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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Calendar</td>
<td>2</td>
</tr>
<tr>
<td>About Hudson Valley Community College</td>
<td>4</td>
</tr>
<tr>
<td>Glossary of College Terms</td>
<td>6</td>
</tr>
<tr>
<td>Admissions</td>
<td>9</td>
</tr>
<tr>
<td>Steps to Enroll</td>
<td>24</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>27</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>30</td>
</tr>
<tr>
<td>College Services</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>44</td>
</tr>
<tr>
<td>Student</td>
<td>48</td>
</tr>
<tr>
<td>Community</td>
<td>56</td>
</tr>
<tr>
<td>Office of Continuing Education, Summer Sessions and Workforce Development</td>
<td>67</td>
</tr>
<tr>
<td>Community and Professional Education</td>
<td>69</td>
</tr>
<tr>
<td>Capital District Educational Opportunity Center</td>
<td>70</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>77</td>
</tr>
<tr>
<td>Career and Transfer Opportunities</td>
<td>88</td>
</tr>
<tr>
<td>Academic Programs</td>
<td></td>
</tr>
<tr>
<td>Program Listing</td>
<td>93</td>
</tr>
<tr>
<td>School of Business</td>
<td>95</td>
</tr>
<tr>
<td>School of Engineering and Industrial Technologies</td>
<td>112</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>134</td>
</tr>
<tr>
<td>School of Liberal Arts and Sciences</td>
<td>151</td>
</tr>
<tr>
<td>How To Read Course Listings</td>
<td>178</td>
</tr>
<tr>
<td>General Education and Liberal Arts and Science Courses</td>
<td>179</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>184</td>
</tr>
<tr>
<td>Judicial System</td>
<td>323</td>
</tr>
<tr>
<td>Anti-Discrimination and Harassment Policies and Complaint Procedure</td>
<td>334</td>
</tr>
<tr>
<td>Administrative and Instructional Staff</td>
<td>343</td>
</tr>
<tr>
<td>Advisory Committees</td>
<td>375</td>
</tr>
<tr>
<td>State University of New York</td>
<td>379</td>
</tr>
<tr>
<td>General Index</td>
<td>385</td>
</tr>
<tr>
<td>Numerical Course Index</td>
<td>389</td>
</tr>
</tbody>
</table>
Instructional Calendar

Fall 2010 Term

Classes Begin
- On-Campus Day Classes ..............................................Monday, August 30
- On-Campus Evening Classes ......................................Tuesday, September 7
- Evening Classes at Off-Campus Sites ........................Monday, September 13

NO CLASSES/COLLEGE CLOSED ............................................Monday, September 6

County List Census Date ....................................................Monday, September 20

NO CLASSES ......................................................................Monday, October 11

Mid-Term Grades Due .......................................................Monday, October 25

Sprint Classes Begin .............................................................Monday, October 25

Last Day to Withdraw from Courses ..........................Friday, November 19

NO CLASSES/COLLEGE CLOSED .............................................Wednesday - Saturday, November 24 - 27

Last Day of Instruction .........................................................Friday, December 17

TERM EXAMS
- Saturday Class Exams ....................................................Saturday, December 18
- Day and Evening Class Exams ........................................Monday - Wednesday December 20 - 22

Day and Evening Class Snow Day Exams ..........Thursday, December 23

COLLEGE CLOSED ..........................................................Friday and Monday, December 24 and 27
- Friday and Monday, December 31, 2010 and January 3, 2011

Intersession 2010

Classes Begin .................................................................Tuesday, December 28

NO CLASSES/COLLEGE CLOSED .............................................Friday and Monday, December 24 and 27
- Friday and Monday, December 31, 2010 and January 3, 2011

Last Day to Withdraw from Courses ..........................Monday, January 10

Classes End .................................................................Tuesday, January 11

Final Exams .................................................................Wednesday, January 12

Snow Day .................................................................Thursday, January 13
Spring 2011 Term
Classes Begin
On-Campus Day and Evening Classes ...............Tuesday, January 18
Evening Classes at Off-Campus Sites ..............Monday, January 24
NO CLASSES - Martin Luther King Jr. Day ........Monday, January 17
County List Census Date....................................................Monday, February 7
NO CLASSES - Faculty Workshop Day .............Wednesday, February 9
Mid-Term Grades Due ...........................................Monday, March 14
Sprint Classes Begin .............................................Monday, March 14
NO CLASSES ......................................................................March 21 - 26
Last Day to Withdraw from Courses...............Friday, April 15
COLLEGE CLOSED .........................................................Friday - Tuesday,
April 22 - 26
Last Day of Instruction .........................................Friday, May 13
Saturday Class Exams...........................................Saturday, May 14
Day and Evening Class Exams ......................Monday - Thursday,
May 16 - 19
Commencement .................................................................Saturday, May 21 (9 a.m.)

Summer 2011 Term
NO CLASSES/COLLEGE CLOSED ...................Monday, May 30
                     Monday, July 4
Summer Part of Term 1 (3 weeks)
Classes Begin .....................................................Monday, May 23
Classes End .............................................................Friday, June 10

Summer Part of Term 2 (6 weeks)
Classes Begin .....................................................Monday, May 23
Classes End .............................................................Friday, July 1

Summer Part of Term 3 (3 weeks)
Classes Begin .....................................................Tuesday, July 5
Classes End .............................................................Friday, July 22

Summer Part of Term 4 (6 weeks)
Classes Begin .....................................................Tuesday, July 5
Classes End .............................................................Friday, August 12

Summer Part of Term 5 (12 weeks)
Classes Begin .....................................................Monday, May 23
Classes End .............................................................Friday, August 12

Please be advised that information, policies and procedures detailed in this publication are subject to change at the discretion of 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. To provide and maintain a classroom environment that is conducive to teaching and learning.

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.

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.

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.

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.

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

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.

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.

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.

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.

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

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.

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.

Enrolled Student: An enrolled student is one who has completed the registration process and whose specific classes have begun.

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. 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 students’ 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 workforce 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. A student is considered enrolled once their specific classes have begun.

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

**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. 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.

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

**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 Federal Direct Parent Loans for Undergraduate Students (PLUS) Loans, and Academic Competitiveness Grant (ACG).

**Total Withdrawal:** The procedure whereby a student may withdraw from all coursework. The withdrawal process must be completed at the Registrar’s Office, Guenther Enrollment Services Center, 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. Please see Program Entrance Requirements on pages 15-23.
- 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.
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. Accepted applicants will be invited to the college to take the placement test. Following the test, students will be given information about the final step in the process, academic advisement. During the advisement session, students will pick out their classes and learn the further steps to enrollment.

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) 629-7325.

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 30). 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) 629-7567.

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 the Course Description section of this catalog.

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. Upon 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

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.

**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 course work. 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 wait list 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) **Nursing**

Applicants for the Nursing program must submit a completed application for admission by Feb. 1 to be considered for acceptance for 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 course work. Please note that admission to the Nursing Program is a selective/competitive process.

An Admissions Review Committee including, but not limited to, the Nursing department chairperson and an Admissions representative will select the applicants to be accepted for fall admission. There is no wait list for the Nursing Program. If a student wishes to be considered for the following year, the student must reapply to the Nursing Program.

This is a very competitive program. For those students not selected, they 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 Nursing Program pages found on the College’s Web site: www.hvcc.edu/hsc/nur.

3) **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. 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 course work. 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

Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum, and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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 Management and Technology (A.A.S.) AIM (2214)</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>
<td>PROGRAM/DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
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<tr>
<td>Computer Information Systems: System and Network Administration (A.A.S.) CSA (1750)</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: Web Design (A.A.S.) CWD (1747)</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 Software Application Specialist (Certificate) CSC (1853)</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>Health Information Management and Technology (A.A.S.) HIM (2215)</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>Health Information Technician (Certificate) HIC (1854)</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>Information Systems (Certificate) ISC (1108)</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></td>
<td>80 or above</td>
</tr>
<tr>
<td>Supermarket Management and Operations (Certificate) BPC (1862)</td>
<td>Price Chopper associates only Math I, algebra or 1 unit of equivalent academic math</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
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<tr>
<td>PROGRAM/ DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
<td>ENTRY TERM</td>
<td>SPECIAL NOTES</td>
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<tr>
<td>Alternative Fuels (Certificate)</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.</td>
<td>70 or above</td>
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<tr>
<td>AFC (1944)</td>
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<tr>
<td>Architectural Technology (A.A.S.)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
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<td>70 or above</td>
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<tr>
<td>ATC (0538)</td>
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<tr>
<td>Automotive Technical Services (A.O.S.)</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.</td>
<td>70 or above</td>
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<tr>
<td>ATS (0411)</td>
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<tr>
<td>Automotive Technical Svs-Auto Body Repair (A.O.S.)</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.</td>
<td>70 or above</td>
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<tr>
<td>ABR (0453)</td>
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<tr>
<td>Automotive Technical Services-Chrysler</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.</td>
<td>70 or above</td>
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<tr>
<td>CAP (1132)</td>
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<tr>
<td>Automotive Technical Services-General Motors (A.O.S.)</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.</td>
<td>70 or above</td>
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<tr>
<td>AGM (1133)</td>
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<tr>
<td>Civil Engineering Technology (A.A.S.)</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.</td>
<td>70 or above</td>
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<tr>
<td>CIV (0517)</td>
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<tr>
<td>Computer Aided Drafting (A.A.S.)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
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<td>70 or above</td>
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<tr>
<td>CAD (1754)</td>
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<tr>
<td>Computer Aided Drafting (Certificate)</td>
<td>1 unit of any math</td>
<td>Fall only</td>
<td>Interview with program coordinator is required.</td>
<td>N/A</td>
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<tr>
<td>CAC (0950)</td>
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<tr>
<td>Construction (Certificate)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall only</td>
<td>Carpentry capability recommended.</td>
<td>70 or above</td>
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<tr>
<td>CNC (0924)</td>
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<tr>
<td>Construction Technology-Building</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>
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<td>70 or above</td>
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<tr>
<td>Construction (A.A.S.)</td>
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<tr>
<td>CON (0540)</td>
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<tr>
<td>Electrical Construction and Maintenance (A.O.S.)</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.</td>
<td>70 or above</td>
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<tr>
<td>ECM (0461)</td>
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<tr>
<td>Electrical Engineering Technology -</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.</td>
<td>70 or above</td>
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<tr>
<td>Electronics (A.A.S.)</td>
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<tr>
<td>ELT (0699)</td>
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<tr>
<td>Electrical Engineering Technology -</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.</td>
<td>70 or above</td>
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<tr>
<td>Semiconductor Manufacturing Technology (A.A.S)</td>
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<tr>
<td>SMT (1786)</td>
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<tr>
<td>PROGRAM/DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
<td>ENTRY TERM</td>
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<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.</td>
<td>70 or above</td>
</tr>
<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>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>
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<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>Wind Technician (Certificate) WTC (2212)</td>
<td>Applicant must be a HVCC Electrical Construction and Maintenance graduate or a graduate of an academically equivalent program, or by assessment and approval of the department chairperson</td>
<td>Fall only</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>PROGRAM/DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
<td>ENTRY TERM</td>
<td>SPECIAL NOTES</td>
<td>H.S. AVERAGE</td>
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<tr>
<td>Bereavement Studies (Certificate) BVC (2180)</td>
<td>None</td>
<td>Fall or Spring</td>
<td>Social Science electives are also recommended</td>
<td>N/A</td>
</tr>
<tr>
<td>Dental Assisting (Certificate) DAC (1353)</td>
<td>None</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 above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography (Certificate) MSC (1018)</td>
<td>Must have a minimum of an associates degree in an allied health program which requires hospital based patient care experience with a 2.5 cumulative average or a bachelor’s degree with a 2.5 cumulative average and a minimum of 400 hours of hospital-based patient care experience. All candidates applying must have a minimum of a “C” or higher in the additional college level entrance requirements.</td>
<td>Fall only</td>
<td>College level courses mandated: 8 credits human anatomy and physiology; 3 credits algebra, statistics or higher level; 4 credits physics and/or radiographic physics; 3 credits English such as composition or public speaking. 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>(same as above)</td>
<td>Fall only</td>
<td>College level courses mandated: 8 credits human anatomy and physiology; 3 credits algebra, statistics or higher level; 4 credits physics and/or radiographic physics; 3 credits English such as composition or public speaking. 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>None</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>
</tbody>
</table>
## School of Health 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><strong>Invasive Cardiovascular Technology (A.A.S.)</strong> 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>
<tr>
<td><strong>Invasive Cardiovascular Technology (Certificate)</strong> CVC (1533)</td>
<td>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)</td>
<td>Fall only</td>
<td>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.</td>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td><strong>Mortuary Science (A.A.S.)</strong> MTS (0599)</td>
<td>Math I, algebra or 1 unit of equivalent academic math, biology and chemistry w/labs (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Social science electives recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td><strong>Nursing (A.A.S.)</strong> NUR (0622) (Full-time) day</td>
<td>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)</td>
<td>Fall only</td>
<td>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.</td>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td><strong>Nursing (A.A.S.)</strong> NIR (1546) (Part-time) evening</td>
<td>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)</td>
<td>Fall only</td>
<td>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.</td>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td><strong>Radiologic Technology (A.A.S.)</strong> XRY (0628)</td>
<td>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)</td>
<td>Fall only (Deadline to apply: Feb. 1st)</td>
<td>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.</td>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td><strong>Respiratory Care (A.A.S.)</strong> RES (0440)</td>
<td>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)</td>
<td>Fall only</td>
<td>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.</td>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td>PROGRAM/DEGREE</td>
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</tr>
<tr>
<td>Biological Sciences (A.S.) BIS (1554)</td>
<td>Math I, II and III or 3 units of equivalent academic math**, Biology, Chemistry (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Physics recommended.</td>
<td>80 or above</td>
</tr>
<tr>
<td>Biotechnology (A.S.) BIO (1211)</td>
<td>Math I, II and III or 3 units of equivalent academic math**, biology, chemistry (80 or above in each course)</td>
<td>Fall and Spring</td>
<td>Physics recommended.</td>
<td>80 or above</td>
</tr>
<tr>
<td>Biotechnology (Certificate) BIC (1859)</td>
<td>A minimum of 40 credits in college-level science and mathematics comprised of at least: 8 credits of chemistry at the level of CHEM 110/111 or higher, 6-8 credits of mathematics at the level of MATH 150 or higher, 8 credits of physics at the level of PHYS 140/141 or higher, 16-18 credits of biology at the level of BIOL 150/151 or higher.</td>
<td>Fall and Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broadcast Communications (A.A.S.) BCC (1597)</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>Chemical Dependency Counseling (A.A.S.) CDC (1070)</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>Chemical Technician (A.S.) CMT (0535)</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>Criminal Investigation (A.A.S.) CRI (1934)</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>Criminal Justice (A.A.S.) CRJ (1100)</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>Digital Media (Certificate) DMC (1514)</td>
<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>Fall and Spring</td>
<td>Strongly recommended math III, biology, chemistry &amp; physics. High school art courses recommended</td>
<td>70 or above</td>
</tr>
<tr>
<td>Disabilities Studies (Certificate) DSC (0052)</td>
<td>None</td>
<td>Fall and Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood (A.A.S.) ECD (1327)</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>Engineering Science (A.S.) ENS (0530)</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>Environmental Science (A.S.) ENV (1016)</td>
<td>Math I, II and III or 3 units of equivalent academic math**, biology and chemistry (80 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td>80 or above</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.
<table>
<thead>
<tr>
<th>PROGRAM/ DEGREE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts (A.S.) FAR (0664)</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>Forensic Science Studies (A.S.) FSS (1666)</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>Forest Technology (1+1) ENV</td>
<td>None</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.S.) HSS (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>Liberal Arts and Sciences- Adolescence Education (Teacher Education Transfer) (A.S.) ADE (1804)</td>
<td>Math 1 and 2 or 2 units of equivalent academic math and 1 unit of any lab science.</td>
<td>Fall and Spring</td>
<td>Students seeking concentrations in Math, Biology, Chemistry, Earth Science and Physics must meet prerequisites for math and science courses as listed in the concentration.</td>
<td>78 or above</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>
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</tr>
</thead>
<tbody>
<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 I. 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>Physical Sciences (A.S.) PHS (2213)</td>
<td>Math I, II and III or 3 units of equivalent math**, biology, chemistry (85 or above in each)</td>
<td>Fall and Spring</td>
<td>Physics is recommended</td>
<td>85 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) TCC (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>
<tr>
<td>Theatre Arts (A.S.) THR (0695)</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 and involvement or experience with theatre activities.</td>
<td>70 or above</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.
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 semester, 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 4.

**STEP 1 APPLY FOR ADMISSION**

All candidates seeking general admission as a matriculated student to associate 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. Applications for admission are available in the Admissions Office or on the college’s Web site 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 in the Admissions section of the catalog.

**STEP 2 APPLY FOR FINANCIAL AID**

Financial aid is available to qualified, matriculated students enrolled in Hudson Valley programs approved for financial aid eligibility. In fact, most matriculated students are eligible for a student loan. Those students requesting assistance from aid programs must complete, on an annual basis, a Free Application for Federal Student Aid (FAFSA). This form is available online at www.fafsa.ed.gov or you may pick up a copy at the Financial Aid Office at Guenther Enrollment Services Center. This one application form will determine your eligibility for student loans as well as federal and state grants. There is no cost for submitting an application, and you are under no obligation to enroll at Hudson Valley or accept any financial aid simply by completing an application. Upon submission of a completed FAFSA, a student who is a resident of New York State will receive a pre-printed Tuition Assistance Program (TAP) application or a status letter and change form directly from the Higher Education Services Corporation (HESC). The application must be completed and returned to HESC for TAP consideration.

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 Financial Aid section of this catalog and in publications available in the Mastrangelo Financial Aid Center.

**STEP 3 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, arithmetic and elementary algebra. The results 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 ASSET or COMPASS placement testing within the past year;
3. College determined SAT/ACT cut-off scores.

The Testing Office will notify students by mail if a waiver is granted.

**STEP 4 ADVISEMENT**

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

**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 schedule an advisement appointment.
Non-matriculated Students - Those students interested in receiving advisement may contact the Office of Continuing Education and Summer Sessions at (518) 629-7338 to speak with an advisor or to schedule an advisement appointment.

**REGISTER FOR CLASSES**

All students may register for courses through consultation with their academic department. The department for non-matriculated students is the Office of Continuing Education and Summer Sessions. Eligibility for Web registration is at the discretion of the individual department. All non-degree seeking students will receive their Advisement Verification Number (AVN) through the Office of Continuing Education and Summer Sessions.

In addition, non-matriculated students may register by mail or by phone at (518) 629-4560. Please refer to the registration publication for specific dates.

To schedule via the Web after advisement, you may access the Hudson Valley WIReD system from any computer with Web access including those at the Enrollment Information Center, located in the Guenther Enrollment Services Center lobby, and those in the open computer labs on campus.

**Please Note:** If you are registering for a fall term, you must either pay a $50.00 non-refundable tuition deposit or file a FAFSA with the college by deadlines published in registration publications.

**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.

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; an immunization is not required.

Students who do not meet immunization requirements by the New York State mandatory deadline will be administratively withdrawn from the college.

Notification may be made to the College Health Services Office 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 Office will attempt to notify the student either by phone or mail.

**BILLS and PAYMENT**

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. Full payment is required by the due date that appears on the bill.

Please note that if a student is registered for more than one Part of Term, bills will no longer be mailed after the earliest date noted. Bills may be picked up in person at the Cashier’s Office or charges can be viewed via the Web at Hudson Valley WIReD.

If a student is registered for more than one Part of Term, the entire bill is due according to the due date of the earliest Part of Term. The college periodically drops the registrations of students who have not completed the payment process.

If a student has already paid for a course and subsequently adds another course, the added course will not drop for non-payment. The student must contact the Registrar’s Office to have the course removed; otherwise, full tuition liability will be incurred. Tuition due dates and schedule drop dates are noted within each Part of Term’s academic and registration calendar.

**Important – Certificate of Residence required.** In order to qualify for New York State resident tuition rates, you must submit a valid Certificate of Residence to the Cashier’s Office along with your registration bill and payment.
WHY DO YOU NEED IT? A Certificate of Residence allows the 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 HUDSON VALLEY? The Certificate of Residence must be submitted to Hudson Valley at the same time payment is made for tuition and fees. A Certificate of Residence is valid for ONLY ONE (1) YEAR.

Payment Options

CASH or CHECKS — Check or money orders must be made payable to Hudson Valley Community College. Students who have had tuition checks for previous terms returned for insufficient funds will not be permitted to pay their tuition by personal check.

CREDIT CARDS — The college accepts payment by MasterCard or Visa. You may charge your tuition by phone if you have a valid Certificate of Residence on file. To charge tuition, please call (518) 629-4504 weekdays between 8 a.m. and 5 p.m.

WEB PAYMENTS — Hudson Valley Community College accepts payments through WIReD with your MasterCard or Visa or personal checking account. You may pay your tuition and fees online if you have a valid Certificate of Residence on file. Follow these steps to pay your bill online:

Step 1: Go to www.hvcc.edu/wired
Step 2: Log on to your WIReD account using your username and password.
Step 3: Click on “Enrollment, Student Services and Financial Aid,” “Registration,” and then “Make Payments by Credit Card or Check.”

*If your financial aid award exceeds charges, you may accept your charges online by clicking “Confirm Your Registration.”

FINANCIAL AID — If you applied for financial aid AND received a Student Aid Report (SAR) but do not have financial aid credit on your registration bill, contact the Financial Aid Office for a waiver in the amount of your financial aid.

Financial Aid will be used to satisfy unpaid balances before aid amounts in excess of tuition and fees is refunded to students.

NOTE: If you register with financial aid that is subsequently reduced, you will be responsible for full payment to the Cashier’s Office.

VETERANS DEFERRALS — Eligible veteran students receiving education 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.

SCHOLARSHIPS — Present letter from sponsor to the Cashier’s Office.

PAYMENT PLAN — Students taking courses for college credit will have the option to pay 50 percent of their total registration charges and defer payment of the unpaid balance until later in the semester.

Students wishing to elect 50 percent payment option, MUST pay 50 percent IN PERSON AT THE CASHIER’s OFFICE by the tuition due date.

Students will be required to sign a Promissory Note (a legal document promising to pay) for the unpaid balance.

Hudson Valley Community College students are unable to register for future semesters, view their grades, or obtain transcripts while having an unpaid balance on their account.

If a student’s account balance is not paid in full by the due date, his or her account will be immediately forwarded to a collection agency and the student will be responsible for all collection costs associated with the account.

Students will not be permitted to register for subsequent semesters unless all current and previous semester tuition and fee charges are paid in full.

QUESTIONS — If you have questions regarding payment of your bill, please contact the Cashier’s Office at (518) 629-4504.

For information on cost of tuition and fees see the Tuition and Fees section of this catalog.

REGISTRATION IS COMPLETE

Students may access their schedule via the Web at Hudson Valley WIReD. Students are considered enrolled once their specific classes have begun.
# 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>$1,700**</td>
<td>$5,100**</td>
<td>Fall only. If you are registering for a fall term, you must either pay a $50 non-refundable tuition deposit or file a FAFSA with the college prior to published deadlines.</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$50</td>
<td>$50</td>
<td>Mandatory for full-time students to cover limited accident/illness insurance plan.</td>
</tr>
<tr>
<td>Accident and Sickness Insurance Fee</td>
<td>$54</td>
<td>$54</td>
<td>Mandatory for full-time students to cover limited accident/illness insurance plan.</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$40 **</td>
<td>$3.50 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>$40 **</td>
<td>$3.50 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>$130</td>
<td>$10.00 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>Mandatory to provide campus cultural events for all students.</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$20</td>
<td>None</td>
<td>Mandatory to provide health services for all students.</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>$10 and up per lab course</td>
<td>$10 and up per lab course</td>
<td>Applies only to laboratory classes.</td>
</tr>
<tr>
<td>Studio Fee</td>
<td>$3,420</td>
<td>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>$86.40</td>
<td>$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
- Uniforms and/or tools 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.

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 refunded 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.

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 section for more information.
Exceptions to the Refund Policy

Withdrawal Due to Military Service: Students who withdraw to enter military service prior to the end of the term are eligible for a refund of 100 percent 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.

Death of a Student: If a student dies during a semester, all paid tuition and fees will be refunded to the immediate family upon submission of a death certificate. If the student was a financial aid recipient, all tuition and fees liability will be removed.

All Other Cases: Exceptions to the Refund Policy will be considered only in cases in which a student has dropped or withdrawn from courses for reasons beyond his/her control (extenuating circumstances). Appeals will only be considered if written and submitted by the student; appeals submitted by someone other than the student (e.g., parent, guardian, sibling, etc.) will not be considered. Appeals should fully explain the extenuating circumstances and include supporting documentation. Appeals based on medical circumstances must include supporting documentation (e.g. memo on office letterhead from medical professional(s), copy of illness or accident report(s), etc). Receipts for medical treatment are not acceptable forms of documentation. The documentation must indicate that the medical circumstances prevented the student from attending classes for at least a two-week period. Appeals submitted due to the death of an immediate family member (parent, child, sibling) should include a copy of the death certificate.

In order for an appeal to be considered, the student must prove extenuating circumstances were the sole cause of withdrawal from classes. Appeals will not be considered based on the following reasons:

- Student dissatisfaction with course(s), faculty, grade(s), class location(s), or classroom setup;
- Student misinterpretation of academic advisement;
- Incomplete payment of tuition or canceled check; and/or
- Student registering for the wrong course. (It is the student’s responsibility to verify accuracy of course prerequisites or required courses, course schedules, required texts or other supplies, course content and appropriateness of course level, catalog requirements, and registration.)

The appeal must be received no later than 30 days from the last day of instruction of the term for which the appeal is being made.

Financial Aid Recipients Note: If an appeal warrants an exception, federal and/or state financial aid regulations require the return of financial aid monies that have been disbursed to the student’s account, including those funds that have been disbursed directly to the student. Before the appeal can be granted, the student will be required to re-pay within 30 days those funds that have been disbursed to the student. A letter will be sent to the student indicating the amount that must be repaid. If after 30 days the amount has not been paid, the appeal will not be granted.

Appeals should be addressed to:
Registrar’s Office
Hudson Valley Community College
80 Vanderburgh Avenue
Troy, NY 12180

Official written notification of the outcome of the appeal will be sent to the student in approximately 3 weeks.
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 2010 and Spring 2011

Living Off Campus

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<thead>
<tr>
<th>Expense</th>
<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>Tuition &amp; Fees</td>
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<td>Room &amp; Board</td>
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<tr>
<td>Books &amp; Supplies</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Personal</td>
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<tr>
<td>Loan Fees</td>
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<td>$72</td>
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<tr>
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Estimated Cost of Attendance

Full-Time Students

Fall 2010 and Spring 2011

Living with Parent(s)

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<thead>
<tr>
<th>Expense</th>
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<th>Non-Resident</th>
</tr>
</thead>
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<tr>
<td>Tuition &amp; Fees</td>
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<tr>
<td>Room &amp; Board</td>
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<td>Loan Fees</td>
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<tr>
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<td><strong>$23,632</strong></td>
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</tbody>
</table>

Code of Conduct

No officer, employee or agent of the college shall enter into a revenue-sharing arrangement with any lender. A “revenue-sharing arrangement” is any arrangement between the
college and a lender under which the lender makes Title IV loans to students attending the college (or to the families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents.

No employee of the financial aid office shall receive gifts from a lender, guaranty agency or loan servicer. No officer or employee of the financial aid office (or an employee or agent who otherwise has responsibilities with respect to education loans) may solicit or accept any gift from a lender, guarantor, or servicer of educational loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value.

No officer or employee of the financial aid office (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, guarantor, or servicer of educational loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value.

No officer, agent or employee of the college shall assign, through the award packaging or other methods, the borrower's loan to a particular lender nor shall it refuse to certify, or delay the certification, of any loan based on the borrower's selection of a particular lender or guaranty agency.

The college may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student.

The college may not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

No employee of the financial aid office (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or a group of lenders or guarantors) shall receive anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee serving on the board.

**Federal Programs**

The following federal student aid programs are administered by the Financial Aid Office. For policies that affect financial aid eligibility, please see section M.

**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 $555 to $5,550. 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 page 39 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. The student must not have previously earned the equivalent of a bachelor’s degree.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Mastrangelo Financial Aid Center for disbursement information. This information is also available online at: www.hvcc.edu/finaid/disbursed.

### 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. The average award at Hudson Valley is $125 per semester.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program. (see page 39 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. The student must not have previously earned the equivalent of a bachelor’s degree.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Mastrangelo Financial Aid Center for SEOG disbursement information. This information is also available online at: www.hvcc.edu/finaid/disbursed.

### Federal Work-Study Program (FWS)

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

**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 and the cost of attendance at Hudson Valley. 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). Eligibility for FWS is based on these factors.

The college makes employment reasonably available to all eligible students. Students must apply for FWS after eligibility is confirmed by the Financial Aid Office. All applications are reviewed by the Center for Careers and Employment. Qualified applicants are interviewed for a possible placement.

**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 page 39 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 degree-applicable 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). Students qualify for additional unsubsidized federal direct Stafford funds depending on their dependency status. An undergraduate may borrow up to a lifetime limit of $31,000 or $57,500 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.

**Repayment Terms:** The interest rate for the Federal Direct Subsidized Loan program is fixed at 5.6 percent. The interest rate for the Federal Direct Unsubsidized Loan program is fixed at 6.8 percent. The interest rate for the Federal Direct PLUS Loan is fixed at 7.9 percent. Additionally, all Federal Direct Subsidized and Unsubsidized Loans borrowers are charged an origination fee of 1.0 percent. Direct PLUS borrowers are charged a 4.0 percent origination fee. The Direct Loan Service Center currently offers a rebate on the origination fee. The rebate is added back into the outstanding balance if the borrower fails to make their first 12 on-time consecutive payments. The rebate for subsidized and unsubsidized loans is 0.5 percent. The rebate on PLUS loans is 1.5 percent.

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.

The Direct Loan Servicing Center 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 page 39 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. The student must maintain 6 degree applicable credit hours to be eligible.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Mastrangelo Financial Aid Center for ACG disbursement information. This information is also available online at: www.hvcc.edu/finaid/disbursed.

Academic Competitiveness Grant (ACG)
This federal grant is awarded to full-time and part-time undergraduate U.S. citizens and eligible non-citizens pursuing an undergraduate degree. Part-time students must be enrolled in at least 6 credit hours. 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: Eligibility for ACG is automatically determined for all students who complete the Free Application for Federal Student Aid (FAFSA). The college determines your eligibility for the AC Grant and will 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 page 39 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. The student must not have previously earned the equivalent of a bachelor’s degree.

Please refer to the “Guide to Your Financial Aid Awards” brochure available from the Mastrangelo Financial Aid Center for ACG disbursement information. This information is also available online at: www.hvcc.edu/finaid/disbursed.

Summer Federal Pell Grants
Students who receive their first Pell Grant on or after July 1, 2008 may receive Pell Grants for as many as 18 semesters (or the part-time equivalent). Effective July 1, 2009 students enrolled in a certificate, associate or baccalaureate program may receive up to two Pell Grants in one award year to accelerate their program.

Application Procedures: Eligibility for a summer Pell Grant is automatically determined for all students who complete the FAFSA. Students who do not wish to receive a summer Pell Grant due to the limited number of award semesters remaining must notify the Financial Aid Office in writing.

Selection of Recipients and Allocation of Awards: Students must be matriculated in an eligible degree program taking degree-applicable credit hours, in good academic standing and making satisfactory academic progress. Awards based on acceleration of a program require that at least one credit hour for summer must be attributable to the student’s next academic year. An academic year at HVCC is based on 24 credit hours.

Award Schedule: Both the current and subsequent year’s FAFSA will be reviewed. The award will be based on the FAFSA which results in the highest Pell Grant award for summer. The amount of the award will be based on the Pell Grant schedule for the corresponding academic year, the student’s cost
of attendance and the student’s enrollment status.

Rights and Responsibilities of Recipients:
The student must continue to make satisfac-
tory academic progress in his/her program (see page 39 for Academic Progress require-
ments). 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. The student must not have previously earned the equivalent of a bachelor’s degree.

Please refer to the college’s Web site for the
most up to date information regarding the
college’s summer Pell Grant policies,
www.hvcc.edu/finaid/summer.

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 disburse-
ment dates, please refer to the “Guide to Your Financial Aid Awards” brochure available from the Financial Aid Office. For more information, please visit www.hvcc.edu/finaid/disbursed.

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 educa-
tional 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 United States military service mem-
ers and families are entitled to receive educa-
tional benefits for full- or part-time study under the provision of several different pro-
grams. 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 (VEAP)
Chapter 33 Post-9/11 G.I. Bill
Chapter 35 Survivors’ and Dependents’ Educational Assistance Program (DEA)
Chapter 1606 Montgomery G.I. Bill - Selected Reserve
Chapter 1607 Reserve Education Assistance Program (REAP)

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

Veteran Deferrals: Students continuing use of 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.

VA Work Study: This program provides part-
time employment to students receiving VA education benefits who attend 3/4-time or more. Work Study students are paid either the State or Federal minimum wage, whichever is greater. More information regarding this program, including how to apply can be obtained at the Registrar’s Office or on the VA Web site.

Rights and Responsibilities of Recipients:
Educational and vocational counseling will be provided by 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 inter-
rupted attendance or termination of study on the part of students receiving benefits.

New York State Programs

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

**Application Procedures:** Students must 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 NYSHESC for processing.

If a student provides an e-mail address on his/her FAFSA, NYSHESC 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 NYSHESC. The status of a TAP Award is contingent upon the annual approval of the New York State budget.

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 (NYSHESC). See the APTS application available in the Financial Aid Office for income guidelines.

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

Applicants must be undergraduate New York State 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 2.0 cumulative grade point average.
Application Procedures: The application process is the same as 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.

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.

Veterans Tuition Awards (VTA)

These New York programs are eligible for veterans matriculated at a degree-granting institution in New York State. Awards are available for full-time and part-time study.

Application Procedures: Students must first establish eligibility by completing the New York State Veterans Tuition Award Supplement. In addition, students must apply for payment each year by completing the Free Application for Federal State Aid (FAFSA) and the New York State TAP application.

Selection of Recipients and Allocation of Awards: Funding is available for New York State residents discharged under honorable conditions from the U.S. Armed Forces and who are:

- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the U.S. Armed Forces who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or Marine Expeditionary Medal.

To qualify, student also must:

- Be a U.S. citizen.
- Have graduated from a U.S. high school, earned a GED or passed a federally approved “Ability to Benefit” test.
- Not be in default on a student loan guaranteed by HESC or any repayment of state awards.
- Be in good academic standing
- Have at least a “C” cumulative average after receipt of two annual payments.

Award Schedule: Funding for this program is based on the approval of the New York State budget. Awards will be set at 98% of tuition or $4,895.10, whichever is less. If a TAP award is also received, the total combined award cannot exceed the student’s total tuition cost. Post-9/11 GI Bill (Chapter 33) benefits and Yellow Ribbon program benefits are considered duplicative of any VTA awards the student may have received. Undergraduate students are eligible to receive awards for up to eight semesters (four years) of study.

More information can be found online at www.hesc.com.

Policies Affecting Financial Aid Eligibility

Effect of Drug Conviction

Persons convicted of drug trafficking or possession under federal or state law may be ineligible to receive federal student aid including grants, loans and work-study programs.

When completing the Free Application for Federal Student Aid (FAFSA) form, question 23 asks if the student has ever been convicted of a drug related offense. Failure to answer the question will automatically disqualify the student from receiving federal aid. Answering the question falsely, if discovered, could result in fines, imprisonment or both.

Convictions count only if they were for an
offense that occurred during a period of enrollment for which the student was receiving federal aid. A conviction does not count if it was reversed, set aside or removed from the student’s record or if the conviction occurred when the student was a juvenile (before age 18) unless the student was tried as an adult.

According to the law, the following chart indicates the period of ineligibility for federal student aid. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of &quot;&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ offenses</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further convictions will make the student ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program or federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

It is the student’s responsibility to certify to the Financial Aid Administrator that he/she has successfully completed a qualified rehabilitation program.

**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. 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 (SAR) 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, ACG 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 testing deadline for New York State aid eligibility is the last day of the add/drop period.

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.

**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 39.

**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) 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 term 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

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1 Fresh Start and credit exclusions do not affect the cumulative GPA for the measurement of academic progress.
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 eligibility 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 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

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### Satisfactory Academic Progress Table for Associate Degree Programs

| Standards of Satisfactory Academic Progress for Determining Continuing Eligibility for Federal Title IV Student Aid |
| Minimum Academic Progress Requirements |
| **Associate Degree Programs** |
| **Satisfactory Academic Progress** |
| **Quantitative** |
| **Qualitative** |
| Overall Attempted Credit Hours* | Percentage of Overall Credit Hours Earned | Percentage of Term Credit Hours Earned |
| Minimum Cumulative Grade Point Average (GPA) | Overall Credit Hours Earned/Overall Credit Hours Attempted** OR Term Credit Hours Earned/Term Credit Hours Attempted** |
| 0.5-18.99 | 50 Percent | 75% |
| 19-36.99 | 60 Percent |
| 37-48.99 | 75 Percent |
| 49+ | 75 Percent |
| AND |

*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 credit hours earned will be rounded to the nearest whole number (i.e., .745 will be rounded up to .75 but .44 will be rounded down to .44)
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.

### 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).

### Transitioning 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 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.
es 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 prior to 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.

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.

Students must have attained a grade point average of 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 almost 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 Amstutz 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 Program

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 celebrates 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) 629-7550.

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

(Inter session 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.

Internship Opportunities

Internships offer students practical, hands-on experience as part of their preparation to enter the workforce. One of the best ways to learn some of the most useful information in any field of study is through hands on experience. An internship provides opportunity to learn by experience what can’t be learned from books or in the classroom. Professional internships give students a competitive edge in the job market.

Assistance in finding the right internship is available through the Center for Careers and
Employment. An appointment with a career counselor in the center is strongly encouraged. By registering online with Hudson Valley job bank, students can search for internship opportunities.

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 7 a.m. to 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.
- Sign release forms.

Services will be provided only upon completion of the above steps.

Learning Disability Specialists:

- Encourage self advocacy.
- Provide pre-admission counseling.
- Provide assistance with registration and interacting with advisors.
- Offer informal skills evaluation and instruction in independent learning strategies.
• Determine what services/accommodations meet your needs.
• Act as a liaison with faculty.
• Work with the staff of the Learning Assistance Center to coordinate academic support services, i.e. math, writing, study skills assistance.
• Work with the coordinator of tutorial services.
• Assist students in finding notetakers.
• Assist students in acquiring texts in alternate format.
• Offer testing modifications such as readers, extended time, etc.
• Act as a liaison with community agencies, such as VESID.
• Offer accessible computer labs.

Learning Disability Specialists do not:
• Offer formal diagnostic evaluations.
• Resemble a high school resource room.
• Offer self-contained classes.

For additional information, contact the learning disabilities specialist in the Learning Assistance Center at (518) 629-7230.

Learning Skills Department
The Learning Skills Department provides academic support services to all students seeking to improve their ability to learn. These services are offered through classroom instruction.

Library

The Dwight Marvin Library provides access to information and services within the library building and online at library.hvcc.edu. Librarians and staff are available to assist with research. Save time and find the information needed to succeed now and in the future by getting to know us and the resources we offer.

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 Web site. 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 Web site 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 Web site 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 study abroad advisor at (518) 629-7622.

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, which they will receive 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 critical reading/verbal, 500 math; ACT: 23 composite score, 22 English, 23 math). 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 daily by the Office of Testing, Advisement and Academic Placement. 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 program may request to take the Placement Test at a location closer to their home. This decision is made on an individual basis and is at the discretion of the Coordinator of Testing, Advisement, and Academic Placement. In this case, the student would need to contact the Testing Office to discuss this option called Remote Testing. If you have questions about Placement testing in general or want to inquire about Remote Testing, please contact the Testing Office at (518) 629-7255.

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, Guenther Room 226.
College Academic Services

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>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 109 Biology of Human Organisms</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 270 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>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>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>* English Elective</td>
<td>3</td>
</tr>
<tr>
<td>* Social Science Elective</td>
<td>3</td>
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<tr>
<td>* Directed Elective</td>
<td>3 or 4</td>
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</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.

College Student Services

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 2009-10 academic year, Hudson Valley student-athletes will have 16 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>
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<tbody>
<tr>
<td>Cross Country (Men)</td>
<td>Basketball (Men)</td>
<td>Baseball (Men)</td>
</tr>
<tr>
<td>Cross Country (Women)</td>
<td>Basketball (Women)</td>
<td>Lacrosse (Men)</td>
</tr>
<tr>
<td>Football (Men)</td>
<td>Bowling (Men)</td>
<td>Softball (Women)</td>
</tr>
<tr>
<td>Soccer (Men)</td>
<td>Bowling (Women)</td>
<td>Golf (Women)</td>
</tr>
<tr>
<td>Soccer (Women)</td>
<td>Ice Hockey (Men)</td>
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<tr>
<td>Tennis (Women)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball (Women)</td>
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</tr>
</tbody>
</table>

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

For the purpose of determining eligibility to participate in the Faculty Student Association-governed intercollegiate athletics, a student must maintain a 2.0 GPA in all coursework attempted. For this purpose, the midterm grades will be considered and reckoned in the GPA and will stand until overridden by the 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; men and women’s cross country; women’s tennis; women’s golf; 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 2009-10 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.

Textbooks are available for purchase beginning two weeks prior to the start of classes; students are encouraged to shop during these two weeks to avoid the long lines at the start of classes. The bookstore accepts cash, check and credit cards (MasterCard, Visa and Discover). PhotoID is required for all check and charge purchases.

There are two ways students can pre-order textbooks. Online textbook purchasing is available via the Bookstore web site, www hvcc edu/bookstore. Students can choose to have their books shipped to them or held in the Bookstore for pick-up. “Pre-pack” is a convenient, free service that allows the Viking’s Cove Bookstore to pre-pack all textbooks for a student. Pre-pack forms are available once registration begins. Students can get forms at the Bookstore or via the Web site at www hvcc edu/bookstore. With both methods, students are notified once their order is completed and available for pickup. Students that utilize these services are automatically entered into a contest to win their textbooks free for the semester and also for bookstore gift cards.

To obtain information about the bookstore’s return policy and services offered by the bookstore including textbook pre-pack, online textbook purchasing, 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 on the second floor of the Siek Campus Center. Students and alumni are offered a wide variety of services provided by the office. The Center will assist you with your job search, resume writing, interview preparation, job networking, career counseling and much more.

To learn more about the services and utilize online employment and career resources, visit the extensive Web site at www hvcc edu/cce. The site also hosts an online job bank which includes: full-time, part-time and summer jobs as well as internship opportunities. For more information contact (518) 629-7326.

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.

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, 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 on a sliding scale based 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.

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 service programs. 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 44 or call (518) 629-7552.

**Faculty Student Association of Hudson Valley Community College, Inc.**

The FSA operates auxiliary services on campus, including the Viking’s Cove Bookstore, the
Viking Child Care Center, food service, student activities, intercollegiate athletics and campus vending.

The general purpose of the Faculty Student Association of Hudson Valley Community College, Inc. (FSA) is to establish, operate, manage, promote and cultivate educational activities and relationships between and among the students and faculty of the college and aid the students, faculty and the administration of the college in the furtherance of their educational goals.

The FSA Business Office is located in the Siek Campus Center. The office is open from 8 a.m. to 4:30 p.m. Monday through Friday. Students can obtain information on any of the FSA’s services, pay graduation and Viking Child Care fees, obtain vending machine refunds or make change at the FSA Business Office. Any student who has a suggestion and/or complaint regarding any FSA service should call (518) 629-7165.

Food Service

Food services are provided in the Siek Campus Center, Williams Hall and Brahan Hall. Hours of operation are as follows:

**Campus Center**

**The Café - 1st Floor**
7:30 a.m.- 2 p.m. Monday- Friday

**Food Court - 2nd Floor**
7:30 a.m.- 6 p.m. Monday- Thursday
7:30 a.m.- 2 p.m. Friday

**Brahan Hall Café**
8 a.m.- 2 p.m. Monday- Friday

*Hours subject to change

**Williams Hall Café**
7:30 a.m.- 2 p.m. Monday- Friday

Food including deli sandwiches, salads, hot entrees, hot and cold beverages and a variety of snack items are available at all locations. Food and beverages also are available from vending machines located in various buildings on campus.

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. Students who drop from full-time to part-time status may opt to purchase health insurance by contacting the Cashier’s Office. 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 tests 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.

Academic Eligibility for Participation in Student Senate Sponsored Organizations

For the purpose of determining eligibility to function as a member of Student Senate sponsored organizations, a student must maintain a 2.0 GPA in all coursework attempted. For the purpose of determining eligibility to participate as an executive officer in the Student Senate, a student must maintain a 2.5 GPA in all coursework attempted. For these purposes, the midterm grades will be considered and reckoned in the GPA and will stand until overridden by the end of term grades.

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 Registrar’s Office 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.

College Community Services

The Alumni Association

The Alumni Association is part of the Hudson Valley Community College Foundation. 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.

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• 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 13,000 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) 629-8012 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. Any sanctions that may be imposed for violations of these campus regulations also can be found on page 323 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** - Hudson Valley Community College employs peace officers as well as other officers and guards. As per section 2.10-78 and 2.20 of the New York Criminal Procure Law, campus peace officers may make arrests and have other enforcement powers. In matters which Hudson Valley security officers lack authority or where a police report is necessary, the Troy Police Department, North Greenbush Police Department, Rensselaer County Sheriff’s Department or the New York State Police are contacted. The Public Safety Office enjoys a good working relationship with area law enforcement agencies through the mutual sharing of information and investigations, personal contacts, and the patrol of our roadways by area police agencies.

**Self-propelled Vehicles on Campus** - Skateboarding, roller skating, rollerblading and the use of foot-operated recreational scooters is prohibited on Hudson Valley Community College campus grounds. Bicycles are permitted on campus. Bicycling is allowed on college roadways and parking areas. Bicycles are to be walked on college walkways and sidewalks. The college reserves the right to determine the use of other devices or self-propelled vehicles on campus grounds.

**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 oral or anal conduct 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 336 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 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 and 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, 2009, through Aug. 31, 2010.

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

1. Visitor Lot – Faculty/Staff/Visitors:
   Temporary until new garage is built - F lot, southwest, front of campus.

2. BTC/Holiday Drive - Handicapped

3. Behind Siek Campus Center - Employees only

4. Southside of Williams Hall:
   a. 1st Lot: Employees only.
   b. Handicapped students when applicable.

5. Between Hudson Hall and Field House – Employees only

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
- 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 (E O C)
- Ballston Spa High School
- Bethlehem High School*
- Cohoes High School*
- Colonie High School*
- Joseph L. Bruno Family Resource Center
- Lansingburgh High School*
- Shenendehowa High School (East)*
- Tamarac High School*
- TEC-SMART

* 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.

Note that off-campus courses at the above locations begin 1-2 weeks later than classes scheduled on campus.

For more information and directions, visit www.hvcc.edu/coned/offcampus. 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-matriculated students. 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
- Stamping
- Watercolor

Communication
- Sign Language
- Writing
- Youth Coaching

Health and Wellness Institute
- Fit Kids
- Weight Management

Mandated Training
- Continuing Education for Dental Hygienists
- Identification of Child Abuse
- Infection Control
- School Violence Prevention

Programs for Professionals
- Alternative Dental Assisting Program (ADAP)
- CPR for Health Professionals

Recreation and Hobbies
- Aerobics
- Ballroom Dancing
- Cardio Kickboxing
- Guitar
- Photography
- Pilates

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

Summer Children’s Programs
- Summer Academy
- Summer Athletic Camps
- Summer Educational Enrichment Program
- Summer Youth Theater Workshop
- Technology Enrichment Program

EMT Recertification
Paramedic Recertification
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. Many of these programs include nationally recognized certification.

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, for example 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, is 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 North 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 are offered to make educational opportunities more accessible to the non-traditional learner. 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 the 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.
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**

**Academic Enrichment**

Academic Enrichment assists students in upgrading their reading and/or math skills to levels needed for entrance into other EOC academic and vocational programs. Students with reading and math levels that range from 5.0-9.0 are placed in the appropriate course. Critical reading and thinking skills, academic and vocational vocabulary acquisition, basic writing, basic math and study skills are the main areas that are stressed. Instruction is individualized to allow students to progress at their own pace.

**Pre-Business Skills**

This program assists students in upgrading their keyboarding and computer skills to levels needed for entrance into EOC Business programs. Components include keyboarding and Microsoft Office Digital Literacy certification. Instruction is individualized to allow students to progress at their own pace.

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

The ESL program allows students with limited English proficiency the opportunity to master speaking, listening and writing skills in English. Students also receive instruction in reading, math, computer operation, and limited software applications. Students progress through the ESL program according to their own learning abilities and academic background.

**GED Preparation**

This program 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 offered the opportunity to take the official practice GED examination to help determine their readiness.

**College Preparation**

This program assists students in gaining the prerequisite skills 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 reading, writing, and algebra. Students progress through the program according to their own learning abilities and academic background.

**Prep 4 College Success**

This program assists students prior to enrollment at HVCC in gaining reading, writing, and/or math skills necessary for college success. Students will improve vocabulary, reading rate, critical reflection in reading; paragraph writing, grammar consistency, math computation and problem solving, calculator application and study skills as appropriate to the student’s academic status and goals.

**Business Programs**

**Business Employment Skills for Today (BEST)**

The BEST program is designed to prepare business students to become equipped with the professional skills necessary for today’s workplace. Students will develop the following competencies: Introduction to MS Office 2007, business communications, basic filing, civil service exam preparation, enhanced keyboarding, and Health Insurance Portability and Accountability Act (HIPAA) certification.

**Information Processing for Today**

This program instructs students in the following competencies: spreadsheet, database, presentation, and word processing applications. Basic recordkeeping, filing, telephone techniques, customer service, and keyboard mastery will also be presented.
Pre-requisite: High School Diploma or GED and completion of BEST program or demonstration of equivalent skills.

Health Information for Today

This program is 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, enhance keyboarding skills, and utilize spreadsheet, database and word processing software programs. Additionally, students will demonstrate an understanding of procedural and diagnostic coding.

Pre-requisite: High school diploma or GED and completion of BEST program or demonstration of equivalent skills.

Internet and Computing Core Certification Program (IC3)

The IC3 program is 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

Cosmetology

The cosmetology program provides 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, practical work on mannequins, 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. Clinic services and a state board simulation are additional components of the program. The program also offers computer training in personalized styling and salon management and study skills.

Cosmetology State Board Exam Preparation

This is 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

Our Culinary training provides a course of study for those interested in entry-level positions in the food service industry. Students enrolled in the Culinary Program will have experience in all rotations in the kitchen laboratory, including providing lunch for EOC students and staff and executing wait staff techniques. Preparation for the National Restaurant Association ServSafe exam is a component of the program. Advanced training includes theory and practice of hot food production, advanced desserts and entrees, and buffets. Students also receive instruction in related math skills.

Food Safety Training

This 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. The exam is given at the end of training.

Nursing Assistant

The nursing assistant program prepares students to pass the clinical evaluations and written examination to obtain 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 in a nursing home.
Delivering Quality Customer Service (DQCS)

DQCS is designed to develop competencies necessary for providing quality customer service. The following competencies will be developed or enhanced: professional ethics, verbal and non-verbal communication, telephone etiquette and courtesy, methods and techniques for dealing with irate customers, time management, workforce competencies, foundational competencies such as speaking, listening, thinking, decision making, problem solving and personal qualities.

Technical Programs

Building Trades

The Building Trades program prepares individuals in the skills necessary for entry-level positions in the building construction and maintenance fields. Skill areas include carpentry, painting, electrical wiring, plumbing, masonry, dry wall, going green, energy efficiency and shop safety. OSHA training and certification and technical math skills and shop safety are components of the program. Instruction is individualized and provides hands-on practical experience. The emphasis is to gain a working knowledge in all areas learned.

Welding

This program prepares students in both theory and practice for the following types of welding: shielded metal arc, pipe, flux cored, oxyacetylene cutting gas metal arc (MIG), tungsten arc (TIG), and plasma arc cutting. 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 DOT Certified Welding test and numerous American Welding Society certifications, which are given on site. OSHA training and certification and math skills are components of the program.

Welding Certification Upgrade

This upgrade program designed to provide EOC welding graduates the opportunity to develop more advanced skills and competencies to obtain gainful employment or job promotion in the welding or construction related field. Students will learn theory and practice in electric arc welding, gas metal arc welding (Mig), gas tungsten arc welding (Tig), and plasma arc cutting. EOC graduates who have completed the welding program and are NYS DOT 1” Steel Plate Certified will complete the program upon passing the New York State One-Inch Steel Plate Certification Exam. Preparation for earning additional American Welding Society certifications is also provided.

Job Skills Programs

Job Readiness Training

This program 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.

National Work Readiness Credential Exam Preparation

This exam prep course prepares individuals to pass the National Work Readiness Credential (NWRC) exam. Skills developed include the following: listening actively, speaking so others can understand, cooperating with others, solving problems and making decisions, observing critically, using math to solve problems, and reading with understanding. Individuals who successfully complete all four components of the exam obtain a nationally recognized certification that demonstrates to prospective employers that graduates have the knowledge and skills needed to be a successful entry-level worker.
Policies and Procedures

Associate 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 other 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 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.

• 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 “bots,” “flooding,” or any abuse of Internet Relay Chat that generates valid harassment or denial of service complaints from other users of Internet Relay Chat is prohibited.

- 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

By means of cross registration, students at local colleges and universities are permitted to take courses at other local colleges and universities without extra charge for tuition. Contact your Registrar’s office to find out if your school participates in cross-registration.

Hudson Valley Students: To qualify, a person must be a full-time matriculated student in good academic standing. The cross-registered course must be one that is not available at Hudson Valley Community College. Students can only cross-register for 50% of their overall semester credits (not to exceed two courses). Initial approval must be granted by the student’s department chairperson and the registrar.

Visiting Students: The first day students from other local colleges and universities will be allowed to cross-register for classes is the Wednesday after classes have begun for each part of term. 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 at The Arts Center.

Interested students may contact the Registrar’s Office at (518) 629-4574. 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 on 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.

E-mail and Portal Policy for Students

Based on the reliance and acceptance of electronic communications, e-mail messages and portal announcements are considered an official means of communication with students of Hudson Valley Community College. Students are expected to comply with the Computer Use Policy when using the e-mail and portal systems.

All students are assigned an official college username and password combination for accessing e-mail and portal systems and an official college e-mail address for receiving and sending e-mail messages. The college expects that students will use their official college username and password combinations and their official college e-mail addresses to receive and read e-mail messages and portal announcements on a frequent and timely basis. Students are not absolved from the responsibilities associated with the contents of electronic communications if electronic communications are not received and read on a frequent and timely basis.

Students are expected to maintain their own e-mail inboxes. Students are assigned a finite amount of disk storage within which their own usage for e-mail, calendar, contacts and tasks information must be managed. Each student is responsible for managing their own disk storage usage. Students 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-mails or may be copying (backing up) of e-mails to some other location followed by removal of e-mails. E-mail messages that are 30 days old or older are automatically removed from the Trash folder on the server. An e-mail deleted from your server Inbox will automatically be moved to your server Trash folder and will then be automatically removed after 30 days. E-mails are not automatically removed from any other user folders on the server.

The college does offer the capability to forward e-mail from a college e-mail address to another e-mail address. However, the college does not recommend that students forward e-mail to any other e-mail address. The college will only support the college e-mail system provided to the students. The college is not responsible for the handling of e-mail by outside vendors. Students are not absolved from the responsibilities associated with communications sent to their official college e-mail addresses if e-mail forwarding results in the loss of 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 their 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 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 academic 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>
<th>No Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-18.99</td>
<td>— — —</td>
<td>less than .5</td>
<td>.5 to 1.29</td>
<td>1.30</td>
</tr>
<tr>
<td>19-36.99</td>
<td>less than 1.0</td>
<td>1.0 to 1.29</td>
<td>1.3 to 1.69</td>
<td>1.70</td>
</tr>
<tr>
<td>37-48.99</td>
<td>less than 1.3</td>
<td>1.3 to 1.69</td>
<td>1.70 to 1.99</td>
<td>2.00</td>
</tr>
<tr>
<td>49+</td>
<td>less than 1.7</td>
<td>1.7 to 1.89</td>
<td>1.90 to 1.99</td>
<td>2.00</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</td>
<td>90-100</td>
</tr>
<tr>
<td>*B</td>
<td>Very Good</td>
<td>80-89</td>
</tr>
<tr>
<td>*C</td>
<td>Average</td>
<td>70-79</td>
</tr>
<tr>
<td>*D</td>
<td>Passing</td>
<td>60-69</td>
</tr>
<tr>
<td>*F</td>
<td>Failure</td>
<td>Below 60</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>*W</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>*AW</td>
<td>Administrative</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>*Z</td>
<td>Absent Without</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>EXM</td>
<td>Excused Medical</td>
<td>(Physical Education courses only)</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 or financial aid eligibility, the final grade must be submitted by the beginning of the next term in order to be considered for readmission and financial aid 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:

A 3 credit course x 4 quality points = 12
B 3 credit course x 3 quality points = 9
B 4 credit course x 3 quality points = 12
F 3 credit course x 0 quality points = 0

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 Judicial Coordinator: It is strongly recommended that the student meet with the campus judicial coordinator as soon as he/she has received the grade so that the campus judicial 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 disputed grade is made available.

The campus judicial coordinator does not represent or advocate for any party in a grade dispute. The campus judicial 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 judicial 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 date the disputed final grade was made available, the student shall contact the campus judicial 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 make every effort to arrange a meeting with the student or to communicate with the student regarding their grade and the grading procedure.

This communication is designed for both parties to understand the position of the other and reach some resolution.

In the event the instructor does not respond 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 communication, 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 judicial 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.

If the communication with the faculty member and/or the meeting with the department chairperson do not satisfactorily resolve the problem, the student may request an Academic Review Board Hearing.

**Step 3. Preparation of Written Complaint and Documentation:**

All requests for an Academic Review Board Hearing shall be made in writing. The written complaint must contain the name of the class, the instructor, the section and the exact nature of the dispute as well as the remedy sought. The nature of the dispute must clearly articulate how the student will meet his/her burden of proof including the grade the student received and what grading policy or procedure was violated by the entry of that grade. The student will also include any necessary attachments.

The written complaint, with attachments shall be submitted to the campus judicial coordinator within 30 days of the start of the fall or spring semester immediately following the receipt of the disputed grade. The campus judicial coordinator shall forward the complaint 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 response, 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 judicial 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 judicial coordinator will file with the Chairperson of the Academic Review Board the student’s written complaint with attachments along with any responses, and those attachments, within seven (7) days of receiving the student’s complaint. In addition, the campus judicial coordinator may provide the Academic Review Board with other documents, at the Board’s request, including the course syllabus, outline or transcript.

**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 judicial 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 judicial coordinator in implementing that change.

The Academic Review Board shall transmit a written decision to the campus judicial coordinator. The campus judicial 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 judicial coordinator. Appeals may be taken from the decision of a Review Board or from a decision of a Department Chair to dismiss a complaint. 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 and Certificate Completion Requirements

To receive an associate’s degree or a certificate, a student must meet all of the following requirements:

1. Attain a 2.0 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/certificate completion application to Registrar’s Office.

Please Note: Every student in the Mortuary Science program must take and pass the National Board Examination as a requirement for graduation from the program.

The student is ultimately responsible for ensuring that all degree or certificate requirements have been fulfilled. Course requirements for each program are specified in this catalog. A student may complete the degree or certificate requirements at the end of the fall, spring or summer semesters. Hudson Valley Community College confers degrees and awards certificates following the close of each of these terms; however, there is only one commencement ceremony each year in May. In order to be considered for graduation or certificate completion, degree and certificate applications must be submitted by the deadlines noted below. If any of the deadlines noted below fall on a weekend, the deadline will be the last business day prior to the noted deadline.

Fall - Oct. 15
Spring - March 31
Summer - June 15*

*Candidates must apply by March 31 in order to participate in the commencement ceremony. Summer candidates will be allowed to participate in the commencement ceremony only upon demonstration that degree or certificate requirements will be completed by the August degree conferral or certificate completion date.

If a student does not file an application, the student’s academic record will not be reviewed for graduation or certificate completion. Upon review, any student who has not met all degree or certificate requirements, as outlined in the College Catalog, will be notified of the deficiency and may reapply for a subsequent graduation or certificate completion period.

A student will not receive a diploma or certificate or be able to request a transcript until all outstanding obligations have been satisfied.

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 at the time of graduation will graduate with academic honors.

The Student Honors Ceremony will be held in May each year. Honors graduates from the prior fall semester will be invited to the following May ceremony, as will those spring and summer students who have submitted a completed degree application to the Registrar’s Office and have a cumulative grade point index of at least a 3.5 at the end of the intersession term prior to the ceremony. Final determination of graduation with honors will occur once the final grades for the term of graduation have been processed.

Honors

Each fall and spring term, the college’s President’s List names those full-time students who have a term average of between 3.5 and 4.0 and who received no “D,” “F,” “I,” “Z,” or “W” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses, and coursework previously attempted will not remove a student from the
Policies and Procedures

President’s List if the student has met all other requirements and completed at least 12 college credits successfully.

Each fall and spring term, the college’s Dean’s List names those full-time students who have a term average of 3.00 to less than 3.50 and who received no “D,” “F,” “I,” “Z,” or “W,” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses, and coursework previously attempted will not remove a student from the Dean’s List if the student has met all other requirements and completed at least 12 college credits successfully.

Each fall and spring term, the college’s President’s List names those part-time students, registered for at least six college credits, who have a term average of between 3.5 and 4.0 and who received no “D,” “F,” “I,” “Z,” or “W,” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses and coursework previously attempted will not remove a student from the President’s List if the student has met all other requirements and completed at least six college credits successfully.

Each fall and spring term, the college’s Dean’s List names those part-time students, registered for at least six college credits, who have a term average of 3.0 to less than 3.50 and who received no “D,” “F,” “I,” “Z,” or “W” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses and coursework previously attempted will not remove a student from the Dean’s list if the student has met all other requirements and completed at least six college credits successfully.

Identity Theft Prevention Program

Program Adoption

Hudson Valley Community College developd this Identity Theft Prevention Program (“Program”) in order to comply with the Federal Trade Commission’s Red Flags Rule (16 CFR 681.2). The Board of Trustees determined that this program was appropriate for Hudson Valley Community College, and therefore approved this program on April 23, 2009.

Purpose

The purpose of the Identity Theft Prevention Program is to prevent frauds committed by

the misuse of identifying information. The program is designed to detect, prevent and mitigate identity theft in connection with covered accounts, and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts and incorporate those red flags into the Program;
2. Detect red flags;
3. Respond appropriately to any red flags that are detected; and
4. Review and update the Program periodically to consider and incorporate changes in risks.

Definitions

Account: A relationship established with an institution by a student, employee, or other person to obtain educational, medical, or financial services.

Covered Account: An account that permits multiple transactions or poses a reasonable foreseeable risk of being used to promote identity theft.

Identity Theft: A fraud committed or attempted using the identifying information of another person without authority.

Red Flag: A pattern, practice, or specific activity that indicates the possible existence of identity theft.

Responsible Staff: Personnel who regularly work with Covered Accounts and are responsible for performing the day-to-day application of the Program to a specific Covered Account by detecting and responding to Red Flags.

Program Administrator: The individual designated with primary responsibility for oversight of the Program.

Program Administration and Oversight

The Executive to the President for Institutional Effectiveness and Strategic Planning will be the Program Administrator and will be responsible for overseeing the administration of this Program. The Program Administrator may designate additional staff of the College to undertake responsibility for training personnel, monitoring service providers, and updating the Program, all under the supervision of the Program Administrator.
Staff Training

The Program Administrator or his or her designees shall train responsible staff, as necessary, in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Responsible staff are expected to notify the Program Administrator of any incidents of identity theft.

Updating the Program

The Program will be reviewed annually, or if and when a problem arises, to ensure the effectiveness of the procedures in place, and to update the Program based on new events, institutional changes or changes in risks.

Oversight of Service Provider Arrangements

The Program Administrator will ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity with one or more covered accounts.

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 a member of Student Senate sponsored organizations, a student must maintain a 2.0 GPA in all coursework attempted. For the purpose of determining eligibility to participate as an executive officer in the Student Senate, a student must maintain a 2.5 GPA in all coursework attempted. For these purposes, the midterm grades will be considered and reckoned in the GPA and will stand until overridden by the end of the 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 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.

**Midterm Grades**

Midterm 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. In addition, the midterm grades of all courses (including non-credit remedial) will be used to determine continued eligibility in athletics and student senate sponsored organizations.

Midterm grades are not recorded on official student transcripts and, as such, will only be changed in the event of a date entry or calculation error.

A student will be considered academically at-risk if his/her midterm grade point average (average based on that term’s midterm 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.

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.

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.

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 student may request a transcript as follows:

• via Hudson Valley WIRED (requires Web payment)
• completing the Transcript Request Form (available at www.hvcc.edu/registrar)
• in-person at the Registrar’s Office

There is a $3 fee per transcript, which is payable to Hudson Valley Community College. There is an additional $10 fee for the Registrar’s Office to fax out an unofficial transcript. Faxed requests will be processed with those received by mail.

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
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
Daemen 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>
<td>Accounting, Business Administration</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Business Administration</td>
</tr>
<tr>
<td>Administrative Office Assistant</td>
<td>Administrative Information Management and Technology</td>
</tr>
<tr>
<td>Advertising</td>
<td>Marketing</td>
</tr>
<tr>
<td>Air Conditioning Mechanic</td>
<td>Heating/Air Conditioning/Refrigeration Technical Services</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Liberal Arts</td>
</tr>
<tr>
<td>Architecture</td>
<td>Architectural Technology</td>
</tr>
<tr>
<td>Art Gallery Management</td>
<td>Gallery Management</td>
</tr>
<tr>
<td>Art Education</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Art History</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Assistant Engineering Technician</td>
<td>Drafting</td>
</tr>
<tr>
<td>Astronomy</td>
<td>Math-Science</td>
</tr>
<tr>
<td>Auto Body Technician</td>
<td>Auto Body Repair</td>
</tr>
<tr>
<td>Automotive Parts Salesperson</td>
<td>Automotive Technical Services, Automotive Technical Services -</td>
</tr>
<tr>
<td></td>
<td>Chrysler, Automotive Technical Services - General Motors</td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>Automotive Technical Services, Automotive Technical Services -</td>
</tr>
<tr>
<td></td>
<td>Chrysler, Automotive Technical Services - General Motors</td>
</tr>
<tr>
<td>Banking</td>
<td>Business Administration, Marketing</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Math-Science</td>
</tr>
<tr>
<td>Bioengineering</td>
<td>Math-Science</td>
</tr>
<tr>
<td>Biology</td>
<td>Math-Science, Individual Studies</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Biotechnology</td>
</tr>
<tr>
<td>Boiler Plant Operator</td>
<td>Plant Utilities Technology</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>Accounting</td>
</tr>
<tr>
<td>Botany</td>
<td>Individual Studies, Math-Science</td>
</tr>
<tr>
<td>Broadcast Communications</td>
<td>Broadcast Communications, Marketing</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Business Administration</td>
</tr>
<tr>
<td>Business Education</td>
<td>Business Administration</td>
</tr>
<tr>
<td>CAD/CADKey Operator</td>
<td>Drafting</td>
</tr>
<tr>
<td>Cardiac Catherization Technician</td>
<td>Invasive Cardiovascular Technician</td>
</tr>
<tr>
<td>Car Insurance Appraiser</td>
<td>Auto Body Repair</td>
</tr>
<tr>
<td>Chemical Dependency Counseling</td>
<td>Chemical Dependency Counseling</td>
</tr>
<tr>
<td>Chemical Technology</td>
<td>Chemical Technician</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Math-Science</td>
</tr>
<tr>
<td>Chiropractic</td>
<td>Individual Studies</td>
</tr>
<tr>
<td>Civil Engineering Technician</td>
<td>Civil Engineering Technology</td>
</tr>
<tr>
<td>Communication Disorders</td>
<td>Individual Studies</td>
</tr>
<tr>
<td>Communications</td>
<td>Liberal Arts, Marketing</td>
</tr>
<tr>
<td>Computer Animation</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Computer Programmer</td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Math-Science</td>
</tr>
<tr>
<td>Construction Estimator</td>
<td>Civil Engineering Technology, Construction Technology</td>
</tr>
<tr>
<td>Construction Management</td>
<td>Construction Technology</td>
</tr>
<tr>
<td>Convention Sales</td>
<td>Marketing</td>
</tr>
<tr>
<td>Corrections Officer</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Counseling</td>
<td>Human Services, Liberal Arts</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Customer Services</td>
<td>Business Administration, Marketing</td>
</tr>
<tr>
<td>Dental</td>
<td>Individual Studies</td>
</tr>
<tr>
<td>Dental Hygienist</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>Diagnostic Technician</td>
<td>Automotive Technical Services, Automotive Technical Services -</td>
</tr>
<tr>
<td></td>
<td>Chrysler, Automotive Technical Services - General Motors</td>
</tr>
<tr>
<td>Draftsperson</td>
<td>Civil Eng. Technology, Construction Technology, Drafting</td>
</tr>
<tr>
<td>Drama</td>
<td>Liberal Arts</td>
</tr>
<tr>
<td>For a Career In</td>
<td>See Hudson Valley Program In</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Drug and Alcohol Counseling</td>
<td>Chemical Dependency Counseling</td>
</tr>
<tr>
<td>Early Childhood Educator</td>
<td>Early Childhood</td>
</tr>
<tr>
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<td>Echocardiography</td>
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<td>Economics</td>
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<td>Finance</td>
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<td>Gerontology</td>
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<td>Government</td>
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<tr>
<td>Graphic Arts/Design</td>
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<td>Human Resource Management</td>
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<td>Human Services</td>
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<td>HVACR Technician</td>
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<td>Law Enforcement</td>
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<td>Broadcast Communications</td>
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<tr>
<td>Sports Broadcaster</td>
<td>Broadcast Communications</td>
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<tr>
<td>On-Air Radio Personality</td>
<td>Broadcast Communications</td>
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<td>Paramedic</td>
<td>Emergency Medical Technician - Paramedic</td>
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<td>Philosophy</td>
<td>Liberal Arts</td>
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<td>Physical Education</td>
<td>Physical Education Studies</td>
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<td>For a Career In</td>
<td>See Hudson Valley Program In</td>
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<td>Math-Science</td>
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<td>Power Plant Operator</td>
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<td>Psychology</td>
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<td>Public Administration</td>
<td>Public Administration Studies</td>
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<td>Radio Commercial Producer</td>
<td>Broadcast Communications</td>
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<td>Radio Commercial Production/Voice Talent</td>
<td>Broadcast Communications</td>
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<td>Radio Studio Operator</td>
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<td>Radiologic Technologist</td>
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<td>Refrigeration Mechanic</td>
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<td>Retail</td>
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<td>Sales Representative</td>
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<td>Criminal Justice</td>
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<td>Semiconductor Technician</td>
<td>Electrical Construction and Maintenance or Electrical Engineering Technology</td>
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<td>Computer Information Systems</td>
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<td>Special Education</td>
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<td>Stationary Engineer</td>
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<td>Store Manager</td>
<td>Marketing</td>
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<td>Studio Programs</td>
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<td>Substance Abuse Counseling</td>
<td>Chemical Dependency Counseling</td>
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<td>Switching Equipment Technician</td>
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<td>Systems Programmer</td>
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<td>Teaching Assistant</td>
<td>Early Childhood</td>
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<td>Television News/Sports Anchor</td>
<td>Broadcast Communications</td>
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<td>Television News/Sports Reporter</td>
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<td>Television News/</td>
<td>Broadcast Communications</td>
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<tr>
<td>Sports Videographer</td>
<td>Broadcast Communications</td>
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<td>Television Studio Operator</td>
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<td>Theater</td>
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<td>Tourism</td>
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<td>Veterinary Medicine</td>
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<td>Web Page Developer</td>
<td>Computer Information Systems</td>
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Academic Program Listing
HEGIS
CODE

School/Program

School of Business
5002
5005
5002
5004
5004
5004
5101
5101
5101
5101
5101
5101
5101
5101
5213
5213
5101
5004
5101

Accounting
Administrative Information Management and
Technology
Business-Accounting
Business Administration
Business-Business Administration
Business-Marketing
Computer Information Systems
Computer Information Systems
Computer Information Systems: Business Applications
Programming
Computer Information Systems: E-Commerce*
Computer Information Systems: Internet & Web
Programming
Computer Information Systems: System & Network
Administration
Computer Information Systems: Web Design
Computer Software Application Specialist
Health Information Management and Technology
Health Information Technician
Information Systems
Supermarket Management and Operations
System and Network Associate*

School of Engineering and Industrial Technologies
5306
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5104
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5317
5310
5310

Alternative Fuels
Architectural Technology
Automotive Technical Services
Automotive Technical Services-Autobody Repair
Automotive Technical Services-Chrysler
Automotive Technical Services-General Motors
Civil Engineering Technology
Computer Aided Drafting
Computer Aided Drafting
Construction
Construction Technology-Building Construction
Electrical Construction and Maintenance
Electrical Engineering Technology-Electronics
Electrical Technology: Semiconductor Manu. Tech.
Heating/Air Conditioning/Refrigeration Technical Svs.
Heating Systems
Manufacturing Technical Systems
Mechanical Engineering Technology
Network and Information Technology*
Overhead Electric Line Worker
Photovoltaic Installation
Plant Utilities Technology
Refrigeration and Air Conditioning
Telecommunications Technology - Verizon
Wind Technician

School of Health Sciences

5299.20 Bereavement Studies
5202
Dental Assisting
5203
Dental Hygiene
5207
Diagnostic Medical Sonography
5207
Echocardiography
5299
Emergency Medical Technician-Paramedic
5299
Emergency Medical Technician-Paramedic
5207
Invasive Cardiovascular Technology
5207
Invasive Cardiovascular Technology
5299.20 Mortuary Science
5208.10 Nursing
5207
Radiologic Technology
5215
Respiratory Care

School of Liberal Arts and Sciences
5604
5604
5604
5008
5506
5305
5505
5505
5012
5501
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5499
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5649

Biological Sciences
Biotechnology
Biotechnology
Broadcast Communications
Chemical Dependency Counseling
Chemical Technician
Criminal Investigation
Criminal Justice
Digital Media
Disabilities Studies
Early Childhood
Engineering Science
Environmental Science
Fine Arts
Forensic Science Studies
Gallery Management
General Education
Human Services*
Human Services
Individual Studies
Labor Studies*
Liberal Arts & Science: Humanities & Social Science
Liberal Arts & Science: Mathematics & Science

Type of
Degree

Program can be
completed by attending
entirely in
online**
the evening

Program
Application
Processing

Program
Curriculum
on page

Course
Descriptions
on page

Certificate
A.A.S.

Yes
No

No
No

0932
2214

95
96

184
185

A.A.S.
A.A.S.
A.S.
A.A.S.
A.A.S.
A.S.
A.A.S.

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102
104
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184
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289
214
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A.A.S.
A.A.S.

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214
214

A.A.S.

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1750

106

214

A.A.S.
Certificate
A.A.S.
Certificate
Certificate
Certificate
Certificate

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Certificate
A.A.S.
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Certificate
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A.S.
Certificate
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277
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272
179
179

continued next page

93


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 can be completed totally online. In addition to the programs offered entirely online, a number of programs offer more than 50 percent of their courses online. Key to Type of Degree: 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
Brahall Hall, Room 220, (518) 629-7148

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>Courses</th>
<th>Notes</th>
<th>High School Average</th>
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</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Accounting &amp; Bookkeeping courses recommended</td>
<td>70+</td>
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MAJOR REQUIREMENTS*

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<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
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<td>ACTG 110</td>
<td>Financial Accounting</td>
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<td>ACTG 111</td>
<td>Managerial Accounting</td>
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<td>ACTG 200</td>
<td>Accounting Computerized</td>
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<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
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<tr>
<td>BADM 120</td>
<td>Business Mathematics or</td>
<td>3–4</td>
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<tr>
<td>BADM 221</td>
<td>Quantitative Business</td>
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<tr>
<td></td>
<td>Applications</td>
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<tr>
<td></td>
<td>CMPT 101 Personal Computer Concepts/Applications I or Computer Elective</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
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<td>ENGL 102 English Comp. II or ENGL 125 Public Speaking or BADM 200 Business Communication</td>
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<td></td>
<td>(I) Accounting Elective</td>
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<tr>
<td>Total Credits Required</td>
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</table>
Today’s office and technical assistant needs a variety of skills to keep pace with the emergent and transitory technical workplace. The Administrative Information Management and Technology A.A.S. program is a relevant, up-to-date curriculum designed for students to gain the skills necessary to become an administrative office professional or technical assistant in either the public or private sector. The program’s course work provides a foundation in information management and technology that includes document preparation, spreadsheets, databases, business communications, office management, desktop publishing and Web design and prepares the students for the Microsoft Certified Application Specialist (MCAS) and Internet and Core Computing (IC3) exams. It must be noted that the program goes far beyond computer skills and knowledge of office software, as course content also focuses on ethics, security and the necessary soft and collaboration skills needed in the technical workplace. The program concludes with an industry internship.

Full-time students who wish to complete this program in exactly four terms of study must begin their studies in the fall semester and complete five to six courses each term. Degree requirements can be completed through either full-time or part-time study through on campus or distance learning courses.

All AITC, CMPT, and CISS courses must have been taken within seven years in order to be applicable toward this degree program.
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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math</td>
<td>70+</td>
</tr>
<tr>
<td>Accounting and Bookkeeping courses</td>
<td></td>
</tr>
<tr>
<td>(70 or above in the course)</td>
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</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 $815.

**MAJOR REQUIREMENTS**

Course No. Title                     | Credit Hrs. |
-------------------------------------|-------------|
FORMATION 104** College Forum       | 1           |

**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>ACTG 111</td>
<td>Managerial 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 120</td>
<td>BADM 120 Bus. Mathematics or BADM 221 Quantitative Bus. Applications</td>
<td>3-4</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Personal Computer Concepts/Applications</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>ENGL 102</td>
<td>English Composition II</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>ACTG 200</td>
<td>Accounting Computerized Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 210</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Accounting Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

**PROGRAM ELECTIVES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Mathematics or Science</td>
<td>3-4</td>
</tr>
</tbody>
</table>

*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 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 needs 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 stu-
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 $770.

---

### 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>
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</table>

### PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th>(1) Business Electives</th>
<th>15</th>
</tr>
</thead>
<tbody>
<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

(1) Business Electives include any courses beginning with ACTG, AITC, BADM, BAPC, CISS, CMPT, HITC, ESCI, LGLS, or MKTG. Students interested in obtaining a baccalaureate degree should also take ACTG 111, Managerial Accounting.

(2) Students interested in obtaining a baccalaureate degree should include ECON 101 and ENGL 104. A complete list of liberal arts and science courses can be found in the introductory area of the course descriptions section of the catalog.

---

### INSURANCE 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

<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>
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</tr>
<tr>
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<tr>
<td>BADM 111</td>
<td>Legal and Ethical Environment of Business II</td>
<td>3</td>
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<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
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<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
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</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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</table>

### SPECIALIZATION COURSES

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>BADM 140</td>
<td>Introduction to Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 150</td>
<td>Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 225</td>
<td>Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 235</td>
<td>Agency Operations and Sales</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
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</table>

### PROGRAM ELECTIVES

<table>
<thead>
<tr>
<th>(1) Business Electives</th>
<th>12</th>
</tr>
</thead>
<tbody>
<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. A complete list of liberal arts and science courses can be found in the introductory area of the course descriptions section of the catalog.

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>

**| 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>
<tr>
<td>__________</td>
<td>Computer Elective***</td>
<td>3</td>
</tr>
</tbody>
</table>

**| ADDITIONAL REQUIREMENTS: 16 CREDITS OF BUSINESS COURSEWORK

<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 Applic</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>__________</td>
<td>(1) Business Elective</td>
<td></td>
</tr>
</tbody>
</table>

**| ADDITIONAL REQUIREMENTS: 15 CREDITS OF LIBERAL ARTS COURSEWORK

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 104</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>IND S 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>__________</td>
<td>(2) Liberal Arts Elective</td>
<td></td>
</tr>
</tbody>
</table>

**| ELECTIVE: 9 CREDITS OF BUSINESS OR LIBERAL ARTS

<table>
<thead>
<tr>
<th>Course No.</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.

**Required of first time, full-time students. May be waived at department chairperson’s discretion.

***CMPT 101, Personal Computer Concepts/Applications I preferred.

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(2) Students interested in obtaining a baccalaureate degree should include ECON 101 and ENGL 104. A complete list of liberal arts and science courses can be found in the introductory area of the course descriptions section of the catalog.

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.</td>
<td>80+</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 220 or BADM 221, ECON 100, ENGL 101 and FORM 104, would be approximately $770.

**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>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 Applications</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>ENGL 102 English Comp. II or ENGL 104 English Comp. II, Writing About Literature</td>
<td>(3)</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry or MATH 160 Pre-Calculus or MATH 180 Calculus I</td>
<td>4</td>
</tr>
<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>
</tr>
</tbody>
</table>

**PROGRAM ELECTIVES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Computer Elective</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>(2) History Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(3) Math or Science Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>(4) Restricted English Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(5) Restricted Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits Required: 65–66

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**Business – Marketing**

**Associate in Applied Science**

HEGIS #5004

Chairperson: Anthony Nuvalie

Brahan Hall, Room 220, (518) 629-7148

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 Entrepreneurship Option in the Business-Marketing program prepares students for new business start-up in keeping with industry demands and expanding interest in degree programs at many colleges and universities. Entrepreneurship is seen as an ideal way to create one’s own job security and success for the business professional and our nation in general through innovation and job creation.

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, Advertising, and Financial Accounting.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>High School 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 $815.

**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
  - BADM 120 Bus. Mathematics or 3–4
  - BADM 221 Quantitative Bus. Applications
- 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
  - and Entrepreneurship

**PROGRAM ELECTIVES**

- (1) Business Electives 6–9
- (2) Accounting Elective 3–4
- (3) English Elective 3
- (4) Liberal Arts and Sciences Electives 9

**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
  - BADM 120 Bus. Mathematics or 3–4
  - BADM 221 Quantitative Bus. Applications
- 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
  - and Entrepreneurship

**PROGRAM ELECTIVES**

- (1) Business Electives 3–4
- (2) Accounting Elective 3–4
- (3) English Elective 3
- (4) Computer Elective 3–4
- (5) Liberal Arts and Sciences Electives 9

**ENTREPRENEURSHIP OPTION**

*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.

(4) Liberal Arts and Sciences Electives. Any course listed as a Liberal Arts and Science course.

**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
  - BADM 120 Bus. Mathematics or 3–4
  - BADM 221 Quantitative Bus. Applications
- 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
  - and Entrepreneurship

**PROGRAM ELECTIVES**

- (1) Business Electives 3–4
- (2) Accounting Elective 3–4
- (3) English Elective 3
- (4) Computer Elective 3–4
- (5) Liberal Arts and Sciences Electives 9

**ENTREPRENEURSHIP OPTION**

*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.

(4) Liberal Arts and Sciences Electives. Any course listed as a Liberal Arts and Science course.
The School of Business, with the Department of Computing and Information Sciences, offers several different degree programs in Computer Information Systems (CIS) to accommodate students pursuing a two-year terminal degree, as well as those seeking to transfer to a four-year institution. All Computer Information Systems graduates possess a strong computer information system core. This common CIS core allows students to seamlessly transfer between the different degree programs as their goals become more defined. Core course work includes Programming and Logic, Analysis and Design of Information Systems, Project Management, Decision Support Systems and Database Management. Suffused throughout all CIS programs is a focus on people, processes, systems, security, collaboration and ethics.

The various Computer Information Systems program options allow the degree to further be tailored to achieve a specific desired outcome. These options include the following curricular tracks:

- **CSS** - Computer Information Systems A.S. (Two-year transfer degree for Computer Science, Computer Information Systems, Information Technology, Informatics, etc.)
- **CIS** - Computer Information Systems A.A.S. (generic terminal degree can be tailored for specific outcome)
- **CWD** - CIS Web Design
- **CSA** - CIS System and Network Administration (houses Cisco Network Academy - CCNA & CCNP)
- **ISC** - Information Systems Certificate

Computer Information Systems

Associate in Applied Science

HEGIS #5101

Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Computer Information Systems Associate in Applied Science (A.A.S.) program is offered to students whose primary goal is to gain employment in the information technologies, however is should be noted that the degree transfers well to Computer Information Systems and Information Technology Management four-year degree programs. The program provides student with a strong foundation in: (a) programming and logic, (b) information resource
management, (c) systems analysis and design, (d) database management systems (DBMS) in Oracle and, (e) project management. Tailored specialization can be obtained by taking CIS elective courses that include: (a) highly relevant programming languages (e.g., Java, C/C++, COBOL, VB.Net, Perl, and Assembly Language), (b) system and network administration (e.g., Windows, Linux, computer and network security, and the Cisco networking curriculum that includes the CCNA and CCNP), (c) Web programming using Java, Javascript, and Ajax on the client-side and PHP, Perl, Java, and MySQL on the server-side DBMS, (d) mobile computing, and (e) web design in accord with today’s accessible, W3C standards-compliant and user-centered design (UCD) principles.

The coursework in the program increases employment opportunities in computing environments of public and private businesses. Common job titles for students completing the Computer Information Systems A.A.S. degree include:

- Software Engineer
- Application Programmer
- Systems Analyst
- Web Designer/Developer
- System and Network Administrator
- Computer Technician
- Help Desk Support

Minimum math for this program is MATH 110. MATH 130 and 131 are also advised. MATH 155 is not acceptable for any CIS related program. Degree requirements can be completed on a full-time or part-time basis, with courses available during the day, evening, and online.

All CISS courses must have been taken within seven years in order to be applicable toward this degree program.

**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-Data Structure</td>
<td>4</td>
</tr>
<tr>
<td>CISS 210</td>
<td>Info Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISS 215</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CISS 250</td>
<td>Database Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISS 251</td>
<td>Structured Query Language (SQL)</td>
<td>2</td>
</tr>
<tr>
<td>CISS 260**</td>
<td>Internship</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>(1)</td>
<td>Computer Information Systems Electives</td>
<td>12</td>
</tr>
<tr>
<td>(2)</td>
<td>Liberal Arts and Science Elective 9</td>
<td>9</td>
</tr>
<tr>
<td>(3)</td>
<td>Math/Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>(4)</td>
<td>Restricted Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 66

* or specific course equivalents as approved by department chairperson.

** May be replaced with CIS elective by permission of department chair

(1) By department chair permission to accommodate desired student outcome

(2) Recommend ECON 100 and ECON 101

(3) Minimally MATH 110, MATH 130, and MATH 131 for terminal degree. Recommend MATH 150 or higher for transfer.

(4) By department chair permission to accommodate desired student outcome.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems, A.A.S.

**Associate in Science**

HEGIS #5101

Chairperson: James G. Looby

Brahan Hall, Room 206, (518) 629-7225

The Computer Information Systems Associate in Science (A.S) is a flexible degree designed for students who wish to transfer to Computer Science, Computer Information Systems, Management Information Systems, Information Technology or Informatics (e.g., Bio-Informatics, Medical Informations, etc.) programs at a four-year institution upon completion of their associate degree. Complementing the Computer Information Systems A.S. degree are many articulation agreements with four-year institutions that guarantee transfer to the collaborating college or university if the articulation specifications are satisfied. Local institutions include RPI, the University at Albany, SUNY IT, The College of Saint Rose and The Sage Colleges.
This program is particularly relevant for students seeking careers in computer and information security and game design as these disciplines require a four-year degree. Students interested in computer and information security are urged to investigate four-year security programs at RIT, SUNY IT and the University at Albany’s Information Technology Management program, which houses the Center for Information Forensics and Assurance (CIFA). Students interested in the highly competitive game design field are urged to investigate four-year game design programs at RIT and RPI.

Common job titles for students completing Computer Information Systems A.S. degree include:
- Software Engineer
- Application Programmer
- Systems Analyst
- Web Designer/Developer
- System and Network Administrator
- Computer Technician
- Help Desk Support

Minimum math for this program is MATH 150. MATH 155 is not acceptable for any CIS related program. Degree requirements can be completed on a full-time or part-time basis, with courses available during the day, evening and online.

All CISS courses must have been taken within seven years in order to be applicable toward this degree program.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School</th>
<th>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 for Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80+</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 $705.

**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>CISS 110</td>
<td>Programming &amp; Logic I</td>
<td>4</td>
</tr>
<tr>
<td>CISS 111</td>
<td>Programming &amp; Logic II-Data Structures</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>(<strong>CISS Electives</strong></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>(<strong>Foreign Language Elective</strong>)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(<strong>History Elective</strong>)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(<strong>2 Liberal Arts &amp; Science Electives</strong>)</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

**Required of first time, full-time students.

(1) CISS 100, CISS 101, CISS 210, or CISS electives by permission of department to meet desired student outcome. Note: May include MATH 183.

(2) By permission of department chair recommend ECON 100 and ECON 101 and Natural Science.

(3) Minimally MATH 150 (except MATH 155).

(4) By permission of department chair recommend ARTS 145.

The suggested course sequence can be found by visiting www hvcc edu/programs and clicking on Computer Information Systems, A.S.

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**Computer Information Systems: Business Applications Programming Associate in Applied Science**

HEGIS #5101

Chairperson: James G. Looby

Brahan Hall, Room 206, (518) 629-7225

This program has been deactivated effective Fall 2008 and as such, applications are no longer being accepted.

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.

All CISS courses must have been taken within seven years in order to be applicable toward this degree program.

Please note: Government work requires COBOL experience.
### Computer Information Systems: E-Commerce

**Associate in Applied Science**  
HEGIS #5101  
Chairperson: James G. Looby  
Brahan Hall, Room 206, (518) 629-7225

*This program has been deactivated effective Fall 2007 and as such, applications are no longer being accepted.*

The E-Commerce degree is intended for students seeking employment in local industry as e-commerce information systems specialists. This option provides students with a strong information systems, business and marketing background with further specialization in e-commerce, Internet programming and technologies 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.

*All CISS courses must have been taken within seven years in order to be applicable toward this degree program.*

### Computer Information Systems: Internet and Web Programming

**Associate in Applied Science**  
HEGIS #5101  
Chairperson: James G. Looby  
Brahan Hall, Room 206, (518) 629-7225

*This program has been deactivated effective Fall 2008 and as such, applications are no longer being accepted.*

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.

*All CISS courses must have been taken within seven years in order to be applicable toward this degree program.*

*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).*
dents interested in computer and network security or computer forensics and information assurance are advised to pursue the Computer Information A.S. program and transfer to a four-year program as identified on the Computer Information Systems A.S. page. This curriculum also contains voice over IP (VOIP) and mobile computing technologies components.

Minimum math for this program is MATH 110. MATH 130 and 131 are also advised. MATH 155 is not acceptable for any CIS related program.

All CISS courses must have been taken within seven years in order to be applicable toward this degree program.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>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 $630.

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
Brana Hall, Room 206, (518) 629-7225

The Computer Information Systems: System and Network Administration Associate in Applied Science (A.A.S) is a highly relevant and technical curriculum and contains the Cisco Network Academy. The Hudson Valley Community College Cisco Network Academy is one of the select few programs in New York State to teach both the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP) curriculum, as most colleges only teach through the CCNA. This degree goes beyond the standard Cisco curriculum as it focuses on theoretical networking content to provide students with the conceptual understanding to remain abreast of emergent and evolving technology. To this extent, the Cisco curriculum is used as an application platform to support the program’s theoretical content.

To provide a curriculum map for prospective students, the CCNA material is presented in CISS 120 and CISS 121, while the CCNP material is presented in CISS 270 and CISS 271.

Necessarily, the System and Network Administration curriculum focuses on computer and network security throughout the curriculum and includes two specific security courses as this is a component of today’s systems administrator’s responsibilities. Detailed descriptions of these security courses can be found in the Course Description section of this catalog.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Course</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 $645.

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>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</td>
<td>4</td>
</tr>
<tr>
<td>CISS 120</td>
<td>Networking I-Intro to Data Communication</td>
<td>3</td>
</tr>
<tr>
<td>CISS 121</td>
<td>Networking II-Intro to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISS 125</td>
<td>Intro to Computer and Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CISS 150</td>
<td>Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISS 210</td>
<td>Information Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISS 215</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CISS 251</td>
<td>Structured Query Language (SQL)</td>
<td>2</td>
</tr>
<tr>
<td>CISS 260</td>
<td>Internship***</td>
<td>3</td>
</tr>
<tr>
<td>CISS 270</td>
<td>Advanced Routing and Wide Area Network (WAN) Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CISS 271</td>
<td>Adv. Switching and Network Management</td>
<td>3</td>
</tr>
<tr>
<td>ELET 120</td>
<td>Personal Computer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>
ENGL 102 English Composition II 3

(1) Liberal Arts and Science Electives 9

(2) Math and Science Elective 6

Total Credits Required 65

*or specific course equivalents as approved by department chairperson.

**required of first time, full-time students.

***may be replaced with CIS elective by permission of department chair.

(1) Recommend ECON 100 and ECON 101
(2) Minimally MATH 110, MATH 130 and MATH 131 for terminal degree. Recommend MATH 150 or higher for transfer.

The suggested course sequence can be found by visiting 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 Computer Information Systems (CIS) program is a highly relevant Web design program that focuses on today’s W3C standards-compliant and multimedia-rich dynamic Web 2.0 and Web 3.0 functionality.

The Web Design program has evolved with the Web and has led the way by incorporating dynamic client-side and server-side content and presentation before any other program in the area. Additionally, Hudson Valley was the first college in the area to incorporate XML in its curriculum, as this provides the foundation of today’s Ajax-driven rich internet applications (RIA), Web services and service-oriented architectures (SOA). The Web Design program focuses on best practices systems analysis and design, user-centered design (UCD), W3C standards-compliance and accessibility. Currently, the Web Design curriculum includes the following core technologies:

- XHTML & CSS
- XML & XSL
- Drupal
- Adobe CS
- Java
- JavaScript
- Ajax
- PHP
- MySQL
- Oracle

The Web Design curriculum also includes courses in information systems (IS) analysis and design and project management. Students may also take courses in Perl, C++, networking, operating systems and mobile computing technologies. Note that in accord with the emergent and transitory Computer Information Systems discipline, the CIS department and Web Design degree will remain abreast of emergent theories and technology and rapidly prepare and present new curriculum material as necessary.

Minimum math for this program is MATH 110. MATH 130 and 131 also are advised. MATH 155 is not acceptable for any CIS related program. Degree requirements may be completed during the day, evening or online.

All CISS courses must have been taken within seven years in order to be applicable toward this degree program.

PROGRAM ENTRANCE REQUIREMENTS

High School

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
</table>
| 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 $620.

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.

FORM 104 College Forum** (1) 3

ARTS 160 Introduction to Graphic Design 3

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 210 Information Systems Analysis and Design 3

CISS 215 Project Management 4

CISS 220 Web Site Development and Design 3

CISS 221 Advanced Web Design-Client Side Scripting with JavaScript 3

CISS 225 Advanced Web Design-Server-side Scripting with PHP and MySQL 3

CISS 227 XML, Wikis, Blogs and Web Applications 3

CISS 251 Structured Query Language (SQL) 2

CISS 260 Internship*** 3
<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>
</tbody>
</table>

**Total Credits Required: 27**

*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 Management and Technology

**Associate in Applied Science**

HEGIS #5213  
Chairperson: James G. Looby  
Brahan Hall, Room 206, (518) 629-7225

Today’s health information technician needs a variety of skills to keep pace with the highly technical emergent medical office work place that is currently evolving to support Electronic Medical Records (EMR). The Health Information Management and Technology A.A.S. program is a relevant up-to-date curriculum designed for students to gain the skills necessary to become an administrative medical office professional in either a private practice or health care facility. The program is modeled after the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) curriculum and program graduates are prepared and eligible to take the AHIMA Certified Coding Specialists (CCS) examination. Program graduates are also prepared to take the Internet and Core Computing (IC3) exam. It must be noted that the program goes far beyond computer skills and knowledge of office software, as course content also focuses on ethics, security, and the necessary collaboration skills needed in the technical health field. The program concludes with an industry internship.

Highlights:

- Coursework prepares students to enter the health administration field, which is expected to face a shortage of trained professionals.

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### Computer Software Application Specialist Certificate

HEGIS #5101  
Chairperson: James G. Looby  
Brahan Hall, Room 206, (518) 629-7225

Hudson Valley Community College’s Computer Software Application Specialist certificate is designed for the student who is currently working or seeking employment as an administrative or technical assistant yet does not possess formalized computer training. This coursework provides students with the formalized training needed for employment as a keyboard specialist, help desk specialist, software specialist or technical assistant.

**All AITC and CMPT courses must have been taken within seven years in order to be applicable toward this degree program.**

### PROGRAM ENTRANCE REQUIREMENTS

**High School Average**

- Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)  
  - Business and software courses (70+)

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $605.
workers due to the rapid retirement of the Baby Boom generation.

- Hudson Valley Community College offers a Health Information Management and Technology associate degree and Health Information Technician Certificate. Students can complete either degree through full-time or part-time study.
- Those skilled in medical transcription or medical encoding can find positions that pay in excess of $30,000.

Full-time students who wish to complete this program in exactly four terms of study must begin their studies in the fall semester and complete five to six courses each term. Degree requirements can be completed through either full-time or part-time study through on campus or distance learning courses.

All HITC, AITC and CMPT courses must have been taken within seven years in order to be applicable toward this degree program.

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 courses</td>
<td>Business and software</td>
<td>70+</td>
</tr>
<tr>
<td>Math (70 or above in the course) recommended</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 $750.

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 Communications</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 and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HITC 107</td>
<td>Introduction to Health Information and Management</td>
<td>3</td>
</tr>
<tr>
<td>HITC 105 Clinical Office Procedures or EMSP 100 Emergency Medical Technician - Basic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Liberal Arts and Sciences 6
(2) Health Science Elective
(3) Liberal Arts Electives 6
(4) Social Science Elective 3

Total Credits Required 62-66

*or specific course equivalents as approved by the department chairperson.

**May be replaced with Business Elective by permission of department chair.

Health Information Technician Certificate

HEGIS #5213
Chairperson: James G. Looby
Brahan Hall, Room 206, (518) 629-7225

The Health Information Technician Certificate is designed for the student who is currently working or seeking employment as a health information technician yet does not possess formalized computer, medical transcription or medical encoding training. The course work provides formalized training necessary for employment as a medical transcriptionist, medical encoder, health information technician or medical office assistant.

All HITC and CMPT courses must have been taken within seven years in order to be applicable toward this degree program.

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>Business and software</td>
<td>70+</td>
</tr>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic courses</td>
<td>Business and software</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 $750.

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>
</tbody>
</table>
CMPT 115  Excel 3
CMPT 120  Database Concepts & Applications 3
HITC 100  Medical Office Procedures 4
HITC 101  Medical Transcription 4
HITC 103  Intro Medical Coding, Health Insurance and Reimbursement 3
______  HITC 105  Clinical Office Procedures or
EMSP 100  Emergency Medical Technician - Basic 3-7

Total Credits Required 33-37

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

The Information Systems Certificate program provides students the essential background needed to analyze, design and develop Unix, Windows and mobile-accessible information systems. Courses include: (a) highly relevant programming languages (e.g., Java, C/C++, COBOL, VB.Net, Perl, Java and Assembly Language), (b) system and network administration (e.g., Windows, Linux, computer and network security and the Cisco networking curriculum that includes the CCNA and CCNP), (c) Web programming using Java, Javascript and Ajax on the client-side and PHP, Perl, Java and MySQL on the server-side DBMS, (d) mobile computing and, (e) Web Design in accord with today's accessible, W3C standards-compliant and user-centered design (UCD) principles.

The Information Systems Certificate includes most of the core CIS course requirements of the Associate in Applied Science degree program in Computer Information Systems. In many cases, the Information Systems Certificate is 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 those 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, evening or online courses.

All CISS and CMPT courses must have been taken within seven years in order to be applicable toward this degree program.

PROGRAM ENTRANCE REQUIREMENTS

High School Average

Math I and II or 2 units of equivalent academic math including 1 semester of Math B
*(80 or above in each course)

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>4</td>
</tr>
<tr>
<td>CISS 210</td>
<td>Information Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISS 215</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CISS 250</td>
<td>Database Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISS 251</td>
<td>Structured Query Language (SQL)</td>
<td>2</td>
</tr>
<tr>
<td>______</td>
<td>(I) Computer Information Systems Electives</td>
<td>7</td>
</tr>
</tbody>
</table>
| Total Credits Required 34

*or specific course equivalents as approved by department chairperson.

(1) 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
Brahan 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

**High School Courses**

**Average**

Math I, Algebra or 1 unit of equivalent academic math

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $770.

**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>
</tbody>
</table>

Total Credits Required: 32

*or specific course equivalents as approved by department chairperson.

**CMPT 101, Personal Computer Concepts/Applications I preferred.

**Computer Elective**

**System and Network Associate Certificate**

HEGIS #5101

Chairperson: James G. Looby

Brahan Hall, Room 206, (518) 629-7225

This program has been deactivated effective Fall 2008 and as such, applications are no longer being accepted.

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.

All CISS courses must have been taken within seven years in order to be applicable toward this degree program.

**PROGRAM ENTRANCE REQUIREMENTS**

**High School Courses**

**Average**

Math I and II or 2 years of equivalent academic math including 1 semester of Math B* (80 or above in each course)

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $705.

**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>Networking I - Intro to Data Communication</td>
<td>3</td>
</tr>
<tr>
<td>CISS 121</td>
<td>Networking II - 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>
</tbody>
</table>

Total Credits Required: 26

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on System and Network Associate Certificate.
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.

Alternative Fuels Certificate
HEGIS #5306
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7297

The Alternative Fuels Certificate program was developed in response to the growing demand for alternative and renewable energy sources in the Capital Region and elsewhere. The program provides an educated workforce for a growing industry that is in need of qualified personnel. Both established automotive technicians looking for advancement and the potential student interested in the alternative fuels field can benefit from the Alternative Fuels Certificate program.
Currently, the New York State Energy Research and Development Authority (NYSERDA) is funding college programs that will lead to innovations in the industry. The goal of NYSERDA is to reduce vehicle emissions and to reduce the state’s dependence on imported petroleum. The group also works to develop new products including improved vehicles and components that use natural gas, electric and hybrid-electric technologies. The Alternative Fuels program trains students in these areas and prepares them for work in a rapidly advancing industry. To facilitate the development and implementation of the Alternative Fuels curriculum, NYSERDA has provided the Automotive, Manufacturing, and Electrical Engineering Department with $185,000 worth of equipment.

The 32-credit hour programs consists of required and elective courses in the Automotive Technical Services (ATS) A.O.S. degree program, including basic automotive electricity and fuel systems courses, technical math, and courses in hydrogen power, hybrids and alternative fuels.

The Alternative Fuels 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 an educated workforce for the growing alternative and renewable resources industry.

### PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra</td>
<td>Need valid driver’s license. 70 or above</td>
</tr>
<tr>
<td>or 1 unit of equivalent academic math (70 or above in the 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>AUTO 120</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Alternative Fuels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 235</td>
<td>Automotive Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 280</td>
<td>Hybrids</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 290</td>
<td>Hydrogen Power</td>
<td>4</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

*or specific course equivalents approved by Department Chairperson.

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### Architectural Technology Associate in Applied Science

HEGIS #5304
Chairperson: Dr. Christine LaPlante
Hudson Hall, Room 129, (518) 629-7359

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.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $665.

**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>__________</td>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>__________</td>
<td>or ENGL 104 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>__________</td>
<td>Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra with 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/ Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 65

*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>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 120</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>Automotive Electricity</td>
<td>4</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 145</td>
<td>Passenger Car Chassis I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Transmissions/Transaxles</td>
<td>6</td>
</tr>
<tr>
<td>__________</td>
<td>AUTO 200 America on Wheels or</td>
<td>3</td>
</tr>
<tr>
<td>__________</td>
<td>AUTO 250 Diesel Engines</td>
<td></td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Alternative Fuels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Automotive Lab I</td>
<td>7</td>
</tr>
<tr>
<td>AUTO 230</td>
<td>Automotive Lab II</td>
<td>7</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $495. 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>AUTO 120</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>Automotive Electricity</td>
<td>4</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 145</td>
<td>Passenger Car Chassis I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Transmissions/Transaxles</td>
<td>6</td>
</tr>
<tr>
<td>__________</td>
<td>AUTO 200 America on Wheels or</td>
<td>3</td>
</tr>
<tr>
<td>__________</td>
<td>AUTO 250 Diesel Engines</td>
<td></td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Alternative Fuels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Automotive Lab I</td>
<td>7</td>
</tr>
<tr>
<td>AUTO 230</td>
<td>Automotive Lab II</td>
<td>7</td>
</tr>
</tbody>
</table>
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</td>
<td>Need valid</td>
<td>70+</td>
</tr>
<tr>
<td>1 unit of equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>academic math (70 or above in</td>
<td>driver’s</td>
<td></td>
</tr>
<tr>
<td>the course)</td>
<td>license</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 $495. 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>FORM 101</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>AUBR 160</td>
<td>Body Mechanical</td>
<td>4</td>
</tr>
<tr>
<td>AUBR 225</td>
<td>Frame/Underbody Repair</td>
<td>6</td>
</tr>
<tr>
<td>AUBR 228</td>
<td>Panel Straightening</td>
<td>3</td>
</tr>
<tr>
<td>AUBR 230</td>
<td>Non Structural Collision Repair Lab I</td>
<td>6</td>
</tr>
<tr>
<td>AUBR 235</td>
<td>Collision Repair Lab II</td>
<td>6</td>
</tr>
<tr>
<td>AUBR 236</td>
<td>Collision Repair Lab III</td>
<td>3</td>
</tr>
<tr>
<td>AUBR 240</td>
<td>Automotive Refinishing I</td>
<td>3</td>
</tr>
<tr>
<td>AUBR 245</td>
<td>Automotive Refinishing II</td>
<td>6</td>
</tr>
<tr>
<td>AUBR 250</td>
<td>Estimating Auto Body Repairs</td>
<td>3</td>
</tr>
<tr>
<td>AUBR 265</td>
<td>Basic Automotive Welding</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Passenger Car Chassis I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 200</td>
<td>America on Wheels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 260</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math I</td>
<td>3</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 Automotive Technical Services – Auto Body Repair.

**Automotive Technical Services – Chrysler**

Associate in Occupational Studies

HEGIS #5306

Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

The Automotive Technical Services: Chrysler Program is an extended term variation of the Automotive Technical Services Program. This program is jointly sponsored by Hudson Valley Community College and the Chrysler Corporation’s Chrysler College Automotive Program (CAP). Students will enroll at Hudson Valley Community College and be sponsored by a participating Chrysler dealership. Hudson Valley’s Automotive Department will assist students in obtaining a Chrysler 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 Chrysler. 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 Chrysler Corporation, Syracuse, N.Y.

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>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 $355. 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>2</td>
</tr>
<tr>
<td>AUCP 155</td>
<td>Practical Work Experience II</td>
<td>5</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>2</td>
</tr>
<tr>
<td>AUCP 255</td>
<td>Practical Work Experience IV</td>
<td>5</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 220</td>
<td>Alternative Fuels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 255</td>
<td>Passenger Car Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AUTO 200 America on Wheels or AUTO 250 Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AUTO 160 Industrial Relations or AUTO 260 Business Management</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 Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>64</td>
<td></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 Automotive Technical Services - Chrysler.

Automotive Technical Services – General Motors Associate in Occupational Studies

HEGIS #5306
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

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. 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 $355. 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>2</td>
</tr>
<tr>
<td>AUCP 155</td>
<td>Practical Work Experience II</td>
<td>5</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>2</td>
</tr>
<tr>
<td>AUCP 255</td>
<td>Practical Work Experience IV</td>
<td>5</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 220</td>
<td>Alternative Fuels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 255</td>
<td>Passenger Car Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 200</td>
<td>America on Wheels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 250</td>
<td>Diesel Engines</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 Mathematics I</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 Automotive Technical Services - General Motors.

Civil Engineering Technology
Associate in Applied Science
HEGIS #5309
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7359

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.

The Civil Engineering Technology program has had a successful placement history for graduates for more than 40 years. Many graduates transfer to four-year colleges to obtain advanced degrees in architecture, civil engineering technology, and related fields. Transfer credit varied from approximately one to two years into architecture and two years into civil engineering technology. Students have transferred into other programs with varying amounts of transfer credit awarded at the discretion of the transfer institution. 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.

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 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 $595.

**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 236</td>
<td>Highway Construction Planning and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 233</td>
<td>Civil Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Capstone or CNST 239 Construction Capstone **</td>
<td>2-3</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 with 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></td>
<td>Humanities or Social Science Elect.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(I)Technical Electives 7 - 9</td>
<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>68 - 71</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

**Students will be advised as to which capstone course is necessary for completion of their degree by their academic advisor or department chair.

(1) Students may choose to take technical elective courses from the following upon discussion with their advisor or department chair:

- CIVL 201, CIVL 202, CIVL 222, CIVL 223, CIVL 234, CIVL 235, CNST 202, CNST 230, CNST 231, CNST 232.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Civil Engineering Technology.

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### Computer Aided Drafting Certificate

**HEGIS #5303**  
Chairperson: Anthony Kossmann  
Cogan Hall, Room 145, (518) 629-7272

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>1 unit of any math interview with the program coordinator is required</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>CADD 100</td>
<td>Topics in 2D AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>CADD 102</td>
<td>Interpreting Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Drawings</td>
<td></td>
</tr>
<tr>
<td>CADD 110</td>
<td>Advanced Topics in AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>CADD 120</td>
<td>Topographical Detailing in CAD</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>
<tr>
<td></td>
<td>Mechanicals</td>
<td></td>
</tr>
<tr>
<td>CADD 230</td>
<td>Computer Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Practicum</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>English Composition II: Writing for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>INDS 100</td>
<td>Career Planning and Decision Making</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>Total Credits Required</td>
<td></td>
<td>45</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 Aided Drafting Certificate.

### Associate in Applied Science

**HEGIS #5303**  
Chairperson: Dr. Christine M. LaPlante  
Hudson Hall, Room 129, (518) 629-7359

The Computer Aided Drafting program prepares students to enter a position in industry with a background in planning, product utilization and evaluation, pro-
duction 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></td>
<td>70+</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 $705.

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>
<tr>
<td></td>
<td>Capstone Course</td>
<td>3-4</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</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>AutoCAD</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></th>
<th>Liberal Arts Electives</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Mathematics Electives</td>
<td>MATH 105, Applied Technical Mathematics I and MATH 106, Applied Technical Mathematics II OR MATH 150, College Algebra with Trigonometry and MATH 165, Basic Calculus with Analytic Geometry.</td>
<td>6-8</td>
</tr>
<tr>
<td>(2) Technical Electives</td>
<td></td>
<td>13-14</td>
</tr>
<tr>
<td>(3) Restricted English Elective</td>
<td>ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature or ENGL 106, English Composition II: Writing for Technicians</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 61-66

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 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 $705.

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>
</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.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Construction.
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.

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</td>
<td>Additional math courses</td>
<td>70+</td>
</tr>
<tr>
<td>any math</td>
<td>recommended. Spring</td>
<td></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 $535.

**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</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 112</td>
<td>Alternating Current Applications</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>
</tbody>
</table>
ECMN 214 Industrial Motor Control Laboratory 1
ECMN 215 Industrial Power Electronics Laboratory 1
ECMN 216 Automated Controls and Instrumentation Laboratory 1
ECMN 223 Industrial Wiring 5
ECMN 224 Industrial Motor Control Wiring 5
MATH 105 Applied Technical Mathematics I 3
MATH 106 Applied Technical Mathematics II 3

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 (Part-time evening study)**
Associate in Occupational Studies
HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (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 $535.

**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 Applic. Lab, Pt. I</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 164</td>
<td>Alternating Current Applic. 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>
</tr>
<tr>
<td>ECMN 173</td>
<td>Commercial Construction Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<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>
</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 215</td>
<td>Industrial Power Electronics Laboratory</td>
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</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>
</tr>
<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>
<td>0.5</td>
</tr>
<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>Indus. Motor Control Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 278</td>
<td>Indus. 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.

**Electrical Engineering Technology – Electronics**
Associate in Applied Science
HEGIS #5310
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

**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, electro-mechanical devices and systems.
7. Obtain immediate employment or transfer to an upper-division program.

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.

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 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 $670.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<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 120</td>
<td>Personal Computer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td>ELET 206</td>
<td>Elements of Comm. Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELET 210</td>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELET 215</td>
<td>Operational Amplifiers</td>
<td>4</td>
</tr>
<tr>
<td>ELET 225</td>
<td>Electro-Mechanical Devices &amp; Sys.</td>
<td>4</td>
</tr>
<tr>
<td>ELET 230</td>
<td>Electronic Design</td>
<td>1</td>
</tr>
<tr>
<td>ELET 245</td>
<td>Intro. to Microcontrollers</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 150</td>
<td>College Algebra with 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>Humanities or Social Science Elect.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Technical Elective*</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 65

*or specific course equivalents as approved by the department chairperson.

**Technical Elective – recommend courses ELET 115, ELET 260 or other elective as approved by department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Electrical Engineering Technology - Electronics.
The Electrical Technology: Semiconductor Manufacturing Technology program prepares students for careers in the semiconductor manufacturing industry. The 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 2 units of equivalent academic math (70 or above in each course)</td>
<td>Additional Science, Math and Mechanical Drawing 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>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 with 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>Humanities or Soc. Sci. Elect.</td>
<td>3</td>
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</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>65</strong></td>
<td></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

Chairperson: Richard Porter

Williams Hall, Room 125 (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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<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 $395. 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 230</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
Chairperson: Richard Porter
Williams Hall, Room 125 (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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<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 $395. Tools for this program have an estimated cost of $560.
MAJOR REQUIREMENTS*

Course No.  Title             Credit Hrs.
HVAC 130  Electricity for HVAC/R               4
HVAC 140  Heat Transfer Systems I             4
HVAC 203  HVAC/R Systems Design I            3
HVAC 213  HVAC/R Systems Design II           4
HVAC 220  Heat Transfer Lab                  6
HVAC 240  Heat Transfer Systems II           4
MATH 105  Applied Technical Math I           3

Total Credits Required  28

*or specific course equivalents as approved by department chairperson.

Manufacturing Technical Systems
Associate in Occupational Studies
HEGIS #5312
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

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, bandsaws, 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></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $760.

MAJOR REQUIREMENTS*

Course No.  Title             Credit Hrs.
CADD 102  Interpreting Engineering Drawings 3
ENGL 101  English Composition I       3
MECT 110  Microcomputer Applications in Engineering Technology 3
MECT 115  Computer Graphic Applications 3
MFTS 103  Machine Tool Theory and Lab I 8
MFTS 104  Machine Tool/CNC Theory and Lab II 8
MFTS 203  Advanced Machining Processes Lab III 7
MFTS 204  Manufacturing Capstone Project Lab IV 7
MFTS 211  Manufacturing Processes 3
MFTS 213  Process Planning 2
MFTS 214  Quality Assurance & Control 2
MFTS 215  Industrial Relations, Safety and Health 2
MFTS 223  Computer Aided Manufacturing (CAM) with Mastercam 3
MFTS 231  Controls 4
MFTS 241  Practical Metallurgy 2
--- MATH 105 Applied Tech. Math I or 3-4
--- MATH 150 College Algebra with Trigonometry
--- MATH 165 Basic Calculus with Analytic Geometry

Total Credits Required  66-68

*or specific course equivalents as approved by the department chairperson.

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) 629-7359

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>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 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 $665

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</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>
</tbody>
</table>
Network and Information Technology
Associate in Applied Science
HEGIS #5104
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

This program has been deactivated effective Spring 2009 and as such, applications are no longer being accepted

In the last decade, telecommunications has moved from a background role of a utility to applications meant to create new competitive advantages in business, increased productivity in public services, and economic development in cities, states, or nations.

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

High School

**Average of Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course) the estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $575.

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>
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<tr>
<td>CISS 101</td>
<td>Microcomputer Appl. Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 120</td>
<td>Networking I-Intro to Data Comm.</td>
<td>3</td>
</tr>
<tr>
<td>CISS 121</td>
<td>Networking II-Intro to Network Admin.</td>
<td>3</td>
</tr>
<tr>
<td>CISS 270</td>
<td>Advanced Routing and Wide Area Network (WAN) Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CISS 271</td>
<td>Advanced Switching and 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></td>
<td>(1)Marketing Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(2)Rest. Tech. Elective</td>
<td>6–7</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>62–63</td>
<td></td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

(1) Marketing Elective – Recommended Courses – MKTG 120, MKTG 200, MKTG 212.

Network and Information Technology

Associate in Applied Science

HEGIS #5104

Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

This program has been deactivated effective Spring 2009 and as such, applications are no longer being accepted

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PROGRAM ENTRANCE REQUIREMENTS

High School

**Average of Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course) the estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $575.

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>
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<td>CISS 101</td>
<td>Microcomputer Appl. Development</td>
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<tr>
<td>CISS 120</td>
<td>Networking I-Intro to Data Comm.</td>
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<td>CISS 121</td>
<td>Networking II-Intro to Network Admin.</td>
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<tr>
<td>CISS 270</td>
<td>Advanced Routing and Wide Area Network (WAN) Infrastructure</td>
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<td>CISS 271</td>
<td>Advanced Switching and Network Management</td>
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<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
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<td>ELET 120</td>
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<td>ELET 270</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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<td>ENGL 125</td>
<td>Public Speaking</td>
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<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
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<td>(1)Marketing Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(2)Rest. Tech. Elective</td>
<td>6–7</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>62–63</td>
<td></td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

(1) Marketing Elective – Recommended Courses – MKTG 120, MKTG 200, MKTG 212.
Overhead Electric Line Worker Certificate
HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (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 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>Course</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math (70+ in the course)</td>
<td>None</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 $535.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</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 Laboratory and Estimating I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 190</td>
<td>Electric Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECMN 191</td>
<td>Electric Power Overhead Construction</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 36

* 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 Overhead Electric Line Worker.

Photovoltaic Installation Certificate
HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (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 19-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 entry-level 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.

Note: Students enrolled in this program are not eligible to receive financial aid.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of math (70+ 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>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>3</td>
</tr>
<tr>
<td>ECMN 211</td>
<td>Photovoltaic Systems Installation and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IDLT 120</td>
<td>Electricity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 19

*or specific course equivalents as approved by department chairperson.

Plant Utilities Technology Associate in Applied Science

HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (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>Course</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>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 $480.

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 &amp; Control</td>
<td>4</td>
</tr>
<tr>
<td>PUTL 213</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
</tbody>
</table>

* 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.hvcc.edu/programs and clicking on Plant Utilities Technology.
Refrigeration and Air Conditioning Certificate
HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (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, Algebra or 1 unit of any math</td>
<td>Additional, math courses, recommended.</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 $360. 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 – Verizon
Associate in Applied Science
HEGIS #5310
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

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 35</td>
</tr>
<tr>
<td>or 2 units</td>
<td>Writing 34</td>
</tr>
<tr>
<td>of equivalent</td>
<td>Numeric Skills 34</td>
</tr>
<tr>
<td>academic math</td>
<td>Elementary Algebra 34</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>
</tbody>
</table>
The Wind Technician Certificate program at Hudson Valley Community College is a 25-credit hour curriculum of required courses. The program is aimed at students who have completed the Electrical Construction and Maintenance Associate of Occupational Science degree and need additional specialized skills to enter the high-tech wind turbine industry.

Wind is a steadily growing source of clean domestic electrical power with the potential to provide nearly a quarter of this nation’s electricity in the next twenty years, greatly reducing dependence on conventional environmental-polluting sources. Wind power is clean and sustainable, emitting no greenhouse gases and using no natural resources. Manufacture of components is a growing US industry and the technology is constantly evolving and improving. Thousands of jobs are expected to open within the Capital Region and throughout the country in conjunction with the development of this technology.

Learning focuses on component systems, electrical elements, assembly, operation and maintenance of wind turbines. Due to the physical nature of the work and the necessity to scale high towers, students also take weight training and personal fitness courses, and learn to master harness systems, high ropes, rigging and rescue techniques.

Graduates are trained to be part of a wind turbine installation crew, to perform warranty maintenance or to work as operation and maintenance technicians doing routine scheduled maintenance and troubleshooting.

Classes, presented in partnership with the New York State Energy Research and Development Authority (NYSERDA) take place at both the main campus in Troy and at TEC-SMART, the college’s extension center in Malta. In addition to classroom learning, students work in labs and on actual on-site wind turbines.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESYS 100</td>
<td>Introduction to Wind Power</td>
<td>1</td>
</tr>
<tr>
<td>ESYS 105</td>
<td>Tower and Turbine Safety</td>
<td>3</td>
</tr>
<tr>
<td>ESYS 200</td>
<td>Turbine Mechanical Systems</td>
<td>4</td>
</tr>
<tr>
<td>ESYS 205</td>
<td>Direct Current Devices</td>
<td>4</td>
</tr>
<tr>
<td>ESYS 210</td>
<td>Protective Systems</td>
<td>2</td>
</tr>
<tr>
<td>ESYS 215</td>
<td>Turbine Generation Systems</td>
<td>4</td>
</tr>
<tr>
<td>ESYS 220</td>
<td>Comparative Schematics, Metrics and Fault Analysis</td>
<td>4</td>
</tr>
<tr>
<td>PHED 145</td>
<td>Adventure</td>
<td>1</td>
</tr>
<tr>
<td>PHED 141</td>
<td>Weight Training /Personal Fitness or PHED 149 Circuit Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHED 250</td>
<td>Physical Fitness Conditioning</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits Required: 25

*or specific course equivalents as approved by the department chairperson.
School of Health Sciences

The School of Health Sciences is composed of 13 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, Mortuary Science, and Invasive Cardiovascular Technology. There are also seven certificate programs, Diagnostic Medical Sonography, Echocardiography, EMT-Paramedic, Invasive Cardiovascular Technology, Bereavement Studies and Dental Assisting.

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: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been re-admitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

Bereavement Studies Certificate

HEGIS #5299.20
Chairperson: Elaine Reinhard
Fitzgibbons Hall, Room 008
(518) 629-7113

The Bereavement Studies Certificate is designed to offer specialized training in the ways that people grieve after the loss of a loved one. This program will also serve to provide an opportunity for those individuals already working in the field to receive advanced training in this area.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Social Science electives are also recommended</td>
<td>NA</td>
</tr>
</tbody>
</table>

MAJOR

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTSC 140 Approaches to Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 180 Cross Cultural and Religious Perspectives for Bereavement</td>
<td>3</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 240 Contemporary Concepts in Bereavement</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 280 Advanced Bereavement Studies</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 285 Bereavement Internship</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been re-admitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

**Major Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAST 105**</td>
<td>Dental Anatomy and Embryology</td>
<td>3</td>
</tr>
<tr>
<td>DAST 107**</td>
<td>Dental Assisting Radiology</td>
<td>3</td>
</tr>
<tr>
<td>DAST 108**</td>
<td>Dental Materials for Dental Assistants</td>
<td>3</td>
</tr>
<tr>
<td>DAST 110**</td>
<td>Dental Assisting Clinical Experience I</td>
<td>2</td>
</tr>
<tr>
<td>DAST 111**</td>
<td>Dental Assisting I</td>
<td>5</td>
</tr>
<tr>
<td>DAST 115**</td>
<td>Oral Hygiene and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DAST 118**</td>
<td>Dental Office Procedures</td>
<td>2</td>
</tr>
<tr>
<td>DAST 120**</td>
<td>Dental Assisting Clinical Experience II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required**: 27

*or specific course equivalents as approved by department chairperson.

**To remain in the program students must receive a grade of C or better in all courses prefixed DAST.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Dental Assisting Certificate.

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**Dental Hygiene**

**Associate in Applied Science**

HEGIS #5203  
Chairperson: Judith E. Romano  
Fitzgibbons Hall, Room 157  
(518) 629-7442

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.

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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

Dental Hygiene core courses must be taken at Hudson Valley.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>High School Average</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Biology and Chemistry</td>
<td>NA</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 include organic, inorganic and biochemistry with lab; all college level science courses must be taken within 5 years.</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 $1,000. Freshman Instrument kit equipment is approximately $2,700.

*Pricing may vary based on equipment chosen by department.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 125</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 135</td>
<td>Oral History and Embryology</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 136</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>DHYG 105**</td>
<td>Tooth Morphology &amp; Occlusion</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHYG 110**</td>
<td>Preventive Dentistry I</td>
<td>5</td>
</tr>
<tr>
<td>DHYG 111</td>
<td>Introduction to Community Dental Services</td>
<td>1</td>
</tr>
<tr>
<td>DHYG 116**</td>
<td>Head and Neck Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 117**</td>
<td>Dental Radiology</td>
<td>4</td>
</tr>
<tr>
<td>DHYG 120**</td>
<td>Preventive Dentistry II</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 121**</td>
<td>Clinical Dental Hygiene I</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 206</td>
<td>Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 207**</td>
<td>Periodontology</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 208**</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 211</td>
<td>Advanced Community Dental Services</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 216</td>
<td>Health Care for the Geriatric Patient</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 217</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 230**</td>
<td>Preventive Dentistry III</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 231**</td>
<td>Clinical Dental Hygiene II</td>
<td>4</td>
</tr>
<tr>
<td>DHYG 240**</td>
<td>Preventive Dentistry IV</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 241**</td>
<td>Clinical Dental Hygiene III</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communication</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>
</tbody>
</table>

Total Credits Required 70

*or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required in these Dental Science and Dental Hygiene courses for program completion. A “C” grade must be obtained for entrance into Sequential Preventive Dentistry and Clinical Dental Hygiene courses.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Dental Hygiene. Please note: there is a required summer semester for this program.

Diagnostic Medical Sonography Certificate

HEGIS #5207
Chairperson: Jeanne Kelleher
Brahall 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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

Diagnostic Medical Sonography core courses must be taken at Hudson Valley.

**PROGRAM ENTRANCE REQUIREMENTS**

**High School Average**

<table>
<thead>
<tr>
<th>Mandatory Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must have a minimum of an associate degree in an allied health program which requires a bachelor’s degree with a 2.5 cumulative average and a minimum of 400 hours of hospital based patient care experience. All candidates applying to the program must also have a minimum of a “C” grade or higher in the additional required college level entrance requirements.</td>
<td>College level courses mandated: 8 credits human anatomy and physiology; 3 credits algebra, statistics or higher level mathematics course; 4 credits physics and/or radiographic physics; 3 credits of English such as composition or public speaking. Allied health programs may include: Radiologic Technology, Respiratory Therapy, RN, OTA, PTA, MD or DO.</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $910.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONO 252</td>
<td>Sonography Concepts and Physical Instrumentation</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>
</tr>
<tr>
<td>SONO 262</td>
<td>Sonography Physics</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>
</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.
Echocardiography
Certificate
HEGIS #5207
Chairperson: Jeanne Kelleher
Brahan 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.

Please note additional policies regarding Heath Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for readmission. All decisions will be based upon an individual student review process. Readmission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

Echocardiography core courses must be taken at Hudson Valley.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must have a minimum of an associates degree in an allied health program which requires hospital based patient care experience with a 2.5 cumulative average OR a bachelor’s degree with a 2.5 cumulative average and a minimum of 400 hours of hospital based patient care experience. All candidates applying to the program must also have a minimum of a “C” grade or higher in the additional required college level entrance requirements.</td>
<td>College level courses mandated: 8 credits human anatomy and physiology; 3 credits algebra, statistics or higher level mathematics course; 4 credits physics and/or radiographic physics; 3 credits of English such as composition or public speaking.</td>
<td>NA</td>
</tr>
</tbody>
</table>

Allied health programs may include: Radiologic Technology, Respiratory Therapy, RN, OTA, PTA, MD or DO.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $845.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECHO 252</td>
<td>Echocardiography Principles &amp; Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>ECHO 254</td>
<td>Echocardiography I</td>
<td>2</td>
</tr>
<tr>
<td>ECHO 256</td>
<td>Anatomy/Physiology of the Heart</td>
<td>2</td>
</tr>
<tr>
<td>ECHO 258</td>
<td>Echocardiography Clinic I</td>
<td>8</td>
</tr>
<tr>
<td>ECHO 266</td>
<td>Pathology of the Heart</td>
<td>3</td>
</tr>
<tr>
<td>ECHO 268</td>
<td>Echocardiography Clinic II</td>
<td>8</td>
</tr>
<tr>
<td>ECHO 278*</td>
<td>Echocardiography Clinic III</td>
<td>13</td>
</tr>
<tr>
<td>SONO 262</td>
<td>Sonography Physics</td>
<td>4</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 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
400 Jordan Rd., Suite B (Second Floor)
(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) and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The entire program can be completed in a year during the day or two years in the evening.

Please note additional policies regarding Heath Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

All college level science courses must have been taken within five years in order to be
applicable toward this degree program. Paramedic core courses must be taken at Hudson Valley.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</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 $465.

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>
<td>2</td>
</tr>
<tr>
<td>EMSP 240</td>
<td>Internship Final Evaluation phase</td>
<td>1</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>41</td>
</tr>
</tbody>
</table>

*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
400 Jordan Rd., Suite B (Second Floor)
(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) and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the
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.

All college level science courses must have been taken within five years in order to be applicable toward this degree program. Paramedic core courses must be taken at Hudson Valley.

**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) and Biology.</td>
<td>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 $620.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 205 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 100 ** Emergency Medical Technician Basic</td>
<td>7</td>
</tr>
<tr>
<td>EMSP 101 Internship for Emergency Medical Technician</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 201 Clinical for the Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 ** Introduction to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204 ** Airway and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205 ** Operations for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206 ** Pharmacology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210 ** Trauma Management for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 ** Paramedicine I</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 217 ** Paramedicine II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 218 ** Paramedicine III</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 221 Clinical for Trauma, Medical &amp; Spec. Considerations</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 222 ** Pediatrics and Geriatrics for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 223 ** Special Certifications for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 230 Internship for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 240 Internship Final Evaluation Phase</td>
<td>1</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>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200*** Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

*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

**Invasive Cardiovascular Technology Certificate**

HEGIS #5207
Chairperson: Patricia G. Hyland
400 Jordan Rd., Suite B (Second Floor)
(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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students
being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

All college level science courses must have been taken within five years in order to be applicable toward this degree program. Invasive Cardiovascular core courses must be taken at Hudson Valley.

### 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</td>
<td>Minimum of 200 hrs.</td>
<td>NA</td>
</tr>
<tr>
<td>equivalent</td>
<td>responsible patient care experience</td>
<td></td>
</tr>
<tr>
<td>Math, Biology and Chemistry or</td>
<td>American Heart Assoc. Basic Life</td>
<td></td>
</tr>
<tr>
<td>Physics with labs (75 or</td>
<td>Support Certification</td>
<td></td>
</tr>
<tr>
<td>above Regents or 85 or above</td>
<td>– Course C for Health Care Providers Course</td>
<td></td>
</tr>
<tr>
<td>non-Regents in each course)</td>
<td>RESP 101, Interpretation of the Electro-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>cardiogram or equiv. exp. evaluated by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>challenge exam.</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 $315.

### 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 Tech 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 Tech 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
400 Jordan Rd., Suite B (Second Floor)
(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 directium 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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

All college level science courses must have been taken within five years in order to be applicable toward this degree program. Invasive Cardiovascular core courses must be taken at Hudson Valley.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II</td>
<td>American Heart Association basic life support certification</td>
<td>75 or above for Regents diploma or above for non-Regents Diploma</td>
</tr>
<tr>
<td>or 2 units of equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math, Biology, and Chemistry with labs (70 or above in each 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 $605.

**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 280</td>
<td>Pathophysiology of Heart 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 Technology</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>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 or 205</td>
<td>Child Psychology or 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>

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Invasive Cardiovascular Technology, AAS. Please note: There is a required summer semester for this program.
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, 3414 Ashland Avenue, Suite G, 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 and pass 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.abfs.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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

Mortuary Science Department Aims:
1. To recognize the importance of funeral service education personnel as members of a human services profession and also the community in which they serve;
2. To recognize the importance of funeral service education personnel as participants in the relationship between bereaved families and those engaged in the funeral service profession;
3. To recognize the importance of funeral service education personnel as professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines;
4. To recognize the importance of funeral service education personnel as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.
Mortuary Science Department

Objectives:
1. To enlarge the background and knowledge of students about the funeral service profession;
2. To educate students in every phase of funeral service and to enable them to develop proficiency and skills necessary for the profession;
3. To educate students concerning the responsibilities of the funeral service profession to the community at large;
4. To emphasize high standards of ethical conduct;
5. To provide a curriculum at the post-secondary level of instruction;
6. To encourage student and faculty research in the field of funeral service.

ACTG 100, BADM 110, BIOL 134, MKTG 216, PSYC 100, and SOCL elective must have been taken within five years in order to be applicable to this degree program. Mortuary Science courses must be taken at Hudson Valley.

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 $605.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 134**</td>
<td>Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Personal Computer Concepts/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>ENGL 115</td>
<td>Library Skills for Research</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 120**</td>
<td>English 120 Communications or ENGL 125 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 100**</td>
<td>Pre-Professional Mortuary Seminar</td>
<td>2</td>
</tr>
<tr>
<td>MTSC 105**</td>
<td>Funeral Service Perspective</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 110**</td>
<td>Mortuary Law</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 120**</td>
<td>Hygiene &amp; Sanitary Science</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 130**</td>
<td>Embalming I</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 200**</td>
<td>Psychology of Grief</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 205**</td>
<td>Funeral Service Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 210**</td>
<td>Funeral Service Management</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 220**</td>
<td>Pathology</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 225**</td>
<td>Restorative Art</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 230**</td>
<td>Embalming II</td>
<td>4</td>
</tr>
</tbody>
</table>

PSYC 100 | General Psychology | 3
SOCL 100 | Sociology or
SOCL 120 | Cultural Diversity in American Society

Total Credits Required 70

*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 may 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 take the National Comprehensive Licensing Examination (NCLEX) 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 $800.

*National League for Nursing Accrediting Commission

61 Broadway
New York, New York 10006
800-669-1656, ext. 153
212-363-5555, ext. 153

146
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 no later than Feb. 1. Applications received after Feb. 1 will be considered on a space available basis. Applications are accepted for admission into the Fall term only. Advanced placement is possible for Licensed Practical Nurses.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

Social science elective and all science and psychology courses must have been taken within five years in order to be applicable toward this degree program.

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>Physics preferred,</td>
<td>Regents 75+</td>
</tr>
<tr>
<td>Math, Biology and Chemistry with labs</td>
<td>required for clinical</td>
<td></td>
</tr>
<tr>
<td>Regents or 85 or above</td>
<td>courses. Grade of B</td>
<td>Non-</td>
</tr>
<tr>
<td>Regs or non-credit courses.</td>
<td>Grade of C required in</td>
<td></td>
</tr>
<tr>
<td>Regents in each course</td>
<td>credit bearing math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 $910.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 205**</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<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>NURS 095***</td>
<td>Orientation</td>
<td>0</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>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 60

*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.

*** A grade of “RC” or better is required for program completion and for entrance into 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 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. Applications received after Feb. 1 will be considered on a space available basis.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for re-admission. All decisions will be based upon an individual student review process. Re-admission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.
Health Sciences

Please note: Conviction of a felony or misdemeanor may affect an individual’s right to be licensed. Applicants should see the department chairperson.

All college level science courses must have been taken within five years in order to be applicable toward this degree program. Radiologic Technology core courses must have been taken at Hudson Valley.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
</table>
| Math I&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) | Grade of B required in non-credit bearing courses. Grade of C required in credit bearing Math and Science courses. Additional Math and Science courses recommended. **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.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $1045.. **Graduates of the program are eligible to sit for the National Board of Respiratory Care Certification and Registry Exam. 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. Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for readmission. All decisions will be based upon an individual student review process. Readmission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program’s current admission procedure.

Respiratory Care
Associate in Applied Science

HEGIS #5215
Chairperson: Patricia G. Hyland
400 Jordan Rd., Suite B (Second Floor) (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 cardiopulmonary 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 Committee on Accreditation for Respiratory Care (CoARC).

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. 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.

Please note additional policies regarding Health Science programs: Unsatisfactory pre-clinical, clinical, practicum and academic performance will result in students being dismissed from a health science program. The respective health science program faculty will make all recommendations for readmission. All decisions will be based upon an individual student review process. Readmission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program's current admission procedure.
Once a student has been re-admitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

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.

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.

All college level science courses must have been taken within five years in order to be applicable toward this degree program. Respiratory Care core courses must be taken at Hudson Valley.

**PROGRAM ENTRANCE REQUIREMENT**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of equivalent Math</td>
<td>Grade of B required in non-credit bearing</td>
<td>75+</td>
</tr>
<tr>
<td>Biology and Chemistry with labs (75 or above)</td>
<td>C required in credit bearing Math and Science</td>
<td>85+</td>
</tr>
<tr>
<td>Regent or 85 or above non-Regents in each course</td>
<td>courses. Additional Math and Science</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 $910.

**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 &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100**</td>
<td>General Chemistry-Health Sciences</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>PHYS 110**</td>
<td>Physics for the Health Sciences</td>
<td>4</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>RESP 110</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 115</td>
<td>Cardiopulmonary Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 120</td>
<td>Fund. of Respiratory Care I</td>
<td>3</td>
</tr>
<tr>
<td>RESP 125**</td>
<td>Fund. of Respiratory Care II</td>
<td>3</td>
</tr>
<tr>
<td>RESP 130</td>
<td>Ethics &amp; Administration</td>
<td>2</td>
</tr>
<tr>
<td>RESP 200**</td>
<td>Adv. Respiratory Life Support</td>
<td>4</td>
</tr>
<tr>
<td>RESP 205</td>
<td>Diseases of the Cardio. System</td>
<td>3</td>
</tr>
<tr>
<td>RESP 210</td>
<td>Current Concepts in Resp. Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 220**</td>
<td>Clinical Therapeutics for Resp.Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 225**</td>
<td>Introduction to Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 230**</td>
<td>Neonatal &amp; Pediatric Resp. Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 235**</td>
<td>Clinical Management of Cardiovascular Disease</td>
<td>3</td>
</tr>
<tr>
<td>RESP 240**</td>
<td>Pulmonary &amp; Diagnostic Medicine</td>
<td>3</td>
</tr>
<tr>
<td>RESP 245**</td>
<td>Pulmonary Rehab. &amp; Home Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 250**</td>
<td>Advanced Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 255**</td>
<td>Independent Study</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 75

*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

*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
School of Liberal Arts and Sciences

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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, II and III or 3 units of equivalent math**, Biology, Chemistry (80 or above in each course)</td>
<td>80+</td>
</tr>
</tbody>
</table>

**Notes**

- Physics recommended
**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 $845.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 103</td>
<td>Orientation to Biology and Bioethics</td>
<td></td>
</tr>
<tr>
<td>BIOL 190</td>
<td>Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 191</td>
<td>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>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 160</td>
<td>Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 140</td>
<td>Physics I or PHYS 150 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 141</td>
<td>Physics II or PHYS 150 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 255</td>
<td>Biology Science Elective***</td>
<td>8-9</td>
</tr>
<tr>
<td>BIO 275</td>
<td>Restricted Elective**</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Credits Required: 64–65

*or specific courses as required.

** Restricted Electives: Any course with a General Education AR, AH, SS, WC, OC, or FL designation, or specific course equivalents as approved by the department chairman. 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 Certificate**

HEGIS #5604

Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313
(518) 629-7453

The Biotechnology Certificate is designed to offer the advanced biology student specialized training in applied techniques of cell culture, immunology, analytical chemistry, molecular biology, biological imaging, and analytical cytology. This program will also serve to provide an opportunity for those individuals with a science background to receive advanced training in biotechnology.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 40 credits in college-level science and mathematics comprised of at least: 8 credits of chemistry at the level of CHEM 110/111 or higher, 6-8 credits of mathematics at the level of MATH 150 or higher, 8 credits of physics at the level of PHYS 140/141 or higher, 16-18 credits of biology at the level of BIOL 150/151 or higher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*or specific courses as required.

**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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequential Math</td>
<td>Physics</td>
<td>80+</td>
</tr>
<tr>
<td>I&amp;II&amp;III or 3 units of equivalent Math, Biology, Chemistry</td>
<td>recommended (80 or above in each 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 $925.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 103</td>
<td>Orientation to Biology and Biology Ethics</td>
<td>1</td>
</tr>
<tr>
<td>_______</td>
<td>BIOL 190 Biology I or BIOL 150 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>_______</td>
<td>BIOL 191 Biology II or BIOL 151 General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 275</td>
<td>Cell Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 285</td>
<td>Molecular Laboratory Techniques</td>
<td>3</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>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>_______</td>
<td>(1) Restricted General Education Electives</td>
<td>12</td>
</tr>
<tr>
<td>_______</td>
<td>(2) Mathematics Electives</td>
<td>8</td>
</tr>
<tr>
<td>_______</td>
<td>(3) Mathematics or Sci. Elective</td>
<td>4-5</td>
</tr>
<tr>
<td>_______</td>
<td>(4) Science Electives</td>
<td>11-12</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td><strong>62-64</strong></td>
</tr>
</tbody>
</table>

*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) (4) Science Electives: May be chosen from:

| BIOL 205, BIOL 207, BIOL 210, BIOL 240, BIOL 241, BIOL 243, BIOL 255, BIOL 270, BIOL 271, BIOL 281, CHEM 205, CHEM 210, CHEM 211, PHYS 140, PHYS 141, PHYS 143, PHYS 150, PHYS 151 |

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 television and video production or for 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.

Broadcast Communications Associate in Applied Science

HEGIS #5008

Chairperson: Dorothy H. Reynolds
Brahan Hall, Room 124, (518) 629-7347

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.
PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>(1)</td>
</tr>
<tr>
<td>1 unit of any Math</td>
<td>Interview with The New School of Radio &amp; Television</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 $620.

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 or 3</td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing About Literature</td>
<td></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 136</td>
<td>Media and Culture</td>
<td>3</td>
</tr>
<tr>
<td>(1) Restricted Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>(2) Electives as Advised</td>
<td></td>
<td>9-12</td>
</tr>
</tbody>
</table>

The New School of Radio and Television courses:

<table>
<thead>
<tr>
<th>BCOM 250 Broadcast Journalism I or BCOM 260 Radio and Television Arts I or BCOM 270 Television and Video Production I and BCOM 251 Broadcast Journalism II or BCOM 261 Radio and Television Arts II or BCOM 271 Television and Video Production II</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Total Credits Required 60-63

*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 ENGL 132. Students interested in Radio and Television Arts should elect ENGL 125 and MKTG 200. Students interested in Television and Video Production should elect ARTS 140 and ARTS 160.

(2) Electives include but are not limited to: ARTS 133, ARTS 145, ARTS 270, ARTS 272, BADM 100, BIOL 104, BIOL 105, CMPT 101, CMPT 105, CRJS 210, ENGL 125, ENGL 230, HIST 135, MKTG 214, MKTG 216, POLS 105, POLS 110, PSYC 100, PSYC 225, SOCL 120, THEA 110. Possibilities may also include a foreign language elective and/or math elective as advised.

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
Brahan Hall Room 008, (518) 629-7341

The Chemical Dependency Counseling program 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.

Prospective students who have a bachelor’s degree or higher can obtain the CASAC-T certification by taking select courses necessary to complete those requirements. Matriculation in the degree program is still required.

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 outpatient 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.

Students in this program may be subject to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and internship site. If the internship site determines the student is not eligible for that placement, the student may be unable to complete degree requirements.
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.

**Chemical Technician Associate in Science**

HEGIS #5305
Chairperson: Dr. Peter A. Schaefer
Fitzgibbon 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.
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 |

Criminal Investigation
Associate in Applied Science

HEGIS #5505
Chairperson: Dr. Ann B. Geisendorfer
Bulmer Telecommunications Center, Room 240
(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.

All Criminal Justice courses must have been taken within seven years in order to be applicable toward this degree program. Only four Criminal Justice courses may be transferred into the program. A Forensic I course will not be accepted as transfer credit into the program.

**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 academic</td>
<td>A 2.0 GPA is required for transfer</td>
<td>70+</td>
</tr>
<tr>
<td>math</td>
<td>students and major changes.</td>
<td></td>
</tr>
</tbody>
</table>

**Major Requirements**

**Course No. Title**

| FORM 109 College Forum | (1)             |
| ARTS 135 Intro. to Photography | 3               |
| CRJS 101 Intro. to Criminal Justice | 3               |
| CRJS 110 Intro. to Criminal Law | 3               |
| CRJS 120 Ethics and Criminal Justice | 3               |
| CRJS 150 Principles of Criminal Investigation I | 3               |

| CRJS 151 Principles of Criminal Investigation II | 3               |
| CRJS 190 Intro. to Evidence | 3               |
| CRJS 245 Forensic Science I | 3               |
| CRJS 246 Forensic Science II | 3               |

**Total Credits Required 51**

*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
Bulmer Telecommunications Center, Room 240
(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 Science I, 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.

All Criminal Justice courses must have been taken within seven years in order to be applicable toward this degree program. Only four Criminal Justice courses may be transferred into the program. A Forensic I course will not be accepted as transfer credit into the program.

**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</td>
<td>70+</td>
</tr>
<tr>
<td>Science and Social 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 as outlined would be approximately $650.

**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 I</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 180</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 181</td>
<td>Procedural Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 205</td>
<td>Criminal Justice and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 245</td>
<td>Forensic Science I</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 250</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 255</td>
<td>Intro. to Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 260</td>
<td>Criminal Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 265</td>
<td>Correctional Services</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>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>Free Electives</td>
<td>6</td>
</tr>
<tr>
<td>______</td>
<td>PADM 100 Intro. to Public Administration or Criminal Justice Elective</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>(1)Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>(1)Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>Social Science Elective or (2)Restricted 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.

(1) Students will be scheduled in an appropriate Math or Science course based on their preparation and their goals.

(2) Restricted electives are as follows: BADM 220, CRJS 151, CRJS 246, ENGL 125, any literature, history, science or math, foreign language, computer, law, or a sequence of three physical education courses.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Criminal Justice.

**Digital Media Certificate**

HEGIS #5012

Chairperson: Dorothy H. Reynolds

Brahan Hall, Room 124, (18) 629-7347

Digital media has become an integral part of life in the 21st century. Companies rely on the Web and e-commerce to grow their markets and compete as never before on a global scale. Practitioners in this field combine creativity and technology to create such interactive products as CDs, DVDs, Web sites, blogs, podcasts, wikis and video-streaming for use in advertising, training, education and entertainment. The Digital Media certificate program is a concentrated course of
study designed for students interested in developing or enhancing professional expertise in the field of digital art. Its goal is to fortify students with the skills used in the digital creation of web-based content, animation, digital design for print media and digital video production. Core classes offer a strong foundation in the history, theory and studio practice of digital media, as well as in the use of basic software.

Students in the Digital Media certificate program will receive a sequence of study that will offer them artistic and technical skills vital to the contemporary media design workplace. Students will be trained to use industry-standard equipment and software and will assemble a print and digital portfolio for job interviews or transfer for further study that will demonstrate skills in design, digital imaging, animation, video editing, layout, web-based and interactive media.

Students will be prepared to:
• Demonstrate mastery of skills involved in the graphic design field;
• Create effective visual communication
• Operate computers and a range of software used in design, web and interactive media;
• Present a professional portfolio

The coursework is intended to provide suitable preparation for entry-level employment in computer design and publishing. It would also be suitable for those individuals already employed in the field, to upgrade and expand their skills.

Career opportunities exist for graphic designers in advertising agencies, design firms, newspapers, magazine, television stations, web and multimedia production companies, retail stores, printers, government agencies and corporate in-house art departments.

The nucleus of courses provided in this certificate program also will be essential to students looking to transfer to four-year degree programs in areas such as digital media, graphic design, computer animation, electronic art and new media.

Note: The following courses listed below, ARTS 165, ARTS 262, ARTS 264 and ARTS 268, are newly created courses.

### PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I&amp;II or 2 units of equivalent academic math and any 1 unit of lab science (70 or above in each course)</td>
</tr>
</tbody>
</table>

### PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly recommended math III, biology, chemistry &amp; physics. High school art 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>ARTS 115</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 133</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 145</td>
<td>Introduction to Electronic Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 160</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 165</td>
<td>Introduction to Video Art and the Postproduction Process</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 262</td>
<td>2D Web Narrative Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 264</td>
<td>Net Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 268</td>
<td>Professional Portfolio Practice</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MKTG 200 Advertising or CMPT 101 Personal Computer Concepts/Applications I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CMPT 118 Web Page Design and Management or CMPT 125 Electronic Publishing and Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Restricted Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits Required</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

(1) ARTS 100, ARTS 102, ARTS 107, ARTS 270, ARTS 272 or other with department chair approval

### Disabilities Studies Certificate

HEGIS #5501
Chairperson: Karen H. Nash
Brahan Hall Room 008, (518) 629-7341

The Disabilities Studies Certificate will provide a multidisciplinary approach to the acquisition of knowledge and skills in this diverse field. The certificate is appropriate for individuals working or interested in human services, education, teaching, counseling, health and business. There is an expanding entry-level job market and a clear need for enhanced competency among professionals in many disciplines.
Required courses lay the groundwork for a solid knowledge base, while the field experience enables students to develop necessary skills. The electives provide flexibility in addressing specific areas of interest including mental health, developmental disabilities, alcohol and substance abuse, educational settings or deaf culture.

The certificate can be pursued full or part-time. With appropriate selection of courses, the entire 28 credits is applicable to Human Services associate 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>HUSV 115 Perspectives on Disability or EDUC 108 Individuals with Exceptionalities in the School and Community</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 109</td>
<td>Orientation to Fieldwork</td>
<td>1</td>
</tr>
<tr>
<td>HUSV 110</td>
<td>Human Service Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUSV 105 Human Development and the Family or EDUC 100 Child Development or PSYC 205 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Restricted electives</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits Required</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.
**Required of first time, full time students

(1) Students may choose 12 credits from the following: ASLN 100, CDEP 100, EDUC 216, EDUC 217, EDUC 218, HUSV 240, PSYC 210, or other electives as approved by the Department Chair.

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### Early Childhood Associate in Applied Science

HEGIS #5503
Chairperson: Nancy T. Cupolo
Higbee Hall, Room 109, (518) 629-7250

### 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. All of the department’s courses reflect the National Association for the Education of Young Children’s standards. A more detailed overview of the standards can be found on our Web site.

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 program emphasizes direct work with children: students spend one day each week during their first year, and two days per week during their second year, 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 Early Childhood Education requires enthusiastic performance and sensitivity toward the diverse needs of children. 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.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 1 or 1 unit of equivalent academic Math</td>
<td>2.0 GPA required for transfer. Additional Social Science or Humanities 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 $695.

**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>BIOL 105</td>
<td>Topics in Bio. - The Gene or PHYS 101 Physical Science II</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 111</td>
<td>Creative Arts 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>(1) Restricted Electives</td>
<td></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.

**Technical Standards for 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.

**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>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I,II&amp;III and 90+</td>
<td>Recommended</td>
<td>4</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>Math 12X</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 $760.

**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**4</td>
<td></td>
</tr>
<tr>
<td>_______</td>
<td>CHEM 120 Freshman Chemistry 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</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>(2)Social Science and/or Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>_______</td>
<td>(3) Restriced Electives</td>
<td>2-3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>66–69</td>
<td></td>
</tr>
</tbody>
</table>

*specific course equivalents as approved by the department chairperson.*

**a grade of B or higher is required in CHEM 110.**

(1) Two of the three engineering electives must come from the following courses: ENGR 215, ENGR 220, ENGR 222 and ENGR 225. Students may choose three from this list.

With departmental advisor approval, students may choose one of any approved engineering elective from the following: BIOL 150, BIOL 190, CHEM 111, CHEM 121, CHEM 210, CHEM 211, CISS 110, CISS 210, CISS 280, CISS 290, MATH 183 and MATH 205.

**Note:** Students cannot use more than one of the non-engineering courses as an engineering elective unless approved by the MES Department Chair.

(2) With departmental advisor approval, students may choose any approved Humanities and/or social science elective for which they have the necessary prerequisites.

(3) Students may choose from a list of electives which include all Physical Education/Health courses, all Humanities or Social Science courses or additional courses approved by the department chairperson.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Engineering Science.
Environmental Science
Associate in Science
HEGIS #5499
Chairperson: Dr. Peter A. Schaefer
Fitzgibbon 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>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 (80 or above in each course)</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $745.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 102</td>
<td>Orientation to Environ. Sciences</td>
<td>1</td>
</tr>
<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>BIOL 210</td>
<td>Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>Environmental Science</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>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra with Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 145</td>
<td>Introductory Geology</td>
<td>4</td>
</tr>
<tr>
<td>(1)Restricted Electives</td>
<td>8-9</td>
<td></td>
</tr>
<tr>
<td>(2)Restricted Lab Science Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Social Science/Humanities</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 61–62

*or specific course equivalents as approved by department chairperson.

(1) Restricted elective – Based on advisement, any course with a General Education AR, AH, HU, SS, WC, OC, MA (higher than MATH 150) 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. In addition, CISS 100, CISS 101, CISS 110, CMPT 101, CMPT 105, or CMPT 115 are recommended.


The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Environmental Science.

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 reputation with the confidence that they are prepared.

Completion of the program may require evening courses.
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $425. 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 129</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 130</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>English Composition III</td>
<td>3</td>
</tr>
</tbody>
</table>

or ENGL 104 English Composition III: Writing About Literature

HIST 100    | Western Civ. and the World I| 3           |
HIST 101    | Western Civ. and the World II| 3         |

or ENGL 104 English Composition III: Writing About Literature

Math I&II or 2 units of equivalent academic III, Biology, Chemistry & Physics. High School Art course recommended.

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
Bulmer Telecommunications Center, Room 240
(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 is no limitation of program acceptances, but students should apply early and be advised to ensure appropriate seats in the sciences.

All Criminal Justice courses must have been taken within seven years in order to be applicable toward this degree program. Only four Criminal Justice courses may be transferred into the program. CRJS 150 and CRJS 245 must be taken 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 or 2 units of equivalent academic III, Biology, Chemistry &amp; Physics. High School Art course recommended.</td>
<td>Students coming in from other institutions and HVCC who wish to be admitted to the program</td>
<td>78+</td>
</tr>
<tr>
<td>Math, Regents Chemistry will be required to have a minimum GPA of 2.5.</td>
<td>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 $605.

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 Science I</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: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 140</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 141</td>
<td>Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>General Physics II</td>
<td>3</td>
</tr>
</tbody>
</table>

or

Free Elective 3
Gallery Management
Associate in Science
HEGIS #5610
Chairperson: Dorothy H. Reynolds
Brahan 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.

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>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>Strongly recommend Math III, Biology, Chemistry and Physics. High School art courses recommended.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

(1) Excluding American Sign Language courses ASLN 100, ASLN 101 and ASLN 900.

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) 629-7219

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</td>
<td>Strongly recommended</td>
<td>70+</td>
</tr>
<tr>
<td>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>
</tbody>
</table>

**PROGRAM REQUIREMENTS**

Human Services
Associate in Science

HEGIS #5501
Chairperson: Karen H. Nash
Brahman 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 internships in settings such as group homes, social services agencies, homes for older adults, youth care institutions, public schools and shelter programs and peer education programs. 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. Many courses required for the degree are offered online, but the degree cannot be completed entirely online.

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 internship site. If the internship site determines the student is not eligible for that placement, 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>1 unit of any Math</td>
<td>including GED 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 $720.

**ASSOCIATE IN SCIENCE DEGREE**

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No. Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>__________ ENGL 102 English Composition II or 3</td>
<td></td>
</tr>
<tr>
<td>__________ ENGL 104 English Composition II: Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>HUSV 100 Social Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105 Human Development &amp; the Family</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 109 Orientation to Fieldwork</td>
<td>1</td>
</tr>
<tr>
<td>HUSV 110 Human Service Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 200 Interviewing &amp; Techniques of Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 205 Introduction to Social Group Work</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 240 Professionalism in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 250 Human Services Practicum</td>
<td>8</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100 Sociology</td>
<td>3</td>
</tr>
<tr>
<td>__________ Biology Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>__________ Biology or Math Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>__________ Human Services or Chemical Dependency Counseling Elective</td>
<td>3</td>
</tr>
<tr>
<td>__________ Liberal Arts and Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>__________ Elective as Advised</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>60–62</strong></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.

**Required of first time, full-time students.
Associate in Applied Science

The Human Services, A.A.S. program has been deactivated effective Spring 2010 and as such, applications are no longer being accepted. Applications are being accepted for the Human Services A.S. program.

The estimated cost of books for the student enrolled in the first full-time as outlined would be approximately $720.

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>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>Human Service Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 115</td>
<td>Persp. on Disabilities or PSYC 210 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 120</td>
<td>Probs. of Adolescence or HUSV 125 Older Adults and the Social Environment</td>
<td>3</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)Biological 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>
</tbody>
</table>

**Total Credits Required 60-62

*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.

Individual Studies

Associate in Arts

Associate in Science

HEGIS #5699

Chairperson: Brian S. Vlieg

Brahman Hall, Room 033

(518) 629-7219

The Individual Studies degree program provides students with the opportunity to complete a unique combination of liberal art and free elective courses leading to an Associate in Science or Associate in Arts degree. By working closely with an academic advisor, students generate academic plans to meet goals which include but are not limited to:

- Fulfilling requirements toward acceptance into their preferred degree program
- Exploring courses relevant to their employment or transfer goals
- Researching courses that parallel a four-year program
- Earning a degree that incorporates previous academic credits for career advancement.

Individual Studies students develop their academic plans each semester with the assistance of an academic advisor and:

- Collaboration with career and transfer counselors
- Research of course selections to meet goals
- Approval of requested courses to achieve academic success

Students registered in degree programs other than Individual Studies may change to Individual Studies any time prior to their final degree application deadline.

Students not registered at Hudson Valley Community College, who were never matriculated in Individual Studies must matriculate (and attend) in the program for a minimum of one term in order to qualify for the degree.

The Individual Studies online degree program is available for those whose course requirements are ALL available online. Students who wish to pursue the online degree program should choose this option on their admission application.

Transfer credit is evaluated at the student’s request. Transfer credit will be awarded at the discretion of the department chair in accordance with the college and discipline specific departmental policies to support the educational plan made between the academic advisor and the student. The use of transfer credit may affect transfer to other two and four year programs, as well as financial aid eligibility.
Liberal Arts and Sciences

**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> (1)</td>
<td></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>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hum. or Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(1)</td>
<td>Liberal Arts &amp; Science Electives</td>
<td>27</td>
</tr>
<tr>
<td>(2)</td>
<td>Electives as advised</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></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 listed in the College Catalog.

(2) Electives: may be selected from any unrestricted credit courses with advisor approval to meet the educational goals researched by the student.

* The estimated cost of books for the student enrolled in the first full-time term would be approximately $610.

Courses which duplicate content or are below the student's demonstrated level of competence may not apply toward the degree.

**Associate in Science 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> (1)</td>
<td></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>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hum. or Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(1)</td>
<td>Liberal Arts &amp; Science Electives</td>
<td>12</td>
</tr>
<tr>
<td>(2)</td>
<td>Electives as advised</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></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 listed in the College Catalog.

(2) Electives: may be selected from any unrestricted credit courses with advisor approval to meet the educational goals researched by the student.

The estimated cost of books for the student enrolled in the first full-time term would be approximately $680.

Courses which duplicate content or are below the student's demonstrated level of competence may not apply toward the degree.

**Liberal Arts and Science – Humanities and Social Science**

**Associate in Arts**

HEGIS #5649

Chairperson: Brian S. Vlieg

Brahan Hall, Room 033

(518) 629-7219

This major 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.

Transfer credit is evaluated at the student’s request. Transfer credit will be awarded at the discretion of the department chair in accordance with the college and discipline specific departmental policies to support the educational plan made between the academic advisor and the student. The use of transfer credit may affect transfer to other two and four year programs, as well as financial aid eligibility.

**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>Strongly recommend</td>
<td>70+</td>
</tr>
<tr>
<td>or 2 units of</td>
<td>Math III, Biology,</td>
<td></td>
</tr>
<tr>
<td>equivalent</td>
<td>Chemistry, Physics,</td>
<td></td>
</tr>
<tr>
<td>academic</td>
<td>courses of study in</td>
<td></td>
</tr>
<tr>
<td>Math and 1</td>
<td>Behavioral and</td>
<td></td>
</tr>
<tr>
<td>unit of any</td>
<td>Social Sciences,</td>
<td></td>
</tr>
<tr>
<td>lab Science</td>
<td>Foreign Studies,</td>
<td></td>
</tr>
<tr>
<td>(70 or above</td>
<td>Journalism, Political</td>
<td></td>
</tr>
<tr>
<td>in each</td>
<td>Science and other</td>
<td></td>
</tr>
<tr>
<td>course)</td>
<td>specialized areas.</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term 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>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>or</td>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>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 Electives</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives as advised</td>
<td>13</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></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 107, ARTS 270, ARTS 272, MUSC 100, MUSC 101, MUSC 105, THEA 100.

(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 and Science - Humanities and Social Science Honors Advisement Track

Program Overview
The Liberal Arts and Science - Humanities and Social 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. While particular academic strengths will be taken into consideration during the review process, a minimum cumulative high school average of 90 and a minimum overall score of 1100 on the math and verbal portions of the SAT is expected. Coursework in Biology, Chemistry and Physics is recommended. Additional material may be required. Interview recommended.

Transfer into the Liberal Arts and Science - Humanities and Social Science 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. The following are the nine designated honors courses:

<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
Liberal Arts and Science – 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.

Transfer credit is evaluated at the student’s request. Transfer credit will be awarded at the discretion of 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 school 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 Sequence (any one sequence for 8 credit hours) -
Math I, II & III or 3 units of equivalent academic Math, Biology, Chemistry and/or Physics (85 or above in each course)*

Strongly recommend Math 12.

Courses of study available in Biology, Chemistry, Computer Science, Engineering, Math and Physics.

** or specific course equivalents as approved by the department chairperson.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, II and III</td>
<td>Strongly recommend 85</td>
<td></td>
</tr>
<tr>
<td>or 3 units of Math I or above equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>academic math, biology, chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and/or physics (85 or above in each 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 $705.

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>(1)</td>
<td>Mathematics Core</td>
<td>20</td>
</tr>
<tr>
<td>(2)</td>
<td>Science Core Sequence</td>
<td>8</td>
</tr>
<tr>
<td>(3)</td>
<td>Science Core Restricted Elective</td>
<td>4</td>
</tr>
<tr>
<td>(4)</td>
<td>Mathematics/Science Restricted</td>
<td>7-8</td>
</tr>
<tr>
<td></td>
<td>Elective Humanities and/or Social</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Science Electives</td>
<td></td>
</tr>
<tr>
<td>(5)</td>
<td>Free Electives</td>
<td>3</td>
</tr>
<tr>
<td>(6)</td>
<td>Restricted Electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>

Total Credits Required 60-63

* or specific course equivalents as approved by the department chairperson.

** 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 Elective (one 4 credit course from the following list)
- One science course listed in the sequences above in a different science area than taken in the sequence.
- 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.

- CISS 110.
- Any additional course approved by the MES Department Chair

(4) Mathematics/Science Restricted Electives at least 7 credits from the following list):
- MATH 135 or 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.
Transfer into the Liberal Arts and Science - Mathematics and Science Honors Advisement Track

Hudson Valley students or college transfer students who wish to enroll in the Liberal Arts and Science - Mathematics and Science 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 and Sciences - Mathematics and Science non-honors track if their academic performance falls below the minimum G.P.A. for an extended period of time.

The following are the nine designated honors courses:

<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>

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Liberal Arts and Science - Mathematics and Science.

Liberal Arts and Science - Mathematics and Science Honors Advisement Track

Program Overview

The Liberal Arts and Science - Mathematics 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 and Science - Mathematics and Science program by completing Math I, II and III along with two lab sciences. Honors applicants are expected to demonstrate a strong overall academic record. While particular academic strengths will be taken into consideration during the review process, a minimum cumulative high school average of 90 and a minimum overall score of 1100 on the math and verbal portion of the SAT is expected. Coursework in Biology, Chemistry and Physics is recommended. Additional material may be required. Interview recommended.
Liberal Arts and Sciences: Adolescence Education (Teacher Education Transfer) Associate in Science

HEGIS #5649
Chairperson: Brain S. Vlieg
Brahan Hall, Room 033
(518) 629-7219

The Liberal Arts and Sciences: Adolescence Education (Teacher Education Transfer), A.S. program provides students with foundations to pursue the rich and rewarding field of secondary education. By completing courses in the liberal arts, education and an academic concentration, students will be able to achieve effective transfer to four-year programs leading to teacher certification in Adolescence Education (grades 7-12) by the State of New York. Concentrations include English, History/Social Studies, Math, Biology, Earth Science, Chemistry and Physics.

Transfer credit is evaluated at the student’s request. Transfer credit will be awarded at the discretion of the department chair in accordance with the college and discipline specific departmental policies to support the educational plan made between the academic advisor and the student. The use of transfer credit may affect transfer to other two and four year programs, as well as financial aid eligibility.

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 and 1 unit of any lab science</td>
<td>Students seeking concentrations in Math, Biology, Chemistry, Earth Science and Physics must meet prerequisites for math and science courses as listed in the concentration.</td>
<td>78 or above</td>
</tr>
</tbody>
</table>

1) Concentration Requirements and Electives:
   A. History/Social Studies: ECON 100, ECON 101, POLS 105, HIST 110, HIST 111 and additional electives as advised
   B. English: EDUC 225; ENGL 204 or ENGL 206; ENGL 200 or ENGL 202; ENGL 230, ENGL 232, ENGL 234, ENGL 235 or ENGL 236 and additional electives as advised.
   C. Math: MATH 180, MATH 183, MATH 190, MATH 200, MATH 210 and additional electives as advised.
   D. Biology: BIOL 190, BIOL 191, BIOL 290, CHEM 120, CHEM 121, MATH 180 and additional electives as advised.
   E. Earth Science: CHEM 120, CHEM 121, MATH 180, PHYS 105, PHYS 145, PHYS 146, and additional electives as advised.
   F. Physics: MATH 180, MATH 190, MATH 210, PHYS 150, PHYS 151 and additional electives as advised.
   G. Chemistry: CHEM 120, CHEM 121, CHEM 210, CHEM 211, MATH 180, MATH 190, and additional electives as advised.

2) Courses fulfilling requirements based on approved SUNY General Education for category.
3) Courses fulfilling requirements based on either approved SUNY General Education for category or LAS elective area.
4) Must include two courses within the same language
5) Restricted to approved lab sciences.
6) Courses fulfilling Requirements: MATH 130 or higher, as advised based on concentration.
### MAJOR REQUIREMENTS*

#### Core First Year Courses

<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>CHEM 120</td>
<td>Freshman Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>Freshman Chemistry II</td>
<td>4</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: Writing About Literature</td>
<td>3</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>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>(1) Restricted Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>First Year Credits</strong></td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

#### SECOND-YEAR TRACKS

The Physics track of the Physical Sciences degree is designed for those students interested in pursuing physics as a major at a four-year institution. Due to small class size and the importance placed on the lab experience, students will leave the program with a strong background in the fundamentals of physics as well as excellent lab and research skills.

**PHYSICS TRACK***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<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 250</td>
<td>General Physics III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 251</td>
<td>General Physics IV</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 252</td>
<td>Methods of Theoretical Physics</td>
<td>4</td>
</tr>
<tr>
<td>(1) Restricted Elective</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(2) Biology Science Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td>62-63</td>
</tr>
</tbody>
</table>

The Chemistry track of the Physical Sciences degree will provide students the foundation they need to transfer to a four-year institution and complete a four-year degree in chemistry. It will give students an excellent background in their preparation for further advanced study in chemistry as well as their use of chemistry in a future career path.

**CHEMISTRY TRACK***

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 205</td>
<td>Analytic Chemistry</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>CHEM 230</td>
<td>Integrated Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>(1) Restricted Elective</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(2) Science or Mathematics Elective</td>
<td>6-8</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td></td>
<td>61-63</td>
</tr>
</tbody>
</table>
The Earth Science track is designed to prepare students for further study in geology, meteorology or astronomy as well as accommodate students who might want to pursue their teaching certification in earth science.

### EARTH SCIENCE TRACK*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 105</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 143</td>
<td>Introduction to Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 145</td>
<td>Introductory Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 146</td>
<td>Evolution of the Earth</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 210</td>
<td>Fundamentals of GIS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(1) Restricted Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(2) Science or Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits Required</strong></td>
<td><strong>60-61</strong></td>
</tr>
</tbody>
</table>

*or a specific course equivalent as approved by the department chairperson

(1) **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 4-year college should complete at least three different areas.

(2) **SCIENCE OR MATHEMATICS ELECTIVES:**

- BIOL 205, BIOL 206, BIOL 207, BIOL 210, BIOL 215, BIOL 281, CHEM 130, CHEM 215, MATH 135, MATH 205, MATH 210, MATH 220.

### 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</td>
<td>Strongly recommend</td>
<td>70+</td>
</tr>
<tr>
<td>math, 1 unit</td>
<td>high school biology</td>
<td></td>
</tr>
<tr>
<td>any lab science</td>
<td>grade of 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 $616.

### 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.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 119</td>
<td>General Zoology or Exercise Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 127</td>
<td>Principles of Sports and General Biology I or General Biology II</td>
<td></td>
</tr>
<tr>
<td>BIOL 150</td>
<td>General Biology I or General Biology II</td>
<td></td>
</tr>
<tr>
<td>BIOL 230</td>
<td>Anatomy &amp; Physiology I or Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 270</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 234</td>
<td>Anatomy &amp; Physiology II</td>
<td></td>
</tr>
<tr>
<td>BIOL 271</td>
<td>Anatomy &amp; Physiology II</td>
<td></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 120</td>
<td>Real World Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Restricted History Electives**</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Restricted English/Hum. Electives**</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Restricted Physical Ed. Electives**</td>
<td>17</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>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required**

*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
Bulmer Telecommunications Center, Room 240, (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 day, 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.

**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;

**Program Entrance Requirements**

Courses Notes High School Average
1 unit of any Math Humanities, Lab 70+
Science and Social Science courses recommended

The estimated cost of books for the student enrolled in the first full-time term would be approximately $705.

**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</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Elective</td>
<td></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>
<tr>
<td></td>
<td>Government Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Law Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics or Science</td>
<td>6–8</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1)Restricted Electives</td>
<td>6–8</td>
</tr>
</tbody>
</table>

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.
• 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.

Note: Students enrolled in this program are not eligible to receive financial aid.

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 Early Childhood section for the Technical Standards for Promotion and Graduation for the Teacher Preparation Department.

The estimated cost of books for the student per course is approximately $130.

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>EDUC 100</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 110</td>
<td>Foundations of Education in America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 120</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Children’s Literature, Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 108</td>
<td>Individuals with Exceptionalities in the School and Community or EDUC 216 Inclusive Learning Designs</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 216</td>
<td>Inclusive Learning Designs</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 18
Theatre Arts
Associate in Science
HEGIS #5610
Chairperson: Dorothy Reynolds
Brahan Hall, Room 124, (518) 629-7347

The college’s Theatre Arts program provides a broad-based academic foundation for further study and career opportunities.

Fostered in a collaborative and dynamic environment on our campus and supported by a diverse curriculum, you will have opportunities to perform a variety of production roles through production practicum courses and student productions. Students in this program may explore and cultivate their creative and academic potential.

Core courses in the curriculum focus on acting, voice and movement, historic and contemporary stage theory and practice, technical theatre, theatrical design and stage management. Elective course options are available in business, education, history, English, foreign languages, sociology, psychology and broadcast media. These provide students the opportunity to explore other interests and focus their studies on particular career objectives.

PROGRAM ENTRANCE REQUIREMENTS

Math I and II or 2 units of equivalent academic math and 1 unit of any lab science (70 or above in each course) 70 or above

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 104</td>
<td>English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120 Communication OR ENGL 125 Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civilization and the World I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130 Mathematical Structures OR MATH 150 College Algebra with Trigonometry</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>THEA 100</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA 110</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 111</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 130</td>
<td>Introduction to Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA 150</td>
<td>Voice and Movement</td>
<td>3</td>
</tr>
<tr>
<td>THEA 200</td>
<td>Theatre Production Practicum</td>
<td>3</td>
</tr>
<tr>
<td>THEA 201</td>
<td>Technical Theatre Practicum</td>
<td>3</td>
</tr>
<tr>
<td>THEA 210</td>
<td>Acting III</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>(1) Restricted Liberal Arts Electives</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>(2) Theatre Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(3) Restricted Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>63-65</td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson
**Required of first time full-time students

(1) Foreign Language, American History, Other World Civilizations. (For SUNY transfer, students should consider taking one course in each area.)

(2) THEA 120 Theatre Internship; THEA 180 Stage Management; THEA 230 Introduction to Theatrical Design.

(3) With advisement, students may choose from a list of selected course offerings.
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.

### Explanation of Course Description Codes

<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>Lab Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term(s) Offered</td>
<td>Description</td>
<td>Co/Pre-requisite</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 151 GENERAL BIOLOGY II * SCI, NS</td>
<td>Fall, Spring, Summer, DL</td>
<td>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.</td>
<td>Pre-requisite: BIOL 150, General Biology I or equivalent.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 and **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.

**Pre-requisite** - Any coursework that must be completed before the student is eligible to enroll in the course.

**Co-requisite** - 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARBC 100</td>
<td>Arabic Language and Culture I</td>
</tr>
<tr>
<td>ARBC 101</td>
<td>Arabic Language and Culture II</td>
</tr>
<tr>
<td>ARTS 100</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ARTS 101</td>
<td>Survey of Art History II</td>
</tr>
<tr>
<td>ARTS 102</td>
<td>Modern Art History</td>
</tr>
<tr>
<td>ARTS 107</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ARTS 270</td>
<td>History of Photography</td>
</tr>
<tr>
<td>ATST 272</td>
<td>History of American Cinema</td>
</tr>
<tr>
<td>ASLN 100</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>ASLN 101</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>CHNS 100</td>
<td>Chinese Language and Culture I</td>
</tr>
<tr>
<td>CHNS 101</td>
<td>Chinese Language and Culture II</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Children's Literature and Language Development</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing about Literature</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>English Composition II: Writing for Technicians</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Honors Composition I</td>
</tr>
<tr>
<td>ENGL 108</td>
<td>Honors Composition II</td>
</tr>
<tr>
<td>ENGL 112</td>
<td>Writing in the Human Services</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>Library Skills for Research</td>
</tr>
<tr>
<td>ENGL 116</td>
<td>College Grammar</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communication</td>
</tr>
<tr>
<td>ENGL 122</td>
<td>Practical Communication</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>ENGL 130</td>
<td>Journalism</td>
</tr>
<tr>
<td>ENGL 132</td>
<td>Advanced Journalism</td>
</tr>
<tr>
<td>ENGL 136</td>
<td>Media and Culture</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Creative Writing: Short Fiction</td>
</tr>
<tr>
<td>ENGL 152</td>
<td>Creative Writing: Poetry and Song</td>
</tr>
<tr>
<td>ENGL 156</td>
<td>Creative Writing Workshop</td>
</tr>
<tr>
<td>ENGL 200</td>
<td>English Literature I</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>English Literature II</td>
</tr>
<tr>
<td>ENGL 203</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>ENGL 204</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENGL 206</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 210</td>
<td>Short Story</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>Poetry</td>
</tr>
<tr>
<td>ENGL 214</td>
<td>American Folklore</td>
</tr>
<tr>
<td>ENGL 216</td>
<td>Contemporary Novel</td>
</tr>
<tr>
<td>ENGL 218</td>
<td>Contemporary Drama</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Literature into Film</td>
</tr>
<tr>
<td>ENGL 222</td>
<td>Gender and Literature</td>
</tr>
<tr>
<td>ENGL 230</td>
<td>Multicultural Perspectives in Literature</td>
</tr>
<tr>
<td>ENGL 232</td>
<td>African American Literature</td>
</tr>
<tr>
<td>ENGL 234</td>
<td>Native American Literature</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Latino Literature and Culture</td>
</tr>
<tr>
<td>ENGL 236</td>
<td>Images of Women in Literature</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Honors Literature</td>
</tr>
<tr>
<td>ESLS 101</td>
<td>English Composition I for the Foreign Born</td>
</tr>
<tr>
<td>ESLS 102</td>
<td>English Composition II for the Foreign Born</td>
</tr>
<tr>
<td>FREN 100</td>
<td>French Language and Culture I</td>
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### Mathematics (cont.)
- MATH 106 Applied Technical Mathematics II
- MATH 110 Intermediate Algebra
- MATH 120 Real World Mathematics
- MATH 130 Mathematical Structures I
- MATH 131 Mathematical Structures II
- MATH 135 Elementary Statistics
- MATH 140 Mathematical Applications I
- MATH 141 Mathematical Applications II
- MATH 150 College Algebra with Trigonometry
- MATH 155 Computing Tools for Mathematics and Science
- MATH 160 Pre-Calculus
- MATH 165 Basic Calculus with Analytical Geometry
- 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 200 Linear Algebra
- 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 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 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
- BIOL 230 Anatomy and Physiology I
- BIOL 234 Anatomy and Physiology II
- BIOL 237 Animal Behavior
- BIOL 240 Invertebrate Zoology
- BIOL 241 Vertebrate Zoology
- BIOL 252 The Biology of Birds
- BIOL 260 Introduction to Entomology
- BIOL 270 Anatomy and Physiology I
- BIOL 271 Anatomy and Physiology II
- BIOL 280 Pathophysiology of Heart Disease
- BIOL 281 Genetics
- 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
- CHEM 215 Principles of Physical Chemistry
- 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 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 210 Fundamentals of GIS
- PHYS 250 General Physics III
- PHYS 251 General Physics IV
- PHYS 252 Methods of Theoretical Physics

### Social Sciences
- CADD 130 Industrial Psychology
- CRJS 250 Criminology
- ECON 100 Principles of Macroeconomics
- ECON 101 Principles of Microeconomics
- HIST 139 Introduction to the Vietnam War
- 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
- IND 100 Career Planning and Decision Making
- IND 105 Introduction to Academic and Personal Effectiveness
- MTSC 200 Psychology of Grief
- PADM 220 Courts, Justice and Public Administration
- POLS 100 Introduction to Political Science
- POLS 105 American National Government
- POLS 110 State and Local Government
- POLS 125 Introduction to Terrorism
- POLS 222 Global Seminar
- PSYC 100 General Psychology
- PSYC 200 Child Psychology
- PSYC 205 Developmental Psychology
- PSYC 208 Adolescent 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 (RSL) 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 7 out of 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.

In order to earn a degree from a four-year SUNY institution, students must demonstrate competency in 7 out of 10 knowledge and skill areas listed below. All students are required to complete 30 credits of general education coursework. Mathematics and Basic Communication are required areas of all students. In addition, competency must be demonstrated in at least 5 of the remaining 8 categories. Students are encouraged to complete as many General Education requirements as possible before transferring to a four-year school. 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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<tbody>
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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
- HIST 139* Introduction to the Vietnam War
- HUSV 215 Psychology and History of Poverty
- LABR 180* Labor History
- POLS 105* American National Government
- 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
- HIST 139* Introduction to the Vietnam War
- POLS 102 Introduction to Political Theory

**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

**Humanities**

- ARTS 100* Survey of Art History I
- ARTS 101* Survey of Art History II
- ARTS 102* Modern Art History
- 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 222 Gender and Literature
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
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 290 Honors Seminar II
LABR 180* Labor History
MTSC 180 Cross Cultural and Religious Perspectives for Bereavement
MUSC 100*Music Appreciation I
MUSC 101*Music Appreciation II
MUSC 105*The History of Jazz
MUSC 106*The History of Rock and Roll
THEA 100 Introduction to Theater
THEA 110 Acting I
THEA 111 Acting II
THEA 120 Theater Internship
THEA 210 Acting III

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
LATN 100 Latin Language and Culture I
LATN 101 Latin 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

The Arts
ARTS 100* Survey of Art History I
ARTS 101* Survey of Art History II
ARTS 102* Modern Art History
ARTS 107 Art Appreciation
ARTS 110 Drawing I
ARTS 111 Drawing II
ARTS 115 Two-dimensional Design
ARTS 120 Painting I
ARTS 121 Painting II
ARTS 129 Photography I
ARTS 131 Photography II
ARTS 133 Introduction to Digital Photography
ARTS 135 Introduction to Photography
ARTS 145 Introduction to Electronic Art
ARTS 160 Introduction to Graphic Design
ARTS 212 Advanced Study in Drawing and Painting I
ARTS 213 Advanced Study in Drawing and Painting II
ARTS 225 Experimental Drawing in Italy I
ARTS 226 Experimental Drawing in Italy II
ARTS 233 Digital Photography
ARTS 236 Independent Study in Photography
ARTS 270 History of Photography
ARTS 272 History of American Cinema
ENGL 151* Creative Writing: Short Fiction
ENGL 152* Creative Writing: Poetry and Song

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 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.
ACCOUNTING

ACTG 100 APPLIED 3-0-3 ACCOUNTING

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.

ACTG 110 FINANCIAL 4-0-4 ACCOUNTING

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.

ACTG 111 MANAGERIAL 4-0-4 ACCOUNTING

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.
Pre-requisite: ACTG 110, Financial Accounting or equivalent

ACTG 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.

ACTG 200 ACCOUNTING 4-0-4 COMPUTERIZED SYSTEMS

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.
Pre- or Co-requisite: ACTG 110, Financial Accounting.

ACTG 202 ACCOUNTING 2-2-3 MICRO SYSTEMS I

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.
Pre-requisites: ACTG 110, Financial Accounting or ACTG 100, Applied Accounting; CMPT 101, Personal Computer Concepts/Applications

ACTG 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.
ACTG 211  COST  ACCOUNTING  3-0-3
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.
Pre-requisite: ACTG 111, Managerial Accounting.

ACTG 212  NOT-FOR-PROFIT  ACCOUNTING  3-0-3
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.

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.

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.
Pre-requisite: ACTG 111, Managerial Accounting.

ACTG 219  INTERMEDIATE  ACCOUNTING II  3-0-3
Spring - Alternate years
A continuation of the studies in ACTG 218, Intermediate Accounting I.
Pre-requisite: ACTG 218, Intermediate Accounting I.

ADMINISTRATIVE INFORMATION MANAGEMENT AND TECHNOLOGY

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  PROCESSING  6-0-3
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 docu-
ments, 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. **Pre-requisite:** CMPT 110, Document Formatting on Microcomputers or permission of department.

**AITC 162 ADVANCED 3-0-3**
**INFORMATION PROCESSING WITH BUSINESS COMMUNICATIONS**

*Fall, DL*
Using Microsoft Office suite, students will utilize the proper procedures to create more advanced documents, workbooks, databases, and presentations suitable for professional purposes. Students will also learn correct spelling, punctuation, and grammar to incorporate in their documents. **Pre-requisite:** 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. **Pre-requisite:** 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. **Pre-requisite:** 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 SERVICES 1-2-2**

*Fall, Spring, Summer*
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-filtration, 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 ELECTRICITY 2-4-4**

*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 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-acylene welding, use of shop manuals and specifications, quick service and customer operations.

**AUTO 140 FUEL SYSTEMS**

*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.  
*Pre-requisite: AUTO 125, Automotive Electricity.*

**AUTO 145 PASSENGER CAR 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 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 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.

**AUTO 200 AMERICA ON 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 and pollution free 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 FUELS**

*Fall*

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 vehicles. Discussion topics and research will focus on the need for, and practicality of, the various fuel alternatives. Sample topics include environmental concerns, cost efficiency, drive-ability 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 LAB I**

*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 Technical Services students.*  
*Pre-requisite: 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, microprocessor, 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.  
*Pre-requisite: 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 climactic 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 MANAGEMENT 3-0-3
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.

AUTO 280 HYBRIDS 2-4-4
Spring
This course is designed to utilize a combination of classroom discussion and demonstration. Students will become familiar with the various types of hybrid powered systems in automotive vehicles, as well as the design and installation of alternate power systems. Material covered will include vehicles using electric propulsion systems as well as vehicles using several types of internal combustion (IC) propulsion systems. Pre-requisite AUTO 140, Fuel Systems.

AUTO 290 HYDROGEN POWER SYSTEMS 2-4-4
Spring
This course is designed to utilize a combination of classroom discussion and demonstration. Students will become familiar with the various types of hydrogen powered systems in automotive vehicles and with the design and installation of alternate power systems in vehicles. Material covered will include vehicles using electric propulsion systems as well as vehicles using internal combustion propulsion systems. Pre-requisite: AUTO 140, Fuel Systems.

AUTOMOTIVE TECHNICAL SERVICES-AUTO BODY REPAIR
For additional courses, see Automotive Technical Services listing on pages 166-168.

AUBR 160 BODY MECHANICAL 4-0-4
Fall Lab fee will be required
This course will provide students the opportunity to learn and perform industry standard repairs of mechanical related systems on vehicles as well as mock-ups, developing real life shop experience.

AUBR 220 PASSENGER CAR BODY/FRACTURE 3-0-3 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 UNDERBODY REPAIR 3-6-6
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 STRAIGHTENING 3-0-3
Spring
This course will cover panel alignment, plastic repair, body sheet metal repair, dent repair, glass removal and installation, body tools, and fiberglass. Co-requisite: AUBR 230, Non Structural Collision Repair Laboratory I.

AUBR 230 NON STRUCTURAL COLLISION REPAIR LABORATORY I 0-12-6
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. Co-requisite: AUBR 228, Panel Straightening.

AUBR 235 COLLISION REPAIR LABORATORY II 0-12-6
Spring Lab fee will be required
In this lab, students will repair vehicles considered to be totals or near totals, repair all types of frame damage and complete refinishing, and
perform all types of welding and front and rear wheel alignment.

Pre-requisites: AUBR 225, Frame/Underbody Repair; AUBR 230, Non Structural Collision Repair Laboratory I; AUBR 245, Automotive Refinishing II.

Co-requisite: AUBR 236, Collision Laboratory III.

AUBR 236 COLLISION REPAIR LABORATORY III

Spring

This course 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.

Pre-requisites: AUBR 230, Non Structural Collision Repair Laboratory I; AUTO 245, Passenger Car Chassis II.

Co-requisite: 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

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

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 - CHRYSLER

For additional courses see Automotive Technical Services listing on pages 166-168.

AUCP 120 AUTOMOTIVE ELECTRICAL SYSTEMS AND COMPONENTS

Fall

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 Chrysler Digital Electronics Program and the General Motors Digital Electronics Program. Laboratory emphasis is placed on diagnosis and repair of Chrysler and General Motors electrical systems and components.

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 - Chrysler 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 Automotive Technical Services-Chrysler students.

Pre-requisite: Completion of first term program courses.

**AUCP 155 PRACTICAL 5 Credits**

**WORK EXPERIENCE II**

*Spring Lab fee will be required*

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 - Chrysler 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 Automotive Technical Services-Chrysler students.

Pre-requisite: Completion of first term program courses.

**AUCP 220 INTEGRAL 5-6-6**

**FRAME AND SUSPENSION COMPONENTS**

*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 Automotive Technical Services-Chrysler students.

**AUCP 250 PRACTICAL 2 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 - Chrysler 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 Automotive Technical Services-Chrysler students.

Pre-requisite: Completion of second term program courses.

**AUCP 255 PRACTICAL 5 Credits**

**WORK EXPERIENCE IV**

*Spring Lab fee will be required*

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 - Chrysler 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 Automotive Technical Services-Chrysler students.

Pre-requisite: 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 Chrysler Digital Electronics Program and the General Motors Digital Electronics Program. Laboratory emphasis is placed on diagnosis and repair of Chrysler and General Motors electrical systems and components.
AUCP 150 PRACTICAL 2 Credits
WORK EXPERIENCE I
Fall
Lab fee will be required
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 - Chrysler 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 Automotive Technical Services-General Motors students.
Pre-requisite: Completion of first term program courses.

AUCP 155 PRACTICAL 5 Credits
WORK EXPERIENCE II
Spring
Lab fee will be required
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 - Chrysler 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 Automotive Technical Services-General Motors students.
Pre-requisite: Completion of second term program courses.

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 Automotive Technical Services-General Motors students.

AUCP 250 PRACTICAL 2 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 - Chrysler 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 Automotive Technical Services-General Motors students.
Pre-requisite: Completion of third term program courses.

AUCP 255 PRACTICAL 5 Credits
WORK EXPERIENCE IV
Spring
Lab fee will be required
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 - Chrysler 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 Automotive Technical Services-General Motors students.
Pre-requisite: Completion of fourth term program courses.

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 SCIENCES

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 109 BIOLOGY OF 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
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 ZOOLOGY * SCI, NS

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.

BIOL 126 GENERAL 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.
BIOL 127  PRINCIPLES OF 3-2-4
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.

BIOL 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 only to matriculated Emergency Medical Technician-Paramedic students.

BIOL 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 prosecution.
Open only to matriculated Mortuary Science students.

BIOL 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.
Open only to matriculated Dental Hygiene Students.
Pre- or Co- requisite: BIOL 136, Anatomy and Physiology I.
Co-requisite: DHYG 105, Tooth Morphology and Occlusion and DHYG 110, Preventive Dentistry I.

BIOL 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. INS students intent on entering the Dental Hygiene Program may seek approval from INS department chair.

BIOL 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.

BIOL 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.

BIOL 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.)
Pre-requisite: BIOL 150, General Biology I or equivalent.
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.  
*Students are encouraged to take General Chemistry (CHEM 110/CHEM 111) early in their studies.*  
Pre-requisites: High school biology and chemistry.  

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.  
*Students are encouraged to take General Chemistry (CHEM 110/CHEM 111) early in their studies.*  
Pre-requisite: BIOL 190, Biology I.  

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.  
*High school biology and chemistry or equivalent recommended.*  

BIOL 206  FIELD BIOLOGY  3-3-4  * SCI, NS  
**Fall**  Lab fee will be required  
This course is a field study of local fauna and flora, with particular emphasis on the communities where they are commonly found. Students will practice techniques of field study, collection, identification and preservation of biological specimens. The course is intended to acquaint the student with the biological environment.  

BIOL 207  BOTANY  3-2-4  * SCI, NS  
**Spring**  Lab fee will be required  
This course begins with a study of the chemistry and cell biology necessary in order to understand photosynthesis. After photosynthesis, students study alteration of generations in various groups of photosynthetic organisms, beginning with algae and culminating with flowering plants. The course concludes with the study of the morphology and physiology of flowering plants.  

BIOL 210  ECOLOGY  3-2-4  * SCI, NS  
**Fall, Summer, DL**  Lab fee will be required  
Biology 210 focuses on an in-depth study of the field of ecology, with an underlying theme throughout the course being ecology from an evolutionary perspective. Beginning with the consideration of the organism as a unit, the course will investigate the concepts of tolerance and niche as a means to understand the more complex interrelationships between organisms and their surroundings. Of particular interest will be ecological relationships at the community level, including competition, predation and trophic level energetics. Physiological ecology (heat, energy and water budgets) and the dynamics of population ecology will be emphasized as students gain insight into the workings of the natural world.  
*Pre- or co- requisite: MATH 150, College Algebra with Trigonometry or permission of the department chairperson.*  

BIOL 215  ENVIRONMENTAL SCIENCE  3-2-4  * SCI, NS  
**Spring, DL**  Lab fee will be required  
This course is designed to investigate the relationship of the human community with the natural environment. The human influence upon the earth will be studied in terms of a variety of factors 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.  
*Pre-requisite: High school biology and chemistry or equivalent.*  

BIOL 230  ANATOMY AND PHYSIOLOGY I  3-2-4  * 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.

Pre-requisite: Any biology course with lab.

**BIOL 234 ANATOMY AND 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.

Pre-requisite: BIOL 230, Anatomy and Physiology I or equivalent.

**BIOL 237 ANIMAL BEHAVIOR**

* SCI, NS

Spring, Summer, DL only

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 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 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  
Spring

This one-semester course provides a comprehensive overview of the basic principles of immunology. It examines the tissues, cells, and molecules of the immune system; innate and acquired immunity; and the structure and function of immunoglobulins and the nature of their interactions with antigens. Topics of altered immune function, like autoimmunity, immunodeficiencies, tumor immunology, and transplantation immunology are discussed.

Pre-requisites: BIOL 151, General Biology II or BIOL 191, Biology II.

**BIOL 252 THE BIOLOGY OF BIRDS**

3-3-4  
Spring  
Lab fee will be required

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.

Pre-requisites: BIOL 104, Topics in Biology- The Environment or BIOL 150, General Biology I or permission of the department chair.

**BIOL 255 EXPERIMENTAL BIOLOGY I**

2-2-3  
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.

Pre-requisites: BIOL 190, Biology I and BIOL 191, Biology II or permission of the department chair.

**BIOL 256 EXPERIMENTAL BIOLOGY II**

0-6-2  
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.

Pre-requisite: One term of biology with permission of department chair.
BIOL 257  EXPERIMENTAL 0-9-3  
BIOLOGY 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.  
Pre-requisite: One term of biology with permission of department chair.

BIOL 260  INTRODUCTION 3-2-4  
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.  
Pre-requisite: BIOL 150, General Biology I and BIOL 151, General Biology II.

BIOL 265  PRINCIPLES OF 3-3-4  
MICROBIOLOGY, NS  
Spring  
Lab fee will be required  
This course presents the fundamentals of microbial biology to biological science and biotechnology students. Topics include aspects of prokaryotic cell biology, physiology, genetics, diversity and the impact and interactions of microorganisms with humans and in the environment. The laboratory portion of the course will instruct students in proper lab techniques and focus on applying the concepts present in lecture.

Pre-requisites: BIOL 150, General Biology I or BIOL 190, Biology I and CHEM 110, General Chemistry I or CHEM 120, Freshman Chemistry I.  
Pre- or co-requisites: BIOL 151, General Biology II or BIOL 191, Biology II and CHEM 111, General Chemistry II or CHEM 121, Freshman Chemistry II.

BIOL 267  EXPERIMENTAL 0-9-3  
BIOLOGY 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.  
Pre-requisite: One term of biology with permission of department chair.

BIOL 270  ANATOMY AND 3-2-4  
PHYSIOLOGY I  
* 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.

Pre-requisite: BIOL 270 Anatomy and Physiology I or equivalent.

BIOL 271  ANATOMY AND 3-2-4  
PHYSIOLOGY II  
* SCI, NS  
Fall, Spring, Summer, DL  
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.  
Pre-requisites: BIOL 150, General Biology I and BIOL 151, General Biology II or BIOL 190, Biology I and BIOL 191, Biology II or permission of the instructor.

BIOL 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.  
Pre-requisites: BIOL 150, General Biology I and BIOL 151, General Biology II or BIOL 190, Biology I and BIOL 191, Biology II or permission of the instructor.

BIOL 280  PATHOPHYSIOLOGY 2-0-2  
OF HEART DISEASE  
* SCI  
Spring, DL only  
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.  
Pre-requisite: 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.  
Pre-requisites: BIOL 150, General Biology I or BIOL 190, Biology I; BIOL 151, General Biology II or BIOL 191, Biology II; CHEM 110, General Chemistry I; CHEM 111, General Chemistry II.
BIOL 285  MOLECULAR 1-4-3
LABORATORY TECHNIQUES

Spring  Lab fee will be required
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.
Pre-requisites: BIOL 150, General Biology I; BIOL 151, General Biology II; CHEM 110, General Chemistry I; CHEM 111, General Chemistry II.

BIOL 292  METHODS IN 1-4-3
CELL CULTURE

Fall  Lab fee will be required
This one semester lab-based course presents the techniques necessary for maintaining a tissue culture laboratory. Included is discussion of relevant topics pertinent to the culture of mammalian cells. Maintenance of established cell culture lines as well as isolation of primary animal cell lines for in vitro study will be emphasized.
Pre- or co- requisite: BIOL 275, Cell Biology or permission of department chair.

BIOL 294  IMMUNOLOGY 1-4-3
METHODS

Fall  Lab fee will be required
This one semester lab-based course is a study of the structure and function of the components of the immune system and how those components are used in experimental and clinical biology. The course will consider those aspects of immunology that are applied to basic science and clinical research as well as clinical diagnostic tools.
Pre- or co- requisite: BIOL 275, Cell Biology or permission of department chair.

BIOL 296  BIOLOGICAL 1-4-3
IMAGING AND CYTOMETRY

Spring  Lab fee will be required
This is a laboratory-intensive course designed to introduce the advanced biology student to modern biological digital imaging techniques and analytical cytology (cytometry). Students will participate in lectures/discussions about basic principles and advanced applications of biological imaging and cytometry. The emphasis will be on application with hands-on laboratory exercises.
Pre- or co- requisite: BIOL 275, Cell Biology or permission of department chair.

BIOL 298  BIOTECHNOLOGY 4 credits
INTERNSHIP

Spring, Summer  Lab fee will be required
The student will participate in an internship at an approved local laboratory for experience in analytical chemistry, cell culture, immunological methods, biological imaging/cytometry or other biotechnological areas during the last term of study. Matriculation into the Biotechnology Certificate program and permission of the department chair is required.
Pre- or co- requisites: BIOL 255, Experimental Biology I; BIOL 285, Molecular Laboratory Techniques; BIOL 296, Biological Imaging and Cytometry.

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.
Pre-requisite: Completion of all other previous program coursework with an average of “C” or better or approval of department chair.
Note: 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 rig-
ors 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.

Pre-requisite: 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.

Note: 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 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.

Pre-requisite: Completion of all other program coursework with an average of “C” or better or approval of department chair.

Note: 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 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.

Pre-requisite: 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.

Note: 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 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.

Pre-requisite: Completion of all other program coursework with an average of “C” or better or approval of department chair.

Note: 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 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. Pre-requisite: 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. Note: 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 4-0-4
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) 3-0-3
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) 3-0-3
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. Pre-requisite: BADM 110, Legal and Ethical Environment of Business I.

BADM 120 BUSINESS MATHEMATICS 4-0-4
Fall
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 3-0-3
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 3-0-3
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 3-0-3 TO INSURANCE
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. Pre-requisite: 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 an 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. Credit cannot be received for both BADM 220 and MATH 135. Pre-requisite: One unit of academic mathematics.

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 INSURANCE 3-0-3

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.
Pre-requisite: BADM 150, Personal Insurance.

BADM 235 AGENCY OPERATIONS AND SALES MANAGEMENT 3-0-3

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.
Pre-requisite: BADM 225, Commercial Insurance.

BADM 240 INTRODUCTION TO SPORT MANAGEMENT 3-0-3

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 241 INTRODUCTION TO INTERCOLLEGIATE AND SCHOLASTIC SPORT 3-0-3

Spring, DL
This course will cover management, organizational structure and contemporary issues in intercollegiate and school-based sport in the United States.

BADM 242 SPORT EVENT & ARENA MANAGEMENT 3-0-3

Spring, DL
This course is devoted to teaching students how to supervise, market, finance, schedule and administer arenas and the events that they host. This course covers topics related to maintenance, daily operations, and contracting of the building.

BADM 243 INTERNATIONAL & INTERCULTURAL SPORT 2-4-4

Spring, DL Lab fee will be required
Along with online class work, this course is designed as an intensive cross-cultural immersion in the field of international sport management for matriculated or non-matriculated students. Students will have the opportunity to travel abroad to project centers to be determined and explore contemporary issues as well as participate in a cultural experience in the country and/or region through project work. Through these projects and working online, students will learn about organizational and management issues in an international sport marketplace.

NOTE: This course will run the length of a full semester, but will begin and end later than traditionally scheduled classes in the Fall and Spring. The exact start/end dates will be determined on a semester-by-semester basis. Extraneous costs related to travel will be the responsibility of the student and are subject to change as project centers are determined
NOTE: This course is not eligible for Senior Citizens to audit.

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 Walmart, 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.

Pre-requisite: BAPC 100, Introduction to the Supermarket Industry.

BAPC 101 SUPERMARKET MANAGEMENT 3-0-3

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.

Pre-requisite: BAPC 100, Introduction to the Supermarket Industry.

BAPC 200 CENTER STORE OPERATIONS 3-0-3

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.

CHEMICAL DEPENDENCY COUNSELING

For additional courses, see the Human Services listing beginning on page 164.

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 AND PHYSIOLOGY OF ADDICTION 3-0-3

Fall, Spring, DL
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 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.

Pre-requisite: CDEP 100, Introduction to Chemical Dependency or permission of department chairperson.

CDEP 205 CULTURAL 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.

Pre-requisite: CDEP 100, Introduction to Chemical Dependency or permission of department chairperson.

CDEP 250 CHEMICAL DEPENDENCY COUNSELING I

Fall
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.

Pre-requisites: 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.

Co-requisite: CDEP 251, Chemical Dependency Counseling I.

CDEP 251 CHEMICAL DEPENDENCY INTERNSHIP I

Fall, Spring
This course requires students to participate in assigned internships, 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.

Pre-requisites: 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.

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.

Pre-requisites: CDEP 250, Chemical Dependency Counseling I and CDEP 251, Chemical Dependency Internship I with a “C” grade or better.

Co-requisite: 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, 12 hours per week, for a total of 180 hours during the term.

Pre-requisites: CDEP 250, Chemical Dependency Counseling I and CDEP 251, Chemical Dependency Internship I with a “C” grade or better.

Co-requisite: CDEP 255, Chemical Dependency Counseling II.

CHEMISTRY

CHEM 095 ESSENTIALS 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.
Pre-requisite: High school chemistry or equivalent.

CHEM 105 CONCEPTS IN 3-3-4
CHEMISTRY * SCI, NS

Fall  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 3-3-4
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.
Co-requisites: MATH 150, College Algebra with Trigonometry I or MATH 160, Pre-Calculus or MATH 180, Calculus I.

CHEM 111 GENERAL 3-3-4
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.
Pre-requisite: CHEM 110, General Chemistry I.

CHEM 120 FRESHMAN 3-3-4
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.
Pre-requisite: MATH 180, Calculus and PHYS 150, General Physics I.

CHEM 121 FRESHMAN 3-3-4
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.
Pre-requisite: CHEM 120, Freshman Chemistry.
Co-requisites: MATH 190, Calculus II and PHYS 151, General 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 2-6-4
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.
Pre-requisite: CHEM 111, General Chemistry II or equivalent.
CHEM 210 ORGANIC 3-4-4
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 techniques and to incorporate instrumental techniques such as infrared, nuclear magnetic resonance, and gas chromatography.
Pre-requisites: 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.
Pre-requisite: CHEM 210, Organic Chemistry I.

CHEM 215 PRINCIPLES OF 3-3-4
PHYSICAL CHEMISTRY * SCI, NS
Fall, Spring Lab fee will be required
This one-semester course presents the principles of thermodynamics, phase diagrams, chemical kinetics and electrochemistry to advanced physical science students. Topics include laws of thermodynamics; enthalpy, entropy, free energy and equilibrium; phase equilibria; reaction rates and mechanisms; molar and ion conductivity; and electrochemical cells. The laboratory portion of the course will instruct students in proper lab techniques and focus on applying the theoretical concepts present in lecture.
Pre-requisites: CHEM 121, Freshman Chemistry II; PHYS 151, General Physics II.

CHEM 230 INTEGRATED 2-6-4
LABORATORY, NS
Spring Lab fee will be required
This is a one-term course for Chemical Technology students covering advanced laboratory techniques typical of industrial, government, and contract laboratories. Students will be required to complete major laboratory projects including advanced organic synthesis and analytical methods. Students will work from reference texts, methods manuals, scientific journals, and equipment manuals, rather than

CHNS COURSES
(see Foreign Languages)

CIVIL ENGINEERING TECHNOLOGY

CIVL 100 RENDERING 2-3-3
Fall
This course acquaints students with the application, 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, lighting and background.

CIVL 101 SURVEYING I 3-3-4
Fall, Summer Lab fee will be required
In this course, students will become familiar with the practice of using tapes, levels and transits. Field practice in taping, differential leveling, profile and cross-section leveling, contour mapping and traversing is included.
Pre- or co- requisite: MATH 110, Intermediate Algebra or MATH 150, College Algebra with Trigonometry.
NOTE: Students should contact department to determine which pre-requisite would be appropriate based on college goals.

CIVL 110 ENGINEERING GRAPHICS 2-3-3
Fall, Spring
This is a fundamental course in graphic expression, covering topics relevant to civil engineering technology, architecture, and construction. CAD and freehand sketching are developed at the start to provide a foundation for the application of theory. Geometric construction, orthographic projection, auxiliary views, sections, surface intersections and developments are covered. Students solve graphical problems according to current industrial practices and conventions which include the use of symbols, notations and dimensions.
CIVL 111  CIVIL ENGINEERING APPLICATIONS  1-2-2  

Fall
This course provides an introduction to personal computers with an emphasis on computing and presentation capabilities of Microsoft Excel. Students are expected to use scientific calculators in a systematic way, and will solve problems from various fields of civil engineering technology.

CIVL 112  STATICS AND STRENGTH OF MATERIALS  3-2-4  

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.
Pre-requisite: MATH 150, College Algebra with Trigonometry.

CIVL 113  MICROCOMPUTER APPLICATIONS  0-4-2  

Spring
Using AutoCAD, students in this course will produce drawings relevant to the fields of civil engineering technology, architecture and construction.
Pre-requisite: CIVL 110, Engineering Graphics.

CIVL 114  CONSTRUCTION MATERIALS  1-3-2  

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.
Pre-requisites: CIVL 101, Surveying I and CIVL 111, Civil Engineering Applications.

CIVL 202  SURVEYING II  3-3-4  

Fall, Spring, DL  
This course is a continuation of CIVL 101/Surveying I. The student will prepare a site map, highway profiles and strip map using field data collected in laboratory exercises and computer aided design software.
Pre-requisites: CIVL 101, Surveying I and CIVL 111, Civil Engineering Applications.

CIVL 205  FUNDAMENTALS OF GPS  2-2-3  

Fall, Spring, DL  
This course emphasizes the fundamentals of the Global Positioning System and its use in land surveying. Topics to be presented are: nomenclature, the various types of GPS equipment, Static and RTK methods of data collection, geodetic coordinate systems and vertical datum. Students will perform GPS surveys to gain knowledge in mission planning, data collection, data analysis and adjustment. RTK methods for data collection and project layout will be discussed and presented as well as the limitations of space-based navigation and surveying techniques.
Pre-requisite: CIVL 101, Surveying I or permission of department chair.

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.

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.

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.
Pre-requisites: CIVL 112, Statics and Strengths of Materials or PHYS 135, Technical Physics I.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 213</td>
<td>SOILS AND FOUNDATIONS</td>
<td>2-2-3</td>
<td>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. NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals. Pre-requisites: CIVL 112, Statics and Strength of Materials or CNST 110, Statics and Strength of Materials or PHYS 135, Technical Physics I.</td>
</tr>
<tr>
<td>CIVL 220</td>
<td>ARCHITECTURAL GRAPHICS</td>
<td>2-3-3</td>
<td>Lab fee will be required.</td>
</tr>
<tr>
<td>CIVL 221</td>
<td>ARCHITECTURAL DESIGN</td>
<td>2-3-3</td>
<td>Pre-requisite: CIVL 220, Architectural Graphics.</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>BUILDING CONSTRUCTION</td>
<td>2-2-3</td>
<td>Pre-requisites: CIVL 110, Engineering Graphics or CNST 103 Blueprint Reading for Technologies.</td>
</tr>
<tr>
<td>CIVL 223</td>
<td>BUILDING CONSTRUCTION II</td>
<td>2-2-3</td>
<td>Lab fee will be required. 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.</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>ESTIMATING</td>
<td>2-3-3</td>
<td>Lab fee will be required.</td>
</tr>
<tr>
<td>CIVL 225</td>
<td>ARCHITECTURAL DESIGN II</td>
<td>2-3-3</td>
<td>Pre-requisite: CIVL 221, Architectural Design.</td>
</tr>
<tr>
<td>CIVL 233</td>
<td>CIVIL ENGINEERING CAPSTONE</td>
<td>1-3-2</td>
<td>Pre-requisites: CIVL 110, Engineering Graphics; CIVL 111, Civil Engineering Applications; CIVL 210, Structures I.</td>
</tr>
</tbody>
</table>
CIVL 234  TRANSPORTATION 2-3-3
AND HIGHWAY SYSTEMS ANALYSIS

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.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisites: Math 110, Intermediate Algebra or Math 150, College Algebra with Trigonometry.

CIVL 235  TRAFFIC OPERATIONS ANALYSIS AND SYSTEM DESIGN

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.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisites: CIVL 110, Engineering Graphics and MATH 110, Intermediate Algebra or MATH 150, College Algebra with Trigonometry or MATH 160, Precalculus or equivalent.

CIVL 236  HIGHWAY CONSTRUCTION PLANNING AND METHODS

Spring
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
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.

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

COMPUTER - GENERAL

CMPT 100  WORD PROCESSING WITH WORDPERFECT 3-0-3
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 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 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. Pre-requisite: 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 3-0-3

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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: CMPT 118, Web Page Design and Management or permission of department chair. Pre- or co- requisite: CISS 100, Fundamentals of Information Processing or permission of department chair.

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. Pre-requisite: Previous experience with the Windows operating system.
CMPT 125  ELECTRONIC  3-0-3
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.
Pre-requisite: CMPT 101, Personal Computer Concepts/Applications I or permission of department.

CMPT 150  ADVANCED  3-0-3
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, PDA’s, scanners, electronic filing systems, records management, an introduction to MS Outlook, time management, ergonomics, career opportunities and professional certification. Students will create representational portfolios.

COMPUTER AIDED DRAFTING

CADD 100  TOPICS IN 2D  3-3-4
AUTOCAD
Fall, Spring, Summer
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  3-0-3
ENGINEERING
DRAWINGS
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  1-4-3
DRAFTING - AUTOCAD
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. Contact the Civil, Construction, Industrial and Mechanical Technologies department to confirm current software.

CADD 110  ADVANCED  3-3-4
TOPICS IN AUTOCAD
Fall, Spring, Summer
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 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.
Pre-requisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 115  MACHINING  2-3-3
PROCESSES
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 student for interpretive knowledge necessary to create working drawings. Some lab time is spent in the machine shop learning the capabilities and limitations of machines.

CADD 120  TOPOGRAPHICAL  3-3-4
DETAILING IN CAD
Fall, Spring
This course is an introduction to software used in the 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.

Pre-requisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 125 BLUEPRINT 1-3-2
READING AND MECHANICAL DRAWING

Fall
Lab fee will be required
This course will cover interpretation and representation of drawings currently used in industry. Selected topics include basic drawing practices, orthographic projection, auxiliary and sectional views, geometric construction, dimensioning practices, representation of threads and application of tolerances.

Open only to matriculated Computer Aided Drafting students.

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

Fall, Spring
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.

Pre-requisite: 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 Civil, Construction, Industrial and Mechanical Technologies Department to confirm current software.

Pre-requisite: CADD 100, Topics in 2D AutoCAD.

CADD 208 INVENTOR/CAD 2-3-3
BASICS

Fall, Spring, DL
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.

Pre-requisites: CADD 105, Microcomputer Drafting - AutoCAD or CADD 100, Topics in 2D AutoCAD or computer and drafting experience or permission of instructor.

CADD 210 SOLID MODELING PROJECT 3-3-4
IN CAD

Fall, Spring, Summer
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.

Pre-requisite: 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 APPLICATIONS IN BUILDING MECHANICALS 2-3-3

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.

Pre-requisite: CADD 100, Topics in 2D AutoCAD or equivalent.

CADD 220 GRAPHICAL ANALYSIS 1-4-3

Fall
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.

Pre-requisites: MATH 106, Applied Technical Mathematics II or equivalent and IDLT 180, Mechanical Drawing or equivalent.

CADD 225 APPLIED SPATIAL RELATIONSHIPS 1-4-3

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.

Pre-requisite: CADD 220, Graphical Analysis.

CADD 230 COMPUTER AIDED DRAFTING PRACTICUM 4 Credits

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 Computer Aided Drafting students.

Pre-requisite: Successful completion of all coursework within the Computer Aided Drafting Certificate program.

CADD 232 CAD SYSTEMS MANAGEMENT AND DESIGN 2-3-3

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.

Pre-requisites: CADD 100, Topics in 2D AutoCAD or CADD 105, Microcomputer Drafting - AutoCAD and CADD 102, Interpreting Engineering Drawings.

CADD 240 GEOMETRIC DIMENSIONING AND TOLERANCING 1-4-3

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.

Pre-requisite: CADD 102, Interpreting Engineering Drawings.

IDLT 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.
COMPUTER INFORMATION SYSTEMS
(also see Information Science, ISCI)

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

= Co-requisite - Pre-requisite

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 microcomputer 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 only to matriculated Computer Information Systems students.

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.

CISS 111 PROGRAMMING 4-0-4 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.
Pre-requisite: CISS 110, Programming and Logic I with a final grade of “C” or better.
CISS 120 NETWORKING I- 3-1-3 INTRO TO DATA COMMUNICATION

Fall, Spring, Summer, DL
This course will introduce the student to the organization and design of data networks, and provide the foundation for the first part of Cisco Certified Network Associate (CCNA) certification (ICND1 640-822). 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. This is a hands-on course utilizing both the Hudson Valley Community College Networking Laboratories and the Cisco Network Academy resources.

CISS 121 NETWORKING II- 3-1-3 INTRO 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 the student for the second part of Cisco Certified Network Associate (CCNA) certification (ICND2 640-816 or CCNA 640-802). Topics include classless routing, OSPF and EIGRP routing protocols, LAN design, virtual LANs (VLANS), WAN design, PPP, frame relay, ISDN, and network administration. This is a hands-on course utilizing both the Hudson Valley Community College networking laboratories and the Cisco Network Academy resources.

Pre-requisite: CISS 120, Networking I-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.

Pre-requisites: CISS 100, Fundamentals of Information Processing; CISS 110, Programming and Logic I; CISS 120, Networking I-Introduction to Data Communication or permission of CIS department chair.

CISS 150 OPERATING SYSTEMS 4-0-4

Fall, Spring, 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.

Pre-requisites: CISS 111, Programming and Logic II-Data Structures or CISS 121, Networking II-Introduction to Network Administration or permission of department chair.

CISS 200 COBOL PROGRAMMING 4-0-4

Fall, Spring, 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 only to matriculated Computer Information Systems students.

Pre-requisite: CISS 110, Programming and Logic I or permission of department.
CISS 201  ADVANCED  3-2-4
COBOL PROGRAMMING
Fall, Spring, DL
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 problems using COBOL and utilizing the Hudson Valley computer system. Additionally, students will enhance their skill using the UNIX operating system by using important UNIX tools, utilities and shell programming.
Pre-requisite: CISS 200, Introduction to COBOL Programming or permission of department.

CISS 210  INFORMATION  3-0-3
SYSTEMS ANALYSIS AND DESIGN
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 only to Information Systems students. Pre-requisites: CISS 101, Microcomputer Application Development; CISS 110, Programming and Logic I; CISS 111, Programming and Logic II- Data Structures or CISS 121, Networking II-Introduction to Network Administration or CISS 220, Web Site 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 only to Information Systems students.
Pre-requisite: CISS 210, Information Systems Analysis and Design.

CISS 215  PROJECT MANAGEMENT  4-0-4
Fall, Spring, Summer, DL
Project management is defined as the application of knowledge, skills, tools and techniques to project activities to meet project requirements. This course will cover project management knowledge areas (PMBoK) and the associated skills, tools and techniques required to complete project activities. The emphasis will be the application of concepts using real world examples and simulations.
Pre-requisite: CISS 101, Microcomputer Application Development or CMPT 101, Personal Computer Concepts/Applications I with a grade of “C” or better or permission of department chair.

CISS 220  WEB SITE DEVELOPMENT AND DESIGN
Fall, Spring, Summer, DL
This course introduces students to best practices Web site development and design and covers the following topics: 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 usability, coding to W3 standards, and content management. This course is meant to be a hands-on project based course and assumes a working knowledge of programming and the UNIX environment.
Pre-requisite: CISS 110, Programming and Logic I or permission of department.

CISS 221  ADVANCED  3-0-3
WEB DESIGN-CLIENT SIDE SCRIPTING WITH JAVASCRIPT
Fall, Spring, Summer, DL
This course will focus on JavaScript and client-side scripting for Web site development and design. Topics include the document-object model (DOM), forms processing, cookies, and Dynamic HTML. This course will build upon CISS 220 - Web Site Development and Design content through continued emphasis on client
side usability, accessibility, virtual experience and coding to W3 standards. This course is a hands-on project based course and assumes a working knowledge of the Internet, the World Wide Web, Unix, HTML/XHTML and CSS.

Pre-requisites: CISS 110, Programming and Logic I and CISS 220, Web Site Development and Design or permission of department.

CISS 225 ADVANCED 3-0-3 WEB DESIGN - SERVER-SIDE SCRIPTING WITH PHP AND MYSQL

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.

Pre-requisites: CISS 110, Programming and Logic I and CISS 220, Web Site Development and Design or permission of department.

CISS 227 XML, WIKIS, 3-0-3 BLOGS AND WEB APPLICATIONS

Fall, Spring, DL
This course is an introduction to the eXtensible Markup Language (XML), Wiki technology, web logs (blogs), and other current web technologies. While learning XML and networked content management, the student will be introduced to the rules of XML, Cascading Style Sheets (CSS), adaptive content with SXLT, the Document Object Model (DOM), writing DTDs and Schemas, Web application development. Current technologies such as Wikis, blogs, RSS feeds, AJAX and other web technologies will be introduced and discussed in class. The students will be responsible for creation and maintenance of a class Wiki as well as maintenance of their own blog. Other current web technologies will be introduced as needed in the class. Students should possess a strong fundamental knowledge of UNIX, HTML or XHTML, Javascript and CIS.

Pre-requisite: CISS 221, Advanced Web Design-Client Side Scripting with JavaScript or permission of department.

CISS 229 MOBILE COMPUTING TECHNOLOGIES 3-0-3

Fall, Spring
This course will discuss the theory and practices of programming mobile devices for modern technologies. The students will have the opportunity to program as well as test application programming for current smart phones and other 3g and 4g devices. This class is meant to be a hands-on class in mobile computing application programming. Platforms will include, but are not limited to, the iPhone OS and Google Android OS architectures.

Pre-requisite: CISS 100, Fundamentals of Information Processing; CISS 110, Programming and Logic I; CISS 220, Web Site Development and Design or permission of CIS department chair.

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.

Pre-requisite: CISS 111, Programming and Logic II-Data Structures or permission of department.

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.

Pre-requisite: CISS 230, Object Oriented Design with VB.NET.
CISS 240  OBJECT  ORIENTED DESIGN WITH JAVA  3-1-3  
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.  
Pre-requisite: CISS 110, Programming and Logic II - Data Structures or permission of department.

CISS 241  ADVANCED JAVA PROGRAMMING  4-0-4  
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.  
Pre-requisite: CISS 110, Programming and Logic II - Data Structures or permission of department chair.

CISS 250  DATABASE MANAGEMENT SYSTEMS  4-0-4  
Fall, Spring, Summer, DL  
This course provides a solid and practical foundation for the design, implementation and management of a database system. It familiarizes students with the basic data base models—hierarchical, Network/CODASYL, relational and object-oriented, and their capabilities with standard data base management systems. Its main focus is the combination of data base design and manipulation principles with hands-on experience. Database design is emphasized using both theory and end-user requirements, as they relate to description support activities. The overall objective is to provide the basis for a solid education in the fundamentals of data base technology and, in particular, to pave the way for an understanding of the direction in which the field is currently developing and is likely to develop in the future.  
Open only to matriculated Computer Information Systems students.  
Pre-requisite: CISS 210, Information Systems Analysis and Design or permission of department.

CISS 251  STRUCTURED QUERY LANGUAGE (SQL)  2-0-2  
Fall, Spring, Summer, DL  
Database manipulation using Structured Query Language (SQL) will be emphasized using both theory and end-user requirements as they relate to description support activities. The students will have hands-on experience with a relational database model (e.g. Oracle, MySQL, Microsoft SQL Server) exploring its basic structures and its methods of manipulation—both as an end user and as a programmer utilizing a programming language for database connectivity (e.g. PL/SQL, SQL*PLUS, Java, VB.Net, PHP, COBOL).  
Pre-requisite: CISS 210, Information Systems Analysis and Design or permission of department chair.

CISS 260  INTERNSHIP  1-6-3  
Fall, Spring, Summer  
The student will participate in a Computer Information Systems internship at an approved local organization to gain professional experience in applications programming, system and network administration, Web design and development or other technological areas during the last term of study. Prior to registration, prospective CISS 260 - Internship students must prepare a resume in accord with the Center for Careers and Employment resume guidelines and submit this resume to the Business Advisement Center in Brahan 205 or the CIS department via email. <business@hvcc.edu> Students will receive additional registration information after submitting their resume. Please note that internship placement occurs on a first-come, first-serve basis; therefore, students are encouraged to submit their resumes and register early. Students may find their own internship site; however, the site must be approved by the department prior to the first day of the semester. Students who are not placed in an internship will be required to take an alternative course as approved by the department chair.  
Open only to matriculated Computer Information Systems or Telecommunications Technology students with 2.0 grade point index.  
Pre-requisite: CISS 210 Information Systems Analysis and Design or permission of department.
CISS 270  ADVANCED  3-1-3
ROUTING AND WIDE AREA NETWORK (WAN) INFRASTRUCTURE

Fall
This course provides an in depth exploration of Wide Area Network (WAN) design through an understanding of the related protocols. It combines sound theoretical foundations with hands-on lab experiences to provide the students depth and experience in understanding and managing networks. Topics include hierarchal design of scalable networks, advanced IP addressing, advanced features of EIGRP, OSPF and BGP routing protocols, multicasting, route maps, policy based routing, and managing traffic flow between different routing domains. This course builds on the intermediate routing lessons from CISS 121, and assumes the student has a working knowledge of standard WAN protocols and the Cisco Internetwork Operating System. The course content will align with the topics covered in the Building Cisco Multilayer Switched Network certification exam (CCNP BCMSN 640-812) and will help prepare students for successful completion of that certification.
Pre-requisite: CISS 121, Networking II-Introduction to Network Administration.

CISS 270  ADVANCED  3-1-3
SWITCHING AND NETWORK MANAGEMENT

Spring
The purpose of this course is to ground students in the concepts of modern LAN design, and to provide an understanding of the growing operational requirements of today’s changing networks. These changes are rooted in the continued growth in size and criticality of LANs and by the convergence of voice, streaming applications and data networks on to a common network infrastructure. Students will explore topics including network redundancy, multilayer switching, security, Rapid Spanning Tree, Quality of Service (QoS), queuing, wireless networking, Voice over IP and Multi-Protocol Label Switching (MPLS) in depth. These concepts are underscored and reinforced through hands-on labs using the latest available networking equipment and software. Many of the labs are adapted from the Cisco Certified Network Professional (CCNP) curriculum. This course builds on the intermediate switching lessons from CISS 121 and assumes the student has a working knowledge of standard LAN protocols and the Cisco Internetwork Operating System. The course content will align with the topics covered in the Building Cisco Multilayer Switched Network certification exam (CCNP BCMSN 640-812) and will help prepare students for successful completion of that certification.
Pre-requisite: CISS 121, Networking II-Introduction to Network Administration.

CISS 280  ASSEMBLY  4-0-4
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 passing, assembly and linking.
Pre-requisite: CISS 111, Programming and Logic II - Data Structures with a grade of “C” or better or permission of Department Chair.

CISS 290  C++  4-0-4
PROGRAMMING

Fall, Spring, DL
This course covers the features of the C++ programming language including class design and data structures. A modern, object-oriented approach is followed with regard to data structures 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 programming concepts and control structures.
Pre-requisite: CISS 111, Programming and Logic II - Data Structures with a grade of “C” or better or permission of Department Chair.

CISS 295  PERL  4-0-4
PROGRAMMING

Fall, Spring, Summer, DL
This course covers the features of the Perl programming language including scalars, strings input, output, files and data structures. The use of the Perl language and the available Perl modules, particularly the CGI modules, provides the foundation for creating robust server-side web applications. 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 programming concepts and control structures. Pre-requisite: CISS 111, Programming and Logic II - Data Structures with a grade of “C” or better or 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, plumbing 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 systems, 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. Pre-requisite: MATH 110, Intermediate Algebra.

CNST 120  ARCHITECTURAL 0-4-2
DRAWING I
Fall, Spring
In this course, students will create a set of working 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. Pre-requisites: CNST 103, Blueprint Reading for Technologies and CIVL 110, Engineering Graphics.

CNST 130  PRINCIPLES 2-2-3
AND PRACTICES
OF LIGHT
CONSTRUCTION I
Fall, Spring 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.

CNST 131  CONSTRUCTION 0-6-2
LABORATORY I
Fall Lab fee will be required
This is a practical laboratory course that will allow students to develop skills in residential construction.

CNST 132  CONSTRUCTION 0-6-2
LABORATORY II
Spring 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. Pre-requisites: CNST 130, Principles and Practices of Light Construction I and CNST 131, Construction Laboratory I.

CNST 133  PRINCIPLES 3-2-4
AND PRACTICES
OF LIGHT
CONSTRUCTION II
Fall 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. Pre-requisite: CNST 130, Principles and Practices of Light Construction I.

CNST 202  CONSTRUCTION 2-2-3
PLANNING AND CONTROL
Spring
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.
CNST 210  STEEL CONSTRUCTION  2-2-3
Fall
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 pre-fabricated structural steel building as part of the class.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisites: CIVL 112, Statics and Strength of Materials or CNST 110, Statics and Strength of Materials

CNST 211  CONCRETE CONSTRUCTION  2-2-3
Spring
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.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.

CNST 220  ARCHITECTURAL DRAWING II  0-4-2
Fall, Spring
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.
Pre-requisite: CNST 120, Architectural Drawing I.

CNST 230  CONSTRUCTION MANAGEMENT SEMINAR  2-2-3
Fall
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.

CNST 231  BUILDING SERVICE SYSTEMS  2-2-3
Spring
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 the design of plumbing, air conditioning and electrical systems also are included.

NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisites: CNST 103, Blueprint Reading for Technologies and MATH 105, Applied Technical Mathematics I or MATH 110, Intermediate Algebra or MATH 150, College Algebra with 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.
Pre-requisites: 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.
Pre-requisites: CIVL 101, Surveying; CIVL 110, Engineering Graphics; CNST 103, Blueprint Reading for Technologies.
Pre- or co-requisites: CIVL 224, Estimating; CNST 202, Construction Planning and Control; CNST 231, Building Service Systems.

CNST 270  SOILS IN CONSTRUCTION  2-2-3
Fall
Lab fee will be required
This course will cover soil classification and investigation, groundwater, drainage, frost action, earth construction, lateral earth pressures, bearing capacity, and piles and settlement. Students also will conduct lab tests and prepare reports.

CRAFT
CRFT 100  CRAFT SEMINAR  2-0-2
Fall, Spring
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. 

Pre-requisites: Two credits of Introductory and Intermediate and Advanced Studio.
Co-requisite: Class attendance in Advanced Level Studio.

CRFT 101  INTRODUCTION  2-0-2  TO FURNITURE MAKING
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  2-0-2  TO WOODCARVING
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  2-0-2  FRAMEMAKING
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  2-0-2  TO POTTERY
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.
Pre-requisite: 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 mul-
tiple images by using two screen printing meth-
ods: 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 funda-
mental 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 enam-
eling on copper and cloisonne enameling, which is 
done on silver. The physical characteristics of 
enamel will be explored as well as several tech-
niques for enamel application. Students will exper-
iment with color, both opaque and transparent, and 
the effects of color on the two different materials.  
Pre-requisite: 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, sol-
dering 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.  
Pre-requisite: 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 perma-
nency, such as archival considerations, stabiliza-
tion and restoration, as well as art identification, 
which will include dating techniques, authenticity 
and materials, will be covered.  
Pre-requisite: 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 pot-
tery techniques with a refinement in both tech-
nical 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 tradi-
tional 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.  
Pre-requisite: 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 expe-
rience. 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.  
Pre-requisite: CRFT 121, Intro to Fiber Arts: 
Weaving I.
CRFT 222 SPINNING AND DYEING II 1-0-1
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.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisites: CRFT 101, Introduction to Furniture Making and 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.
Pre-requisites: CRFT 111, Introduction to Pottery and CRFT 211, Pottery II.

CRFT 283 WEAVING III 2-0-2
Fall, Spring
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.
Pre-requisites: CRFT 221, Weaving II and 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.
Pre-requisites: CRFT 141, Jewelry I and CRFT 241, Jewelry II.

CRFT 295 MARKETING YOUR ART/CRAFT 1-0-1
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 justice system: police, courts and corrections, the criminal justice process and current trends in the field.

CRJS 110 INTRO TO CRIMINAL LAW 3-0-3
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 CRIMINAL JUSTICE 3-0-3
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 130 LEGAL ISSUES FOR ANIMAL CONTROL 3-0-3
Fall
This is an overview of the role of law enforcement and animal control officers in the animal advocacy field. NYS Article 7, as well as current case law, environmental law, and vehicle and traffic law, as they pertain to animals will also be covered.

CRJS 131 FORENSIC ASSESSMENT OF ANIMAL CRUELTY INVESTIGATIONS 3-0-3
Fall
This course deals with the issues of animal cruelty, animal fighting and the veterinarian’s role in animal advocacy. Investigation and documentation of non-accidental injuries as well as trace evidence, chain of custody, and evidence collection will be covered.

CRJS 135 ANIMAL ADVOCACY SEMINAR I 1-0-1
Offered on demand
This seminar-based course explores contemporary issues in the animal advocacy arena. The seminar will provide an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.

CRJS 136 ANIMAL ADVOCACY SEMINAR II 2-0-2
Offered on demand
This seminar-based course explores contemporary issues in the animal advocacy arena. The seminar will provide an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.

CRJS 137 ANIMAL ADVOCACY SEMINAR III 3-0-3
Offered on demand
This seminar-based course explores contemporary issues in the animal advocacy arena. The seminar will provide an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.

CRJS 151 PRINCIPLES OF CRIMINAL INVESTIGATION II 3-0-3
Fall, Spring
This course is a continuation of theories and methods of investigation covered in Principles of Criminal Investigation I. Specific crimes such as arson, burglary, rape and enterprise crime will be explained in detail. Open only to matriculated Criminal Justice students. Pre-requisite: CRJS 150, Principles of Criminal Investigation I.

CRJS 155 CONCEPTS IN FORENSIC SCIENCE 3-0-3
Offered on demand
This course is an introduction to the fundamental principles of the field of forensic science. The role of forensic science in criminal and civil
investigations where interpretation of physical evidence is crucial will be covered.

**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 CRIMINAL JUSTICE 3-0-3**
*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. 
*Pre-requisite: CRJS 101, Introduction to Criminal Justice or SOCL 100, Sociology or PSYC 100, General Psychology.*

**CRJS 205 CRIMINAL JUSTICE AND THE COMMUNITY 3-0-3**
*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 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 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 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 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

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 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 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

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

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.

Pre-requisite: CRJS 230, Animal Law I.

CRJS 235 ANIMAL PROTECTION AND ADVOCACY-LOBBYING AND LEGISLATION

Fall
This course is an introduction to the legislative process at the town, county, state and federal level. The course covers the use of the media and various mechanisms for lobbying for animal advocacy. This course requires a basic knowledge of animal advocacy issues.

Pre-requisite: CRJS 231, Animal Law II.

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, SS
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, NS
Fall, Spring, DL
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.

Pre-requisite: CRJS 245, Forensic Science I (a grade of “C” or better is required).

CRJS 250 CRIMINOLOGY * SSC, SS
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 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.
Pre-requisite: CRJS 101, Introduction to Criminal Justice.

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.

CRJS 295 CRIMINAL JUSTICE CAPSTONE SEMINAR

Spring
This course is designed for Criminal Justice seniors in their last semester of study. Students will focus on the integration of concepts and theories which are presented in the Criminal Justice field.
NOTE: The pre-requisites and co-requisite must be completed at Hudson Valley Community College.
Pre-requisites: CRJS 101, Introduction to Criminal Justice and CRJS 250, Criminology - These courses must have been completed at Hudson Valley Community College.
Co-requisite: CRJS 265, Correctional Services - This course must be completed at Hudson Valley Community College.

DENTAL ASSISTING

DAST 105 DENTAL 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 studied, 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.
Co-requisites: 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 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.
Co-requisites: 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 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.
Pre-requisites: 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.
Co-requisites: DAST 115, Oral Hygiene Education and Nutrition and DAST 120, Dental Assisting Clinical Experience II.

DAST 110 DENTAL 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.
Co-requisites: DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 111, Dental Assisting I; DAST 118, Dental Office Procedures.

DAST 111 DENTAL 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 procedures, 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.
Pre-requisites: 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.

DAST 115 ORAL HYGIENE 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.
Pre-requisites: 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.
Co-requisites: DAST 108, Dental Materials for Dental Assistants and DAST 120, Dental Assisting Clinical Experience II.

DAST 118 DENTAL OFFICE 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 main-
taining 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.

Co-requisites: 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 hours 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.

Pre-requisites: 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

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.

Co-requisites: BIOL 135, Oral Histology and Embryology and DHYG 110, Preventive Dentistry I.

DHYG 110 PREVENTIVE 3-8-5
DENTISTRY I

Fall

This interactive course introduces the student 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. The student 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.


DHYG 111 INTRODUCTION 1-0-1
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.

Pre-requisites: DHYG 110, Preventive Dentistry I.

Co-requisites: DHYG 120, Preventive Dentistry II and DHYG 121, Clinical Dental Hygiene I.

Pre- or co- requisite: BIOL 125, Nutrition.

DHYG 116 HEAD AND 2-0-2
NECK ANATOMY

Spring

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.

Pre-requisite: BIOL 136, Anatomy and Physiology.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
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<tbody>
<tr>
<td>DHYG 117</td>
<td>DENTAL RADIOLOGY</td>
<td>3-3-4</td>
<td>Spring</td>
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<td>Lab fee will be required</td>
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<td>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. Pre-requisites: DHYG 105, Tooth Morphology and Occlusion and DHYG 110, Preventive Dentistry I. Co-requisites: DHYG 120, Preventive Dentistry II and DHYG 121, Clinical Dental Hygiene I.</td>
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<tr>
<td>DHYG 120</td>
<td>PREVENTIVE DENTISTRY II</td>
<td>2-0-2</td>
<td>Spring</td>
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<td>Lab fee will be required</td>
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<td>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. Pre-requisites: BIOL 136, Anatomy and Physiology; DHYG 105, Tooth Morphology and Occlusion; DHYG 110, Preventive Dentistry I. Co-requisites: DHYG 121, Clinical Dental Hygiene I and DHYG 117, Dental Radiology.</td>
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<td>DHYG 121</td>
<td>CLINICAL DENTAL HYGIENE I</td>
<td>0-11-3</td>
<td>Spring</td>
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<td>Lab fee will be required</td>
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<td>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 “normal” and “atypical” oral structures will be emphasized. Open only to matriculated Dental Hygiene students. Pre-requisites: DHYG 110, Preventive Dentistry I and DHYG 105, Tooth Morphology and Occlusion. Co-requisite: DHYG 120, Preventive Dentistry II. Pre- or Co- requisite: BIOL 125, Nutrition.</td>
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<tr>
<td>DHYG 206</td>
<td>PATHOLOGY</td>
<td>3-0-3</td>
<td>Fall</td>
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<td>Lab fee will be required</td>
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<td>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. Pre-requisites: BIOL 135, Oral Histology &amp; Embryology; BIOL 136, Anatomy &amp; Physiology; BIOL 205, Microbiology; DHYG 117, Dental Radiology. Co-requisites: DHYG 230, Preventive Dentistry III and DHYG 231, Clinical Dental Hygiene II.</td>
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<tr>
<td>DHYG 207</td>
<td>PERIODONTOLOGY</td>
<td>2-0-2</td>
<td>Fall</td>
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<td>Lab fee will be required</td>
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<td>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. Pre-requisites: BIOL 135, Oral Histology &amp; Embryology; BIOL 205, Microbiology; DHYG 121, Clinical Dental Hygiene I. Co-requisites: DHYG 206, Pathology and DHYG 231, Clinical Dental Hygiene II.</td>
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<tr>
<td>DHYG 208</td>
<td>DENTAL MATERIALS</td>
<td>2-2-3</td>
<td>Fall</td>
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<td>Lab fee will be required</td>
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<td>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 com-</td>
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pletion 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. Pre-requisite: DHYG 121, Clinical Dental Hygiene I. Co-requisite: DHYG 231, Clinical Dental Hygiene II.

**DHYG 211** ADVANCED 2-0-2 COMMUNITY DENTAL SERVICES

*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. Pre-requisites: DHYG 111, Introduction to Community Dental Services; DHYG 230, Preventative Dentistry III; DHYG 231 and Clinical Dental Hygiene II. Co-requisites: DHYG 240, Preventative Dentistry IV and DHYG 241, Clinical Dental Hygiene III.

**DHYG 216** ORAL HEALTH CARE FOR THE GERIATRIC PATIENT

*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. Pre-requisites: 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 also are 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. Pre-requisites: BIOL 136, Anatomy & Physiology; BIOL 205, Microbiology; DHYG 231, Clinical Dental Hygiene II. Co-requisite: DHYG 241, Clinical Dental Hygiene III.

**DHYG 230** PREVENTIVE DENTISTRY III

*Fall*
Lab fee will be required.
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. Pre-requisites: DHYG 120, Preventive Dentistry II and DHYG 121, Clinical Dental Hygiene I. Co-requisites: DHYG 207, Periodontology and DHYG 231, Clinical Dental Hygiene II.

**DHYG 231** CLINICAL DENTAL HYGIENE II

*Fall*
Lab fee will be required.
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. Pre-requisites: DHYG 110, Preventative Dentistry I; DHYG 115, Nutrition; DHYG 117, Radiology; DHYG 120, Preventive Dentistry II; DHYG 121, Clinical Dental Hygiene I. Co-requisites: 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.
Pre-requisites: DHYG 207, Periodontology; DHYG 230, Preventive Dentistry III; DHYG 231, Clinical Dental Hygiene II.
Co-requisite: DHYG 241, Clinical Dental Hygiene III.

DHYG 241 CLINICAL 0-14-4 DENTAL HYGIENE III

Spring
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.
Pre-requisites: DHYG 206, Pathology; DHYG 207, Periodontology; DHYG 230, Preventive Dentistry III; DHYG 231, Clinical Dental Hygiene II; DHYG 208, Dental Materials.
Co-requisites: DHYG 217, Pharmacology and DHYG 240, Senior Seminar.

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.
Open only to matriculated Diagnostic Medical Sonography students.

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.
Open only to matriculated Diagnostic Medical Sonography students.

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  SONOGRAPHY PHYSICS  4-0-4
Spring
This course is an in-depth study of ultrasound physics concepts, mathematical computations, quality assurance, biological effects and artifacts. Open only to matriculated Diagnostic Medical Sonography and Echocardiography Students. Pre-requisites: ECHO 252, Echocardiography Principles and Instrumentation or SONO 252, Sonography Concepts and Physical Instrumentation.

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. Open only to matriculated Diagnostic Medical Sonography students.

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. Open only to matriculated Diagnostic Medical Sonography students.

SONO 268  SONOGRAPHY CLINIC II  0-24-8
Spring
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 student 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.

SONO 278  SONOGRAPH CLINIC III  0-40-13
Summer
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 fail grade for this course with no quality points awarded. Open only to matriculated Diagnostic Medical Sonography students. Pre-requisite: SONO 268, 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. Open only to matriculated Diagnostic Medical Sonography students. Pre-requisite: SONO 258, Sonography Clinic I.

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 pre-requisite knowledge of vascular technology and should utilize this course to enhance their knowledge base. Open only to matriculated Diagnostic Medical Sonography students. Pre-requisite: Sonography background with vascular scanning experience.
ECHOCARDIOGRAPHY

ECHOCARDIOGRAPHY 252 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.

ECHOCARDIOGRAPHY 254 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.

ECHOCARDIOGRAPHY 256 2-0-2 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.

ECHOCARDIOGRAPHY 258 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.
NOTE: Students are given either a pass or fail grade for this course with no quality points awarded. If a student’s clinical performance is unsatisfactory or if at any time the student compromises the safety of the patient, the student will be terminated from the program.
Open only to matriculated Echocardiography students.
Pre-requisite: ECHO 254, Echocardiography I; ECHO 256, Anatomy & Physiology of the Heart.

ECHOCARDIOGRAPHY 266 3-0-3 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.
Pre-requisites: ECHO 254, Echocardiography I and ECHO 256, Anatomy and Physiology of the Heart.

ECHOCARDIOGRAPHY 268 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.
Pre-requisite: ECHO 258, Echocardiography Clinic I.

ECHOCARDIOGRAPHY 278 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 echocardiogra-
phers and will be ready to sit for the RDCS 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.**

**Pre-requisite:** ECHO 268, Echocardiography II.

**ECHO 284  FETAL  2-0-2  ECHOCARDIOGRAPHY**

*On demand*

This course explores fetal echocardiography, which has become an integral part of obstetrics sonography. Sonography examinations of the inutero 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.**

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**EDUCATION**

**All courses reflect the National Association for the Education of Young Children’s Standards**

**ECCE 101  DIVERSITY IN  1-0-1  EDUCATION**

*Fall, Spring, Summer, DL*

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  1-0-1  RESPONSIVE TEACHING**

*Fall, Spring, Summer, DL*

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.

**Pre-requisite:** ECCE 101, Diversity in Education.

**ECCE 103  BUILDING  1-0-1  PARTNERSHIPS WITH DIVERSE FAMILIES**

*Fall, Spring, Summer, DL*

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.

**Pre-requisite:** ECCE 101, Diversity in Education.

**ECCE 111  CREATIVE  4-0-4  ARTS FOR CHILDREN**

*Fall, Spring, Summer  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 3-0-3  
APPROPRIATE  
PRACTICES FOR  
INFANT AND  
TODDLER CARE  

Fall, Spring, Summer, DL  
This course will examine infant and toddler (pre-natal through 36 months) development, from historical and current perspectives. This course will include research on brain development, language development, and attachment. Appropriate care of the young child as the foundation for life will be examined. Holistic development of the child in all domains will be the focal point.

ECCE 122  GUIDANCE OF 3-4-3  
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 field placement. Open only to matriculated Early Childhood students. Pre- or co- requisite: EDUC 100, Child Development.

ECCE 123  TECHNIQUES 3-5-4  
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. Pre-requisite: ECCE 122, Guidance of Young Children with a grade of “C” or better or permission of the department chairperson.

ECCE 214  INTRO TO THE 3-0-3  
ADMINISTRATION OF  
EARLY CHILDHOOD  
PROGRAMS  

Fall, Spring, Summer, DL  
This course will examine the components of planning and administering early childhood pro- grams 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 4-8-4  
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. Pre-requisite: 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 4-8-4  
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 field experiences they are responsible for curriculum planning and implementation for longer time blocks and for larger groups of children.
ECCE 230  HOME, SCHOOL  3-0-3
AND COMMUNITY: AN ANALYSIS OF THE INTERACTION

Fall, Spring, Summer, DL
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 experience 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 experience may also be required in this course.
assistive technology used in all levels of education from pre-K through higher education. The emphasis primarily will be on students gathering an understanding of compensatory strategies for assisting all individuals, including persons with disabilities.

EDUC 216 INCLUSIVE 3-0-3 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. Pre-requisite: 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 within 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. Pre-requisite: EDUC 100, Child Development recommended.

EDUC 225 CHILDREN’S 3-0-3 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. Co-requisites: MATH 105, Applied Technical Mathematics I and 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.

ECMN 111 DIRECT 0-2-1
DIRECT CURRENT APPLICATIONS LABORATORY
Fall
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 0-2-1
ALTERNATE CURRENT APPLICATIONS LABORATORY
Spring
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.
Co-requisite: ECMN 102, Alternating Current Theory.

ECMN 121 RESIDENTIAL 2-6-5
RESIDENTIAL CONSTRUCTION WIRING
Fall
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.
Pre-requisite: ECMN 121, Residential Construction Wiring.

ECMN 122 COMMERCIAL 2-6-5
COMMERCIAL CONSTRUCTION WIRING
Spring
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.
Pre-requisite: ECMN 121, Residential Construction Wiring.

ECMN 130 SAFETY AND 2-0-2
SAFETY AND LABOR RELATIONS
Fall
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 1-2-2
ELECTRICAL BLUEPRINT READING AND ESTIMATING I
Fall
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.
Pre-requisite: 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.

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.
Pre-requisite: ECMN 151, Direct Current Theory and Magnetism: Part I.
Co-requisite: 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.
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.  
Pre-requisites: ECMN 152, Direct Current Theory and Magnetism: Part II and ECMN 162, Direct Current Applications Laboratory: Part II.  

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.  
Co-requisite: 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.  
Pre-requisite: ECMN 172, Residential Construction Wiring: Part II  

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.  
Pre-requisite: 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.  
Pre-requisite: ECMN 173, Commercial Construction Wiring: Part I  

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.  
Pre-requisite: ECMN 174, Commercial Construction Wiring: Part II  

ECMN 180  SAFETY AND  1-0-1  
LABOR RELATIONS:  PART I  
Fall  Lab fee will be required  
This course is designed to better prepare students for the electrical industry by concentrating on safety issues in the construction industry, including electrical and hazardous materials practices. The course will cover safety in great depth, from ladder use to confined space entry with OSHA requirements covered, as well as familiarize students with hazardous materials and electrical safety procedures. Completion of both ECMN 180 and ECMN 181 is a required part of the Electrical Construction and Maintenance program, which will qualify students to meet the necessary electrical apprentice-related instruction recognized by the State of New York.
ECMN 181 SAFETY AND LABOR RELATIONS: PART II  
Spring  
Lab fee will be required  
This course is designed to better prepare students for the electrical industry by concentrating on labor relations and required certifications. The course will cover labor relations, including labor history, practices, and laws, as well as sexual harassment, and requires students to obtain certification in First Aid and CPR. Completion of both ECMN 180 and ECMN 181 is a required part of the Electrical Construction and Maintenance Program, which will qualify students to meet the necessary electrical apprentice-related instruction recognized by the State of New York.  
Open only to matriculated Electrical Construction and Maintenance students.

ECMN 190 ELECTRIC POWER 2-2-3 SYSTEMS  
Spring  
This course provides an overview of the electric power system, including generation, transmission, distribution and delivery of electric power. Topics include: methods of generating electricity such as hydro, thermal coal, thermal nuclear, solar and gas turbine; transmission system voltages and construction; wye and delta distribution systems; transformers, single phase and three phase banks for common delivery voltages; electric service construction and building wiring methods and electric safety.  
Pre- or co- requisite: ECMN 122, Commercial Construction Wiring.

ECMN 191 ELECTRIC POWER 0-8-3 OVERHEAD CONSTRUCTION  
Summer  
This course will provide the skills necessary for the construction and maintenance of overhead electric distribution systems. Topics include: climbing of wood poles, performing construction from an overhead position, use of ropes and rigging equipment.  
Pre-requisite: ECMN 190, Electric Power Systems.

ECMN 203 TRANSFORMERS 4-0-4 AND MOTORS  
Fall  
A study of the construction, operation, maintenance, and application of transformers, and alternating current motors, both single and three phase.

ECMN 204 INDUSTRIAL 4-0-4 MOTOR CONTROL THEORY  
Spring  
A study of industrial motor control including the construction, operation, maintenance, and applications of the components used in control systems. In addition, students will study direct current motors.  
Open only to matriculated Electrical Construction and Maintenance students.  
Co-requisite: ECMN 214, Industrial Motor Control Laboratory.

ECMN 205 INDUSTRIAL 5-0-5 POWER ELECTRONICS I  
Fall  
This course forms the introductory component of a two-semester series of courses that provide industrial electronics and industrial instrumentation for Electrical Construction and Maintenance students. This course together with its associated laboratory course will provide the student electrician and others employed in the electrical industry with instruction in the basic theory, construction and testing techniques of electronic circuitry. It provides the student with a system of progressing from the study of individual components to their application in practical circuitry. The instruction permits the students to progress from the simple to the complex at a rate commensurate with his/her ability and industrial experience. This will give the student the opportunity to study and evaluate the operation of industrial electronic components and their characteristics in preparation for further study in industrial instrumentation.  
Open only to matriculated Electrical Construction and Maintenance students.  
Pre-requisites: ECMN 102, Alternating Current Theory and MATH 106, Applied Technical Math II.  
Co-requisite: ECMN 215, Industrial Power Electronics Laboratory.

ECMN 206 AUTOMATED 5-0-5 CONTROLS AND INSTRUMENTATION  
Spring  
This course is a continuation of ECMN 205 and is designed to expand a student's knowledge of manufacturing automation and production sys-
tems and their associated controls. These complex automation systems use a variety of electrical and electronic systems to control processes 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.

Pre-requisite: ECMN 205, Industrial Power Electronics.

Co-requisite: 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 semi-conductor 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.

Pre-requisites: ECMN 102, Alternating Current Theory or ECMN 153, Alternating Current Theory II: Part I and ECMN 154, Alternating Current Theory II: Part II or IDLT 120, Electricity, 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.

Pre-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.
Co-requisite: 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.
Pre-requisite: ECMN 122, Commercial Construction Wiring.
Co-requisite: 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.
Pre-requisite: ECMN 223, Industrial Wiring.
Co-requisite: ECMN 204, Industrial Motor Control Theory.

ECMN 225 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.
Pre-requisite: ECMN 154, Electric Theory II, Part II.

ECMN 226 TRANSFORMERS 2-0-2
AND MOTORS: 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 fundamentals of industrial motor control.
Open only to matriculated Electrical Construction and Maintenance students.
Pre-requisite: ECMN 255, Electric Theory III, Part II.

ECMN 227 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.
Pre-requisite: 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.
Pre-requisite: ECMN 257, Electric Theory IV, Part I

ECMN 265 TRANSFORMERS 0-1-.5
AND MOTORS LABORATORY: PT. I

Fall Lab fee will be required
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.
Pre-requisite: ECMN 164, Alternating Current Applications Laboratory: Part II.
Co-requisite: ECMN 255, Transformers and Motors: Part I.

ECMN 266 TRANSFORMERS 0-1-.5
AND MOTORS LABORATORY: PT. II

Spring Lab fee will be required
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.
Pre-requisite: ECMN 265, Transformers and Motors Laboratory: Part I.
Co-requisite: ECMN 256, Transformers and Motors: Part II.

ECMN 267 INDUSTRIAL 1-0-.5
MOTOR CONTROL LABORATORY: PT. I

Fall Lab fee will be required
This course is designed to provide the student with an understanding of the construction, operation, and connection of motor control circuits and related control components. Through laboratory experiments, students have the opportunity to connect, test, and operate motor control circuits using control components universal throughout industry.
Pre-requisite: ECMN 266, Transformers and Motors Laboratory: Part II.

ECMN 268 INDUSTRIAL 0-1-.5
MOTOR CONTROL LABORATORY: PT. II

Spring Lab fee will be required
A continuation of ECMN 267, Industrial Motor Control Laboratory: Part I. This course is designed to provide the student with an understanding of the construction, operation, and connection of motor control circuits and related control components. Through laboratory experiments, students have the opportunity to connect, test, and operate motor control circuits using control components universal throughout industry including programmable logic controllers.
Pre-requisite: ECMN 267, Industrial Motor Control Laboratory: Part I.
Co-requisite: 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.
Pre-requisite: ECMN 174, Commercial Construction Wiring: Part II.
Co-requisite: 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.
Pre-requisite: ECMN 275, Industrial Wiring: Part I.
Co-requisite: 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.
Pre-requisite: ECMN 276, Industrial Wiring: Part II.

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.
Pre-requisite: ECMN 277, Industrial Motor Control Wiring: Part I.
Co-requisite: ECMN 258, Industrial Motor Control Theory: Part II.

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.
Pre-requisite: Basic algebra and trigonometry or high school math I and II.
Co-requisite: MATH 150, College Algebra with Trigonometry.

ELET 101 ELECTRICITY II 3-3-4

Spring, Summer
Lab fee will be required
A study of the generation of the alternating EMF, Faraday’s Law, current and voltage relations in circuits containing resistance, inductance and capacitance; the use of vectors in the solution of AC circuits, circuit characteristics and the treatment of parallel and series circuits.
Pre-requisite: ELET 100, Electricity I and MATH 150, College Algebra with Trigonometry.
Pre- or co-requisite: MATH 165, Basic Calculus with Analytic Geometry.

ELET 105 ELECTRONICS I 3-3-4

Spring, Summer, DL
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 and cascaded amplifiers.
Pre- or co-requisite: ELET 100, Electricity I.

ELET 115 C/C++ FOR TECHNOLOGIES 3-3-4

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/output, etc. The emphasis is on technical applications of programs written for the PC. This course is intended mainly for the School of Technologies students.

ELET 120 PERSONAL COMPUTER HARDWARE ESSENTIALS 2-3-3

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.

ELET 206 ELEMENTS OF COMMUNICATIONS ELECTRONICS 3-3-4

Spring
Lab fee will be required
This course focuses on the essential elements of communications systems. Topics include decibel notation, spectra of complex waveforms, modula-
tion 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. Pre-requisites: ELET 101, Electricity II and ELET 215, Operational Amplifiers.

ELET 210 DIGITAL ELECTRONICS
Fall, DL Lab fee will be required
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. Pre-requisite: ELET 100, Electricity I.

ELET 211 ADVANCED DIGITAL ELECTRONICS
Fall Lab fee will be required
A continuation of ELET 210, Digital Electronics, this course introduces modern design and implementation methodologies of digital systems using logic devices such as SLIPDs, 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. Pre-requisite: ELET 210, Digital Electronics.

ELET 215 OPERATIONAL 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. Pre-requisite: ELET 105, Electronics I.

ELET 225 ELECTROMECHANICAL 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. Pre-requisites: ELET 210, Digital Electronics and ELET 215, Operational Amplifiers.

ELET 230 ELECTRONIC 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. Pre-requisites: ELET 210, Digital Electronics and ELET 215, Operational Amplifiers.

ELET 245 INTRODUCTION TO MICROCONTROLLERS
Fall Lab fee will be required
An introductory course in microcontrollers and microprocessor. 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. Pre-requisite: ELET 210, Digital Electronics.

ELET 250 VACUUM AND POWER RF
Fall 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. Pre-requisites: ELET 101, Electricity II; MATH 150, College Algebra with 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. Pre-requisites: ELET 101, Electricity II and MATH 165, Basic Calculus with Analytic Geometry 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. Pre-requisites: ELET 101, Electricity II and MATH 150, College Algebra with Trigonometry or equivalent. Co-requisite: 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. Pre-requisites: MATH 106, Applied Technical Mathematics I and PHYS 100, Physical Science I/Physics and Chemistry.

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. Pre-requisite: MATH 165, Basic Calculus with Analytic Geometry.

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 tech-
niques that exist today. These systems are now in widespread use and gaining in popularity.
Pre-requisites: CISS 120, Networking I-Introduction to Data Communication; ELET 120, Personal Computer Hardware Essentials; PHYS 100, Physical Science I; TLMG 100, Principles of Telecommunications I.

EMT - PARAMEDIC

EMSP 201 CLINICAL 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.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre- or corequisite: EMSP 202, Introduction to Paramedicine.

EMSP 202 INTRO TO PARAMEDICINE 4-0.5-4
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.
Pre-requisite: Valid NYSDOH EMT-Basic Certification.
Co-requisite: BIOL 130, Concepts of Anatomy and Physiology.

EMSP 204 AIRWAY AND 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.
Pre-requisite: EMSP 202, Introduction to Paramedicine.

EMSP 205 OPERATIONS 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.

Pre-requisite: 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.

Pre- or co-requisite: EMSP 202, Introduction to Paramedicine.

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.

Pre-requisites: Current NYS EMT Certificate and 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.

Pre-requisite: BIOL 130, Concepts of Anatomy and Physiology and EMSP 206, Pharmacology for the Paramedic.

EMSP 217 PARAMEDICINE II 4 Credits

Fall, DL  Lab fee will be required

Paramedic 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.

Pre-requisite: EMSP 216, Paramedicine I.

EMSP 218 PARAMEDICINE III 3 Credits

Fall, DL  Lab fee will be required

Paramedic 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 and gynecological emergencies to include childbirth.

Open only to matriculated Emergency Medical Technician-Paramedic students.

Pre-requisite: 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.

Open only to matriculated Emergency Medical Technician-Paramedic students.

Pre-requisite: EMSP 217, Paramedicine II.

Pre- or co- requisite: EMSP 218, Paramedicine III.
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.*

*Pre-requisite:* EMSP 218, Paramedicine III.

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**ENERGY SYSTEMS**

**ESYS 100  INTRODUCTION TO WIND POWER**

*Fall*

This course introduces students to the history of wind power and the basic concepts and terminology of wind, energy, energy conversion, turbine types and applications.

*Open only to matriculated Wind Technician certificate program students, or by permission of department chair.*

*Pre- or co- requisite: PHED 145, Adventure or permission of department chair.*

**ESYS 105  TOWER AND TURBINE SAFETY**

*Spring*

This course will prepare the wind technician to identify and properly prepare for safety hazards that would typically be found performing routine work activities. The primary areas of focus include: ladders, fall protection, lock out/tag out, HAZCOM, PPE, environmental hazards, confined space, cranes and rigging, maintenance hazards, guarding and accident prevention.

*Open only to matriculated Wind Technician certificate program students.*

*Pre- or co- requisite: EMSP 218, Paramedicine III.*

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**EMSP 222  PEDIATRICS AND GERIATRICS FOR THE PARAMEDIC**

*Fall, DL  Lab fee will be required*

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.*

*Pre-requisite:* EMSP 218, Paramedicine III.

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**EMSP 223  SPECIAL CERTIFICATIONS FOR THE PARAMEDIC**

*Fall, DL  Lab fee will be required*

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.*

*Pre-requisites:* EMSP 210, Trauma for the Paramedic; EMSP 218, Paramedicine III; EMSP 222, Pediatrics and Geriatrics for the Paramedic.

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**EMSP 230  INTERNSHIP FOR THE PARAMEDIC**

*Spring, Summer  Lab fee will be required*

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.*

*Pre-requisite:* EMSP 218, Paramedicine III.

*Pre- or co- requisite:* EMSP 221, Clinical for Medical and Special Considerations.
program students only or by permission of department chair.
Pre- or co- requisite: PHED 250, Physical Fitness Conditioning or permission of department chair.

ESYS 200 TURBINE MECHANICAL SYSTEMS 3-2-4
Fall
Lab fee will be required
This course introduces the student to the complex and diverse nature of modern mechanical power systems. Through this course, students will learn necessary service information and gain instruction on how to safely use the proper tools. Skills gained though this course will help students successfully meet each performance objective.
Open only to matriculated Wind Technician certificate program students or by permission of department chair.
Co-requisites: ESYS 205, Direct Current Devices and ESYS 210, Protective Systems.

ESYS 205 DIRECT CURRENT 3-2-4 DEVICES
Fall
Lab fee will be required
This course will introduce students to the types of direct current motors currently used in the wind turbine industry. Applications to the blade pitch and nacelle yaw systems will be discussed. Devices that control and monitor system applications will also be discussed.
Open only to matriculated Wind Technician Certificate Program students or by permission of the department chair.
Co-requisites: ESYS 100, Introduction to Wind Power; ESYS 200, Turbine Mechanical Systems; ESYS 210, Protective Systems.
Pre- or co- requisites: PHED 145, Adventure; PHED 141, Weight Training/Personal Fitness or PHED 149, Circuit Fitness or permission of department chair.

ESYS 210 PROTECTIVE 2-0-2 SYSTEMS
Fall
In wind turbines, proper grounding and bonding is necessary to ensure the safety of the general public and service personnel as well as ensuring the protection of expensive equipment and structures. In this class, the student will study the industry standard bonding and grounding methods in use. These methods are used to protect against short circuits, lightning, static charges, and induced (stray) voltages. Students will also look at Federal Aviation Administration requirements for anti-collision beacons and the use of the weather stations mounted on commercial scale wind turbines as an active part of the protective systems.
Open only to matriculated Wind Technician certificate program students or by permission of the department chair.

ESYS 215 TURBINE GENERATION SYSTEMS 3-2-4
Spring
Lab fee will be required
This course is designed to provide the student with the knowledge and understanding of doubly fed generators, power converters and associated automatic control systems used in a large wind turbine driven generating systems. The course will discuss the construction, operation and maintenance of synchronous and asynchronous three phase alternating current generators. Additional course topics include discussion of the use and operation of the four quadrant frequency converters in the operation of the wind turbine doubly fed generating system and the integrated automatic control and protection systems that they employ. By incorporating lab activities into the course structure, it will provide the student with the didactic learning necessary for employment in this developing area of the energy supply industry.
Open only to matriculated Wind Technician certificate program students or by permission of the department chair.
Pre-requisites: ESYS 200, Turbine Mechanical Systems; ESYS 205, Direct Current Devices; ESYS 210, Protective Systems
Co-requisite: ESYS 220, Comparative Schematics, Metrics, and Fault Analysis.

ESYS 220 COMPARATIVE 3-2-4 SCHEMATICS, METRICS, AND FAULT ANALYSIS
Open only to matriculated Wind Technician certificate program students or by permission of the department chair.
Prerequisites: ESYS 100, Introduction to Wind Power; ESYS 200, Turbine Mechanical Systems; ESYS 205, Direct Current Devices.

ENGR 220 ENGINEERING 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.
Pre-requisite: ENGR 210, Engineering Statics and Strength of Materials.

ENGR 222 THERMODYNAMICS 3-0-3
Fall, Spring
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.
Pre-requisite: MATH 190, Calculus II.

ENGR 225 ELECTRIC CIRCUITS 3-2-4
Spring, Summer
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.
Pre-requisite: MATH 210, Calculus III and PHYS 151, General Physics II.
Co-requisite: MATH 220, Differential Equations.
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. Credits earned in this course cannot be applied toward an associate degree.

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.  
NOTE: 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 or 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.  
Pre-requisite: ESL 101, English Composition I for the Foreign Born or 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 Technicians, ENGL 108, Honors Composition II or ESLS 102, English Composition II for the Foreign Born.  
Pre-requisite: ENGL 101, Composition I or approval by department chair.

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.  
Pre-requisite: ENGL 101, Composition I or approval by department chair.
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

Spring
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, Summer, DL
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 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 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 * HUM, BC

Fall, Spring, Summer
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 JOURNALISM * HUM, BC

Fall, Spring
An advanced course in journalism, this course expands and strengthens techniques introduced in ENGL 130, Journalism.
Pre-requisite: 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.
Pre-requisite: ENGL 101, Composition I and ENGL 130, Journalism and/or approval by department chair.

ENGL 136 MEDIA AND CULTURE * HUM, HU

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 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 * HUM, HU, AR

Fall, 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 * 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 * 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 * 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 * HUM, HU

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 * 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 II * 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 * 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 * HUM, HU, AR

Fall, Spring, Summer, 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 * 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 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 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 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 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
PERTERVIEWS 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 purpose of fostering understanding and appreciation of the literature and cultural differences of various groups in our pluralistic society.

ENGL 232  AFRICAN 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 AMERICAN LITERATURE * HUM, HU

Winter
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 LITERATURE AND CULTURE * HUM, HU

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  WOMEN IN LITERATURE * HUM, HU

Fall, Spring
The experiences 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 stereotypes and literary portrayals of women who either adhere to or deviate from their roles.

ENGL 240  HONORS 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.
Pre-requisite: ENGL 107, Honors Composition I or permission of English Department Chairperson.

ENGLISH AS A SECOND LANGUAGE

ESLS 090  BASICS OF ENGLISH AS A SECOND LANGUAGE 3-0-3

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. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English.

ESLS 092  FUNDAMENTALS OF ENGLISH AS A SECOND LANGUAGE I 4-0-4

Fall, Spring
This course is intended for ESL students with
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. Credits earned in this course may not be applied toward an associate degree. 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. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English.

ESLS 096  SPEAKING  3-0-3ND AND LISTENING FOR ENGLISH AS A SECOND LANGUAGE STUDENT

Fall, Spring
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 sentence patterns of the English language as well as classroom listening strategies. A language lab component is required. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English.

Pre- or co- requisites: 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. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English.

Pre- or co- requisites: 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 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.

NOTE: 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 or 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.

Pre-requisite: 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.

Pre-requisite: 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 sculpture 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 107 ART 3-0-3 APPRECIATION *HUM, AR

Fall, Spring, Summer, DL
A course open to all students, Art Appreciation will provide the student with basic understanding of the visual arts. This course will examine the formal and expressive elements of two and three dimensional plastic arts (drawing, architecture, sculpture, painting, photography and printmaking) and will look at a wide variety of art to learn about the processes and tools involved in its creation.

ARTS 110 DRAWING I, AR 2-4-3

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 2-4-3

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.

Pre-requisite: ARTS 110, Drawing I highly recommended.

ARTS 115 TWO 2-4-3 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  2-4-3  
**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.
*Pre-requisite: ARTS 110, Drawing I highly recommended.*

ARTS 121  PAINTING II, AR  2-4-3  
**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.
*Pre-requisite: ARTS 120, Painting I.*

ARTS 129  PHOTOGRAPHY I, 2-4-3  
**AR**
**Fall, Spring**  
Leb fee will be required.
This course provides an introduction to the theory, practice and history of photography, with emphasis on the production of digital images. Students will learn the basic principles of digital cameras and digital printing and how to use them in the context of the visual language of photography. This is a hands-on studio art course, which will provide students with the necessary tools to understand the conceptual, visual and historical aspects of photography through lectures, slide presentations and discussions. This is a studio course in the Fine Arts degree program and as such, is generally intended for Fine Arts majors.
*NOTE: A Digital Single Lens Reflex (DSLR) camera is required.*

ARTS 130  PHOTOGRAPHY I, 2-4-3  
**AR**
**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, 2-4-3  
**AR**
**Spring, Summer**  
Lab fee will be required
This course provides a continuation of the basic study of photography begun in the Photography I course. Through an examination of film-based photography, it emphasizes developing technical skills including advanced camera control and printing techniques in the studio and darkroom as well as mastering photography’s visual vocabulary. In addition, it examines the aesthetic and conceptual history of black and white photography. The course includes lectures, informal critiques and a written paper. A 35mm SLR camera is required. This is a studio course generally intended for Fine Arts majors.
*Pre-requisite: ARTS 129, Photography I or ARTS 130, Photography I or permission of department chairperson.*

ARTS 133  INTRO TO DIGITAL PHOTOGRAPHY, AR  3-0-3  
**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 TO PHOTOGRAPHY, AR  2-2-3  
**Fall, Spring, Summer**  
Lab fee will be required
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 35mm SLR film camera. Students will also be responsible for the purchase of additional supplies.

ARTS 140 TELEVlSIOIl 3-0-3 PRODUCTION 1
Fall, Spring
Students will learn the basics of video production: camera operation, audio equipment, lights, ancillary equipment, and program production from scripting and studio work to editing.

ARTS 145 INTRODUCTION 2-4-3 TO ELECTRONIC ART, AR
Fall, Spring
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.
Pre-requisite: 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.
Co-requisites: ARTS 100, Survey of Art History I or ARTS 101, Survey of Art History II or ARTS 102, Modern Art History.

ARTS 151 GALLERY 2-4-3 PRACTICUM I
Fall, Spring
This course is a study of the theory and practice of fine arts exhibitions. Through assigned readings, discussions, field trips and gallery work, students will gain an introduction to relevant issues of curation and installation. Students will be responsible for monitoring the college gallery space and participating in the installation and deinstallation of at least one gallery exhibit and are expected to attend all Teaching Gallery events.
Co-requisites: ARTS 150, Introduction to Gallery Management or ARTS 115, Two-Dimensional Design.

ARTS 152 GALLERY 2-4-3 PRACTICUM II
Fall, Spring
This course is a continued, more specific study of the theory and practice of fine arts exhibitions. Through research, assigned readings, discussion and increased group gallery work, students will gain proficiency in issues of exhibit design, artist relations, curation and exhibition planning. In addition to coursework, students will be responsible for monitoring the Teaching Gallery and are expected to attend all Teaching Gallery events.
Pre-requisite: ARTS 151, Gallery Practicum I.

ARTS 153 INTERNSHIP 3 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.
Pre-requisite: 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. Students will be responsible for costs associated with producing formal prints for a small number of assignments.

ARTS 165 INTRODUCTION 2-4-3 TO VIDEO ART AND THE POSTPRODUCTION PROCESS

Fall, Spring, Summer
In this studio course, students are introduced to the creative, time-based medium of video. The course will focus on developing a thorough understanding of the visual literacy used in video art as well as a technical understanding of nonlinear editing using Sony Vegas Video Editing software or industry equivalent. Contemporary video pieces will be discussed through lectures, as well as an overview of the history of video. Through editing practices, students learn to manipulate time, space and sound to create their own personal works in a variety of styles. Basic computer knowledge required.

Note: Students must have access to and be able to use a video camera, Webcam, camera phone or other video-recording device that can capture moving images of decent quality and upload them to a computer for editing.

ARTS 212 ADVANCED 2-4-3 STUDY IN DRAWING AND PAINTING I, AR

Fall
This is a studio course providing an intensive studio experience with emphasis on the development and articulation of students’ bodies of work. Group and individual critique, readings and discussions in contemporary art and art history form the context for students’ inquiry and exploration of their studio practice.

Pre-requisite: ARTS 111, Drawing II, ARTS 121, Painting II, ARTS 131, Photography II and/or written permission of instructor and department chair.

ARTS 213 ADVANCED 2-4-3 STUDY IN DRAWING AND PAINTING II, AR

Spring
This is an advanced level studio course providing a continued, intensive studio experience with emphasis on the development and articulation of students’ bodies of work. Group and individual critique, readings and discussions in contemporary art and art history form the context for students’ inquiry and exploration of their studio practice.

Pre-requisite: ARTS 212, Advanced Study in Drawing and Painting I and/or written permission of instructor and department chair

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 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.

Pre-requisite: ARTS 110, Drawing I or permission of department chairperson.

ARTS 226 EXPERIMENTAL 2-4-3 DRAWING IN ITALY II, AR

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.

Pre-requisite: ARTS 225, Experimental Drawing in Italy I.

ARTS 233 DIGITAL 2-4-3 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.

Pre-requisites: ARTS 130, Photography I and ARTS 133, Intro to Digital Photography or ARTS 145, Intro to Electronic Art.

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.

Pre-requisite: ARTS 130, Photography I or permission of department chairperson.

ARTS 268 PROFESSIONAL 0-2-1
PORTFOLIO PRACTICE

Fall, Spring

Aimed at those interested in pursuing a career in the creative arts, this hands-on course focuses on the process of preparing a professional portfolio to present to potential employers, schools and art professionals. Throughout the course, students will learn how to organize, present and talk about their work as well as prepare resumes and artist statements. It is strongly recommended that students take this course in the last semester of the Digital Media certificate program.

Pre-requisites: ARTS 115, Two Dimensional Design; ARTS 145, Introduction to Electronic Art; ARTS 133, Intro to Digital Photography, or ARTS 160, Introduction to Graphic Design or by permission of the instructor and department chair.

ARTS 270 HISTORY OF 3-0-3
PHOTOGRAPHY *HUM

Fall, Spring, Summer, DL

This course offers a survey of the history of photography from its invention in the early 1800s to the present. Emphasis is on the aesthetic, cultural, intellectual and expressive aspects of the medium during its development. This is a non-studio photography course, suited to photographers and non-photographers alike. The course is suited to anyone seeking to understand the relationship between contemporary photography and its historical roots.

ARTS 272 HISTORY OF 3-0-3
AMERICAN CINEMA
* HUM, AR

Fall, Spring, Summer, DL

This course offers a survey of the rich history of American Cinema concentrating on classic, influential, creative films from the 1930s to the 1970s. While some international influences will be addressed, the primary focus will be the huge domestic industry deriving from Hollywood, which will give the course greater clarity and pertinence. This class will appeal to movie lovers, “film buffs,” and amateur filmmakers, as well as to a wide range of other interested students. The formal aesthetics, cultural and intellectual content and controversy, and expressive
components of the medium are traced through its key decades of development. Readings will include popular and critical reviews. The actual film list will vary semester by semester.

FOREIGN LANGUAGES

ARBC 100  ARABIC  3-0-3
LANGUAGE AND CULTURE I * HUM, FL
Fall, Summer  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.
Pre-requisite: 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, Summer
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.

ASLN 101  AMERICAN  3-0-3
SIGN LANGUAGE II * HUM, FL
Fall, Spring, Summer
This course is designed to expand the basic principles presented in ASL I. This course will allow participants to continue to develop their ability to use linguistic features, cultural protocols, and core vocabulary to function in basic ASL conversations that include ASL grammar.
Pre-requisite: ASLN 100, American Sign Language I.

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 Mandarin 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 Mandarin 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.
Pre-requisites: 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.

Pre-requisite: 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.

Pre-requisite: 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.

Pre-requisite: Primarily designed for students who have completed French III or no more than three or four years in high school.

**GERM 101 GERMAN 3-0-3**
**LANGUAGE AND CULTURE II * HUM, FL**

Fall, Spring, Summer  
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.

Pre-requisite: 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, 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 German. Classroom discussions, conducted primarily in German, are supplemented with exercises in the language laboratory.

Pre-requisite: 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, FL**

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.

Pre-requisite: Primarily designed for students who have completed German III or no more than three or four years in high school.
ITAL 100 ITALIAN 3-0-3 LANGUAGE AND CULTURE I * HUM, FL
Fall, Spring, Summer, DL  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.

ITAL 101 ITALIAN 3-0-3 LANGUAGE AND CULTURE II * HUM, FL
Fall, Spring, Summer  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 the history and culture of ancient Rome. Classroom instruction is supplemented with exercises in the language laboratory. Pre-requisite: Primarily designed for students who have completed Italian I.

LATN 100 LATIN 3-0-3 LANGUAGE AND CULTURE I * HUM, FL
Fall, Spring, Summer  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. Pre-requisite: LATN 100, Latin Language and Culture I or equivalent.

RUSN 100 RUSSIAN 3-0-3 LANGUAGE AND CULTURE I * HUM, FL
Fall, DL  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.
RUSN 101 RUSSIAN 3-0-3
LANGUAGE AND CULTURE II * HUM, FL

Spring Lab fee will be required
A continuation of Russian I, this course introduces the student to the more complicated elements of Russian 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 Russian culture and customs, is supplemented with exercises in the language laboratory.
Pre-requisite: Primarily designed for students who have completed Russian I or no more than two years in high school.

SPAN 100 SPANISH 3-0-3
LANGUAGE AND CULTURE I * HUM, FL

Fall, Spring, Summer, DL 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, Summer, DL 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.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: 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 1-0-1
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.
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
Fall, 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 student’s proofreading, spelling skills and other responsibilities required of a medical transcriptionist.
Pre-requisites: 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 reim-

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.
bursement. 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.

Pre-requisite: HITC 103, Introduction to Medical Coding, Health Insurance, and Reimbursement.

HITC 105 CLINICAL 3-0-3 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 3-0-3 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.

Pre-requisite: HITC 100, Medical Office Procedures.

HEATING/AIR CONDITIONING/REFRIGERATION TECHNICAL SERVICES

HVAC 110 REFRIGERATION 4-0-4 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 co- requisite: HVAC 130, Electricity for HVAC/R.

HVAC 111 REFRIGERATION 3-0-3 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.

Pre-requisite: HVAC 110, Refrigeration Principles I.

HVAC 120 REFRIGERATION 3-6-6 LAB I

Fall
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.

Co-requisites: HVAC 130, Electrical Fundamentals and HVAC 110, Refrigeration Principles I.

HVAC 121 REFRIGERATION 3-6-6 LAB II

Spring
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.

Pre-requisite: 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 electrical system components, including: motors, motor starting devices, relays and overload 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.
Co-requisite: 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 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.
Pre-requisite: 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.

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.
Pre-requisites: HVAC 130, Electricity for HVAC/R and 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.
Pre-requisite: HVAC 111, Refrigeration Principles II. Co-requisites: HVAC 220, Heat Transfer Lab and HVAC 211, Refrigeration and AC Applications 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.

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.
Pre-requisites: HVAC 220, Heat Transfer Lab and HVAC 211, Refrigeration and AC Applications I. Co-requisite: HVAC 221, Diagnosis and Servicing Lab.
HVAC 213 HVAC/R 2-4-4
SYSTEMS DESIGN II

Spring
Each student completes the calculations, drawings and proposals required in four major design projects. Design projects include restaurant and commercial air conditioning, residential heat pump, hydronic heating, and hot air heating. Emphasis is placed on use of manufacturers’ literature and design aids. Computer programs are used to speed selections of equipment and evaluation of systems performance. Pre- or co-requisite: HVAC 240, Heat Transfer Systems 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 co-requisite: HVAC 240, Heat Transfer Systems II.

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. Pre-requisite: HVAC 220, Heat Transfer Lab. Co-requisite: HVAC 212, Refrigeration and AC Applications II.

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. Pre-requisites: HVAC 130, Electricity for HVAC/R and HVAC 131, HVAC/R Electrical Systems Application. Co-requisite: 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. Pre-requisite: HVAC 140, Heat Transfer Systems I. Co-requisite: HVAC 220, Heat Transfer Lab.

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. Pre-requisite: 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 of 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, OSL

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 INTERPRETATION 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 AFRICA II 3-0-3 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 * HUM, 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 THR 3-0-3 MIDDLE EAST II: 1798 - Present * HUM, 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 and 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 THE TWENTIETH CENTURY 3-0-3 HUM, HU, OSL

Fall, Spring, Summer
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 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.

HIST 139  INTRODUCTION TO THE VIETNAM WAR * SSC, AH, OC
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.

HONORS
See also specific subjects for additional HONR courses.

HONR 190  HONORS SEMINAR I * SSC, SS, OSL
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 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 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 109  ORIENTATION TO FIELDWORK
Fall, Spring
This course is structured to introduce students to the basic interpersonal and professional skills that are necessary for successful acclamation to the Human Services curriculum. Topics covered will include professional values, ethics, conduct and boundaries, as well as problem-solving and healthy communication skills and strategies for self-care. Additionally, students will learn about their professional roles in the community.

HUSV 110  HUMAN SERVICE SKILLS
Fall, Spring
Human Service Skills emphasizes the basic concepts of social welfare, human needs and the helping relationship. The course combines classroom and field study with the objective of introducing students to the functions of community agencies and the clientele served as a means of learning the fundamentals of the helping process. Students spend six hours per week in the field. Pre-requisite: HUSV 109, Orientation to Fieldwork with a grade of “C” or better.
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  3-0-3  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. NOTE: Credit cannot be received for both HUSV 120 Problems of Adolescence and PSYC 208 Adolescent Psychology.

HUSV 125  OLDER ADULTS  3-0-3  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  3-0-3  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  3-0-3  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  3-0-3  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.  
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. Pre-requisite: HUSV 200, Interviewing and Techniques of Communication or permission of department chairperson.

HUSV 240  PROFESSIONALISM  3-0-3  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 of 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.

Pre-requisites: HUSV 105, Human Development and the Family; HUSV 110, 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.

Pre-requisite: HUSV 250, Human Services Practicum with a grade of “C” or better and permission of department chairperson.

Co-requisite: 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) 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.

Pre-requisite: HUSV 250, Human Services Practicum with a grade of “C” or better and permission of department chairperson.

Co-requisite: HUSV 255, Case Management.

**HVAC COURSES**
*(See Heating /Air Conditioning/ Refrigeration Technical Services)*

**IDLT COURSES**
*(See Computer Aided Drafting)*

**INDIVIDUAL STUDIES**

**INDS 100  CAREER PLANNING AND DECISION MAKING**

**Fall, Spring, Summer, DL**
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 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 ACADEMIC AND PERSONAL EFFECTIVENESS**

**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 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 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 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 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 assignments, this course will give students an overview of online learning and basic functions of a course management system. In addition, the course will address specific learning skill strategies, such as time management, memory development, textbook reading, test-taking, etc. Students will also examine the basic elements of online research and term paper writing.

INFORMATION SCIENCE
(also see Computer Information Systems, CISS)

ISCI 135 INFORMATION DESIGN

Fall, Spring
We live in the information age. As far back as the late 1980's, technologists were saying that the people who will succeed in the future would be the knowledge workers in an information economy. This course looks at the design of information for print and electronic media. It is designed to prepare students for the knowledge and information-based working careers of today and tomorrow. It teaches students to think through information-based projects, from term papers to Web sites for multinational corporations and to understand the related technologies required to perform these tasks.

INVASIVE CARDIOVASCULAR TECHNOLOGY

ICVT 200 INTRODUCTION TO HEALTH CARE

Fall
This course is designed to provide an introduction to the health care environment. It includes medical terminology, confidentiality, professionalism, patient’s rights, medical ethics, universal precautions, and communication skills in health care. Managed care, continuous quality improvement and total quality management will be discussed. The student will also complete the necessary hospital safety modules for future clinical experiences. These include hazardous materials, infection control, electrical safety and age specific patient care.

Open only to matriculated Invasive Cardiovascular Technology students.

ICVT 210 PRINCIPLES OF INVASIVE CARDIOVASCULAR TECHNOLOGY I

Fall
This course will provide an introduction to the basic principles of invasive cardiovascular tech-
Course Descriptions

Technological. 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.

Pre-requisites: RESP 101, Interpretation of the Electrocardiogram or equivalent experience; American Heart Association Basic Life Support, Course C for Health Care Providers.

Co-requisite: 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.

Pre-requisites: RESP 101, Interpretation of the Electrocardiogram or equivalent experience; American Heart Association Basic Life Support, Course C for Health Care Providers.

Co-requisite: 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.

Pre-requisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Co-requisite: ICVT 221, Invasive Cardiovascular Technology Clinic II.

ICVT 221 INVASIVE 8 Credits CARDIOVASCULAR TECHNOLOGY CLINIC II

Spring

Lab fee will be required

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.

Pre-requisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Co-requisite: ICVT 220, Invasive Cardiovascular Technology II.

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).

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Pre-requisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Co-requisite: ICVT 221, Invasive Cardiovascular Technology Clinic II.

ICVT 221 INVASIVE 8 Credits CARDIOVASCULAR TECHNOLOGY CLINIC II

Spring

Lab fee will be required

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.

Pre-requisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Co-requisite: ICVT 220, Invasive Cardiovascular Technology II.

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.

Pre-requisites: ICVT 200, Introduction to Health Care or equivalent experience; ICVT 210, Principles of Invasive Cardiovascular Technology I; ICVT 211, Invasive Cardiovascular Technology Clinic I.

Co-requisite: ICVT 221, Invasive Cardiovascular Technology Clinic II.

ICVT 221 INVASIVE 8 Credits CARDIOVASCULAR TECHNOLOGY CLINIC II

Spring

Lab fee will be required

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.

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Co-requisite: ICVT 220, Invasive Cardiovascular Technology II.

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Co-requisite: ICVT 221, Invasive Cardiovascular Technology Clinic II.
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 NLRB 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 3-0-3
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 3-0-3
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 3-0-3
CHANGING ROLE IN
THE AMERICAN
ECONOMY
Offered on demand
This course will examine contemporary econom-
ic theories and their relationship to the economic
problems confronting the American citizen in
general and the American union member in par-
ticular. 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 mas-
tery 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 com-
monly used equipment. They will also learn to
interpret and evaluate monitoring data provid-
ed by professional testers.
Pre-requisites: 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 spe-
cial 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 negotia-
tions, 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 arbi-
tration in labor-management relations. It will
include preparation of arbitration, the conduct
of hearings, evidence and proof and the stan-
dards used by arbitrators in reaching a decision.
Students will participate in mock arbitration
hearings. Student’s own experience and knowl-
edge 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
cotaining process in the public sector. Among
the topics covered are: the nature of the collec-
tive 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 work-
ing 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 understand-
ing 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 poli-
cies and procedures will be discussed as will
strategies employees and employee organiza-
tions can follow to best protect themselves from
being subjected to unlawful discrimination.
LABR 270  PUBLIC SECTOR  3-0-3  
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  3-0-3  
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  3-0-3  
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 TLVs and OSHA PELs will be discussed. Basic hazard evaluation and information gathering techniques will familiarize students with available resources for evaluating work site conditions.

LABR 282  SAFETY  3-0-3  
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  3-0-3  
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  2-0-0  
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.

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 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 cannot be applied toward an associate degree.

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 cannot be applied toward an 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. Pre-requisites: 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 metal working. 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 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.
Pre-requisite: MFTS 101, Introduction to Machine Tools (Laboratory I).

MFTS 103  MACHINE TOOL THEORY AND LAB I

Fall  Lab fee will be required
This course covers the purpose, setup, and safe use of hand tools and manual machine tools in the basic phases of metal working. Operation of lathes, drill presses, sawing, milling machines and grinders will be examined. Content will also include theory of cutting angles, tool and cutter selection, cutting speeds and feeds, coolants, industrial safety, use of bench and layout tools, measuring instruments, gages and various inspection practices, along with basic drawings, inspection and planning documentation. In addition, the student will learn the application of basic math as used in the manufacture of components.

MFTS 104  MACHINE TOOL/CNC THEORY AND LAB II

Spring  Lab fee will be required
A continuation of Machine Tool Theory & Lab I, this course covers the purpose, setup and safe use of hand tools, manual machine tools and Computer Numerical Control (CNC) machines in the advanced phases of metal working. Advanced operation of lathes, drill presses, sawing, milling machines, surface grinders, and cylindrical grinders will be taught, along with the introduction of CNC machine tools. In addition, the student will learn the application of more complicated problems in math and trigonometry as used in industry. Lab sessions will provide opportunities for hands-on application of knowledge gained from theory lecture, discussion, and homework.
Pre-requisite: MFTS 103, Machine Tool Theory and Lab I or MFTS 164, Machine Tool Theory and Lab I Part II.

MFTS 111  MACHINING 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 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.
Pre-requisite: MFTS 111, Machining Processes Theory I.

MFTS 163  MACHINE TOOL THEORY AND LAB I PART I

Fall  Lab fee will be required
Part I of a two-part course that covers the purpose, setup, and safe use of hand tools and manual machine tools in the basic phases of metal working. Operation of drill presses, sawing and milling machines will be examined. Content will also include theory of cutting angles, tool and cutter selection, cutting speeds and feeds, coolants, industrial safety, use of bench and layout tools, measuring instruments, gages and various inspection practices, along with basic drawings, inspection, and planning documentation. In addition, the student will learn the application of basic math as used in the manufacture of components.
Lab sessions will provide opportunities for hands-on application of knowledge gained from theory lecture, discussion, and homework.

MFTS 164 MACHINE 2-4-4 TOOL THEORY AND LAB I PART II

Spring

Lab fee will be required

Part II of a two-part course that covers the purpose, setup, and safe use of hand tools and manual machine tools in the basic phases of metal working. Operation of lathes and grinders will be examined. Content will also include theory of cutting angles, tool and cutter selection, cutting speeds and feeds, coolants, industrial safety, measuring instruments, gages, and various inspection practices, along with basic drawings, inspection and planning documentation. In addition, the student will learn the application of basic math and trigonometry as used in the manufacture of components. Lab sessions will provide opportunities for hands-on application of knowledge gained from theory lecture, discussion, and homework.

Pre-requisite: MFTS 163, Machine Tool Theory and Lab I Part I or permission of department chair.

MFTS 173 MACHINE 2-4-4 TOOL/CNC THEORY AND LAB II PART I

Fall

Lab fee will be required

Part I of a two-part course that is a continuation of Machine Tool Theory and Lab I Part II. This course covers the purpose, setup and safe use of hand tools, manual machine tools and Computer Numerical Control (CNC) machines in the advanced phases of metal working. Advanced operation of lathes, drill presses, sawing, milling machines, surface grinders, and cylindrical grinders will be taught, along with the introduction of CNC machine tools. In addition, the student will learn the application of more complicated problems in math and trigonometry as used in industry. Lab sessions will provide opportunities for hands-on application of knowledge gained from theory lecture, discussion, and homework.

Pre-requisite: MFTS 173, Machine Tool/CNC Theory and Lab II Part I or permission of department chair.

MFTS 203 ADVANCED 2-10-7 MACHINING PROCESS LAB III

Fall

Lab fee will be required

This course is a continuation of Machine Tool/CNC Theory and Lab II. Stressed in this course are advanced planning skills, set-up, fabrication, quality control techniques and process documentation of all assigned parts produced on but not limited to manual/computerized mills and lathes, vertical/horizontal saws, drill presses and grinders. Also emphasized is the practical theory and application behind the concept, design, fabrication, set-up and utilization of fixtures used in the fabrication of, but not limited to, various shafts, cylinders, flywheels, connector rods, valve blocks, eccentric and other complex parts. Also stressed is the use of the personal computer in the development of manual G and M code based machine tool programs, as well as exposure to more advanced canned CNC machine tool programs and tooling.

Pre-requisite: MFTS 104, Machine Tool/CNC Theory and Lab II or MFTS 174, Machine Tool/CNC Theory and Lab II Part II.

MFTS 204 MANUFACTURING CAPSTONE PROJECT LAB IV

Spring

Lab fee will be required

This course is a continuation of Advanced Machining Processes Lab III. The goal for this course is the successful fabrication, final assembly, documentation and presentation of a capstone project. Stressed in this course are advanced planning skills, set-up, fabrication, and quality control techniques, along with development of problem-solving skills, final assembly techniques and ISO 9000 based documentation requirements. Parts will be produced on but not limited to manual/computerized mills and lathes, vertical/horizontal saws, drill presses, etc. Particular emphasis will be placed on the application of all Numerical Control (CNC) machines in the advanced phases of metal working. Advanced operation of lathes, drill presses, sawing, milling machines, surface grinders, and cylindrical grinders will be taught, along with the introduction of CNC machine tools. In addition, the student will learn the application of more complicated problems in math and trigonometry as used in industry. Lab sessions will provide opportunities for hands-on application of knowledge gained from theory lecture, discussion, and homework.

Pre-requisite: MFTS 164, Machine Tool Theory and Lab I Part I or permission of department chair.
skills acquired in this and all other courses taken as part of the Manufacturing Technical Systems program such as, but not limited to, the areas of CAD, CAM, process planning, machining theory and metallurgy, along with computer, math and English skills. Of particular emphasis will be group inter-dynamics (i.e., individuals working in teams in order to successfully complete a complex technical project).

Pre-requisite: MFTS 203, Advanced Machining Processes Lab III or MFTS 262, Advanced Machining Processes Lab III Part II.

**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 213 PROCESS 1-2-2 PLANNING**

*Spring*  
Lab fee will be required  
This course is a convergence of skills gained in previous coursework, coupled with application of management tools to give the student an insight into the complexities of manufacturing strategies and problem solving. Topics will cover drawing interpretation, material acquisition, lead times, selection of processes for manufacturing, operational sequencing, elements of cost and price estimating, preservation, packaging and delivery.

Pre-requisite: MFTS 104, Machine Tool/CNC Theory and Lab II or permission of department chair.

**MFTS 214 QUALITY 1-2-2 ASSURANCE AND CONTROL**

*Fall*  
Lab fee will be required  
This course will provide the student with coverage of the quality assurance function as it applies to design, manufacture, material purchase, customer furnished material, process control, inspection and testing, records, equipment control, corrective action, statistical process control and customer satisfaction. The course will cover the general requirements for ISO-9000 certification. Lab sessions will provide opportunities for hands-on application of knowledge gained from lecture, discussion, and homework.

**MFTS 215 INDUSTRIAL 2-0-2 RELATIONS, SAFETY AND HEALTH**

*Spring*  
Lab fee will be required  
This course will help the student develop an understanding of and appreciation for common safety practices, health concerns, and human relations considerations in the industrial workplace. Content includes common workplace accidents and methods to avoid them, hazardous materials and MSDS, personal protective equipment, Lockout/Tag out, OSHA, an introduction to basic first aid, and CPR training as required for many apprentice training programs. Topics in industrial hygiene and human relations will also be viewed from appropriate perspectives, including ethical considerations and sexual harassment.

**MFTS 221 NUMERICAL 2-3-3 CONTROL PROGRAMMING**

*Fall*


**MFTS 222 NUMERICAL 2-3-3 CONTROL (ADVANCED)**

*Spring*

Pre-requisite: MFTS 221, Numerical Control Programming.

**MFTS 223 COMPUTER 2-3-3 AIDED MANUFACTURING (CAM) WITH MASTERCAM**

*Fall*  
Lab fee will be required  
This course offers the student introductory level training used for programming Computer Numerical Controlled (CNC) Machine tools used in today's manufacturing. Students will learn to program CNC machine tools utilizing common industrial CAD/CAM software (MasterCAM). Both vertical milling and turning equipment will be covered, with emphasis placed on programming methodology and proper application of cutting tools. Student activity will include hands-on operation of CNC machine tools to produce assigned parts.
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*  
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.

MFTS 261  ADVANCED  1-5-3.5  
MACHINING PROCESSES LAB III  
*Part I*  
*Fall*  
Lab fee will be required  
This course is a continuation of Machine Tools/CNC Theory Lab II. Stressed in this course are advanced planning skills, set-up, fabrication, quality control techniques and process documentation of all assigned parts produced on but not limited to manual/computerized mills and lathes, vertical/horizontal saws, etc. Also emphasized is the practical theory and application behind the concept, design, fabrication, set-up and utilization of fixtures used in the fabrication of, but not limited to, various shafts, cylinders, flywheels, etc. Exposure to canned/packaged computerized machine tool programs and carbide tooling will also be stressed.  
*Pre-requisite:* MFTS 104, Machine Tool/CNC Theory and Lab II or MFTS 174, Machine Tool/CNC Theory and Lab II Part II.

MFTS 262  ADVANCED  1-5-3.5  
MACHINING PROCESSES LAB III  
*Part II*  
*Spring*  
Lab fee will be required  
A continuation of Advanced Machining Processes Lab III Part I. Stressed in this course are advanced planning skills, set-up, fabrication, quality control techniques and process documentation of all assigned parts produced on but not limited to manual/computerized mills and lathes, vertical/horizontal saws, abrasive cut-off machines, as well as a variety of tooling accessories for holding and machining complex part geometries. Also continued is emphasis on the practical theory and application behind the conceptualization, design, fabrication, set-up and utilization of fixtures to be used on CNC machine tools. Continued exposure to canned/packaged computerized machine tool programs, in addition to the manual development of G and M code based computer programs will be stressed.  
*Pre-requisite:* MFTS 261, Advanced Machining Processes Lab III Part I.

MFTS 271  MANUFACTURING CAPSTONE PROJECT LAB IV  
*Part I*  
*Fall*  
Lab fee will be required  
This course is a continuation of Advanced Machining Process Lab III. The goal for this course is the successful fabrication and documentation of piece parts that will be utilized to construct the capstone project assigned at the beginning of the semester. Also stressed are advanced planning skills, set-up, fabrication, and quality control techniques, along with development of problem-solving skills and industry-based documentation requirements. Parts will be produced on but not limited to manual/computerized mills and lathes, mills, lathes, grinders, etc. Particular emphasis will be placed on the application of all skills acquired thus far in the program such as but not limited to the areas relating to CAD, process planning, machining theory and metallurgy, etc. Emphasis will be placed on group interdynamics (i.e., individuals working in teams in order to successfully plan, fabricate, document complex parts).  
*Pre-requisite:* MFTS 203, Advanced Machining Processes Lab III or MFTS 262 Advanced Machining Processes Lab III Part II.

MFTS 272  MANUFACTURING CAPSTONE PROJECT LAB IV  
*Part II*  
*Spring*  
Lab fee will be required  
A continuation of Manufacturing Capstone Project Lab IV Part I. The goal for this course is the completion of piece part fabrication and documentation that will be utilized to construct and present the assigned capstone project. Stressed in this course are advanced planning skills, set-up, fabrication, and quality control techniques, along with development of problem-solving skills, part rework/repair skills, and preparation of ISO 9000 based documentation paperwork. Parts will be produced on but not limited to manual/computerized mills and...
lathes, mills, lathes, etc. Particular emphasis will be placed on the application of all skills acquired in this and all other courses taken as part of the MFTS Program. Particular emphasis will be group inter-dynamics i.e. individuals working in teams in order to successfully plan, fabricate, document, troubleshoot, assemble and present the assigned capstone project accompanied by a documentation package.

Pre-requisite: MFTS 271, Manufacturing Capstone Project Lab IV, Part I.

MARKETING

MKTG 120 PRINCIPLES OF MARKETING 3-0-3
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 CONVENTIONS AND EVENTS 3-0-3
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 3-0-3
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 3-0-3
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** 3-0-3

*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** 3-0-3

*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** 3-0-3

*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 085** **MATH STUDY 1-0-1ND SKILLS**

*Fall, Spring*

This course is designed to provide instructional support for students enrolled in remedial mathematics courses. Emphasis will be placed on the strategies needed for success in mathematics through writing exercises, developing personalized learning techniques and other procedures that may help improve understanding of mathematics. Co-requisite: MATH 090, Numerical Skills or with permission of department chair.

**MATH 090** **NUMERICAL SKILLS** 3-0-3

*Fall, Spring*

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. Credits earned in this course may not be applied to an associate degree.

Pre- or co-requisite: MATH 085, Math Study Skills or with permission of department chair.

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. Credits earned in this course may not be applied toward an associate degree and 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 second degree equations, 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.

Pre-requisite: MATH 099, Elementary Algebra I.

MATH 105 APPLIED 3-0-3 TECHNICAL MATHEMATICS I * MAT

Fall, Spring, Summer, DL
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) calculator or equivalent is recommended. This course may not be transferable to a four-year institution.

Pre-requisite: MATH 105, Applied Technical Mathematics I.

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) calculator or equivalent is recommended. This course may not be transferable to a four-year institution.

Pre-requisite: MATH 105, Applied Technical Mathematics I.

MATH 110 INTERMEDIATE 3-0-3 ALGEBRA * MAT

Fall, Spring, Summer, 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 graph linear equations. A scientific calculator may be used. This course may not transfer to a four-year institution.

Pre-requisite: Two units academic math.

MATH 120 REAL WORLD 3-0-3 MATHEMATICS * MAT, MT

Fall, Spring, Summer
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.

Pre-requisite: One unit academic math.

MATH 130 MATHEMATICA 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).

Pre-requisite: Two units academic math.
MATH 131 MATHEMATICAL STRUCTURES II 3-0-3  
* 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.  
Pre-requisite: MATH 130, Mathematical Structures I.

MATH 135 ELEMENTARY STATISTICS 4-0-4  
* MAT, MT  
Fall, Spring  
This course serves as an introduction to the concepts of data analysis and statistics. Applications will come from a variety of areas. Topics include, but are not limited to, data analysis and summary for both one and two variables, sampling techniques and design of experiments, basic probability concepts, discrete and continuous probability distributions, the central limit theorem, sampling distributions, confidence intervals and hypothesis tests. This course is project driven and will include significant use of technology for computations and analysis.  
NOTE: Students pursuing studies in the field of business should take BADM 220 Statistics. Credit cannot be received for both MATH 135 and BADM 220.  
Pre-requisite: One unit of academic mathematics.

MATH 140 MATHEMATICAL APPLICATIONS I 4-0-4  
* 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 APPLICATIONS II 4-0-4  
* MAT, MT  
Fall  
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 WITH 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 160, Precalculus or MATH 165, Basic Calculus with Analytical Geometry.  
Pre-requisite: 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.  
Pre-requisite: MATH 150, College Algebra with 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.  
Pre-requisite: Three units academic math.
MATH 165 BASIC 4-0-4
CALCULUS WITH ANALYTIC GEOMETRY
* MAT, MT
Fall, Spring, Summer, DL
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.
Pre-requisite: MATH 150, College Algebra with 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).
Pre-requisite: 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).
Pre-requisite: MATH 175, Calculus with Precalculus I.

MATH 178 HONORS 3-0-3
MATHEMATICAL REASONING AND APPLICATIONS
* MAT, MT
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 transcendentals), with applications to curve sketching, optimization problems, related rates, area under a curve problems, and solutions to elementary differential equations.
Pre-requisite: MATH 160, Precalculus or the equivalent.

MATH 183 DISCRETE 4-0-4
MATHEMATICS
* MAT, MT
Fall, 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- requisites: 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.
Pre-requisites: MATH 176, Calculus with Precalculus II or MATH 180, Calculus.

MATH 200 LINEAR 3-0-3
ALGEBRA * MAT
Fall
This course explores the fundamentals of linear algebra and its applications in mathematics, the sciences, software development, and engineering. Topics covered in this course include systems of linear equations, matrix operations, matrix determinants, vector operations, finite dimensional vector spaces, eigenvalues, eigenvectors, linear transformations and selected applications related to these topics.
Pre-requisite: MATH 190, Calculus II.
MATH 205  MATHEMATICAL 4-0-4  
STATISTICAL 
ANALYSIS * MAT, MT  

Spring  
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-variances.  
Pre-requisites: 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.  
Pre-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.  
Pre-requisite: MATH 210, Calculus III.  

MECHANICAL ENGINEERING TECHNOLOGY  

MECT 105  ENGINEERING 3-3-4  
MATERIALS  

Fall, Spring  
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.  
Co-requisites: MATH 105, Applied Technical Mathematics I or MATH 150, College Algebra with Trigonometry.  

MECT 110  MICROCOMPUTER 3-0-3  
APPLICATIONS IN 
ENGINEERING TECHNOLOGY  

Fall, Spring, Summer, DL  
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 practical applications utilized in the business and industrial environment. Contact the Civil, Construction, Industrial and Mechanical Technologies department to confirm current software.  
Co-requisites: MATH 105, Applied Technical Mathematics I or MATH 150, College Algebra with Trigonometry.  

MECT 115  COMPUTER 1-4-3  
GRAPHIC APPLICATIONS  

Spring  
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 3-3-4  
DYNAMICS  

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, kine-
Mathematics, kinetics, work, energy, power, impulse and momentum.

Pre-requisites: MATH 150, College Algebra with Trigonometry and PHYS 135, Technical Physics I.

MECT 180 INTRODUCTION TO TECHNOLOGY 3-0-1

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 INSTRUMENTATION 3-2-4

Fall
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.

Pre-requisite: PHYS 136, Technical Physics II or permission of instructor.

MECT 215 STATISTICAL QUALITY AND PROCESS CONTROL 3-3-4

Spring
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.

Pre-requisites: MATH 150, College Algebra with Trigonometry 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 MATERIALS 3-3-4

Spring
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 Civil, Construction, Industrial and Mechanical Technologies department to confirm current software.

Pre-requisites: MATH 165, Basic Calculus with Analytical Geometry; MECT 125, Statics and Dynamics or permission of instructor.

MECT 230 INTRODUCTION TO COMPUTER AIDED MANUFACTURING 3-3-4

Spring
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 Civil, Construction, Industrial and Mechanical Technologies department to confirm current software.

Pre-requisites: MECT 110, Microcomputer Applications in Engineering Technologies and MECT 120, Manufacturing Processes.

MECT 240 DESIGN OF MACHINE ELEMENTS 3-3-4

Spring
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.

Pre-requisites: MECT 125, Statics and Dynamics and 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 partnerships 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. Pre-requisite: BADM 110, Legal and Ethical Environment of Business I.

MTSC 120 HYGIENE AND SANITARY SCIENCE
Spring, DL
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. Pre-requisite: BIOL 134, Anatomy. Co-requisite: MTSC 130, Embalming Theory and 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. Pre-requisites: BIOL 134, Anatomy. Co-requisite: 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 180 CROSS CULTURAL AND RELIGIOUS PERSPECTIVES FOR Bereavement *
HUM, HU
Fall, Spring, DL
This course examines bereavement across various cultures. Special consideration will be given to major religious traditions regarding death. The world religions of Hinduism, Buddhism, Judeo-Christian, Islamic as well as Asian and Native American attitudes toward death are presented. The exploration of the richness of mourning traditions across the world is examined with an aim of increasing sensitivity and understanding toward the issue of death.

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. Pre-requisite: PSYC 100, General Psychology.
MTSC 205  FUNERAL  3-0-3
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  3-2-4
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  3-0-3

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.
Co-requisite: MTSC 230, Embalming Theory and Practice II.

MTSC 225  RESTORATIVE  3-2-4
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.
Pre-requisite: MTSC 130, Embalming Theory and Practice I.
Co-requisite: 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.
Pre-requisite: MTSC 130, Embalming Theory and Practice I.

MTSC 240  CONTEMPORARY  3-0-3
CONCEPTS IN BEREAVEMENT

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.

MTSC 250  PRE- 2-0-2
PROFESSIONAL MORTUARY SEMINAR

Fall, Spring
This seminar focuses on the skills necessary to find and obtain an internship placement and pass the National Board Examination. Students learn about employment strategies, job searches and interviewing skills. Students will prepare a professional portfolio, a resume, a letter of interest and complete a reflective paper assessing their own professional preparedness. Students will practice test taking strategies and utilize review materials provided by the NCE Board in preparation for the board exam.
Open only to graduating senior Mortuary Science students or by permission of the instructor.

MTSC 260  GRIEVING  1-0-1
ADOLESCENTS

Fall, Spring
This course deals with adolescent grief and loss. Adolescence is a unique developmental stage with its own strengths and weaknesses. This course is designed for teachers, parents, nurses, clergy and all caregivers who desire to be more effective in their interactions with young adults who are grieving.
MTSC 261  GRIEVING       1-0-1
        CHILDREN

Fall, Spring
This course focuses on the special needs of children who are grieving because of any loss. Loss is presented as part of attachment theory and is broadly defined. This course is designed to help teachers, parents, nurses, clergy, and all other caregivers to be more effective in enabling children to grieve.

MTSC 262  UNDERSTANDING 1-0-1
        GRIEF AND LOSS FOR
        HELPING
        PROFESSIONALS

Fall, Spring
This course presents an overview of the recent theories about grief and loss. Special emphasis will be placed on applying theories to situations both at home and in the classroom. This course is designed to enable teachers, parents, nurses, clergy and others to be sensitive to the special needs of all grievers.

MTSC 280  ADVANCED       3-0-3
        BEREAVEMENT
        STUDIES

Fall, Spring, DL
This course is the capstone in the Bereavement Certificate sequence. It examines specific topics, issues, and emerging practices in the bereavement field. Special topics will include complicated grief, grief therapy, disenfranchised grief, aftercare in funeral service, sex, race and gender issues in counseling and small group dynamics. This course has a service learning component and requires participation in a weekly integrating seminar.
Co-requisite: MTSC 285, Bereavement Internship.

MTSC 285  BEREAVEMENT       1-0-1
        INTERNSHIP

Fall, Spring
This course is designed to combine voluntary experience with academic learning and will require a minimum of 20 hours of volunteer service within the semester. This field experience includes observation, and/or participation at a community service agency or funeral home. In addition, students must keep a written log of their experiences and attend a weekly seminar to discuss and integrate related reading and volunteer work. Evaluation by the placement supervisor is also required.
Co-requisite: MTSC 280, Advanced Bereavement Studies.

MUSIC

MUSC 100  MUSIC       3-0-3
        APPRECIATION I *
        HUM, HU, AR

Fall
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
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.

MUSC 106  THE HISTORY       3-0-3
        OF ROCK AND ROLL* 
        HUM, HU, AR

Spring
This course is designed to furnish the student with the knowledge and experience necessary to develop the art of listening intelligently and per-
ceptively to various styles of rock and roll music. It will also increase enjoyment and appreciation of music in general. The course examines the evolution of rock and roll from its origins in the early 1950s through early 21st century work and will include a study of such music and artists as folk, country, Elvis Presley, soft rock, Motown, the Beatles, disco, heavy metal, acid rock, rap, hip hop, punk rock and more. Students also will examine the impact of rock and roll in our society - socially, culturally, economically, politically and musically.

NATURAL SCIENCE

NSCI 250 HONORS 3-3-4
*NATURAL SCIENCE
* SCI, NS

Spring

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.
Pre-requisites: BIOL 150, General Biology I or CHEM 110, General Chemistry I or PHYS 140, Physics I or higher.

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

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.

Open only to matriculated Nursing students.
Pre- or co- requisites: ENGL 101, Composition I; BIOL 205, Microbiology; BIOL 270, Anatomy and Physiology I.

NURS 102 NURSING II 3-9-6

Spring

Principles of human dynamics in relation to immobility and change in body image are studied. Emphasis of 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.
Pre-requisites: NURS 095 Orientation (student must pass with a minimum grade “RC”); NURS 101, Nursing I.
Pre- or co- requisites: ENGL 102, Composition II; PSYC 205, Dev. Psychology; BIOL 271, Anatomy and Physiology II.

NURS 201 NURSING III 5-15-10

Fall

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.
Pre-requisite: NURS 102, Nursing II.
Pre- or co- requisites: PSYC 210, Abnormal Psychology and social science elective.

NURS 202 NURSING IV 5-15-10

Spring

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 are discussed. Clinical experience is provided in maternity, psychiatric and other specialized units of general hospitals, public and private settings. Unsatisfactory application of theory in the clinical laboratory experience will result in student failing the course.

Open only to matriculated Nursing students.

Pre-requisite: NURS 201, Nursing III.
Pre- or co- requisite: humanities elective.

PADM COURSES
(See Public Administration Studies)

PHILOSOPHY

PHIL 100 INTRO TO PHILOSOPHY 3-0-3 
* HUM, HU
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 110 COMPARATIVE RELIGION 3-0-3 
* HUM, HU
Fall, Spring, Summer
A discussion-lecture course on the world’s religions, with an emphasis on the major religions of India and China and the beginnings of the Jewish, Christian and Muslim traditions.

PHIL 120 EXISTENTIALISM 3-0-3 
* HUM, HU
Fall, Spring
Existentialism is the group of theories suggesting that human existence precedes its essence. In other words, human life is the search for meaning, and only through life can people define what it is they value. Existentialism has been influential in the modern world, offering glimpses into the nature of human choice, individual accountability, the despair of living in a universe without God or order, the absurd, and the experience of mortality. Existentialism is a theory of value, action, and ethics. A foundation in philosophy is recommended.

PHIL 265 HONORS PHILOSOPHY - IDEAS PAST AND PRESENT 3-0-3 
* HUM, HU
Fall
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 analyze the ways in which each institution can be explained using the power of ideas. (Honors Course)
Open to students enrolled in the Liberal Arts and Science - Honors Program or by permission of department chair.

PHYSICAL EDUCATION

PHED 114 PHYSICAL EDUCATION ACTIVITIES 1-0-.5
Fall, Spring
This course will include a variety of skills and games that will vary from week to week. Activities may include but are not limited to: soccer, tennis, golf, softball, jogging, volleyball, badminton, basketball, aerobic dance, racquetball, weight training, self defense, ropes adventure, fitness walking, aerobic boxing, bowling and circuit fitness.

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 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 FITNESS 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 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 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED 130</td>
<td>Tennis-Badminton</td>
<td>1</td>
</tr>
<tr>
<td>PHED 131</td>
<td>Tennis-Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PHED 132</td>
<td>Weight Training I</td>
<td>1</td>
</tr>
<tr>
<td>PHED 133</td>
<td>Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PHED 134</td>
<td>Basketball</td>
<td>1</td>
</tr>
<tr>
<td>PHED 135</td>
<td>Racquetball-Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PHED 136</td>
<td>Beginning Golf</td>
<td>1</td>
</tr>
<tr>
<td>PHED 137</td>
<td>Volleyball-Softball</td>
<td>1</td>
</tr>
<tr>
<td>PHED 138</td>
<td>Aerobic Dance</td>
<td>1</td>
</tr>
<tr>
<td>PHED 139</td>
<td>Racquetball</td>
<td>1</td>
</tr>
<tr>
<td>PHED 140</td>
<td>Soccer-Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PHED 141</td>
<td>Weight Training/Pers. Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHED 142</td>
<td>Physical Cond./Self Defense</td>
<td>1</td>
</tr>
<tr>
<td>PHED 143</td>
<td>Soccer-Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PHED 144</td>
<td>Weight Lifting</td>
<td>1</td>
</tr>
<tr>
<td>PHED 145</td>
<td>Adventure</td>
<td>1</td>
</tr>
<tr>
<td>PHED 146</td>
<td>Lifetime</td>
<td>1</td>
</tr>
<tr>
<td>PHED 147</td>
<td>Fitness/Wellness</td>
<td>1</td>
</tr>
<tr>
<td>PHED 148</td>
<td>Step Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>PHED 149</td>
<td>Aerobic Boxing</td>
<td>1</td>
</tr>
<tr>
<td>PHED 150</td>
<td>Circuit Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHED 152</td>
<td>Fitness Walking</td>
<td>1</td>
</tr>
<tr>
<td>PHED 153</td>
<td>Beginning Skiing</td>
<td>1</td>
</tr>
<tr>
<td>PHED 232</td>
<td>Weight Training II</td>
<td>1</td>
</tr>
<tr>
<td>PHED 236</td>
<td>Intermediate Golf</td>
<td>1</td>
</tr>
<tr>
<td>PHED 239</td>
<td>Advanced</td>
<td>1</td>
</tr>
<tr>
<td>PHED 248</td>
<td>Advanced Aerobic Boxing</td>
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</tr>
</tbody>
</table>

*PHED 148, Aerobic Boxing or permission from instructor.

### Half-Credit Hour Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PHED 100</td>
<td>Beginning Ice Skating</td>
<td>0.5</td>
</tr>
<tr>
<td>PHED 101</td>
<td>Ice Hockey Fundamentals</td>
<td>0.5</td>
</tr>
</tbody>
</table>

*PHED 148, Aerobic Boxing or permission from instructor.
**PHED 102**
Beginning Lacrosse

**PHED 103**
Floor Hockey I

**PHED 104**
Indoor Soccer

**PHED 105**
Outdoor Soccer

**PHED 106**
Tennis I

**PHED 107**
Racquetball

**PHED 108**
Golf I

**PHED 109**
Softball

**PHED 110**
Jogging

**PHED 111**
Basketball I

**PHED 112**
Volleyball I

**PHED 113**
Badminton I

**PHED 200**
Intermediate Ice Skating

**PHED 203**
Floor Hockey II

**PHED 206**
Tennis II

**PHED 208**
Golf II

*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 an 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. Credits earned in this course may not be applied toward an associate degree.

**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 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 * 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 TELECOMMUNICATIONS TECHNOLOGY - VERIZON, NS
Fall, Spring  Lab fee will be required
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 135 TECHNICAL 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.
Co-requisite: MATH 150, College Algebra with Trigonometry.

PHYS 136 TECHNICAL 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.
Pre-requisites: PHYS 135, Physics I and MATH 150, College Algebra with Trigonometry.
Pre- or co- requisite: MATH 165, Basic Calculus with Analytical Geometry.

PHYS 140 PHYSICS I * 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.
Co-requisite: MATH 160, Precalculus.

PHYS 141 PHYSICS II * 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.
Pre-requisite: PHYS 140, Physics I.

PHYS 143 INTRODUCTION 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 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
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 co-requisite: 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 mechanical, acoustical and electromagnetic waves, geometrical and physical optics, special relativity, and old quantum theory.
Pre-requisite: PHYS 151, General Physics II.
Pre- or co-requisite: MATH 210, Calculus III.

PHYS 152 METHODS OF 4-0-4
THEORETICAL
PHYSICS * SCI
Spring
This course is intended to provide the student with the applied mathematics needed in junior, senior and beginning graduate study in the physical sciences. The topics emphasized include applications of calculus, complex variables, linear algebra, power series, vector analysis and differential equations to complex problems in physics.
Pre-requisite: PHYS 250, General Physics III.
Pre- or co-requisite: MATH 220, Differential Equations.

PHYS 205 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

PHYS 250 GENERAL 3-3-4
PHYSICS III * SCI, NS
Fall, Spring Lab fee will be required
A continuation of PHYS 151, General Physics II, in which the student studies mechanical, acoustical and electromagnetic waves, geometrical and physical optics, special relativity, and old quantum theory.
Pre-requisite: PHYS 151, General Physics II.
Pre- or co-requisite: MATH 210, Calculus III.

PHYS 251 GENERAL 3-3-4
PHYSICS IV * SCI, NS
Offered on demand. 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 co- requisite: MATH 220, Differential Equations.
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.
Co-requisites: PHYS 250, General Physics III (Fall
Semester) and 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 mathem-
atics or physical science majors who are tak-
ing 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 conduc-
tivity. Students may investigate other topics of
special interest with instructors’ approval. This
course may be taken either semester.
Co-requisites: PHYS 250, General Physics III (Fall
Semester) and 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  3-2-4
STEAM SYSTEMS
Spring
Topics include a study of the various types of
boilers found in industry. The design and con-
struction of boilers and combustion of fuels
will be discussed. Also studied are boiler acces-
sories, 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 opera-
tion 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 transmis-
sion, distribution, and utilization systems used
by large industrial and institutional consumers.
Topics include overhead, and underground
feeder equipment; interfacing with utility com-
pany facilities; switchgear and overcurrent pro-
tection; 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  3-0-3
OPERATIONS AND
MAINTENANCE
Spring
This course is intended to provide the students
with a background in the administrative, man-
gerial and supervisory aspects of physical
plant operation. Will be presented to provide a
perspective of plant operation and mainte-
nance from the viewpoint of large installations.
PUTL 212 INDUSTRIAL 3-2-4
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 2-0-2
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 3-0-3
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 101 INTRODUCTION 3-0-3
TO INTERNATIONAL POLITICS * SSC, SS, OSL

Fall, Spring, DL
This course is designed to introduce students to the basic theories and concepts essential to international politics. Topics include the emergence of the state, realism and idealism, nationalism, democracy, war, anarchy, power and the balance of power between states, globalization, and the influence of nuclear weapons. Some attention will be devoted to political science research methods.

Pre-requisite: POLS 100, Introduction to Political Science.

POLS 102 INTRODUCTION 3-0-3
TO POLITICAL THEORY * SSC, WC

Fall, Spring
This course is designed to introduce students to some of the major themes and concepts associated with western political thought, including the function of politics and government, power, equality, justice and liberty. Students will analyze political thinkers from Plato and Aristotle to Augustine, Aquinas, Machiavelli, Hobbes, Locke, Marx and Rawls as well as challenge their ideas.

Pre-requisite: POLS 100, Introduction to Political Science.

POLS 105 AMERICAN NATIONAL GOVERNMENT 3-0-3
* 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 3-0-3
* SSC, SS

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 125 INTRODUCTION 3-0-3
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
IN GOVERNMENT

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.

Pre-requisite: 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, OSL

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.

NOTE: Credit cannot be received for both PSYC 200 Child Psychology and PSYC 205 Developmental Psychology.

Pre-requisite: PSYC 100, General Psychology or permission of department chair.

PSYC 205 DEVELOPMENTAL 3-0-3 PSYCHOLOGY * SSC, SS, OSL

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.

NOTE: Credit cannot be received for both PSYC 200 Child Psychology and PSYC 205 Developmental Psychology.

Pre-requisite: PSYC 100, General Psychology or permission of the department chairperson.

PSYC 208 ADOLESCENT 3-0-3 PSYCHOLOGY * SSC, SS

Fall, Spring, Summer, DL
This is a course in developmental psychology that focuses on the adolescent period of life. The experience of adolescence as a distinct period of development is examined with social, historical and cultural contexts. The course provides an overview of theory and research in adolescent development. Topics include psychosocial and cognitive development, physical maturation, identity, gender and intimacy, achievement, peer and family influences, school and work experience, as well as related issues and problems.

NOTE: Credit cannot be received for both PSYC 200 Child Psychology and PSYC 208 Adolescent Psychology.

Pre-requisite: PSYC 100, General 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.

Pre-requisite PSYC 100, General Psychology or equivalent or permission of department chair.

PSYC 215 PSYCHOLOGY 3-0-3 OF PERSONAL ADJUSTMENT * SSC, SS

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.

Pre-requisite: 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, ethnicity, class, sexual orientation and disability will be included in our understandings of female development.

Pre-requisite: PSYC 100, General Psychology.

**PSYC 225 SPORT 3-0-3 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 3-0-3 PSYCHOLOGY * SSC, SS**

*Fall, Spring, DL*

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.

Pre-requisite: PSYC 100, General Psychology.

**PSYC 250 EDUCATIONAL 3-0-3 PSYCHOLOGY * SSC, SS**

*Fall*

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.

Pre-requisites: PSYC 100, General Psychology and PSYC 200, Child Psychology.

**PSYC 260 PRACTICAL 3-0-3 RESEARCH METHODS, SS**

*Fall, Spring, Summer, DL*

This course is designed to introduce students to basic statistical theory and research methodological concepts including terminology, types of research methodologies and the types of statistical tests used to analyze the data. The focus of the course will be the real life application of research design. Students will develop an understanding of the use and application of basic research designs and interpretation of statistics for both qualitative and quantitative data. These skills will be applied to a variety of humanistic fields such as human services, criminal justice, chemical dependency counseling, mortuary science, early childhood education and public administration. The focus of this course is interpretation and understanding of research methods and statistics. Statistical analyses will be completed by the instructor.

**PSYC 275 STATISTICS FOR 3-0-3 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.

Pre-requisite: MATH 150, College Algebra with Trigonometry.
PSYC 280 EXPERIMENTAL 3-0-3
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). Pre-requisite: 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 220 COURTS, JUSTICE 3-0-3 AND PUBLIC ADMINISTRATION

* SSC
Offered on demand
This study of courts, justice and public administration will present an overview of the policies and practices used by the judicial branch of American government to assure fair and legal public administration in all branches of government and provide an introduction to the methods used by court systems to administer neutral, independent and accountable justice. Pre-requisite: PADM 100, Introduction to Public Administration or POLS 105, American National Government or POLS 110, State and Local Government.

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 course is a seminar that 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.

PADM 241 PUBLIC AFFAIRS 2-0-2
SEMINAR II
Offered on demand
This course is a seminar that 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.

PADM 242 PUBLIC AFFAIRS 3-0-3
SEMINAR III
Offered on demand
This course is a seminar that 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.

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
Lab fee will be required
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.
Co-requisite: 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.
Co-requisites: XRAY 102, Radiographic Positioning I and XRAY 106, Clinical Education I.

XRAY 106 CLINICAL 1-16-4
EDUCATION I
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 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 only to matriculated Radiologic Technology students.
Co-requisites: XRAY 102, Radiographic Positioning I and XRAY 104, Radiographic Exposure-Physics I.

XRAY 108 NUCLEAR 2-0-2
MEDICINE 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.
Pre-requisite: XRAY 114, Radiographic Exposure Physics II or permission of instructor or Medical Imaging Department Chairperson.

XRAY 110 NUCLEAR 2-0-2
MEDICINE 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.

Pre-requisite: XRAY 114, Radiographic Exposure Physics II or permission of instructor or Medical Imaging Department Chairperson.

XRAY 112  RADIOPHGRAPHIC  2-2-3
POSITIONING II
Spring  Lab fee will be required
A continuation of Radiographic Positioning, XRAY 102. Consideration will be given to the structures and organs of the spine, skull, and bony thorax.
Pre-requisite: XRAY 102, Radiographic Positioning I.
Co-requisite: XRAY 116, Clinical Education II.

XRAY 114  RADIOPHGRAPHIC  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.
Pre-requisite: XRAY 104, Radiographic Exposure-Physics I.

XRAY 116  CLINICAL  1-16-5
EDUCATION II
Spring  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. 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 only to matriculated Radiologic Technology students.
Pre-requisite: XRAY 106, Clinical Education I.
Co-requisites: XRAY 112, Radiographic Positioning II and XRAY 114, Radiographic Exposure-Physics II.

XRAY 126  CLINICAL  0-40-7
EDUCATION III
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 only to matriculated Radiologic Technology students.
Pre-requisite: XRAY 116, Clinical Education II.

XRAY 200  RADIOPHLOGICAL  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 only to matriculated Radiologic Technology students.
Pre-requisites: XRAY 104, Radiographic Exposure Physics I and 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.
Co-requisite: 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 vari-
ous 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 only to matriculated Radiologic Technology students. Pre-requisite: BIOL 271, Anatomy & Physiology II. Co-requisite: 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 only to matriculated Radiologic Technology students. Pre-requisites: XRAY 126, Clinical Education III. Co-requisites: XRAY 202, Advanced Radiographic Procedures I; XRAY 204, Nursing Procedures and 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. Pre-requisite: XRAY 202, Advanced Radiographic Procedures I. Co-requisites: XRAY 214, Radiographic Seminar and 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.

Pre-requisites: XRAY 202, Advanced Radiographic Procedures I; XRAY 204, Nursing Procedures and Medical-Surgical Diseases; XRAY 200, Radiological Health. Co-requisite: XRAY 212, Advanced Radiographic Procedures II.

XRAY 216 CLINICAL 1-24-6
EDUCATION V
Spring
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 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 only to matriculated Radiologic Technology students. Pre-requisites: XRAY 206, Clinical Education IV. Co-requisites: XRAY 212, Advanced Radiographic Procedures II and XRAY 214, Radiographic Seminar.

XRAY 226 CLINICAL I 0-40-7
EDUCATION V
Summer
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 only to matriculated Radiologic Technology students. Pre-requisite: XRAY 216, Clinical Education V.
XRAY 240 CROSS 3-0-3
SECTIONAL ANATOMY RELATED TO MEDICAL IMAGING

Fall
This course provides students with an introduction to human anatomy as displayed by cross-sectional images. Students will study the sectional anatomy of the brain, spine, neck, thorax, abdomen, and pelvis in the transverse, coronal, and sagittal body planes. Sectional anatomy requires an understanding of the relationship between internal structures. These anatomical structures will be studied using computed tomography and magnetic resonance images. Upon completion of this course the student will have a greater familiarity with human anatomy as displayed by these imaging modalities
Pre-requisite: BIOL 271, Anatomy and Physiology II and XRAY 112, Radiographic Positioning II.

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 anatomy, conduction anatomy and physiology, descriptions of ECG waveforms, and identification of life threatening arrhythmias. Common cardiac conduction defects will be discussed.
Pre-requisite: 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 dysrhythmias. 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.
Pre-requisite: 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 healthcare 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, healthcare 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.
Pre-requisite: 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.
Pre-requisites: 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.

Open only to matriculated Respiratory Care students.

Pre-requisites: BIOL 139, Anatomy and Physiology for Respiratory Care Students or BIOL 271, Anatomy and Physiology II; CHEM 100, General Chemistry/Health Sciences; PHYS 110, Physics for the Health Sciences.

Co-requisite: RESP 110, Human Anatomy and Physiology.

Pre- or co-requisite: RESP 115, Cardiopulmonary Pharmacology.

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.

Pre-requisites: RESP 115, Pharmacology for the Respiratory Therapist and RESP 120, Fundamentals of Respiratory Care I.

Co-requisite: RESP 125, Fundamentals of Respiratory Care II.

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.

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.

Pre-requisites: RESP 115, Pharmacology for the Respiratory Therapist and RESP 120, Fundamentals of Respiratory Care I.

Co-requisite: 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.

Pre-requisites: BIOL 139, Anatomy and Physiology I and 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.

Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and 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. A letter grade of “C” or better is required for graduation.

Open only to matriculated Respiratory Care students.
or those with permission of the department chairperson. Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and RESP 200, Advanced Respiratory Life Support.

RESP 225 CLINICAL 3 Credits
EDUCATION II - INTRODUCTION TO CRITICAL CARE
Fall
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. A letter grade of “C” or better is required for graduation.
Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisites: 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
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. A letter grade of “C” or better is required for graduation.
Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and RESP 200, Advanced Respiratory Life Support.

RESP 235 CLINICAL 3 Credits
EDUCATION V - CLINICAL MANAGEMENT OF CARDIOVASCULAR DISEASE
Fall, Spring
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. A letter grade of “C” or better is required for graduation.
Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and RESP 200, Advanced Respiratory Life Support.

RESP 240 CLINICAL 3 Credits
EDUCATION III - PULMONARY AND DIAGNOSTIC MEDICINE
Spring
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. A letter grade of “C” or better is required for graduation.
Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and 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
This course is geared to recognizing the special problems of the chronic cardiopulmonary
student. 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. A letter grade of “C” or better is required for graduation. Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and 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. A letter grade of “C” or better is required for graduation. Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisite: 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. A letter grade of “C” or better is required for graduation. Open only to matriculated Respiratory Care students or those with permission of the department chairperson. Pre-requisites: RESP 125, Fundamentals of Respiratory Care II and RESP 200, Advanced Respiratory Life Support.

RUSN COURSES
(See Foreign Languages)

SOCIOLOGY

SOCL 100 SOCIOMETRY 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, Summer, DL
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 3-0-3
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 3-0-3
* SSC, SS, AH, OSL

Fall, Spring, Summer
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, OSL

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.
Pre-requisite: SOCL 100, 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)

SOCL 260  AMERICAN ARCHITECTURE IN ITS SOCIAL CONTEXT 3-0-3
* SSC, SS

Spring
An introduction to American architecture, city planning and land use, and the forces that shaped them including aesthetics, geography, social movements, economics, etc. Students will learn how to read the landscape around them and how to participate in influencing their environments. Coursework relies heavily on slides, maps, plans and other visual data. (Honors Course)

HONR 250  INTRODUCTION TO SOCIAL INQUIRY 3-0-3
* SSC, SS

Fall
This course is designed to introduce the student to the general theoretical and methodological framework of the behavioral and social sciences via an integrated approach which utilizes micro-level practical research projects as a vehicle for achieving this integration and understanding. The point of departure for the projects will be the social organization of society as seen primarily but not exclusively from a sociological perspective. The purpose of the research projects is to give the student experience in working with a variety of data sources eg. experiments, census data, content analysis, observation, interview and questionnaire, and public opinion polls. The student will have an opportunity to take the data thus obtained and to gain some experience in analysis using a variety of both descriptive and analytical statistics. (Honors Course)

SONO COURSES
(See Diagnostic Medical Sonography)

SPAN COURSES
(See Foreign Languages)
TELECOMMUNICATIONS
MANAGEMENT

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 telecommunication services 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 communication services, fundamentals of traffic engineering and teleconferencing.
Pre-requisite: 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 communications concepts, fundamentals of data transmission, and an appreciation of networks and networking.
Pre-requisite: 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 range and complexity of network configurations.
Pre-requisite: 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.
Pre-requisites: TLMG 120, Introduction to Data Communications and 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 maximize the utilization of the in-place or proposed telephone system. Emphasis will be placed on the roles of office personnel in system management and operation; and present and new information processing technologies such as integrated data/voice transmission, voice mail, electronic mail, call accounting, shared tenant services, resale of services and facilities and other emerging technologies. Case studies of large and small applications will be extensively utilized to feature the people impact as well as hard/soft dollar cost evaluations.
Pre-requisite: 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.
Pre-requisites: TLMG 101, Principles of Telecommunications II; TLMG 120, Introduction to Data Communications; TLMG 210, Networks I-LANS.
Co-requisites: TLMG 220, Telephone System Management Techniques and TLMG 211, Networks II-WANS.
TELECOMMUNICATIONS TECHNOLOGY

TELT 100 ELECTRICAL CIRCUITS 3-2-4
Spring
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.
Pre-requisites: TELT 102, Computer Applications in Telecommunications and MATH 141, Mathematical Applications II.

TELT 102 COMPUTER APPLICATIONS IN TELECOMMUNICATIONS 2-2-3
Fall, DL
This introductory course in the basic computer orientation and implementation of hardware and software applications in telecommunications. Students will use various software packages to create documents, spreadsheets, graphs, databases and presentations. The student will utilize this knowledge to solve problems and transfer information via electronic medium. Lectures, interactive learning, demonstrations will be employed. Laboratory exercises will be required.

TELT 105 INTRODUCTION TO ELECTRONICS 4-0-4
Fall
In this course, students will practice the analysis and application of advanced electronics circuits as applied to the telecommunications industry. Topics include frequency, response filters, op-amps, oscillators, amplitude modulation, noise and LC circuits. Troubleshooting and analysis by computer simulation software is stressed throughout.
Pre-requisites: PHYS 125, Physics for Telecommunications-Verizon and TELT 100, Electrical Circuits.

TELT 110 DIGITAL SYSTEMS FOR TELECOMMUNICATIONS I 3-2-4
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.
Pre-requisites: MATH 140, Mathematical Applications I and TELT 102, Computer Applications in Telecommunications.

TELT 205 ELECTRONIC COMMUNICATIONS 4-0-4
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.
Pre-requisite: TELT 105, Introduction to Electronics.

TELT 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.
Pre-requisite: TELT 110, Digital Systems for Telecommunications I.

TELT 210 TELECOMMUNICATIONS I 4-0-4
Fall
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 with team projects throughout.
Pre-requisite: TELT 100, Electrical Circuits.

**TELT 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.
Pre-requisite: TELT 210, Telecommunications I.
Co-requisite: TELT 205, Electronic Communications.

**TELT 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.
Pre-requisite: TELT 220, Telecommunications II.

**THEATRE**

**THEA 100  INTRODUCTION 3-0-3**  
*Fall, Spring*  
**THEA 110  ACTING I, AR 3-0-3**  
*Fall, Spring, Summer*  
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**  
*Fall, Spring, Summer*  
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  THEATRE 3 Credits**  
*Fall, Spring*  
**THEA 120  THEATRE INTERNSHIP, AR**
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.
Pre-requisite: Approval of Fine Arts, Theatre Arts and Broadcast Communications department chairperson.
THEA 130  INTRODUCTION 2-2-3
TO TECHNICAL THEATRE
Fall, Spring, Summer
This course is a hands-on examination of the fundamentals of stage craft and the technical elements of a production. Topics include the identification, safe handling, proper use and coordination of theatre architecture, scenery and stage components, and materials and tools. Students will learn set, properties ("props" such as furniture, personal and decorative items) and costume construction techniques, rigging techniques, lighting instrument installation, and operation and production organization and etiquette.

THEA 150  VOICE AND MOVEMENT 3-0-3
Fall, Spring, Summer
This course is based on a comprehensive and detailed series of exercises developed by Kristin Linklater, which combine imagery and imagination with technical knowledge and physical skills. This course explores in depth a developmental process in which physical awareness and relaxation are employed to unify the mind and body. Students learn the connection between breath and sound and thought and feeling.
Pre-requisite: THEA 110, Acting I or permission of department chair.

THEA 180  INTRODUCTION 3-0-3
TO STAGE MANAGEMENT
Fall, Spring, Summer  Lab fee will be required
This course is a hands-on introduction to the stage manager's jobs, duties and responsibilities. It is a detailed, step-by-step examination of the stage manager's involvement in all of the technical aspects of theatre including the stage manager's relationship with the playwright, director, producers, cast and technical and stage crew.
Pre-requisites: THEA 100, Introduction to the Theatre and THEA 130, Introduction to Technical Theatre or permission of department chair.

THEA 200  THEATRE 3 credits PRODUCTION PRACTICUM
Fall, Spring  Lab fee will be required
This course provides an opportunity for the students to work as actors, stage managers, assistant stage managers, assistant directors or technical crew members for a full-length theatrical production. This course requires participation in a production of the college's Theatre Club in conjunction with the Fine Arts, Theatre Arts and Broadcast Communications Department. Student roles will be determined by the instructor based upon an initial audition or interview after the course begins. Theatre Arts majors who take Theatre Production Practicum and Technical Theatre Practicum must assume a different participatory production role for each course.
Pre-requisite: THEA 100, Introduction to the Theatre or permission of department chair.

THEA 201  TECHNICAL 3 credits THEATRE PRACTICUM
Fall, Spring  Lab fee will be required
This course provides an opportunity for students to work on and develop a theatrical production. Each student will choose one of many different production roles to perform including stage manager, assistant stage manager, properties manager, assistant technical director, costume designer/coordinator, set construction, lighting or sound crew member. This course requires participation in a production of the college's Theatre Club in conjunction with the Fine Arts, Theatre Arts and Broadcast Communications Department. Assignments are coordinated by the instructor each semester with the productions being presented; an initial interview is required after the course begins. Theatre Arts majors who take Theatre Production Practicum and Technical Theatre Practicum must choose a different participatory production role for each course.
Pre-requisites: THEA 100, Introduction to the Theatre and THEA 130, Introduction to Technical Theatre or permission of department chair.

THEA 210  ACTING III, AR 3-0-3
Fall, Spring, Summer
This course offers a practical, hands-on introduction and exploration of the major styles of the art and craft of acting. In this class, students will apply the skills and techniques they have gained in Acting I and II, or the equivalent experience, to actively explore, analyze and perform some of the major acting styles that have developed from the theatre's ritualistic origins. This class focuses on the different styles of acting as they developed from classical Greek and Roman drama, through the Medieval drama of the Middle Ages and the rich and varied styles of the Renaissance, to the Realism and Naturalism of the 19th and 20th centuries. Acting styles to be explored include Commedia dell'Arte, Elizabethan and
THEA 230  INTRODUCTION 2-2-3 TO THEATRICAL DESIGN

This course offers an initial exploration of the creative and historical processes and principles and practices of design for the theatre arts. Specifically, the role scenery and costumes play in the visual interpretation and representation of a script is examined. This course will examine elements of composition and incorporate projects, exercises and classroom discussion to help students develop visual awareness and imagination. Students will be introduced to the use of materials and techniques in the preparation of set renderings, models and costume pieces, and will become familiar with period styles and the significance of cultural preferences throughout history.

Pre-requisites: THEA 100, Introduction to the Theatre and THEA 130, Introduction to Technical Theatre or permission of department chair.
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-
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 own 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.

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
329 Judicial System

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

While instructors are encouraged to distinguish between a student’s unintentional failure to follow conventions of academic honesty and a blatant act of plagiarism, the responsibility for the integrity of the work ultimately lies with the student.

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 may receive a failing grade for the assignment.
(b) The Student’s name will be forwarded to the Vice President for Academic Affairs, the Student’s Department Chair, the Chair of the Department within which the plagiarism occurred, and the Campus Judicial 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 borrows, purchases or steals a significant portion of his/her assignment from one or more sources; or
(b) The Student borrows, purchases, or steals an entire paper and submits it as his/her own or the student submits another person’s work as his/her own.

6.4.4 Level 2 Consequence:
(a) The Student may receive a failing grade for the course, paper or assignment and may be removed from their program.
(b) The Student’s name will be forwarded to the Vice President for Academic Affairs, the Student’s Department Chair, the Chair of the Department within which the plagiarism occurred, the Registrar if the student failed the course and the Campus Judicial 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 may receive a failing grade for the course, paper or assignment.
(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, the Chair of the Department within which the plagiarism occurred, the Registrar if the student failed the course and the Campus Judicial Coordinator.
(c) The Student may be suspended or expelled from the College or from his/her course of study, major or program.

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 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 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 Conduct
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 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 stu-
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 HARASSMENT 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 HARASSMENT - 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 HARASSMENT - 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-
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 underway 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 recurrence. 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.
RETALIATION
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.

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.
11. 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
James J. Brearton - Troy
Kenneth B. Colloton ’74 - East Greenbush
William F. Fagan ’73 - Troy
Donald E. Fane - Troy
Joseph A. Kapp - East Greenbush
James A. Walsh ’61 - Troy
Paul W. Zuber - Troy
Vacant
Student Trustee, 2010-11

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
M.B.A., Union Graduate College
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

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

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
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
2009 Dr. Christopher McNally, Automotive, Manufacturing, and Electrical Engineering Technologies

School of Health Sciences
1973 Janet Fahey*, Nursing
1975 Elizabeth A. Rowe*, Anatomy and Physiology
1986 Catherine Davis, Dental Hygiene
1986 Barbara M. Houser, 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
2009 D. Elaine Reinhard, Mortuary Science
2010 Judith Romano, Dental Hygiene

School of Liberal Arts and Sciences
1973 Warren Joselyn*, 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. Gillespie, Human Services
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 Schoomaker, 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
2009 Ellen A. Laird, English, Modern Languages and English as a Second Language
2009 Dr. Jacob M. Silvestri, Physical Education
2010 Anne Dearing, English, Modern Languages, and English as a Second Language
2010 Scott Hathaway, English, Modern Languages, and English as a Second Language
2010 Susan Kutryb, Mathematics and Engineering Science
2010 Daniel Polack, History, Philosophy and Social Sciences

Educational Opportunity Center
1990 Roberta Patterson, Academics
2001 Melanie F. Bleich, Academics
2003 Susan Hoff - Haynes, Academics
2005 Carol Wilber, Academics

Chancellor’s Award for Excellence in Faculty Service
2005 Carol McCarthy, Center for Effective Teaching
2009 Lois Ann Terry, Instructional Support Services and Retention

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 Classified Service
2009 Jeanne Petropol, Secretary I, History, Philosophy and Social Sciences
2010 Kathleen Woods, Secretary II, Office of the Vice President for Administration

Chancellor’s Award for Excellence in Professional Services
1977 James E. Sharp, Vice President and Director, Educational Opportunity Center
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
1991 D. Ruth DeMartino, Coordinator of Service Programs, Educational Opportunity Center
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
1996 Dr. Lucille A. Marion, Vice President and Executive Director, Educational Opportunity Center
1997 Mark C. Schmiedeshoff, Career Planning and Placement
1998 Dennis L. Nagt, 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
2003 Beverley Bardequez, Enrollment Services Manager, Educational Opportunity Center
2004 Phillip D. Brown, Professor/Department Chairperson, Physical Education
2004 Christine Helwig, Director, Community and Professional Education
2005 Sherri Mackey, Associate Director and Coordinator for Business Services, Educational Opportunity Center
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
2008 Marilyn Shapiro, Coordinator of Program Development and Research, Educational Opportunity Center
2009 Mary Claire Bauer, Director of Admissions

* deceased
2009 Dr. Ann Geisendorfer, Associate Professor/Department Chairperson, Criminal Justice, Forensic Science and Public Administration

2010 Larry Ellis, Associate Director, Student Development

2010 Deborah Shoemaker, Director, Community and Professional Education

Richard Bowman (2009)
Network Specialist

Louise Bradford (2008)
Director of Advancement Services and Donor Relations
B.B.A., Averett 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 Bues (1997)
Broadcast TV Production Technician

Jacqueline Bujanow (2009)
Technical Assistant
A.A.S., Hudson Valley Community College

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

Administrative Staff

Jason Acker (2007)
Technical Assistant, Computer Services
A.A.S., Hudson Valley Community College

Susan Agan (2005)
Technical Assistant, High School Programs
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

Annette Audi (2008)
Assistant for Financial Analysis
A.O.S., Albany Business College

Alfredo Balarin (2009)
Assistant Director for Student Life
M.S., B.A., SUNY Albany

Howard Bancroft (2007)
Advising Specialist
M.S., 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)
Associate Dean 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

Sarah Boggess (1999)
Vice President for Institutional Advancement
M.B.A., Union Graduate College
B.A., Dartmouth College

2009 Dr. Ann Geisendorfer, Associate Professor/Department Chairperson, Criminal Justice, Forensic Science and Public Administration

2010 Larry Ellis, Associate Director, Student Development

2010 Deborah Shoemaker, Director, Community and Professional Education

Richard Bowman (2009)
Network Specialist

Louise Bradford (2008)
Director of Advancement Services and Donor Relations
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John Braungard (2001)
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B.S., SUNY Albany
A.S., Le Moyne College

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A.S., Hudson Valley Community College

Mandy Brown (2007)
Technical Assistant
A.A.S., Hudson Valley Community College

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B.A., Hartwick College

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Kevin Bues (1997)
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Jacqueline Bujanow (2009)
Technical Assistant
A.A.S., Hudson Valley Community College

Sharon Burridge (1985)
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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

Alicia Carr (2009)
Technical Assistant
M.S., 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

Carolyn Clark (1993)
Program Coordinator
C.A.S., M., SUNY Albany

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

Richard Coffey (2008)
Assistant Director, Athletics
M.S., College of St. Rose
B.S., SUNY Oneonta

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

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

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Capital District Educational Opportunity Center
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A.A.S., Hudson Valley Community College

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Systems and Network Specialist
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Associate Director, Student Development
M.S., B.S., SUNY at Plattsburgh

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Electronic Communications Editor
A.A.S., Hudson Valley Community College

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Ph.D., M.S., SUNY Albany
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Coordinator of Student Housing
A.A., Hudson Valley Community College

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Web Site Specialist
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Ph.D., M.Phil., B.S., Syracuse University

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M.E.D., Antioch NE Graduate
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Library Director
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Director for Graphics Design and Printing Services  
B.A., Texas Tech University

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M.S., SUNY Albany  
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Instructional Support Services and Retention  
A.A.S., Hudson Valley Community College

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M.A., SUNY Binghampton  
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B.S., SUNY Institute of Technology at Utica/Rome  
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Counselor  
B.S., SUNY Albany  
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Director, Viking Child Care Center  
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Capital District Educational Opportunity Center  
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B.Tech., A.A.S., SUNY Cobleskill

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M.S., Union Graduate College  
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C.A.S., M.S., SUNY Albany  
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Computer Programmer Analyst  
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B.A., Siena  
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Cardiorespiratory and Emergency Medicine  
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RRT, NYS Licensed RT

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Medical Imaging  
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DENTAL HYGIENE DEPARTMENT

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<table>
<thead>
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<th>Name</th>
<th>Title/Position</th>
<th>Location</th>
</tr>
</thead>
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<td>U.W. Marx, Inc., Troy, NY</td>
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### School of Engineering and Industrial Technologies

#### Automotive Technical Services

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<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Ralph Bombardiere</td>
<td>Executive Director</td>
<td>NYS Association of Service Stations, Inc., Albany, NY</td>
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<tr>
<td>Timothy Brennan</td>
<td>District Sales Manager</td>
<td>Snap on Tools, Greenville, NY</td>
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<tr>
<td>Frank Caridi</td>
<td>Ballston Spa, NY</td>
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<tr>
<td>Deborah Landau Dorman</td>
<td>President and Chief Operating Officer</td>
<td>ENYCAR, Albany, NY</td>
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<tr>
<td>Linda Mae Newman</td>
<td>Scotia, NY</td>
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#### Automotive Technical Services-Autobody Repair

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>G. Dennis Beardsley</td>
<td>Territory Manager</td>
<td>PPG Industries</td>
</tr>
<tr>
<td>Robert Caprara</td>
<td>President, Caprara's Auto Body Shop, Inc., Troy, NY</td>
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<tr>
<td>Robert C. Done</td>
<td>Owner/Operator, Poestenkill Auto Body, Averill Park, NY</td>
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<tr>
<td>Donald Reckner</td>
<td>President, Elmo's Auto Body, Ballston Lake, NY</td>
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<tr>
<td>John Schultz</td>
<td>PRO Manager, Allstate Insurance, Albany, NY</td>
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#### Automotive Technical Services-Chrysler

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<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Rick Finney</td>
<td>Service Manager</td>
<td>DeNooyer Dodge, Albany, NY</td>
</tr>
<tr>
<td>Ed Serian</td>
<td>General Manager, Goldstein Chrysler, Latham, NY</td>
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<tr>
<td>Gary Vleck</td>
<td>Cortland, NY</td>
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</tbody>
</table>

#### Civil Engineering Technology/Construction Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Paul Beneit</td>
<td>AIA, Collins and Schoville</td>
<td>Albany, NY</td>
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<tr>
<td>Ronald Bova</td>
<td>Bova Engineering, Glensville, NY</td>
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<tr>
<td>Michael Dunn</td>
<td>Project Manager, D.A. Collins Companies, Mechanicville, NY</td>
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<tr>
<td>Edward Garrigan</td>
<td>CT Male Associates, PC, Latham, NY</td>
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<tr>
<td>Richard Green</td>
<td>P.E., P.C., Delmar, NY</td>
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<tr>
<td>Edward Hageck</td>
<td>President, Cottrell-Hageck, Inc., Troy, NY</td>
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<tr>
<td>Joseph Styczynski</td>
<td>Project Manager, Barry, Bette &amp; LedDuke, Inc., Albany, NY</td>
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### Building Systems Technologies

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Location</th>
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<tbody>
<tr>
<td>Don Abbruzzee</td>
<td>Northeast Refrigeration &amp; Air Conditioning, Albany, NY</td>
<td></td>
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<tr>
<td>George Bejian</td>
<td>President, Johnstone Supply, Troy, NY</td>
<td></td>
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<tr>
<td>Bryan Bourque</td>
<td>President, Bourque Mechanical Systems, Rensselaer, NY</td>
<td></td>
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<tr>
<td>Jason Brooks</td>
<td>Maintenance Supervisor, Adirondack Beverage, Scotia, NY</td>
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<tr>
<td>Mike Kenneally</td>
<td>Eastern Heating &amp; Cooling, Inc., Albany, NY</td>
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<tr>
<td>Mike Kerls</td>
<td>Electrical, Saratoga Springs, NY</td>
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<tr>
<td>J. Emil Kreiger</td>
<td>Troy, NY</td>
<td></td>
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<tr>
<td>Kevin Lyons</td>
<td>Relay Tester, National Grid, Albany, NY</td>
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<tr>
<td>Robert McRae</td>
<td>BAS/Mechanical Technician, Dormitory Authority State of NY, Albany, NY</td>
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<tr>
<td>Robert Molloy</td>
<td>Sales Manager, Stants Combustion Associates, Inc., Latham, NY</td>
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<tr>
<td>Jeffrey D. Resscott</td>
<td>Granville, NY</td>
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<tr>
<td>Clay Robinson</td>
<td>President, General Control Systems Inc., Green Island, NY</td>
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<tr>
<td>Claude Rounds</td>
<td>P.E., Vice President of Administration, RPI, Troy, NY</td>
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<tr>
<td>Mike Toth</td>
<td>Project Sales Manager, Wolberg Electrical Sup. Co., Inc., Albany, NY</td>
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<tr>
<td>Raymond J. Walker</td>
<td>Stillwater, NY</td>
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</tbody>
</table>

### Advisory Committees

- Marketing
- School of Engineering and Industrial Technologies
- Building Systems Technologies
- Civil Engineering Technology/Construction Technology
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Computer Integrated Technology/ Mechanical Engineering Technology

Donald Ackerman, Quality Assurance Manager, Ceramaseal, Averill Park, NY
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Eugene Fioravanti, Averill Park, NY
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Stephen Keel, Manufacturing Engineering, DynaBil Industries, Athens, NY
David John Kukulka, P.E., Department of Technology, State University of New York, Buffalo, NY
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Gerald Yarter, Consultant, Manufacturing Systems, Cohoes, NY

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John Daniels, Vice President, Light & Power Comm. Ltd., Troy, NY
Frank Gingras, President, RA Wilson Electrical Contractors, Pittsfield, MA
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Clay Robinson, President, General Control Systems Inc., Green Island, NY
Mike Toth, Project Sales Manager, Wolberg Electrical Sup. Co., Inc., Albany, NY

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Robert V. Mann, Garseauvort, NY
William Ross, Ross Enterprises II LLC, Troy, NY
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William Carey, Director, Respiratory Care, Veterans Medical Center, Albany, NY
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Craig Hilligas, Director of Sales, Northeast Ventilator Rentals, Albany, NY
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John Morley, Medical Director, Office of Health Systems, Albany, NY
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Scott R. Skinner, McCormack Fire Headquarters, Watervliet Fire Dept., Watervliet, NY
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William C. Smith, Jr., Community Emergency Group, Ballston Spa, NY
Keith R. Snyder, Chief of Operations, Saratoga Emergency, Saratoga Springs, NY
Raymond Walsh, Pediatric Critical Care, Albany Medical College, Albany, NY
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Laurie Gambee, RDH, Center for the Disabled, Albany, NY
Lynda Glenn, RDH, Lake George, NY
Robert H. Hill II, Averill Park, NY
Barbara Hood, Watervliet, NY
Robert G. Kewely, R.Ph., CGP, Troy, NY
Terri Lewis, RDH, Germantown, NY
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Bernice Doring, Chief Sonographer, Albany OB & GYN, Albany, NY
Diane Gulbrandsen, Saratoga Springs, NY
Ronald S. Karo, Staff Radiologist, St. Mary’s Hospital, Troy, NY
Rebecca King, Manager of Medical Imaging, Benedictine Hospital, Kingston, NY
Elizabeth Malloy, Clarksville, MA
Michael Masone, Operations Manager, Capital Imaging Associates, Latham, NY
Peter J. Schuman, Jr., Supervisor Physician Assistant, Medical Imaging, St. Peter’s Hospital, West Sand Lake, NY

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Christine Gosstola, R.N., BSN, St. Peter’s Hospital, Delmar, NY
Daniela A. Malinowski, R.R.T., R.D.C.S., Staff Sonographer, Albany Assoc Cardiology, Albany, NY

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Paul M. Dietrich, Hudson Falls, NY
Vincent C. Fronczek, Watervliet, NY
Ellen McNulty, Manager, McNulty Funeral Home, Green Island, NY
Eugene Schultz, Cape May Beach Villas, NJ
K. Thomas Sopris, Ravena, NY
Joseph Turtorce, Manager, Flynn Bros. Funeral Homes, Gern Schuylerville, NY
Bernard Turner, Schenectady, NY

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Vivian Tortorici, Malta, NY

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Michael Whalen, Administrator, Albany Advanced Imaging, Albany, NY

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Biotechnology

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Bruce Elder, Charles River Therion Corporation, Troy, NY
Paul Gudewicz, Department of Physiology and Cell Biology, Albany Medical College, Albany, NY

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Robert J. Furlong, Loudonville, NY
Teresa Harrison, Department of Communication, University at Albany, Albany, NY
Elizabeth Hood, New York State Education Department, Albany, NY

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J. David Wos, Production Manager, BASF Corp., Rensselaer, NY

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Thomas Certrino, Averill Park, NY
Warren McGreevy, Schaghticoke, NY
Marilyn McKee, Albany, NY
Ann Pastore, Director, Source Book Project Co., University at Albany, Albany, NY
Frank Risler, CFE, CPP, NYS Dept. of Taxation and Finance, Latham, NY
Vivian Tortorici, Malta, NY

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Norbert Quenzer Jr., VP/Senior Ecologist, Bagdon Environmental, Delmar, NY
Ward B. Stone, NYS Department of Environmental Conservation, Wildlife Pathology Unit, Delmar, NY

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Michael Eck, Albany Times Union, Albany, NY
Karene T. Faul, Arts Department Chairperson, The College of Saint Rose, Albany, NY
Ian LaChance, Assistant Registrar, Hudson Valley Community College, Troy, NY
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Amy Williams, President, The Arts Center of the Capital Region, Troy, NY

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Lisa Beckett, CASAC, Rensselaer, NY
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Gregory D. Gross, CSW, Albany, NY
Ferdinand S. Haverly, Green Island, NY
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Debra Jean-Lashwa, Director of Therapeutic Activities, Eddy Heritage House, Troy, NY
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Charles Moak, Clifton Park, NY
Richard A. Naylor, Director of Articulation and Community Development, The Sage Colleges, Albany, NY
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Maryanne Pepe, Assistant Professor, Hudson Valley Community College, Troy, NY
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Individual Studies and Liberal Arts
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John F. Kennedy, Education Specialist, Hudson Valley Community College, Troy, NY
Patricia Maloney, School Counselor, Tamarac High School, Troy, NY
Julie A. Panzanaro, Associate Director of Admissions, Hudson Valley Community College, Troy, NY
Jennifer L. Sloan, Assistant Director of Admissions/Transfer, Siena College, Loudonville, NY

Mathematics and Engineering Science
Kurt Anderson, Associate Dean for Undergraduate Studies, School of Engineering, Rensselaer Polytechnic Institute, Troy, NY
Brian Aviles, KAPL Inc., Lockheed Martin, Schenectady, NY
Thomas Hoffman, PE, Niskayuna, NY
Nikolai Krylov, System Professor, Siena College, Loudonville, NY
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Nicholas Visco, Steam Turbine Productibility Engineer, General Electric Company Infrastructure, Schenectady, NY
Denise Watso, Abenaki of Odanak, Latham, NY
Kehe Zhu, Dept. Chairman, University at Albany, Albany, NY

Physical Education

Richard Abbatiello, Director of Physical Education, Averill Park Central School District, Averill Park, NY
Steve Amyot, Rexford, NY
Regina LaGatta, East Greenbush, NY
Clement Zotto, Troy, NY

Teacher Preparation

Susan Bahlatzis, Director, Noah's Ark Preschool, Latham, NY
Kathleen Gormley, The Sage Colleges, Troy, NY
Leslie Jimpson, Ed. M., Giffen Elementary, Albany, NY
Stephen Johnson, Principal, Hoosick Falls Elementary School, Hoosick Falls, NY
Susan Kambrick, Director, Woodland Hill Montessori, North Greenbush, NY
Cynthia Kilgallon, Principal, PS 18 Troy City Schools, Troy, NY
Richard McDonald, Mechanicville, NY
Lin A. Severance, Guilderland Central Schools, Guilderland, NY
Demian Singleton, Guilderland Central Schools, Guilderland, NY
Mary Wagner, Principal, Green Meadow School, Castleton, NY

Workforce Development

Anthony Capece, Jr., Executive Director, Central District Management Association, Inc., Albany, NY
Richard E. Bennett, Associate Dean, Hudson Valley Community College, Troy, NY
Wesley Holloway, VP of Diversity, Price Chopper, Schenectady, NY
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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
Genesee Community College at Batavia
Herkimer County Community College at Herkimer
Hudson Valley Community College at Troy
Jamestown Community College at Jamestown
Jefferson Community College at Watertown
Mohawk Valley Community College at Utica
Monroe Community College at Rochester
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.
General Index

A
Ability to Benefit ..................................................37
About Hudson Valley Community College ........4-6
Academic Dismissal ..................................................79
Academic Probation ..................................................79
Academic Program Listing ....................................93-94
Academic Programs ..............................................95-177
Academic Suspension .............................................79
Accounting - Certificate ........................................95
Accounting Courses ..............................................184
Adjunct Faculty .....................................................364
Administration ......................................................343
Administrative Information Management
and Technology ...................................................96
Administrative Information Management and
Technology Courses .........................................181
Administrative Staff ..............................................346-353
Admission Procedure for Dental Hygiene
Program ..............................................................13
Admission Procedure for International
Students ..............................................................11
Admission Procedure for Radiologic Technology Program ..................................................13
Admission Program Entrance
Requirements ....................................................15-23
Admission Requirements General ..................9
Admissions - General Procedures .....................9-23
Advanced Placement Exam-Information ..........86
Advisory Committees ..........................................375-380
Affirmative Action Officer ...................................334-342
Aid for Part-Time Study (APTS) .........................36
Alternative Fuels ..................................................112
Alumni Association ............................................56-57
Anti-Discrimination and Harassment Policies
and Complaint Procedure ..................................334-341
Application for Admission Procedures and
Policies ..............................................................11
Architectural Technology ......................................113
Architectural Technology Courses ......................206
Army Reserve Officer Training Corps ...............48
Articulation Agreements ......................................88
Associate Degrees .............................................74
Athletics .............................................................49
Attendance Policy .................................................74
Attendance/Financial Aid ....................................37-38
Automotive Technical Services ..........................114
Automotive Technical Services Courses .............186
Automotive Technical Services: Auto
Body Repair .....................................................115
Automotive Technical Services: Auto
Body Repair Courses .....................................189
Automotive Technical Services: Chrysler ............115
Automotive Technical Services: Chrysler Courses ..........190

B
Bereavement Studies ............................................134
Bereavement Studies Courses .........................296
Biological Sciences .............................................151
Biology Courses .................................................192
Biology Study Center ...........................................44
Biotechnology .....................................................152
Biotechnology Certificate ....................................152
Board of Trustees ..............................................343
Bookstore ............................................................50
Broadcast Communications ...............................153
Broadcast Communications Courses ................198
Bulmer Telecommunications Center ...................57
Business and Industry Training .........................68
Business-Accounting ..........................................97
Business Administration (A.A.S.) .......................97
Business Administration (A.S.) .........................99
Business Administration Courses .....................200
Business-Marketing ...........................................101

C
Campus Center ....................................................54
Campus Ministry ....................................................50
Capital District Educational Opportunity
Center ..............................................................70-73
Career Opportunities .......................................90-92
Career and Transfer Opportunities ...................89
Center for Careers and Employment ...............50
Center for Counseling and Transfer ...............50
Center for Effective Teaching ............................44
Certificate of Residence ....................................25
Challenge Exam ...............................................86
Chancellor’s Award Recipients .........................344-46
Change of Major ...............................................74
Chemical Dependency Counseling .....................154
Chemical Dependency Counseling
Courses ..........................................................203
Chemical Technician .........................................155
Chemistry Courses .............................................204
Child Care Services .........................................51
Civil Engineering Technology .........................117
Civil Engineering Technology Courses .............206
Clubs and Organizations ...................................55
College Academic Services ...............................44-48
College Administration ....................................343
College Community Services .........................56-66
College Forum ..................................................209
College Judicial System-Campus Judicial
Coordinator ....................................................323
College Level Examination Program ..............51, 86
College Student Services ................................48-56
Community and Professional Education ..........69
Community Bill of Rights and
Responsibilities ...............................................6
Computer Aided Drafting Courses ...........................................211
Computer Courses - General .................................................211
Computer Ethics ......................................................................328
Computer Information Systems (A.S.) .....................................103
Computer Information Systems (A.A.S.) .................................102
Business Applications Programming ........................................104
E-Commerce ...........................................................................105
Internet and Web Programming ................................................105
Systems and Network Administration .......................................106
Web Design ...........................................................................107
Computer Information Systems Courses ...................................214
Computer Aided Drafting ..........................................................119
Computer Aided Drafting-Certificate .......................................119
Computer Aided Drafting Courses .............................................211
Computer Learning Center .......................................................44
Computer Software Application Specialist Certificate .................108
Computer Software Application Specialist Courses ........................209
Computer Use Policy ...............................................................74-75
ConnectU - Experiential Education ............................................44-45
Construction - Certificate .........................................................119
Construction Technology-Building Construction ..........................121
Construction Technology Courses .............................................220
Continuing Education, Summer Sessions and Workforce Development ..................................................67-69
Course Audit for Senior Citizens ..............................................76
Course Descriptions ...............................................................184-322
Course Selection/Financial Aid ..................................................39
Course Withdrawal ....................................................................76
Craft Courses ...........................................................................221
Credit by Examination .............................................................86
Credit Free Programs ................................................................69
Criminal Investigation ...............................................................156
Criminal Investigation Courses ..................................................225
Criminal Justice .......................................................................156
Criminal Justice Courses ..........................................................225
Cross Registration ....................................................................76

D

Deans ......................................................................................343
Dental Assisting Certificate ......................................................135
Dental Assisting Courses ..........................................................229
Dental Hygiene ........................................................................135
Dental Hygiene Clinic ...................................................................51
Dental Hygiene Courses ...........................................................231
Department Chairpersons .........................................................353
Development ...........................................................................56-57
Diagnostic Medical Sonography-Certificate .................................137
Diagnostic Medical Sonography Courses ...................................234
Digital Media ...........................................................................157
Direct Student Loans ................................................................33-34
Disabilities Studies ....................................................................166
Disability Resource Center .........................................................51-52
Disability Resource Technology Center ......................................52

E

Early Admissions Program .......................................................9-10
Early Childhood .....................................................................159
Early Childhood Courses ..........................................................237
Echocardiography - Certificate ...............................................139
Echocardiography Courses .......................................................236
Economics Courses ...............................................................237
Education Courses
Early Childhood .....................................................................159
Early Childhood Courses .......................................................237
Teaching Assistant ....................................................................175
Teaching Assistant Courses .....................................................237
Educational Opportunity Center .............................................70-73
Educational Opportunity Program (E.O.P.) .................................10
Electrical Construction and Maintenance ..................................122
Electrical Construction and Maintenance Courses .......................241
Electrical Engineering Technology-Electronics ...........................123
Electrical Engineering Technology - Electronics Courses ...............248
Electrical Technology: Semiconductor Manufacturing Technology ..................................................125
Electrical Technology: Semiconductor Manufacturing Technology Courses ...........................................241
Emergency Medical Technician-Paramedic ................................141
Emergency Medical Technician - Paramedic Certificate .................140
Emergency Medical Technician - Paramedic Courses ..................251
Emeriti .....................................................................................373-374
Engineering Science ..................................................................162
Engineering Science Courses .....................................................255
English Courses ......................................................................256
English as a Second Language Courses .....................................261
Enrollment Process ..................................................................24-26
Environmental Science .............................................................163
Environmental Science Courses (Biology) ..................................192
Equal Employment Opportunity Policy .....................................335-336
Excelsior College Examination Program ..................................86
Exemption from Final Exams ......................................................77

F

Faculty Student Association of Hudson Valley Community College, Inc. ..................................................52
Faculty .....................................................................................354-364
Family Educational Rights and Privacy Act .................................77-78
Federal Programs - Financial Aid ..............................................30-31
Field Trips and Cultural Events ..................................................55
Financial Aid ...........................................................................30-43
Financial Aid Eligibility Policies ..............................................37-43
Fine Arts ...................................................................................163
Fine Arts Courses .....................................................................262
Food Service ............................................................................53
Foreign Languages Courses ......................................................267
Forensic Science Studies ..........................................................164
Forensic Science Studies Courses .............................................226
### Numerical Course Index

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100</td>
<td>Applied Accounting</td>
<td>184</td>
</tr>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>184</td>
</tr>
<tr>
<td>ACTG 111</td>
<td>Managerial Accounting</td>
<td>184</td>
</tr>
<tr>
<td>ACTG 120</td>
<td>Personal Finance</td>
<td>184</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>Accounting Computerized Sys</td>
<td>184</td>
</tr>
<tr>
<td>ACTG 202</td>
<td>Accounting Micro Systems I</td>
<td>184</td>
</tr>
<tr>
<td>ACTG 210</td>
<td>Federal Income Tax</td>
<td>185</td>
</tr>
<tr>
<td>ACTG 211</td>
<td>Cost Accounting</td>
<td>185</td>
</tr>
<tr>
<td>ACTG 212</td>
<td>Not-For-Profit Accounting</td>
<td>185</td>
</tr>
<tr>
<td>ACTG 215</td>
<td>Internal Auditing</td>
<td>185</td>
</tr>
<tr>
<td>ACTG 216</td>
<td>Advanced Bookkeeping Appl</td>
<td>185</td>
</tr>
<tr>
<td>ACTG 218</td>
<td>Intermediate Accounting I</td>
<td>185</td>
</tr>
<tr>
<td>ACTG 219</td>
<td>Intermediate Accounting II</td>
<td>185</td>
</tr>
<tr>
<td>AITC 101</td>
<td>Computer Literacy</td>
<td>185</td>
</tr>
<tr>
<td>AITC 160</td>
<td>Information Processing</td>
<td>185</td>
</tr>
<tr>
<td>AITC 162</td>
<td>Adv Information Proc/Engl Skls</td>
<td>186</td>
</tr>
<tr>
<td>AITC 163</td>
<td>Integrated Applications</td>
<td>186</td>
</tr>
<tr>
<td>AITC 165</td>
<td>Advanced Word Perfect</td>
<td>186</td>
</tr>
<tr>
<td>AITC 166</td>
<td>Internship</td>
<td>186</td>
</tr>
<tr>
<td>ARBC 100</td>
<td>Arabic Language &amp; Culture I</td>
<td>267</td>
</tr>
<tr>
<td>ARBC 101</td>
<td>Arabic Language &amp; Culture II</td>
<td>267</td>
</tr>
<tr>
<td>ARTS 100</td>
<td>Survey of Art History I</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 101</td>
<td>Survey of Art History II</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 102</td>
<td>Modern Art History</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 105</td>
<td>Intro to the Humanities I</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 106</td>
<td>Intro to the Humanities II</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 107</td>
<td>Art Appreciation</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 110</td>
<td>Drawing I</td>
<td>262</td>
</tr>
<tr>
<td>ARTS 111</td>
<td>Drawing II</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 115</td>
<td>Two-Dimensional Design</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 120</td>
<td>Painting I</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 121</td>
<td>Painting II</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 129</td>
<td>Photography</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 130</td>
<td>Photography I</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 131</td>
<td>Photography II</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 133</td>
<td>Intro to Digital Photography</td>
<td>263</td>
</tr>
<tr>
<td>ARTS 135</td>
<td>Intro to Photography</td>
<td>264</td>
</tr>
<tr>
<td>ARTS 140</td>
<td>Television Production I</td>
<td>264</td>
</tr>
<tr>
<td>ARTS 145</td>
<td>Intro to Electronic Art</td>
<td>264</td>
</tr>
<tr>
<td>ARTS 150</td>
<td>Intro to Gallery Management</td>
<td>264</td>
</tr>
<tr>
<td>ARTS 151</td>
<td>Gallery Practicum I</td>
<td>264</td>
</tr>
<tr>
<td>ARTS 152</td>
<td>Gallery Practicum II</td>
<td>264</td>
</tr>
<tr>
<td>ARTS 153</td>
<td>Internship in Arts Management</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 160</td>
<td>Intro to Graphic Design</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 165</td>
<td>Intro to Video Art and Post Production</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 212</td>
<td>Ad. Study in Drawing and Painting I</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 213</td>
<td>Ad. Study in Drawing and Painting II</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 225</td>
<td>Experimental Drawing in Italy I</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 226</td>
<td>Experimental Drawing in Italy II</td>
<td>265</td>
</tr>
<tr>
<td>ARTS 233</td>
<td>Digital Photography</td>
<td>266</td>
</tr>
<tr>
<td>ARTS 236</td>
<td>Independent Study Photography</td>
<td>266</td>
</tr>
<tr>
<td>ARTS 262</td>
<td>2D Web Narrative Animation</td>
<td>266</td>
</tr>
<tr>
<td>ARTS 264</td>
<td>Net Art</td>
<td>266</td>
</tr>
<tr>
<td>ARTS 268</td>
<td>Prof Portfolio Practice</td>
<td>266</td>
</tr>
<tr>
<td>ARTS 270</td>
<td>History of Photography</td>
<td>266</td>
</tr>
<tr>
<td>ARTS 272</td>
<td>History of American Cinema</td>
<td>267</td>
</tr>
<tr>
<td>ASLN 100</td>
<td>American Sign Language I</td>
<td>267</td>
</tr>
<tr>
<td>ASLN 101</td>
<td>American Sign Language II</td>
<td>267</td>
</tr>
<tr>
<td>AUBR 160</td>
<td>Body Mechanical</td>
<td>189</td>
</tr>
<tr>
<td>AUBR 220</td>
<td>Passing Car Body/Frame Const</td>
<td>189</td>
</tr>
<tr>
<td>AUBR 225</td>
<td>Frame/Underbody Repair</td>
<td>189</td>
</tr>
<tr>
<td>AUBR 228</td>
<td>Panel Straightening</td>
<td>189</td>
</tr>
<tr>
<td>AUBR 230</td>
<td>Non Structural Collision Repair Lab I</td>
<td>189</td>
</tr>
<tr>
<td>AUBR 235</td>
<td>Collision Repair Laboratory</td>
<td>189</td>
</tr>
<tr>
<td>AUBR 256</td>
<td>Collision Repair Laboratory II</td>
<td>190</td>
</tr>
<tr>
<td>AUBR 240</td>
<td>Automotive Refinishing I</td>
<td>190</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUBR 245</td>
<td>Automotive Refinishing II</td>
<td>190</td>
</tr>
<tr>
<td>AUBR 250</td>
<td>Estimating Auto Body Repair</td>
<td>190</td>
</tr>
<tr>
<td>AUBR 255</td>
<td>Body Accessory Service/Repair</td>
<td>190</td>
</tr>
<tr>
<td>AUBR 265</td>
<td>Basic Automotive Welding</td>
<td>190</td>
</tr>
<tr>
<td>AUCP 120</td>
<td>Auto Electrical Syst &amp; Cmpts</td>
<td>190</td>
</tr>
<tr>
<td>AUCP 150</td>
<td>Practical Work Experience I</td>
<td>191</td>
</tr>
<tr>
<td>AUCP 155</td>
<td>Practical Work Experience II</td>
<td>191</td>
</tr>
<tr>
<td>AUCP 220</td>
<td>Intgrl Frame/Suspen Cmpts</td>
<td>191</td>
</tr>
<tr>
<td>AUCP 250</td>
<td>Practical Work Experience III</td>
<td>191</td>
</tr>
<tr>
<td>AUCP 255</td>
<td>Practical Work Experience IV</td>
<td>191</td>
</tr>
<tr>
<td>AUTO 110</td>
<td>Automotive Services</td>
<td>186</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Engines</td>
<td>186</td>
</tr>
<tr>
<td>AUTO 125</td>
<td>Automotive Electricity</td>
<td>186</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Specifications</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Fuel Systems</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Passenger Car Chassis I</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Transmissions/Transaxes</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Industrial Relations</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 200</td>
<td>America On Wheels</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Alternative Fuels</td>
<td>187</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Automotive Lab I</td>
<td>188</td>
</tr>
<tr>
<td>AUTO 230</td>
<td>Automotive Lab II</td>
<td>188</td>
</tr>
<tr>
<td>AUTO 235</td>
<td>Automotive Electronics</td>
<td>188</td>
</tr>
<tr>
<td>AUTO 242</td>
<td>Sport Event Management</td>
<td>188</td>
</tr>
<tr>
<td>AUTO 255</td>
<td>Passenger Car Diagnosis</td>
<td>188</td>
</tr>
<tr>
<td>AUTO 260</td>
<td>Business Management</td>
<td>189</td>
</tr>
<tr>
<td>AUTO 280</td>
<td>Hybrids</td>
<td>189</td>
</tr>
<tr>
<td>AUTO 290</td>
<td>Hydrogen Power Systems</td>
<td>189</td>
</tr>
<tr>
<td>BADM 100</td>
<td>Bus Concepts and Applications</td>
<td>200</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal &amp; Ethical Env of Bus I</td>
<td>200</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal &amp; Ethical Env of Bus II</td>
<td>200</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Business Mathematics</td>
<td>200</td>
</tr>
<tr>
<td>BADM 130</td>
<td>Intr to Health Care Management</td>
<td>200</td>
</tr>
<tr>
<td>BADM 131</td>
<td>Ambulatory Care Mangement</td>
<td>200</td>
</tr>
<tr>
<td>BADM 140</td>
<td>Introduction to Insurance</td>
<td>201</td>
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<td>BADM 150</td>
<td>Personal Insurance</td>
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<td>BADM 200</td>
<td>Business Communications</td>
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<td>BADM 207</td>
<td>Organization &amp; Management</td>
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<td>BADM 208</td>
<td>Organizational Leadership</td>
<td>201</td>
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<td>BADM 210</td>
<td>Real Property Law</td>
<td>201</td>
</tr>
<tr>
<td>BADM 211</td>
<td>Trust and Estate Law</td>
<td>201</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>201</td>
</tr>
<tr>
<td>BADM 221</td>
<td>Quantitative Bus Applications</td>
<td>201</td>
</tr>
<tr>
<td>BADM 225</td>
<td>Commercial Insurance</td>
<td>202</td>
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<td>BADM 235</td>
<td>Agency Operations and Sales Mngt.</td>
<td>202</td>
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<td>BADM 240</td>
<td>Intro to Sport Management</td>
<td>202</td>
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<tr>
<td>BADM 241</td>
<td>Intro to Intercollegiate and Scholastic Sports</td>
<td>202</td>
</tr>
<tr>
<td>BADM 242</td>
<td>Sport Event Management</td>
<td>202</td>
</tr>
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<td>BADM 243</td>
<td>International and Intercultural Sport</td>
<td>202</td>
</tr>
<tr>
<td>BADM 290</td>
<td>Internship</td>
<td>202</td>
</tr>
<tr>
<td>BAPC 100</td>
<td>Intro to Supermarket Industry</td>
<td>203</td>
</tr>
<tr>
<td>BAPC 101</td>
<td>Supermarket Management</td>
<td>203</td>
</tr>
<tr>
<td>BAPC 200</td>
<td>Center Store Operations</td>
<td>203</td>
</tr>
<tr>
<td>BAPC 201</td>
<td>Perishables</td>
<td>203</td>
</tr>
<tr>
<td>BCOM 250</td>
<td>Broadcast Journalism I</td>
<td>198</td>
</tr>
<tr>
<td>BCOM 251</td>
<td>Broadcast Journalism II</td>
<td>198</td>
</tr>
<tr>
<td>BCOM 260</td>
<td>Radio and Television Arts I</td>
<td>199</td>
</tr>
<tr>
<td>BCOM 261</td>
<td>Radio and Television Arts II</td>
<td>199</td>
</tr>
<tr>
<td>BCOM 270</td>
<td>Television and Video Production I</td>
<td>199</td>
</tr>
<tr>
<td>BCOM 271</td>
<td>Television and Video Production II</td>
<td>199</td>
</tr>
<tr>
<td>BIOL 95</td>
<td>Introduction to Biology</td>
<td>192</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Orientation to Environ Studies</td>
<td>195</td>
</tr>
<tr>
<td>BIOL 103</td>
<td>Orientation &amp; Bio Ethics</td>
<td>195</td>
</tr>
<tr>
<td>Course #</td>
<td>Name</td>
<td>Page #</td>
</tr>
<tr>
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<tr>
<td>ECHO 284</td>
<td>Fetal Echocardiography</td>
<td>237</td>
</tr>
<tr>
<td>ECMN 101</td>
<td>Direct Current Thyroid/Magnetism</td>
<td>241</td>
</tr>
<tr>
<td>ECMN 102</td>
<td>Alternating Current Theory</td>
<td>241</td>
</tr>
<tr>
<td>ECMN 111</td>
<td>Direct Current Applicts Lab</td>
<td>241</td>
</tr>
<tr>
<td>ECMN 112</td>
<td>Alternate Current Appl Lab</td>
<td>241</td>
</tr>
<tr>
<td>ECMN 121</td>
<td>Residential Construct Wiring</td>
<td>241</td>
</tr>
<tr>
<td>ECMN 122</td>
<td>Commercial Construction Wiring</td>
<td>241</td>
</tr>
<tr>
<td>ECMN 130</td>
<td>Safety &amp; Labor Relations</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 131</td>
<td>Elect Blueprint Rgd &amp; Est I</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 132</td>
<td>Elect Blueprint Rgd &amp; Est II</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 151</td>
<td>Dct Current Thyroid/Mgntsm Pt I</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 152</td>
<td>Dct Current Thyroid/Mgntsm Pt II</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 153</td>
<td>Attng Current Theory Pt I</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 154</td>
<td>Attng Current Theory Pt II</td>
<td>242</td>
</tr>
<tr>
<td>ECMN 161</td>
<td>Direct Current Apps Lab Pt I</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 162</td>
<td>Direct Current Apps Lab Pt II</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 163</td>
<td>Attng Current Apps Lab Pt I</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 164</td>
<td>Attng Current Apps Lab Pt II</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 171</td>
<td>Rsdnl Cnstrct Wiring Pt I</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 172</td>
<td>Rsdnl Cnstrct Wiring Pt II</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 173</td>
<td>Comm Cnstrct Wiring Pt I</td>
<td>243</td>
</tr>
<tr>
<td>ECMN 174</td>
<td>Comm Cnstrct Wiring Pt II</td>
<td>244</td>
</tr>
<tr>
<td>ECMN 180</td>
<td>Safety and Labor Rlts Part I</td>
<td>244</td>
</tr>
<tr>
<td>ECMN 181</td>
<td>Safety and Labor Rlts Part II</td>
<td>244</td>
</tr>
<tr>
<td>ECMN 190</td>
<td>Electric Power Systems</td>
<td>244</td>
</tr>
<tr>
<td>ECMN 203</td>
<td>Transformers And Motors</td>
<td>244</td>
</tr>
<tr>
<td>ECMN 204</td>
<td>Indust Motor Control Theory</td>
<td>244</td>
</tr>
<tr>
<td>ECMN 205</td>
<td>Industrial Power Electronics</td>
<td>245</td>
</tr>
<tr>
<td>ECMN 206</td>
<td>Automated Controls &amp; Instrm</td>
<td>245</td>
</tr>
<tr>
<td>ECMN 210</td>
<td>Photovoltaic Systems Theory &amp; Des</td>
<td>245</td>
</tr>
<tr>
<td>ECMN 211</td>
<td>Photovoltaic Systems Install &amp; Main</td>
<td>245</td>
</tr>
<tr>
<td>ECMN 213</td>
<td>Transformers &amp; Motor Lab</td>
<td>246</td>
</tr>
<tr>
<td>ECMN 214</td>
<td>Industrial Motor Control Lab</td>
<td>246</td>
</tr>
<tr>
<td>ECMN 215</td>
<td>Indstrl Pwr Electronics Lab</td>
<td>246</td>
</tr>
<tr>
<td>ECMN 216</td>
<td>Auto Controls &amp; Instrumentation Lab</td>
<td>246</td>
</tr>
<tr>
<td>ECMN 223</td>
<td>Industrial Wiring</td>
<td>246</td>
</tr>
<tr>
<td>ECMN 224</td>
<td>Indstrl Motor Control Wiring</td>
<td>246</td>
</tr>
<tr>
<td>ECMN 255</td>
<td>Transformers and Motors Pt I</td>
<td>247</td>
</tr>
<tr>
<td>ECMN 256</td>
<td>Transformers and Motors Pt II</td>
<td>247</td>
</tr>
<tr>
<td>ECMN 257</td>
<td>Indus Motor Contrl Theory Pt I</td>
<td>247</td>
</tr>
<tr>
<td>ECMN 258</td>
<td>Indus Motor Contrl Theory Pt II</td>
<td>247</td>
</tr>
<tr>
<td>ECMN 265</td>
<td>Transformers &amp; Motor Lab Pt I</td>
<td>247</td>
</tr>
<tr>
<td>ECMN 266</td>
<td>Transformers &amp; Motor Lab Pt II</td>
<td>247</td>
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<tr>
<td>ECMN 267</td>
<td>Indus Motor Control Lab Pt I</td>
<td>247</td>
</tr>
<tr>
<td>ECMN 268</td>
<td>Indus Motor Control Lab Pt II</td>
<td>248</td>
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<tr>
<td>ECMN 275</td>
<td>Industrial Wiring Pt I</td>
<td>248</td>
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<tr>
<td>ECMN 276</td>
<td>Industrial Wiring Pt II</td>
<td>248</td>
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<td>ECMN 277</td>
<td>Indus Motor Contrl Wiring Pt I</td>
<td>248</td>
</tr>
<tr>
<td>ECMN 278</td>
<td>Indus Motor Contrl Wiring Pt II</td>
<td>248</td>
</tr>
<tr>
<td>EDUC 100</td>
<td>Child Development</td>
<td>239</td>
</tr>
<tr>
<td>EDUC 108</td>
<td>Ind w/ Exceptrals in Schl &amp; Comm</td>
<td>239</td>
</tr>
<tr>
<td>EDUC 110</td>
<td>Foundations of Education in America</td>
<td>239</td>
</tr>
<tr>
<td>EDUC 120</td>
<td>Classroom Management</td>
<td>240</td>
</tr>
<tr>
<td>EDUC 215</td>
<td>Intro to Assistive Technology</td>
<td>240</td>
</tr>
<tr>
<td>EDUC 216</td>
<td>Inclusive Classroom Designs</td>
<td>240</td>
</tr>
<tr>
<td>EDUC 217</td>
<td>Technology in the Classroom</td>
<td>240</td>
</tr>
<tr>
<td>EDUC 218</td>
<td>Children in an Ever-Changing World</td>
<td>241</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>“Child’s Lit, Language &amp; Devmt”</td>
<td>241</td>
</tr>
<tr>
<td>ELET 100</td>
<td>Electricity I</td>
<td>248</td>
</tr>
<tr>
<td>ELET 101</td>
<td>Electricity II</td>
<td>248</td>
</tr>
<tr>
<td>ELET 105</td>
<td>Electronics I</td>
<td>249</td>
</tr>
<tr>
<td>ELET 115</td>
<td>C/C++ for Technologies</td>
<td>249</td>
</tr>
<tr>
<td>ELET 120</td>
<td>Pers Computer Hardware Essentials</td>
<td>249</td>
</tr>
<tr>
<td>ELET 206</td>
<td>Elements of Comm Electrons</td>
<td>249</td>
</tr>
<tr>
<td>ELET 210</td>
<td>Digital Electronics</td>
<td>249</td>
</tr>
<tr>
<td>ELET 211</td>
<td>Advanced Digital Electronics</td>
<td>249</td>
</tr>
<tr>
<td>ELET 215</td>
<td>Operational Amplifiers</td>
<td>249</td>
</tr>
<tr>
<td>ELET 225</td>
<td>Electromech Devices &amp; Systems</td>
<td>249</td>
</tr>
<tr>
<td>ELET 230</td>
<td>Electronic Design</td>
<td>250</td>
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<tr>
<td>ELET 245</td>
<td>Introduction to Microcontrollers</td>
<td>250</td>
</tr>
<tr>
<td>ELET 250</td>
<td>Vacuum and Power RF</td>
<td>250</td>
</tr>
<tr>
<td>Course #</td>
<td>Name</td>
<td>Page</td>
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<tr>
<td>---------</td>
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<tr>
<td>ESLS 92</td>
<td>Fund Engl as Second Lang I</td>
<td>261</td>
</tr>
<tr>
<td>ESLS 93</td>
<td>Fund Engl as Second Lang II</td>
<td>261</td>
</tr>
<tr>
<td>ESLS 94</td>
<td>Rdgng for Engl as Second Lang I</td>
<td>261</td>
</tr>
<tr>
<td>ESLS 96</td>
<td>Speaking &amp; Listening for ESL I</td>
<td>261</td>
</tr>
<tr>
<td>ESLS 98</td>
<td>Conversation for ESL Student I</td>
<td>261</td>
</tr>
<tr>
<td>ESLS 101</td>
<td>Eng Comp I: Foreign Born</td>
<td>262</td>
</tr>
<tr>
<td>ESLS 102</td>
<td>Eng Comp II: Foreign Born</td>
<td>262</td>
</tr>
<tr>
<td>ESYS 100</td>
<td>Intro to Wind Power</td>
<td>254</td>
</tr>
<tr>
<td>ESYS 105</td>
<td>Tower and Turbine Safety</td>
<td>254</td>
</tr>
<tr>
<td>ESYS 200</td>
<td>Turbine Mechanical Systems</td>
<td>254</td>
</tr>
<tr>
<td>ESYS 205</td>
<td>Direct Current Devices</td>
<td>254</td>
</tr>
<tr>
<td>ESYS 210</td>
<td>Protective Systems</td>
<td>254</td>
</tr>
<tr>
<td>ESYS 215</td>
<td>Turbine Generator Systems</td>
<td>254</td>
</tr>
<tr>
<td>ESYS 220</td>
<td>Compare Schematics, Metrics, Fault</td>
<td>255</td>
</tr>
<tr>
<td>FORM 101</td>
<td>College Forum</td>
<td>209</td>
</tr>
<tr>
<td>FORM 102</td>
<td>College Forum</td>
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<td>College Forum</td>
<td>209</td>
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<tr>
<td>FREN 100</td>
<td>French Language &amp; Culture I</td>
<td>268</td>
</tr>
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<td>FREN 101</td>
<td>French Language &amp; Culture II</td>
<td>268</td>
</tr>
<tr>
<td>FREN 200</td>
<td>French Language &amp; Culture III</td>
<td>268</td>
</tr>
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<td>FREN 201</td>
<td>French Language &amp; Culture IV</td>
<td>268</td>
</tr>
<tr>
<td>GERM 100</td>
<td>German Language &amp; Culture I</td>
<td>268</td>
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<td>GERM 101</td>
<td>German Language &amp; Culture II</td>
<td>268</td>
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<td>GERM 200</td>
<td>German Language &amp; Culture III</td>
<td>268</td>
</tr>
<tr>
<td>GERM 201</td>
<td>German Language &amp; Culture IV</td>
<td>269</td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civ &amp; the World I</td>
<td>275</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Western Civ &amp; the World II</td>
<td>275</td>
</tr>
<tr>
<td>HIST 110</td>
<td>Interp of American History I</td>
<td>275</td>
</tr>
<tr>
<td>HIST 111</td>
<td>Interp of American History II</td>
<td>275</td>
</tr>
<tr>
<td>HIST 112</td>
<td>History of New York State I</td>
<td>275</td>
</tr>
<tr>
<td>HIST 113</td>
<td>History of World War II</td>
<td>275</td>
</tr>
<tr>
<td>HIST 115</td>
<td>Intro to African American Hist</td>
<td>275</td>
</tr>
<tr>
<td>HIST 120</td>
<td>History of Africa I</td>
<td>275</td>
</tr>
<tr>
<td>HIST 121</td>
<td>History of Africa II</td>
<td>275</td>
</tr>
<tr>
<td>HIST 122</td>
<td>History of the Mid East I: 600-1798</td>
<td>275</td>
</tr>
<tr>
<td>HIST 123</td>
<td>History of the Mid East II: 1798-Pres</td>
<td>275</td>
</tr>
<tr>
<td>HIST 130</td>
<td>Medieval History</td>
<td>276</td>
</tr>
<tr>
<td>HIST 135</td>
<td>History of Twentieth Century</td>
<td>276</td>
</tr>
<tr>
<td>HIST 137</td>
<td>History of World War II</td>
<td>276</td>
</tr>
<tr>
<td>HIST 139</td>
<td>Intro to the Vietnam War</td>
<td>276</td>
</tr>
<tr>
<td>HITC 100</td>
<td>Medical Office Procedures</td>
<td>271</td>
</tr>
<tr>
<td>HITC 101</td>
<td>Medical Transcription</td>
<td>271</td>
</tr>
<tr>
<td>HITC 103</td>
<td>Introduction to Medical Coding</td>
<td>272</td>
</tr>
<tr>
<td>HITC 104</td>
<td>Ad Medical Coding and Reimburse</td>
<td>272</td>
</tr>
<tr>
<td>HITC 105</td>
<td>Clinical Office Procedures</td>
<td>272</td>
</tr>
<tr>
<td>HITC 107</td>
<td>Intro to Health Info Management</td>
<td>272</td>
</tr>
<tr>
<td>HLTH 130</td>
<td>Creating Healthy Relationships</td>
<td>271</td>
</tr>
<tr>
<td>HLTH 131</td>
<td>Stress and Health</td>
<td>271</td>
</tr>
<tr>
<td>HLTH 135</td>
<td>Weight Management</td>
<td>271</td>
</tr>
<tr>
<td>HLTH 131</td>
<td>Consumer Health</td>
<td>271</td>
</tr>
<tr>
<td>HLTH 152</td>
<td>First Aid</td>
<td>271</td>
</tr>
<tr>
<td>HLTH 160</td>
<td>Personal &amp; Community Health</td>
<td>271</td>
</tr>
<tr>
<td>HONR 190</td>
<td>Honors Seminar I</td>
<td>271</td>
</tr>
<tr>
<td>HONR 250</td>
<td>Introduction to Social Inquiry</td>
<td>276</td>
</tr>
<tr>
<td>HUSY 100</td>
<td>Social Service Systems</td>
<td>276</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Human Development &amp; the Family</td>
<td>276</td>
</tr>
<tr>
<td>HUSV 109</td>
<td>Orientation to Fieldwork</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 110</td>
<td>Intro Human Service Skills</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 115</td>
<td>Perspectives on Disability</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 120</td>
<td>Problems of Adolescence</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 125</td>
<td>Older Adults &amp; Social Envrmt</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 200</td>
<td>Interviewing &amp; Tech of Commun</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 205</td>
<td>Intro to Social Group Work</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 210</td>
<td>Human Sexuality</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 215</td>
<td>Psychology/History of Poverty</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 220</td>
<td>Human Svc Plng Suprv &amp; Mgmt</td>
<td>277</td>
</tr>
<tr>
<td>HUSV 225</td>
<td>Soc Serv Interview In Spanish</td>
<td>278</td>
</tr>
<tr>
<td>HUSV 240</td>
<td>Professionalism in a Diverse Society</td>
<td>278</td>
</tr>
<tr>
<td>Course #</td>
<td>Name</td>
<td>Page #</td>
</tr>
<tr>
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<tr>
<td>MHAS 92</td>
<td>Math Strat for Esttl Math I</td>
<td>284</td>
</tr>
<tr>
<td>MHAS 93</td>
<td>LAC Writing</td>
<td>284</td>
</tr>
<tr>
<td>MHAS 95</td>
<td>LAC/Learning Disabilities Lab</td>
<td>284</td>
</tr>
<tr>
<td>LSFL 90</td>
<td>Princ &amp; Pract of Learning</td>
<td>284</td>
</tr>
<tr>
<td>LSFL 95</td>
<td>Reading &amp; Reasoning</td>
<td>284</td>
</tr>
<tr>
<td>MATH 85</td>
<td>Math Study Skills</td>
<td>291</td>
</tr>
<tr>
<td>MATH 90</td>
<td>Numerical Skills</td>
<td>291</td>
</tr>
<tr>
<td>MATH 99</td>
<td>Essentials of Math I</td>
<td>291</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Essentials of Math II</td>
<td>291</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math I</td>
<td>291</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Math II</td>
<td>291</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Intermediate Algebra</td>
<td>292</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Real World Mathematics</td>
<td>292</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Mathematical Structures I</td>
<td>292</td>
</tr>
<tr>
<td>MATH 131</td>
<td>Mathematical Structures II</td>
<td>292</td>
</tr>
<tr>
<td>MATH 135</td>
<td>Elementary Statistics</td>
<td>292</td>
</tr>
<tr>
<td>MATH 140</td>
<td>Mathematical Applications I</td>
<td>292</td>
</tr>
<tr>
<td>MATH 141</td>
<td>Mathematical Applications II</td>
<td>292</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Coll Algebra &amp; Trigonometry</td>
<td>293</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Analytic Geometry &amp; Basic Calc</td>
<td>293</td>
</tr>
<tr>
<td>MATH 155</td>
<td>Computing Tools for Math. and Sci.</td>
<td>293</td>
</tr>
<tr>
<td>MATH 160</td>
<td>Precalculus</td>
<td>293</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calc with Analytic Geometry</td>
<td>293</td>
</tr>
<tr>
<td>MATH 175</td>
<td>Calculus With Precal I</td>
<td>293</td>
</tr>
<tr>
<td>MATH 176</td>
<td>Calculus With Precal II</td>
<td>293</td>
</tr>
<tr>
<td>MATH 178</td>
<td>Honors Mathematical Reas. and Appl.</td>
<td>293</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Calculus I</td>
<td>294</td>
</tr>
<tr>
<td>MATH 183</td>
<td>Discrete Mathematics</td>
<td>294</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Calculus II</td>
<td>294</td>
</tr>
<tr>
<td>MATH 200</td>
<td>Linear Algebra</td>
<td>294</td>
</tr>
<tr>
<td>MATH 205</td>
<td>Math Statistical Analysis</td>
<td>294</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Calculus III</td>
<td>294</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Differential Equations</td>
<td>294</td>
</tr>
<tr>
<td>MECT 105</td>
<td>Engineering Materials</td>
<td>294</td>
</tr>
<tr>
<td>MECT 110</td>
<td>Micro Appl in Engr Tech</td>
<td>295</td>
</tr>
<tr>
<td>MECT 115</td>
<td>Computer Graphic Appl I</td>
<td>295</td>
</tr>
<tr>
<td>MECT 120</td>
<td>Manufacturing Processes</td>
<td>295</td>
</tr>
<tr>
<td>MECT 125</td>
<td>Statics and Dynamics</td>
<td>295</td>
</tr>
<tr>
<td>MECT 180</td>
<td>Introduction to Technology</td>
<td>295</td>
</tr>
<tr>
<td>MECT 210</td>
<td>Industrial Instrumentation</td>
<td>295</td>
</tr>
<tr>
<td>MECT 215</td>
<td>Stat Qual &amp; Process Control</td>
<td>295</td>
</tr>
<tr>
<td>MECT 225</td>
<td>Strength of Materials</td>
<td>296</td>
</tr>
<tr>
<td>MECT 230</td>
<td>Intro Computer Aided Mfg</td>
<td>296</td>
</tr>
<tr>
<td>MECT 240</td>
<td>Design of Machine Element</td>
<td>296</td>
</tr>
<tr>
<td>MFST 101</td>
<td>Intro to Machine Tools (Lab I)</td>
<td>285</td>
</tr>
<tr>
<td>MFST 102</td>
<td>Machining Processes (Lab II)</td>
<td>285</td>
</tr>
<tr>
<td>MFST 103</td>
<td>Machine Tool Theory and Lab I</td>
<td>285</td>
</tr>
<tr>
<td>MFST 104</td>
<td>Machine Tool/CNC Theory and Lab II</td>
<td>285</td>
</tr>
<tr>
<td>MFST 111</td>
<td>Machining Processes Theory I</td>
<td>285</td>
</tr>
<tr>
<td>MFST 112</td>
<td>Machining Processes Theory II</td>
<td>286</td>
</tr>
<tr>
<td>MFST 163</td>
<td>Machine Tool Theory and Lab I Part</td>
<td>286</td>
</tr>
<tr>
<td>MFST 164</td>
<td>Machine Tool Theory and Lab II Part</td>
<td>286</td>
</tr>
<tr>
<td>MFST 173</td>
<td>Machine Tool Theory and Lab II Part I</td>
<td>286</td>
</tr>
<tr>
<td>MFST 174</td>
<td>Machine Tool Theory and Lab II Part II</td>
<td>286</td>
</tr>
<tr>
<td>MFST 203</td>
<td>CNC Machining Processes (Lab III)</td>
<td>286</td>
</tr>
<tr>
<td>MFST 204</td>
<td>Adv Machining Processes (Lab IV)</td>
<td>287</td>
</tr>
<tr>
<td>MFST 211</td>
<td>Manufacturing Processes</td>
<td>287</td>
</tr>
<tr>
<td>MFST 212</td>
<td>Process Planning</td>
<td>287</td>
</tr>
<tr>
<td>MFST 214</td>
<td>Quality Assurance and Control</td>
<td>287</td>
</tr>
<tr>
<td>MFST 215</td>
<td>Industrial Relations, Safety and Health</td>
<td>287</td>
</tr>
<tr>
<td>MFST 221</td>
<td>Numerical Control Programming</td>
<td>287</td>
</tr>
<tr>
<td>MFST 222</td>
<td>Numerical Control (Advanced)</td>
<td>288</td>
</tr>
<tr>
<td>MFST 223</td>
<td>Comp Aided Man with Mastercam</td>
<td>288</td>
</tr>
<tr>
<td>MFST 231</td>
<td>Controls</td>
<td>288</td>
</tr>
<tr>
<td>MFST 241</td>
<td>Practical Metallurgy</td>
<td>288</td>
</tr>
<tr>
<td>MFST 261</td>
<td>Adv Machining Process Lab III Part</td>
<td>288</td>
</tr>
<tr>
<td>MFST 262</td>
<td>Adv Machining Process Lab III Part II</td>
<td>288</td>
</tr>
<tr>
<td>MFST 271</td>
<td>Man Capstone Proj Lab IV Part I</td>
<td>288</td>
</tr>
<tr>
<td>MFST 272</td>
<td>Man Capstone Proj Lab IV Part II</td>
<td>289</td>
</tr>
<tr>
<td>MKTG 120</td>
<td>Principles of Marketing</td>
<td>289</td>
</tr>
<tr>
<td>MKTG 130</td>
<td>Intro to Conventions and Events</td>
<td>289</td>
</tr>
<tr>
<td>MKTG 200</td>
<td>Advertising</td>
<td>289</td>
</tr>
<tr>
<td>MKTG 210</td>
<td>E-Commerce</td>
<td>289</td>
</tr>
<tr>
<td>MKTG 212</td>
<td>Human Resource Management</td>
<td>289</td>
</tr>
<tr>
<td>MKTG 214</td>
<td>Sales Management</td>
<td>290</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management</td>
<td>290</td>
</tr>
<tr>
<td>MKTG 218</td>
<td>Retail Management</td>
<td>290</td>
</tr>
<tr>
<td>MKTG 230</td>
<td>Event Management</td>
<td>290</td>
</tr>
<tr>
<td>MKTG 232</td>
<td>Tourism and Resorts</td>
<td>290</td>
</tr>
<tr>
<td>MKTG 240</td>
<td>Business Ethics</td>
<td>290</td>
</tr>
<tr>
<td>MKTG 290</td>
<td>Internship</td>
<td>290</td>
</tr>
<tr>
<td>MTSC 100</td>
<td>Funeral Service Orientation</td>
<td>296</td>
</tr>
<tr>
<td>MTSC 105</td>
<td>Burial Customs Throughout History</td>
<td>296</td>
</tr>
<tr>
<td>MTSC 110</td>
<td>Mortuary Law</td>
<td>296</td>
</tr>
<tr>
<td>MTSC 120</td>
<td>Hygiene &amp; Sanitary Science</td>
<td>296</td>
</tr>
<tr>
<td>MTSC 130</td>
<td>Embalming Theory &amp; Practice I</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 140</td>
<td>Approaches to Death and Dying</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 180</td>
<td>Cross Cult &amp; Relg Pers for Bereave</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 200</td>
<td>Psychology of Grief</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 205</td>
<td>Funeral Service Counseling</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 210</td>
<td>Funeral Service Management</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 220</td>
<td>Pathology</td>
<td>297</td>
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<tr>
<td>MTSC 225</td>
<td>Restorative Art</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 230</td>
<td>Embalming Theory &amp; Practice II</td>
<td>297</td>
</tr>
<tr>
<td>MTSC 240</td>
<td>Cont. Concepts in Mortuary Science</td>
<td>298</td>
</tr>
<tr>
<td>MTSC 250</td>
<td>Pre-Professional Mortuary Seminar</td>
<td>298</td>
</tr>
<tr>
<td>MTSC 260</td>
<td>Grieving Adolescents</td>
<td>298</td>
</tr>
<tr>
<td>MTSC 261</td>
<td>Grieving Children</td>
<td>298</td>
</tr>
<tr>
<td>MTSC 262</td>
<td>Understand Grief &amp; Loss for Prof.</td>
<td>298</td>
</tr>
<tr>
<td>MTSC 280</td>
<td>Ad Bereavement Studies</td>
<td>298</td>
</tr>
<tr>
<td>MTSC 285</td>
<td>Bereavement Internship</td>
<td>298</td>
</tr>
<tr>
<td>MUSC 100</td>
<td>Music Appreciation I</td>
<td>299</td>
</tr>
<tr>
<td>MUSC 101</td>
<td>Music Appreciation II</td>
<td>299</td>
</tr>
<tr>
<td>MUSC 105</td>
<td>The History of Jazz</td>
<td>299</td>
</tr>
<tr>
<td>MUSC 106</td>
<td>The History of Rock and Roll</td>
<td>299</td>
</tr>
<tr>
<td>NSCI 250</td>
<td>Honors Natural Science</td>
<td>299</td>
</tr>
<tr>
<td>NURS 95</td>
<td>Nursing Orientation</td>
<td>299</td>
</tr>
<tr>
<td>NURS 101</td>
<td>Nursing I</td>
<td>300</td>
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<tr>
<td>NURS 102</td>
<td>Nursing II</td>
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<td>NURS 201</td>
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<td>NURS 202</td>
<td>Nursing IV</td>
<td>300</td>
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<tr>
<td>PADM 100</td>
<td>Intro to Public Administration</td>
<td>309</td>
</tr>
<tr>
<td>PADM 180</td>
<td>Principles of Supervision</td>
<td>310</td>
</tr>
<tr>
<td>PADM 205</td>
<td>Public Personnel Admin</td>
<td>310</td>
</tr>
<tr>
<td>PADM 210</td>
<td>Labor Relations</td>
<td>310</td>
</tr>
<tr>
<td>PADM 220</td>
<td>Courts, Justice and Public Admin</td>
<td>310</td>
</tr>
<tr>
<td>PADM 230</td>
<td>Public Polic &amp; Domestic Violence</td>
<td>310</td>
</tr>
<tr>
<td>PADM 240</td>
<td>Public Affairs Seminar I</td>
<td>310</td>
</tr>
<tr>
<td>PADM 241</td>
<td>Public Affairs Seminar II</td>
<td>310</td>
</tr>
<tr>
<td>PADM 242</td>
<td>Public Affairs Seminar III</td>
<td>311</td>
</tr>
<tr>
<td>PHED 114</td>
<td>Physical Education Activities</td>
<td>301</td>
</tr>
<tr>
<td>PHED 170</td>
<td>Soccer/Badminton</td>
<td>301</td>
</tr>
<tr>
<td>PHED 171</td>
<td>&quot;Physical Exercise, Track &amp; Field&quot;</td>
<td>301</td>
</tr>
<tr>
<td>PHED 180</td>
<td>Intro to Physical Education</td>
<td>301</td>
</tr>
<tr>
<td>PHED 250</td>
<td>Physical Fitness Conditioning</td>
<td>300</td>
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<tr>
<td>PHED 270</td>
<td>Elementary &amp; Secondary Games</td>
<td>300</td>
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<tr>
<td>PHED 280</td>
<td>Intro to Sports Medicine</td>
<td>300</td>
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<tr>
<td>PHIL 105</td>
<td>Introduction to Philosophy</td>
<td>300</td>
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<tr>
<td>PHIL 110</td>
<td>Comparative Religion I</td>
<td>300</td>
</tr>
<tr>
<td>PHIL 120</td>
<td>Existentialism</td>
<td>300</td>
</tr>
<tr>
<td>PHIL 265</td>
<td>Ideas Past and Present</td>
<td>301</td>
</tr>
<tr>
<td>PHYS 95</td>
<td>Foundations of Physics I</td>
<td>302</td>
</tr>
<tr>
<td>PHYS 96</td>
<td>Foundations of Physics II</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Physical Science I</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>Physical Science II</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 205</td>
<td>Introduction To Astronomy</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Physics for the Hlth Sciences</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 115</td>
<td>Physics</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 125</td>
<td>Physics for Telecom Bell Atl</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 135</td>
<td>Technical Physics I</td>
<td>303</td>
</tr>
<tr>
<td>PHYS 136</td>
<td>Technical Physics II</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 140</td>
<td>Physics I</td>
<td>304</td>
</tr>
<tr>
<td>Course #</td>
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<tr>
<td>PHYS 141</td>
<td>Physics II</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 143</td>
<td>Introduction to Meteorology</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 145</td>
<td>Introductory Geology</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 146</td>
<td>Evolution of the Earth</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>General Physics I</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>General Physics II</td>
<td>304</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>Fundamentals of GIS</td>
<td>305</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>General Physics I</td>
<td>305</td>
</tr>
<tr>
<td>PHYS 251</td>
<td>General Physics IV</td>
<td>305</td>
</tr>
<tr>
<td>PHYS 252</td>
<td>Methods of Theoretical Physics</td>
<td>305</td>
</tr>
<tr>
<td>PHYS 253</td>
<td>Research Reading in Physics</td>
<td>305</td>
</tr>
<tr>
<td>PHYS 256</td>
<td>Experimntal Physics</td>
<td>305</td>
</tr>
<tr>
<td>POLS 100</td>
<td>Intro to Political Science</td>
<td>307</td>
</tr>
<tr>
<td>POLS 101</td>
<td>Intro to International Politics</td>
<td>307</td>
</tr>
<tr>
<td>POLS 102</td>
<td>Intro to Political Theory</td>
<td>307</td>
</tr>
<tr>
<td>POLS 105</td>
<td>American National Government</td>
<td>307</td>
</tr>
<tr>
<td>POLS 110</td>
<td>State &amp; Local Government</td>
<td>307</td>
</tr>
<tr>
<td>POLS 125</td>
<td>Introduction to Terrorism</td>
<td>307</td>
</tr>
<tr>
<td>POLS 200</td>
<td>Internship in Government</td>
<td>307</td>
</tr>
<tr>
<td>POLS 222</td>
<td>Global Seminar</td>
<td>307</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Child Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 208</td>
<td>Adolescent Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Abnormal Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 215</td>
<td>Psych for Personal Adjustment</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Psychology of Women</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 225</td>
<td>Sport Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 235</td>
<td>Positive Psychology</td>
<td>308</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Educational Psychology</td>
<td>309</td>
</tr>
<tr>
<td>PSYC 260</td>
<td>Practical Research Methods</td>
<td>309</td>
</tr>
<tr>
<td>PSYC 275</td>
<td>Statistics for Behavioral Sci</td>
<td>309</td>
</tr>
<tr>
<td>PSYC 280</td>
<td>Experimental Psychology</td>
<td>309</td>
</tr>
<tr>
<td>PUTL 110</td>
<td>Blueprint Reading</td>
<td>305</td>
</tr>
<tr>
<td>PUTL 120</td>
<td>Boiler &amp; Steam Systems</td>
<td>305</td>
</tr>
<tr>
<td>PUTL 200</td>
<td>Heating Ventilating &amp; Air Con</td>
<td>306</td>
</tr>
<tr>
<td>PUTL 201</td>
<td>Utility Refrigeration Mechanics</td>
<td>306</td>
</tr>
<tr>
<td>PUTL 202</td>
<td>Industrial Electricity</td>
<td>306</td>
</tr>
<tr>
<td>PUTL 210</td>
<td>Electrical Utility Systems</td>
<td>306</td>
</tr>
<tr>
<td>PUTL 211</td>
<td>Plant Operation &amp; Maintenance</td>
<td>306</td>
</tr>
<tr>
<td>PUTL 212</td>
<td>Indstl Instrumentation/Confir</td>
<td>306</td>
</tr>
<tr>
<td>PUTL 213</td>
<td>Industrial Safety</td>
<td>306</td>
</tr>
<tr>
<td>RESP 100</td>
<td>Basic Intrp Electrocardiogram</td>
<td>313</td>
</tr>
<tr>
<td>RESP 101</td>
<td>Basic Inteq/Perform EKG</td>
<td>314</td>
</tr>
<tr>
<td>RESP 105</td>
<td>Phlebotomy Practices</td>
<td>314</td>
</tr>
<tr>
<td>RESP 110</td>
<td>Human Anatomy &amp; Physiology</td>
<td>314</td>
</tr>
<tr>
<td>RESP 115</td>
<td>Cardiopulmonary Pharmacology</td>
<td>314</td>
</tr>
<tr>
<td>RESP 120</td>
<td>Fund of Respiratory Care I</td>
<td>314</td>
</tr>
<tr>
<td>RESP 125</td>
<td>Fund of Respiratory Care II</td>
<td>314</td>
</tr>
<tr>
<td>RESP 130</td>
<td>Ethics &amp; Administration</td>
<td>315</td>
</tr>
<tr>
<td>RESP 200</td>
<td>Adv Respiratory Life Support</td>
<td>315</td>
</tr>
<tr>
<td>RESP 205</td>
<td>Disease of Cardiopulmonary Sys</td>
<td>315</td>
</tr>
<tr>
<td>RESP 210</td>
<td>Current Concepts Resp Care</td>
<td>315</td>
</tr>
<tr>
<td>RESP 220</td>
<td>Therapeutics for Resp Care</td>
<td>315</td>
</tr>
<tr>
<td>RESP 225</td>
<td>Introduction to Critical Care</td>
<td>315</td>
</tr>
<tr>
<td>RESP 230</td>
<td>Neonatal &amp; Pediatric Resp Care</td>
<td>315</td>
</tr>
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(Area Code 518)
☐ 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 ____________

CAT