001)  
Technical Assistant, Learning Disabilities Services  
B.S., SUNY Cortland  
A.A.S., Hudson Valley Community College

Stephanie Moryl (2000)  
Counselor  
Capital District Educational Opportunity Center  
M.S.W., SUNY Albany  
B.A., Siena College  
A.A.S., Hudson Valley Community College

Colleen Moore (2006)  
Assistant for Financial Analysis  
Faculty Student Association  
B.S., Saint Michael’s College

Kevin McNeelege (2005)  
Retention Specialist  
J.D., Case Western Reserve University  
M.A., Johns Hopkins University  
B.A., Johns Hopkins University

Donna Milks (1988)  
Coordinator of Computer Services  
A.S., Hudson Valley Community College

Sandra McCarthy, J.D. (2001)  
Coordinator of the College Judicial System  
J.D., Albany Law School  
B.A., College of Charleston  
A.A., Santa Monica College

Kathleen Petley (1987)  
Registrar  
M.S., SUNY Albany  
B.A., SUNY Binghamton
Keith Phillips (1996)
Technical Assistant, Testing and Admissions
Capital District Educational Opportunity Center
B.P.S., SUNY Institute of Technology at Utica/Rome
A.A.S., Schenectady County Community College

Deborah Richey (1994)
Assistant Director of Human Resources
B.S., Russell Sage College

Tonia Risse (2007)
Technical Assistant, Financial Aid
B.A., SUNY Oswego

Mary Kate Robinson (1994)
Financial Aid Information Systems Manager
M.A., B.A., SUNY Albany
A.A., Hudson Valley Community College

Roger Pinke (1998)
Instructional Technology Support Specialist

Mary Kate Robinson (2001)
Technical Assistant, High School Programs
B.A., Russell Sage College
A.A.S., Hudson Valley Community College

Mary Purtell (2001)
Technical Assistant, High School Programs
B.A., Russell Sage College
A.A.S., Hudson Valley Community College

Joan Russo (1992)
Confidential Assistant
A.A.S., Hudson Valley Community College

David Quell (1981)
Senior Data and Voice Communications Technician
A.A.S., Maria College

Linda Ryder (2004)
Instructional Designer
M.F.A., B.A., SUNY Albany

Meta Quell (1987)
Senior Computer Programmer Analyst
B.A., University of Massachusetts (Amherst)

Joseph Sarubbi (1979)
Executive Director, TEC-SMART
M.S., SUNY Albany
B.S., SUNY Institute of Technology at Utica/Rome

Kathleen Quirk (1981)
Associate Dean for Instructional Support Services and Retention
M.S., College of St. Rose
B.A., SUNY College Oneonta

David Scott (2004)
Associate Registrar
M.S., B.S., College at SUNY Buffalo

Robert Racette (1998)
Coordinator of Instructional Technology Services
M.S., SUNY Albany
B.A., SUNY at Plattsburgh

Tracy Seeberger (2002)
Database Specialist

Michael Radzynski (2005)
Assistant for Financial Analysis
B.S., Syracuse University

Susan Settler (2004)
Employment Services Specialist
Capital District Educational Opportunity Center
B.A., SUNY College Purchase

George Raneri (2003)
Technical Assistant
M.S. in Ed., B.S. in Ed., SUNY College Oneonta

Richard Spence (1996)
Coordinator for Student Services
Capital District Educational Opportunity Center
C.A.S., M.S., SUNY Albany
B.S., Union College (N.Y.)

Robert Racette (1998)
Coordinator of Instructional Technology Services
M.S., SUNY Albany
B.A., SUNY at Plattsburgh

Karen Seward (2000)
Executive Manager of Physical Plant
M.E., B.S., Rensselaer Polytechnic Institute

Marilyn Shapiro (1986)
Coordinator of Program Development and Research
Capital District Educational Opportunity Center
M.S., B.A., SUNY Albany

Carlene Sheehan (2000)
Senior Microcomputer Technician
A.A.S., Broome Community College

Peter Sheeran (1999)
Senior Systems and Network Specialist I

Deborah Shoemaker (1995)
Director of Community and Professional Education
M.S., B.S., Russell Sage College

Debra Story (1983)
Comptroller
M.S., B.S., SUNY Albany
A.A.S., Hudson Valley Community College

Deborah Richey (1994)
Assistant Director of Human Resources
B.S., Russell Sage College

Jessica Shadha (2008)
Communication and Marketing Specialist
B.S., Siena College

Mary Purtell (2001)
Technical Assistant, High School Programs
B.A., Russell Sage College
A.A.S., Hudson Valley Community College

Joan Russo (1992)
Confidential Assistant
A.A.S., Hudson Valley Community College

Linda Ryder (2004)
Instructional Designer
M.F.A., B.A., SUNY Albany

Joseph Sarubbi (1979)
Executive Director, TEC-SMART
M.S., SUNY Albany
B.S., SUNY Institute of Technology at Utica/Rome

David Scott (2004)
Associate Registrar
M.S., B.S., College at SUNY Buffalo

Tracy Seeberger (2002)
Database Specialist

Susan Settler (2004)
Employment Services Specialist
Capital District Educational Opportunity Center
B.A., SUNY College Purchase

Karen Seward (2000)
Executive Manager of Physical Plant
M.E., B.S., Rensselaer Polytechnic Institute

Marilyn Shapiro (1986)
Coordinator of Program Development and Research
Capital District Educational Opportunity Center
M.S., B.A., SUNY Albany

Carlene Sheehan (2000)
Senior Microcomputer Technician
A.A.S., Broome Community College

Peter Sheeran (1999)
Senior Systems and Network Specialist I

Deborah Shoemaker (1995)
Director of Community and Professional Education
M.S., B.S., Russell Sage College

Debra Story (1983)
Comptroller
M.S., B.S., SUNY Albany
A.A.S., Hudson Valley Community College
Robert Swanick (1989)
Admissions Counselor
M.S., SUNY Albany
B.S., SUNY Oswego

Director of Student Development
Psy.D., C.A.S., SUNY Albany
M.P.S., Long Island University (C.W. Post Campus)
B.A., Siena College

Concetta Terranova (1991)
Counselor
Capital District Educational Opportunity Center
M.S., SUNY Albany
B.A., Montclair State University

Dolores Terry (2003)
Employment Services Specialist
Capital District Educational Opportunity Center
B.A., Herbert H Lehman College

John Tibbetts (1986)
Director of Human Resources
M.S., SUNY Albany
B.A., Miami University (Oxford)

Donna Totaro (2000)
Technical Assistant, Disability Resources
M.S., Russell Sage College
B.A., Montclair State College
A.A., County College Morris

Janet Twardzik (1984)
Director of Budget
M.B.A., SUNY Albany
B.S., SUNY Buffalo

Sondra Valle, Ph.D. (2008)
Assistant to the Vice President for Academics
Ph.D., SUNY Albany
M.Ed., Columbia University
B.S., SUNY Buffalo

Beth Van Ornam (2004)
Director of Financial Services Information Technology
B.A., Russell Sage College
A.A.S., Hudson Valley Community College

Lisa Van Wie (1995)
Director of Financial Aid
M.S. in Ed., B.S., Russell Sage College
A.A.S., Sage Junior College

Lindsey Watson (1983)
Senior Media Specialist
M.S., B.A., SUNY Albany
A.A., Hudson Valley Community College

Right Webbe (2000)
Systems and Network Specialist
B.A., SUNY College New Paltz
A.S., Orange County Community College

George Weinisch (2002)
Senior Systems and Network Specialist II
A.A.S., Hudson Valley Community College

College Physician
M.D., SUNY Upstate Medical University
B.S., SUNY at Binghamton

Martha Wilkins (2001)
Technical Assistant, Academics
M.S., SUNY College New Paltz
B.A., SUNY College Potsdam

Dona Williams (2002)
Coordinator of Asset Placement Testing

Mark Wright (2003)
Textbook Manager, Viking's Cove Bookstore
Faculty Student Association
B.S. Southern Vermont College
A.A.S., Hudson Valley Community College

Zachary Yannone (1999)
Director of Institutional Services and Events
B.S., SUNY Cortland
A.A., Hudson Valley Community College

Umran Yaqoob (2001)
Senior Microcomputer Technician
A.A.S., Hudson Valley Community College

Maria Zemantauski (2004)
Coordinator of Cultural Affairs
M.A., SUNY Albany
B.S., SUNY College New Paltz
Department Chairpersons

Carol L. Bosco (2002)  
Instructor  
Nursing  
M.S., B.S., Russell Sage College  
A.A., Mott Community College

Jeanne Kelleher (1984)  
Assistant Professor  
Medical Imaging  
M.S., Russell Sage College  
B.S., Manhattan College  
A.A.S., Hudson Valley Community College

Philip Brown (1969)  
Professor  
Physical Education  
M.S., B.S., Ithaca College

James Countryman (2003)  
Assistant Professor/Acting Department Chair  
Building Systems Technology  
B.S., SUNY Oswego  
A.O.S., Hudson Valley Community College

Nancy Cupolo (1990)  
Professor  
Teacher Preparation  
M.S. in Ed., B.S., Russell Sage College

Ann Geisendorfer, J.D. (1993)  
Associate Professor  
Criminal Justice, Forensic Science and Public Administration  
J.D., Albany Law School  
M.S., B.S, John Jay College of Criminal Justice

Jeanne Kelleher (1984)  
Associate Professor  
Medical Imaging  
M.S., Russell Sage College  
B.S., Manhattan College  
A.A.S., Hudson Valley Community College

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<th>Position</th>
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<th>Institution(s)</th>
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Bonnie Cook (2002)  
English, Modern Languages, and English as a Second Language  
M.A., University Connecticut  
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Building Systems Technology  
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Business Administration
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Ph.D., McGill University
B.S., Nazareth College of Rochester

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Meddie Katongole (2006)
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Fine Arts, Theater Arts and Broadcast Communications
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B.A., SUNY Albany

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English, Modern Languages, and English as a Second Language
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Computing and Information Sciences
M.B.A., University Rhode Island
B.S., Rensselaer Polytechnic Institute

Biology, Chemistry and Physics
Ph.D., M.S., Moscow State University
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<th>Name</th>
<th>Degree (Year)</th>
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<td>Lauret Kenney</td>
<td>(2003)</td>
<td>Nursing</td>
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<td>Julie Kilbride</td>
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<td>Biology, Chemistry and Physics</td>
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<td>Michel Kimball</td>
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<td>Human Services and Chemical Dependency Counseling</td>
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<td>Roman Laba, Ph.D.</td>
<td>(2002)</td>
<td>History, Philosophy and Social Sciences</td>
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<td>Lisa Lambert</td>
<td>(2006)</td>
<td>Biology, Chemistry and Physics</td>
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<td>Keith Lashway</td>
<td>(2005)</td>
<td>Civil, Construction, Industrial and Mechanical Technologies</td>
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<td>Lynn Laskoe</td>
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<td>Christopher Lindsay, J.D.</td>
<td>(2000)</td>
<td>History, Philosophy and Social Sciences</td>
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<td>Paul Macey</td>
<td>(1991)</td>
<td>Human Services and Chemical Dependency Counseling</td>
<td>M.S.W., SUNY Albany</td>
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<td>Valerie Mackey</td>
<td>(2005)</td>
<td>Medical Imaging</td>
<td>B.A., SUNY Albany</td>
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<td>Michael Malak, Ph.D.</td>
<td>(2005)</td>
<td>Biology, Chemistry and Physics</td>
<td>Ph.D., Rensselaer Polytechnic Institute</td>
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<td>M.S., California Institute of Technology</td>
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<tr>
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</tr>
</tbody>
</table>
| Paul Male (1976)      | Civil, Construction, Industrial and Mechanical Technologies | M.S.C.E., Purdue University  
B.S.C.E., Union College (N.Y.)  
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PLS, NY, NJ, CT |
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M.S.W., SUNY Albany
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<th>Name</th>
<th>Degree and Field</th>
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<th>Institution 2</th>
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<tr>
<td>Melissa Pinke (2005)</td>
<td>Building Systems Technology</td>
<td>B.S., SUNY Institute of Technology at Utica/Rome</td>
<td>A.A., Hudson Valley Community College</td>
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<td>Ann Plourde (2005)</td>
<td>Teacher Preparation</td>
<td>M.S., SUNY College Oneonta</td>
<td>B.S., SUNY at Plattsburgh</td>
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<td>Lori Purcell (2005)</td>
<td>Mortuary Science</td>
<td>A.A.S., Hudson Valley Community College</td>
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<td>Susanne Quinn (2005)</td>
<td>Human Services and Chemical Dependency Counseling</td>
<td>M.S., Russel Sage College B.S., SUNY Albany</td>
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<td>Mizanur Rahman (2002)</td>
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<td>B. S., Bangladesh Agricultural University (Mymensingh, Bangladesh)</td>
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<td>Vladimir Ramjit (2006)</td>
<td>Mathematics and Engineering Science</td>
<td>M.S., University of Manchester (UK)</td>
<td>M.S., University of London (UK)</td>
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<td>Rosanne Raneri (1992)</td>
<td>Fine Arts, Theater Arts and Broadcast Communications</td>
<td>B.A., SUNY College Geneseo</td>
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<td>Timothy Raymond (1995)</td>
<td>Biology, Chemistry and Physics</td>
<td>M.S., College of St. Rose</td>
<td>B.S., New York University</td>
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<td>Michael Reynolds (1992)</td>
<td>Medical Imaging</td>
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<td>Patrick Romain (1989)</td>
<td>History, Philosophy and Social Sciences</td>
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<td>Joel Ross (2007)</td>
<td>History, Philosophy and Social Sciences</td>
<td>M.S., City College of New York</td>
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John Roy (2001)
English, Modern Languages, and English as a Second Language
M.A., SUNY Albany
B.A., Union College (N.Y.)

Ernest Rugenstein (2004)
History, Philosophy and Social Sciences
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M.A., Indiana Wesleyan University

Annie Rutsky (1998)
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B.A., Union College (N.Y.)

James Ryan (2002)
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<th>Degree</th>
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<tbody>
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General Statement

State University of New York’s 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation’s largest comprehensive system of public higher education.

When founded in 1948, the university consolidated 29 state-operated, but unaffiliated institutions whose varied histories of service dated as far back as 1816. It has grown to a point where its impact is felt educationally, culturally and economically the length and breadth of the state.

As a comprehensive public university, State University of New York provides a meaningful educational experience to the broadest spectrum of individuals. Nearly 367,000 students are pursuing traditional study in classrooms and laboratories or are working at home, at their own pace, through such innovative institutions as the SUNY Learning Network and Empire State College, for more than 25 years a leader in non-traditional education, distance learning, and assessment of prior learning.

Of the total enrollment, approximately 39.4 percent of the students are 25 years of age or older, reflecting State University’s services to specific constituencies, such as training courses for business and industry, continuing educational opportunities for the professional community, and personal enrichment for more mature persons.

The State University’s students are predominantly New York State residents. Representing every one of the state’s 62 counties, they make up more than 96 percent of the University’s undergraduate student population. State University of New York students also come from every other state in the United States, from four U.S. territories or possessions, and from more than 160 foreign countries.

The State University enrolls 35 percent of all New York State high school graduates, and its total enrollment of just under 370,000 (full-time and part-time) is approximately 37 percent of the state’s entire higher education student population. Between 1976 and 1995, the University recorded a 160 percent increase in the enrollment of African, Asian, Hispanic and Native Americans, compared with a 63 percent average increase among colleges and universities across the state.

Because of its structure and comprehensive programs, the State University offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees and post-doctoral studies. The University offers access to almost every field of academic or professional study somewhere within the system—some 5,180 programs of study overall.

Curricula range from those in the more conventional career fields, such as business, engineering, medicine, teaching, performing arts, social work, finance and forestry, to those concerned with tomorrow’s developing and societal needs in the areas of environmental science, urban studies, immunology, information systems, biotechnology, telecommunications, microbiology and health services management.

As part of the university’s commitment to bring to the students of New York the very best and brightest scholars, scientists, artists and professionals, the State University’s distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world, and includes nationally and internationally recognized figures in all the major disciplines. Their efforts are regularly recognized in numerous prestigious awards and honors.

State University’s research contributions are helping to solve some of today’s most urgent problems. At the same time, contracts and grants received by university faculty directly benefit the economic development of the regions in which they are located.

State University researchers pioneered nuclear magnetic resonance imaging, introduced time-lapse photography of forestry subjects, isolated the bacteria that causes Lyme disease, and developed the first implantable heart pacemaker. Other university researchers continue important studies in such wide-ranging areas as breast cancer, immunology, marine biology, sickle-cell anemia, and robotics, and make hundreds of other contributions, inventions and innovations for the benefit of society.

The university’s program for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs (EOP) and Educational Opportunity Centers (EOC), has become a model for delivering better learning opportunities to young people and adults traditionally bypassed by...
higher education. During the past 30 years, almost 482,000 New York State residents have been served.

EOPs currently serve 11,500 students at 47 State University campuses, providing counseling and tutoring to improve scholastic performance, and support services in such areas as academic planning, housing and financial aid. At EOCs in 10 locations across the state, an additional 13,000 students are improving educational competencies, preparing for college entry, or learning marketable skills and occupations.

The 30 locally-sponsored, two-year community colleges operating under the program of the State University offer local citizens programs that are directly and immediately job-related as well as degree programs that serve as job-entry educational experience or a transfer opportunity to a baccalaureate degree at a senior campus. In the forefront of efforts to meet the accelerating pace of technological developments and the requirements of continuing educational opportunity, they provide local industry with trained technicians and help companies and employees in retraining and skills upgrading.

As a public university, the State University of New York has a special responsibility to make its rich and varied resources accessible to all. By focusing its educational system on the needs of the state, the university becomes a valuable resource for meeting those needs for today and tomorrow.

The State University believes efficiencies in instructional delivery and administrative transactions can be achieved while preserving affordable, quality higher education for its students. In 1995, the Board of Trustees developed the document Rethinking SUNY, in response to a call from the Legislature for a “multi-year, comprehensive system-wide plan to increase cost efficiency.” Underlying Rethinking SUNY is the theme of increasing efficiency by empowering campuses to manage directly more of their academic and financial affairs and by eliminating disincentives to the prudent use of campus and system resources.

State University’s involvement in the health sciences and health care is extensive and responsive to the rapid changes in society and the growing needs identified by the state’s public health community. Hundreds of thousands of New York’s citizens are served each year by medical and health sciences faculty and students in university hospitals and clinics or affiliated hospitals.

The university’s economic development services programs provide research, training and technical assistance to the state’s business and industrial community through Business and Industry Centers, the New York State Small Business Development Center, the Strategic Partnership for Industrial Resurgence, Rural Services Institutes, the Trade Adjustment Assistance Center, Technical Assistance Centers, Small Business Institutes, Centers for Advanced Technology, and international development.

State University libraries, the major resource which supports the teaching and research activities of its students and faculty, are an important community resource too. Nearly six million items circulated by campus libraries in fiscal year 1995-96, another three million items were used in-house and almost a quarter million items were made available to the wider community through interlibrary loan. Increasingly, the circulation methods reflected in these traditional statistics are supplemented by electronic and Internet access. Annual attendance at the university’s libraries is more than 21 million students, faculty and public citizens. More than 20 million volumes and government documents are available, as well as nearly 14 thousand CD-ROMS and other computer files. More than two million reference questions were answered, many consisting of requests for help with CD-ROM and online database searches.

The university passed a major milestone in the mid-1980s when it graduated its one millionth alumnus, and currently numbers 1.9 million graduates on its rolls. The majority of the University’s alumni reside and pursue careers in communities across New York State, contributing to the economic and social vitality of its people.

State University of New York is governed by a Board of Trustees, appointed by the governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the State University Board is defined by law.

The University’s motto is: “To Learn — To Search — To Serve.”
University Centers

University at Albany
Binghamton University
University at Buffalo
State University of New York at Stony Brook

Colleges of Arts and Science

State University College at Brockport
State University College at Buffalo
State University College at Cortland
State University of New York Empire State College
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

State University of New York Health Science Center at Brooklyn
State University of New York Health Science Center at Syracuse
State University of New York College of Optometry at New York City
Health Sciences Center at SUNY at Buffalo*
Health Sciences Center at SUNY at Stony Brook*

Colleges of Technology and Colleges of Agriculture and Technology

State University of New York College of Technology at Alfred
State University of New York College of Technology at Canton
State University of New York College of Agriculture and Technology at Cobleskill
State University of New York College of Technology at Delhi
State University of New York College of Technology at Farmingdale
State University of New York College of Agriculture and Technology at Morrisville
State University Institute of Technology at Utica/Rome**
(Upper-division and master’s programs)
Fashion Institute of Technology at New York City***

Specialized Colleges

State University of New York College of Environmental Science and Forestry (ESF)
State University of New York Maritime College at Fort Schuyler

Statutory Colleges***

New York State College of Agriculture and Life Sciences at Cornell University
New York State College of Ceramics at Alfred University
New York State College of Human Ecology at Cornell University
New York State School of Industrial and Labor Relations at Cornell University
New York State 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
Geneese 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 County 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 Loch 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.

**This is an upper-division institution authorized to offer baccalaureate and master’s degree programs.

***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.

**** These operate as “contract colleges” on the campuses of independent universities.
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<td>629-7255</td>
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<td>President’s Office</td>
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<td>Public Safety</td>
<td>Sick Campus Center</td>
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<td>Registrar</td>
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<td>Scholarships</td>
<td>Bulmer Telecommunications Center</td>
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<td>School of Business</td>
<td>Brahan Hall</td>
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<td>629-4641</td>
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<td>Guenther Enrollment Services Center</td>
<td>629-7204</td>
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<td>Vice President for Student Services</td>
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<td>629-7307</td>
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<tr>
<td>Viking Child Care Center</td>
<td>Day Care Center</td>
<td>629-4506</td>
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(Area Code #518)
Where to find directions for life.

☐ Yes, I’d like to learn more about Hudson Valley Community College.

Academic Interest / Major: ___________________________________________________________

Athletic Interests: ___________________________________________________________________ 

I am interested in attending:  ☐ Spring _______  ☐ Summer _______  ☐ Fall _______

Name ________________________________________________________________

Address _________________________________________________________________

City ___________________________ State ________ Zip _________________

Phone (_____) ____________________________ Birth Date _________________________ 

E-mail Address ______________________________________________

High School Name ___________________________ Graduation Date _________

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