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 via Hudson Valley e-mail and 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.

To provide feedback and your comments about your experience on campus, send an e-mail to: input@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.

Please be advised that information, policies and procedures detailed in this publication are subject to change at the discretion of Hudson Valley Community College. The most current information regarding programs and courses can be viewed at www.hvcc.edu.
Instructional Calendar

Fall 2013 Term

Classes Begin

On-Campus Day Classes ........................................................Monday, August 26
On-Campus Evening Classes ..................................................Tuesday, September 3
Evening Classes at Off-Campus Sites ....................................Monday, September 9

NO CLASSES/COLLEGE CLOSED ..............................................Monday, September 2
County List Census Date ........................................................Monday, September 16

NO CLASSES ..............................................................Monday, October 14
Mid-Term Grades Due........................................................Monday, October 21
Sprint Classes Begin ............................................................Monday, October 21
Last Day to Withdraw from Courses .....................................Friday, November 15

NO CLASSES/COLLEGE CLOSED ..............................................Wednesday - Saturday, November 27 - 30

Last Day of Instruction .........................................................Friday, December 13

TERM EXAMS

Day and Evening Class Exams................................................Monday - Thursday, December 16 - 19

Day and Evening Class Snow Day Exams .........................Friday, December 20

Final Grades Due .................................................................Monday, December 23

COLLEGE CLOSED ........................................................Tuesday and Wednesday, December 24 and 25

Tuesday and Wednesday, December 31, 2013
and January 1, 2014

Intersession 2013

Classes Begin .................................................................Monday, December 23

NO CLASSES/COLLEGE CLOSED ..............................................December 24, 2013 and December 25, 2013

Classes Resume .................................................................Thursday, December 26

NO CLASSES/COLLEGE CLOSED ..............................................December 31, 2013 and January 1, 2014

Classes Resume .................................................................Thursday, January 2
Last Day to Withdraw from Courses .....................................Monday, January 6
Classes End ........................................................................Tuesday, January 7
Final Exams ..........................................................................Wednesday, January 8
Snow Day .............................................................................Thursday, January 8
Grades Due .........................................................................Friday, January 10
Spring 2014 Term

Classes Begin
On-Campus Day and Evening Classes ....................................... Tuesday, January 21
Evening Classes at Off-Campus Sites ....................................... Monday, January 27
NO CLASSES - Martin Luther King Jr. Day .................................. Monday, January 20
County List Census Date ............................................................ Monday, February 10
NO CLASSES - Faculty Workshop Day ........................................ Wednesday, February 26
Mid-Term Grades Due .............................................................. Monday, March 17
Sprint Classes Begin ................................................................. Monday, March 17
Last Day to Withdraw from Courses ......................................... Friday, April 11
NO CLASSES/COLLEGE CLOSED ................................................... Friday - Tuesday, April 18 - 22
Classes Resume ........................................................................ Wednesday, April 23
Last Day of Instruction ............................................................. Friday, May 9
Day and Evening Class Exams .................................................. Monday - Thursday, May 12 - 15
Commencement ........................................................................ Saturday, May 17 (9 a.m.)
Final Grades Due ...................................................................... Monday, May 19

Summer 2014 Term

NO CLASSES/COLLEGE CLOSED ................................................... Friday, July 4

Summer Session 1 (3 weeks)
Classes Begin ........................................................................ Monday, May 19
Classes End ............................................................................... Friday, June 6

Summer Session 2 (6 weeks)
Classes Begin ........................................................................ Monday, May 19
Classes End ............................................................................... Friday, June 27

Summer Session 3 (12 weeks)
Classes Begin ........................................................................ Monday, May 19
Classes End ............................................................................... Friday, August 8

Summer Session 4 (5 weeks)
Classes Begin ........................................................................ Tuesday, May 27
Classes End ............................................................................... Friday, June 27

Summer Session 5 (3 weeks)
Classes Begin ........................................................................ Monday, June 30
Classes End ............................................................................... Friday, July 18

Summer Session 6 (6 weeks)
Classes Begin ........................................................................ Monday, June 30
Classes End ............................................................................... Friday, August 18
About Hudson Valley Community College

Statement of Commitment

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

Mission Statement

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

Historical Preamble

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

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

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

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

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

Goals and Objectives

1. To enhance and promote excellence in teaching and learning.
   1.1 To institute an integrated academic and administrative infrastructure that makes optimal employee support a priority.
   1.2 To support faculty with the necessary resources for professional and personal development.
   1.3 To develop effective teaching and learning methods that will assist the college in adapting to changing student academic needs.
   1.4 To increase and strengthen articulation agreements with educational institutions and affiliations with educational partnerships.
   1.5 To explore thoroughly all aspects of new educational delivery systems prior to implementation.
   1.6 To encourage and support innovation in the teaching and learning environment.
   1.7 To assess effectiveness in the teaching and learning environment.
   1.8 To ensure that the goals and standards of the college’s academic programs are achieved.
   1.9 To provide and maintain a classroom environment that is conducive to teaching and learning.
   1.10 To develop new academic programs, new certificate programs, and/or new courses; and/or to revise current academic programs, certificate programs and/or courses in response to identified needs.
2. To develop and support a student-centered collegial environment.
   2.1 To promote and provide friendly, informative and supportive services for students.
   2.2 To develop a systematic and integrated approach to student persistence and success.
   2.3 To provide effective academic advising for all students.
   2.4 To develop and maintain a student scheduling system that is driven by student needs.
   2.5 To increase awareness of student support services, policies and campus events.
   2.6 To foster and promote student responsibility and involvement in his/her education.

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

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

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

6. To develop and foster beneficial relationships with the community.
   6.1 To enrich and increase administrative and academic partnerships with businesses and the community.
   6.2 To promote and support the departmental efforts that generate external revenue.
   6.3 To develop a comprehensive enrollment management system to achieve and maintain effective recruitment and retention of students.
   6.4 To promote the maximum achievable graduation rate for students.
   6.5 To promote Hudson Valley Community College as an exemplary educational institution through an institution-wide marketing focus, that highlights the merits of all programs.
   6.6 To promote a spirit of community service among students, faculty and staff.
   6.7 To serve as a cultural resource for internal and external communities through both curricular and non-curricular programs and activities.
   6.8 To cultivate relationships with external funding sources and actively pursue financial support for programming, goods and services not supported by the college budget.
Community Bill of Rights and Responsibilities

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

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

- Where all members of the college community are treated with courtesy and respect;
- That has clear ethics and conduct codes with fair and consistently enforced consequences for non-compliance;
- That is safe, orderly and drug free;
- That has clearly stated, high academic standards and the instructional materials and equipment necessary to implement rigorous academic programs; and
- Where the college’s mission statement drives all academic and administrative operations and functions.

Glossary of College Terms

This catalog is a resource document containing information about program requirements and other college policies for which a student is ultimately responsible. It also contains information about the academic, student and community services the college offers. This section defines many college terms that will help a student gain a full understanding of the information within the catalog.

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

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.


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.

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 14-22.

- 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.

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.
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 29). 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 reactivated 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 Admissions 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 the Center for Counseling and Transfer
- 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.

Admission 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 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. Math entrance requirements may be waived if a student has successfully completed (a grade C or above) a higher level math.</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 (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. Math entrance requirements may be waived if a student has successfully completed (a grade C or above) a higher level math.</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>PROGRAM/DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
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<tr>
<td>Computer Information Systems (A.A.S.) CIS (0581)</td>
<td>Math I and II or 2 years of equivalent academic math (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 (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. Math entrance requirements may be waived if a student has successfully completed minimally MATH 150 College Algebra with Trigonometry with a grade of “C” or higher or by permission of department chair.</td>
<td>80 or above</td>
</tr>
<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 (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 and WWW Programming (A.A.S.) CWW (1747)</td>
<td>Math I and II or 2 years of equivalent academic math (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>Entrepreneurship (A.A.S) ETP (1362)</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>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>Information Systems (Certificate) ISC (1108)</td>
<td>Math I and II or 2 units of equivalent academic math (80 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td>80 or above</td>
</tr>
<tr>
<td>PROGRAM/DEGREE</td>
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<tr>
<td>Advanced Manufacturing Technology (A.O.S.) AMT (0430)</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>Architectural Technology (A.A.S.) ACT (038)</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></td>
<td>70 or above</td>
</tr>
<tr>
<td>Architecture Technology (Certificate) ARC (2371)</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></td>
<td>70 or above</td>
</tr>
<tr>
<td>Automotive Management (A.A.S.) AUM (2296)</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>Need valid driver’s license. Special testing through program coordinator.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Automotive Technical Services (A.O.S.) ATS (0411)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Need valid driver’s license.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Automotive Technical Svcs-Auto Body Repair (A.O.S.) ABR (0453)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Need valid driver’s license. Special testing through program coordinator.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Automotive Technical Services-Chrysler (A.O.S.) CAP (1132)</td>
<td>Math I, algebra or 1 unit of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Civil Engineering Technology (A.A.S.) CIV (0517)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Computer Aided Drafting (Certificate) CAC (0950)</td>
<td>1 unit of any math</td>
<td>Fall only</td>
<td>Interview with program coordinator is required.</td>
<td>N/A</td>
</tr>
<tr>
<td>Construction Technology-Building Construction (A.A.S.) CON (0540)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Construction (Certificate) CNC (0924)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall only</td>
<td>Carpentry capability recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Electrical Construction and Maintenance (A.O.S.) ECM (0461)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Electrical Engineering Technology - Electronics (A.A.S.) ELT (0699)</td>
<td>Math I and II or 2 units of equivalent academic math (70 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>
</tr>
<tr>
<td>Electrical Technology - Semiconductor Manufacturing Technology (A.A.S) SMT (1786)</td>
<td>Math I and II or 2 units of equivalent academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional science, math, and mechanical drawing courses recommended.</td>
<td>70 or above</td>
</tr>
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</table>
### Recommended Minimum Requirements

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<tr>
<td>Heating/Air Conditioning/Refrigeration Tech.</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>Services (A.O.S.) HRS (1590)</td>
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<tr>
<td>Mechanical Engineering 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>
<td>Additional math courses recommended.</td>
<td>70 or above</td>
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<tr>
<td>MEC (0493)</td>
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<tr>
<td>Overhead Electric Line Worker (Certificate)</td>
<td>1 unit of any math (70 or above in the course)</td>
<td>Fall only</td>
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<td>70 or above</td>
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<tr>
<td>LWC (2029)</td>
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<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>Semiconductor Technology (Certificate) SMC (2264)</td>
<td>PHYS135 Technical Physics I, MATH 150 College Algebra and Trigonometry, MATH 165 Basic Calculus with Analytic Geometry, ELET 100 Electricity I, ELET 101 Electricity II, ELET 105 Electronics I and ELET 215 Operational Amplifiers</td>
<td>Fall and Spring</td>
<td>Applicants to this program must have completed the required courses or equivalent or by permission of department chair.</td>
<td>N/A</td>
</tr>
<tr>
<td>Telecommunications Technology - Verizon (A.A.S.)</td>
<td>Verizon associates only. Math I and II or 2 units of equivalent academic math</td>
<td>Fall only</td>
<td>Required ASSET placement test scores: Reading - 35, Writing - 34, Numerical Skills - 34, Elementary Algebra - 34.</td>
<td>N/A</td>
</tr>
<tr>
<td>TLB (1022)</td>
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</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>
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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 &quot;C&quot; 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 &quot;C&quot; 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 including 40 hours in department. All candidates applying must have a minimum of a &quot;C&quot; 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 mathematics course; 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 Diagnostic Medical Sonography requirements above)</td>
<td>Fall only</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 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>Candidates must hold current NYS EMT Card, have one year of EMT experience and information session with coordinator of program is required.</td>
<td>Fall only</td>
<td>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>
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<tr>
<td>Invasive Cardiovascular Technology (A.A.S.) CVT (2010)</td>
<td>Math I and II or 2 units of equivalent academic math, biology and chemistry with labs (70 or above in each course)</td>
<td>Fall only</td>
<td>American Heart Association Basic Life Support Certification - Course C for Health Care Providers.</td>
<td>75 or above for Regents diploma or 85 or above for Non-Regents diploma</td>
</tr>
<tr>
<td>Mortuary Science (A.A.S.) 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>Nursing (A.A.S.) 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 &quot;B&quot; required in non-credit bearing courses. Grade of &quot;C&quot; 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>Nursing (A.A.S.) 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 &quot;B&quot; required in non-credit bearing courses. Grade of &quot;C&quot; 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>Polysomnography (A.A.S.) PSG (2298)</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></td>
<td>70 or above</td>
</tr>
<tr>
<td>Radiologic Technology (A.A.S.) 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 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 &quot;B&quot; required in non-credit bearing courses. Grade of &quot;C&quot; 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>Respiratory Care (A.A.S.) 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 &quot;B&quot; required in non-credit bearing courses. Grade of &quot;C&quot; 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>
<td>Animal Advocacy (Certificate) AAC (2262)</td>
<td>1 unit of academic math</td>
<td>Fall and Spring</td>
<td>Social science, humanities and lab science courses recommended</td>
<td>70 or above</td>
</tr>
<tr>
<td>Biological Sciences (A.S.) BSC (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 only</td>
<td>Interview with The New School required.</td>
<td>70 or above</td>
</tr>
<tr>
<td>Chemical Dependency Counseling (A.A.S.) CDC (1070)</td>
<td>None</td>
<td>Fall and Spring</td>
<td>N/A</td>
<td></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.) CRI (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>Criminal Justice (A.S.) CJA (1100)</td>
<td>2 units of academic math</td>
<td>Fall and Spring</td>
<td>Social science, humanities and lab sciences courses recommended.</td>
<td>85 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 only</td>
<td>Strongly recommended math III, biology, chemistry and 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>PROGRAM/ DEGREE</td>
<td>PROGRAM REQUIREMENTS</td>
<td>ENTRY TERM</td>
<td>SPECIAL NOTES</td>
<td>H.S. AVERAGE</td>
</tr>
<tr>
<td>-----------------</td>
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<td>--------------</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>For high school students: additional math recommended. For transfer students or HVCC students changing curriculum: B or higher in MATH 180, Calculus I and one of either CHEM 110, General Chemistry I, CHEM 120, Chemistry I or PHYS 150, Physics I or C or higher in all three, MATH 180, CHEM 110 or CHEM 120 and PHYS 150. Equivalent courses are acceptable.</td>
<td>90 or above</td>
</tr>
<tr>
<td>Environmental Science (A.S.) ESC (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>
<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 arts courses recommended.</td>
<td>78 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 transferring in from other institutions and other Hudson Valley programs 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>Health Sciences (Certificate) HEC (2259)</td>
<td>1 unit of academic math, 1 unit of science (70 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td>70 or above</td>
</tr>
<tr>
<td>Human Services (A.S.) HSS (1175)</td>
<td>None</td>
<td>Fall and Spring</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Individual Studies (A.A.) and (A.S.) INS (0688)</td>
<td>None</td>
<td>Fall and Spring</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Individual Studies Online (A.A.) and (A.S.) IND (1651)</td>
<td>None</td>
<td>Fall and Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberal Arts and Sciences-Adolescence Education (Teacher Education Transfer) (A.S.) ADE (1804)</td>
<td>Math I and II 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>
### School of Liberal Arts and Sciences (continued)

#### Recommended Minimum Requirements

<table>
<thead>
<tr>
<th>PROGRAM/DEGREE</th>
<th>PROGRAM REQUIREMENTS</th>
<th>ENTRY TERM</th>
<th>SPECIAL NOTES</th>
<th>H.S. AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts and Science-Humanities and Social Science (A.A.)</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 chemistry. 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 Science-Mathematics and Science (A.S.)</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>For high school students: Strongly recommend Math 12, Courses of study in: biology, chemistry, computer science, engineering, math and physics. For transfer student or HVCC students changing curriculum: &quot;B&quot; or higher in MATH 160 Precalculus, and one of either CHEM 110 General Chemistry I, CHEM 120 Chemistry I, BIOL 150 General Biology I, PHYS 140 General Physics I or PHYS 150 Physics I or &quot;C&quot; or higher in MATH 160, and two of either CHEM 110, CHEM 120, BIOL 150, PHYS 140 or PHYS 150. Equivalent courses are acceptable.</td>
<td>85 or above</td>
</tr>
<tr>
<td>Physical Education Studies (A.A.)</td>
<td>1 unit of any math, including GED math and 1 unit of any 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.)</td>
<td>Math I, II and III or 3 units of equivalent academic math, biology, chemistry (85 or above in each course)</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.)</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)</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.)</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>
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.
**Steps to Enroll**

**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 in the lobby of the Guenther Enrollment Services Center, 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.

**WHERE 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. Rensselaer County residents need to obtain the Certificate from their local town or city office. City of Troy residents need to contact the Hudson Valley Cashier’s Office to obtain a Certificate. More information regarding where to obtain Certificates of Residence may be found online here: www.hvcc.edu/cashier/cor.

**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.
Steps to Enroll

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, Financial Aid, Student Accounts and Student Services," "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. Effective Fall 2011, there will be a $50 Payment Plan Fee charged to each student that desires to defer a portion of their payment until later in the semester.

Students electing the 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

All fees listed below are charged each term unless otherwise stated.

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time*</td>
<td>Part-time</td>
</tr>
<tr>
<td>Tuition Rate</td>
<td>$1,990</td>
<td>$165 per credit hour</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Records and Activities Fee</td>
<td>$118</td>
<td>$9.80 per credit hour</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$143</td>
<td>$10 per credit hour</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$30</td>
<td>None</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>$10 and up per lab course</td>
<td>$10 and up per lab course</td>
</tr>
<tr>
<td>Studio Fee</td>
<td>$3,462.50</td>
<td>N/A</td>
</tr>
<tr>
<td>Vehicle Registration Fee</td>
<td>$86.40</td>
<td>$7.20 per credit hour</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
- Identification Card Replacement Fee: $9
- Immunization Late Fee: $25
- Late Registration Fee: $60
- Library Fine (per item): $3
- Life Experience Evaluation/per credit hour: $30
- Locker Fee (per semester, optional): $10
- or Lost Locker Combination: $2
- Parking Fine (each violation): $10 - $25
- Tuition Deposit (non-refundable): $50
- Tuition Deposit (non-refundable): $50
- Birth Certificate Replacement Fee: $5
- Children age 4-12: $6
- Dental Clinic Registration Fee - Adult: $10
- Immunization Late Fee: $25
- Late Registration Fee: $60
- Library Fine (per item): $3
- Life Experience Evaluation/per credit hour: $30
- Locker Fee (per semester, optional): $10
- or Lost Locker Combination: $2
- Parking Fine (each violation): $10 - $25
- Payment Plan Fee: $50
- Payment Plan Fee: $50
- Library Fine (per item): $3
- Tuition Deposit (non-refundable): $50
- Immunization Late Fee: $25
- Late Registration Fee: $60
- Library Fine (per item): $3
- Life Experience Evaluation/per credit hour: $30
- Locker Fee (per semester, optional): $10
- Outfitter’s Price

Refund Policy

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

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

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 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 participating in all classes.

Federal regulations require Hudson Valley Community College to recalculate a student's financial aid eligibility if the student withdraws from or stops participating in his/her classes before completing at least 60% of the term. If a student stops participating in 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 lack of knowledge/understanding or failure to follow applicable college policies, dates and deadlines published in the College Catalog, Student Handbook, registration publications and online at www.hvcc.edu;
- Class non-attendance;
- Textbook and/or computer difficulties;
- 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 education-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.ny.gov. Hudson Valley Community College scholarship information is available at www.hvcc.edu/scholarships.

Students who wish to be considered for financial 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 via HVCC email 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 related to courses and financial aid.

Estimated Cost of Attendance
Fall 2013 and Spring 2014
Living Off Campus

<table>
<thead>
<tr>
<th>Expense</th>
<th>Resident</th>
<th>Non-Resident</th>
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<tr>
<td>Transportation</td>
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<td>$48</td>
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<td><strong>$23,071</strong></td>
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Estimated Cost of Attendance
Fall 2013 and Spring 2014
Living with Parent(s)

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<thead>
<tr>
<th>Expense</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><strong>Total</strong></td>
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<td><strong>$22,428</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.
Federal Programs

The following federal student aid programs are administered by the Financial Aid Office. For policies that affect financial aid eligibility, please see page 35.

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). An undergraduate student can receive 12 semesters (or its equivalent) of full-time Pell Grant funds.

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 $574 to $5,645. 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 35 for Academic Progress requirements). The student must not owe any refunds from the Federal Pell Grant or any other Federal student aid program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to participate in 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 online at www.hvcc.edu/finaid or from the Mastrangelo Financial Aid Center for Pell disbursement information.

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 Federal student 
aid program, and the student must not be in default on 
your any student loan.

**Award Schedule:** Awards range from $100 to $1,000, 
depending upon the student’s financial need, the avail-
ability of SEOG funds at Hudson Valley Community 
College, and the amount of any other financial aid. The 
average award at Hudson Valley is $100 per semester.

**Rights and Responsibilities of Recipients:** The stu-
dent must continue to make satisfactory academic 
progress in his/her program. (See page 35 for Academic 
Progress requirements). The student must not owe any 
refunds from the Federal Pell Grant or any other Federal 
student aid program, and must not be in default on any 
student loan. The student must be enrolled in degree-
applicable credit hours and continue to participate in 
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 online at www.hvcc.edu/finaid or 
from the Mastrangelo Financial Aid Center for SEOG dis-
bursement information.

**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 com-
plete 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 pro-
vided on the student’s FAFSA and the cost of attend-
dance at Hudson Valley. A formula developed by the 
U.S. Department of Education and approved by 
Congress is applied to the application during process-
ing. 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 received 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, includ-
ing, but not limited to, financial need, the student’s 

class schedule, academic progress and health status, 
are considered by the Financial Aid Office when deter-
mining the student’s work schedule.

Students are paid $8.00 per hour and receive a pay-
check every two weeks.

**Rights and Responsibilities of Recipients:** The student 
must continue to make satisfactory academic 
progress in his/her program. (See page 35 for Academic 
Progress requirements). The student must not owe any 
refunds from the Federal Pell Grant or any other Federal 
student aid program, and must not be in default on any 
student loan. The student must be enrolled in degree-
applicable credit hours and continue to participate in 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 edu-
cational expenses.

There are three types of Federal Direct Loans:

- **Federal Direct Subsidized Loans** - These loans are 
based on financial need. The federal government will 
derfer the interest on this type of loan while the stu-
dent is enrolled in college as long as the student is in 
least 6 credit hours.

- **Federal Direct Unsubsidized Loans** - Eligible stu-
dents 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 automati-
cally 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 
complete the loan process on Hudson Valley WIReD. 
The student will be required to complete an online 
master promissory note and entrance counseling ses-
sion as part of the application.

The student must complete an exit interview when 
he/she graduates or stops attending the college.

Loan applications must be submitted in a timely man-
ner. Students should refer to WIReD for loan proce-
dures 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 Federal student aid 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 3.4 percent for the 2012-2013 academic year. The interest rate for the Federal Direct Unsubsidized Loan program is fixed at 6.8 percent for the 2012-2013 academic year. 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 for the 2012-2013 academic year. Direct PLUS borrowers are charged a 4.0 percent origination fee for the 2012-2013 academic year.

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.

It is the student’s responsibility to maintain contact with the loan servicer(s). Students can access their loan history and current servicer(s) at www.nslds.ed.gov.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (see page 35 for Academic Progress requirements). The student must not owe any refunds from the Federal Pell Grant or any other Federal student aid program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to participate in 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 online at www.hvcc.edu/finaid or from the Mastrangelo Financial Aid Center for Direct Loan disbursement information.

**Summer Federal Pell Grants**

**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:** To be eligible for a summer Pell Grant, students must be matriculated in an eligible degree program taking degree-applicable credit hours, in good academic standing and making satisfactory academic progress.

**Award Schedule:** 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 satisfactory academic progress in his/her program (see page 35 for Academic Progress requirements). The student must not owe any refunds from the Federal Pell Grant or any other Federal student aid program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to participate in 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 online at www.hvcc.edu/finaid or from the Masterangelo Financial Aid Center for summer Pell disbursement information.

**Title IV Disbursement Policy**

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

After tuition and other charges due to Hudson Valley Community College are deducted, the remaining financial aid will be refunded to the student. The college disburses these proceeds in installments. For percentages and disbursement dates, please 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 educational costs anticipated through at least the first four weeks of classes (e.g. rent deposits, rent for September/January if due on the first of the month, food, transportation, school supplies, etc.). Loan refunds for first-time borrowers are disbursed no earlier than the 31st day of the term.

To receive student aid, the student must be participating in classes regularly.

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

Eligible United States military service members and families are entitled to receive educational benefits for full- or part-time study under the provision of several different programs. They are as follows:

- **Chapter 30** Montgomery G.I. Bill - Active Duty
- **Chapter 31** Vocational Rehabilitation
- **Chapter 32** Post-Vietnam Era Veterans' Educational Assistance Program (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)
- **VRAP** Veterans Retraining Assistance Program

**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 interrupted 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 with instructions for completing the online TAP application.

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 June 30 of the academic year for which aid is sought.

Selection of Recipients and Allocation of Awards: TAP is an entitlement program. 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**
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 “Academic Qualifications” under “Policies Affecting Aid Eligibility” for further information. More information regarding Ability to Benefit is available online at www.hesc.ny.gov.

**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” (“C” if that is the course’s passing grade) 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 tax 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 available at www.hvcc.edu/finaid/forms.

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" ("C" if that is the course’s passing grade) 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 based on availability of funds and the number of eligible applicants.

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).

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.ny.gov.
Policies Affecting Federal 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.)

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<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of &quot; Controlled Substances&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.

Return of Title IV Aid

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

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

Academic Qualifications

To be eligible for federal financial aid (includes Pell Grant, Work Study, SEOG and Federal Direct Loans), a student must have a high school diploma or its recognized equivalent (i.e. New York State GED or homeschooling).
Students seeking **New York State financial aid** (i.e. TAP or APTS) who do not have a high school diploma or its recognized equivalent must pass an independently administered examination approved by the Department of Education. Students who have a foreign high school diploma and who do not have a prior college degree are also subject to this requirement.

The testing deadline for New York State aid eligibility is the last day of the add/drop period for the effective term.

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 must obtain a passing score on all components of the tests to be eligible for New York State financial aid programs.

**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 35.

**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)\textsuperscript{1} as calculated by the Registrar’s Office, and the quantitative standard is measured using the student’s percentage of overall credit hours earned (overall credit hours earned divided by overall credit hours attempted) or, based upon the percentage of credit hours earned in the term (term credit hours earned divided by 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), Federal Work-Study Program, and the Federal Direct Loan Program (including the Subsidized, Unsubsidized and Parent Loans for Undergraduate Students). Additionally, many scholarships and alternative funding sources may have specific requirements regarding satisfactory academic progress.

**SAP Measurement Standards**

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

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

(A).  **Maximum Timeframe Standard:** (150 Percent Rule): To quantify academic progress, the college is required to set a maximum timeframe in which a student is expected to complete a program. At Hudson Valley Community College, the maximum timeframe is the last day of the add/drop period for the effective term.

\textsuperscript{1}GPA: This is calculated by the Registrar’s Office.
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.

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

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

Students who are new federal loan borrowers on or after July 1, 2013 will qualify for subsidized federal loans until they reach their 150% limitation. Once a borrower has reached this limitation, the interest subsidy for all outstanding subsidized loans that were disbursed on or after July 1, 2013 will be lost. Students who are new federal loan borrowers can continue to receive unsubsidized loans if otherwise eligible.

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

(C). Percentage of Term Credit Hours Earned Standard: Students who meet the qualitative requirement, as well as the quantitative requirement in (A)
above, but do not meet (b) above, under certain conditions they 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.

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

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**Federal Aid Satisfactory Academic Progress**

**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/or quantitative requirements will be placed in unsatisfactory academic progress.

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**Satisfactory Academic Progress Table for Certificate Programs**

<table>
<thead>
<tr>
<th>Overall Attempted Credit Hours*</th>
<th>Qualitative</th>
<th>Satisfactory Academic Progress</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cumulative Grade Point Average (GPA)</td>
<td></td>
<td></td>
<td>Percentage of Term Credit Hours Earned</td>
</tr>
<tr>
<td>0.5-18.99</td>
<td>5</td>
<td>50 Percent</td>
<td>75 Percent</td>
</tr>
<tr>
<td>19-36.99</td>
<td>1.3</td>
<td>75 Percent</td>
<td>75 Percent</td>
</tr>
<tr>
<td>37-48.99</td>
<td>1.70</td>
<td>75 Percent</td>
<td>75 Percent</td>
</tr>
<tr>
<td>49+</td>
<td>1.90</td>
<td>(OR)</td>
<td>75%</td>
</tr>
</tbody>
</table>

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

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

Appeal of Federal Aid Ineligibility Decision

Appeal for Unsatisfactory Academic Progress Status - A determination of ineligibility for federal student aid may be appealed based on mitigating circumstances which occurred in the reviewed term. A mitigating circumstance is defined as an exceptional or unusual event beyond the student’s direct control, which contributed to or caused the academic difficulty. Examples of mitigating circumstances may include a student becoming very ill or seriously injured, or a death in the student’s immediate family.

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

Students receiving a waiver of academic standing requirements and students in good academic standing who receive a waiver of academic progress requirements will be placed in satisfactory academic progress for the effective term only. This is considered the student’s financial aid probationary period. Students will then be required to meet academic standing and academic progress requirements at the end of the effective term and in all subsequent terms.

Appeal for Maximum Timeframe (150 Percent Waiver) - A student may appeal their ineligibility for federal Title IV aid due to reaching the 150% maximum timeframe. Appeals must be made in writing to the director of financial aid by noon on the first day of classes in the effective term.

Regaining Eligibility for Federal Student Aid

A student who loses eligibility for federal student aid due to unsatisfactory academic progress may regain eligibility by successfully completing credit courses such that the student meets the requirements of the satisfactory academic progress policy standards. Such courses taken at Hudson Valley Community College must be funded without benefit of Title IV student aid and under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established. If these courses are completed at Hudson Valley Community College during the fall, spring or summer term, the student’s academic progress will automatically be measured at the end of the term.

Remedial Coursework

In determining federal aid eligibility, the credit hour equivalent of remedial courses is counted toward enrollment status.

Enrollment Status and Repeat Coursework

A student must be enrolled at least half-time to receive aid from Stafford and PLUS loan programs and Federal Work Study (FWS). The Pell Grant does not require half-time enrollment, however, enrollment status does affect the amount of Pell Grant a student receives. Half-time enrollment is defined as being enrolled in at least 6 credit hours per semester. Full-time enrollment is defined as being enrolled in at least 12 credit hours per semester.

Enrollment status can include repetition of a previously passed course one time only. The repetition cannot be due to the student failing other coursework. For this purpose, passed means any grade higher than an “F”, regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. Below are two scenarios in which a student can receive federal aid for repeat coursework:

- If a student receives an F or W grade, they can repeat the course with the benefit of federal aid until the course is passed with a grade of D or better.
- If a student passes a course with an A, B, C or D grade, they can repeat that course ONE time only.
Please note: Satisfactory Academic Progress and 150% rules apply. The highest grade is calculated in Grade Point Average. Withdrawals do not count as a retake for the course. College policy states a student can only repeat a course two times, unless an exception is approved by the student’s academic department.

Important: A student CANNOT receive federal aid for repeating a previously passed course due to the student failing other coursework. Example: Student is taking a series of courses (this is common in Health Science programs). Student passes a course(s) early in the series but then fails a subsequent course. Student may choose (or be required by the academic department) to repeat the previously passed course(s) in the series. The repeat of the previously passed course(s), will NOT count in enrollment status for federal student aid.

Unusual Enrollment History
Students identified by the U.S. Department of Education as having unusual enrollment history must be reviewed by the Financial Aid Office to determine federal aid eligibility. The Financial Aid Office must determine if there were valid reasons for the unusual enrollment history by reviewing enrollment, college transcripts and financial aid history. Additional documentation from the student regarding failure to earn academic credit will be required. The Financial Aid Office must document the approval or denial of continued federal aid eligibility. The decision is final and cannot be appealed to the Department of Education. Students who are identified with unusual enrollment history must also complete an Identity and Statement of Educational Purpose.

Identity and Statement of Educational Purpose
Certain federal aid applicants are now required to verify their identities and resubmit a Statement of Educational Purpose, as was originally provided as part of the FAFSA submission.

The student must appear in person at Hudson Valley Community College to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The college will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the college authorized to collect the student’s ID. Students may also provide this statement via postal mail with an original notarized signature and a copy of valid government-issued photo identification.

High School Completion Status
Certain federal aid applicants are now required to verify their high school completion status (i.e. high school diploma, GED or homeschool). College policy requires that students must submit appropriate documentation to the Admission’s Office to prove their status. The Financial Aid Office must review these documents prior to awarding federal financial aid. Additional documentation from the student may be required.

New York State Satisfactory Academic Progress
New York State academic standards require that a student complete a certain number of credits during each term an award is received, accrue degree credit at specified levels, and maintain a certain grade point average. The requirements are based on the number of state awards received, no matter at what institution, as outlined in the charts below. An Aid for Part-Time Study or part-time summer TAP award counts as one-half of a TAP award. Use of a part-time TAP award reduces the remaining number of awards available on a prorated basis (based on the number of credit hours at the time of each award).

New York State Academic Progress Requirements*

<table>
<thead>
<tr>
<th>Chart 1 - For students who first received state aid prior to Summer 2010 or for students in a program of remedial study**</th>
</tr>
</thead>
<tbody>
<tr>
<td>After this award</td>
</tr>
<tr>
<td>This many degree credits must be accrued</td>
</tr>
<tr>
<td>This grade point average must be attained</td>
</tr>
<tr>
<td>In the term of this award, this many hours must be completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chart 2 - For students who first received state aid in Summer 2010 or thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>After this award</td>
</tr>
<tr>
<td>This many degree credits must be accrued</td>
</tr>
<tr>
<td>This grade point average must be attained</td>
</tr>
<tr>
<td>In the term of this award, this many hours must be completed</td>
</tr>
</tbody>
</table>
*Academic requirements are continually reviewed by the state and federal governments and are subject to change.

**Students are considered to be in a program of remedial study if they meet one of the following criteria:

1. Placement exam scores indicated the need for remediation for at least two semesters.
2. Enrolled in at least six credit hours of non-credit remedial courses in the first term a TAP award is received.
3. Enrolled in an opportunity program such as EOP

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 state 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

The college offers a quality education at a fraction of the cost of most private colleges and universities. Each spring semester, the college and the Hudson Valley Community College Foundation are proud to offer nearly 100 scholarship opportunities that make Hudson Valley even more affordable. Information for both new and currently enrolled students can be found on our website 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.

Center for Academic Engagement

The Center for Academic Engagement will focus on intentionally reaching out to all students who are academically at risk. The Center is designed to facilitate collaboration between academic and instructional support units and encourage staff/faculty from a number of departments across the campus to collaborate and intervene to encourage student success and retention. The center is located in the Siek Campus Center, Room 230.

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 concern-
College Academic Services

College Academic Services

College Academic Services

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.

Douglass 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.

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 Learning Commons, provides a centralized site where the academic community's instructional media needs are received, interpreted, and met. IMC staff facilitate 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 Learning Commons, provides academic assistance and programs that encourage students to become independent and confident learners. The LAC operates on both a walk-in and

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 offered, for college credit, to area high school students. 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.

Computer Learning Centers
The Computer Learning Centers, located on the lower level and the second floor of the Marvin Library Learning Commons, 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 Learning Commons (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

(Intersession 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.

Marvin Library Learning Commons

Library
The Dwight Marvin Library, located within the Marvin Library Learning Commons, 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.

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

Learning Disabilities 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 Disabilities 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.

Writing and Research Center

The Writing and Research Center, located on the second floor of the Marvin Library Learning Commons, provides support in all the facets of the writing and research process. Faculty and tutors conduct workshops on a variety of topics and provide online resources to assist students.

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
Study Abroad

Study abroad offers exciting and unique opportunities for growth and enrichment – academically, professionally, and personally. Hudson Valley Community College students have a wide selection of study abroad opportunities available to them through the State University of New York (SUNY) Office of International Programs, and the College Consortium of International Studies (CCIS)

SUNY International Programs (www.sunysystemabroad.com) 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. 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. Under the auspices of this consortium, Hudson Valley Community College students may spend a term, summer or academic year abroad. 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.

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). Students enrolling in the Fall 2012 through Fall 2014 semesters may be waived by the following additional waiver criteria for these semesters only: a minimum of an 80 high school GPA; a minimum of 6 college credits including 3 credits in an English course and 3 credits in a math course with grades of “C” or better in both courses. 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.
Samaritan and Albany Memorial Hospital School of Nursing Joint Programs

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

<table>
<thead>
<tr>
<th>Offered at Hudson Valley Community College</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>BIOL 109 Biology of Human Organisms</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205 Microbiology</td>
<td>4</td>
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<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>
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<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>* English Elective</td>
<td>3 or 4</td>
</tr>
<tr>
<td>* Directed Elective</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

*Electives must be approved by the School of Nursing.

Samaritan Hospital

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

Albany Memorial Hospital

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

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 http://aas.union.rpi.edu/site_det550 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.

Hudson Valley student-athletes will have 16 intercollegiate athletic programs, eight for men and eight 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>
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<tr>
<td>Football (Men)</td>
<td>Bowling (Men)</td>
<td>Softball (Women)</td>
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<td>Soccer (Men)</td>
<td>Bowling (Women)</td>
<td>Golf (Women)</td>
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<tr>
<td>Soccer (Women)</td>
<td>Ice Hockey (Men)</td>
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<td>Tennis (Women)</td>
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<tr>
<td>Volleyball (Women)</td>
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</table>

The Vikings hold six NJCAA National Conference Championships, with the most recent coming in 2010 by the women’s bowling team. With 56 Region III Championships and more than 100 Conference Championships, Hudson Valley Community College offers some of the top athletic programs in the country.

This past year fourteen of our student athletes received All Region recognition and three received All America recognition. One 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.

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. All of Hudson Valley’s athletic teams enjoy the benefits of the McDonough Sports Complex, a 126,000-square-foot recreation facility that is home to a 4,000-seat gymnasium and the first on-campus ice rink at any American community college.

The baseball team plays at Joseph L. Bruno Stadium on campus, which seats 4,500 and also is host to the New York-Penn League’s Tri-City ValleyCats, a Houston Astros-affiliated Class A baseball team. Other on-campus sport facilities include: football, soccer, lacrosse and softball fields, along with state of the art tennis courts.

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. Intramural events include 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 pickup. “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. 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, text-
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of services that will enable students with disabili-
ities it serves are students first and that their dis-
abled students. Technology is based on the philosophy that the indi-
viduals served by the center strive to be available to students to help create an
atmosphere in which they can integrate their faith and
social and educational lives. A variety of services 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.

Center for Access and Assistive
Technology (Formerly Disability
Resource Center)

The major goal of the office is to assist all qualified
students with disabilities in the pursuit of their educa-
tional 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 pur-
pose 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 Center for Access and Assistive
Technology is based on the philosophy that the indi-
viduals it serves are students first and that their dis-
abilities are secondary. The center strives to coordi-
nate services that will enable students with disabili-
ties to act as independently as possible in a support-
ive atmosphere that promotes self reliance. It is the

Bus Transportation

Beginning August 26, 2013, Hudson Valley
Community College will be participating in the CDTA
Unlimited Ridership Program. Free unlimited riders-
ship will be available on CDTA buses for all registered
students for the fall and spring semesters as well as
intersession. Students will be able to use their ID as
a bus pass to access all CDTA routes including the
STAR service and the Northway Xpress
commuter service.

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
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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 Center for Access and Assistive
Technology 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,
out doors, lowered pay telephones, lowered drink-
fountains and first floor bathrooms.

The Center for Access and Assistive Technology offers
a wide range of support services. Each incoming stu-
dent completes a needs assessment form which indi-
cates to the office the type of disability the student
has, the special equipment and skills a student pos-
sesses, 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 Center for
Access and Assistive Technology, in conjunction with
the Public Safety Department, the College Health
Service, and Fire Marshalls, has established an emer-
gency 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 Center for Access and Assistive Technology
offers assistance to both temporarily and perma-
nently 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.
- Assistance with registration.
- 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 examina-
tions when needed.
• Resource for high schools.
• Loan equipment program.

Technology Center
The Center for Access and Assistive Technology 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 Center for Access and Assistive Technology 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 Center for Access and Assistive Technology.

The Center for Access and Assistive Technology 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 disabilities 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 43 or call (518) 629-7552.

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. Evening hours are available, during the academic year, by appointment only. 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 DSST are administered through the Center for Counseling and Transfer. Students interested in satisfying degree requirements through CLEP or DSST 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.

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 Viking Child Care fees, obtain vending machine refunds, add money to debit meal plans 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:

The Naked Pear Café* - Campus Center 1st Floor
7:30 a.m.- 1 p.m. Monday- Friday

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

Library Café
7:30 a.m.- 6 p.m. Monday- Thursday
7:30 a.m.- 2 p.m. Friday

Williams Hall Café
7:30 a.m.- 12:30 p.m. Monday
7:30 a.m.- 2 p.m. Tuesday
7:30 a.m.- 4 p.m. Wednesday-Thursday
7:30 a.m.- 12 p.m. Friday

New! Science Center Café
7:30 a.m.- 2:30 p.m. Monday- Thursday

*Hours subject to change
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.

Office Hours
Fall/Spring Semesters-
8 a.m.- 5 p.m. Monday - Friday

Summer Hours-
8 a.m.- 4 p.m. Monday - Friday

Services Provided
In general, a nurse practitioner is available each class day during the fall and spring terms. Walk-in hours are Monday through Friday, 8 a.m.- 5 p.m. The college physician is available to see students by appointment
only on Tuesday and Thursday afternoons during class days during the fall and spring terms. Nurses are available 8 a.m. to 4 p.m. daily.

Treatment at the College Health Service is free to students in need. A student ID is required. There may be a charge for laboratory tests and X-rays performed by facilities outside the college. These charges may or may not be covered by individual student health insurance. It is the responsibility of the student to inquire about individual insurance coverage.

Students without insurance may inquire about possible laboratory testing options available. 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.

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

New York State Public Health Law requires college students to demonstrate proof of immunity to the diseases measles, mumps, and rubella (MMR). The law applies to students born after January 1, 1957, who are registered for 6 or more credits at Hudson Valley. The proof of immunity required must be documented by a health care practitioner or other acceptable evidence in the following ways:

- Titters: Positive blood tests (titters) for measles, mumps and rubella can be submitted to the College Health Service. When submitting titters, a copy of the lab report must be provided.
- Measles Vaccinations- Otherwise known as rubeola – 2 doses live measles vaccine administered after the first birthday and at least 30 days apart (exact dates of vaccinations are required).
- Mumps Vaccination- 1 live dose mumps vaccine administered after 12 months of age (exact date of vaccination is required).
- Rubella Vaccination- Also known as German measles – 1 live dose rubella vaccine administered after 12 months of age (exact date of vaccination is required).
- 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. Meningitis immunization is not required.

Religious Exemption

When a prospective student requests a religious waiver from NYS immunization requirements, it is the policy of Hudson Valley Community College to require a letter from the requestor’s pastor explaining that the prospective student’s religion exempts him/her from immunization requirements or the requestor can submit a certified copy of his/her high school immunization records indicating a religious waiver from immunizations in high school.

If the high school record is sent, it must be accompanied by a letter from the prospective student explaining precisely what beliefs he/she holds that will exempt him/her from the immunization requirements. In addition, the religious exemption waiver must be signed, notarized and returned to the College Health Service with the pastor’s letter or the high school documentation and the prospective student’s letter.

College Requirements

Tuberculosis (TB) Evaluation Policy- All students must undergo a TB skin test (PPD) within 3 months of the semester start date.

Tetanus or Tetanus/Diphtheria- At least one vaccination within the last 10 years.

All immunization forms submitted to the College Health Service must have an original signature or a practice stamp. Photocopied signatures and stamps are not accepted. Also, all immunization information should be sent to Health Service at least one month prior to registration. The address is: College Health Services, Hudson Valley Community College, Fitzgibbons Center, Room 146, 80 Vandenburgh Avenue, Troy, NY 12180.

For additional information, contact College Health Services at (518) 629-7468 or healthservice@hvcc.edu

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. The hold will be lifted once the immunization requirements have been met. 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 Center for Access and Assistive Technology; the Educational Opportunity Program; the Faculty Student Association; International Student Services; the office of the student newspaper The Hudsonian, 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.

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.

#### Lockers

Wall lockers are available for student use in Amstuz and Brahan Halls. The lockers are located on all three floors of Amstuz Hall and on the first floor of Brahan Hall.

The lockers are assigned by the Student Activities Office, located in the Siek Campus Center, Room 210. Student ID is required for locker rental and a $10 fee will be charged per semester. Students should pay the fee at the Cashier’s Office, first floor of Guenther Enrollment Services Center, and bring receipt of payment to the Student Activities Office, where a locker and combination will be assigned. For security purposes, only one individual is assigned per locker and only that individual may obtain combination information (ID must be presented). In the event the student loses, or forgets their combination, they should return to the Student Activities Office for a reassigned combination.

The contents of all assigned wall lockers must be removed by the last day of class of each semester.

#### 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, cul-
tural 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 Who’s Who Among Students in American Universities and Colleges solicit nominations from Hudson Valley Community College. Nominations for the competitive recognition are based on academic achievement, service to the community, leadership in voluntary extracurricular activities and potential for continued success.

Nominees must have completed 24 credit hours at Hudson Valley Community College or be registered to complete 24 credit hours by the end of the fall semester in which they are nominated; must be matriculated; must have a 3.2 or higher cumulative grade point average at the end of the fall semester in which they are nominated; must demonstrate active participation or leadership in voluntary extracurricular activities and/or voluntary community service while enrolled at Hudson Valley Community College. Grade point averages and credit hours will be confirmed at the end of the fall semester of nomination.

Nominations are forwarded to the college’s Who’s Who Among Students in American Universities and Colleges Nominating Committee upon approval of the Chairperson of a student’s degree program.

Those selected join an elite group of students from more than 2,800 institutions of higher education in 50 states and the District of Columbia.
Below, please find the resolution outlining the guidelines regarding free speech and assembly on campus.

Resolution

WHEREAS, Hudson Valley Community College is a public college which shall make its facilities available for public discourse, subject to reasonable regulation as to the time, place and manner when its facilities may be used; and

WHEREAS the College wishes to identify a public area of the campus which will be the designated public forum to be used for the communication of ideas ("Designated Public Forum"); and

WHEREAS, the College maintains its right to designate and regulate the persons and activities permitted in areas of the campus that are deemed to be nonpublic ("Nonpublic Forum") for the general well-being of academic, administrative and privacy purposes, it is

RESOLVED as follows:

Regulation of Time:

Black-out days: The College has “blacked-out” certain days on its calendar when the use of the campus and its facilities, including outdoor spaces are reserved exclusively for campus related activities that are at the core of its primary educational mission. During these black-out periods, no third party shall be allowed to use the Designated Public Forum for free speech purposes. The College defines the black-out periods to include the following:

A. During Spring break and the break between Summer sessions as set forth in the current academic calendar

B. During reading periods and examination periods as set forth on the then current academic calendar;

C. During graduation related activities and events, including commencements;

D. During major fall or spring campus-wide celebrations, such as speeches, concerts, weekend events, and Homecoming; and

E. During those days when the College is closed, including, but not limited to seven (7) calendar days prior to the start of the Fall and Spring semesters.

Regulation of Place:

The College designates the Student Pavilion bounded by the parking lot, Hudson Hall, the McDonough
Sports Complex and Cross Road as its Designated Public Forum. The President or the Vice President for Administration may change the designation to another area of campus in order to meet the College's operational needs and for the convenience, health, safety, and welfare of the campus community.

Regulation of Manner:

The College requires parties seeking to use the Designated Public Forum to submit an application for each use, three (3) or more business days before the use. The application shall be submitted to and the Vice President for Administration or his designee shall promulgate the form of application which shall not:

(1) Inquire as to the content of the speech;
(2) Charge an application fee or a fee for the use of the Designated Public Forum;
(3) Impose insurance requirements;

Applicant shall be provided with, at the time of the application, a copy of the rules and regulations governing conduct on campus. Applicant shall be informed whether the application has been granted or denied on or before the morning of the requested use date. The application may be denied, for among others, either of the following reasons:

(i) Space already reserved;
(ii) Request is for a black-out period.

If the application is denied, Applicant shall be informed of the next available date.

Applicant shall:
A. Park in the Grove lot or another area designated by the Vice President for Administration or his designee;
B. Pick up any brochures, leaflets, trash and any other debris brought onto Campus by Applicant or his/her volunteers, agents, servants or employees;
C. Not use amplification equipment, except that equipment supplied by the College and use it at a volume which will not disturb classes or business and administration functions;
D. Only occupy the Designated Public Forum between the hours of 8:00 a.m. and 9:00 p.m.;
E. Be provided with a microphone/sound system, by the College, when requested for on the application, and upon approval of the Application.

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.

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 309 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 Procedure 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.
Tobacco Use on Campus - Commencing the first day of the Fall 2013 semester, Hudson Valley Community College will become Tobacco Free. The use of all tobacco products or similar devices such as pipes, cigars or cigarettes or personal vaporizers on campus grounds, in campus facilities, college owned vehicles and in all vehicles on campus will be prohibited. “College premises” is defined as all buildings, grounds or vehicles owned, leased, operated, controlled or supervised by the College including any buildings or grounds that are located off campus.

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-al/.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 sexual harassment range from remarks and joking to actual sexual relations.

For information about Hudson Valley’s Sexual Harassment Policy, see Page 320 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/snor/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 anything. 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.
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 crimes 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 at all times.

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.
This office provides a wide range of both credit and non-credit courses and programs to the public, private and business sectors.

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 flexible alternative to the traditional full-time college degree program.

Credit courses offered in the evening during fall, spring and summer terms may be selected from the majors described in this catalog.

Students who take advantage of the Continuing Education courses 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 that evening classes may 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 Training 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:

- Photovoltaic Installation
- Home Energy Efficiency
- Security
• Wastewater Treatment
• Computer Aided Drafting
• Tractor Trailer Driving
• Pharmacy Technician

The WDI has training facilities at the Albany Extension Center, 175 Central Ave., Albany, and 400 Jordan Rd., N. Greenbush.

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 (EOC)*
• 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, 345 Hermes Rd., Malta, NY*

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

**Arts and Crafts**
- Basketweaving
- Drawing
- Floral Arranging
- Painting
- Sewing
- Stamping

**Center for Creative Retirement**
- Demystify the Complex World of Wine
- Digital Photography
- Experience the World of Incredible Cheeses
- Out and About

**Communication**
- English as a Second Language
- German
- Mandarin Chinese I
- Writing

**Computers**
- Intro to Photoshop for Photographers
- Intro to Web Design
- MS Office 2010
- Personal Computer Maintenance

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

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

**Recreation and Hobbies**
- Aerobics
- Ballroom Dancing
- Cardio Kickboxing
- Fly-Fishing
- Guitar
- Kettlebell Fitness
- Metabolic Blast Boot Camp
- Pilates
- Self Defense
- Yoga
- Zumba

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

**Summer Children’s Programs**
- Circus Theatricks
- Summer Academy
- Summer Athletic Camps
- Technology Enrichment Program
- Teen Voices
- Youth Theatre Workshop

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 a skill 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.

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Albany Extension Center

175 Central Avenue, Fourth Floor
Albany, NY 12206
(518) 629-4747

The Albany Extension Center offers college-level courses for credit during the day and evening. The center is also equipped to host state-of-the-art workforce training for businesses and organizations.

The Albany Extension Center is located on the fourth floor of 175 Central Avenue in Albany in the same building which also houses the Department of Labor One Stop Center. Accessible via bus as well as car, this location offers a variety of credit bearing courses and training available to the general public. There is daytime metered parking on Central Avenue, on adjoining streets and in lots along Central Avenue. There are several side streets that do not have parking meters. During the evening, access to a gated lot is available free of charge and security guards are on duty.

Handicapped accessible, the center is in on a major bus route connection. It has three classrooms, one computer classroom as well as two computer kiosks for student use, a laptop recharging area, and Wifi. To meet the needs of our evening students, it also has a microwave, snacks and soft drinks available, which may be enjoyed in a small reception/eating area.

Informational sessions to provide admissions and financial aid assistance are scheduled throughout the year. To find the next session, please visit www.hvcc.edu/admissions/ia. Course scheduling and general academic advising are also available by appointment. Evening academic advising for part- and full-time non-matriculated students is available at this location. To make an appointment, call the Office of Continuing Education at (518) 629-7338.

The College’s Workforce Development Institute provides customized training for any size business upon request at this location. For more information about the Workforce Development Institute, call (518) 629-4827.

TEC-SMART

NYSERDA’s Saratoga Technology + Energy Park® (STEP®)

345 Hermes Road
Malta, NY 12020
(518) 629-7075

TEC-SMART stands for Training and Education Center for Semiconductor Manufacturing and Alternative and Renewable Technologies. The Malta, NY facility, located in New York Energy Research and Development Authority’s Saratoga Technology and Energy Park® (STEP®), features more than a dozen state-of-the-art classrooms and laboratories.

TEC-SMART serves the training and education needs of the area’s growing semiconductor technology sector. A simulated clean room lab allows students to get hands-on training similar to what they would experience in the work environment. Companies like GlobalFoundries, which is located nearby, and GE have hired graduates from our Semiconductor Manufacturing Technology degree program.

TEC-SMART is also about training for clean energy jobs. Several degree and certificate programs are offered at TEC-SMART where students can learn skills needed for jobs in alternative and renewable energy fields. Programs in photovoltaic installation, wind power, geothermal energy and alternative fuels for automobiles are available.

TEC-SMART is a showcase for energy efficient building principles and serves as a community resource for learning about energy efficient design and building techniques. The building incorporates green building techniques, which include the use of solar panels, wind turbines, geothermal heating, ventilating and air conditioning systems as well as passive solar design in construction.

Finally, TEC-SMART is more than just technology. With general use classrooms and a 200-seat auditorium, TEC-SMART provides a full range of college-level general education courses for students in the region. Courses in business, liberal arts and the humanities are offered at TEC-SMART in the fall, spring and summer semesters. For current course offerings, please visit www.hvcc.edu/tecsmart.
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 center helps people acquire skills that will enable them to increase their effectiveness in society through a four-pronged approach: vocational programs, academic programs, counseling services, and employment services.

Vocational programs allow students to acquire employment skills so that they may increase their effectiveness on the job, gain a better job or secure initial employment. The programs involve students in hands-on learning. Tools and equipment are integrated with textbook and workbook instruction. On-the-job experience 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 success. When necessary, referrals are made to appropriate agencies 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 assist students with resume preparation, job applications, interviews, and job retention strategies. Courses designed to help students develop tools to seek employment are an integral part of the center’s vocational programs. The center’s Employment Services Center, initially funded by the New York State Education Department’s Perkin’s III allocation, has a staff of employment specialists 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.

Programs and services are offered at the Troy Center at 145 Congress St., and in Albany at 30 North Russell Road (adjacent to the Westgate Shopping Plaza). Morning, afternoon and evening classes 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 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.

To be eligible for the EOC’s tuition-free programs, individuals must meet the following criteria:
1. A resident of New York State for one year;
2. 16 years of age (if officially excused from school) or older; and
3. Evidence of educational and economic need.

The Capital District EOC is funded by the State University of New York through the University Center for Academic and Workforce Development. The EOC is a division of Hudson Valley Community College and is evidence of the college’s commitment to a total educational program for the community.

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

Academic Programs

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 as long as they are making satisfactory academic progress.

Vocational Foundations

This program assists students in improving their reading, language, and/or math skills to levels needed for entrance into other EOC vocational programs. This coursework, based in a workforce related context, includes reading comprehension, critical thinking skills, writing improvement, math computation and problem solving, calculator application, computer literacy and interaction. Program instruction is individualized to allow students to progress at their own pace as long as making satisfactory academic progress.

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 assessed upon entry. Courses available are reading, writing, and algebra. Students progress through the program according to their own learning abilities and academic background.

Business Programs

Medical Office Administration

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.

Prerequisite: High school diploma or GED and typing skills of 20 words per minute.

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 Arts

The Culinary program provides a course of study for those interested in entry-level positions in the food service industry. Students enrolled in the Culinary program gain experience in all rotations of the kitchen, 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, audio-visual 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.

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, technical math skills and shop safety are components of the program. Instruction is individualized and provides hands-on practical experience.

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 is 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 Welding Upgrade program upon passing the New York State 3/8” Steel Plate Certification Exam. Preparation for earning additional American Welding Society certifications also is provided.

Job Skills Programs

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.

Hudson Valley Community College complies with the provisions of Section 224-a of New York State Education law. In accordance with these provisions, “It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.”

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 modify or otherwise defeat software components such as operating systems, compilers, utilities, applications or other software residing 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.

Information Technology Services (ITS) 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 ITS 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 may be permitted to take courses at other colleges and universities. Please see the various types of cross-registration agreements below for appropriate information regarding dates, deadlines and regulations. “Home institution” is defined as the institution where a student is officially matriculated and pursuing a degree or certificate. “Host institution” is defined as the institution a student is visiting for the purpose of cross-registration. Students must comply with the policies and procedures of both the home and host institutions and are encouraged to contact the host institution in advance to learn about specific institutional requirements, procedures and policies.

Initial approval must be granted by the appropriate college officials at the student’s home institution prior to cross-registration at the host institution. Cross-registration is not available in mini-semesters, summer sessions or winter intersessions. Although the student is not charged tuition, he/she is responsible for all applicable fees at the host institution. Contact your Registrar’s Office for further information.

Interested students may contact the Registrar’s Office at (518) 629-4574. For specific part of term start dates and related registration deadlines, please refer to the college Web site.

Hudson Mohawk Association Cross-Registration Agreement

Students attending a Hudson Mohawk Association institution may be permitted to take courses at other institutions in the association. Students attending a SUNY four-year institution or community college must follow the SUNY Cross-registration Agreement as outlined below. To qualify, a student must be matriculated and in good academic standing at the home institution. The student must be full-time between the home and host institutions. The cross-registered course must be one that is not available at the home institution. Students can cross-register for only 50 percent of their overall semester credits (not to exceed two courses).

Hudson Valley Students: A student interested in cross-registering must meet with an academic advisor and select a course that is not available at Hudson Valley (not listed in the college catalog). The student must complete the Hudson Mohawk Association Cross-registration Form and obtain the signatures of an advisor and the Registrar. After obtaining the appropriate signatures, the student may contact the host institution for information regarding cross-registration. At the time of cross-registration, the host institution will sign the form. The original copy of the form, complete with host institution signature, must be submitted by the student to the Registrar’s Office at Hudson Valley. Specific guidelines and the Hudson Mohawk Cross-registration Form can be accessed on the college Web site.

Students Visiting Hudson Valley: The first day students from private institutions in the Hudson Mohawk Association will be allowed to cross-register for classes at Hudson Valley is the Wednesday after classes have begun for each part of term. Those students who opt initially to register as a non-matriculated student will not be allowed to transfer their registration to a cross-registration status thereafter. Students must contact the home institution for pertinent guidelines and to obtain a Hudson Mohawk Cross-registration Form. A cross-registration form, complete with the designated home school official signature, must be presented at the time of cross-registration. Visiting students are responsible for all related fees. Students may not cross-register for courses at The Arts Center.

Hudson Mohawk Association Institutions:
Albany College of Pharmacy
The College of Saint Rose
Green Mountain College
Maria College
Rensselaer Polytechnic Institute
The Sage Colleges
Siena College
Southern Vermont College
Skidmore College
Union College

SUNY Cross-Registration Agreement

Students attending a SUNY four-year institution or community college may be permitted to take courses at other SUNY four-year institutions or community colleges. The student must be a matriculated undergraduate and attending full-time at the home institution. The agreement limits the student to six credits of undergraduate cross-registered coursework per semester and the cross-registered courses must be used toward degree or certificate completion. In accordance with SUNY guidelines, the cross-registered course must not be offered at the home institution. Exceptions to this regulation may be made at the discretion of the home institution for circumstances pertaining to scheduling conflicts that delay timely program completion. If cross-registering at a
community college, the student must provide a certificate of residence to the institution.

**Hudson Valley Students:** A student interested in cross-registering must meet with an academic advisor and select a course that is not available at Hudson Valley (not listed in the college catalog) and will be used toward degree or certificate completion. The student must complete the SUNY Cross-registration Form and obtain the signatures of an advisor, department chair or dean as well as the Registrar. After obtaining the appropriate signatures, the student may contact the host institution for information regarding cross-registration. At the time of cross-registration, the host institution will sign the form. The original copy of the form, complete with host institution signature, must be submitted by the student to the Registrar’s Office at Hudson Valley. Specific guidelines and the SUNY Cross-registration Form can be accessed on the college Web site.

**Students Visiting Hudson Valley:** Students from SUNY four-year institutions and other community colleges may cross-register for classes at Hudson Valley beginning 60 days prior to the start of the part of term. Those students who opt initially to register as a non-matriculated student will not be allowed to transfer their registration to a cross-registration status thereafter. Students must contact the home institution for pertinent guidelines and to obtain a SUNY Cross-registration Form. A SUNY Cross-registration Form, complete with the designated home school official signature, must be presented at the time of cross-registration. Visiting students are responsible for all related fees.

### E-mail Policy for Employees

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. 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 to access 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.
sages that are 30 days old or older are automatically removed from the Trash folder on the server. An email deleted from your server Inbox will automatically be moved to your server Trash folder and will then be automatically removed after 30 days. Emails are not automatically removed from any other user folders on the server.

The college does offer the capability to forward email from a college email addresses to another email address. However, the college does not recommend that students forward email to any other email address. The college will only support the college email system provided to the students. The college is not responsible for the handling of email by outside vendors. Students are not absolved from the responsibilities associated with communications sent to their official college email addresses if email forwarding results in the loss of email 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 request the amendment of 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 email 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 Probation</th>
<th>Standing No Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-18.99</td>
<td>less than .5</td>
<td>5 to 1.29</td>
<td>1.30</td>
<td></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>37-46.99</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>47+</td>
<td>less than 1.7</td>
<td>1.7 to 1.89</td>
<td>1.90 to 1.99</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Probation

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

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

Suspension

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

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

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

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

Dismissal

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

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

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

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

Grading System

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

<table>
<thead>
<tr>
<th>GRADES</th>
<th>NUMERICAL EQUIVALENT</th>
<th>QUALITY POINTS PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>*A</td>
<td>Excellent</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>Administrative Withdrawal</td>
</tr>
<tr>
<td>*AW</td>
<td>Absent Without</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>Z</td>
<td>Absent Without</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>AZ</td>
<td>Audit Official</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 college policies and campus regulations.

6. A grade of “Z” (Absent Without Withdrawal) will be assigned to a student who has failed to participate in course activities through the end of the term and when, according to the instructor’s grading policy as stated on the course syllabus, completed assignments or course activities were insufficient to make normal evaluation of academic performance possible.

7. The computation of the grade point index is based on the GPA hours and grades earned. Quality points are assigned to each credit hour attempted, according to the table above. Grades of “I,” “IP,” “S,” “W,” “AW,” “Z,” or “EXM” or grades preceded by the letter “R” (i.e. remedial courses) do not calculate into the grade point index. The following example illustrates how the grade point index would be determined for one term:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th>CREDIT HOURS</th>
<th>TOTAL QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Total GPA Hours = 13  Total quality points = 33

Term Index = \( \frac{33}{13} = 2.54 \)

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.

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 is open for business and shall exclude the college is 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 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. Students are required to take the National Board Examination within one semester (including summer) of completion of all courses required for the Mortuary Science program. In order to receive approval to take the NBE exam beyond the one semester limit, students are required to retake and pass the MTSC 250 Pre-Professional Mortuary Seminar course.
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 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 developed 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 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 minimum number of required credits for 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
  - North Central Association of Colleges and Schools, the Higher Learning Commission
  - Southern Association of Colleges and Schools, Commission on Colleges
  - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
  - Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

SUNY Transfer Appeal Process

Students who do not agree with the college’s decision on the granting or placement of credit earned at another SUNY institution have the right to submit an appeal to the coordinator of the SUNY transfer credit appeal process, Ms. Kathleen Petley, HVCC Registrar, or her designee. Appropriate forms are available from the registrar’s office. The transfer credit appeal board will consist of the appropriate Dean and the Vice President of Academic Affairs.

Students requesting an appeal for SUNY transfer credit should be prepared to provide reasonable material to support their case, such as the course description or syllabus in question. The registrar will notify students of the transfer credit appeal board decision within 15 business days of receipt of the completed appeal application. If you do not agree with the Hudson Valley decision, you may appeal to the SUNY system provost. For more information, visit http://www.suny.edu/provost/academic_affairs/studenttransferappeal.cfm

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.

- International Baccalaureate Credit (IBC) - The International Baccalaureate Diploma Programme is a comprehensive and challenging, pre-university course of studies leading to examinations in various subject areas. College credit may be granted based on the scores received on the subject exams.

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 data 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 $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

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
Houghton College
Manhattan College
Manhattanville College
Massachusetts College of Liberal Arts
Montserrat College of Art
Paul Smith’s College
Pennsylvania College of Technology
Rensselaer Polytechnic Institute Rochester Institute of Technology
Sage Colleges
College of Saint Joseph
College of Saint Rose
Saint Thomas Aquinas College
School of the Arts Institute of Chicago
Siena College
Springfield College
Southern Vermont College
University of Massachusetts Amherst
Utica College
Transfer Opportunities

Hudson Valley Community College students transfer to a wide variety of colleges and universities throughout the country. The following have no formal articulation agreements with Hudson Valley Community College, but are some of the colleges and universities to which our recent graduates have transferred:

American University
Arizona State University
Bennington College
Boston College
Boston University
Brigham Young University
Brooklyn College
Castleton State College
City University of New York Medgar Evers College
Clemson University
Coastal Carolina University
College of William and Mary
Cornell University
Daeman College
Dowling College
East Carolina University
Fashion Institute of Technology
Florida State University
Fordham University
Hofstra University
Howard University
Hunter College
Ithaca College
James Madison University
Johnson and Wales 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.

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<tr>
<th>For a Career In</th>
<th>See Hudson Valley Program In</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Accounting, Business Administration</td>
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<td>Administrative Office Assistant</td>
<td>Administrative Information Management and Technology</td>
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<td>Heating/Air Conditioning/Refrigeration Technical Services</td>
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<td>Art History</td>
<td>Fine Arts</td>
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<td>Assistant Engineering Technician</td>
<td>Computer Aided Drafting</td>
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<td>Astronomy</td>
<td>Math-Science</td>
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## Academic Program Listing

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<td>Yes</td>
<td>2180 127 186</td>
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<tr>
<td>5203</td>
<td>Dental Assisting</td>
<td>Certificate</td>
<td>No</td>
<td>Yes</td>
<td>1353 128 219</td>
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<td>5203</td>
<td>Dental Hygiene</td>
<td>Certificate</td>
<td>No</td>
<td>Yes</td>
<td>0545 128 225</td>
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<tr>
<td>5207</td>
<td>Diagnostic Medical Sonography</td>
<td>Certificate</td>
<td>No</td>
<td>Yes</td>
<td>1018 130 228</td>
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<tr>
<td>5207</td>
<td>Echocardiography</td>
<td>Certificate</td>
<td>No</td>
<td>Yes</td>
<td>1096 131 229</td>
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<tr>
<td>5299</td>
<td>Emergency Medical Technician-Paramedic</td>
<td>Certificate</td>
<td>Yes</td>
<td>No</td>
<td>1332 132 239</td>
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<tr>
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<td>Certificate</td>
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<tr>
<td>5207</td>
<td>Invasive Cardiovascular Technology</td>
<td>Certificate</td>
<td>Yes</td>
<td>No</td>
<td>2010 135 267</td>
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<tr>
<td>5299.20</td>
<td>Mortuary Science</td>
<td>Certificate</td>
<td>No</td>
<td>Yes</td>
<td>0599 136 282</td>
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<tr>
<td>5299.10</td>
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<td>Certificate</td>
<td>Yes</td>
<td>No</td>
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<td>5299</td>
<td>Polysomnography</td>
<td>Certificate</td>
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<td>No</td>
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<tr>
<td>5215</td>
<td>Radiologic Technology</td>
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<td>Yes</td>
<td>No</td>
<td>0628 139 397</td>
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<tr>
<td>5215</td>
<td>Respiratory Care</td>
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<td>0440 141 299</td>
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<td>5501</td>
<td>Animal Advocacy</td>
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<td>No</td>
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<td>5604</td>
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<td>5604</td>
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<td>5608</td>
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<td>5506</td>
<td>Chemical Dependency Counseling</td>
<td>Certificate</td>
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<td>No</td>
<td>1597 146 192</td>
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<td>5305</td>
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<td>Certificate</td>
<td>No</td>
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<td>1070 147 198</td>
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<td>5612</td>
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<td>Disabilities Studies</td>
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<td>Yes</td>
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<td>5503</td>
<td>Early Childhood</td>
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<td>No</td>
<td>1327 152 231</td>
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<td>5406</td>
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<tr>
<td>5499</td>
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<td>Certificate</td>
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<td>5610</td>
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<td>No</td>
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<td>5610</td>
<td>Forensic Science Studies</td>
<td>Certificate</td>
<td>Yes</td>
<td>No</td>
<td>1666 157 214</td>
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<tr>
<td>5610</td>
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<td>Certificate</td>
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<td>No</td>
<td>1937 157 251</td>
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<tr>
<td>5649</td>
<td>General Education*</td>
<td>Certificate</td>
<td>Yes</td>
<td>Yes</td>
<td>0985 158 263</td>
<td></td>
</tr>
</tbody>
</table>

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continued next page
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

<table>
<thead>
<tr>
<th>HEGIS CODE</th>
<th>School/Program</th>
<th>Type of Degree</th>
<th>Program can be completed by attending the evening</th>
<th>Program Application Processing</th>
<th>Program Curriculum on page</th>
<th>Course Descriptions on page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5649</td>
<td>Liberal Arts &amp; Science: Humanities &amp; Social Science</td>
<td>A.A.</td>
<td>Yes</td>
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<td>160</td>
<td>170</td>
</tr>
<tr>
<td>5649</td>
<td>Liberal Arts &amp; Science: Mathematics &amp; Science</td>
<td>A.S.</td>
<td>No</td>
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<td>162</td>
<td>170</td>
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<tr>
<td>5649</td>
<td>Liberal Arts &amp; Sciences: Adolescence Education</td>
<td>A.S.</td>
<td>No</td>
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<td>170</td>
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<td>5299.30</td>
<td>Physical Education Studies</td>
<td>A.A.</td>
<td>No</td>
<td>1485</td>
<td>164</td>
<td>287</td>
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<tr>
<td>5299.30</td>
<td>Physical Sciences</td>
<td>A.S.</td>
<td>No</td>
<td>2213</td>
<td>165</td>
<td>289</td>
</tr>
<tr>
<td>5501</td>
<td>Public Administration Studies</td>
<td>A.A.S.</td>
<td>Yes</td>
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<td>296</td>
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<tr>
<td>5503</td>
<td>Teaching Assistant</td>
<td>Certificate</td>
<td>Yes</td>
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<td>167</td>
<td>226</td>
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<td>Theatre Arts</td>
<td>A.S.</td>
<td>No</td>
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<td>307</td>
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<td>Health Sciences</td>
<td>Certificate</td>
<td>No</td>
<td>2259</td>
<td>158</td>
<td>170</td>
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<td>A.A.S.</td>
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<td>0604</td>
<td>159</td>
<td>264</td>
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<td>5501</td>
<td>Human Services</td>
<td>A.S.</td>
<td>Yes</td>
<td>1175</td>
<td>158</td>
<td>264</td>
</tr>
<tr>
<td>5699</td>
<td>Individual Studies</td>
<td>A.A., A.S.</td>
<td>Yes</td>
<td>0688</td>
<td>159</td>
<td>265</td>
</tr>
</tbody>
</table>

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student financial aid awards.

*Majors so noted are being deactivated and as such, applications for admission are no longer accepted.

**Note: Some online courses have required on-campus labs and/or proctored exams. With careful planning and by speaking with an advisor, most of the degrees listed 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: James J. Williams
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>High School Average</th>
<th>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</th>
<th>Accounting &amp; Bookkeeping courses recommended</th>
</tr>
</thead>
</table>

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 111</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 200</td>
<td>Accounting Computerized Systems</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Business Mathematics OR</td>
<td>3–4</td>
</tr>
<tr>
<td>BADM 221</td>
<td>Quantitative Business Applications</td>
<td></td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Computer Concepts and Applications I OR Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Comp. II OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking OR</td>
<td></td>
</tr>
<tr>
<td>BADM 200</td>
<td>Business Communication</td>
<td></td>
</tr>
<tr>
<td>(1) Accounting Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>30–31</td>
<td></td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chair.

(1) Courses fulfilling this requirement:
ACTG 120, ACTG 202, ACTG 210, ACTG 211, ACTG 212, ACTG 215, ACTG 216, ACTG 218, ACTG 219.
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.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Business and software courses recommended</td>
<td>70+</td>
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</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>
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</thead>
<tbody>
<tr>
<td>FORM 104</td>
<td>College Forum **</td>
<td>(1)</td>
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<tr>
<td>AITC 166</td>
<td>Internship ***</td>
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</tr>
<tr>
<td>CMPT 101</td>
<td>Computer Concepts and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
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<tr>
<td>CMPT 111</td>
<td>Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 112</td>
<td>Advanced Information with Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 118</td>
<td>Web Page Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Database Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 135</td>
<td>Information Design and Applied Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>Library Skills for Research (1) Restricted English Elective (2) Business Electives (3) Liberal Arts Elective (4) Math/Science Elective (5) Social Science Elective (6) Restricted Elective</td>
<td>3-8</td>
</tr>
</tbody>
</table>

Total Credits Required: 61-67

* or specific course equivalents as approved by department chairperson.

** Required of first time full-time students

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

For more information, please visit www.hvcc.edu/programs and clicking on Administrative Information Technician.

**Business – Accounting**

Associate in Applied Science

HEGIS #5002
Chairperson: James J. Williams
Brahan Hall, Room 220, (518) 629-7148

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

High School Courses Notes Average

Math I, Algebra or Accounting and Bookkeeping 70+
1 unit of equivalent academic preparation math (70 or above in the course)

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*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
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</table>

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 111</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal and Ethical Environment I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal and Ethical Environment II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Bus. Mathematics OR</td>
<td>3–4</td>
</tr>
<tr>
<td>BADM 221</td>
<td>Quantitative Bus. Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Computer Concepts and Applications I</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<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>
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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 Accounting Electives</td>
<td>3–4</td>
</tr>
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</table>

PROGRAM ELECTIVES

<table>
<thead>
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<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
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<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Mathematics OR Science</td>
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<td>3–4</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>63–65</td>
</tr>
</tbody>
</table>

* 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
Brahim 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 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.

*This option has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.

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. *This option has been deactivated effective Fall 2011 and as such, applications are no longer being accepted.

All computer 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>
</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. Math entrance requirements may be waived if a student has successfully completed (a grade C or above) a higher level math.</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>

*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, ISCI, 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*

This option has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.
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.

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

**PROGRAM ENTRANCE REQUIREMENTS**

**High School Courses Notes Average**

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**

**Course No.** | **Title** | **Credit Hrs.**
--- | --- | ---
FORM 104** | College Forum | (1)

**CORE REQUIREMENTS**

**Course No.** | **Title** | **Credit Hrs.**
--- | --- | ---
ACTG 110 | Financial Accounting | 4
ACTG 111 | Managerial Accounting | 4
BADM 110 | Legal & Ethical Environment of Business I | 3
BADM 111 | Legal & Ethical Environment of Business II | 3
BADM 220 | Statistics | 4
BADM 221*** | Quantitative Business Applications | 3
ECON 100 | Principles of Macroeconomics | 3
ECON 101 | Principles of Microeconomics | 3
ENGL 101 | English Composition I | 3
ENGL 102 | English Comp. II OR | 3
ENGL 104 | English Comp. II, Writing About Literature | 3
OTHER PROGRAM REQUIREMENTS

MATH 165  Basic Calculus 4
with Analytic Geometry OR
MATH 160  Pre-Calculus OR
MATH 180  Calculus I
MKTG 120***Principles of Marketing 3
PSYC 100  General Psychology 3
SOC 100  Sociology 3

PROGRAM ELECTIVES

(1) Computer Elective 3–4
(2) History Elective 3
(3) Math OR Science Elective 4
(4) Restricted English Elective 3
(5) Restricted Electives 6
Total Credits Required 66–67

*or specific course equivalents as approved by department chairperson.
**Required of first-time full-time students. May be waived at department chairperson’s discretion.
***Course substitution may be made, with department chairperson approval, to meet transfer institution requirements.

(2) History Elective – Recommended Courses – HIST 100, HIST 110, HIST 111.
(3)Mathematics or Science Elective – Recommend any 4 credit course in Biology, Chemistry, Mathematics or Physics.
(4) Restricted English Elective – Recommended Courses- ENGL 125, ENGL 200, ENGL 236.
(5)Restricted Elective – Recommend MATH 180, any foreign language, history or literature course.

Business – Marketing
Associate in Applied Science
HEGIS #5004
Chairperson: James J. Williams
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.

This option has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.

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

Course            Notes                  Average
Math I, Algebra or 70+
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 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*

Course No. Title                  Credit Hrs.
FORM 104** College Forum          (1)

CORE REQUIREMENTS

Getting started

Course            Title
ACTG 110  Financial Accounting 4
BADM 110  Legal & Ethical Environment of Business I 3
BADM 111  Legal & Ethical Environment of Business II 3
BADM 120  Bus. Mathematics OR 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
<table>
<thead>
<tr>
<th>SPECIALIZATION COURSES</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 207 Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 200 Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM ELECTIVES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Business Electives</td>
<td>3-4</td>
</tr>
<tr>
<td>(2) Accounting Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>(3) English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Liberal Arts and Sciences Electives</td>
<td>9</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>65-69</td>
</tr>
</tbody>
</table>

*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

This option has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.

<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 &amp; Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
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<td>Legal &amp; Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Bus. Mathematics OR</td>
<td>3–4</td>
</tr>
<tr>
<td>BADM 221</td>
<td>Quantitative Bus. Applications</td>
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</tr>
<tr>
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</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
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<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

SPECIALIZATION COURSES

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<tr>
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<tbody>
<tr>
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<td>Organization and Management</td>
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</tr>
<tr>
<td>BADM 208</td>
<td>Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 214</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED 62–68

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

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

(1) Business Electives – Recommended Courses – ACTG 111, ACTG 200.

(2) Accounting Elective – Recommended Courses – ENGL 102, ENGL 104, ENGL 125.

RETAILING OPTION

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
</tbody>
</table>

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal &amp; Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 111</td>
<td>Legal &amp; Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 120</td>
<td>Bus. Mathematics OR</td>
<td>3–4</td>
</tr>
<tr>
<td>BADM 221</td>
<td>Quantitative Bus. Applications</td>
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</tr>
<tr>
<td>BADM 220</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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</tbody>
</table>

SPECIALIZATION COURSES

<table>
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<tr>
<th>Course No.</th>
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<tr>
<td>BADM 208</td>
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<tr>
<td>MKTG 120</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>MKTG 200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 214</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED 65–68

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

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

(1) Accounting Elective – Recommended Courses – ACTG 111, ACTG 200.

(2) English Elective – Recommended Courses – ENGL 102, ENGL 104, ENGL 125.
Computing and Information Sciences

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, 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 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 also are 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.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>High School Average</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>80+</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $730

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>Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Business Computing Application and Analytics 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 Structures</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>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></td>
<td>(1) Restricted English Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(2) Computer Information Systems Electives</td>
<td>12</td>
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<tr>
<td></td>
<td>(3) Liberal Arts and Science Elective</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>(4) Math/Science Electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>
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

Math I & II or 2 years of equivalent academic math (80 or above in each course)

Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher. Math entrance requirements may be waived if a student has successfully completed minimally MATH 150 College Algebra with Trigonometry with a grade of "C" or higher or by permission of department chair.

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>
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<tr>
<td>(1)</td>
<td>Computer Information Systems Electives</td>
<td>10</td>
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<tr>
<td>(2)</td>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td>(3)</td>
<td>Liberal Arts &amp; Science Electives</td>
<td>15</td>
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<tr>
<td>(4)</td>
<td>Math/Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>(4)</td>
<td>Restricted Electives</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Credits Required 65

*or specific course equivalents as approved by department chairperson.
**Required of first time, full-time students.
*** One of ENGL 102, ENGL 104, ENGL 106 or ESLS 102 by permission of department chair.
****A grade of "C" or better is required for program completion.

(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.
(3) If math, minimally MATH 150 (except MATH 155)
(4) By permission of department chair.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems, A.S.
Computer Information Systems: Business Applications Programming
Associate in Applied Science
HEGIS #5101
Chairperson: James G. Looby
Brahman 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.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math (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 $720.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems: Business Applications Programming.

---

Computer Information Systems: Internet and Web Programming
Associate in Applied Science
HEGIS #5101
Chairperson: James G. Looby
Brahman 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 XMLprogrammer/engineer).

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math (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
Brahan 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 emerging 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. Students 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>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math (80 or above in each course)</td>
<td>Computer course recommended. Transfer students are required to have a 2.0 GPA or higher.</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>Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Business Computing Application and Analytics Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Programming and Logic I</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>Computer and Information 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>Advanced Switching and Network Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Restricted English Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(2) Liberal Arts and Science Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>(3) Math/Science Elective</td>
<td>6-8</td>
</tr>
<tr>
<td></td>
<td>(4) CSA Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required 66-68**

*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) Restricted English Elective – ENGL 102, ENGL 104, ENGL 106, ENGL 108, ESLS 102 or by permission of department chair.

(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) Recommend CISS 273, ELET 120 or by permission of department chair. 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 and WWW Programming

Associate in Applied Science
HEGIS #5101
Chairperson: James G. Looby
Brahan Hall, Room 25

The Computer Information Systems: Web Design and WWW Programming Associate in Applied Science (A.A.S) 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 and WWW Programming 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 and WWW Programming 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 and WWW Programming 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 and WWW Programming 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**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 years of equivalent academic math (80 or above in each course)</td>
<td>Computer course recommended. Transfer students are required to have a 2.0 GPA or higher.</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 $620.

**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>ARTS 160</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 100</td>
<td>Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Business Computing Application and Analytics Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Programming and Logic I</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 220</td>
<td>Introduction to Web Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 221</td>
<td>Web Design-Client Side</td>
<td>3</td>
</tr>
<tr>
<td>CISS 225</td>
<td>Web Design-Server-side</td>
<td>3</td>
</tr>
<tr>
<td>CISS 227</td>
<td>Programming with JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CISS 228</td>
<td>XML and Advanced Web and Information Management</td>
<td>3</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>(1) Restricted English Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(2) Liberal Arts and Science Electives</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>(3) Math/Science Elective</td>
<td>6-8</td>
<td></td>
</tr>
<tr>
<td>(4) CIS Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>(5) Restricted Elective</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 65-69

*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) Restricted English Elective — ENGL 102, ENGL 104, ENGL 106, ENGL 108, ESLS 102 or by permission of department chair.

(2) Recommend ECON 100 and ECON 101 for transfer. Recommend ENGL 120, ENGL 130, ENGL 132, ENGL 136 for students interested in electronic/new media.

(3) If math minimally MATH 110; MATH 130 and MATH 131 for terminal degree. Recommend MATH 150 or higher for transfer.

(4) Recommend CISS 111, CISS 120, CISS 150, CISS 229, CISS 241, CISS 295 or by permission of department chair.

(5) One of CISS 111, CISS 120, CISS 150, CISS 229, CISS 241, CISS 295 or by permission of department chair.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Computer Information Systems: Web Design.

The program has been deactivated effective Spring 2012 and as such, applications are no longer being accepted.

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 stu-
dents 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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Business and software courses recommended</td>
</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>CMPT 100</td>
<td>Word Processing w/WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Computer Concepts and 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 111</td>
<td>Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 112</td>
<td>Adv Info Processing w/ Business Communication</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>Electronic Publishing and Design</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.

Entrepreneurship
Associate in Applied Science
HEGIS #5004
Chairperson: James J. Williams
Brahan Hall, Room 220, (518) 629-7148

This program prepares students to enter the exciting world of entrepreneurship, whether you are a prospective entrepreneur interested in launching your first venture, or an existing small business owner looking to grow your current business. For many, it is a life-long dream to start, own and operate a small business; this program gives students the necessary entrepreneurial skills to pursue that dream.

You will learn fundamental skills necessary for increasing the likelihood of building sustainable success in your own venture. You will explore different subjects, including: developing an entrepreneurial mindset, entrepreneurial finance, small business management, marketing, and legal issues for small business owners. Each student will conclude his/her study with the development of an actionable business plan, ready for financing and implementation, as well as an internship to experience entrepreneurship in our own community.

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>70+</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>FORM 104</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>ACTG 120</td>
<td>Personal Finance</td>
<td>3</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>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 101</td>
<td>Computer Concepts and Applications I</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 125</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 110</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 120</td>
<td>Entrepreneurial Process</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 150</td>
<td>Legal Issues in Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 210</td>
<td>Entrepreneurial Finance</td>
<td>4</td>
</tr>
<tr>
<td>ENTR 290</td>
<td>Entrepreneurial Strategy</td>
<td>4</td>
</tr>
<tr>
<td>ENTR 295</td>
<td>Entrepreneurial Internship***</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 214</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

(1) Math Elective | 3-4 |
Liberal Arts and Sciences Elective | 3 |
Free Elective | 3 |

Total Credits Required: 63-64

*or specific equivalents as approved by department chairperson.

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

***Students will be expected to participate in the Entrepreneurial Internship. In extenuating circumstances (as determined by the department chair), the internship may be replaced with an elective as approved by the department chair.

(1) MATH 110 or higher for completion of degree.

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 Manage-
ment 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 workers due to the rapid retirement of the Baby Boom generation.
- Students can complete the 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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Business and software courses recommended</td>
<td>70+</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $750.

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>AITC 166</td>
<td>Internship ***</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 109</td>
<td>Biology of the Human Organism</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 111</td>
<td>Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 112</td>
<td>Advanced Information Processing with Business Communication</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>
</tbody>
</table>

ENGL 115 Library Skills for Research 1
HITC 100 Introduction to Medical Office Procedures 4
HITC 101 Medical Record Review, Transcription and Terminology 4
HITC 103 Intro to Medical Coding, Health Insurance and Reimbursement 3
HITC 104 Advanced Medical Coding and Reimbursement 3
HITC 107 Health Information Management 3
HITC 105 Clinical Office Procedures OR 4-7
EMSP 100 Emergency Medical Technician - Basic 3

(1) Restricted English Elective- ENGL 102, ENGL 104, ENGL 106, ENGL 108, ESLS 102 or by permission of department chair.
(2) Health Science Electives – Recommended Courses – BIOL 104, BIOL 105, BIOL 125, BIOL 120, BIOL 121, BIOL 126, BIOL 127, BIOL 207, BIOL 230, PSYC 100.
(3) Liberal Arts Electives – Recommended Courses – ECON 100, ECON 101, POLS 100.
(4) Social Science Elective – Recommended Courses – PSYC 100, PSYC 215, SOCL 100, SOCL 110, SOCL 115, SOCL 120.
(5) Restricted Electives - Recommended courses- ACTG 100 or ACTG 110, BADM 100, BADM 110, BADM 111, BADM 130, BADM 131, BADM 140, CISS 100, CMPT 118, CMPT 125.

| Total Credits Required | 65-69 |

* or specific course equivalents as approved by the department chairperson.
** Required of first-time, full-time students
*** May be replaced with Business Elective by permission of department chair.

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.

Health Information Technician Certificate
HEGIS #5213
Chairperson: James G. Looby
Brahall Hall, Room 206, (518) 629-7225

This program has been deactivated effective Spring 2012 and as such, applications are no longer being accepted.
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>CMPT 110</td>
<td>Document Formatting on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Database Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>HITC 100</td>
<td>Introduction to Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HITC 101</td>
<td>Medical Record Review, Transcription and Terminology</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>Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HITC 105</td>
<td>Clinical Office Procedures OR</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 100</td>
<td>Emergency Medical Technician - Basic</td>
<td>3-4</td>
</tr>
</tbody>
</table>

| Total Credits Required | 37-41 |

(1) Restricted Elective - Recommended Courses - ACTG 100 or ACTG 110, BADM 100, BADM 110, BADM 111, BADM 130, BADM 131, BADM 140, CISS 100, CMPT 118, CMPT 125.

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**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 100</td>
<td>Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Business Computing Application and Analytics 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 Structures</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) Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

| Total Credits Required | 35 |

* 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 105, CISS 120, CISS 121, CISS 125, CISS 150, CISS 200, CISS 211, CISS 220, CISS 221, CISS 225, CISS 227, CISS 229, CISS 230, CISS 233, CISS 241, CISS 270, CISS 271, CISS 272, CISS 273, CISS 290.
Supermarket Management and Operations Certificate
HEGIS #5004
Chairperson: Dr. Karen A. Holmes
Brahan Hall, Room 206, (518) 629-7225

This program has been deactivated effective Fall 2011 and as such, applications are no longer being accepted.

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.

All computer 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 Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Chopper Associates only, Math I, Algebra or 1 unit of equivalent academic math</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 $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>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>32</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.
**CMPT 101, Personal Computer Concepts/Applications I preferred.

System and Network Associate Certificate
HEGIS #5101
Chairperson: James G. Looby
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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II or 2 years of equivalent academic math (80 or above in each course)</td>
<td>Computer courses recommended Transfer Students are required to have a 2.0 GPA or higher</td>
<td>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 $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>Introduction to Computing and Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CISS 101</td>
<td>Business Computing Application and Analytics Development</td>
<td>3</td>
</tr>
<tr>
<td>CISS 102</td>
<td>Unix Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISS 110</td>
<td>Programming &amp; Logic I</td>
<td>4</td>
</tr>
<tr>
<td>CISS 111</td>
<td>Programming &amp; Logic II-Data Structures</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 Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISS 150</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELET 120</td>
<td>Personal Computer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>26</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.
**CMPT 101, Personal Computer Concepts/Applications I preferred.

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

Mission Statement: The mission of the School of Engineering and Industrial Technologies is to provide students with the requisite technical skills to obtain a job or transfer to a technical program in order to meet the employment needs of industry.

School of Engineering and Industrial Technologies Goals:
- To provide students with the skills, knowledge and ability to meet their goals.
- To identify and respond to the engineering and industrial technology needs of the community.
- To assist students in recognizing their goals/expectations and to match those goals/expectations to appropriate academic outcomes.
- To provide faculty with multiple opportunities to achieve their desired professional goals in order to enhance the teaching and learning environment.

The School of Engineering and Industrial Technologies offers students the opportunity to meet the current employment needs for today's technology driven society through 12 degree and seven certificate programs. New programs include Architecture Certificate, Automotive Management A.A.S. and Electrical Technology: Semiconductor Manufacturing Technology A.A.S. The certificates and degrees offered are in building, electrical, industrial and automotive technologies with three programs accredited by the Engineering Technology Accreditation Commission (ETAC) 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.

Advanced Manufacturing Technology
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 local and regional high-tech manufacturing companies performing advanced machining processes that produce tooling and components used in the manufacture of everything from electronics and defense equipment to power generators and aerospace apparatus. Covering an array of areas relating to the field of precision metal, composite and plastic manufacturing, the student will learn basic and advanced principles in the operation of milling machines, lathes, grinders, bandsaws and drill presses, as well as using advanced Haas Automation computerized machine tools. Also, a wide variety of training in the use of quality assurance equipment is covered.

Computer-aided design (CAD) and computer-
aided manufacturing (CAM) coursework/software is an integral part of the program, as is the instruction on the use of standard and advance tooling.

The Advanced Manufacturing Technology courses are offered both day and evening. For full-time day students, the program will take two years (four semesters) to complete, while part-time evening students will take four years (two evenings per week). All students will participate in a year-long Senior Capstone Project in which students work together to manufacture and assemble complex working models to test their precision planning, machining and assembly skills.

The coursework from this program satisfies the educational requirements for New York State Machinist, Toolmaker, CNC Machinist and CNC Programmer apprenticeships. The placement rate prior to graduating approaches 95%, while a number of companies in the region provide scholarships covering books, tuition and related fees as well as part-time jobs for students in the program that lead to full-time employment upon graduation.

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

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 100</td>
<td>Print Reading for Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 103</td>
<td>Machine Tool Theory and Lab I</td>
<td>8</td>
</tr>
<tr>
<td>MFTS 104</td>
<td>Machine Tool/CNC Theory and Lab II</td>
<td>8</td>
</tr>
<tr>
<td>MFTS 115</td>
<td>Introduction to Computer Applications in Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 120</td>
<td>CAD Applications in Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 203</td>
<td>Advanced Machining Processes Lab III</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 204</td>
<td>Manufacturing Capstone Project Lab IV</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 211</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 213</td>
<td>Process Planning</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 214</td>
<td>Quality Assurance &amp; Control</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 215</td>
<td>Industrial Relations, Safety and Health</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 223</td>
<td>Computer Aided Manufacturing (CAM) with Mastercam</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 231</td>
<td>Controls</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 241</td>
<td>Practical Metallurgy</td>
<td>2</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Tech. Math I OR</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Tech. Math II OR</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</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>FORM 101**</td>
<td>College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 100</td>
<td>Print Reading for Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 103</td>
<td>Machine Tool Theory and Lab I</td>
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<tr>
<td>MFTS 104</td>
<td>Machine Tool/CNC Theory and Lab II</td>
<td>8</td>
</tr>
<tr>
<td>MFTS 115</td>
<td>Introduction to Computer Applications in Manufacturing</td>
<td>3</td>
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<tr>
<td>MFTS 120</td>
<td>CAD Applications in Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 203</td>
<td>Advanced Machining Processes Lab III</td>
<td>7</td>
</tr>
<tr>
<td>MFTS 204</td>
<td>Manufacturing Capstone Project Lab IV</td>
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</tr>
<tr>
<td>MFTS 211</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 213</td>
<td>Process Planning</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 214</td>
<td>Quality Assurance &amp; Control</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 215</td>
<td>Industrial Relations, Safety and Health</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 223</td>
<td>Computer Aided Manufacturing (CAM) with Mastercam</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 231</td>
<td>Controls</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 241</td>
<td>Practical Metallurgy</td>
<td>2</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Tech. Math I OR</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Tech. Math II OR</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td></td>
</tr>
</tbody>
</table>

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 work force for the growing alternative and renewable resources industry.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101**</td>
<td>College Forum</td>
<td></td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Technical Writing</td>
<td></td>
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<tr>
<td>MFTS 100</td>
<td>Print Reading for Manufacturing</td>
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<td>Machine Tool Theory and Lab I</td>
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<tr>
<td>MFTS 104</td>
<td>Machine Tool/CNC Theory and Lab II</td>
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</tr>
<tr>
<td>MFTS 115</td>
<td>Introduction to Computer Applications in Manufacturing</td>
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<tr>
<td>MFTS 120</td>
<td>CAD Applications in Manufacturing</td>
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<tr>
<td>MFTS 203</td>
<td>Advanced Machining Processes Lab III</td>
<td></td>
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<tr>
<td>MFTS 204</td>
<td>Manufacturing Capstone Project Lab IV</td>
<td></td>
</tr>
<tr>
<td>MFTS 211</td>
<td>Manufacturing Processes</td>
<td></td>
</tr>
<tr>
<td>MFTS 213</td>
<td>Process Planning</td>
<td></td>
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<tr>
<td>MFTS 214</td>
<td>Quality Assurance &amp; Control</td>
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<tr>
<td>MFTS 215</td>
<td>Industrial Relations, Safety and Health</td>
<td></td>
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<tr>
<td>MFTS 223</td>
<td>Computer Aided Manufacturing (CAM) with Mastercam</td>
<td></td>
</tr>
<tr>
<td>MFTS 231</td>
<td>Controls</td>
<td></td>
</tr>
<tr>
<td>MFTS 241</td>
<td>Practical Metallurgy</td>
<td></td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Tech. Math I OR</td>
<td></td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Tech. Math II OR</td>
<td></td>
</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td></td>
</tr>
</tbody>
</table>

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

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

The Alternative Manufacturing Technology program also is offered part-time through evening course offerings.

**Alternative Fuels Certificate**

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

This program has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.

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 work force for the growing alternative and renewable resources industry.
ENGINEERING AND INDUSTRIAL TECHNOLOGIES

PROGRAM ENTRANCE REQUIREMENTS

High School Courses Notes Average

<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>
</tbody>
</table>

Total Credits Required 32

*or specific course equivalents approved by Department Chairperson.

Architectural Technology
Associate in Applied Science

HEGIS #5304
Chairperson: Dr. Christine LaPlante
Hudson Hall, Room 129, (518) 629-7355

The Architectural Technology A.A.S. program prepares students to explore innovative ideas and technologies that impact the environment and society. The curriculum is designed to provide technically trained personnel for the building construction industry and its interrelated fields of architecture and engineering at a level between the skilled artisan and the professional engineer and architect. Students enrolled in the Architectural Technology program will develop an understanding of the interwoven problems and relationships of the owner, architect, engineer, contractor and municipalities as they apply to the planning, design and erection of buildings.

Required and elective courses emphasize detailed residential and commercial construction drawings, rendering and designing of a variety of building types applying current codes, drafting media, and computer generated design. Equally emphasized is the understanding of building methods, materials, structure and mechanical systems and cost estimating procedures.

Because the course of study encompasses technology, natural and social sciences, math and the arts, there are various opportunities for graduates of the program in both the public and private areas. Graduates will be qualified for employment in architectural design and planning firms as well as for positions in architectural preservation, development corporations, construction companies, engineering firms and surveying firms.

The Architectural Technology program provides an excellent opportunity for students who plan to work in the architectural field upon graduation or who wish to transfer to a four-year architectural program in order to become a registered architect, and is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and furthers its goal of providing an educated workforce for the Capital Region and beyond.

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

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.

| FORM 101 | College Forum** (1)  |
| CIVL 100 | Visualization I 3    |
| CIVL 102 | Architectural Fundamentals 5 |
| CIVL 103 | Visualization II 3   |
| CIVL 112 | Statics and Strength of Materials 4 |
| CIVL 114 | Construction Materials 2 |
| CIVL 210 | Structures I 3       |
| CIVL 211 | Structures II 4      |
| CIVL 220 | Architectural Graphics 3 |
| CIVL 221 | Design I 5           |
| CIVL 222 | Building Construction I 3 |
| CIVL 223 | Building Construction II 3  |
| CIVL 225 | Design II 5          |
| CIVL 226 | Design III 5         |
| ENGL 101 | English Composition I 3 |
| ENGL 102 | English Composition II OR 3 |
| ENGL 104 | English Composition II: Writing About Literature |
| MATH 150 | College Algebra with Trigonometry 4 |
| MATH 165 | Basic Calculus with Analytic Geometry 4 |
| PHYS 135 | Technical Physics I 4 |
|            | Humanities/ Social Science Elective 3 |

Total Credits Required 69

*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.
Architecture Technology Certificate
HEGIS #5304
Chairperson: Dr. Christine LaPlante
Hudson Hall, Room 129, (518) 629-7355

The Architecture Technology Certificate program at Hudson Valley Community College focuses on the practical and technical requirements of the architectural field and prepares students for entry-level employment. Students may complete the program requirements (29 credits) in one academic year. The program accepts students for the fall semester only, and applicants must have completed Math I and II, or two units of an equivalent math, with an average of 70 or better.

The course of study provides a broad-based exposure to operations, standards and current practices in architecture through the documentation of architectural work in plan, section, elevation, axonometric or auxiliary study and constructs models. Students further develop spatial concepts and demonstrate an understanding of the architect's intent through the process of sketching, drawing, rendering and modeling. The program also emphasizes development of the oral presentation skills that are vital in the workplace.

As they progress through this program, students will come to understand architecture as a study in both art and science. Utilizing the fundamentals of form, function and design, students will design and construct various model examples of the architecture found everywhere in daily life, including homes, places of worship, educational building and entertainment venues among many others. Architecture as the creation of functional space and structure provides us with a historical footprint as well as inspiration for the future.

Architecture Technology Certificate program graduates demonstrate knowledge of the industry-standard tools necessary for successful professional practice, including software, code implementation and interpretation. This training leads to positions that include, but are not limited to, draftsman, junior designer, furniture designer, graphic designer, junior technician, construction/building inspector, illuminating engineer, product manufacturer representative, property assessor, real estate agent, materials tester, building pathologist or set designer.

Graduates of the certificate program may transfer directly into the Architectural Technology Associate in Applied Science (A.A.S.) degree program at Hudson Valley, with credit granted for the appropriate courses in that major. Upon completion of the A.A.S. degree, graduates may opt to enter the workforce in various capacities within the field or transfer to a four-year institution.

Hudson Valley Community College students transfer to a wide variety of colleges and universities throughout the country. As a result of their academic performance here, many students gain admission to colleges and universities that might not have been an option directly after high school.

The college has many formal articulation agreements with public and private four-year institutions. Some agreements are general in nature, as they simply specify the criteria that must be met to ensure junior status at the four-year institution. More often, agreements are program-to-program in that they address specific majors at both Hudson Valley and the transfer institution, and may contain specific information on course equivalencies, the minimal grade point average, prerequisites, designated courses or credits, scholarship availability, and full- or part-time requirements.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I and II or 2 units of equivalent academic math (70 or above in each course)</td>
<td></td>
<td>70 or above</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $540.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<tr>
<td>CADD 212</td>
<td>Facilities Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 103</td>
<td>Visualization II</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 114</td>
<td>Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 220</td>
<td>Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 222</td>
<td>Building Construction I</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>CNST 103</td>
<td>Blueprint Reading for Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNST 120</td>
<td>Architectural Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra with Trigonometry</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 29

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

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

Automotive Management Associate in Applied Science
HEGIS #5306
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

The A.A.S. in Automotive Management provides students with an opportunity to earn a degree that utilizes both their technical and business skills by building upon a strong academic core. Students will also develop technical skills in selected automotive maintenance and repair areas. The business courses will develop skills in management, marketing and sales.
The Automotive Management A.A.S. degree will provide students with the skill sets necessary to meet the industry’s demand for a more sophisticated and technologically astute workforce. This degree program offers advanced technological training, preparation in business and marketing combined with a solid foundation in communication and writing. The Automotive Management A.A.S. incorporates key skills in automotive maintenance and repair, as well as automotive management and marketing to enhance graduate success.

Automotive Management is a growing field that offers students a wide range of opportunities for employment and/or transfer upon graduation. This Automotive A.A.S. degree program is in keeping with Hudson Valley Community College’s mission to offer an appropriate range of affordable programs that serve the educational needs of a diverse population and to promote and enhance excellence in learning.

PROGRAM ENTRANCE REQUIREMENTS

High School

<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 $320. Tools for this program have an estimated cost of $2,250.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104</td>
<td>College Forum**</td>
<td>(1)</td>
</tr>
<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 145</td>
<td>Passenger Car Chassis I</td>
<td>3</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 245</td>
<td>Passenger Car Chassis II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 110</td>
<td>Legal &amp; Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 207</td>
<td>Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>(1) Business Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(2) Mathematics Electives</td>
<td>6-8</td>
<td></td>
</tr>
<tr>
<td>(3) Restricted English Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(4) Liberal Art Electives</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>(5) Technical Elective</td>
<td>3</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 all first time, full-time students

(1) Recommend ACTG 100, MKTG 120 or CMPT 101.
(2) Either MATH 105 and MATH 106 or MATH 150 and MATH 165. Recommend MATH 150 and MATH 165 for transfer.
(3) Students may choose from ENGL 102, ENGL 104 or ENGL 125.
(4) Recommend PSYC 100, SOCL 100 and ECON 100.
(5) Students may choose from AUTO 200 or AUTO 260 or by permission of department chair.

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

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

High School

<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.</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 $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>
</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 1 unit of equivalent academic math</td>
<td>Need valid driver’s license (70 or above in the course)</td>
<td>70+</td>
</tr>
</tbody>
</table>

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

Total Credits Required 63

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

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

Automotive Technical Services –
General Motors
Associate in Occupational Studies
HEGIS #5306
Chairperson: Anthony Kossmann
Cogan Hall, Room 145, (518) 629-7272

This program has been deactivated effective Fall 2012 and as such, applications are no longer being accepted.

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 addi-
tion, 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</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 OR</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 250</td>
<td>Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Industrial Relations OR</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 260</td>
<td>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>
</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.

Program Educational Objectives:

1. Graduates will have the foundation necessary to specialize in any chosen field of Civil Engineering Technology.
2. Graduates will understand the importance of continued lifelong learning.
3. Graduates will attain the skills necessary to maintain employment in the Civil Engineering Technology field.
4. Graduates will attain a basic knowledge of codes, standards and current practices in the field of Civil Engineering Technology.
5. Graduates will understand the ethical obligations of an engineering role in society.

Student Outcomes:

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 Engineering Technology Accreditation Commission (ETAC) 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. The second year provides an opportunity for specialization in either building design and construction management or transportation/heavy highway and infrastructure. Students 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).
Transportation/Heavy Highway and Infrastructure

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.

Building Design and Construction Management

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

Courses Notes High School Average
Math I & II or 2 units of equivalent academic math (70 or above in each course) Additional Science, Math and Mechanical Drawing courses recommended

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $595.

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.
CIVL 101 Surveying I 4
CIVL 110 Engineering Graphics 3
CIVL 111 Civil Engineering Applications 2
CIVL 112*** Statics and Strength of Materials 4
CIVL 114 Construction Materials 2
CIVL 210*** Structures I 3
CIVL 211*** Structures II 4
CIVL 212 Hydraulics and Drainage 3
CIVL 213 Soils and Foundations 3
CIVL 236 Highway Construction Planning and Methods 3
CIVL 233 Civil Engineering Capstone OR CNST 239 Construction Capstone ** 2-3
CNST 103 Blueprint Reading for Technologies 3
ENGL 101 English Composition I 3
ENGL 102 English Composition II 3
MATH 150*** College Algebra with Trigonometry 4
MATH 165 Basic Calculus with Analytic Geometry 4
PHYS 135 Technical Physics I 4
PHYS 136 Technical Physics II 4
SOCL 120 Cultural Diversity in American Society (1)Technical Electives 7 - 9

Total Credits Required 68 - 71

*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.

***A grade of "C" or better is required for program completion and as a course specific prerequisite.

(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.

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

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

Courses Notes High School Average
1 unit of any math Interview with the program coordinator is required N/A

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.
CADD 100 Topics in 2D AutoCAD 4
CADD 110 Advanced Topics in AutoCAD 4
CADD 120 Topographical Detailing in CAD 4
CADD 200 Architectural Applications in CAD 4
CADD 210 Solid Modeling Project in CAD 4
CADD 215 CAD Applications in Building Mechanics 3
CADD 230 Computer Aided Drafting Practicum 4
ENGL 101    English Composition I 3
ENGL 106    English Composition II: Writing for Technicians 3
INDS 100    Career Planning and Decision Making 3
MATH 105    Applied Technical Mathematics I 3
MATH 106    Applied Technical Mathematics II 3
MFTS 100    Print Reading for Manufacturing 3

Total Credits Required 45

*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) 629-7355

The Computer Aided Drafting, A.A.S. program has been deactivated effective Fall 2013 and as such, applications are no longer being accepted. Applications are being accepted for the Computer Aided Drafting Certificate program.

The Computer Aided Drafting program prepares students to enter a position in industry with a background in planning, product utilization and evaluation, production supervision, management, and technical sales. The graduates are capable of analyzing problems, drafting and design, as well as recommending, implementing and supervising. They satisfy the need for technicians in the industrial sector.

Students may elect coursework in both technology and business that will enable them to focus their course of study toward either the area of drafting or management.

Most courses for this program also are offered late afternoon and evening.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>70+</td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term, in courses CNST 120, IDLT 100, IDLT 105, IDLT 110 and MATH 105 would be approximately $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>
<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></td>
<td></td>
</tr>
<tr>
<td>CADD 110</td>
<td>Advanced Topics in AutoCAD</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CADD 208</td>
<td>Inventor/CAD Basics</td>
<td></td>
</tr>
</tbody>
</table>

PROGRAM ELECTIVES

- Liberal Arts Electives 6
- (1) Mathematics Electives 6-8
- (2) Technical Electives 13-14
- Humanities/Social Science 3
- Elective
- (3) Restricted English Elective 3

Total Credits Required 61–66


(2) Technical Electives- Any course beginning with CADD, ELET, MECT, or MFTS (subject to approval by department chairperson)

(3) Restricted English Electives- ENGL 102, English Composition II, ENGL 104, English Composition II: Writing About Literature or ENGL 106, English Composition II: Writing for Technicians

Construction Certificate

HEGIS #5317
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

Mission: To meet the current practical and technical needs of the construction industry for students who wish to go into that field at an entry-level position.

Program Objectives: The Construction Certificate program is comprised of a combination of technical and practical “hands-on” knowledge. A student completing this program should be able to:

- identify and/or locate specific items in a set of working drawings;
- construct floor, wall, ceiling and roof systems using conventional framing lumber and/or fabricated building components;
- develop architectural working drawings for a residence, complete enough to satisfy the requirements to obtain a building permit;
- design and test concrete, wood and asphalt components of construction;
- apply exterior and interior finish materials to the superstructure of a building;
- make a quantity survey, price out an estimate from the quantity survey and develop time schedules for completion of the work for a specific project; and
• use hand tools, power hand tools and stationary power tools with safe and proper procedures.

Students completing this one-year program may select to enter the workforce or continue their education by enrolling in the A.A.S. degree Construction Technology program. Credit will be granted for the appropriate courses in that major.

**PROGRAM ENTRANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit any math (70 or above in course)</td>
<td>Carpentry</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>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 110</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 114</td>
<td>Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Blueprint Reading for Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNST 120</td>
<td>Architectural Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>CNST 130</td>
<td>Principles &amp; Practices of Light Construction I</td>
<td>3</td>
</tr>
<tr>
<td>CNST 131</td>
<td>Construction Laboratory I</td>
<td>2</td>
</tr>
<tr>
<td>CNST 132</td>
<td>Construction Laboratory II</td>
<td>2</td>
</tr>
<tr>
<td>CNST 133</td>
<td>Principles &amp; Practices of Light Construction II</td>
<td>4</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Building Services Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 33

*Or specific course equivalents as approved by department chairperson. Students with appropriate high school math and satisfactory scores on the placement test may substitute electives approved by the department chairperson.

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

**Construction Technology – Building Construction**

**Associate in Applied Science**

HEGIS #5317

Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

**Mission:**

The mission of the Construction Technology program is to meet the educational needs of the construction industry by training entry-level construction managers and by providing continuing education for construction employees.

**Program Objectives:**

A graduate of the Construction Technology program will be able to:

- perform necessary surveys for construction site layout;
- interpret construction drawings and perform quantity surveys and estimates;
- plan, schedule and coordinate residential or commercial construction;
- prepare drawings for a residential or commercial construction project and apply appropriate building codes;
- perform shop and field calculations required for steel and concrete structures;
- perform basic computer applications in a construction office;
- interpret materials specifications;
- apply management principles to a construction project; and
- assist in the layout and development of subdivisions.

This program trains the student in the field of construction management. There is a growing need for people trained in management in construction. This program is the first in the country to achieve accreditation by the American Council for Construction Education.

**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 I</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103</td>
<td>Blueprint Reading for Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNST 110**</td>
<td>Statics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>CNST 120</td>
<td>Architectural Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>CNST 130</td>
<td>Principles &amp; Practices of Light Construction I</td>
<td>3</td>
</tr>
<tr>
<td>CNST 202</td>
<td>Construction Planning and Control</td>
<td>3</td>
</tr>
<tr>
<td>CNST 210**</td>
<td>Steel Construction</td>
<td>3</td>
</tr>
<tr>
<td>CNST 211**</td>
<td>Concrete Construction</td>
<td>3</td>
</tr>
<tr>
<td>CNST 231</td>
<td>Building Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNST 239</td>
<td>Construction Capstone</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 115</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>SOCL 120</td>
<td>Cultural Diversity in American Society</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.
Electrical Construction and Maintenance
Associate in Occupational Studies

HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (518) 629-7275

The mission of the Electrical Construction and Maintenance Department is to provide a program of study that enables students to develop the academic skills and practical techniques required for them to seek entry into any area of the electrical industry.

This program prepares students to enter the construction and/or industrial and manufacturing workplace with knowledge and skill levels in four principle areas: residential, commercial and industrial installations; transformers; motors and motor control; and programmable controllers, variable frequency drives and industrial electronics. The course of study is offered during four terms and covers core studies in electrical circuits, theory and the mathematics necessary to plan, install, troubleshoot, test and maintain electrical systems. The National Electrical Code and safe working practices serve as the foundation for each course in the program.

The first two terms provide foundation studies in DC and AC electrical theory, and construction wiring installation practices. These studies involve both “hands-on” workshop/laboratory activities, as well as classroom presentations. The “hands-on” coursework includes an in-depth study of residential and commercial wiring systems coupled with instruction in the use of diagnostic test equipment and troubleshooting techniques.

The third and fourth terms build upon these core courses and continue with “hands-on” training and a theoretical background in three phase transformer connections, AC motors, industrial motor control, industrial electronics, programmable logic controllers (PLCs), and variable frequency drives (VFDs), while gaining valuable troubleshooting techniques.

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

High School Courses Notes Average

1 unit of any math (70 or above in the course) Additional math courses recommended. Spring entrance will require additional semesters to complete the program.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $535.

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.

ECMN 101 Direct Current Theory and Magnetism 4
ECMN 102 Alternating Current Theory 4
ECMN 111 Direct Current Applications Laboratory 1
ECMN 112 Alternating Current Applications Laboratory 1
ECMN 121 Residential Construction Wiring 5
ECMN 122 Commercial Construction Wiring 5
ECMN 130 Safety and Labor Relations 2
ECMN 131 Electrical Blueprint Reading and Estimating I 2
ECMN 132 Electrical Blueprint Reading and Estimating II 2
ECMN 200 Trade Skills Development 1
ECMN 203 Transformers and Motors 4
ECMN 204 Industrial Motor Control Theory 4
ECMN 205 Industrial Power Electronics 5
ECMN 206 Automated Controls and Instrumentation 5
ECMN 213 Transformer and Motor Laboratory 1
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 65

*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.
Part-time Evening Study

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 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 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 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 200</td>
<td>Trade Skills Development</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>
<td>1</td>
</tr>
<tr>
<td>ECMN 216</td>
<td>Automated Controls and Instrumentation Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 255</td>
<td>Transformers and Motors, Pt. I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 256</td>
<td>Transformers and Motors, Pt. II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 257</td>
<td>Industrial Motor Control Theory, Pt. I</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 258</td>
<td>Industrial Motor Control Theory, Pt. II</td>
<td>2</td>
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<tr>
<td>ECMN 265</td>
<td>Transformers &amp; Motor Lab, Pt. I</td>
<td>0.5</td>
</tr>
<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>
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</tr>
<tr>
<td>ECMN 268</td>
<td>Industrial Motor Control Lab, Pt. II</td>
<td>0.5</td>
</tr>
<tr>
<td>ECMN 275</td>
<td>Industrial Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 276</td>
<td>Industrial Wiring, Pt. II</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 277</td>
<td>Indust. Motor Control Wiring, Pt. I</td>
<td>2.5</td>
</tr>
<tr>
<td>ECMN 278</td>
<td>Indust. Motor Control Wiring, Pt. II</td>
<td>2.5</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

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

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Electrical 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 Electrical Engineering Technology-Electronics program is designed to prepare students in the design, diagnosis, and repair of highly technical and sophisticated electronic devices and systems. Graduates of this program will be prepared to seek employment in any one of the related industries involving electrical engineering or transfer to four year universities to continue their education.

Program Educational Objectives:
1. Graduates will have the foundation skills necessary to specialize in any chosen field of Electrical Engineering Technology.
2. Graduates will understand the importance of continued lifelong learning.
3. Graduates will attain the skills necessary to maintain employment in the Electrical Engineering Technology fields.
4. Graduates will attain a basic knowledge of safety standards, current practices and standards in Electrical Engineering.
5. Graduates will understand the ethical obligations of an engineer in society.

Student Outcomes:
1. Demonstrate competency in Electrical Engineering technology skills.
2. Clearly communicate through written and oral expression the elements of Electrical Engineering technology projects.
3. Demonstrate problem solving ability to analyze, interpret, and design elements found in Electrical Engineering Technology applications.
4. Demonstrate knowledge of industry standard tools necessary for successful professional practice, such as diagnostic equipment.
5. Electrical Engineering technology graduates will become employed in the field or transfer to a four year institution.

The Electrical Engineering Technology program trains students for careers as engineering technicians. The training provided is field oriented, generally covering the principles and practices which are pertinent to the industrial applications of electricity, electronics and microelectronics. Upon graduation, the student is prepared to work in capacity field service, test and manufacturing, or may transfer to a baccalaureate program in Engineering Technology.

Most Electrical Engineering Technology courses take a mathematical approach, typically consisting of both theory and laboratory. In the the-
ory 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 Engineering Technology Accreditation Commission (ETAC) 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>
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</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></td>
<td>Humanities OR Social Science Elect.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Technical Elective**</td>
<td>4</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

*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.

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

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>Concepts in Chemistry</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 and Power RF</td>
<td>4</td>
</tr>
<tr>
<td>ELET 255</td>
<td>Semiconductor Manufacturing and Nanofabrication Processes</td>
<td>4</td>
</tr>
</tbody>
</table>
ELET 261  Semiconductor and Nanotechnology Overview  2
ELET 285  Semiconductor Metrology & Process Control  3
ENGL 101  English Composition I  3
ENGL 102  English Composition II  3
MATH 150  College Algebra with Trigonometry  4
MATH 165  Basic Calculus with Analytic Geometry  4
PHYS 135  Technical Physics I  4
Humanities OR Soc. Sci. Elect.  3
Total Credits Required  65

*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 Technologies: 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

High School

<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 entry will require additional semesters to complete the program.</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 $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 I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 131</td>
<td>Electrical Systems Applications II</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 140</td>
<td>Heat Transfer Systems I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 203</td>
<td>HVAC/R Systems Design I</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 211</td>
<td>Refrigeration and AC Systems</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 212</td>
<td>Refrigeration and AC Systems</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>
<tr>
<td>Total Credits Required</td>
<td>68</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 Heating/Air Conditioning/Refrigeration Technical Services.

Heating Systems Certificate
HEGIS #5317
Chairperson: Richard Porter
Williams Hall, Room 125 (518) 629-7275

This program has been deactivated effective Fall 2011 and as such, applications are no longer being accepted.

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 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 sys-
tems lecture courses, with six credit hours of hands-on laboratory classes. Systems Design I and Systems Design II also are offered as part of the certificate and include instruction in Microsoft Visio and various design software. Industrial safety, electrical fundamentals, environmental impact, and energy conservation also are emphasized.

The Heating Systems certificate program is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and furthers its goal of providing the HVAC/R industry with qualified technicians.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Additional Math courses recommended. Spring entrance will require additional semesters to complete the program.</td>
<td>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 130</td>
<td>Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 140</td>
<td>Heat Transfer Systems I</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 203</td>
<td>HVAC/R Systems Design I</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 213</td>
<td>HVAC/R Systems Design II</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 220</td>
<td>Heat Transfer Lab</td>
<td>6</td>
</tr>
<tr>
<td>HVAC 240</td>
<td>Heat Transfer Systems II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Math I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 28

*or specific course equivalents as approved by department chairperson.

Mechanical Engineering Technology
Associate in Applied Science

HEGIS #5315
Chairperson: Dr. Christine M. LaPlante
Hudson Hall, Room 129, (518) 629-7355

Mission of the Department

The mission of the Mechanical Engineering Technology Department is to provide the students with a high quality, relevant program that affords the student the opportunity to obtain employment or engage in continued lifelong learning in the Mechanical Engineering field.

Program Educational Objectives:

1. Graduates will have the foundation necessary to specialize in any chosen field of Mechanical Engineering Technology.
2. Graduates will understand the importance of continued lifelong learning.
3. Graduates will attain the skills necessary to maintain employment in the Mechanical Engineering Technology field.
4. Graduates will attain a basic knowledge of codes, standards and current practices in the field of Mechanical Engineering Technology.
5. Graduates will understand the ethical obligations of an engineering role in society.

Student Outcomes:

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.
6. Mechanical Engineering Technology graduates will demonstrate the knowledge of diversity, societal and global issues within their profession.

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 Engineering 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 Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone (410) 347-7700.
PROGRAM ENTRANCE REQUIREMENTS

High School Courses Notes Average

Math I & II or 2 units of equivalent academic math (70+ in each course)

Additional Math courses recommended

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

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.

ENGL 101 English Composition I 3
ENGL 102 English Composition II 3
MECT 100 Interpreting Engineering Drawings 3
MECT 105 Engineering Materials 4
MECT 115 Computer Graphic Applications 3
MECT 125 Statistics and Dynamics 4
MECT 210 Industrial Instrumentation 4
MECT 215 Statistical Quality and Process Control 4
MECT 225 Strength of Materials 4
MECT 240 Design of Machine Elements 4
PHYS 135 Technical Physics I 4
PHYS 136 Technical Physics II 4
SOLL 120 Cultural Diversity in American Society 3

(1) Restricted Mathematics Elect. 8
(2) Restricted Technical Elects. 8
(3) Restricted Electricity Elective 3-4

Total Credits Required 66-67

* or specific course equivalents as approved by department chairperson.

(1) Restricted Mathematics Electives – MATH 150 and MATH 165 or higher level courses as approved.

(2) Restricted Technical Electives – Courses beginning with MECT, ELET or MFTS as approved by department chair.

(3) Restricted Electricity Elective as approved by department chair.

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

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 Courses Notes Average

Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)

Additional Math courses recommended

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $575.

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.

FORM 101 College Forum (1)
CISS 101 Business Computing Application 3
CISS 120 Networking I Intro to Data Communication 3
CISS 121 Networking II Intro to Network Administration 3
CISS 270 Advanced Routing and Wide Area Network (WAN) Infrastructure 3
CISS 271 Advanced Switching and Network Management 3
ECON 100 Principles of Macroeconomics 3
ECON 101 Principles of Microeconomics 3
ELET 115 C/C++ for Technologies 4
ELET 120 Microcomputer Hardware Essentials 3
ELET 270 Fund. of Fiber Optic Communication 4
ENGL 101 English Composition I 3
ENGL 102 English Composition II 3
ENGL 125 Public Speaking 3
MATH 105 Applied Technical Mathematics I 3
MATH 106 Applied Technical Mathematics II 3
PHYS 100 Phys. Science U/Physics & Chemistry 3
TLMG 100 Prin. of Telecommunications I (1)Marketing Elective 3
(2) Rest. Tech. Elective 6–7
Total Credits Required 62–63

* or specific course equivalents as approved by department chairperson.
(1) Marketing Elective – Recommended Courses – MKTG 120, MKTG 200, MKTG 212.
(2) Restricted Technical Elective – Recommended Courses – CISS 150, ELET 260, ELET 275, ELET 290.
* Required of first time, full-time students.

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

Overhead Electric Line Worker Certificate
HEGIS #5317
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>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math</td>
<td>None</td>
<td>70+</td>
</tr>
</tbody>
</table>

1 unit of any 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 $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</td>
<td>2</td>
</tr>
</tbody>
</table>

ECMN 190 Electric Power Systems 3
ECMN 191 Electric Power Overhead Construction 3
MATH 105 Applied Technical Mathematics I 3
MATH 106 Applied Technical Mathematics II 3

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

Courses Notes High School Average
1 unit of any math (70 or above in the course) recommended.

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>MECT 130</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 has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.

This program is designed to produce graduates who are familiar with the electrical, HVAC, steam power, refrigeration and mechanical systems found in large institutional, commercial, and municipal buildings. In addition to the technical subjects, students will study the administrative, managerial and supervisory aspects of physical plant operation.

Course work includes studies in all of the technical areas listed as well as studies in the liberal arts, humanities and social sciences. Upon completion of the 63 credit hour program, graduates will have earned the A.A.S. degree.

Courses will be offered during days and evenings contingent upon enrollment. Course offerings will be structured so as to be convenient to part-time students.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>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 $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>
</tbody>
</table>

*or specific course equivalents as approved by 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

This program has been deactivated effective Fall 2011 and as such, applications are no longer being accepted.

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

High School Average

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I, Algebra or 1 unit of any math (70 or above in the course)</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program.</td>
<td>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 $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.

Semiconductor Technology Certificate

HEGIS #5310
Chairperson: Anthony Kossmann
Amstutz Hall, Room 109, (518) 629-7272

The 25-credit Semiconductor Technology certificate program offered by the School of Engineering and Industrial Technologies at Hudson Valley Community College provides the specialized knowledge of semiconductors and nanotechnology that Hudson Valley Electrical Engineering Technology (ELT) graduates and other candidates need to compete for entry-level employment in the semiconductor manufacturing industry.

Students receive highly specialized training in semiconductor and nanotechnology, digital electronics, electro-mechanical devices, semiconductor manufacturing and the nanofabrication processes. The curriculum consists of seven courses to be completed in two semesters.

Most of the courses are taught at Hudson Valley’s TEC-SMART (Training and Education Center for Semiconductor Manufacturing and Alternative and Renewable Technologies) facility located in Malta. Some courses are held at the main campus in Troy.

In the heart of New York State’s Tech Valley, the Capital Region is emerging as a global leader due to the confluence of major research universities, such as Rensselaer Polytechnic Institute and University at Albany’s College of Nanoscale Science and Engineering, as well as the growth of high-tech industries, including GlobalFoundries, Sematech and IBM. This program furthers Hudson Valley’s goal of providing the semiconductor and nanotechnology industries with a qualified workforce that demonstrates ethical responsibility as individuals and as members of a multidisciplinary team. Students graduate with the skills needed to continuously improve and engage in lifelong learning, and to adapt to a technologically advancing society.

PROGRAM ENTRANCE REQUIREMENTS

High School Average

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 135 Technical Physics I, MATH 150 College Algebra &amp; Trigonometry, MATH 165 Basic Calculus with Analytic Geometry (Formerly MATH 151), ELET 100 Electricity I, ELET 101 Electricity II, ELET 105 Electronics I &amp; ELET 215 Operational Amplifiers.</td>
<td>Applicants to this program must have completed the required courses or equivalent or by permission of department chair.</td>
<td>N/A</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>Concepts in Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ELET 210</td>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELET 225</td>
<td>Electro-Mechanical Devices &amp; Sys.</td>
<td>4</td>
</tr>
<tr>
<td>ELET 250</td>
<td>Vacuum &amp; Power RF</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 &amp; Nanotechnology Overview</td>
<td>2</td>
</tr>
<tr>
<td>ELET 285</td>
<td>Semiconductor Metrology &amp; Process Control</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 25

* 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 Semiconductor Technology.

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</th>
<th>Placement Test Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2</td>
<td>Reading</td>
<td>35</td>
</tr>
<tr>
<td>units of equivalent</td>
<td>Writing</td>
<td>34</td>
</tr>
<tr>
<td>academic math</td>
<td>Numeric Skills</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Elementary Algebra</td>
<td>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. –</td>
<td>4</td>
</tr>
<tr>
<td>TELT 100</td>
<td>Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>TELT 102</td>
<td>Computer Appli. in Telecomm.</td>
<td>3</td>
</tr>
<tr>
<td>TELT 105</td>
<td>Introduction to Electronics</td>
<td>4</td>
</tr>
<tr>
<td>TELT 110</td>
<td>Digital Systems for Telecomm. I</td>
<td>4</td>
</tr>
<tr>
<td>TELT 203</td>
<td>Network Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>TELT 207</td>
<td>Digital Systems for Telecomm. II</td>
<td>4</td>
</tr>
<tr>
<td>TELT 210</td>
<td>Telecommunications I</td>
<td>4</td>
</tr>
<tr>
<td>TELT 220</td>
<td>Telecommunications II</td>
<td>4</td>
</tr>
<tr>
<td>TELT 230</td>
<td>Telecommunications III</td>
<td>4</td>
</tr>
<tr>
<td>TELT 240</td>
<td>Telecommunications IV</td>
<td>4</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

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

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Telecommunications Technology - Verizon.

Wind Technician Certificate

HEGIS #5310

Chairperson: Richard Porter
Williams Hall, Room 125, (518) 629-7275

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.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant must be a HVCC Electrical Construction and Maintenance graduate or graduate of an academically equivalent program, or by assessment and approval of the department chairperson.</td>
<td>N/A</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>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</td>
<td>1</td>
</tr>
<tr>
<td>PHED 149</td>
<td>Circuit Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHED 250</td>
<td>Physical Fitness Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by the department chairperson.
The School of Health Sciences is composed of 14 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, Polysomnography and Invasive Cardiovascular Technology. There also are 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>N/A</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>BRVT 110</td>
<td>Approaches to Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>BRVT 120</td>
<td>Cross Cultural and Religious Perspectives for Bereavement</td>
<td>3</td>
</tr>
<tr>
<td>BRVT 210</td>
<td>Contemporary Concepts in Bereavement</td>
<td>3</td>
</tr>
<tr>
<td>BRVT 220</td>
<td>Advanced Bereavement Studies</td>
<td>3</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>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 120</td>
<td>Cultural Diversity in American Society</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 200</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 30

* or specific course equivalents as approved by the department chairperson.
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.
students are required to be members of their professional organization: the Student American Dental Hygienists' Association (SADHA). Professional activities are a requirement for each of the four terms as a Dental Hygiene student.

New York State Dental Hygiene licensure requires the applicant be of good moral character. An applicant for licensure who has been convicted of a crime, or has committed an act which raises a reasonable question as to their moral character, will be subject to review by the state prior to licensure.

Special required expenses for uniforms and supplies for the first year are approximately $2,500 and $1,500 for senior year. Please note that these are approximate fees and are subject to change. There will be additional expenses for national and state exams and application for licensure in the final semester of the senior year. Transportation for off-campus affiliation assignments is the responsibility of the student. Part-time study is not available in this program once accepted into the Dental Hygiene program.

Once a student has been admitted to Preventive Dentistry I, courses must be completed in term sequence, without interruption. Any student who misses a term will not be permitted to continue in the program. Certification in Basic Life Support through the American Heart Association is required and must be maintained while in the program.

Admission Procedures

Admission to the Dental Hygiene program will require a complete application for admission to be on file at the Admissions Office no later than Feb. 1, if a student wishes to be considered a candidate for admission. Applications received after Feb. 1 will be considered on a space available basis. Applications are accepted for admission into the fall term only.

Applicants should mail their applications and application fee to the Admissions Office well in advance of the Feb. 1 deadline to assure timely receipt of all materials. For more information, contact Admissions. Health insurance and hepatitis vaccinations highly recommended.

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.

<table>
<thead>
<tr>
<th>PROGRAM ENTRANCE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td>Math I, Biology and Chemistry with lab, college-level Chemistry (4 cr.) with &quot;C&quot; grade or higher (75 or above Regents or 85 or above non-Regents in each course)</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>
<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>Oral Health Care for the Geriatric Patient</td>
<td>2</td>
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<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>
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<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
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<tr>
<td>Total Credits Required</td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

*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: Margaret Ewart
Brahman Hall, Room 026, (518) 629-7123

Diagnostic Medical Sonography is a one-year certificate program offered through the Medical Imaging Department. The goal of the program is to prepare competent entry level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning domains. 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, 6021 University Blvd., Suite 500, Ellicott City, MD 21043.

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

<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 must have a minimum of a “C” or higher in the additional college level entrance requirements.</td>
<td>College level courses mandated: 8 credits human anatomy and physiology; 3 credits algebra, statistics or higher level mathematic course; 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></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>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>44</td>
</tr>
</tbody>
</table>

*Additional clinical experience at assigned hospital to qualify for national exam.

Please note: there is a required intersession semester and a required summer semester for this program.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Diagnostic Medical Sonography Certificate.

Echocardiography

Certificate

HEGIS #5207

Chairperson: Margaret Ewart
Brahan Hall, Room 026, (518) 629-7123

Echocardiography is a one-year certificate program offered through the Medical Imaging Department. The goal of the program is to prepare competent entry level cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning domains. 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, 6021 University Blvd., Suite 500, Ellicott City, MD 21043.

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 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 must have a minimum of a &quot;C&quot; or higher in the additional college level entrance requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $845.</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>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>

Total Credits Required: 43

*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.

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**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 entire program can be completed in a year during the day or two years in the evening.

The Hudson Valley Community College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

To contact CoAEMSP:
4101 W Green Oaks Blvd Suite 305-599
Arlington, TX 76016
Phone: (817) 330-0080
Fax: (817) 330-0089
www.coaemsp.org

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 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 complete clinical experience at some sites required for program completion and/or to be licensed as a Certified Paramedic 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. 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>N/A</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>Critical Applications for Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 240</td>
<td>Internship Final Evaluation phase</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits Required 43

*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 Hudson Valley Community College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of 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 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-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 complete clinical experience at some sites required for program completion and/or to be licensed as a Certified Paramedic 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. 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>N/A</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>BIOL 130**</td>
<td>Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 100 **</td>
<td>Emergency Medical Technician Basic</td>
<td>7</td>
</tr>
<tr>
<td>EMSP 101</td>
<td>Internship for Emergency Medical Technician</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 201</td>
<td>Clinical for the Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 **</td>
<td>Introduction to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204 **</td>
<td>Airway and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205 **</td>
<td>Operations for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206 **</td>
<td>Pharmacology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210 **</td>
<td>Trauma Management for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 **</td>
<td>Paramedicine I</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 217 **</td>
<td>Paramedicine II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 218 **</td>
<td>Paramedicine III</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 221</td>
<td>Clinical for Trauma, Medical &amp; Spec. Considerations</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 222 **</td>
<td>Pediatrics and Geriatrics for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 223 **</td>
<td>Special Certifications for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 230</td>
<td>Critical Applications for Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 240</td>
<td>Internship Final Evaluation Phase</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>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>Total Credits Required 70</td>
<td>**or specific course equivalents as approved by department chairperson.</td>
<td></td>
</tr>
</tbody>
</table>

**A grade of “C” or better is required for program completion.

***May substitute PSYC 205, Developmental Psychology
Invasive Cardiovascular Technology
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 direction of a physician.

The A.A.S. degree program is registered by the State University of New York and approved by the State Department of Education.

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.

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. 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. 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 and II or 2 units of equivalent academic Math, Biology, and Chemistry with labs (70 or above in each course)</td>
<td>American Heart Association Basic Life Support Certification</td>
<td>75 or above for Regents, 85 or above for non-Regents Diploma</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ICVT 200</td>
<td>Introduction to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>ICVT 210</td>
<td>Principles of Invasive Cardiovascular Technology I</td>
<td>3</td>
</tr>
<tr>
<td>ICVT 211</td>
<td>Invasive Cardiovascular Technology Clinic I</td>
<td>8</td>
</tr>
<tr>
<td>ICVT 220</td>
<td>Principles of Invasive Cardiovascular Technology II</td>
<td>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</td>
<td>Child Psychology OR Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Basic Interpretation and Performance of the Electrocardiogram</td>
<td>2</td>
</tr>
<tr>
<td>RESP 101</td>
<td>Cardiopulmonary Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 115</td>
<td>Total Credits Required</td>
<td>68</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 the 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</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</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>2</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>

Please note: Transportation is required to hospitals for clinical rotation that begins as early as 7 a.m.
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.

Mortuary Science Associate in Applied Science
HEGIS #5299.20
Chairperson: D. Elaine Reinhard
Fitzgibbons Hall, Room 008, (518) 629-7113

The Mortuary Science program is designed to educate graduates as contemporary funeral directors capable of performing current caretaking and managerial roles.

Successful completion of the Mortuary Science program entitles the student to sit for the national board examination and/or a state board. The Mortuary Science program is approved and registered with the New York State Department of Health and accredited by the American Board of Funeral Service Education, 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. Students are required to take the National Board Examination within one semester (including summer) of completion of all courses required for the Mortuary Science program. In order to receive approval to take the NBE exam beyond the one semester limit, students are required to retake and pass the MTSC 250 Pre-Professional Mortuary Seminar course.

All National Board Examination results can be found at the American Board Web site at www.abfse.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 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. 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 educations 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 toward 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>Computer Concepts and Applications 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>ENGL 115</td>
<td>Library Skills for Research</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communications OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 100**</td>
<td>Funeral Service Orientation</td>
<td>1</td>
</tr>
<tr>
<td>MTSC 105**</td>
<td>Burial Customs</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 120**</td>
<td>Hygiene &amp; Sanitary Science</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 130**</td>
<td>Embalming Theory and Practice I</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 207**</td>
<td>Funeral Service Grief and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MTSC 210**</td>
<td>Funeral Service Management</td>
<td>2</td>
</tr>
<tr>
<td>MTSC 215**</td>
<td>Funeral Directing and Merchandising</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 226**</td>
<td>Color and Cosmetics</td>
<td>2</td>
</tr>
<tr>
<td>MTSC 230**</td>
<td>Embalming Theory and Practice II</td>
<td>4</td>
</tr>
<tr>
<td>MTSC 250**</td>
<td>Pre-Professional Mortuary Seminar</td>
<td>2</td>
</tr>
<tr>
<td>MTSC 270**</td>
<td>Mortuary Law</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 OR</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 120</td>
<td>Cultural Diversity in American Society</td>
<td></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 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: Dr. 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.

**Nursing for Part-Time Evening Students**

The Nursing evening program is available only on a part-time basis. The evening nursing program is extended over four academic years. It is required that matriculated students in the program follow the sequence listed. When a student is accepted into the evening program, they will not be taking the core nursing courses until their third year. Before starting the nursing sequence, the Liberal Arts and Science courses must be successfully completed. Applications for advanced placement for LPNs are accepted for the Spring term only.

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, Inc.
3343 Peachtree Rd NE, Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020

Please note: For both the day and evening programs, students must be available from 7 a.m. to 11:30 p.m., and possibly Saturday in order to meet program objectives.
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. For further information, applicants should contact New York’s State Education Department’s Office of Professions (www.op.nysed.gov).

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</td>
<td>Physics preferred, CPR</td>
<td>Regents 75+</td>
</tr>
<tr>
<td>or 1 unit of</td>
<td>Certificate required for</td>
<td></td>
</tr>
<tr>
<td>equivalent</td>
<td>clinical courses. Grade of B</td>
<td></td>
</tr>
<tr>
<td>academic Math,</td>
<td>required in non-credit</td>
<td>Non-Regents</td>
</tr>
<tr>
<td>Biology and</td>
<td>bearing courses. Grade of C</td>
<td></td>
</tr>
<tr>
<td>Chemistry with</td>
<td>required in credit bearing</td>
<td>85+</td>
</tr>
<tr>
<td>labs (75 or above)</td>
<td>math and science courses.</td>
<td></td>
</tr>
<tr>
<td>Regents or 85 or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regents in each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-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>
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</tr>
<tr>
<td>NURS 095***</td>
<td>Foundations of Nursing</td>
<td>1ND</td>
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<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>
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<tr>
<td>NURS 105***</td>
<td>Bridging Education and Practice Simulation I</td>
<td>1</td>
</tr>
<tr>
<td>NURS 106***</td>
<td>Bridging Education and Practice Simulation II</td>
<td>1</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>NURS 205***</td>
<td>Bridging Education and Practice Simulation III</td>
<td>1</td>
</tr>
<tr>
<td>NURS 206***</td>
<td>Bridging Education and Practice Simulation IV</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
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<td>PSYC 210</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>Humanities Elective</td>
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<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>64</td>
<td></td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

** A grade of “C” or better is required for program completion and for entrance into the next Nursing course offered.

*** A grade of “RC” or better is required for program completion and for entrance into the next Nursing course offered.

**** A grade of “P” is required for program completion and for entrance into the next Nursing course offered.

The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Nursing.
Polysomnography
Associate in Applied Science

HEGIS #5299
Chairperson: Patricia G. Hyland
400 Jordan Rd., Suite B (second floor)
(518) 629-7454

The 71-credit Polysomnography A.A.S. program prepares graduates to work in the field of polysomnography or electroencephalography diagnostic testing. Polysomnography is an allied health specialty that deals with the diagnostic evaluation and management of patients with neurological and sleep abnormalities. Neurodiagnostic testing may be done with patients of all ages, from the premature infant to the geriatric patient. Job opportunities may be found in sleep labs and EEG departments or hospitals associated with physician’s offices.

Hudson Valley Community College was one of four colleges across the state that was asked to develop an academic program for this career. This is a nationally recognized profession and a true growth field in the health science field. Courses will be taught on the college’s main campus in Troy and at 400 Jordan Road, North Greenbush. Clinical courses will be offered at Capital District area sleep labs. While the courses will primarily be offered during the day, clinical rotations in the second year will often be 7 p.m. to 7 a.m. Salary range for sleep lab technicians are similar to other allied health care professions.

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, 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 $750.

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 RES OR</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 271**</td>
<td>Anatomy and 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>MATH 135</td>
<td>Elementary Statistics OR</td>
<td>4</td>
</tr>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>PHYS 110**</td>
<td>Physics for the Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>PSGT 100</td>
<td>Applied Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>PSGT 120</td>
<td>Fundamentals of Neurodiagnostics I</td>
<td>5</td>
</tr>
<tr>
<td>PSGT 200**</td>
<td>Fundamentals of Neurodiagnostics II</td>
<td>4</td>
</tr>
<tr>
<td>PSGT 205**</td>
<td>Sleep and Neurological Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSGT 210**</td>
<td>Polysomnography Data Analysis and Recording</td>
<td>3</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required for program completion.

Radiologic Technology
Associate in Applied Science

HEGIS #5207
Chairperson: Margaret Ewart
Brahall 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, a clinical intersession, 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 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.

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 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 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>Additional Math and Science courses recommended. Grade of B required in non-credit bearing courses. Grade of C required in credit bearing Math and Science courses.</td>
<td></td>
</tr>
<tr>
<td>Math I &amp; II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
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</tr>
<tr>
<td>Physics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
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<tr>
<td>English Composition I</td>
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<tr>
<td>English Composition II</td>
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</tr>
<tr>
<td>General Psychology</td>
<td></td>
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</tr>
<tr>
<td>Radiographic Positioning I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiographic Exposure Physics I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Education I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiographic Positioning II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiographic Exposure Physics II</td>
<td></td>
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<tr>
<td>Clinical Education II</td>
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</tr>
<tr>
<td>Radiological Health</td>
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</tr>
<tr>
<td>Adv. Radiographic Procedures I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Procedures &amp; Medical-Surgical Diseases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Education IV</td>
<td></td>
<td></td>
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<tr>
<td>Adv. Radiographic Procedures II</td>
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<tr>
<td>Radiographic Seminar</td>
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<tr>
<td>Clinical Education V</td>
<td></td>
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</tr>
<tr>
<td>Clinical Education VI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sci.OR Humanities Elective</td>
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</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
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</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $1045.

** MAJOR REQUIREMENTS **

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs</th>
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<tbody>
<tr>
<td>BIOL 270</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 271</td>
<td>Anatomy &amp; Physiology II</td>
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<td>English Composition I</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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<td>PSYC 100</td>
<td>General Psychology</td>
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<td>XRAY 102</td>
<td>Radiographic Positioning I</td>
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<td>XRAY 104</td>
<td>Radiographic Exposure Physics I</td>
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<td>XRAY 106</td>
<td>Clinical Education I</td>
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<td>XRAY 112</td>
<td>Radiographic Positioning II</td>
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<td>XRAY 114</td>
<td>Radiographic Exposure Physics II</td>
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<td>XRAY 116</td>
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<tr>
<td>XRAY 126</td>
<td>Clinical Education III</td>
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<td>XRAY 200</td>
<td>Radiological Health</td>
<td>3</td>
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<tr>
<td>XRAY 202</td>
<td>Adv. Radiographic Procedures I</td>
<td>2</td>
</tr>
<tr>
<td>XRAY 204**</td>
<td>Nursing Procedures &amp; Medical-Surgical Diseases</td>
<td>2</td>
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<tr>
<td>XRAY 206</td>
<td>Clinical Education IV</td>
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<td>XRAY 212</td>
<td>Adv. Radiographic Procedures II</td>
<td>2</td>
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<td>XRAY 214</td>
<td>Radiographic Seminar</td>
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<tr>
<td>XRAY 216**</td>
<td>Clinical Education V</td>
<td>6</td>
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<td>XRAY 226</td>
<td>Clinical Education VI</td>
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<td>Social Sci.OR Humanities Elective</td>
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<tr>
<td>Total Credits Required</td>
<td>78</td>
<td></td>
</tr>
</tbody>
</table>

* or specific course equivalents as approved by department chairperson.

**A grade of “C” or better is required for program completion and for entrance into the next Radiologic Technology course offered.

Note: There is a required intersession semester and two required summer semesters for this program. The XRAY 206 fall semester course begins one week prior to the start of the fall semester. Tuition for this course must be paid in full prior to the start of the course.
The suggested course sequence can be found by visiting www.hvcc.edu/programs and clicking on Radiologic Technology. Please note: there is a required intersession semester and a required summer semester for this program.

Respiratory Care
Associate in Applied Science
HEGIS #5215
Chairperson: Patricia G. Hyland
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 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 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>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 units of equivalent academic Math, Biology and Chemistry with labs (75 or above Regents or 85 or above non-Regents in each course)</td>
<td>Additional Math and Science courses recommended. Grade of B required in non-credit bearing courses. Grade of C required in credit bearing Math and Science courses.</td>
<td>Regents 75+ Non-Regents 85+</td>
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The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $910.
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>BIOL 139**</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>BIOL 205</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>CHEM 100**</td>
<td>General Chemistry-Health Sciences</td>
<td>4</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>PHYS 110**</td>
<td>Physics for the Health Sciences</td>
<td>4</td>
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<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
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<tr>
<td>PSYC 200</td>
<td>Child Psychology</td>
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<tr>
<td>RESP 110</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
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<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>
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<tr>
<td>RESP 125**</td>
<td>Fund. of Respiratory Care II</td>
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<tr>
<td>RESP 130</td>
<td>Ethics &amp; Administration</td>
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<tr>
<td>RESP 200**</td>
<td>Adv. Respiratory Life Support</td>
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<tr>
<td>RESP 205</td>
<td>Diseases of the Cardio. System</td>
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<tr>
<td>RESP 210</td>
<td>Current Concepts in Resp. Care</td>
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<td>RESP 220**</td>
<td>Clinical Therapeutics for Resp. Care</td>
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<tr>
<td>RESP 225**</td>
<td>Introduction to Critical Care</td>
<td>3</td>
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<tr>
<td>RESP 230**</td>
<td>Neonatal &amp; Pediatric Resp. Care</td>
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<td>RESP 235**</td>
<td>Clinical Management of Cardiovascular Disease</td>
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<tr>
<td>RESP 240**</td>
<td>Pulmonary &amp; Diagnostic Medicine</td>
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<tr>
<td>RESP 245**</td>
<td>Pulmonary Rehab. &amp; Home Care</td>
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<td>RESP 250**</td>
<td>Advanced Critical Care</td>
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</tr>
<tr>
<td>RESP 255**</td>
<td>Independent Study</td>
<td>3</td>
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</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.

*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

Please note: Transportation is required to hospitals for clinical rotation that begins as early as 7 a.m.

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.
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: Animal Advocacy, Biological Sciences, Biotechnology, Broadcast Communications, Chemical Dependency Counseling, Criminal Investigation, Criminal Justice, Digital Media, Disabilities Studies, Early Childhood, Engineering Science, Environmental Science, Fine Arts, Forensic Science Studies, Health Sciences, Human Services, Individual Studies, Liberal Arts and Sciences: Adolescence Education, Liberal Arts and Science – Humanities and Social Science, Liberal Arts and Science – Mathematics and Science, Physical Education Studies, Physical Sciences, Public Administration Studies, Teaching Assistant and Theatre Arts.

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.

Animal Advocacy Certificate

HEGIS #5501
Chairperson: Dr. Ann B. Geisendorfer
Bulmer Telecommunications Center, Room 240, (518) 629-7342

The Animal Advocacy Certificate Program is designed for students who wish to pursue or currently maintain a career in the field of animal advocacy. Working in the framework of public policy, this certificate program can be applied towards an A.A.S. in Public Administration Studies.

The area of animal advocacy is a rapidly evolving field of study across the world. With increasing knowledge and awareness in this area, the link between cruelty to animals and human violence is becoming more established and actions are being taken to prevent, educate, and seek justice. Colleges across the country are introducing more courses based on animal advocacy and animal law and there are few, if any other programs like this in the area.

The college’s Department of Criminal Justice, Forensic Science and Public Administration initiated this program with the help of local animal advocates. The curricula, course syllabi and other academic undertakings were then developed by department faculty and staff.

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 math</td>
<td>Social Science, Humanities and Lab sciences courses recommended</td>
<td>70 or above</td>
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MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>CRJS 130</td>
<td>Legal Issues for Animal Control Writing About Literature</td>
<td>3</td>
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<tr>
<td>CRJS 131</td>
<td>Forensic Assessment of Animal Cruelty Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 132</td>
<td>Shelter and Rescue Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 135</td>
<td>Animal Advocacy Seminar I and</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 136</td>
<td>Animal Advocacy Seminar II OR</td>
<td>3</td>
</tr>
</tbody>
</table>
Biological Sciences
Associate in Science
HEGIS #5604
Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313
(518) 629-7453

In order to meet the growing demands for biological and health science training, Hudson Valley Community College offers an Associate in Science (A.S.) degree in Biological Sciences. This program will prepare you for continuation of your education in a biological sciences discipline and ultimately pursue a related career.

The Biological Sciences curriculum offers courses in the biological, physical, and social sciences as well as additional elective courses that meet general education requirements for the liberal arts and sciences in preparation for transfer to a four-year school. Required course work features hands-on laboratory experience integrating theoretical concepts with practical applications. The curriculum is designed to provide flexibility in exploring different aspects of the biological sciences.

Whether your career plans are as a professional in medical science, dentistry, veterinary science, or research, the Biological Sciences A.S. degree is a good choice to begin your college-level education. Transfer agreements with four-year colleges are in place to support the transition for highly motivated, high achieving students.

PROGRAM ENTRANCE REQUIREMENTS

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

*or specific courses as required.

** Restricted Electives: Any course with a General Education AR, AH, HU, SS, WC, OC, or FL designation, or specific course equivalents as approved by the department chairperson. Students planning on transferring to a SUNY four-year college should complete at least three different areas.


The 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>
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<tbody>
<tr>
<td>BIOL 103</td>
<td>Orientation to Biology and Bioethics</td>
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<td>BIOL 190</td>
<td>Biology I</td>
<td>4</td>
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<tr>
<td>BIOL 191</td>
<td>Biology II</td>
<td>4</td>
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<tr>
<td>CHEM 110</td>
<td>General Chemistry I</td>
<td>4</td>
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<td>CHEM 111</td>
<td>General Chemistry II</td>
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<td>CHEM 210</td>
<td>Organic Chemistry I</td>
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<td>CHEM 211</td>
<td>Organic Chemistry II</td>
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<tr>
<td>MATH 160</td>
<td>Precalculus</td>
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<td>Calculus I</td>
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<td>PHYS 150</td>
<td>Physics I</td>
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<td>PHYS 141</td>
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<td>PHYS 151</td>
<td>Physics II</td>
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<td>BIO 245</td>
<td>Biology Science Elective***</td>
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<td>Restricted Elective**</td>
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</table>

Total Credits Required 64–65

*or specific course equivalents as approved by department chairperson.
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 CHEM110/111 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>
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</table>

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>BIOL 255</td>
<td>Experimental Biology I</td>
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<tr>
<td>BIOL 275</td>
<td>Cell Biology</td>
<td>4</td>
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<tr>
<td>BIOL 285</td>
<td>Molecular Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 292</td>
<td>Methods in Cell Culture</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 294</td>
<td>Immunology Methods</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 296</td>
<td>Biological Imaging and Cytometry</td>
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<td>BIOL 298</td>
<td>Biotecnology Internship</td>
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<td>CHEM 205</td>
<td>Analytical Chemistry</td>
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<td>Total Credits Required</td>
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</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>Math I &amp; II &amp; III or 3 units of equivalent academic Math, Biology, Chemistry (80 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 $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</td>
<td>1</td>
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<tr>
<td></td>
<td>Biology Ethics</td>
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<tr>
<td>BIOL 190</td>
<td>Biology I OR</td>
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<tr>
<td>BIOL 150</td>
<td>General Biology I</td>
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<tr>
<td>BIOL 191</td>
<td>Biology II OR</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 151</td>
<td>General Biology II</td>
<td></td>
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<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>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<td>ENGL 104</td>
<td>English Composition II</td>
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<tr>
<td></td>
<td>Writing About Literature</td>
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<td></td>
<td>(4) Science Electives</td>
<td>11-12</td>
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<td></td>
<td>Total Credits Required</td>
<td>62–64</td>
</tr>
</tbody>
</table>

*or specific courses as required.

(1) Restricted General Education Electives: Students must select three 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 three different areas.

(2) (3) 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. Students may take MATH 135.

(3) (4) Science Electives: May be chosen from: BIOL 207, BIOL 210, BIOL 240, BIOL 241, BIOL 245, BIOL 255, BIOL 265, BIOL 270, BIOL 271, BIOL 281, CHEM 205, CHEM 210, CHEM 211, PHYS 140, PHYS 141, PHYS 143, PHYS 150, PHYS 151.

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

Broadcast Communications

Associate in Applied Science

HEGIS #5008
Chairperson: Dorothy H. Reynolds
Brahan Hall, Room 124, (518) 629-7347

The Hudson Valley Community College Broadcast Communications A.A.S. degree program is delivered in partnership with The New School in Albany, New York. This program is designed to provide students with the academic background and the pro-
The Broadcast Communications degree program coursework has been approved by the New York State Education Department and the State University of New York as Hudson Valley’s coursework. With The New School as our partner in the delivery of the applied coursework, Hudson Valley Community College enables students to study in a specific academic discipline augmented by professional “hands-on” education. 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. The on-campus academic coursework includes courses in writing, speaking and media and culture, as well as business, humanities and social sciences electives. The hands-on education offered on-site at The New School is delivered by Hudson Valley adjunct instructors, and is designed to permit students to obtain state-of-the-art technical skills in their chosen field of study.

Students are accepted into this program for fall semesters only. Beginning with the Fall 2011 incoming freshmen class, students alternate semesters between Hudson Valley Community College in Troy and The New School in Albany. In the first semester of coursework at Hudson Valley, students must earn a grade point average (GPA) of 2.0 and complete a minimum of 12 credits in order to begin the second semester of coursework at The New School. Upon conclusion of the third semester at Hudson Valley, students must have a cumulative GPA of 2.0 and a minimum of 42 credits to begin the fourth and final semester at The New School. 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 credits taken at the college and the tuition rates of The New School for credits provided on-site at The New School. Information regarding current tuition rates of The New School can be obtained by calling (518) 438-7682. Student services are provided by both institutions as appropriate.

**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</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 136</td>
<td>Media and Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

**BROADCAST JOURNALISM TRACK**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 250</td>
<td>Broadcast Journalism I</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 251</td>
<td>Broadcast Journalism II</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 130</td>
<td>Journalism</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 132</td>
<td>Advanced Journalism</td>
<td>3</td>
</tr>
<tr>
<td>POLS 100</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>(1) Electives as Advised</td>
<td>9-12</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 60–63

**DIGITAL FILM PRODUCTION TRACK**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 133</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 275</td>
<td>Digital Film Production I</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 276</td>
<td>Digital Film Production II</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 153</td>
<td>Creative Writing: Stage and Screen</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>(1) Electives as advised</td>
<td>6-9</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 60–63

**RADIO AND TELEVISION ARTS TRACK**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 260</td>
<td>Radio and Television Arts I</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 261</td>
<td>Radio and Television Arts II</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 130</td>
<td>Journalism</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>(1) Electives as Advised</td>
<td>6-9</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 60–63

**RECORDING ARTS TRACK**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 265</td>
<td>Recording Arts I</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 266</td>
<td>Recording Arts II</td>
<td>12</td>
</tr>
<tr>
<td>CMPT 118</td>
<td>Web Page Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>MTKG 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 100</td>
<td>Music Appreciation I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>(1) Electives as advised</td>
<td>3-6</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 60-63

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $620.
TELEVISION AND VIDEO PRODUCTION TRACK

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 140</td>
<td>Television Production I</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 270</td>
<td>TV and Video Production I</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 271</td>
<td>TV and Video Production II</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 130</td>
<td>Journalism</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology OR</td>
<td></td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(1) Elective as Advised</td>
<td>6-9</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts and Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective as Advised</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>60–63</td>
</tr>
</tbody>
</table>

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

(1) Electives include but are not limited to: ARTS 133, ARTS 145, ARTS 160, ARTS 165, 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 out-patient clinics that provide treatment for chemical dependency problems.

Students admitted to this program typically have a special sensitivity to the disease of chemical dependency and to the range of challenges faced by recovering people. While most students in the program are full-time and working toward their
degree, many are part-time, non-traditional students who enter the program to accomplish specific career objectives.

CDC students very often bring to this program a wide array of life experiences which enhances learning and facilitates self-discovery and professional growth. The diversity of the student population in this program is thought to be one of its best assets.

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.

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></td>
<td>N/A</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.

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEP 100**</td>
<td>Intro. to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>CDEP 105</td>
<td>Pharmacology and Physiology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>CDEP 200</td>
<td>The Chemical Depend. Treatment Process</td>
<td>3</td>
</tr>
<tr>
<td>CDEP 205</td>
<td>Cultural Competence in Addiction Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CDEP 250**</td>
<td>Chemical Dependency Counseling</td>
<td>4</td>
</tr>
<tr>
<td>CDEP 251**</td>
<td>Chemical Dependency Internship I</td>
<td>4</td>
</tr>
<tr>
<td>CDEP 255</td>
<td>Chemical Dependency Counseling II</td>
<td>4</td>
</tr>
<tr>
<td>CDEP 256</td>
<td>Chemical Dependency Internship 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 OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104***</td>
<td>English Composition II: Writing About Literature</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 Develop. and the Family</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 200</td>
<td>Interviewing and 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>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biology Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>61</td>
</tr>
</tbody>
</table>

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

***A grade of "C" or better is required for program completion.

**This requirement may be waived based on department chair approval of completion of a bachelor’s degree.
Chemical Technician
Associate in Science
HEGIS #5305
Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313
(518) 629-7453

This program has been deactivated effective Fall 2011 and as such, applications are no longer being accepted.

The Chemistry Department serves the college by providing a variety of courses designed to meet the requirements of other majors on campus. These courses reflect the background, preparation and ability of the students and enable these students to fulfill the educational goals of their major.

Students interested in pursuing a career in chemistry may choose from our Chemical Technology program or our Math Science/Engineering Science programs. Below is the program of study for the Chemical Technology degree.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II &amp; III or 3 units Physics</td>
<td>85+ of equivalent academic recommended</td>
<td></td>
</tr>
<tr>
<td>Math, Chemistry w/lab (85 or above in each course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chemistry Department has been deactivated effective Fall 2011 and applications are no longer being accepted.

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 1 course will not be accepted as transfer credit into the program.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math &amp; II &amp; III or 3 units of equivalent academic Math</td>
<td>85+ for transfer students and major changes.</td>
<td></td>
</tr>
</tbody>
</table>

| Human OR Soc. Science Elective | 3 |
| (1) Mathematics OR Science | 6-8 |
| Total Credits Required | 64-66 |
## 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 110</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 120</td>
<td>Ethics and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 150</td>
<td>Principles of Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 151</td>
<td>Principles of Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 190</td>
<td>Intro. to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJS 245</td>
<td>Forensic Science I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Gen. Psych. OR</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>CRJS 270</td>
<td>Criminal Justice Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II OR</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 230</td>
<td>Multicultural Perspectives in Literature OR</td>
<td></td>
</tr>
<tr>
<td>SOCL 120</td>
<td>Cultural Diversity in American Society</td>
<td></td>
</tr>
<tr>
<td>(1)Criminal Justice Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(2)History Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(3)Math Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>(4)Restricted Criminal Justice Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(5)Restricted Elective I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(6)Restricted Elective II</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>(7)Restricted Physical Edu. Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>(8)Restricted Photography Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>61-63</td>
<td></td>
</tr>
</tbody>
</table>

*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: CRJS 131, CRJS 155, CRJS 230, CRJS 246, CRJS 247, PHYS 145, PHYS 210
(7) Courses fulfilling this requirement: PHED 132, PHED 141, PHED 142, PHED 144, PHED 149, PHED 250. Strongly advised to take PHED 250.
(8) ARTS 133, ARTS 135 or as approved by department chair.

### 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 up-date 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

- **1 unit of any Math:** Humanities, Lab Science and Social Science courses recommended

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $650.
MAJOR REQUIREMENTS*  

Course No.  Title  Credit Hrs.
FORM 109  College Forum** (1)  
CRJS 101  Intro. to Criminal Justice  3  
CRJS 150  Principles of Criminal Investigation I  3  
CRJS 205  Policing  3  
CRJS 245  Forensic Science I  3  
CRJS 250  Criminology  3  
CRJS 255  Intro. to Juvenile Delinquency  3  
CRJS 260  Criminal Justice Administration  3  
CRJS 265  Correctional Services  3  
CRJS 280  Substantive Criminal Law  3  
CRJS 281  Procedural Criminal Law  3  
ENGL 101  English Composition I  3  
ENGL 102  English Composition II  3  
SOCL 100  Sociology  3  
Free Electives  6  
PADM 100  Intro. to Public Administration OR Criminal Justice Elective  3  
(1)Mathematics Elective  3  
(1)Science Elective  3  
Social Science Elective OR  3  
(2) Restricted Elective  
Total Credits Required  60  

*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, AAS.

Associate in 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 to transfer into a Criminal Justice bachelor’s degree program. This program is writing intensive and parallels other four year Criminal Justice programs. The degree program will seek accreditation from the Academy of Criminal Justice Sciences (ACJS) in the pending future.

The A.S. Criminal Justice program addresses the complexities of crime and justice. Students will discover how to apply analytical concepts to evaluate the socialistic system of criminal justice.

Students must have a minimum GPA of 85 from high school to enroll into this program, and must maintain a minimum GPA of 2.8 while in the program. Students may enroll in day classes during both the fall and spring semesters. Current students in the A.A.S. Criminal Justice program can transfer into the A.S. degree program with an overall GPA of 3.0. For graduation, the final 2 semesters of this program must be completed in the A.S. program at Hudson Valley Community College.

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  

Courses  Notes  High School Average  
2 units of Social Science, Humanities and Lab Science  85 or above  
Math courses recommended.

*Students must maintain a minimum GPA of 2.8 once they are enrolled in the program.

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 109  College Forum**  (1)  
CRJS 101  Intro. to Criminal Justice  3  
CRJS 250  Criminology  3  
CRJS 265  Correctional Services  3  
CRJS 295  Criminal Justice Capstone  3  
ENGL 104  English Composition II: Writing about Literature  3  
ENGL 115  Library Skills  1  
PSYC 100  General Psychology  3  
PSYC 260  Practical Research Methods  3  
SOC 100  Sociology  3  
PADM 100  Intro. to Public Administration OR Political Science Elective  3  
Restricted Criminal Law Elective  3  
(1)Statistics Elective  3-4  
Foreign Language I & II  6  
(2) Liberal Arts and Sciences Electives  12  
(3) Restricted Electives  6-8  
Total Credits Required  61-64  

*or specific course equivalents as approved by department chairperson.

** Required of first time, full time students.

(1) Statistics Elective must be chosen from BADM 220, MATH 135 or PSYC 275.

(2) Liberal Arts and Sciences Electives: selected courses must be designated Liberal Arts and Sciences. Students seeking to transfer to a SUNY four-year institution must take 3 three-credit courses that are designated both Liberal Arts and Sciences and General Education in the areas of NS, AH, WC, OC, AR.

(3) Restricted electives are as follows: ARTS 272, BIOL 215, CRJS 203, CRJS 204, ECCE 101, ECCE 102, ECCE 103, EDUC 218, ENGL 136, ENGL 222, ENGL 230, HLTH 131, HLTH 160, HUSV 210, HUSV 215, MTS 105, MTS
Digital Media Certificate

HEGIS #5012
Chairperson: Dorothy H. Reynolds
Brahan Hall, Room 124, (518) 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>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 units of equivalent academic math, and any 1 unit of any lab science (70 or above in each course)</td>
<td>Strongly 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>ARTS 115</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 129</td>
<td>Photography I</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 (1) Restricted Elective (2) Restricted Arts Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>31</td>
</tr>
</tbody>
</table>

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

(1) Restricted electives include any two of the following four courses: CMPT 101, CMPT 118, CMPT 125 or MKTG 200. Students wishing to take CMPT 125 must first take CMPT 101. Additional courses may be considered with permission of department chair.

(2) ARTS 100, ARTS 101, ARTS 107, ARTS 202, 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>HUSV 115</td>
<td>Perspectives on Disability OR</td>
<td></td>
</tr>
<tr>
<td>EDUC 108</td>
<td>Individuals with Exceptionalities in the School and Community</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 109</td>
<td>Orientation to Fieldwork OR Free Elective</td>
<td>1</td>
</tr>
<tr>
<td>HUSV 110</td>
<td>Human Service Skills OR Elective as Advised</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Human Development and the Family OR</td>
<td></td>
</tr>
<tr>
<td>EDUC 100</td>
<td>Child Development OR</td>
<td></td>
</tr>
<tr>
<td>PSYC 205</td>
<td>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) Electives as Advised</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>28</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, ASLN 101, CDEP 100, ECCE 213, EDUC 215, EDUC 216, EDUC 217, EDUC 218, PSYC 210, or other electives as approved by the Department Chair.

Early Childhood Associate in Applied Science

HEGIS #5503

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

The Early Childhood program is accredited by the National Association for the Education of Young Children (NAEYC).

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. Please note that, although finger printing is not required for admittance into the program, many child care centers and schools may require this for the field based practicum. In addition, all those who seek employment working with children and seek certification will be required to complete the finger printing process. Any individ-
eral with a criminal record may not find gainful employment in the field.

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 101, ECCE 102, ECCE 115, ECCE 122, ECCE 123, ECCE 213, ECCE 214, ECCE 230, 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>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 1 or 1 unit of equivalent academic Math</td>
<td>A 2.0 GPA is 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</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>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>
</tbody>
</table>

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

(1) Restricted electives - Recommended courses - ECCE 101, ECCE 102, ECCE 103, ECCE 120, ECCE 213, 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 Center for Access and Assistive Technology or learning disabilities specialist and kept confidential.

Engineering Science
Associate in Science
HEGIS #5609
Chairperson: Susan Kutryb
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.

A maximum of three engineering courses may be transferred 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>Math I, II &amp; III and Math 12 or 4 units of equivalent academic Math, Chemistry and Physics w/lab (90 or above in each course)</td>
<td>For high school students: additional math recommended. For transfer students or HVCC students changing curriculum: B or higher in MATH 180 Calculus I and one of either CHEM 110 General Chemistry I, CHEM 120 Chemistry I or PHYS 150 Physics I or C or higher in (all three) MATH 180, CHEM 110 or CHEM 120, and PHYS 150. Equivalent courses are acceptable.</td>
<td>90+</td>
</tr>
</tbody>
</table>

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

MAJOR REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 110</td>
<td>Gen. Chemistry I OR</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 120</td>
<td>Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110</td>
<td>Engineering Tools</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120</td>
<td>Intro. to Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 210</td>
<td>Engineering Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 250</td>
<td>Physics III</td>
<td>4</td>
</tr>
<tr>
<td>(1) Engineering Electives</td>
<td>10–12</td>
<td></td>
</tr>
<tr>
<td>(2) Social Science and/OR Humanities Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(3) Restricted Electives</td>
<td>2–3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required 66–69

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

(1) Two of the three engineering electives must come from the following courses: ENGR 215, ENGR 220, ENGR 223 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, MATH 200, MATH 205 and PHYS 252 or other courses approved by the department chair.

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
Fitzgibbons Hall, Room 313
(518) 629-7453

We are faced with unprecedented global changes in the years ahead: meeting our energy needs in a clean and safe manner, reducing, reusing and disposing of our wastes, developing more effective agricultural practices – the list is endless. With this reality in mind Hudson Valley has taken the initiative to develop an environmental major designed to prepare students to continue their studies in the field of environmental science/studies and ultimately pursue a related career.

Required course work includes both physical and social sciences and additional elective courses to explore the many aspects of environmental issues. The major features two four-credit courses formulated to integrate theoretical concepts, policy analysis and laboratory experience. Transfer agreements are updated regularly. Hudson Valley Community College cooperates with SUNY College of Environmental Science and Forestry Ranger School Campus by offering a special 1+1 program. Students interested in this special Forest Technology program should enroll in the Environmental Science program for their first year of study then transfer to ESF for the second year of the 1+1 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, II &amp; III or 3 units of equivalent academic Math, Biology &amp; Chemistry (80 or above in each course)</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 $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></td>
<td>(1) Restricted Electives</td>
<td>8–9</td>
</tr>
<tr>
<td></td>
<td>(2) Restricted Lab Science Electives</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Social Science/Humanities</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>61–62</td>
</tr>
</tbody>
</table>

*or specific course equivalents as approved by department chairperson.

(1) Restricted electives – Based on advisement, any course with a General Education AR, AH, SS, WC, OC, MT (MATH 135 or any 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, CMPT 115, or PHYS 210 are recommended.

(2) Restricted Lab Science electives – Recommended courses — BIOL 206, BIOL 207, BIOL 240, BIOL 241, BIOL 252, BIOL 255, BIOL 260, CHEM 205, PHYS 140, PHYS 141, PHYS 143, PHYS 146, PHYS 150, PHYS 151, PHYS 210.

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.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II or 2 units of equivalent academic Math, and 1 unit of any lab Science (70 or above in each course)</td>
<td>Strongly recommended Math III, Biology, Chemistry &amp; Physics. High School Art 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 $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 139</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 OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civ. and the World I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Western Civ. and the World II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td></td>
<td>Literature Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(1) Fine Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>65–66</td>
</tr>
</tbody>
</table>

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

Criminal Justice agencies require background checks for employment and internships.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math I &amp; II &amp; III or 3 units of equivalent academic Math, Regents Chemistry</td>
<td>Students coming 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 Department Chairperson is required for current HVCC students.</td>
</tr>
<tr>
<td></td>
<td>High School Average 78+</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>
</tbody>
</table>

* (1) Courses fulfilling this requirement: BIOL 205, BIOL 230, BIOL 275, BIOL 285, CHEM 205 or any BIOL course with department chairperson approval.

(2) Courses fulfilling this requirement: CRJS 110, CRJS 120, CRJS 180, CRJS 181, CRJS 190, CRJS 204, CRJS 210, CRJS 231, CRJS 242, CRJS 247, CRJS 260, CRJS 270.

(3) Courses fulfilling this requirement: PSYC 100, SOCL 100.

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

Gallery Management
Associate in Science

HEGIS #5610
Chairperson: Dorothy H. Reynolds
Brahall Hall, Room 124, (518) 629-7347

This program has been deactivated effective Fall 2013 and as such, applications are no longer being accepted.

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

High School Courses Notes Average

Math I and II or 2 units of equivalent academic math, and 1 unit of any lab science (70 or above in each course) Strongly recommend Math III, Biology, above 70 or Chemistry and Physics. High School art courses recommended.

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>ACTG 100</td>
<td>Applied Accounting OR</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<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 OR</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 129</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 115</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 150</td>
<td>Introduction to Gallery Management</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 151</td>
<td>Gallery Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 152</td>
<td>Gallery Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 153</td>
<td>Internship in Arts Management</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 202</td>
<td>Modern Art History</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Mathematical Structures I OR</td>
<td>3-4</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra with Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>(1) Language Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Credits Required</td>
<td>62-64</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 program has been deactivated effective Spring 2012 and as such, applications are no longer being accepted.

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

High School Courses Notes Average

Math I & II or 2 units of equivalent academic Math and 1 unit of any lab Science (70 or above in each course) Strongly recommend Math III, Biology, above 70 or Chemistry or Physics.

PROGRAM REQUIREMENTS

Restricted Electives* Credit Hrs.

American History 3
Basic Communication 3
Foreign Language 3
Humanities 3
Mathematics 3-4
Natural Science 3-4
Other World Civilizations 3
Social Science 3
The Arts 3
Western Civilizations 3

Total Credits Required 30-32

Health Sciences Certificate
HEGIS #5299
Chairperson: Brian S. Vlieg
Brahan Hall, Room 033, (518) 629-7219

By providing course work in the basic sciences along with a concentration in one of the health science areas, this certificate prepares students for entry into the health science field. Upon successful completion...
of the certificate, students can continue further into one of our health science programs, transfer on to a four-year institution or enter the workforce in many entry-level areas within the health science field, such as home health or personal care aides, dental insurance agencies, health care administrative assistants, medical scribes, emergency medical technicians, phlebotomists, EKG technicians or doctor’s office billing.

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 math, 1 unit of science (70 or above in each)</td>
<td>70+</td>
<td></td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

Course No. Title | Credit Hrs. |
---|---|
FORM 108 College Forum** | (1) |
ENGL 101 English Composition I | 3 |
PSYC 100 General Psychology | 3 |
(1) Restricted Elective(s) | 4-7 |
(2) Restricted Biology Elective | 3-4 |
(3) Restricted Chemistry Elective | 0-4 |
(4) Restricted English Elective | 3 |
(5) Restricted Humanities/Social Science Elective | 3 |
(6) Restricted Math Elective | 3-4 |
(7) Restricted Science Elective | 3-4 |

Total Credits Required: 25-35

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

** Required of first time full-time students.

(1) Restricted Elective(s) - EMSP 100, HITC 100, HITC 101, HITC 103, HITC 105, HLTH 151, HLTH 152, ICVT 200, MTSC 140, RESP 101, RESP 105

(2) Restricted Biology Elective - BIOL 109, BIOL 115, BIOL 136, BIOL 205, BIOL 270

(3) Restricted Chemistry Elective - CHEM 095 or any higher level chemistry course

(4) Restricted English Elective - ENGL 102, ENGL 120, ENGL 125

(5) Restricted Humanities/Social Science Elective - PSYC 200, PSYC 205, PSYC 210, SOCL 100, SOCL 120 or any foreign language elective

(6) Restricted Math Elective - MATH 110 or any higher level math course

(7) Restricted Science Elective - BIOL 109, BIOL 125, BIOL 205, BIOL 270, BIOL 271, CHEM 100, PHYS 110

Human Services

Associate in Science

HEGIS #5501

Chairperson: Karen H. Nash

Brahall 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>None</td>
<td>N/A</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 $720.

**ASSOCIATE IN SCIENCE DEGREE MAJOR REQUIREMENTS**

Course No. Title | Credit Hrs. |
---|---|
FORM 102 College Forum** | (1) |
ENGL 101 English Composition I | 3 |
ENGL 102*** English Composition II OR
ENGL 104**** English Composition II: Writing About Literature
HUSV 100 Social Service Systems | 3 |
HUSV 105*** Human Development & the Family | 3 |
HUSV 109*** Orientation to Fieldwork | 1 |
HUSV 110*** Human Service Skills | 3 |
HUSV 200 Interviewing & Techniques of Communication | 3 |
HUSV 205 Introduction to Social Group Work | 3 |
HUSV 240 Professionalism in a Diverse Society | 3 |
HUSV 250 Human Services Practicum | 8 |
PSYC 100 General Psychology | 3 |
SOC 100 Sociology | 3 |
Biological Elective | 3-4 |
Biological OR Math Elective | 3-4 |
Human Services OR Chemical | 3 |
Dependency Counseling Elective | 3 |
Liberal Arts and Sciences | 9 |
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>ENGL 102</td>
<td>English Composition II OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104***</td>
<td>English Composition II: Writing About Literature</td>
<td></td>
</tr>
<tr>
<td>HUSV 100</td>
<td>Social Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Human Development &amp; the Family</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 110</td>
<td>Human Service Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 115</td>
<td>Perspect. on Disabilities OR</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 120</td>
<td>Probs. of Adolescence OR</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 125</td>
<td>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>
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<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>
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<tr>
<td>SOCL 100</td>
<td>Sociology</td>
<td>3</td>
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<tr>
<td>(1) Biology Elective</td>
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<tr>
<td>(1) Biology OR Math Elective</td>
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<td>3</td>
</tr>
<tr>
<td>(1) Restricted Electives</td>
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<tr>
<td>(1) Electives as Advised</td>
<td></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.
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>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 OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 115</td>
<td>Library Skills for Research</td>
<td>1</td>
</tr>
<tr>
<td>HIST 100</td>
<td>Western Civilization and the World I</td>
<td>3</td>
</tr>
<tr>
<td>(1) Fine Arts Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Literature Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(2) Mathematics Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Mathematics OR</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Physical Education Electives</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Social Science Electives 6
(3) Hum. OR Social Science 6
Electives 13
Electives as advised
Total Credits Required 61–64

*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 104, ARTS 107, ARTS 205, ARTS 270, ARTS 272, MUSC 100, MUSC 101, MUSC 105, MUSC 106, THEA 100.
(2) MATH 130 or higher.
(3) Students who enter without one unit of a foreign language in high school must include a year of foreign language in humanities electives.

Political Science Track
Program Overview
The Political Science Advisement track for the Liberal Arts and Science - Humanities and Social Science degree program is designed to prepare students for baccalaureate study in political science. The courses in the advisement track combined with the degree requirements and electives guide students through the required general education and specific discipline courses necessary for effective transfer and continued study. Students will work closely with their academic advisors regarding various transfer planning resources to select appropriate courses to maximize course transferability.

Students wishing to transfer into the advisement track should consult their advisor immediately to ensure that all course sequences can be completed within the desired timeline.

The following courses are designated as Political Science Advisement Track courses and are required for completion of the track:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>Western Civilization and the World II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 135</td>
<td>History of the Twentieth Century</td>
<td>3</td>
</tr>
<tr>
<td>POLS 100</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101</td>
<td>Introduction to International Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102</td>
<td>Introduction to Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>POLS 105</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives as advised</td>
<td>10</td>
</tr>
</tbody>
</table>

(1) By advisement, based on transferability. Recommended selections: POLS 110, POLS 125 or POLS 200; PSYC 260; and SOCL 100.

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>
</tbody>
</table>
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 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**

### High School Courses

- **Math I, II and III or 3 units of or equivalent above academic math, biology, chemistry and/or physics (85 or above in each course)**

For high school students: 85

- Math 12, Courses of study in Biology, Chemistry, Computer Science, Engineering, Math and Physics. For transfer students or HVCC students changing curriculum: "B" or higher in MATH 160 Precalculus and one of either CHEM 110, General Chemistry I, CHEM 120, Chemistry I, BIOL 150 General Biology I, PHYS 140, General Physics I, PHYS 150 Physics I or "C" or higher in MATH 160 and two of either CHEM 110, CHEM 120, BIOL 150, PHYS 140 or PHYS 150. Equivalent courses are acceptable.

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></td>
<td>(1) Mathematics Core</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>(2) Science Core Sequence</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>(3) Mathematics/Science</td>
<td>11-12</td>
</tr>
<tr>
<td></td>
<td>Restricted Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4) Humanities and/OR Science</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(5) Free Electives</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>(6) Restricted Electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>

Total Credits Required: 60-64

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

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

1. Mathematics Core (16 credits required) -
   - MATH 190 (4 credit hours) and any course from MATH 160 and above (12 credit hours).

2. Science Core Sequence (8 credit hours) -
   - BIOL 150 and BIOL 151 OR BIOL 190 and BIOL 191
   - CHEM 110 and CHEM 111 OR CHEM 120 and CHEM 121
   - PHYS 140 and PHYS 141 OR PHYS 150 and PHYS 151
   - One additional science course in sequence (4 credits)

NOTE: It is strongly recommended that students take the higher level sequence of courses.

3. Mathematics/Science Restricted Electives (11-12 credits): -
   - 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 Core.
   - Any ENGR course
   - CISS 110
   - Any additional course approved by the MES Department Chair

4. Students intending to transfer to SUNY institutions need to take one from each area.

5. Free Electives (3-4 credits) - Courses approved by the department chair, which may include Physical Education/Health courses and may be a combination of 1 or 2-credit courses or a 3-credit course.

6. Restricted Electives (6-8 credits) - With advisement, students may choose from a wide selection of course offerings with the following restrictions:
   - Any PHED/HILTH/H&SS courses or by approval of the MES department chair.
   - The transferability of the course to some four-year institutions is deemed possible.

Students intending to transfer to SUNY institutions need to take two from two of the following areas: American History (AH), Western Civilization (WC), Other World Civilizations (OC), Arts (AR), Foreign Language (FL).

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

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:

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<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>4</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: Adolescence Education (Teacher Education Transfer)

Associate in Science

HEGIS #5649
Chairperson: Dr. Cheryl L. Pfeifer
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

Transferring to the Liberal Arts and Sciences - Mathematics and Science Honors Advisement Track

Hudson Valley students or college transfer students who wish to enroll in the Liberal Arts and Sciences - 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:

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<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>4</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:

Adolescence Education (Teacher Education Transfer)

Associate in Science

HEGIS #5649
Chairperson: Brian 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</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>
<tr>
<td>math and 1 unit of any lab science</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>EDUC 110</td>
<td>Foundations in Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 208</td>
<td>Adolescent Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

(1) Concentration requirements and
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

Courses Notes  
1 unit any math, including GED math, high school Biology  70+ 
1 unit any science

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $616.

MAJOR REQUIREMENTS*

Course No. Title Credit Hrs.
BIOL 119 General Zoology OR 4
BIOL 127 Principles of Sports and Exercise Nutrition OR
BIOL 150 General Biology I OR
BIOL 151 General Biology II
BIOL 230 Anatomy & Physiology I OR 4
BIOL 270 Anatomy & Physiology I
BIOL 234 Anatomy & Physiology II OR 4
BIOL 271 Anatomy & Physiology II
ENGL 101 English Composition I 3
ENGL 102 English Composition II 3
ENGL 125 Public Speaking 3
MATH 120 Real World Mathematics 3
Restricted History Electives** 6
Restricted Humanities/Social Science Electives** 6
Restricted Physical Ed. Electives** 17
MATH 210 Math Elective 3-4
Total Credits Required 60-64

*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.

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.

Physical Sciences
Associate in Science
HEGIS #5619
Chairperson: Dr. Peter A. Schaefer
Fitzgibbons Hall, Room 313 (518) 629-7453

The Biology, Chemistry and Physics Department offers an Associate in Science degree in Physical Sciences that is intended to provide a unique curriculum for students who wish to pursue advanced education in chemistry, physics or earth science.

The Physical Sciences curriculum offers core courses in the physical sciences as well as additional electives that meet general education requirements for the liberal arts in preparation for
transfer to a four-year school. Required coursework emphasizes hands-on laboratory experience that integrates theoretical concepts with practical applications. Following the core curriculum in the first year, students have the opportunity to pursue a concentration in chemistry, physics, or earth science during the second year. This arrangement is designed to provide the optimum instructional focus, while allowing time for the student to develop a physical science preference.

**PROGRAM ENTRANCE REQUIREMENTS**

**Courses** | **Notes** | **High School Average**
--- | --- | ---
Math I, II, and III or 3 credits of equivalent academic math, biology, chemistry (85 or above in each course) | Physics is recommended above 85 or above

**MAJOR REQUIREMENTS**

**Core First Year Courses**

| Course No. | Title | Credit Hrs. |
--- | --- | --- |
FORM 102 | College Forum | (1) |
CHEM 120 | Chemistry I | 4 |
CHEM 121 | Chemistry II | 4 |
ENGL 101 | English Composition I | 3 |
ENGL 104 | English Composition II: Writing About Literature | 3 |
MATH 180 | Calculus I | 4 |
MATH 190 | Calculus II | 4 |
PHYS 150 | Physics I | 4 |
PHYS 151 | Physics II | 4 |

(1) Restricted Elective 3

Total Credits Required 33

**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**

| Course No. | Title | Credit Hrs. |
--- | --- | --- |
MATH 210 | Calculus III | 4 |
MATH 220 | Differential Equations | 4 |
PHYS 250 | Physics III | 4 |
PHYS 251 | Modern Physics | 4 |
PHYS 252 | Methods of Theoretical Physics | 4 |

(1) Restricted Elective 6

(2) Biology Science Elective 3-4

Total Credits Required 62-63

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 chemotherapy as well as their use of chemistry in a future career path.

**CHEMISTRY TRACK**

| Course No. | Title | Credit Hrs. |
--- | --- | --- |
CHEM 205 | Analytic Chemistry | 4 |
CHEM 210 | Organic Chemistry I | 4 |
CHEM 211 | Organic Chemistry II | 4 |
CHEM 215 | Principles of Physical Chemistry | 4 |

(1) Restricted Elective 6

(2) Science OR Mathematics Elective 6-8

Total Credits Required 61-63

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**

| Course No. | Title | Credit Hrs. |
--- | --- | --- |
PHYS 105 | Introduction to Astronomy | 3 |
PHYS 143 | Introduction to Meteorology | 3 |
PHYS 145 | Introductory Geology | 4 |
PHYS 146 | Evolution of the Earth | 4 |
PHYS 210 | Fundamentals of GIS | 4 |

(1) Restricted Elective 6

(2) Science OR Mathematics Elective 3-4

Total Credits Required 60-61

*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 150, BIOL 190, BIOL 205, BIOL 206, BIOL 207, BIOL 210, BIOL 215, BIOL 281, CHEM 200, CHEM 215, MATH 135, MATH 205, MATH 210, MATH 220.

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.

**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 profes-
The Teaching Assistant certificate program is designed to provide students with a general core of college-level courses. For more information about Teaching Assistant certification, go to www.highered.nysed.gov/tcert. The courses offered in this program also can be applied to an associate's degree in early childhood. This entire program may be completed online or in the traditional format or a combination of both formats.

The 18-hour course of study provides the student with an interactive classroom setting in which the student will acquire educational information and develop skills to enhance their ability to:

• speak and write effectively;
• respond to the daily classroom management needs;
• communicate with parents, students and other staff;
• assist the teacher with preparation and instructional delivery within the classroom;
• respond to the academic and instructional needs of children with special needs;
• provide developmentally appropriate activities for children;
• demonstrate positive discipline techniques;
• identify instructional methodology including differentiated teaching strategies; and
• provide support and assistance for diverse student needs.

This program not only prepares the student for employment as a teaching assistant, but allows for transfer to a four-year baccalaureate degree program in education as outlined in articulation agreements with The College of Saint Rose and Russell Sage College.

Please note that, although fingerprinting is not required for admission into this program, those who seek employment working with children and seek certification from the New York State Education Department will be required to complete the fingerprinting process. Any individual with a criminal record may not find gainful employment in the field of early childhood or education.

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>A 2.0 GPA is required for transfers students</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</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 216</td>
<td>Inclusive Learning Designs</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 18

* Up to 30 hours of unsupervised field experience also required in this course.

### Theatre Arts

**Associate in Science**

**HEGIS #5610**

Chairperson: Dorothy Reynolds
Brahman 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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
<th>High School Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum**</td>
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<tr>
<td>ENGL 101 English Composition I</td>
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<td>ENGL 104 English Composition II: Writing About Literature</td>
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<td>3</td>
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<td>ENGL 120 Communication</td>
<td></td>
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</tr>
<tr>
<td>ENGL 125 Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 100 Western Civilization and the World I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MATH 130 Mathematical Structures OR</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>MATH 150 College Algebra with Trigonometry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 100 Introduction to Theatre</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 110 Acting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 111 Acting II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 130 Introduction to Technical Theatre</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 150 Voice and Movement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 200 Theatre Production Practicum</td>
<td>3</td>
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<tr>
<td>THEA 201 Technical Theatre Practicum</td>
<td>3</td>
<td></td>
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<tr>
<td>THEA 210 Acting III</td>
<td>3</td>
<td></td>
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<tr>
<td>Lab Science Elective</td>
<td>3-4</td>
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<tr>
<td>(1) Restricted Liberal Arts Electives</td>
<td>9</td>
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<tr>
<td>(2) Theatre Electives</td>
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<tr>
<td>(3) Restricted Electives</td>
<td>6</td>
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</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**

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

(2) THEA 120 Theatre Internship; THEA 170 Introduction to Improvisational Theatre; 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 (in the back of this catalog).

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>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></td>
<td>3-2-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co/Pre-requisite</td>
<td></td>
<td></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,
- **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>
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</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 104</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>ARTS 107</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ARTS 202</td>
<td>Modern Art History</td>
</tr>
<tr>
<td>ARTS 205</td>
<td>History of Western Architecture</td>
</tr>
<tr>
<td>ARTS 270</td>
<td>History of Photography</td>
</tr>
<tr>
<td>ARTS 272</td>
<td>History of American Cinema</td>
</tr>
<tr>
<td>ASLN 100</td>
<td>American Sign Language and Deaf Culture I</td>
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<tr>
<td>ASLN 101</td>
<td>American Sign Language and Deaf Culture II</td>
</tr>
<tr>
<td>BRVT 120</td>
<td>Cross Cultural and Religious Perspectives for Bereavement</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>CHNS 200</td>
<td>Chinese Language and Culture III</td>
</tr>
<tr>
<td>CHNS 201</td>
<td>Chinese Language and Culture IV</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 115</td>
<td>Library Skills for Research</td>
</tr>
<tr>
<td>ENGL 116</td>
<td>The Anatomy of the English Language</td>
</tr>
<tr>
<td>ENGL 117</td>
<td>Mastering Essentials of Grammar and Punctuation</td>
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<tr>
<td>ENGL 120</td>
<td>Communication</td>
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<td>ENGL 125</td>
<td>Public Speaking</td>
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<td>ENGL 130</td>
<td>Journalism</td>
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<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>
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<tr>
<td>ENGL 153</td>
<td>Creative Writing: Stage and Screen</td>
</tr>
<tr>
<td>ENGL 154</td>
<td>Creative Writing: Non-Fiction</td>
</tr>
<tr>
<td>ENGL 156</td>
<td>Creative Writing Workshop</td>
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<tr>
<td>ENGL 200</td>
<td>English Literature I</td>
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<td>ENGL 202</td>
<td>English Literature II</td>
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<td>ENGL 203</td>
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<td>ENGL 204</td>
<td>American Literature I</td>
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<td>ENGL 206</td>
<td>American Literature II</td>
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<td>ENGL 210</td>
<td>Short Story</td>
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<td>ENGL 212</td>
<td>Poetry</td>
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<td>ENGL 216</td>
<td>Contemporary Novel</td>
</tr>
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<td>ENGL 218</td>
<td>Contemporary Drama</td>
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<tr>
<td>ENGL 220</td>
<td>Literature into Film</td>
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<tr>
<td>ENGL 222</td>
<td>Gender and Literature</td>
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<tr>
<td>ENGL 230</td>
<td>Multicultural Perspectives in Literature</td>
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<tr>
<td>ENGL 232</td>
<td>African American Literature</td>
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<td>ENGL 234</td>
<td>Native American Literature</td>
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<tr>
<td>ENGL 235</td>
<td>Latino Literature and Culture</td>
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<tr>
<td>ENGL 236</td>
<td>Images of Women in Literature</td>
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<td>Honors Literature</td>
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<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>
</tr>
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<td>FREN 101</td>
<td>French Language and Culture II</td>
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<td>FREN 201</td>
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<td>GERM 100</td>
<td>German Language and Culture I</td>
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<tr>
<td>GERM 101</td>
<td>German Language and Culture II</td>
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<td>HONR 290</td>
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<td>Italian Language and Culture I</td>
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<td>JAPN 100</td>
<td>Japanese Language and Culture I</td>
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<td>Labor History</td>
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<td>LATN 100</td>
<td>Latin Language and Culture I</td>
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<td>MUSC 100</td>
<td>Music Appreciation I</td>
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<tr>
<td>MUSC 101</td>
<td>Music Appreciation II</td>
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<td>MUSC 105</td>
<td>The History of Jazz</td>
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<td>MUSC 106</td>
<td>The History of Rock and Roll</td>
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<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy I</td>
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<td>PHIL 110</td>
<td>Comparative Religion I</td>
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<td>PHIL 120</td>
<td>Existentialism</td>
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<tr>
<td>PHIL 265</td>
<td>Honors Philosophy - Ideas Past and Present</td>
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<td>RUSN 100</td>
<td>Russian Language and Culture I</td>
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### Mathematics

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<td>BADM 220</td>
<td>Statistics</td>
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<tr>
<td>MATH 100</td>
<td>Elementary Algebra I</td>
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<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
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<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
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<tr>
<td>MATH 110</td>
<td>Intermediate Algebra</td>
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<td>MATH 120</td>
<td>Real World Mathematics</td>
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<td>MATH 130</td>
<td>Mathematical Structures I</td>
</tr>
<tr>
<td>MATH 131</td>
<td>Mathematical Structures II</td>
</tr>
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<td>MATH 135</td>
<td>Elementary Statistics</td>
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<td>MATH 140</td>
<td>Mathematical Applications I</td>
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<td>College Algebra with Trigonometry</td>
</tr>
<tr>
<td>MATH 155</td>
<td>Computing Tools for Mathematics and Science</td>
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</table>
MATH 160 Pre-Calculus  
MATH 165 Basic Calculus with Analytic 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 Chemistry I  
CHEM 121 Chemistry II  
CHEM 200 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 General Physics I  
PHYS 141 General Physics II  
PHYS 143 Introduction to Meteorology  
PHYS 145 Introductory Geology  
PHYS 146 Evolution of the Earth  
PHYS 150 Physics I  
PHYS 151 Physics II  
PHYS 210 Fundamentals of GIS  
PHYS 250 Physics III  
PHYS 251 Modern Physics  
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 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 Middle East I  
HIST 123 History of Middle East II  
HIST 130 Medieval History  
HIST 135 History of Twentieth Century  
HIST 137 History of World War II  
HIST 139 Introduction to the Vietnam War  
HIST 140 Modern China  
HIST 145 Modern India  
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  
INDS 100 Career Planning and Decision Making  
INDS 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 101 Introduction to International Politics  
POLS 102 Introduction to Political Theory  
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  
SOC 100 Sociology  
SOC 110 Social Problems  
SOC 115 African American Experience  
SOC 120 Cultural Diversity in American Society  
SOC 130 Anthropology  
SOC 200 Social Psychology  
SOC 255 Technology and Society  
SOC 260 American Architecture in its Social Context
Course Descriptions

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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<tr>
<td>BADM 220</td>
<td>Statistics</td>
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<td>MATH 120</td>
<td>Real World Mathematics</td>
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<td>MATH 130</td>
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<td>MATH 135</td>
<td>Elementary Statistics</td>
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<td>MATH 150</td>
<td>College Algebra and Trigonometry</td>
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<td>MATH 155</td>
<td>Computing Tools for Mathematics and Science</td>
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<td>MATH 160</td>
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<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
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<td>MATH 175</td>
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<td>MATH 220</td>
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<td>PSYC 275*</td>
<td>Statistics for the Behavioral Sciences</td>
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**Natural Sciences**

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<tr>
<td>BIOL 104</td>
<td>Topics in Biology - The Environment</td>
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<td>BIOL 105</td>
<td>Topics in Biology - The Gene</td>
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<td>BIOL 109</td>
<td>Biology of the Human Organism</td>
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<td>BIOL 119</td>
<td>General Zoology</td>
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<td>BIOL 125</td>
<td>Nutrition</td>
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<td>BIOL 126</td>
<td>General Nutrition</td>
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<td>BIOL 127</td>
<td>Principles of Sports and Exercise Nutrition</td>
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<td>BIOL 134</td>
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<td>BIOL 136</td>
<td>Anatomy and Physiology</td>
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<td>BIOL 139</td>
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<td>BIOL 150</td>
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<td>BIOL 151</td>
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<td>BIOL 210</td>
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<td>BIOL 215</td>
<td>Environmental Science</td>
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<td>BIOL 230</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>BIOL 234</td>
<td>Anatomy and Physiology II</td>
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**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, David Van Aken, Assistant Director of Service Learning at (518) 629-4738 or speak to their academic advisor.
BIOL 237 Animal Behavior
BIOL 240 Invertebrate Zoology
BIOL 241 Vertebrate Zoology
BIOL 252 The Biology of Birds
BIOL 260 Introduction to Entomology
BIOL 265 Principles of Microbiology
BIOL 270 Anatomy and Physiology I
BIOL 271 Anatomy and Physiology II
BIOL 281 Genetics
CHEM 100 General Chemistry for the Health Sciences
CHEM 105 Concepts in Chemistry
CHEM 110 General Chemistry I
CHEM 111 General Chemistry II
CHEM 120 Chemistry I
CHEM 121 Chemistry I
CHEM 200 Biochemistry
CHEM 205 Analytical Chemistry
CHEM 210 Organic Chemistry I
CHEM 211 Organic Chemistry II
CHEM 215 Principles of Physical Chemistry
CRJS 245 Forensic Science I
CRJS 246 Forensic Science II
NSCI 250 Honors Natural Science
PHYS 100 Physical Science I - Physics and Chemistry
PHYS 101 Physical Science II - Earth Science and Astronomy
PHYS 105 Introduction to Astronomy
PHYS 110 Physics for the Health Sciences
PHYS 115 Physics
PHYS 125 Physics for Telecommunications Technology
PHYS 135 Technical Physics I
PHYS 136 Technical Physics II
PHYS 140 General Physics I
PHYS 141 General Physics II
PHYS 143 Introduction to Meteorology
PHYS 145 Introductory Geology
PHYS 146 Evolution of the Earth
PHYS 150 Physics I
PHYS 151 Physics II
PHYS 210 Fundamentals of GIS
PHYS 240 Atmosphere Structure and Circulation
PHYS 250 Physics III
PHYS 251 Modern Physics
RESP 110 Human Anatomy and Physiology
PSYC 220 Psychology of Women
PSYC 225 Sport Psychology
PSYC 235 Positive Psychology
PSYC 250 Educational Psychology
PSYC 260 Practical Research Methods
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

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
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
HIST 139* Introduction to the Vietnam War
HIST 140 Modern China
HIST 145 Modern India

Humanities
ARTS 100* Survey of Art History I
ARTS 101* Survey of Art History II
ARTS 104* History of Fashion
ARTS 202* Modern Art History
ARTS 205* History of Western Architecture
BRVT 120 Cross Cultural and Religious Perspectives for Bereavement
ENGL 104* English Composition II: Writing about Literature
ENGL 116 The Anatomy of the English Language
ENGL 136 Media and Culture
ENGL 151* Creative Writing: Short Fiction
ENGL 152* Creative Writing: Poetry and Song
ENGL 153* Creative Writing: Stage and Screen
ENGL 154 Creative Writing: Non-Fiction
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 216 Contemporary Novel
ENGL 218 Contemporary Drama
Course Descriptions

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 170 Introduction to Improvisational Theatre
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 and Deaf Culture I
ASLN 101 American Sign Language and Deaf Culture II
CHNS 100 Chinese Language and Culture I
CHNS 101 Chinese Language and Culture II
CHNS 200 Chinese Language and Culture III
CHNS 201 Chinese Language and Culture IV
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 104* History of Fashion
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 125 Black and White Photography
ARTS 129 Photography I
ARTS 133 Introduction to Digital Photography
ARTS 135 Introduction to Photography
ARTS 139 Photography II
ARTS 145 Introduction to Electronic Art
ARTS 160 Introduction to Graphic Design
ARTS 202* Modern Art History
ARTS 205* History of Western Architecture
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 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
ENGL 153* Creative Writing: Stage and Screen
ENGL 156 Creative Writing Workshop
ENGL 210* Short Story
ENGL 212* Poetry
ENGL 218 Contemporary Drama
ENGL 220* Literature into Film
MUSC 100 Music Appreciation I

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 117 Mastering Essentials of Grammar and Punctuation
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 ACCOUNTING 3-0-3

Fall, Spring
This course provides basic accounting concepts together with manual and computerized applications for individuals who are pursuing a career in the business world. The course covers topics including fundamentals of accounting, forms of business ownership, requirements in starting your own business, payroll accounting, taxes and reports, internal control of cash, payables, receivables, as well as other topics applicable for small business operation. This course may not be used as an accounting elective but may be used as a business elective if taken prior to ACTG 110. It may not be transferable.

ACTG 110 FINANCIAL ACCOUNTING 4-0-4

Fall, Spring, Summer, DL
This course is designed to provide a solid foundation in basic accounting concepts and techniques for students who plan to pursue a career in accounting, as well as the general business student. The course covers the traditional topics of a first semester accounting course, including the accounting cycle, financial statement analysis, and coverage of asset, liabilities and stockholders equity.

ACTG 111 MANAGERIAL ACCOUNTING 4-0-4

Fall, Spring, Summer
This course follows Financial Accounting (ACTG 110), and emphasizes managerial decision making. Course content includes budgeting, cost concepts and terminology, cost analysis, cost allocations, manufacturing accounting and standard cost systems. Managerial Accounting will provide a solid foundation in basic cost accounting concepts and techniques for students who plan to pursue future courses in business, and/or students who plan to pursue a career in accounting.

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 COMPUTERIZED SYSTEMS 4-0-4

Fall, Spring
This course will enhance students’ understanding of basic accounting procedures and increase their computer application skills. Students will use spreadsheet software and a single entry accounting package.

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

ACTG 202 ACCOUNTING MICRO SYSTEMS I 2-2-3

Fall, Spring
This course is designed to provide accounting students with a solid background in both the manual and computerized aspects of the following areas: vendor transactions, customer transactions, general ledger, cash management, special journals, subsidiary ledgers, financial statements, quarterly reports, sales tax reporting, and accounting Internet applications. Students will first learn these topics in a manual setting and then apply them to computer software programs.

Pre-requisites: ACTG 110, Financial Accounting or ACTG 100, Applied Accounting; CMPT 101, Computer Concepts and Applications I

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  INTERNAL 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 216  ADVANCED BOOKKEEPING APPLICATIONS  3-0-3

Fall, Spring
This course may serve as a capstone for the accounting major at Hudson Valley. The course covers five of the essential knowledge and skill areas that entry-level accountants/bookkeepers need: adjusting entries, correction of accounting errors, payroll, depreciation, and inventory. The course also allows students to gain the additional knowledge required to conduct all key bookkeeping and accounting functions through the adjusted trial balance and basic payroll skills. In addition to being a capstone course for the accounting major, this course may be used to prepare for the National Certification Bookkeeper’s (NCB) exam. NCB certification may provide students an opportunity to advance their careers or enhance previously learned skills.
Co-requisite: ACTG 111, Managerial Accounting.

ACTG 218  INTERMEDIATE ACCOUNTING I  3-0-3

Fall - Alternate years
This advanced accounting course emphasizes accounting for corporations, including plant and equipment, investments, intangibles, long-term liabilities and retained capital. Students will learn the theory and the practice in these areas.
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 163  INTEGRATED APPLICATIONS  4-0-4

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: CMPT 112, Advanced Information Processing with Business Communication or permission of department.

AITC 165  ADVANCED WORDPERFECT  3-0-3

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.

ADVANCED MANUFACTURING TECHNOLOGY

MFTS 100  PRINT READING FOR MANUFACTURING  3-0-3

Fall, Summer
This course is designed to aid the manufacturing student in reading, comprehending and creating drawings
as currently used in manufacturing. Topics will include: terms and definitions; scales and measurement; standard drawing and dimensioning practices; multiview drawings; orthographic views; threads, fasteners, and gears; sketching; and Geometric Dimensioning and Tolerancing (GD&T).

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  2-10-7  PROCESSES  (LABORATORY II)
Spring  Lab fee will be required
A continuation of MFTS 101, Introduction to Machine Tools (Laboratory I), with student completing experience on basic machines. Quality control, introduction to fits and assembly and precision setup are taught.
Pre-requisite: MFTS 101, Introduction to Machine Tools (Laboratory I).

MFTS 103  MACHINE  4-8-8  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, feeds and coolants, industrial safety, use of bench and layout tools, measuring instruments, gages and accepted inspection practices.

MFTS 111  MACHINING  4-0-4  PROCESSES THEORY I
Fall
The construction, purpose and operation of lathes, drill presses, sawing, and milling machines are studied. Included are the theory of cutting angles, tool and cutter selection, cutting speeds, feeds and coolants, industrial safety, use of bench and layout tools, measuring instruments, gages and accepted inspection practices.

MFTS 112  MACHINING  4-0-4  PROCESSES THEORY II
Spring
A continuation of MFTS 111, Machining Processes Theory I, includes the construction, operation and application of grinding machines, shapers, planers, turret lathes, chucks, automatic bar machines, numerical control, and electrical discharge machines.
Pre-requisite: MFTS 111, Machining Processes Theory I.

MFTS 115  INTRODUCTION TO  3-0-3  COMPUTER APPLICATIONS  IN MANUFACTURING
Fall, Summer
This course is an introduction to computer systems and applications utilized in modern manufacturing, including an overview of basic PC hardware and software. Students will use common office software applications to create documents, spreadsheets, charts, graphs and presentations for use in manufacturing operations.

MFTS 120  CAD APPLICATIONS  3-0-3  IN MANUFACTURING
Fall, Summer
This course is designed to teach students about the relevance and applications of computer aided drafting within the field of manufacturing. Students will learn about 2D orthographic drawings, parametric sketching, 3D solid modeling, material application, mold design, surface modeling, rapid prototyping and computer aided manufacturing.
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 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 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 demonstration 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 II or permission of department chair.

MFTS 174  MACHINE TOOL/CNC THEORY AND LAB II PART II

Spring  Lab fee will be required
Part II of a two-part course that is a continuation of Machine Tool Theory and Lab II Part 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 173, Machine Tool/CNC Theory and Lab II Part I or permission of department chair.

MFTS 203  ADVANCED 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, eccentrics 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 174, 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 pro-
duced 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 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 PLANNING 1-2-2

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 ASSURANCE 1-2-2 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 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 AIDED 2-3-3 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 METALLURGY 1-2-2

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*

This course is a continuation of Advanced Machining Processes Lab III Part I. Stressed in this course are advanced planning skills, set-up, fabrication, 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 1-5-3.5 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 interdynamics 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.

**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-filter service, tire and wheel service, lighting system repairs, basic tune-up, accessory drive belt service, battery service and more. Lecture sessions will provide necessary information on industry standards, including shop safety. Laboratory sessions will allow hands-on experience for students. Protective clothing, safety glasses, basic hand tools, and a valid driver’s license are required.

AUTO 120 ENGINES 3-6-6

Fall, Spring  Lab fee will be required
This course includes classroom and laboratory work covering the theory of operation and repair of the gasoline engine, including valves and valve train, piston and connecting rod assembly, crankshaft and bearings. The laboratory work covers inspection, diagnosis, and correct repair procedures for all type automotive engines.

AUTO 125 AUTOMOTIVE 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 2-0-2

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 2-4-4

Spring  Lab fee will be required
This course provides an in-depth study of the theory, operation, and correct repair procedures for the fuel delivery systems used on gasoline engine equipped vehicles. The following topics will be covered: storage systems, fuel pumps (mechanical and electrical), electronic fuel injection, turbocharging, exhaust sensors, carburetion and emissions testing. Laboratory sessions will cover the diagnosis and repair of component parts. Related fuel system testing and adjustments will be stressed.

Pre-requisite: AUTO 125, Automotive Electricity.

AUTO 145 PASSENGER CAR CHASSIS I 3-0-3

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 3-6-6

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 3-0-3

Fall
This course will explore employee relations in the life of the individual and his or her society. Students will develop a keen awareness of the complexities in business, industry and society. Students receive insight into the work problems – human, technical and personal – in an automotive environment. Students will be given an understanding of how to successfully participate in this environment. Resume writing and skill evaluation are organized by students.

AUTO 200 AMERICA ON WHEELS 3-0-3

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 manufac-
tors 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 2-2-3

**FUELS**

**Fall**

This course is designed to utilize a combination of classroom discussion and demonstration. Students will become familiar with the various types of alternative 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, driveability characteristics and service concerns. The demonstration portion of the class will expose students to the installation and maintenance procedures used in alternative fuel vehicles. Utilizing the various alternative fuel vehicles donated to the college, students will be able to examine, analyze and eventually diagnose and repair the current alternative fuel systems.

**AUTO 225**  AUTOMOTIVE 3-12-7

**LAB I**

**Fall**

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 230**  AUTOMOTIVE 1-14-7

**LAB II**

**Spring**

In this lab, students are assigned in pairs to a service bay in our automotive repair facility. Under close supervision, students will practice the hands-on skills necessary to repair today’s computerized vehicles. Some of the repair techniques emphasized are: diagnosis and repair of fuel delivery systems with special emphasis on infrared four gas exhaust analyzing, climatic control systems, diesel engine tune-up and repair procedures, power steering systems, oxygen, acetylene, and electric welding. In addition, students will be assigned on a rotating basis to the following automotive facility management positions: service advisor, shop foreman, service manager. Participation in a weekly seminar designed to familiarize the student with the basic ethics and administration for automotive personnel, proper customer relations techniques, governmental regulations, and environmental regulations used in the automotive industry today will be required. Because customer feedback is critical in evaluating student performance, students will **NOT** be allowed to work on their own vehicles in this laboratory.

*Open only to matriculated Automotive 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 climatic control systems. The laboratory experience (AUTO 225-AUTO 230) allows students to become familiar with the equipment and instrumentation necessary to service these chassis components.

**AUTO 250**  DIESEL ENGINES 3-0-3

**Fall, Spring**

This course is designed to familiarize students with the theory of operation, repair and overhaul, assembly and adjustment of diesel engines, including the components and service procedures that are unique to the diesel engine: fuel, fuel delivery system, troubleshooting, computer control of diesel engines, electrical systems and maintenance.

**AUTO 255**  PASSENGER CAR 3-0-3

**DIAGNOSIS**

**Spring**

This course is designed to assist students in formulating a successful diagnostic format. Presentations will emphasize the use of basic and sophisticated diagnostic equip-
ment necessary to augment the ability of the diagnos-
tician. 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
This course is designed to expose students to the busi-
ness techniques necessary to manage an automotive
facility. Federal and state regulations, insurance, esti-
mating of repairs, purchasing procedures, facility plan-
ning, lease-purchase agreements, equipment and cus-
tomer relations will be discussed.

AUTO 280 HYBRIDS 2-4-4
Spring
This course is designed to utilize a combination of class-
room discussion and demonstration. Students will
become familiar with the various types of hybrid pow-
ered 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

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

AUBR 220 PASSENGER CAR BODY/FRAME CONSTRUCTION 3-0-3
Fall
This course explores the shapes and designs of all body
construction and underbody assembly, including unit-
ized bodies with bolt on sub frames, platform construc-
tion, and removal and replacement of parts (body pan-
els), glass, interiors, and wind and water leaks.

AUBR 225 FRAME UNDERBODY REPAIR 3-6-6
Fall
This course will discuss all types of body frame mis-
alignment, 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,

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
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
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 weld-
ing 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 0-6-3
Spring
This course is an application of preceding labs, providing
students the opportunity to apply collision repair skills rang-
ing from the completion of necessary paperwork to order-
ing of parts to the performance of all work operations

Lab fee will be required

Lab fee will be required

Lab fee will be required
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 3-0-3
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 (sandng).

AUBR 245 AUTOMOTIVE 3-6-6
REFINISHING II
Spring
Lab fee will be required
In this course, students will determine the condition of the surface, prepare bare metal, automotive enamels, metallic colors, learn about rubbing and polishing, spot repairing, acrylic enamel and acrylic lacquer, troubleshooting and paint failure (urethane acrylic-enamel). The course also will cover overall masking base coat/clear coat system and decal-pinstriping.

AUBR 250 ESTIMATING 3-0-3
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 3-0-3
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 2-4-4
WELDING
Fall, Spring
Lab fee will be required
This course will provide students with basic automotive welding knowledge and skills, focusing on mig, tig, & gas welding as well as plasma arc and gas cutting. Personal and vehicle safety will be covered. Aluminum and steel will be the main focus of materials.

AUTOMOTIVE TECHNICAL SERVICES - CHRYSLER

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-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 second term program courses.

**AUCP 220 INTEGRAL FRAME 5-6-6 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 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 - Chrysler students.  
Pre-requisite: Completion of fourth term program courses.

**AUTOMOTIVE TECHNICAL SERVICES - GENERAL MOTORS**

**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 FRAME AND SUSPENSION COMPONENT 5-6-6

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 WORK EXPERIENCE III 2 Credits

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 WORK EXPERIENCE IV 5 Credits

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.

BEREAVEMENT STUDIES

BRVT 110 APPROACHES TO DEATH AND DYING 3-0-3

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.

BRVT 120 CROSS CULTURAL PERSPECTIVES FOR BEREAVENTMENT * 3-0-3

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.

BRVT 210 CONTEMPORARY CONCEPTS IN BEREAVENTMENT 3-0-3

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.

BRVT 220 ADVANCED BEREAVENTMENT STUDIES 3-0-3

Fall, Spring, DL
This is the capstone of the Bereavement Studies Certificate sequence. Students examine advanced topics and emerging practices in the bereavement field, including end-of-life issues, traumatic loss, current grief theory, grief support programs and the importance of ritual.

BRVT 230 BEREAVENTMENT INTERNSHIP 1-0-1

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: BRVT 220, Advanced Bereavement Studies. 
Pre- or Co-requisite: MTSC 200, Psychology of Grief, MTSC 205, Funeral Service Counseling, PSYC 215, Psychology of Personal Adjustment.

BIOLOGY

BIOL 095 INTRO TO BIOLOGY 3-2-4ND

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 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 TO BIOLOGY AND BIOETHICS

Fall, Spring, DL only

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 BIOLOGY - THE ENVIRONMENT

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 BIOLOGY - THE GENE

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

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

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

Fall, 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 122 INTRODUCTORY BIOMANUFACTURING

Spring

Lab fee will be required

In this course, students will learn about the biomanufacturing process from biofuels to biopharmaceuticals. Both upstream and downstream processes will be covered through a combination of lecture and hands-on laboratory experience. Proper documentation, Good Laboratory Practices (GLP) and Good Manufacturing Practices (GMP), sterile technique, cell culture, recombinant DNA, lab safety, and regulatory agencies will be explored in detail. High school biology and chemistry are strongly recommended. 

Pre-requisite: BIOL 105, Topics in Biology - The Gene or equivalent.
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  3-2-4  
NUTRITION  * SCI, NS  
Fall, Spring, Summer, DL  
Lab fee will be required  
This one-semester course will teach the fundamental concepts of nutrition relevant to contemporary issues in health, as well as interpret scientific literature and research. It will use an inter-disciplinary 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  
Lab fee will be required  
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 protection.  
Open only to matriculated Mortuary Science students.

BIOL 135  ORAL HISTOLOGY  2-0-2  
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 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 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 include 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 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 * 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 origin 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 * SCI, NS**

*Fall, Spring, Summer*

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 * SCI, NS**

*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**

*Fall*

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**

*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 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 TO ENTOMOLOGY 3-2-4
* SCI, NS
Offered on demand 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 MICROBIOLOGY, NS 3-3-4
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, 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, Chemistry II.

BIOL 270 ANATOMY AND PHYSIOLOGY I 3-2-4
* SCI, NS
Fall, Spring, Summer, DL Lab fee will be required
This course provides a comprehensive study of the structures and functions of the human body using the systems approach. Topics covered the first term include biochemistry, the cell, tissues, skin, skeletal system, joints, muscular system, nervous system, and special senses. Laboratory classes are designed to reinforce the lecture material and include dissections of vertebrate specimens.
High school biology and chemistry or equivalent recommended.

BIOL 271 ANATOMY AND PHYSIOLOGY II 3-2-4
* SCI, NS
Fall, Spring, Summer, DL Lab fee will be required
This course provides a comprehensive study of the structures and functions of the human body using the systems approach. Topics covered the second term include cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine and reproductive systems as well as metabolism and fluid balance. Laboratory sessions are designed to reinforce the lecture material and include dissections of vertebrate specimens.
Pre-requisite: BIOL 270 Anatomy and Physiology I or equivalent.

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 OF HEART DISEASE 2-0-2
* 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 LABORATORY TECHNIQUES 1-4-3
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 CELL CULTURE 1-4-3
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

Spring 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 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 INTERSHIP

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

Spring 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 as part of the A.A.S. in Broadcast Communications.
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 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 previous program coursework with an average of “C” or better or approval of department chair.
Note: This course is taught at The New School as part of the A.A.S. in Broadcast Communications.

BCOM 265 RECORDING ARTS I
Spring Lab fee will be required
Through theory and practice, students will study the art and business of audio production including broadcast production, music production, audio-for-media, and live sound reinforcement. Students will learn to develop critical listening skills to identify and achieve desired results when recording, editing, and producing audio. Students will record, mix, edit, and produce a variety of broadcast, audio-for-media and music sessions. Emphasis will be placed on developing students to become studio engineers, post-production editors, live sound engineers, and music producers. A thorough understanding will be gained in the areas of sound acquisition, equipment operation, live sound engineering and mixing, post-production editing and music production.
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 as part of the A.A.S. in Broadcast Communications.

BCOM 266 RECORDING ARTS II
Spring Lab fee will be required
This course provides a continuation of the study of recording arts. Students will acquire advanced skills in the art and business of audio production including broadcast production, music production, audio-for-media, and live sound reinforcement. Emphasis is placed on developing students to become studio engineers, post-production editors, live sound engineers, and music producers. A thorough understanding will be gained in the areas of music law, intellectual property and business practices in today’s music industry. Students will use Musical Instrument Digital Interface (MIDI) workstations and digital audio software to produce music and audio with virtual instruments. Students will record, mix, edit, and produce a variety of broadcast, audio-for-media, and music sessions.
At the conclusion of this course, students will produce an audio/video demonstration DVD with which to exhibit skills to prospective employers. The course concludes with an externship appropriate to student interest and ability.
Pre-requisite: BCOM 265, Recording Arts I or permission of department chair; 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 as part of the A.A.S. in Broadcast Communications.

BCOM 270 TV AND VIDEO PRODUCTION I
Spring 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 previous program coursework with an average of “C” or better or approval of department chair.
Note: This course is taught at The New School 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 previous program coursework with an average of “C” or better or approval of department chair.

Note: This course is taught at The New School as part of the A.A.S. in Broadcast Communications.

**BUSINESS ADMINISTRATION**

**BCOM 275 DIGITAL FILM 7.5-15-18 PRODUCTION I**

Spring Lab fee will be required
This course will supply students with the ability to produce film-quality content using digital tools. Lessons and activities will include, but not be limited to: storytelling, cinematography, SLR camera operation, on-set production techniques and non-linear editing. Students who complete this course will have the ability to create professional videos.

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 as part of the A.A.S. in Broadcast Communications.

**BCOM 276 DIGITAL FILM 7.5-15-12 PRODUCTION II**

Spring Lab fee will be required
This course provides a continuation of the study of digital film production. Students will acquire advanced skills in using digital film software. Topics include: digital film manipulation, color correction, basic visual effects, film sound design and scoring, sound recording, and sound mixing. Emphasis is placed on preparing students to make use of professional self-marketing and distribution strategies. The course concludes with an externship appropriate to student interest and ability.

Pre-requisite: BCOM 275, Digital Film Production I or permission of department chair; 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 as part of the A.A.S. in Broadcast Communications.

**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, Spring
This course reviews basic arithmetic and algebra skills through factoring trinomials and applies those skills to topics including ratio and proportion; percentages; simple interest; commercial discounts and purchases and present value. Income statement calculations and analysis will include sales, cost of goods sold, markup, and operating expenses.
BADM 130  INTRODUCTION  3-0-3
TO HEALTH CARE
MANAGEMENT

Fall
The objective of the course is to introduce students to
today’s health care environment within the United States.
Students will be exposed to the language of the health care
environment, as well as models essential to understanding
how it functions. The course will cover an introduction to
various health care areas, such as ambulatory care, man-
aged care, long term care, mental health care, and also will
cover legal and ethical issues.

BADM 131  AMBULATORY  3-0-3
CARE MANAGEMENT

Spring
This course allows students to gain knowledge on a rap-
idly changing aspect of the health care environment:
ambulatory care. The course gives students the opportu-
nity to learn about a number of different ambulatory
care centers including, but not limited to, physician
offices, same-day surgery centers, laboratories, mam-
mography 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 3-0-3
INSURANCE

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 150  PERSONAL 3-0-3
INSURANCE

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 3-0-3
COMMUNICATIONS

Fall, Spring, Summer, DL
The course explores written, verbal, and non-verbal
communications as applied to business situations. It
includes discussion of the specific types of written busi-
ness communications forms and graphic aids for suc-
sessful visual communication; listening skills; resume
preparation; interviewing techniques; and group reports
and oral presentations.

BADM 207  ORGANIZATION 3-0-3
AND MANAGEMENT

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 moti-
vational theories.

BADM 208  ORGANIZATIONAL 3-0-3
LEADERSHIP

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 3-0-3
LAW

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 includ-
ing real estate contracts, mortgages, title searches/insur-
ance, deeds and leases will be reviewed. The course will
include and in-depth look at the closing process with an
examination of the necessary documents to complete the
mortgage transaction and transfer of title.

BADM 211  TRUST AND 3-0-3
ESTATE LAW

Spring, DL
The objective of this course is to provide students with a gen-
eral 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 interpreta-
tion 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 forbore), 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
Fall, 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
Fall, 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
Fall, Spring, DL
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 245 SPORT TECHNOLOGY 3-0-3
Fall, Spring, Lab fee will be required
This course examines the ways sport organizations at the professional, semi-professional and collegiate level (domestically and internationally) utilize communication, information technology and databases. Students will use software and other technology used within the sport industry in their course work. Topics include but are not limited to information technology in sport, technology and media in sport, digital video applications in sport, arena and stadium technology, technology in judging sport and/or other applications of technology in sport.

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.
BADM 299  BUSINESS CAPSTONE  1-0-1  
Fall, Spring, Summer, DL  Lab fee will be required
This class is a capstone class for those students studying for an A.S. or A.A.S. in Business Administration. This course is a review of Economics, Accounting, Business Law, Organization & Management, Marketing and Statistics for all Business Administration majors. There is a culminating activity for this class that will measure students’ abilities to combine their knowledge of subject matter in the Business Administration A.S. and A.A.S. degree programs. This course is open only to students that have completed three full-time semesters of study or 45 credit hours applicable to the Business Administration (A.A.S.) Program or Business Administration (A.S.) Program or by approval of the Department Chairperson.

BUSINESS ADMINISTRATION - PRICE CHOPPER

BAPC 100  INTRODUCTION TO THE SUPERMARKET INDUSTRY  3-0-3
Fall, Spring
This course is designed to introduce students to the history of the supermarket industry in the United States. It includes food store basics, store layouts, merchandising and display techniques and the importance of the associate to the supermarket industry. The course also will focus on time management and stress management techniques for food store managers. Students will discuss case studies on major food store retailers including, but not limited to: Ahold USA, Delhaize, Super Wal-Mart, and regional independent chains. This course is open only to students enrolled in the Management and Operations certificate program or the Supermarket Management and Operations option in the Business Administration program. 
Open to Price Chopper Associates only. 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. Pre-requisite: BAPC 100, Introduction to the Supermarket Industry.

BAPC 201  PERISHABLES  3-0-3
Spring
This course is an introduction to the management of perishables for the supermarket industry. It will include the determination of what is a perishable, consumer perception of freshness of perishables, financial implications, and preservation of perishables. The course also will examine the impact perishables have on the success of supermarkets and explore the future of perishables in the supermarket industry. This course is open only to students enrolled in the Supermarket Management and Operations certificate program or the Supermarket Management and Operations option in the Business Administration program. Open to Price Chopper Associates only. Pre-requisite: BAPC 100, Introduction to the Supermarket Industry.

CADD COURSES
(See Computer Aided Drafting)

CHEMICAL DEPENDENCY COUNSELING
For additional courses, see the Human Services section of this course listing.

CDEP 100  INTRODUCTION TO CHEMICAL DEPENDENCY  3-0-3
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

**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, Spring**

This course is designed to be taken concurrently with the Chemical Dependency Internship I. Students learn basic methods of the addiction counseling process with special emphasis on assessment, ethics and motivational interviewing.

**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 Internship 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.

**Co-requisite:** CDEP 250, Chemical Dependency Counseling I.

### CDEP 255: Chemical Dependency Counseling II

**Fall, Spring**

This course is designed to be taken concurrently with the Chemical Dependency Internship II. It is an advanced course that explores challenges in addictions treatment from a case management approach. Emphasis is placed on preparing students to do clinical work with recovering clients who are considered most vulnerable. They are the most stressful clients with serious mental health disorders. Conduct-disordered adolescents also are discussed in considerable depth.

**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
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 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, 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. (Formerly entitled Freshman Chemistry II.)
Pre-requisite: CHEM 110, General Chemistry I.
Co-requisites: MATH 190, Calculus II and PHYS 151, Physics II.

CHEM 120 CHEMISTRY I 3-3-4 * 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. (Formerly entitled Freshman Chemistry I.)
Co-requisites: MATH 180, Calculus and PHYS 150, Physics I.

CHEM 121 CHEMISTRY II 3-3-4 * SCI, NS Spring Lab fee will be required
This course is a continuation of 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. (Formerly entitled Freshman Chemistry II.)
Pre-requisite: CHEM 120, Chemistry.
Co-requisites: MATH 190, Calculus II and PHYS 151, Physics II.

CHEM 200 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 the student to correlate function with chemical structure.
Pre-requisites: CHEM 111, General Chemistry II.

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, Chemistry II.

CHEM 211 ORGANIC 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 PHYSICAL CHEMISTRY
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, Chemistry II and PHYS 151, Physics II.

CHNS COURSES (see Foreign Languages)

CIVIL ENGINEERING TECHNOLOGY

CIVL 100 VISUALIZATION I 2-3-3
Fall This course acquaints the student with the application, production and techniques in realistic skills and materials, used in architecture. It includes exploring visual communication and graphic expression. Some of the techniques focused on are color theory, rendering; perspective methods, drawing; shade, shadow; and freehand sketching.

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 102 ARCHITECTURAL FUNDAMENTALS 3-4-5
Fall
This course is an introduction to the fundamentals of design. Students will develop critical thinking processes and use them to communicate basic architectural form. Demonstration of these skills will be accomplished through a series of projects focused on architectonics and the arrangement of space, mass and light with the use of 2-dimensional and 3-dimensional drawings as well as model making. Students will also engage in the process by visually thinking and physically modeling objects and space.

CIVL 103 VISUALIZATION II 2-3-3
Spring
This course is a continuation of CIVL 100. Students will be introduced to CAD hardware and software and their applications pertaining to the architectural field. Students will solve graphical problems according to architectural practices, including visual presentation techniques and design processes.

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, tem-
perature 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 with a grade of “C” or higher.

**CIVL 113 MICROCOMPUTER APPLICATIONS**

*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**

*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**  
*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**  
*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**

*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**  
*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.

**Pre-requisite:** CIVL 112, Statics and Strength of Materials with a grade of “C” or higher.

**CIVL 211 STRUCTURES II**  
*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.

**Pre-requisite:** CIVL 112, Statics and Strength of Materials with a grade of “C” or higher.

**CIVL 212 HYDRAULICS AND DRAINAGE**  
*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

**CIVL 213 SOILS AND FOUNDATIONS**  
*Spring*  
Lab fee will be required

This course discusses soil properties, classifications, compaction, earth pressure calculations, shear strength, consolidation, and settlement. Students will conduct and file reports on laboratory tests.

**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

**CIVL 220 ARCHITECTURAL GRAPHICS**  
*Fall, Spring*

This course explores the production of the primary architectural drawings that would be incorporated in a full set of working drawings. The emphasis is placed on commercial construction with additional discussion on residential.

**NOTE:** Students should contact the department to
determine which pre-requisite would be appropriate based on career goals.

Pre-requisites: CIVL 110, Engineering Graphics or CIVL 103, Visualization II.

CIVL 221 DESIGN I 3-4-5
Spring
This course will focus on critical thinking as it relates to the idea of space making and spatial relationships and how one interacts and moves in special environments. The focus is on developing an architectural parti. Students will engage in a series of projects with specific programmatic requirements and will be required to analyze space as a basis for architectural design. Through these projects, students will also begin a dialogue as it relates to developing building technologies, site, context and architectural form. Lectures will supplement the studio environment to assist in the development and communication of architectural ideas. Critiques of students' work will allow for interaction and development and will form the basis for architectural dialogue.

Pre-requisite: CIVL 100, Visualization I and CIVL 102, Architectural Fundamentals.

CIVL 222 BUILDING CONSTRUCTION I 2-2-3
Fall, Spring
This course provides an introduction to the terminology, methods, procedures, products, materials, code compliance, sequence of operations, systems, types of construction and planning involved in the construction of frame, steel and concrete structures.

NOTE: Students should contact the department to determine which pre-requisite or co-requisite course would be appropriate based on career goals.

Pre- or Co-requisite: CIVL 103, Visualization II or CIVL 110, Engineering Graphics or CNST 103, Blueprint Reading for Technologies.

CIVL 223 BUILDING CONSTRUCTION II 2-2-3
Spring
This course is an extension of Building Construction I (CIVL 222), and covers miscellaneous items as well as an introduction to the interrelationships of architecture and engineering in the planning and installation of mechanical and electrical equipment in buildings.

CIVL 224 ESTIMATING 2-3-3
Spring
Lab fee will be required
This course covers the basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; preparation and writing of contracts and specifications to satisfy building codes and architectural considerations. The process of quantity surveying and the calculation of a formal bid for building construction projects also is covered.

NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.

Pre-requisites: CIVL 220, Architectural Graphics or CNST 103, Blueprint Reading for Technologies.

CIVL 225 DESIGN II 3-4-5
Fall
A continuation of CIVL 221- Design I, this course focuses on critical thinking as it relates to the idea of space-making as well as addressing multiple design issues with an emphasis on problem solving. Students will concentrate on developing spatial relationships into functional built forms.

Students will explore and document their work through 2-D, 3-D and model making, spatial relationships, and the build environments. Students will also engage in complete design projects which will vary in size, scale and context. Each project will be set in context, which will allow students to investigate, analyze and develop architectural solutions.

Lectures will supplement the studio environment to assist in the development and communication of architectural ideas. Student presentations and critique of the body of work will allow for interaction and form the basis for architectural dialogue.

Pre-requisite: CIVL 221, Design I.

Pre- or Co-requisite: CIVL 223, Building Construction II.

CIVL 226 DESIGN III 3-4-5
Spring
This course will focus on public spaces and the issues of planning relating to the urban context, with an understanding of human behavior in space. Students will engage in a semester-long project designed to address program, site and context. The project will require critical thinking as it relates to historical, environmental and social context. The investigation and inquiry into the projects will require the students to make critical design decisions relating to technology, structure and aesthetics. Lectures will supplement the studio environment to assist in the development and communication of architectural ideas. Student presentations and critiques will allow for interaction and development and form the basis for architectural dialogue.

Pre-requisite: CIVL 225, Design II and CIVL 223, Building Construction II.

CIVL 233 CIVIL ENGINEERING 1-3-2
Spring
Lab fee will be required
This course utilizes a semester-long project which encompasses all the skills obtained within the Civil Engineering Technology program, emphasizing teamwork and design compliance with industry standard codes. As part of the course, students will prepare an
entry for the ASCE Student Competition.

Pre-requisites: CIVL 110, Engineering Graphics and CIVL 210, Structures I with a grade of “C” or higher.

Pre- or Co-requisites: CIVL 212, Hydraulics and Drainage and CIVL 236, Highway Construction Planning and Methods.

CIVL 234 TRANSPORTATION 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.

Pre-requisites: CIVL 111, Civil Engineering Applications and CNST 103, Blueprint Reading for Technologies and MATH 150, College Algebra with Trigonometry or higher or by permission of department chair.

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 099 COMPUTER LITERACY

Fall, Spring, Summer
The course presents introductory concepts and techniques in computing fundamentals. Students learn the technology of Microsoft operating systems, 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, and navigating the world wide web (www). Lab time outside class is required.
CMPT 100  WORD  3-0-3
PROCESSING WITH WORDPERFECT

Fall, Spring, Summer
This course will teach computer concepts and microcomputer applications using Corel WordPerfect. Students will identify the components of the WordPerfect graphical user interface, in addition to learning data and document management. Students will be given the opportunity to gain in-depth understanding of creating and modifying a wide variety of documents by performing step-by-step exercises.

CMPT 101  COMPUTER  3-0-3
CONCEPTS AND APPLICATIONS I

Fall, Spring, Summer, DL
This course provides both a practical and conceptual background in computing and information processing and management 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 products used. Lab time outside of class is required. Students must have some familiarity with the 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  COMPUTER  3-0-3
CONCEPTS AND APPLICATIONS II

Fall, Spring, DL
This course introduces students 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, Computer Concepts and Applications I or permission of department.

CMPT 110  DOCUMENT  3-0-3
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 111  INFORMATION  3-0-3
PROCESSING

Fall, Spring
Students will learn word processing concepts and procedures while using the latest Graphical User Interface (GUI) technology. This course concentrates on the instruction and preparation of the most frequently requested office documents, including electronic documents. Various Internet projects will improve students’ knowledge and research skills while using the World Wide Web. Students will continue the development of keyboarding and grammatical skills. Pre-requisite: CMPT 110, Document Formatting on Microcomputers or permission of department.

CMPT 112  ADVANCED  3-0-3
INFORMATION PROCESSING WITH BUSINESS COMMUNICATION

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 also will learn correct spelling, punctuation, and grammar to incorporate in their documents. Pre-requisite: CMPT 111, Information Processing or permission of department.

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  3-0-3
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.
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, Introduction to Computing and Information Sciences 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 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, Computer Concepts and Applications I or permission of department.

CMPT 135  INFORMATION DESIGN AND APPLIED DIGITAL MEDIA
Fall, Spring, Summer, DL
This course focuses on the structural, conceptual and heuristic design of information and its presentation using contemporary integrated digital media. Course content includes: information architecture; user-centered design (UCD) and human computer interface (HCI); search engine optimization (SEO); navigation and way-finding; accessibility; and applied integrated digital media. The course will help prepare students for knowledge management and information technology careers in management, marketing, communications, Web design, and software development. This case-based course will teach students how to think through information based projects, using the principles of information design and project management and use digital media applications to turn theory into practical projects.

CMPT 150  ADVANCED TOPICS IN OFFICE TECHNOLOGY
Spring
In this course, students will study the history and evolution of technology in today's automated office. The course also will discuss management styles and theories, electronic communication systems, security, PDAs, 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 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 105  MICROCOMPUTER 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 archi-
tectural 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 READING 1-3-2 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 constructiion, 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 3-3-4 PROJECT 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 LAYOUT 2-2-3 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 2-3-3 IN BUILDING MECHANICALS

Spring
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 222 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 225 APPLIED SPATIAL RELATIONSHIPS 1-4-3

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 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
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 MECT 100, 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: MECT 100, Interpreting Engineering Drawings.
COMPUTER INFORMATION SYSTEMS

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

CIS 100 INTRODUCTION TO COMPUTING AND INFORMATION SCIENCES
Fall, Spring, Summer, DL
This course introduces and develops computing and information sciences concepts that include: (a) emergent and contemporary computer technology and its nomenclature, (b) information and data abstraction, representation, manipulation and storage, (c) operating systems, (d) networking and the Internet, (e) programming languages and formal mathematical logic; (f) software engineering and information systems development, (g) decision support systems, (h) database systems management (i) computer graphics and multimedia; (j) artificial intelligence; (k) computer and network security, and (l) the theory of computation. Integrated throughout the course is a focus on computer and information privacy, security and ethics and computing’s impact on society. Students will demonstrate comprehension of these concepts in assignments and exams.

CIS 101 BUSINESS COMPUTING AND ANALYTICS DEVELOPMENT
Fall, Spring, Summer, DL
This course focuses on developing computer applications and computing business analytics for businesses and end users, using a continually evolving best practices case-based approach. The computing applications include the development of Database Management Systems (DBMS) that are used to organize, store and retrieve business information and spreadsheets that serve as a basis for Decision Support Systems (DSS). Together, these application components are integrated to create business computing applications capable of supporting today’s operational, tactical and strategic business operations and planning.
Open only to matriculated Computer Information Systems students.

CIS 105 IT ESSENTIALS (A+): PC HARDWARE AND SOFTWARE
Fall, Spring, Summer
This course which maps to the Cisco IT Essentials: PC Hardware and Software and CompTIA curricula, provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking and security, and also provides an introduction to advanced concepts in these areas.
IT Essentials: PC Hardware and Software is a hands-on, career-oriented solution with an emphasis on practical experience to help students develop fundamental computer skills along with essential career skills. The curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA A+ certification, which helps stu-
Course Descriptions

CISS 110 PROGRAMMING 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 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- 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.
Pre-requisite: CISS 120, Networking I-Introduction to Data Communication.

CISS 125 COMPUTER AND INFORMATION SECURITY
Fall, Spring, Summer, DL
This course will introduce Computing and Information Science students and professionals to Information Security (e.g. computer and network security). Information Security plays a vital role in today’s integrated networked information systems by securing an organization’s critical data and systems from inside and outside threats. This course will examine general security concepts that include: communication security, infrastructure security, operation/organizational security, basic cryptography and steganography.
Students will learn and apply defacto security best practices administering clients, servers and firewalls in a dedicated computer network laboratory. Through virtualization, students will have the opportunity to assess vulnerabilities and administrate Information Security on a multitude of operating systems. Presently the Computer and Information Sciences department has standardized on VMware as a virtualization platform. Distance learning students will need their own computer to complete the necessary coursework.
Pre-requisites: CISS 100, Introduction to Computing and Information Sciences and CISS 110, Programming and Logic I or permission of CIS department chair.

CISS 150 OPERATING SYSTEMS
Fall, Spring, DL
This course will further develop the applied operating system, system administration and virtualization concepts introduced in CISS 100, Introduction to Computing and Information Sciences. Operating system theory and practice will be explored in both the Linux and Windows environments. 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. Students will build and maintain a VMware-based virtual environment to support four 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, basic network design, use of Network Address Translation (NAT), server software installation and management,
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).

Pre-requisites: CISS 100, Introduction to Computing and Information Sciences; CISS 110, Programming and Logic I; 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

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 COBOL PROGRAMMING 3-2-4

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 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 220  INTRODUCTION TO WEB DESIGN AND DEVELOPMENT  3-0-3

Fall, Spring, Summer, DL
This course introduces students to best practices W3C standards compliant web design and development, providing a foundation for the development of rich interactive user Web experiences available on any device. Course topics include but are not limited to: the history and architecture of the Internet and the World Wide Web, HTML, Extensible HTML (XHTML), HTML 5, Cascading Style Sheets (CSS), XML, User Centered Design (UCD), standards compliant accessibility, multimedia, Search Engine Optimization (SEO) and content management. This is a hands-on, project-based course, conducted and tested in multiple operating systems (e.g. Windows, Mac, Linux, Apple iOS, Android), browsers (e.g. Safari, Firefox, Chrome, Internet Explorer), and environments.

Pre- or Co-requisite: CISS 100, Introduction to Computing and Information Sciences and CISS 110, Programming and Logic I or permission of department.

CISS 221  WEB DESIGN-CLIENT SIDE PROGRAMMING WITH JAVASCRIPT  3-0-3

Fall, Spring, Summer, DL
This course extends the W3C standards compliant content presented in CISS 220 Introduction to Web Design and Development and adds interactive user-centered content on the client side using JavaScript. Topics include but are not limited to: user centered design (UCD), virtual customer experience (VCE), the document-object model (DOM), form processing and validation, cookie management, browser and platform identification, Dynamic HTML, Javascript integration with HTML5 and CSS, Javascript Libraries (e.g. jQuery) and JavaScript Object Notation (JSON). This is a hands-on, project-based course, conducted and tested in multiple operating systems (e.g. Windows, Mac, Linux, Apple iOS, Android), browsers (e.g. Safari, Firefox, Chrome, Internet Explorer), and environments.

Pre-requisite: CISS 220, Introduction to Web Design and Development or permission of department.

CISS 225  WEB DESIGN-SERVER SIDE PROGRAMMING WITH PHP AND MYSQL  3-0-3

Fall, Spring, DL
This course extends the W3C standards compliant content presented in CISS 220–Introduction to Web Design and Development and adds the back-end generation of dynamic Web content from server side programming using PHP and MySQL. Topics include but are not limited to: user centered design (UCD), tailoring and optimizing virtual customer experience (VCE), cookie and session management, system security, file management and MySQL database access and management. This is a hands-on, project-based course, conducted and tested in multiple operating systems (e.g. Windows, Mac, Linux, Apple iOS, Android), browsers (e.g. Safari, Firefox, Chrome, Internet Explorer), and environments.


CISS 227  XML AND ADVANCED WEB AND INFORMATION MANAGEMENT  3-0-3

Fall, Spring, DL
This course extends and integrates the XML, client-side and server-side programming, and Web architecture and management content introduced in CISS 220 Introduction to Web Design and Development, CISS 221 Web Design–Client Side Programming with JavaScript and CISS 225–Web Design–Server Side Programming with PHP and MySQL to create enterprise Web services and Web applications. Course content includes but is not limited to: Web administration, management, security and architecture, tailored adaptive content, accessibility, user-centered design (UCD), XML Web service and Web application technologies (e.g. XSL, XML DOM, DTDs and XSDs, XML Schemas, XQuery, SOAP, WSDL, RDF, RSS and AJAX), social networking and mobile computing and location based services.

Pre-requisite: CISS 221, Web Design-Client Side Programming with JavaScript and CISS 225, Web Design–Server–Side Programming with PHP and MySQL 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 ORIENTED  4-0-4  
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 VISUAL  2-2-3  
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 interaction with data simple.  
Pre-requisite: CISS 230, Object Oriented Design with VB.NET.

CISS 233  C# PROGRAMMING  4-0-4  
Fall, Spring, Summer, DL  
This course is an introduction to the C# programming language and the .NET framework, the Microsoft Visual Studio.Net or an equivalent Integrated Development Environment (IDE). Students will be provided with the essential foundation necessary to design and develop robust and secure .NET applications using C#, Windows forms, and the .NET framework. This course will cover the following topics: classes, objects, multi-threading, the .NET framework, ADO.NET, ASP.NET, XML and Web Services.  
Pre-requisite: CISS 111, Programming and Logic II - Data Structures or permission of department chair.

CISS 240  OBJECT ORIENTED  3-1-3  
DESIGN WITH JAVA  
Fall, Spring, Summer, DL  
This course will cover the basics of programming in Java, an object-oriented programming language that allows for platform independent code development. Students will learn how to plan and program Java applets and applications. Topics include classes, objects, variables and expressions, control structures, graphical user interface development, processing data using files and arrays, inheritance, multithreading and multimedia.  
Co-requisites: CISS 111, Programming and Logic II - Data Structures or permission of department.

CISS 241  ADVANCED JAVA  4-0-4  
PROGRAMMING  
Spring, Summer, DL  
This course provides an in-depth study of object oriented design (OOD) and advanced Java topics using an integrated development environment (IDE). This course presents and applies a "best practices" approach to: exception handling, Java database connectivity (JDBC), multithreading and synchronization, collections, networking, serialization and marshalling, remote method invocation (RMI), graphical user interface (GUI), development using Swing, enterprise JavaBeans, and server-side programming with servlets and JavaServer pages. Students should possess a strong fundamental knowledge of object oriented design and Java.  
Pre-requisite: CISS 111, Programming and Logic II - Data Structures or permission of department chairperson.

CISS 250  DATABASE  4-0-4  
MANAGEMENT SYSTEMS  
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  2-0-2  
QUERY LANGUAGE (SQL)  
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
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 hierarchical 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 Scalable Cisco Internetworks certification exam (CCNP BSCI 640-901) and will help prepare students for successful completion of that certification. This is a hands-on course utilizing the Hudson Valley Community College CCNP networking laboratories and the Cisco Network Academy resources.
Pre-requisite:  CISS 121, Networking II-Introduction to Network Administration.

CISS 271  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 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 272  ADVANCED  4-0-4
NETWORKING TOPICS- VOIP AND WIRELESS TECHNOLOGIES
Spring
This course will present evolving and emerging topics in networking to advanced networking students. The two main focal points of this course will be VoIP (Voice over IP) and 802.11n wireless implementation and advanced troubleshooting as presented in the Cisco Certified Network Associate and Professional (CCNA and CCNP) exam curriculums. These components will necessarily be presented with an integrated approach citing their interdependence in accord with the Enterprise Composite Network Model (ECNM). The VoIP component will present implementation and QoS (Quality of Service) concepts and challenges in both small and large business environments. The wireless component will focus on the newer 802.11n wireless technology and will give students the knowledge base to survey, analyze, design, implement, configure and deploy a secure wireless infrastructure. The course will include a substantial troubleshooting component to provide students with advanced experience in correcting errors and solving complex routing and switching issues in a deployed production setting.
Pre-requisite:  CISS 121, Networking II-Introduction to Network Administration.
Pre- or co-requisite: CISS 271, Advanced Switching and Network Management or permission of department chair.

**CISS 273 NETWORK SECURITY 3-0-3**  
*Spring*

This course provides students with an in-depth understanding of the principles and practice of network security design. This course allows students to develop and demonstrate the knowledge and skills needed to address the growing need for secure networks. The course emphasizes both an understanding of the underlying theory and the practical experience required to implement network security. Using state-of-the-art equipment, students learn to install, troubleshoot and monitor network devices to maintain integrity, confidentiality and availability of data and devices.  
Pre-requisite: CISS 271, Advanced Switching and Network Management or permission of department chair.

**CISS 280 ASSEMBLY LANGUAGE AND COMPUTER ARCHITECTURE**  
*Fall, Spring, DL*

This course offers an introduction to assembly language and computer architecture. Topics include Boolean logic, date representation, processor and computer architecture, memory management, registers, machine instruction sets, addressing, subroutines, parameter 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++ PROGRAMMING 4-0-4**  
*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 271, Advanced Switching and Network Management or permission of Department Chair.

**CISS 295 PERL PROGRAMMING 4-0-4**  
*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 271, Advanced Switching and Network Management or permission of department chair.

**CONSTRUCTION TECHNOLOGY**

**CNST 100 CONSTRUCTION SURVEYING 2-3-3**  
*Fall*  
Lab fee will be required

Students will study the usage of tapes, levels and transit 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 READING FOR TECHNOLOGIES 2-3-3**  
*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 STRENGTH OF MATERIALS 2-2-3**  
*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 with a grade of “C” or higher.

**CNST 120 ARCHITECTURAL DRAWING I 0-4-2**  
*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 or CIVL 110, Engineering Graphics or CIVL 103, Visualization II.
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.

Pre-requisites: CIVL 112, Statics and Strength of Materials or CNST 110, Statics and Strength of Materials with a grade of “C” or higher in either course.

CNST 131  CONSTRUCTION LABORATORY I  0-6-2

Fall  Lab fee will be required
This is a practical laboratory course that will allow students to develop skills in residential construction.

Pre-requisite: CNST 130, Principles and Practices of Light Construction I and CNST 131, Construction Laboratory I.

CNST 132  CONSTRUCTION LABORATORY II  0-6-2

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.

CNST 133  PRINCIPLES AND 3-2-4
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 PLANNING AND CONTROL  2-2-3

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.

Pre-requisite: CNST 103, Blueprint Reading for Technologies.

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 connec-

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 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 I and CIVL 110, Engineering Graphics.
Pre- or co- requisites: CIVL 224, Estimating; CNST 202, Construction Planning and Control; CNST 231, Building Service Systems or CIVL 236, Highway Construction and Planning Methods.

**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. This course involves the use of hand tools requiring fine motor coordination.
Pre-requisites: Two credits of Introductory and Intermediate and Advanced Studio.
Co-requisite: Class attendance in Advanced Level Studio.

**CRFT 101 INTRODUCTION TO FURNITURE MAKING 2-0-2**
*Fall, Spring, Summer* Materials fee will be required
This course is an introduction to the practical application of basic knowledge of wood, using hand tools to make standard furniture joinery. This course involves the use of hand tools requiring fine motor coordination.

**CRFT 102 INTRODUCTION TO WOODCARVING 2-0-2**
*Fall, Spring* Materials fee will be required
This is an introductory course in woodcarving with relief and chip carving techniques and includes the techniques of hand-carving, stamping, varnishing and staining. Students will complete three finished products in this class that demonstrate chip relief carving. This course involves the use of hand tools requiring fine motor coordination.
Students will be required to purchase a set of carving tools.

**CRFT 103 THE CRAFT OF FRAMEMAKING 2-0-2**
*Fall, Spring, Summer* Materials fee will be required
This course is an introduction to the craft of picture framing as it applies to drawings, watercolors, paintings, photography, works on canvas, needlework, etc. Students will explore French Matting, glass cutting, stretcher construction and canvas preparation, and proper use of tools and aesthetics. Issues of preservation, stabilization of works on paper and canvas will be discussed. This course involves the use of hand tools requiring fine motor coordination.
Students should bring samples to frame to the first class.

**CRFT 111 INTRODUCTION TO POTTERY 2-0-2**
*Fall, Spring, Summer* Materials fee will be required
This is an introductory studio course in stoneware ceramics. Through lectures, wheel throwing, and handbuilding, students will explore the aesthetic, sculptural, and functional possibilities of clay. Techniques will be demonstrated and lectures will feature technical information on high temperature firing and stoneware glazes. This course involves the use of hand tools requiring fine motor coordination.

**CRFT 112 CERAMIC SCULPTURE 2-0-2**
*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. This course involves the use of hand tools requiring fine motor coordination.
Pre-requisite: CRFT 111, Pottery I.

CRFT 121 INTRODUCTION TO 2-0-2 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. This course involves the use of hand tools requiring fine motor coordination.

CRFT 122 SPINNING AND 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. This course involves the use of hand tools requiring fine motor coordination.

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. This course involves the use of hand tools requiring fine motor coordination.

CRFT 132 INTRODUCTION 1-0-1 TO SCREEN PRINTING
Fall, Spring, Summer Materials fee will be required
This is an introductory course to explore the process of screen printing from its commercial uses such as posters and cards, to the creative aspects. Students will study stenciling methods and multiple color printing, and explore and develop creative possibilities of producing multiple images by using two screen printing methods: stenciling and block-out. This course involves the use of hand tools requiring fine motor coordination.

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. This course involves the use of hand tools requiring fine motor coordination.

CRFT 141 JEWELRY I 2-0-2
Fall, Spring, Summer Materials fee will be required
This is an introductory course covering fundamental concepts and techniques of both the design and creation of original jewelry. It includes the techniques of piercing and filing, soldering and polishing. Students will work with metal alone and in combination with other materials, such as wood, plexiglass, etc. Development of individual designs will be encouraged. This course involves the use of hand tools requiring fine motor coordination.

CRFT 142 ENAMELING: AN INTRODUCTION 2-0-2
Fall, Spring Materials fee will be required
Students will be introduced to the process of enameling on copper and cloisonne enameling, which is done on silver. The physical characteristics of enamel will be explored as well as several techniques for enamel application. Students will experiment with color, both opaque and transparent, and the effects of color on the two different materials. This course involves the use of hand tools requiring fine motor coordination.
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, soldering and cleaning. Design and color theory, as it relates to stained glass, will be explored through lecture and slide presentation. This course involves the use of hand tools requiring fine motor coordination.

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.
This course involves the use of hand tools requiring fine motor coordination.


CRFT 201 CRAFT OF FRAMEMAKING II
Fall, Spring, Summer  Materials fee will be required
This course will include several advanced frame making techniques such as the construction of shadow boxes for displaying three-dimensional and hard to frame objects, double matting, matte decoration and matte carving. Issues of permanency, such as archival considerations, stabilization and restoration, as well as art identification, which will include dating techniques, authenticity and materials, will be covered. This course involves the use of hand tools requiring fine motor coordination.

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 pottery techniques with a refinement in both technical and aesthetic pursuits. The emphasis in this class will be to bring students' skills to a point where the creative aspects of the medium may be explored freely with emphasis on traditional form. A more in-depth exploration of glaze technology, various kiln atmospheres and firing techniques, as well as a more complex treatment of surface decoration will be pursued. The historical background of ceramic art, from ancient to contemporary times, will be explored through lectures and slide presentations. This course involves the use of hand tools requiring fine motor coordination.

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 experience. It will include the study of color and design in relation to woven apparel fabric as well as the contemporary use of textiles produced on a four-harness loom. Dyeing, fabric structures and off loom techniques also will be explored. This course involves the use of hand tools requiring fine motor coordination.

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. This course involves the use of hand tools requiring fine motor coordination.

Pre-requisite: CRFT 122, Spinning and Dyeing: An Introduction.

CRFT 231 INTERMEDIATE PRINTMAKING 2-0-2
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. This course involves the use of hand tools requiring fine motor coordination.

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. This course involves the use of hand tools requiring fine motor coordination.

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. This course involves the use of hand tools requiring fine motor coordination.

Pre-requisite: CRFT 142, Enameling: An Introduction.

CRFT 251 STAINED GLASS II 2-0-2
Fall, Spring, Summer  Materials fee will be required
This 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. This course involves the use of hand tools requiring fine motor coordination.

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. This course involves the use of hand tools requiring fine motor coordination.

**Pre-requisites:** CRFT 101, Introduction to Furniture Making and CRFT 200, Furniture Making II.

**CRFT 271 ADVANCED POTTERY**

*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. This course involves the use of hand tools requiring fine motor coordination.

**Pre-requisites:** CRFT 111, Introduction to Pottery and CRFT 211, Pottery II.

**CRFT 283 WEAVING III**

*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. This course involves the use of hand tools requiring fine motor coordination.

**Pre-requisites:** CRFT 221, Weaving II and CRFT 222, Spinning and Dyeing II.

**CRFT 291 ADVANCED JEWELRY - STONE SETTING**

*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. This course involves the use of hand tools requiring fine motor coordination.

**Pre-requisites:** CRFT 141, Jewelry I and CRFT 241, Jewelry II.

**CRFT 295 MARKETING YOUR ART/CRAFT**

*Fall, Spring*  
Materials fee will be required

This course introduces artists and crafts persons to the skills and resources needed to market their own work. It will provide information skills in the areas of: establishing credibility, developing portfolios and printed materials, securing exhibitions, direct selling, public relations, legal questions, and financial management for the artist/craftsperson. This course involves the use of hand tools requiring fine motor coordination.

**CRFJS 101 INTRODUCTION 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.

**CRFJS 110 INTRO TO CRIMINAL LAW**

*Fall, Spring*

This course is an introduction to criminal law in the United States. The course begins with an overview of the American criminal justice system. Substantive criminal law and procedural criminal law, including probable cause and search and seizure, are covered during the semester.

**CRFJS 120 ETHICS AND CRIMINAL JUSTICE**

*Fall, Spring, Summer*

This course explores the ethical dilemmas present in the criminal justice system. Current issues in policing, corrections, courts and forensic science will be covered.

**CRFJS 130 LEGAL ISSUES FOR ANIMAL CONTROL**

*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.

**CRFJS 131 FORENSIC ASSESSMENT OF ANIMAL CRUELTY INVESTIGATIONS**

*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.

**CRFJS 132 SHELTER AND RESCUE MANAGEMENT**

*Fall*

This course will examine shelter and rescue regulations and policies, facility design and function, as well as shelter/rescue animals’ needs.
CRJS 135  ANIMAL ADVOCACY  1-0-1  
**SEMINAR I**

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  2-0-2  
**SEMINAR II**

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  3-0-3  
**SEMINAR III**

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 150  PRINCIPLES OF  3-0-3  
CRIMINAL INVESTIGATION I  
*Fall, Spring, DL*

This course is an analysis of the nature and purpose of criminal investigation. Students will discuss various methods of investigation, the interview and interrogation of suspects, collection and preservation of evidence, use of informants, techniques of surveillance and special investigation techniques and an overview of forensic services.

CRJS 151  PRINCIPLES OF  3-0-3  
CRIMINAL INVESTIGATION II  
*Fall, Spring*

This course is a continuation of theories and methods of investigation covered in Principles of Criminal Investigation 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  3-0-3  
FORENSIC SCIENCE  
*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 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 200  CHILDREN AND  3-0-3  
THE LAW  
*Fall, Spring*

This course is designed to introduce students to non-delinquency issues facing children in the legal system. It will cover the right to counsel and advocacy for children in the areas of child abuse and neglect, custody, support, domestic violence, status offenses and education matters.

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 POLICING 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 3-0-3

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 216 SECURITY ADMINISTRATION 3-0-3

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 3-0-3

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 3-0-3

Spring
This course will explore concepts of physical security integrated with management systems: physical security requirements and standard; alarms and surveillance devised; animate security; and costing, planning and engineering. Principles of safety practices and regulations; fire prevention; property conservation; occupational hazards and personal safeguards also will be discussed.

CRJS 220 SECURITY LAW 3-0-3

Fall
This course is designed to acquaint students with basic legal issues facing the private police officer. Students will examine the general sources of legal powers and limitations concerning private police, including an overview of substantive criminal law. Major topics will include the relative legal powers of private citizens, private and public police; investigator function of private police, law of arrest, search and seizure; use of force; and the legal relationship between users and providers of private security services.

CRJS 221 TERRORISM AND THE CRIMINAL JUSTICE SYSTEM 3-0-3

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  3-0-3

Fall, Spring
This is an introductory course designed to acquaint students with the fundamental principles of homeland security. The course provides an overview of major issues in homeland security, current homeland security law and organizational structure of the Federal Department of Homeland Security.

CRJS 230  ANIMAL LAW I  3-0-3

Fall, Spring
This is an introductory course designed to acquaint students with the fundamental principles of animal law and the criminal justice system. Specific topics include the history of animal law, protection of animals by anti-cruelty laws, animal fighting, the social movement of animals in the legal system, and constitutional issues raised in cases involving animals.

CRJS 231  ANIMAL LAW II  3-0-3

Spring
This course is designed to build upon the fundamental principles introduced in Animal Law I. Specific topics include New York animal cruelty laws and enforcement, lobbying, animals in science, access to courts, pet trusts, veterinary malpractice, damages, and private and state regulation of ownership.
Pre-requisite: CRJS 230, Animal Law I.

CRJS 235  ANIMAL PROTECTION AND ADVOCACY-LOBBYING AND LEGISLATION  3-0-3

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- or Co-requisite: CRJS 231, Animal Law II.

CRJS 240  CRIMINAL JUSTICE SEMINAR I  1-0-1

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  2-0-2

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  3-0-3

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  2-2-3

Fall, Spring, DL*
Lab fee will be required
This course is a comprehensive survey of a crime laboratory, including theory and methods. Emphasis is placed on the role of the laboratory in criminal investigations. Firearms identification, examination of questioned documents, criminal analysis (i.e., narcotics, blood analysis, etc.) and instrumental analysis will be covered.
*Labs completed on campus.

CRJS 246  FORENSIC SCIENCE II, NS  2-2-3

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 247  MEDICOLEGAL INVESTIGATION OF DEATH  3-0-3

Spring
This course provides a study of the legal and forensic concepts and procedures for the investigation of death due to suspicious, unexpected, unattended or violent means. An emphasis will be placed on death scene techniques and will include manners and mechanisms, the causes of death, and post mortem changes.
Course Descriptions

CRJS 250 CRIMINOLOGY 3-0-3
* 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 3-0-3
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 3-0-3
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 3-0-3
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 3-0-3
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 280 SUBSTANTIVE CRIMINAL LAW 3-0-3
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 281 PROCEDURAL CRIMINAL LAW 3-0-3
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 290 CRIMINAL JUSTICE PRACTICUM 2-4-3
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 3-0-3
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 3-0-3
Fall, DL
This course provides a study of the anatomy of the head, and of the structures of the oral cavity. The permanent and primary dentitions are studies, including eruption patterns, dates and embryonic developments. A study of the body systems and their primary function will be included. Basic charting terminology will be covered. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience I.
NOTE: There is a clinical rotation required for this course.
Open only to matriculated Dental Assisting students.
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 3-0-3
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 3-0-3
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 0-8-2
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 5-0-5
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.
Co-requisites: DAST 105, Dental Anatomy and Embryology; DAST 107, Dental Assisting Radiology; DAST 110, Dental Assisting Clinical Experience I; DAST 118, Dental Office Procedures.

DAST 115 ORAL HYGIENE EDUCATION AND NUTRITION 3-0-3
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.
DAST 118  DENTAL OFFICE PROCEDURES  2-0-2

Fall, DL
This course provides the student with an overview of dental office management and business skills. Students will become acquainted with business office systems, marketing, reception procedures, telephone techniques, appointment scheduling, purchasing and maintaining inventory supplies, clinical and financial records, accounts receivable, accounts payable, dental insurance and dental records management. Employment strategies, dental ethics and jurisprudence will be covered in this course. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical Experience I.

NOTE: There is a clinical rotation required for this course.
Open only to matriculated Dental Assisting students.
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 118, Dental Office Procedures.

DHYG 105  TOOTH MORPHOLOGY AND OCCLUSION  2-0-2

Fall, DL  Lab fee will be required
This course, through a lecture format, is designed to provide students with a comprehensive knowledge of tooth morphology. Basic dental terminology, dental charting, occlusion and anomalies are covered. Clinical application of knowledge is emphasized in Preventive Dentistry I.
Open only to matriculated Dental Hygiene students.
Co-requisites: BIOL 135, Oral Histology and Embryology and DHYG 110, Preventive Dentistry I.

DHYG 110  PREVENTIVE DENTISTRY I  3-8-5

Fall  Lab fee will be required
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 TO COMMUNITY DENTAL SERVICES  1-0-1

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.

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.
DHYG 116  HEAD AND NECK ANATOMY  2-0-2
Spring  Lab fee will be required
This course is designed to provide students with a comprehensive knowledge of head and neck anatomy through lecture and laboratory experiences. Emphasis is placed on aspects of head and neck anatomy that apply to dental hygiene treatment.
Open only to matriculated Dental Hygiene students.
Pre-requisites: DHYG 110, Preventive Dentistry I and DHYG 115, Tooth Morphology and Occlusion.
Co-requisite: DHYG 120, Preventive Dentistry II.
Pre- or Co-requisite: BIOL 125, Nutrition.

DHYG 117  DENTAL RADIOLOGY  3-3-4
Spring  Lab fee will be required
This course is designed to familiarize students with the principles and procedures of dental radiology. Laboratory time is provided to enable students to practice the exposing, processing, mounting and interpreting of dental radiographs. In addition, the concept of prevention as it relates to radiation hygiene is reinforced throughout theoretical and practical sessions. Emphasis is placed on the development of the technical skills necessary to produce dental radiographs of acceptable diagnostic quality. Recitation periods will be utilized to help clarify radiology concepts.
Open only to matriculated Dental Hygiene students.
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.

DHYG 120  PREVENTIVE DENTISTRY II  2-0-2
Spring
This course is a continuation of the basic principles of oral health care delivery, with an emphasis on the dental hygiene process. The theories supporting the management of patients presenting with preventive and therapeutic oral health care needs are discussed and applied to patient care.
Open only to matriculated Dental Hygiene students.
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.

DHYG 121  CLINICAL DENTAL HYGIENE I  0-11-3
Spring  Lab fee will be required
In this course, traditional clinical skills are performed on patients with concentration on oral health education, principles of instrumentation, and patient assessment. Transitional functions also will be performed, and recognition of “normal” and “atypical” oral structures will be emphasized.
Open only to matriculated Dental Hygiene students.

DHYG 206  PATHOLOGY  3-0-3
Fall
Pathology introduces dental hygiene students to concepts of disease, especially as related to the oral cavity. An introductory general survey of inflammation, infection and other general pathology is followed by a more detailed study of specific oral pathology. Areas of particular concern to dental hygiene students are stressed. Clinical applications are made by correlating the lecture materials with clinical cases by means of slide presentation and film.
Open only to matriculated Dental Hygiene students.
Pre-requisites: BIOL 135, Oral Histology & Embryology; BIOL 136, Anatomy & Physiology; BIOL 205, Microbiology; DHYG 117, Dental Radiology.
Co-requisites: DHYG 230, Preventive Dentistry III and DHYG 231, Clinical Dental Hygiene II.

DHYG 207  PERIODONTALOGY  2-0-2
Fall
This course covers coordination of dental and oral anatomy, histology, physiology, microbiology of plaque, pathology of periodontal disease with clinical application and the rationale of periodontal therapy. The goal of this course is to develop within students the ability to recognize and participate in the treatment of periodontal disease. Upon completion of the course, students should be able to readily differentiate between a healthy and a diseased periodontium and understand the etiology and pathogenesis of periodontal condition. In addition, students should be able to establish a sequential treatment plan and understand the rationale behind the treatment modalities employed in the treatment of various periodontal disease entities.
Open only to matriculated Dental Hygiene students.
Pre-requisites: BIOL 135, Oral Histology & Embryology; BIOL 205, Microbiology; DHYG 121, Clinical Dental Hygiene I.
Co-requisites: DHYG 206, Pathology and DHYG 231, Clinical Dental Hygiene II.

DHYG 208  DENTAL MATERIALS  2-2-3
Fall  Lab fee will be required
This course is designed to provide knowledge of the role of the dental hygienist in the specialities and in restorative dentistry. A study of common dental materials used in various office settings is included. Laboratory sessions consist of exercises in dental hygiene functional procedures, including the manipulation and utilization of dental materials. Successful completion of both didactic and laboratory requirements for this course is necessary for continuation in the college’s Dental Hygiene program.
Open only to matriculated Dental Hygiene students.
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 2-0-2 
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 2-0-2 
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; BIOL 125, 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 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  Lab fee will be required
This is an advanced clinical course in which continued growth and expansion of clinical knowledge and skill will be administered to more difficult periodontally involved patients, disabled patients and traditional patients.
Open only to matriculated Dental Hygiene students.
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.

DIAGNOSTIC MEDICAL SONOGRAPHY

SONO 252 SONOGRAPHY 3-0-3
CONCEPTS AND PHYSICAL INSTRUMENTATION
Fall  Lab fee will be required
This is a study of the principles of ultrasound instruments, modes of operation, operator control options, frequency selection, echogenic properties, scanning motions and planes, and patient scheduling and patient preparations. A review of correlating diagnostic images also will be covered on both areas of the abdomen and obstetrics and gynecology. A lecture series on professional ethics, communication skills, patients’ rights, educational psychology, and computer basics also will be covered.
Open only to matriculated Diagnostic Medical Sonography students.

SONO 254 CROSS SECTIONAL 2-0-2
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 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 4-0-4
PHYSICS
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  0-24-8
CLINIC II

*Spring*  
Lab fee will be required

An extension of SONO 258, Sonography Clinic I, this course allows students to produce diagnostic images and learn to interpret them successfully. Actual scanning of the abdomen, pelvis, obstetric patient, and small parts in a hospital or clinical setting will take place. The student will learn how to produce and interpret normal sonograms of each area. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the 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.*

Pre-requisite: SONO 258, Sonography Clinic I.

Co-requisites: SONO 262, Sonography Physics; SONO 264, Pathophysiology of Abdomen; SONO 266, Pathophysiology of Ob-Gyn.

SONO 278 SONOGRAPH  0-40-13
CLINIC III

*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 prepa-

ECHO 252 ECHOCARDIOGRAPHY  3-0-3
PRINCIPLES AND INSTRUMENTATION

*Fall*  

This course is a study of the principles of ultrasound instruments, modes of operation, operator control options, frequency selection, and scanning motions. Planes in a cardiac examination, patient histories and physical signs, patient preparations and doppler vs. color doppler protocols also will be covered. Basic generalized pathology of the different organs also will be covered.

*Open only to matriculated Echocardiography students or by permission of department chair.*

ECHO 254 ECHOCARDIOGRAPHY I  2-0-2

*Fall*  
Lab fee will be required

This course is a study of 2-D imaging, m-mode, doppler, and color doppler of the normal adult heart. Correlation with other cardiac evaluation methods such as the physical exams, EKG, phonocardiology, cardiac catheterization, thallium tests, and stress echocardiography also will be discussed.

*Open only to matriculated Echocardiography students or by permission of department chair.*
ECHO 256  ANATOMY AND PHYSIOLOGY OF THE HEART  2-0-2

Fall
This course is a study of the anatomy of the adult heart. Basic embryology, cardiac physiology, the function of circulation, coronary circulation, parameters of arterial pressure measurement, physiological and the heart and its pressures will be some of the areas covered.
Open only to matriculated Echocardiography and Invasive Cardiovascular Technology students or by permission of department chair.

ECHO 258  ECHOCARDIOGRAPHY CLINIC I  0-24-8

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. Co-requisites: ECHO 252, Echocardiography Principles and Instrumentation; ECHO 254, Echocardiography I; ECHO 256, Anatomy & Physiology of the Heart.

ECHO 266  PATHOLOGY OF THE HEART  3-0-3

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.

ECHO 268  ECHOCARDIOGRAPHY CLINIC II  0-24-8

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. Co-requisites: SONO 262, Sonography Physics and ECHO 266, Pathology of the Heart.

ECHO 278  ECHOCARDIOGRAPHY CLINIC III  0-40-13

Summer
In this course, students will gain advanced and intense scanning experience of the heart in a hospital or clinical setting. Students will be prepared to function as beginning echocardiographers and will be ready to sit for the 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 ECHOCARDIOGRAPHY  2-0-2

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.

ECON 100  PRINCIPLES OF MACROECONOMICS *  3-0-3

Fall, Spring, Summer, DL
This course examines the evolution of economic theory and practice, the structure and functions of the free enterprise system, national income accounting, and fiscal and monetary policy, and their effects on economic policy.
ECON 101 PRINCIPLES OF 3-0-3 MICROECONOMICS *
SSC, SS, OSL
Fall, Spring, Summer, DL
This course is an introduction to the determination of price theory, distribution theory, and market structure analysis. The course also will examine current economic problems and international trade.

EDUCATION

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- or Co- 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- or Co- 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 develop-

ECCE 115 DEVELOPMENTALLY 3-0-3 APPROPRIATE PRACTICES FOR INFANT AND TODDLER CARE
Fall, Spring, Summer, DL
This course will examine infant and toddler (prenatal 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.
NOTE: Students will need to obtain a flash drive to be used in the construction of their e-portfolio.
Open only to matriculated Early Childhood students. Pre- or co- requisite: EDUC 100, Child Development.

ECCE 123 TECHNIQUES OF 3-5-4 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.
NOTE: Students will need to obtain a flash drive to be used in the construction of their e-portfolio.
Pre-requisite: ECCE 122, Guidance of Young Children with a grade of “C” or better or permission of the department chairperson.

ECCE 213 EARLY 3-0-3 INTERVENTION AND AUTISM IN THE YOUNG CHILD
Fall, Spring, Summer, DL
This course will examine the needs of individuals with Autism, including, but not limited to, the etiology, preva-
lence, characteristics, and evidence-based methodology for teaching students with Autism. Topics to be discussed include: instructional design, teaching strategies to promote communication and socialization skills, positive behavioral supports, functional assessment tools, and collaboration between the home, school, and community to support students with Autism. Throughout this course, students will learn the process by which young children with disabilities and their families receive early intervention services. Students will be introduced to the laws and regulations concerning early intervention as well as the process by which families qualify for services.

ECCE 214 INTRO TO THE ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS

Fall, Spring, Summer, DL
This course will examine the components of planning and administering early childhood programs in day care centers, nursery schools, preschools, Head Start and other early childhood settings. The student will develop a foundation for determining the framework of a program including philosophy, policy, daily operations, housing, equipment, financing, budgeting, staff supervision, and development. The implementation of a developmentally appropriate early childhood program will be examined and emphasized including the administrator’s role in curriculum development, providing nutrition, health and safety services, assessing and reporting children’s progress and parent involvement.

ECCE 226 APPROPRIATE CURRICULUM PRACTICES FOR YOUNG CHILDREN: A DEVELOPMENTAL APPROACH

Fall
Students will explore the concept of developmentally appropriate practice and its implications for creating a caring community of learners, teaching to enhance development and learning, constructing appropriate curriculum, assessing children’s learning and development, and establishing reciprocal relationships with parents. The student field experience is extended to two days each week and the on-campus component includes small group sessions as well as individual conferences with the field supervisor.
NOTE: Students will need to obtain a flash drive to be used in the construction of their e-portfolio.
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 THEORY AND 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.
NOTE: Students will need to obtain a flash drive to be used in the construction of their e-portfolio.
Pre-requisite: ECCE 122, Guidance of Young Children; ECCE 123, Techniques of Teaching: Math, Science and Social Studies for Young Children; ECCE 226, Appropriate Curriculum Practices for Young Children: A Developmental Approach with a grade of “C” or better, or permission of department chairperson.

ECCE 230 HOME, SCHOOL AND COMMUNITY: AN ANALYSIS OF THE INTERACTION

Fall, Spring, Summer, 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 3-0-3
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. Up to 30 hours of unsupervised field experience may also be required in this course.

EDUC 110 FOUNDATIONS OF EDUCATION IN AMERICA 3-0-3
Fall, Spring, Summer, DL
This course is designed for students having an interest in education as a field of study. The course will familiarize students with the history and functions of educational institutions as well as issues that impact students and teachers in learning settings from birth - grade 12. Students will explore the social factors, values, knowledge structures and technologies influencing curriculum and instruction. Up to 30 hours of unsupervised field experience also required in this course.

EDUC 120 CLASSROOM MANAGEMENT 3-0-3
Fall, Spring, Summer, DL
This course is designed for all students interested in creating successful learning communities in classrooms and schools. Students will explore planning, implementing, and evaluating a variety of individual and group management techniques inclusive of their impact on student learning within the learning community. Inclusive and multicultural settings will be emphasized. Models of teacher-student interaction will be explored and class participants will begin to develop their own classroom management model based on course content and research of the relevant literature. A minimum of two hours of field observation will be required.

EDUC 215 INTRODUCTION TO ASSISTIVE TECHNOLOGY 3-0-3
Fall, Spring, Summer
Technological tools have been crucial, throughout history, to the evolution of human intelligence. This course will discuss and analyze the research on the educational effects of technology access and use within the context of pedagogy. The course will provide a general introduction to assistive technology and discuss its impact on learning within a digital society today. The course will focus on varying types of 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 LEARNING DESIGNS 3-0-3
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 IN THE CLASSROOM 3-0-3
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 AN EVER-CHANGING WORLD 3-0-3
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 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 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 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 CURRENT APPLICATIONS LABORATORY

Fall
Lab fee will be required
The laboratory experiments closely parallel and are correlated with electric theory. Provides experience in the selection and use of test instruments such as the ammeter, voltmeter, VOM, wheatstone bridge, megger, ohmmeter, wattmeter, and oscilloscope. The student is thus enabled to analyze basic DC circuits and to prove and better understand the theory fundamentals.
Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite: ECMN 101, Direct Current Theory and Magnetism

ECMN 112 ALTERNATE CURRENT APPLICATIONS LABORATORY

Spring
Lab fee will be required
A continuation of ECMN 111, Electric Laboratory I, with emphasis on electromagnetic electrostatics, and the AC circuits, provides further experience in the selection of proper instrument for use in AC circuit. The use of the voltmeter, ammeter, wattmeter, amprobe, capacitor analyzer, and other instruments enable the student to prove out theory and better understand the principles and characteristics of electrical devices. Individual research is encouraged to enable the student to keep abreast of field development.
Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite: ECMN 102, Alternating Current Theory.

ECMN 121 RESIDENTIAL CONSTRUCTION WIRING

Fall
Lab fee will be required
In this course students study and practice the methods used in the installation of residential electrical systems. Topics include: basic shop skills, lighting outlets and switches, services, metering, overcurrent devices, conductors and special circuits. Layout skills are developed and the national Electric Code is emphasized. Safe working practices are insisted upon in all shops at all times.
Open only to matriculated Electrical Construction and Maintenance students.

Co-requisites: ECMN 101, Direct Current Theory and Magnetism or MECT 130, Electricity.

ECMN 122 COMMERCIAL CONSTRUCTION WIRING

Spring
Lab fee will be required
This course is a continuation of ECMN 121, Residential Construction Wiring, with a shift in emphasis to commercial and industrial installations. Topics include conduits, wire-
ways, 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 LABOR RELATIONS**

**Fall**  Lab fee will be required

This course is proposed to better prepare students for the electrical industry by concentrating on safety and labor relations. The course will cover safety in great depth, from ladder use to confined space entry with OSHA requirements covered. The labor relations segment of the course will cover labor history, practices, and laws, as well as sexual harassment. By completing this course a student, who also completes the Electrical Construction and Maintenance program, will have met the necessary electrical apprentice related instruction recognized by the State of New York.

Open only to matriculated Electrical Construction and Maintenance students.

**ECMN 131 ELECTRICAL BLUEPRINT READING AND ESTIMATING I**

**Fall**  Lab fee will be required

An overview of the drafting field as it relates to the occupational requirements in electrical construction and maintenance. Emphasis is placed on reading and analyzing prints. Residential and commercial wiring diagrams are covered in detail. Practice is provided for use of instruments and the fundamentals of mechanical drafting. Estimating for residential and commercial buildings is stressed. Estimation includes unit costs, labor and job expenses, overhead and profit.

Open only to matriculated Electrical Construction and Maintenance students.

**ECMN 132 ELECTRICAL 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 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 CURRENT THEORY AND MAGNETISM: PART II**

**Spring**

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 CURRENT THEORY II: PART I**

**Fall**

A continuation of ECMN 152. Alternating current fundamentals, inductors, capacitors, and single phase circuits are analyzed.

Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite: ECMN 152, Electric Theory I: Part I.

**ECMN 154 ALTERNATING CURRENT THEORY II: PART II**

**Spring**

A continuation of ECMN 153. AC series/parallel circuits, single phase, three wire systems and polyphase systems are analyzed.

Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite: ECMN 153, Electric Theory II: Part I.
ECMN 161  DIRECT CURRENT  0-1-.5  APPLICATIONS  LABORATORY: PART I  

Fall  Lab fee will be required
The laboratory experiments closely parallel and are correlated with electric theory. Experience is provided in the selection and use of test instruments such as the ammeter, voltmeter, VOM, ohmmeter, wattmeter and oscilloscope. The student is thus enabled to analyze basic DC circuits and prove and better understand the theory fundamental.  
Open only to matriculated Electrical Construction and Maintenance students.  

ECMN 162  DIRECT CURRENT  0-1-.5  APPLICATIONS  LABORATORY: PART II  

Spring  Lab fee will be required
A continuation of ECMN 161 with emphasis on more complex DC circuits. Further experience is provided for selection of proper instruments and their use in DC circuits.  
Open only to matriculated Electrical Construction and Maintenance students.  
Co-requisite: ECMN 152, Direct Current Theory and Magnetism: Part II.

ECMN 163  ALTERNATING  0-1-.5  CURRENT APPLICATIONS  LABORATORY: PART I  

Fall  Lab fee will be required
A continuation of ECMN 162 with emphasis on AC circuits. Further experience is provided for the selection of proper instruments and their use in AC circuits.  
Open only to matriculated Electrical Construction and Maintenance students.  
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.  
Pre-requisite: ECMN 172, Residential Construction Wiring: Part I.

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.

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 172, Residential Construction Wiring: Part II.

ECMN 174  COMMERCIAL  0-4-2  CONSTRUCTION  WIRING: PART II  

Spring  Lab fee will be required
A continuation of Commercial Construction Wiring Part I, with a shift in emphasis to industrial wiring methods
and control. Circuit development and troubleshooting
are emphasized.

Open only to matriculated Electrical Construction
and Maintenance students.

Pre-requisite: ECMN 173, Commercial Construction
Wiring: Part I

ECMN 180 SAFETY AND 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
depths, 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 pro-
gram, 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 rela-
tions and required certifications. The course will cover
labor relations, including labor history, practices, and
laws, as well as sexual harassment, and requires stu-
dents 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 SYSTEMS 2-2-3

Spring
This course provides an overview of the electric power sys-
tem, including generation, transmission, distribution and
delivery of electric power. Topics include: methods of gener-
ating electricity such as hydro, thermal coal, thermal nuclear,
solar and gas turbine; transmission system voltages and con-
struction; 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 OVERHEAD CONSTRUCTION 0-8-3

Summer
This course will provide the skills necessary for the con-
struction and maintenance of overhead electric distri-
bution 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 200 TRADE SKILLS DEVELOPMENT 1-0-1

Fall
This course is required for all second year Electrical
Construction and Maintenance students. The course will
serve to enhance and aid the development of ECM stu-
dents by acclimating them to the requirements of job
searches, technical writing, business culture, and evalu-
tion of salary and benefit packages. In addition, students
will learn practical study skills, including test taking, lab-
atory report writing, and shop job techniques necessary
for all senior level courses within the ECM program. Part
of the focus of this course will be informing students of
their career options within the electrical construction and
maintenance field, and defining the role of the beginning
electrical worker in apprenticeship positions. This course
shall also serve to inform students of licensing proce-
dures, inspection policies and all current changes in the
electrical field.

ECMN 203 TRANSFORMERS AND MOTORS 4-0-4

Fall
A study of the construction, operation, maintenance, and appli-
cation of transformers, and alternating current motors, both sin-
gle and three phase.
Open only to matriculated Electrical Construction and
Maintenance students.
Pre-requisite: ECMN 102, Alternating Current Theory.
Co-requisite: ECMN 213, Transformer and Motor Laboratory.

ECMN 204 INDUSTRIAL MOTOR CONTROL THEORY 4-0-4

Spring
A study of industrial motor control including the con-
struction, 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 elec-
trician and others employed in the electrical industry with
instruction in the basic theory, construction and testing tech-
niques of electronic circuitry. It provides the student with a
system of progressing from the study of individual compo-
nents to their application in practical circuitry. The instruc-
tion 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 opportu-
nity to study and evaluate the operation of industrial elec-
tronic 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 systems and their associated controls. These
complex automation systems use a variety of electrical and elec-
tronic systems to control processes that are involved in the pro-
duction 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 work-
ning 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 II.
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-con-
ductor operational theory, properties of silicon and semi-
conductor material, solar cell manufacturing and compa-
nies involved, history of solar power and its uses, photo-
voltaic 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 MECT 130,
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, con-
cerns 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 com-
ponents, 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 com-
ponents 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
The students learn how to connect, test and operate trans-
formers, 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
Magnetic and electronic controls are connected, operat-
ed, 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
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 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 WIRING 2-6-5

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.

ECMN 224 INDUSTRIAL 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.

ECMN 255 TRANSFORMERS AND MOTORS: PT. I

Fall
A study of the construction, operation, maintenance and application of transformers.
Open only to matriculated Electrical Construction and Maintenance students.
Pre-requisite: ECMN 154, Electric Theory II, Part II.

ECMN 256 TRANSFORMERS 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 257 INDUSTRIAL 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 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 AND MOTORS LABORATORY: PT. I
Fall
Students will connect, test, and operate transformers, both single and three phase. The National Electric Code and safe work habits are stressed at all times.
Open only to matriculated Electrical Construction and Maintenance students.
Pre-requisite: ECMN 255, Transformers and Motors: Part I.

ECMN 266 TRANSFORMERS AND MOTORS LABORATORY: PT. II
Spring
A continuation of ECMN 265, Transformers and Motors: 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.
Pre-requisite: ECMN 265, Transformers and Motors: Part II.

ECMN 267 INDUSTRIAL MOTOR CONTROL LABORATORY: PT. I
Fall
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 MOTOR CONTROL LABORATORY: PT. II
Spring
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 267, Industrial Motor Control Laboratory: Part I.
Co-requisite: ECMN 258, Industrial Motor Control Theory: Part II.

ECMN 275 INDUSTRIAL WIRING: PART I
Fall
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 WIRING: PART II
Spring
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 MOTOR CONTROL WIRING: PART I
Fall
This course offers hands-on experience in basic wiring and circuit design of AC industrial motor control systems. It provides the student with a method of progressing from simple circuit development to the more
complex at a rate that is commensurate with the student’s ability and effort. The National Electrical Code and safe work practices are emphasized throughout the course.


ECMN 278 INDUSTRIAL 1-3-2.5 MOTOR CONTROL WIRING: PART II

Spring Lab fee will be required
A continuation of ECMN 277, Industrial Motor Control Wiring: Part I. Students will design, connect, test, and operate advanced control circuits using relay logic and programmable logic controllers. The relationship between the PLC and motor control in today’s industry, as well as the National Electric Code and safe work practices, are emphasized throughout the course.


ELECTRICAL ENGINEERING TECHNOLOGY

ELET 100 ELECTRICITY I 3-3-4

Fall Lab fee will be required
Introduction to the basic principles of electricity. Topics covered include electron theory, conductors and insulators, units, current and voltage, resistance, work and power, series and parallel circuits, network theorems, general resistive networks, inductance and capacitance, and time constants, introduction to alternating currents.

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 3-3-4 TECHNOLOGIES

Fall
This course is designed to provide students enrolled in the technology fields with a comprehensive understanding of the C and C++ Programming Language. Students will be able to apply C/C++ programming techniques to their major field of study. Major topics covered are: arrays, pointers, structures, classes, linked lists, file input/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 2-3-3 COMPUTER HARDWARE ESSENTIALS

Fall
This course will provide students with a foundation in the hardware and system software aspects of the personal computer. The lecture portion covers hardware, operating systems, and start-up procedures. The lab offers hands-on experience with computer hardware, parts replacement, troubleshooting, and the basic networking as well as study of DOS, Windows 9.x and Windows XP operating systems.

ELET 206 ELEMENTS OF 3-3-4 COMMUNICATIONS ELECTRONICS

Spring Lab fee will be required
This course focuses on the essential elements of communications systems. Topics include decibel notation, spectra of complex waveforms, modulation methods, transmission media, fiber optics and communications networks. The student will develop and understanding of the basic elements (both theoretical and practical) of electronic and fiber optics communications systems. This will provide a foundation for the understanding of the many kinds of communications networks that exist today.

Pre-requisites: ELET 101, Electricity II and ELET 215, Operational Amplifiers.

ELET 210 DIGITAL 3-3-4 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  3-3-4  
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 SLPDs, and microcontrollers. Topics that will be covered include review of sequential logic, counters, shift registers, memory and storage devices, digital signal processing, assembly language, and several microcontrollers applications such as analog-to-digital conversions, temperature measurement, time-interval measurements, rotary encoders, liquid-crystal displays, and others. In general, the PIC microcontroller will be used to develop most of the labs and projects.  
Pre-requisite: ELET 210, Digital Electronics.

ELET 215  OPERATIONAL  3-3-4  
AMPLIFIERS  
Fall  Lab fee will be required  
This is a continuation of the course ELET 105, Electronics I. In this course, students are introduced to the electrical and operating characteristics of op-amps. With this knowledge, students learn how to design practical electronic systems such as power amplifiers, voltage and current regulators, signal generators, active filters, oscillators, comparators, and other types of linear and non-linear circuits. Practical hands-on laboratory exercises and computer simulations are incorporated to enhance the learning experience of the students.  
Pre-requisite: ELET 105, Electronics I.

ELET 225  ELECTROMECHANICAL  3-3-4  
DEVICES AND SYSTEMS  
Fall  Lab fee will be required  
A course in process control instrumentation technology. Topics include power electronic circuits analog signal conditioning, bridge circuits, operational amplifiers, analog comparators, D/A and A/D converters, transducers, final control elements, and digital control principles. Related topics include an introduction to servomechanisms and industrial control.  
Pre-requisites: ELET 210, Digital Electronics and ELET 215, Operational Amplifiers.

ELET 230  ELECTRONIC DESIGN  0-3-1  
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  3-3-4  
TO MICROCONTROLLERS  
Fall  Lab fee will be required  
This is an introductory course in microcontrollers and microprocessors. The course emphasizes high-level language (PBASIC, C, etc.) programming using the BasicStamp, the PIC or an equivalent instruction set, and explores the application of microcontrollers in electronic systems.  
Pre- or Co- requisite: ELET 210, Digital Electronics.

ELET 250  VACUUM AND 3-3-4  
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  
Fall, Spring, DL  
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: Math I and II or 2 units of equivalent academic math with a 70 or higher average or MATH 150, College Algebra with Trigonometry with a “C” or higher.

ELET 270 FUNDAMENTALS OF FIBER OPTIC COMMUNICATIONS 3-3-4

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.


ELET 285 SEMICONDUCTOR METROLOGY AND PROCESS CONTROL 2-3-3

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 NETWORKS 3-3-4

Spring Lab fee will be required

This course builds on topics from previous data communications, physics and mathematics courses and applies them to the study of wireless data communications systems. Topics include decibel notation, spectra of waveforms, modulation methods, transmission media, antennas, wireless links and systems including protocols, hardware requirements and functionality. The student will develop an understanding of the basic theoretical and practical elements of wireless data communication systems. This will provide a foundation for an understanding of the wireless data networking techniques that exist today. These systems are now in widespread use and gaining in popularity.

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.

EMSP 100 EMERGENCY MEDICAL TECHNICIAN BASIC 7 Credits

Fall, Spring, Summer Lab fee will be required

The Emergency Medical Technician Basic (EMT-B) program combines didactic, psychomotor labs, and clinical observation and/or field internship in a progressive manner to prepare students to provide emergency care to patients in an out-of-hospital setting based on New York State Department of Health and U.S. Department of Transportation mandates.

Please note: Students who are not 18 years old by the course end date will not be eligible to take the New York State EMT-B Certification exam. EMT-B Certification is required to work or volunteer as an EMT in New York State. Consult with the department for further information.

EMSP 101 EMERGENCY MEDICAL TECHNICIAN INTERNSHIP 1 Credit

Fall, Spring, Summer

This course is designed to be offered to the EMT-Basic who has not yet gained sufficient field experience to begin the paramedic program courses. This course will provide the student with supervised riding time as an EMT-Basic as well as three case review sessions to discuss what the student has been exposed to in the field experience. Field rotations place the student in the role of the EMT-Basic on actual emergency calls and expect them to integrate history taking, physical exam, and cognitive knowledge into the total management of the patient. The student’s schedule is developed based upon the BLS unit assignment location and shift times, and precep-
EMSP 205 OPERATIONS 2 Credits
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 216 PARAMEDICINE I 3 Credits
Fall, DL
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: EMSP 202, Introduction to Paramedicine.
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
Paramedicine II focuses on the cardiac patient. Emphasis will be placed on the student developing the critical thinking needed to make tentative differential diagnosis of patients that present with chest pain or other cardiac event.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre-requisite: EMSP 216, Paramedicine I.

EMSP 218  PARAMEDICINE III  3 Credits
Fall, DL  Lab fee will be required
Paramedicine III will use critical thinking skills to develop tentative diagnosis of acute abdominal pathologies. Also covered in this course will be the diagnosis and treatment of the following: anaphylaxis, heat and cold injuries, toxicology and obstetrical and gynecological emergencies to include childbirth.
Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre-requisite: EMSP 217, Paramedicine II.

EMSP 221  CLINICAL FOR  2 Credits
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 222  PEDIATRICS AND  3-1-3 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.

EMSP 223  SPECIAL CERTIFICATIONS FOR THE PARAMEDIC
3-1-3
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.

EMSP 230  INTERNSHIP  2 Credits
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 students must maintain records of 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- or co- requisite: EMSP 218, Paramedicine III.
Pre- or co- requisite: EMSP 221, Clinical for Medical and Special Considerations.

EMSP 240  INTERNSHIP, FINAL EVALUATION  1 Credit
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, locations, 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 coordinator.
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 indus-
try. Applications to the blade pitch and nacelle yaw sys-
tems 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 protec-
tion of expensive equipment and structures. In this
class, the student will study the industry standard
bonding and grounding methods in use. These meth-
ods are used to protect against short circuits, light-
ning, static charges, and induced (stray) voltages.
Students will also look at Federal Aviation
Administration requirements for anti-collision bea-
cons 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 certifi-
cate program students or by permission of the
department chair.
Co-requisites: ESYS 200, Turbine Mechanical
Systems and ESYS 205, Direct Current Devices.
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

Spring Lab fee will be required
This course is designed to train students to interpret drawings that are not U.S. National Electrical Manufacturers Association (NEMA) standard, rather drawn to International Electrotechnical Commission (IEC) standards. Students will also become familiar with dimensions and measurements in Le Systeme International de Unites, also know as S.I. or the Metric System. These will include measurements in size, force, pressure, weight, volume and energy. This course will also focus on diagram-based troubleshooting or fault analysis of complex systems.
Open only to matriculated Wind Technician certificate program students or by permission of the department chair.
Pre-requisites: ESYS 100, Introduction to Wind Power; ESYS 200, Turbine Mechanical Systems; ESYS 205, Direct Current Devices.

ENGINEERING SCIENCE

ENGR 110 ENGINEERING 4-0-3 TOOLS
Fall, Spring, Summer, DL
An introduction to the computer tools available to aid in the analysis and solution of engineering problems. The course includes an introduction to a high-level computer language, spread sheets and CAD.
Co-requisite: MATH 160, Precalculus or higher level math course.

ENGR 120 INTRODUCTION 4-0-3 TO ENGINEERING DESIGN
Fall, Spring
An introduction to the methods used in formulation and solution of typical engineering problems. Teamwork and communication are stressed and are employed in problem solving and the design process.

ENGR 210 ENGINEERING 4-0-4 STATICS AND STRENGTH OF MATERIALS
Fall, Spring, DL
Statics of particles and rigid bodies, centroids and centers of gravity, analysis of structures, forces in beams and cables, moments of inertia. Introduction to strength of materials, stresses and strains, beam loading and deflection, columns, Mohrs circle analysis.

NOTE: A graphing calculator may be required and will be discussed at first class.
Pre-requisites: MATH 190, Calculus II and PHYS 150, Physics I.

ENGR 215 ENGINEERING 3-2-4 MATERIALS
Fall, Spring Lab fee will be required
Introduction to materials, energy and bonding of atoms, structure of solids, relations between structure and properties, comparison of properties, processing and applications of different materials. Laboratory to include mechanical properties, metallurgy, heat treatment of steels.

NOTE: A graphing calculator may be required and will be discussed at first class.
Pre-requisite: CHEM 110, General Chemistry I or CHEM 120, Chemistry I and ENGR 110, Engineering Tools.

ENGR 220 ENGINEERING 3-0-3 DYNAMICS
Fall, Spring, DL
Dynamics of particles and rigid bodies, kinematics and kinetics, work and energy, impulse and momentum, angular momentum, systems of particles, mechanical vibrations.

NOTE: A graphing calculator may be required and will be discussed at first class.
Pre-requisite: ENGR 210, Engineering Statics and Strength of Materials.

ENGR 223 THERMAL FLUID 4-0-4 SCIENCE
Fall, Spring, DL
This is a first course in standard thermodynamics, fluid mechanics, and heat transfer intended for all students of engineering. Students will gain a basic understanding of energy interactions, heat transfer mechanisms and the fundamentals of fluid flow. Students will not receive credit for both ENGR 222 and ENGR 223.

NOTE: A graphing calculator may be required and will be discussed at first class.
Pre-requisite: MATH 190, Calculus II; high school physics and chemistry or equivalent.
Pre- or co- requisite: ENGR 210, Engineering Statics and Strength of Materials.
ENGR 225 ELECTRIC CIRCUITS 3-2-4
Spring, Summer  Lab fee will be required
This is a fundamental first course in passive and active
circuit theory, with emphasis on analysis techniques at
the level of applied differential equations and basic
complex variable analysis. The subject matter also intro-
duces discrete system theory. Concepts presented
include: resistive circuits, circuits dealing with energy
storing elements, Kirchhoff’s Laws, transfer function the-
ory, system stability, frequency response and introduc-
tion to discrete systems. Laboratory experiments include
resistive circuits, op-amp circuitry, real-time first and
second order systems, and frequency response.
Pre-requisite: MATH 210, Calculus III and PHYS
151, Physics II.
Pre- or co- requisite: MATH 220, Differential
Equations.

ENGL 092 ENGLISH 3-0-3ND
FUNDAMENTALS I
Fall, Spring, Summer
Designed for students whose placement test scores
indicate the need for review in the fundamentals of
communications, this course concentrates on gram-
mar, mechanics, spelling, and the writing process to
prepare the student for Composition I. Credits
earned in this course cannot be applied toward an
associate degree.

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 con-
cerns 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, profes-
sional 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: 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 read-
ing, 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 tech-
niques 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 107  HONORS  COMPOSITION I  3-0-3  
* HUM, BC

Fall, Spring
In this course, students will improve their writing ability concentrating on the writing process: prewriting, writing, revision and editing. Other concerns of the writer, particularly audience and style, will be addressed. Students will study the essay as an art form: a vehicle for creative expression, historical record, social commentary, and analytical thought. They will also explore the use of technology to enhance communication. Research techniques and MLA and APA documentation styles will be addressed within the context of a research paper. An oral presentation is required.
Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.
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 108  HONORS  COMPOSITION II  3-0-3  
* HUM, BC

Fall, Spring
This course will expand on the processes and techniques begun in ENGL 107, Honors Composition I, with additional focus on oral presentation and technical writing/communication. The reading and discussion of a variety of challenging texts, including fiction, non-fiction, poetry and/or drama and the practice of writing complex rhetorical modes will also be included.
Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.
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 107, Honors Composition I or permission of English Department Chairperson.

ENGL 110  TECHNICAL  COMMUNICATIONS, BC  3-0-3

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 115  LIBRARY SKILLS  FOR RESEARCH  * HUM  1-0-1

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  THE ANATOMY OF  THE ENGLISH LANGUAGE  3-0-3  
* HUM, HU

Spring
Using a wide variety of exercises and readings, this course will introduce, analyze, discuss and apply principles of English grammar. Cultural aspects of the language, such as style shifting, standard vs. non-standard English, slang, colloquialisms, regionalism, dialects as well as foreign elements in English will be discussed.

ENGL 117  MASTERING  ESSENTIALS OF  GRAMMAR AND  PUNCTUATION  1-0-1  
* HUM, BC

Fall, Spring, Summer, DL
A command of English grammar, usage and punctuation is essential for success both in academia and the workplace. This course provides students with an overview of the conventions of Standard American English with a goal of improving written communication skills.

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 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 3-0-3
* HUM, BC
Fall, Spring
Elements of news style, the structure of news stories, news gathering methods, copy reading, and experience in reporting, writing, and editing will be included in this introductory course in journalism.

ENGL 132  ADVANCED JOURNALISM 3-0-3
* 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 153  CREATIVE WRITING: STAGE AND SCREEN * HUM, AR, HU
Fall, Spring
This course offers students a forum in which to explore the processes and principles by which plays and screenplays are created. Emphasis is placed on the development of playwriting and screenwriting skills through workshops and exercises that culminate in the creation of both a short one-act play and a brief short screenplay. Examples of traditional and contemporary plays and screenplays will be discussed and analyzed.

ENGL 154  CREATIVE WRITING: NON-FICTION * HUM, HU
Fall, Spring
This course offers students an environment in which to explore the processes and principles by which non-fiction writing is created. Students will produce original pieces within categories such as memoir, travel, arts, sports, and food. Emphasis is placed on the development and precision of artistic expression. Examples of traditional and contemporary creative non-fiction 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, AR
Fall, Spring, DL
An examination of traditional and contemporary views of poets and how their art uses various milieu to interpret human experience. Some emphasis will be given to technical and structural components.

ENGL 216  CONTEMPORARY  NOVEL * HUM, HU
Fall, DL
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, AR, HU
Fall
This course serves as an introduction to the major forms of contemporary 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  PERSPECTIVES IN LITERATURE * HUM, HU
Fall, Spring
This course is an exploration of selected poetry, fiction, drama, and non-fiction reflecting the development of multicultural artistic expression in America. Students will examine contemporary and historical themes, subjects and styles for the 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
Spring
This course will examine the rich and varied literary traditions of the Native American. The major genres of the Native American literary heritage, including oral literature, fiction, non-fiction and poetry, will be studied.

ENGL 235   LATINO 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
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
Fall, Spring
This course is intended for ESL students with intermediate English language skills who would benefit from taking a pre-college level English language course. Classes focus on language development in grammar, writing, vocabulary, and oral communication. Placement is determined by testing and advisement. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English.

ESLS 093   FUNDAMENTALS 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 FOR ENGLISH AS A SECOND LANGUAGE STUDENTS I
Fall, Spring
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. 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 096 SPEAKING AND LISTENING FOR ENGLISH AS A SECOND LANGUAGE STUDENTS I

Fall, Spring
This course presents the basic elements of speaking and listening used in Standard American English. It is designed primarily for ESL students 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. 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 098 CONVERSATION 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. 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 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.

ESLS 102 ENGLISH 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.

ENTREPRENEURSHIP

ENTR 110 INTRODUCTION TO ENTREPRENEURSHIP

Fall, Spring, Summer, DL
This course explores the dimensions of creativity, innovation, and entrepreneurship by studying the processes that challenge existing models and pave the way for original solutions to problems or opportunities in the field. The focus is in stimulating creative thinking to generate ideas that may be implemented in the form of a new business venture. Students are encouraged to dream and think boldly and to move beyond traditional solutions towards innovation. Innovation is the conversion of knowledge and ideas into a benefit, either for commercial use or for the public good. This course explores the role of innovation in creating new or improved products, processes, or services. Further, students will explore the entrepreneurial process of creating value through the application of creativity and innovation through the introduction of systematic ways to more effectively find creative solutions.

ENTR 120 ENTREPRENEURIAL PROCESS

Fall, Spring, Summer, DL
This course focuses on developing a better understanding of the nature of entrepreneurial opportunities. Topics
in this course include understanding the opportunity environment, determining the feasibility of an opportunity and whether a business idea is worth pursuing, preparing for the launch, growth, and harvesting of entrepreneurial ventures, and planning for a career in entrepreneurship. Students will develop an understanding of key industry factors, market and competitive factors, and customer needs. Students will gain a better understanding of their personal entrepreneurial capacity, as well as a team building and management. The mastery of concepts covered in this course provides a foundation for the Entrepreneurial Strategy capstone course, and represents an early step in starting and managing an entrepreneurial venture following graduation.

**ENTR 150 LEGAL ISSUES 3-0-3 IN ENTREPRENEURSHIP**

*Spring, DL*

This course covers the legal issues faced by entrepreneurs in starting a new business and focuses on issues that arise in the creation, management, and operation of a business. Discussion will cover organizational structure, funding, contracts, labor and employment issues, sales of goods and services, credit issues, operational liabilities and insurance, intellectual property rights, and exit strategies. In completing this course, students, as prospective entrepreneurs, will develop an understanding of the legal concepts that are an integral part of decision making from the time an entrepreneur conceives, starts to build, and obtains financing through the development of exit strategies. Students will be prepared to meet the legal challenges and opportunities they can expect to encounter as entrepreneurs.

*Pre-requisite: ENTR 120, Entrepreneurial Process.*

**ENTR 210 ENTREPRENEURIAL 4-0-4 FINANCE**

*Fall, DL*

This course focuses on the financing decisions faced by entrepreneurs. During the first section of this course, students will learn the basics of financial accounting and planning, including financial statements and pro forma preparation and analysis. In the second section, students are introduced to the concepts of financial management, including the time value of money, profitability and break-even analysis, capital budgeting and management, and cash flow analysis. The third section of the course focuses on analyzing capital funding and financing options and needs, including business valuation models and raising capital through debt, equity, and community resources.

*Pre-requisite: ENTR 120, Entrepreneurial Process.*

**ENTR 290 ENTREPRENEURIAL 4-0-4 STRATEGY**

*Fall, Spring, DL*

In this capstone course for the Entrepreneurship Program, students will acquire the skill set necessary to evaluate entrepreneurial opportunities and challenges and develop comprehensive strategies for finance, operations, management, and marketing for a business startup. Upon successful completion of this advanced course, students will explore all aspects of starting a new business venture that will culminate in the preparation and presentation of an actionable business plan. This will include conducting feasibility studies to assess business concepts; understanding and applying legal requirements; selecting a business model; managing growth; evaluating methods of financing; preparing financial, marketing, management, and operational plans; contingency planning; and developing exit strategies.

*Pre-requisite: ENTR 120, Entrepreneurial Process. Pre- or Co-requisite: ENTR 150, Legal Issues in Entrepreneurship and ENTR 210, Entrepreneurial Finance.*

**ENTR 295 ENTREPRENEURIAL 3 Credits INTERNSHIP**

*Fall, Spring, DL*

Students will participate in an internship at an approved organization in which the key objective is experience-based learning. Students will choose to intern at an organization initiating entrepreneurial activities or within an industry in which the student would like to start or buy a company. These organizations can be either for profit or not-for-profit. Students will be required to keep weekly journals of their experiences and how these experiences relate to their required readings. This internship can only be taken after successfully completing nine entrepreneurial credits or by approval from the department chairperson.

*Pre-requisite: ENTR 120, Entrepreneurial Process.*

**FINES 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 104  HISTORY OF FASHION * HUM, AR, HU  
Fall, Spring, Summer, DL  
This course is a survey of the forms, contexts and styles of Western dress and fashion from the Renaissance to the 21st century. The role of clothing styles in culture and their relationship to fine arts, decorative arts and architecture will be analyzed. The emergence of 20th century fashion and fashion designers and the specific styles and trends of Western fashion will be examined, including historical references and cross-cultural influences.

ARTS 107  ART APPRECIATION * 3-0-3  
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 DIMENSIONAL DESIGN, AR  2-4-3  
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. Students will be responsible for purchasing some required course supplies.

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 125  BLACK AND WHITE PHOTOGRAPHY, AR  2-4-3  
Spring, Summer  
Lab fee will be required  
Through an examination of film-based photography, students will explore the historical, formal and conceptual aspects of black and white photography. This studio art course emphasizes the development of technical skills in the darkroom and studio as well as mastery of photography’s visual vocabulary. Students will 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. A 35 mm film camera is required; students are also required to purchase black and white film, enlarging paper, mat board, and other supplies as directed by the instructor. A lab fee will be required.
ARTS 129 PHOTOGRAPHY I, 2-4-3
Fall, Spring
Lab 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. Students also are required to purchase quality inkjet paper, matboard, digital media and other supplies as directed by the instructor.

ARTS 133 INTRO TO DIGITAL PHOTOGRAPHY, AR
Fall, Spring, Summer
This course is a hands-on introduction to digital photography grounded in the historical, conceptual, and practical developments in the field of photography. Students will acquire experience in the use of computers, peripheral hardware, and image processing software to produce digitally-enhanced photographs. The technical and aesthetic possibilities of digital photography will be examined through a series of sequential assignments. Images and ideas will be developed through a combination of lectures, demonstrations, supervised classwork and critiques. It is expected that students will spend additional time outside of class completing course assignments. A digital camera is required; the purchase of image editing software for home use is highly recommended.

ARTS 135 INTRODUCTION TO PHOTOGRAPHY, AR
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 classwork, and assignments. Students will spend additional time outside of class completing course assignments. Digital and 35mm SLR cameras are required; students are also required to purchase film, enlarging paper and other supplies as directed by the instructor.

ARTS 139 PHOTOGRAPHY II, 2-4-3
Spring
Lab fee will be required.
This studio art course will emphasize 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 photography and develop ideas and images through a combination of lectures, demonstrations, reading and writing assignments, projects and critiques. It is expected that the students will spend additional time outside of class completing course assignments.
Pre-requisite: ARTS 129, Photography I or by permission of instructor and department chair.

ARTS 140 TELEVISION PRODUCTION I 3-0-3
Fall, Spring
Students will learn the basics of video production: camera operation, audio equipment, lights, ancillary equipment, and program production from scriptwriting and studio work to editing.

ARTS 145 INTRODUCTION TO ELECTRONIC ART, AR 2-4-3
Fall, Spring
Lab fee will be required.
This course serves as a foundation course in the area of electronic art through focused lectures and hands-on studio work. Students will be exposed to a brief historical overview of electronic art, interpretations of its practice in the context of the visual arts, and introductions to contemporary artists working with electronic media. Students, in addition, will be introduced to tools and methods employed in digital imaging and will be required to develop creative projects in this area.
Pre-requisite: Basic knowledge of PC platform computers.

ARTS 150 INTRODUCTION TO GALLERY MANAGEMENT 3-0-3
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. Students may be responsible for the purchase of some necessary course supplies.
Co-requisites: ARTS 100, Survey of Art History I or ARTS 101, Survey of Art History II or ARTS 202, 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, discussion, 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 IN 3 credits 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 a video camera with USB capability for use in class, as well as outside of class. See course instructor during the first class should you have questions regarding specific equipment to obtain.

ARTS 202 MODERN 3-0-3 ART HISTORY * HUM, AR, HU

Fall, Spring, Summer, DL
This course is a focused examination of art of the modern era. It examines the origins, concepts, and theories of modern art, architecture, and sculpture in the Western world, from the 1870s through the 1940s. This course covers impressionism, post-impressionism, art nouveau, dada, surrealism, international style, cubism, and abstract expressionism. Previous study of art history is helpful but not required.

ARTS 205 HISTORY OF 3-0-3 WESTERN ARCHITECTURE * HUM, AR, HU

Fall, Spring, DL
This course provides an overview of Western architecture from the prehistoric period up until the present (ca. 10,000 BCE until present day). The emphasis will be on the cultural content of architecture and the meanings, ideas and uses of architecture during the periods covered.

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. Students
ARTS 236  INDEPENDENT  3-0-3
STUDY IN PHOTOGRAPHY,  AR

Fall, Spring, Summer  Lab fee will be required
Independent Study in Photography is the critical crossover between strictly assignment oriented foundation-level work and the more advanced-level courses where students will find themselves expected to pursue their own work. Independent Study in Photography is intended to provide a departure point for the student’s ongoing investigation of form and concept through artmaking. Independent Study provides a setting for further guided study in photography and related media. Students in Independent Study are expected to have a command of their fundamental photography skills and to further develop these photography skills as needed throughout the semester. Film SLR or DSLR required; students are also required to purchase film, enlarging paper or quality inkjet paper (depending on medium used) as well as other supplies as directed by the instructor.

Pre-requisite: Prior photography coursework at the college level is required or permission of instructor and department chairperson.

ARTS 225  EXPERIMENTAL  2-4-3
DRAWING IN ITALY I, AR

Summer  Lab fee will be required
A month-long, hands-on immersion in the sites and masterworks of the Florentine Renaissance exploring the interface between historical and contemporary drawing.

Note: A portion of the fees being paid by 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 264  NET ART  2-4-3

Fall, Spring, Summer
This hands-on studio course is an introduction to the process of making art using Web-based technology. Throughout the course, students will explore the aesthetics arising from the advent of Web culture as well as examine the preceding art movements. Students will receive a survey of Web-oriented software and programming which will enable them to create their own artistic Web-based projects. This course is aimed at those who already have some Web-based software knowledge but wish to expand upon their skills and knowledge of the Internet. Students may be responsible for the purchase of some necessary course supplies.

Pre-requisite: ARTS 145, Introduction to Electronic Art or by permission of the 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. Students will be responsible for purchasing some required course supplies.

Pre-requisite: ARTS 212, Advanced Study in Drawing and Painting I and/or written permission of instructor and department chair.

ARTS 262  2D WEB NARRATIVE  2-4-3
ANIMATION

Fall, Spring, Summer
This course is an introduction to animation as a contemporary art form. Students will use Adobe Creative Software Flash or industry equivalent to create standalone and interactive animations based upon a story or theme. The course will begin with an introduction to the history, types and basic principles of animation as well as an overview of animation software. Students will continue to develop skills through concept-based assignments. Students may be responsible for the purchase of some necessary course supplies.

Pre-requisite: ARTS 115, Two Dimensional Design or ARTS 145, Introduction to Electronic Art or by permission of the instructor and department chair.

ARTS 111, Drawing II, ARTS 121, Painting II, ARTS 131, Photography II and/or written permission of instructor and department chair.

ARTS 213, Advanced Study in Drawing and Painting I and/or written permission of instructor and department chair.

Pre-requisite: ARTS 110, Drawing I or permission of department chairperson.

ARTS 225, 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 110, Drawing I or permission of department chairperson.

ARTS 145, Introduction to Electronic Art or by permission of the instructor and department chair.

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.

Pre-requisite: ARTS 115, Two Dimensional Design or ARTS 145, Introduction to Electronic Art or by permission of the instructor and department chair.
ARTS 268  PROFESSIONAL  1-0-1
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. Students may be responsible for the purchase of some necessary course supplies.

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.

FOREIGN LANGUAGES

ARBC 100  ARABIC LANGUAGE  3-0-3
AND CULTURE I  * HUM, FL

Fall  Lab fee will be required
This course is designed to introduce the student to the Arabic sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Arabic culture. Classroom instruction is supplemented with exercises in the language laboratory.

Recommendation: Primarily designed for students with no previous knowledge of Arabic.

ARBC 101  ARABIC LANGUAGE  3-0-3
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
AND DEAF CULTURE 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
AND DEAF CULTURE 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 American Sign Language conversations that include ASL grammar.
Pre-requisite: ASLN 100, American Sign Language and Deaf Culture I.

CHNS 100 CHINESE LANGUAGE AND CULTURE I * HUM, FL
Fall Lab fee will be required
This course is designed to introduce students to the Mandarin Chinese sound system and grammatical structure, including listening comprehension, reading, speaking and writing. In addition to language skills, students are provided with insight into Chinese culture. Classroom instruction will be supplemented with exercises in the language laboratory.
Recommendation: Primarily designed for students with no previous knowledge of Chinese.

CHNS 101 CHINESE LANGUAGE AND CULTURE II * HUM, FL
Spring Lab fee will be required
A continuation of Chinese Language and Culture I, this course introduces students to more complicated elements of Chinese grammar and concentrates on the refinement of the student’s basic communication skills. The course also provides students with insight into Chinese culture. Classroom instruction will be supplemented with exercises in the language laboratory.
Pre-requisites: CHNS 100, Chinese Language and Culture I.

CHNS 200 CHINESE LANGUAGE AND CULTURE III * HUM, FL
Fall Lab fee will be required
This is an intermediate Mandarin Chinese language course designed for students who have successfully completed CHNS 101, Chinese Language and Culture II or equivalent. It builds on skills taught in Chinese Language and Culture II with the goal of further development in the four skill areas of reading, writing, listening and speaking. This course also provides students with insight into Chinese culture. Classroom instruction will be supplemented with exercises in the language laboratory.
Pre-requisite: CHNS 101, Chinese Language and Culture II or permission of department chair.

CHNS 201 CHINESE LANGUAGE AND CULTURE IV * HUM, FL
Spring Lab fee will be required
This is an intermediate to advanced Mandarin Chinese language course designed for students who have successfully completed CHNS 200, Chinese Language and Culture III or equivalent. It builds on skills taught in Chinese Language and Culture III with the goal of further development in the four skill areas of reading, writing, listening and speaking. This course provides students with insight into Chinese culture as well as exposure to Chinese literature. Classroom instruction will be supplemented with exercises in the language laboratory.
Pre-requisite: CHNS 200, Chinese Language and Culture II or permission of department chair.

FREN 100 FRENCH 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 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 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 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 100 GERMAN 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 German sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into German culture. Classroom instruction is supplemented with exercises in the language laboratory.  
**Recommendation:** Primarily designed for students with no previous knowledge of German.

**GERM 101 GERMAN 3-0-3**

**LANGUAGE AND CULTURE II * HUM, FL**

*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 German.

**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 Italian culture and customs, is supplemented with exercises in the language laboratory.  
**Pre-requisite:** Primarily designed for students who have completed Italian I or no more than two years in high school.

**JAPN 100 JAPANESE 3-0-3**

**LANGUAGE AND CULTURE I * HUM, FL**

*Fall*  
Lab fee will be required  
This course is designed to introduce the student to the Japanese sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Japanese culture.
culture. Classroom instruction is supplemented with exercises in the language laboratory.

**Recommendation:** Primarily designed for students with no previous knowledge of Japanese.

**JAPN 101 JAPANESE 3-0-3 LANGUAGE AND CULTURE II * HUM, FL**

*Spring*  
Lab fee will be required  
A continuation of Japanese I, this course introduces the student to the more complicated elements of Japanese grammar and concentrates on the refinement of the student’s basic communication skills. Classroom instruction, which also continues to give the student an awareness of Japanese culture and customs, is supplemented with exercises in the language laboratory.  
**Pre-requisite:** Primarily designed for students who have completed Japanese I.

**LATN 100 LATIN 3-0-3 LANGUAGE AND CULTURE I * HUM, FL**

*Fall, Spring, DL*  
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, DL*  
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, DL*  
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 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 HEALTHY   1-0-1
RELATIONSHIPS

Fall, Spring
This course will offer students an understanding of the components of healthy relationships. Through the study of those components, students will recognize the qualities of unhealthy relationships and discover directions for change. The techniques, skills and resources presented will heighten students’ awareness of the roles and responsibilities of each partner in a relationship.

HLTH 131  STRESS AND HEALTH  1-0-1

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 135  SELF-IMPROVEMENT  1-0-1

Fall, Spring, Summer
As an introductory health education-based course, Self-Improvement provides students with the knowledge and skills necessary to acquire positive behavior change, including the adoption of a more healthful, productive and wellness-oriented lifestyle. The course provides various opportunities to seek areas of interpersonal growth and improvement.

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  2-0-2

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  2-0-2

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 153  WOMEN’S HEALTH ISSUES

Fall, Spring, Summer, DL
This course will provide knowledge in health concerns unique to women. It will explore both physical and emotional issues and include strategies in the prevention and management of such issues. It will also cover topics such as physical fitness, nutrition, stress management, body image, sexual health and various diseases common to female gender.
HITC 101  MEDICAL RECORD REVIEW, TRANSCRIPTION AND TERMINOLOGY
Fall, Spring, DL
The student will learn to review and transcribe medical records based on the current best practices. In support of the medical record review and transcription, the student will learn the basics of medical terminology including the construction and analysis of medical terms with an emphasis on body systems, medical conditions and procedures, prefixes, suffixes, root terms, pronunciation and spelling as they relate to medical record review and transcription. Students will learn to research terminology specific to the medical reviewer and transcriptionist.

HITC 103  INTRO TO MEDICAL CODING, HEALTH INSURANCE AND REIMBURSEMENT
Fall, Spring, DL
The course introduces the student to the basics of standard medical coding classifications and nomenclatures used to code diseases and medical/surgical procedures, i.e. CPT4, ICD9 and HCPCS. Students will explore the practical applications of medical coding relative to delivery system, health insurance and reimbursement mechanisms.

HITC 104  ADVANCED MEDICAL CODING AND REIMBURSEMENT
Fall, Spring, DL
The course offers an advanced study of the ICD-9-CM, CPT-4 and the HCPCS coding systems with emphasis on accurate code sequencing of complex medical/surgical cases. Students will use case studies, health records, and federal regulations regarding payment systems and methods of reimbursement. Students will work with both inpatient and outpatient claims forms to gain knowledge of the billing process. However, emphasis will be placed on coding in the outpatient setting. Students will investigate through assigned research reimbursement and coding topics including: DRGs, APCs, RBRVs, Chargemasters, Coding Compliance, ICD-10, encoding and grouping software. Students will use encoder/grouper software.

Pre-requisite: HITC 103, Introduction to Medical Coding, Health Insurance, and Reimbursement.

HITC 105  CLINICAL OFFICE PROCEDURES
Fall, Spring
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 exam-
This course is designed for Health Information Technician students in their third semester of study.

**HITC 107  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, Introduction to Medical Office Procedures.*

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**HEATING/AIR CONDITIONING/REFRIGERATION TECHNICAL SERVICES**

**HVAC 110  REFRIGERATION PRINCIPLES I**

*Fall*

The fundamental principles of physics and thermodynamics are taught as they pertain to the refrigeration cycle. Emphasis is placed on pressure-temperature relationships and the cyclic nature of refrigeration systems. Refrigerant types and refrigerant controls are studied.

*Pre- or co- requisite: HVAC 130, Electricity for HVAC/R.*

**HVAC 111  REFRIGERATION PRINCIPLES II**

*Spring*

This course is a continuation of HVAC 110, Refrigeration Principles I. Students will learn an applications-oriented approach to the mechanical components and processes of the refrigeration cycle, with emphasis placed on the use of gathered system data for use in system diagnosis and troubleshooting. In addition, students will learn the fundamentals of refrigeration system sizing, application and equipment selection procedures.

*Pre-requisite: HVAC 110, Refrigeration Principles I.*

**HVAC 120  REFRIGERATION 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 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 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 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.

*Pre-requisites: 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 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.*
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<td>HVAC 203</td>
<td>HVAC/R Systems Design I</td>
<td>2-2-3</td>
<td>Fall</td>
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<td>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.</td>
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<td>HVAC 211</td>
<td>Refrigeration and AC Systems Appl. I</td>
<td>4-0-4</td>
<td>Fall</td>
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<td>Commercial ice makers, supermarket refrigeration and residential AC systems are all covered in this course. Of particular importance are sequences in electrical control and trouble-shooting techniques. Pre-requisites: HVAC 111, Refrigeration Principles II. Co-requisite: HVAC 220, Heat Transfer Lab.</td>
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<td>Refrigeration and AC Systems Appl. II</td>
<td>4-0-4</td>
<td>Spring</td>
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<td>This course is a continuation of HVAC 211, Refrigeration and AC 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 psychometrics, 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.</td>
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<td>HVAC 213</td>
<td>HVAC/R Systems Design II</td>
<td>2-4-4</td>
<td>Spring</td>
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<td>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.</td>
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<th>Course Code</th>
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<tr>
<td>HVAC 220</td>
<td>Heat Transfer Systems II</td>
<td>3-6-6</td>
<td>Fall</td>
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<td>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.</td>
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<tr>
<td>HVAC 221</td>
<td>Diagnosing and Servicing Lab</td>
<td>3-6-6</td>
<td>Spring</td>
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<td>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 222, Refrigeration and AC Applications II.</td>
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<tr>
<td>HVAC 230</td>
<td>HVAC/R Control Systems</td>
<td>3-0-3</td>
<td>Spring</td>
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<td>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.</td>
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<tr>
<td>HVAC 240</td>
<td>Heat Transfer Systems II</td>
<td>4-0-4</td>
<td>Fall</td>
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<td>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.</td>
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<tr>
<td>HVAC 250</td>
<td>Introduction to Geothermal Heat Pump Systems</td>
<td>3-2-4</td>
<td>Spring, Summer</td>
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<td>Lab fee will be required. This course is designed to instruct the student in the design and installation of geothermal heat pump systems. This will include design theory, soils identification, piping meth-</td>
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ods, heat exchangers, well drilling, trenching and grouting. Pre-requisite: HVAC 211, Refrigeration and AC Systems Applications I or by permission of department chair.

**HISTORY**

**HIST 100** WESTERN CIVILIZATION AND THE WORLD I * SSC, 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 CIVILIZATION AND THE WORLD II * SSC 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 OF AMERICAN HISTORY I * SSC, AH, HU, OSL
*Fall, Spring, Summer, DL*
Issues and problems in American history through Civil War period.

**HIST 111** INTERPRETATIONS OF AMERICAN HISTORY II * SSC, 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 NEW YORK STATE I * SSC, HU
*Fall*
The history of the state from colonial times to the 19th century.

**HIST 113** HISTORY OF NEW YORK STATE II * SSC, HU
*Spring*
The history of the state from the 19th century to recent times.

**HIST 115** INTRO TO AFRICAN-AMERICAN HISTORY * SSC, AH, HU
*Fall, Spring, Summer*

**HIST 120** HISTORY OF AFRICA I * SSC, 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 * SSC, 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 MIDDLE EAST I: 600 - 1798 * SSC, OC, HU
*Fall*
This course is designed for students to be an introduction to the history of the Middle East from the time of the Prophet Muhammed to the Napoleonic invasion of 1798. It will focus primarily on the geographical, social, cultural, economic and political forces that have helped to shape the Middle East as a unique region of the world.

**HIST 123** HISTORY OF THE MIDDLE EAST II: 1798 - Present * SSC, 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 HISTORY * SSC, 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**  
**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**  
**3-0-3**  
**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**  
**3-0-3**  
**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.

**HIST 140**  
**MODERN CHINA**  
**3-0-3**  
**Fall, Spring, Summer, DL**  
This course is designed to provide students with a brief overview of early Chinese history and then a more comprehensive analysis of modern China from the 19th century onwards. Topics will cover the many features of Chinese society and how its connections to the past, to which the Chinese remain firmly attached, still affect Chinese society in a fast-moving and vibrant global environment.

**HIST 145**  
**MODERN INDIA**  
**3-0-3**  
**Fall, Spring, Summer, DL**  
This course examines the growth of India over many centuries. After covering its geography, early background and history, the course moves to more intensive examinations of India’s history from the late 18th century to the present.

**HONORS**

See also specific subjects for additional HONR courses.

**HONR 190**  
**HONORS SEMINAR I**  
**3-0-3**  
**Fall**  
* SSC, SS, OSL

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**  
**4-0-4**  
**Fall**  
* HUM, HU

This seminar course is designed as the capstone course within the Liberal Arts and Science: Humanities and Social Science and Liberal Arts and Science: Mathematics and Science Honors advisement tracks. Through reading, experience, research, discussion and writing, students will examine the generation and use of knowledge from a variety of disciplinary perspectives and explore what it means to be human in the 21st century.

Open only to students enrolled in the honors advisement tracks noted above.

**HUMAN SERVICES**

**HUSV 100**  
**SOCIAL SERVICE SYSTEMS**  
**3-0-3**  
**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**  
**3-0-3**  
**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  1-0-1
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 ON DISABILITY  3-0-3

Spring, DL
This course will present an overview of current theoretical and philosophical perspectives relating to mental, physical and developmental disabilities. Course content and activities will enable student to recognize ways in which disability affects individuals as members of families, groups, organizations and communities. Ethical and legal issues such as self-determination, strategies for independence and non-discrimination will be addressed.

HUSV 120  PROBLEMS OF ADOLESCENCE  3-0-3

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 AND THE SOCIAL ENVIRONMENT  3-0-3

Fall, Spring
Aging is studied from an interdisciplinary perspective. The course covers physical, psychological and social aspects of aging. Special problem areas and support services provided by community agencies.

HUSV 200  INTERVIEWING AND TECHNIQUES OF COMMUNICATION

Fall, Spring
An introduction to the principles, theory, and techniques of the interview with emphasis on the dynamics of interaction and on developing communication skills applicable to the helping professions.

HUSV 205  INTRODUCTION TO SOCIAL GROUP WORK

Fall, Spring
The basic concepts of group work will be covered. The focus is on the theory of group dynamics and on the development of skills for leadership in groups.

HUSV 210  HUMAN SEXUALITY  3-0-3

Fall, Spring, DL
This course studies human sexuality from biological, psychosocial and humanistic perspectives. Students will be examining course content within the framework of their own moral standards and value systems.

HUSV 215  PSYCHOLOGY AND HISTORY OF POVERTY  3-0-3

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.
INDIVIDUAL STUDIES

INDS 100 CAREER PLANNING 3-0-3
AND DECISION MAKING * SSC
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 1-0-1
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 * SSC 3-0-3
Fall, Spring
This course will enable students to become independent learners who understand the process of learning and can apply that process in and out of the classroom. Utilizing educational theory and research, instruction will focus on concepts and principles of learning in addition to academic and self-management strategies. Class discussions, group/individual activities, and course assignments will provide opportunities to apply the concepts, principles and strategies to actual academic situations.
INDS 110 COMMUNITY 1-2-1
SERVICE SEMINAR I
Fall, Spring
Designed to combine voluntary experience with academic learning, this course requires a total of 30 hours of volunteer service within the semester at a community agency. Placement is arranged by the student in consultation with the instructor. In addition, students must keep a written log of their experiences and attend a weekly seminar to discuss and integrate related readings and volunteer work. Evaluation by the placement supervisor is also required.

INDS 111 COMMUNITY 1-5-2
SERVICE SEMINAR II
Fall, Spring
Designed to combine voluntary experience with academic learning, this course requires a total of 75 hours of volunteer service within a semester at a community agency. Placement is arranged by the student in consultation with the instructor. In addition, students must keep a written log of their experiences and attend a one-hour weekly seminar to discuss and integrate related readings and volunteer work. Evaluation by the placement supervisor is also required.

INDS 112 COMMUNITY 1-8-3
SERVICE SEMINAR III
Fall, Spring
Designed to combine voluntary experience with academic learning, this course requires a total of 100 hours of volunteer service within the semester at a community agency. Placement is arranged by the student in consultation with the instructor. In addition, students must keep a written log of their experiences and attend a one-hour weekly seminar to discuss and integrate related readings and volunteer work. Evaluation by the placement supervisor is also required.

INDS 115 STRATEGIES 1-0-1
FOR SUCCESSFUL ONLINE LEARNING
Fall, Spring, Summer, DL
This one-credit course will prepare students to be successful online learners and will allow students to make optimal use of online learning resources. Utilizing textbook reading assignments and online lectures, activities and 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.

INVASIVE CARDIOVASCULAR TECHNOLOGY

ICVT 200 INTRODUCTION 2-0-2
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 3-0-3
INVASIVE CARDIOVASCULAR TECHNOLOGY I
Fall
This course will provide an introduction to the basic principles of invasive cardiovascular technology. Topics include sterile technique, hemodynamic monitoring, diagnostic cardiovascular procedures and operation of equipment used to perform testing in the cardiac catheterization lab. Open only to matriculated Invasive Cardiovascular Technology students.
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 230  INVASIVE  13 credits  
 CARDIOVASCULAR  
 TECHNOLOGY CLINIC III  

Summer  
This course occurs at the various affiliate hospitals for 12 weeks during the summer session. The student will integrate knowledge gained and demonstrate proficiency in the clinic objectives. The lecture portion of the course will review information necessary for the student to successfully pass the National Credentialing exam. The student will also research and present a patient case to the class.  
Open only to matriculated Invasive Cardiovascular students.  

Pre-requisites: ICVT 220, Invasive Cardiovascular Technology II and ICVT 221, Invasive Cardiovascular Technology Clinic II.  

ITAL COURSES  
(See Foreign Languages)  

JAPN COURSES  
(See Foreign Languages)  

LABOR STUDIES  

LABR 170  WOMEN AT WORK  3-0-3  
Offered on demand  
This course will examine the work experiences and labor organization of women workers. The course will begin by briefly exploring the history of women as wage earners and unpaid laborers in the United States. We shall then seek to explain why most women have not been organized by examining the postwar social and economic conditions, the sexual division of labor, and the obstacles as well as opportunities women face in the workplace as well as the labor movement today. We will explore different strategies for organizing women workers, and current efforts of working women to organize themselves.  

LABR 175  QUALITY OF WORKLIFE  3-0-3  
Offered on demand  
This course will offer an examination of the various dimensions which affect the quality of work life. Among the issues to be discussed are work processes, organizational structure, styles of supervision, and impact on stress and burnout. Detailed discussion of such specific issues as physiological and psychological stress and forms of worker alienation will be offered. Students will be asked to use their own experiences in combination with reading and exercises to analyze problems and approaches for coping with the declining quality of work life.  

LABR 180  LABOR HISTORY  3-0-3  
* HUM, AH, HU  
Fall, Spring, DL  
This course reviews the major developments in American labor history from Colonial times to the present and emphasizes the changing goals of labor; early union efforts; the evolution of labor legislation; collective bargaining; the development of the AFL-CIO and the changing relationships between workers and the employer.
LABR 185  LABOR LAW  3-0-3  
*Fall, Spring*
This course examines the principles of labor law. Students will concentrate on major provisions of the National Labor Relations Act, examining how the 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 CHANGING ROLE IN THE AMERICAN ECONOMY  3-0-3  
*Offered on demand*
This course will examine contemporary economic theories and their relationship to the economic problems confronting the American citizen in general and the American union member in particular. Topics such as productivity markets, employment, unemployment, inflation, taxation, foreign trade, etc. will be addressed. Solutions to current economic problems will be explored.

LABR 220  UNION LEADERSHIP AND ADMINISTRATION  3-0-3  
*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 INDUSTRIAL HYGIENE  3-0-3  
*Offered on demand*
This course builds on the knowledge acquired in both the safety hazard and health hazard courses to provide students with greater mastery of hazard evaluation and control methods. (Students are encouraged to complete the health hazard and safety hazard courses before taking Industrial Hygiene.) It will provide practical, hands-on training in evaluating potential work site hazards. Students will learn about environmental monitoring methods such as air sampling and become familiar with commonly used equipment. They will also learn to interpret and evaluate monitoring data provided by professional testers. 
*Pre-requisites: 1 unit academic math.*
LABR 250 DISPUTE RESOLUTION 3-0-3

Offered on demand
This course is designed as an introduction to dispute resolution theory and practice with special emphasis on its applications in the field of industrial and labor relations. This course examines the nature and sources of conflict in various areas of society and the role of negotiations, mediation, arbitration and fact-finding in the resolution of disputes. Special emphasis will be given to techniques employed in the areas of dispute resolution and their combined use as a method of settling conflict.

LABR 270 PUBLIC SECTOR LABOR LAW 3-0-3

Fall, Spring
A survey and analysis of the New York State Public Employees Fair Employment Act and other state laws covering public employees. The course will examine the extent to which the law protects and regulates concerted action by employees in the public sector. The intent is to study and understand the law as written but, more importantly, how it has been interpreted by the courts of New York State in its application. Major emphasis will be employee and employer rights, including recognition and certification, improper practices, strikes, grievances and disciplinary procedures to the New York State Public Employment Relations Board.

LABR 275 NEW YORK WORKERS’ COMPENSATION LAW 3-0-3

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 253 ARBITRATION 3-0-3

Offered on demand
This course will examine the function of arbitration in labor-management relations. It will include preparation of arbitration, the conduct of hearings, evidence and proof and the standards used by arbitrators in reaching a decision. Students will participate in mock arbitration hearings. Student’s own experience and knowledge of arbitration will be drawn upon.

LABR 255 PUBLIC SECTOR COLLECTIVE BARGAINING 3-0-3

Offered on demand
A basic course designed to equip students with a conceptual understanding of the collective bargaining process in the public sector. Among the topics covered are: the nature of the collective bargaining process; the scope of bargaining; collective bargaining structure; wage patterns; and impasse procedures in the public sector.

LABR 260 OCCUPATIONAL SAFETY AND HEALTH LAW 3-0-3

Fall, Spring
This course will provide students with a working knowledge of federal, state, and local statutes, regulations, and court decisions which have impacted the development of a safer and healthier workplace as well as an understanding of how to research the legal aspects of this field.

LABR 265 EMPLOYMENT DISCRIMINATION AND THE LAW 3-0-3

Fall, Spring
This course will include an examination of laws relating to employment discrimination based on race, color, religion, sex, national origin, age, sexual orientation and disability. The impact of developing principles of law on personnel policies and procedures will be discussed as will strategies employees and employee organizations can follow to best protect themselves from being subjected to unlawful discrimination.

LABR 281 HEALTH HAZARDS IDENTIFICATION AND EVALUATION IN THE WORKPLACE 3-0-3

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 HAZARDS IDENTIFICATION AND EVALUATION IN THE WORKPLACE 3-0-3

Fall, Spring
This course provides students with the basic knowledge necessary to identify situations requiring immediate controls based on safety implications and to prioritize others for further evaluation and investigation. Students become familiar with current occupational safety regulations, codes,
and standards of good practice which address machine guarding, electrical safety, walking and working surfaces, fall protection, and basic elements of an effective safety program. Students will become familiar with site inspection and hazard identification methods and will learn about control techniques appropriate for a variety of work settings.

LABR 283 ORGANIZATIONAL STRATEGIES FOR OCCUPATIONAL SAFETY AND HEALTH

Fall
Students in this course will be encouraged to explore new possibilities in the implementation of occupational safety and health programs at their places of work. Specifically, the focus will be placed upon bringing greater efficiencies to the process, developing incentives for higher standards and continuous improvement, and integrating occupational safety and health into the overall business process and the strategic goals of the organization. This course explores specific management and union strategies for improving working conditions and work practices through collective bargaining, worker education, worker involvement, incentive and performance evaluation systems.

LATN COURSES
(See Foreign Languages)

LEARNING SKILLS

LRAC 090 LAC/READING AND STUDY SKILLS LAB

Fall, Spring
This is an individually programmed service to improve student’s vocabulary, reading comprehension, reading rate, textbook skills, and general study habits. Emphasis is placed on the effective use of the textbook and class notes the student is using in his/her specific course of study.

LRAC 091 LAC/MATH

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 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

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 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 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 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.

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 3-0-3
Fall, Spring, Summer, DL
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 explore the aspects of organizing and managing a start-up business and will study the components of a business plan. Course materials will be developed through short projects and students will create
business descriptions, sales and human resource strategies, and financial plans. This course is recommended for students interested in exploring the fundamental concepts pertaining to small business management. This course is not recommended for students pursing an A.A.S. in Entrepreneurship.

**MKTG 218 RETAIL MANAGEMENT**

*Fall, Spring, DL*

This course is designed to prepare the student for good retail planning and decision making. Topics covered include consumer behavior, information systems, store location, operations, service retailing, retail institutions, franchising, and computerization. The course also includes a section on the comparison of “brick and mortar” stores to “click and mortar” stores. An up-to-the-minute approach is utilized to best prepare students for the current market economy.

**MKTG 230 EVENT MANAGEMENT**

*Fall, Spring, Summer, DL*

In this course, students will learn about managing and planning events. The techniques and practices of event management including setting objectives, program planning, research and targeting, site selection, crowd control, negotiating, budgeting, marketing, and publicity will be covered. Students will also be introduced to the social and cultural aspects of special events.

**MKTG 232 TOURISM AND RESORTS**

*Fall, Spring, Summer, DL*

This course is a survey of resorts and tourism. This course focuses on concepts, terminology, demographics, financial significance and trends in tourism and resorts. This course is designed to provide an overview of the tourism industry. The student will be exposed to the various components which comprise tourism.

**MKTG 240 BUSINESS ETHICS**

*Fall, Spring, Summer, DL*

This course provides students with an opportunity to identify, analyze, and resolve ethical issues in business. Students will examine ethical responsibilities from the perspective of executives, business managers, employees, customers, and citizens. Topics include social responsibility, environmental issues, product liability, employee rights and discrimination.

**MKTG 290 INTERNSHIP**

*3 to 6 credits by advisement*

*Fall, Spring, Summer, DL*

Students will participate in an internship at an approved organization in which they will develop and utilize skills necessary in today’s workforce. Students also will be required to keep a weekly journal of their workplace experiences and how these experiences relate to their required readings. This internship can only be taken after successful completion of one full-time semester of study or successful completion of 12 credit hours. Subject to department chairperson approval.

**MATHEMATICS**

**SEQUENCING OF MATHEMATICS COURSES**

To assist with the appropriate selection of mathematics courses, the flow chart below illustrates the suggested paths of course work a student may follow to build math skills.

**MATH 085 MATH STUDY SKILLS**

*Offered on demand*

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 3-0-3ND SKILLS
Offered on demand
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 095 BASIC 4-0-4ND MATHEMATICS WITH STUDY SKILLS
Fall, Spring, DL
This is a basic preparatory course developing arithmetic skills of whole numbers, fractions, decimals, percents, basic geometry and signed numbers. The course will incorporate techniques needed to be successful in math, while developing reasoning and problem-solving skills. Credit earned in this course cannot be applied toward an associate degree.

MATH 099 ELEMENTARY 3-0-3ND ALGEBRA I
Fall, Spring, Summer, DL
This is a basic preparatory course in the fundamentals of algebra and trigonometry. Topics include: integers, fractions, order of operations, operations with signed numbers, solving first degree equations in one variable with applications, solving and graphing inequalities in one variable, operations with polynomials, graphing linear equations, writing equations of lines and the solution of right triangles by the use of trigonometry and Pythagorean Theorem. A scientific calculator is required. 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.

Pre-requisite: Two units academic math.

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 TECHNICAL 3-0-3 MATHEMATICS I * MAT
Fall, Spring, Summer, DL
The following topics are covered with an emphasis on technical and industrial applications: fractions, decimals, converting units, the metric system, ratio and proportion, measurement, basic algebra skills and geometry. In the technology areas that apply it, trigonometry is covered. This course may not be transferable to a four-year college. A scientific calculator is required for this course.

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 graphing linear equations. A scientific calculator is required. This course may not be transferable 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 MATHEMATICAL 3-0-3 STRUCTURES I * MAT, MT
Fall, Spring, DL
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 3-0-3 STRUCTURES II * MAT, MT
Offered on demand
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 4-0-4
STATISTICS * MAT, MT

Fall, Spring, DL
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 4-0-4
APPLICATIONS II * MAT, MT

Fall
The first course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics included are: the trigonometry functions, vectors, units of measurement and approximate numbers, fundamental concepts of algebra, functions and graphs, systems of linear equations, determinants, factoring and fractions, quadratics, variation and geometry, (areas and perimeters of common plane figures, volumes and surface areas of common solids). The graphing calculator will be used throughout the course. (Verizon section will use technology supplied by Verizon).

MATH 141 MATHEMATICAL 4-0-4
APPLICATIONS II * MAT, MT

Fall
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 4-0-4
WITH TRIGONOMETRY * 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 4-0-4
FOR MATHEMATICS AND SCIENCE * MAT, MT

Offered on demand
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
This course explores the study of algebraic and transcendental functions and their graphs, complex numbers, DeMoivre’s Theorem, and applications of these concepts.

NOTE: A graphing calculator may be required and will be discussed at the first class.

Pre-requisite: Three units academic math.

MATH 165 BASIC CALCULUS 4-0-4
WITH ANALYTIC GEOMETRY * MAT, MT

Fall, Spring, Summer, DL
The course is a continuation of MATH 150, College Algebra with Trigonometry. It includes topics from analytical geometry and analysis and applications of differential and integral calculus to algebraic and selected transcendental functions.

NOTE: A graphing calculator may be required and will be discussed at the first class.

Pre-requisite: MATH 150, College Algebra with Trigonometry or equivalent.
MATH 175  CALCULUS WITH PRECALCULUS I * MAT, MT
Offered on demand
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. Successfully completing both 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 * MAT, MT
Offered on demand
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. Successfully completing both this course and Calculus with Precalculus I (MATH 175) are equivalent to Precalculus (MATH 160) and Calculus I (MATH 180).
Pre-requisite: MATH 175, Calculus with Precalculus I.

MATH 178  HONORS 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 advise- ment track of the Liberal Arts and Science Program or by permission of department chair.
Pre-requisite: MATH 150, College Algebra with Trigonometry.

MATH 180  CALCULUS I * 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.

NOTE: A graphing calculator may be required and will be discussed at the first class.
Pre-requisite: MATH 160, Precalculus or the equivalent.

MATH 183  DISCRETE MATHEMATICS * MAT, MT
Spring
This course is designed for math-science and computer science majors to discuss many topics applicable to their field of study, but can also be beneficial to engineering science majors. Topics include: set theory, logic, methods of proof, relations, functions, partial order, equivalence relations, lattices, Boolean algebra, graph theory, and predicate calculus.
Pre- or co- requisites: MATH 176, Calculus with Precalculus II or MATH 180, Calculus.

MATH 190  CALCULUS II * 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.
NOTE: A graphing calculator may be required and will be discussed at the first class.
Pre-requisites: MATH 176, Calculus with Precalculus II or MATH 180, Calculus I.

MATH 200  LINEAR ALGEBRA * MAT
Offered on demand
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.
NOTE: A graphing calculator may be required and will be discussed at the first class.
Pre- or Co-requisite: MATH 180, Calculus.

MATH 205  MATHEMATICAL 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
This course includes topics in multi-variate and vector calculus, including vectors in a plane and in space, vector-valued functions, functions of several variables, partial derivatives, surfaces and space curves, multiple integrals, cylindrical and spherical coordinates, applications to area and volume, vector fields, line integrals, and Green's Theorem. Topics in linear algebra include matrices, elementary row operations, systems of linear equations, augmented matrices, Gaussian and Gauss-Jordan elimination, inverse matrices, matrix algebra, eigenvalues and eigenvectors, determinants, vector spaces, subspaces, and basic vectors.
NOTE: A graphing calculator may be required and will be discussed at the first class.
Pre-requisite: MATH 190, Calculus II.

MATH 220  DIFFERENTIAL  EQUATIONS  4-0-4  * 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.
NOTE: A graphing calculator may be required and will be discussed at the first class.
Pre-requisite: MATH 210, Calculus III.

MECHANICAL ENGINEERING TECHNOLOGY

MECT 100  INTERPRETING  ENGINEERING DRAWINGS  3-0-3
Fall, Spring, Summer  Lab fee will be required
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.

MECT 105  ENGINEERING MATERIALS  3-3-4
Fall, Spring  Lab fee will be required
This course combines theory and practice in an environment of applied materials science. Lectures consist of the presentation of topics by the instructor, weekly oral presentations by students, and the solution of pertinent materials and strength of materials equations. The laboratory consists of conducting experiments in common materials testing, and demonstrating the principles of materials science using the analytical tools in the laboratory.
Co-requisites: MATH 105, Applied Technical Mathematics I or MATH 150, College Algebra with Trigonometry.

MECT 115  COMPUTER GRAPHIC APPLICATIONS  1-4-3
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 PROCESSES  3-3-4
Spring  Lab fee will be required
The construction, purpose and operation of all standard machine tools and special high production type machine tools, including a survey of primary processes. Laboratory sessions include demonstration of textbook topics.

MECT 125  STATICS AND DYNAMICS  3-3-4
Fall  Lab fee will be required
A course designed to develop an engineering approach to force systems, center of gravity, equilibrium, friction, moment of inertia, kinematics, kinetics, work, energy, power, impulse and momentum.
Pre-requisites: MATH 150, College Algebra with Trigonometry.
Co-requisite PHYS 135, Technical Physics I.

MECT 130  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.
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  Lab fee will be required
This course introduces students to the basic concepts of theory and use of various instruments used in modern industrial and commercial settings. Included in this course, students will learn the basics of electronics as applied to instrumentation, automatic control theory, and the analysis of simple automatic control systems. The types of instruments covered include those that read and record voltage, current, resistance and power; sensors for pressure, heat, and strain; and torque, fluid flow, and vibration measurement.
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.

MECT 220  INTRODUCTION TO COMPUTER AIDED MANUFACTURING  3-3-4

Spring  Lab fee will be required
This course introduces students to the major topics in modern manufacturing. Included in this course are computerized machining, inventory control, and computerized quality control methods. The modern languages used for CNC programming and robotics are covered. Contact the Civil, Construction, Industrial and Mechanical Technologies department to confirm current software.
Pre-requisites: MECT 120, Manufacturing Processes.

MECT 240  DESIGN OF MACHINE ELEMENTS  3-3-4

Spring  Lab fee will be required
Kinematics and dynamics as related to industrial machinery. Theory will be applied during the laboratory. The creation, design, and analysis of shafts, gears, brakes, couplings, bearings, springs and keys. Computer programs will be used to check designs.
Pre-requisites: MECT 125, Statics and Dynamics and MECT 225, Strength of Materials.

MORTUARY SCIENCE

MTSC 100  FUNERAL SERVICE ORIENTATION  1-0-1

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  3-0-3

Fall, Summer, 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 120 HYGIENE AND SANITARY SCIENCE 3-0-3

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 3-3-4

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 200 PSYCHOLOGY OF GRIEF 3-0-3

Spring * SSC, SS
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 SERVICE 3-0-3

Fall, DL
A survey of counseling techniques as well as the functions of the counselor. The student will understand basic skills in counseling and learn to apply them to funeral service.

MTSC 210 FUNERAL SERVICE MANAGEMENT 3-2-4

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.

Pre-requisite: MTSC 230, Embalming Theory and Practice II.

MTSC 225 RESTORATIVE ART 3-2-4

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 THEORY AND PRACTICE II 3-3-4

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 250 PRE-PROFESSIONAL MORTUARY SEMINAR 2-0-2

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 CHILDREN 1-0-1  
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 care givers 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 270  MORTUARY LAW 3-0-3  
Spring, Summer, 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.

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 perceptively 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 NATURAL 3-3-4  
SCIENCE * SCI, NS  
Spring  
Lab fee will be required  
This course is an interdisciplinary examination of the
processes by which scientific knowledge is gained in biology, chemistry, physics, and geology, and how that knowledge influences our world, especially human societies. Periodic visits to local sites are a component of this course. 
Open to students enrolled in the honors advisement track of the Liberal Arts and Science Program or by permission of department chair.
Pre-requisites: BIOL 150, General Biology I or CHEM 110, General Chemistry I or PHYS 140, General Physics I or higher.

**NURSING**

**NURS 095 FOUNDATIONS OF NURSING**

**Fall**
This is a required course for all beginning nursing students. Legal and ethical implications relating to the delivery of health care are examined including state licensing requirements. This group orientation program focuses on student problems, campus activities, rules and regulations, study habits and changes as they occur in their major field.
Open only to matriculated Nursing students.

**NURS 101 NURSING I 2-6-4**

**Fall** Lab fee will be required
The course introduces the study of human dynamics in health and illness. Focus is placed on the theory of stress-adaptation 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.
Co-requisites: NURS 095, Foundations of Nursing and NURS 105, Bridging Education and Practice Simulation I.
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** Lab fee will be required
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 101, Nursing I and NURS 105, Bridging Education and Practice Simulation I.
Co-requisite: NURS 106, Bridging Education and Practice Simulation II.
Pre- or co- requisites: ENGL 102, Composition II; PSYC 205, Dev. Psychology; BIOL 271, Anatomy and Physiology II.

**NURS 105 BRIDGING EDUCATION AND PRACTICE SIMULATION I**

**Fall** Lab fee will be required
This course is designed around the work of Christine Tanner and Patricia Benner from a novice framework. The focus is on the student being able to notice both normal responses of the human body to stress and adaptation as well as understanding contextual meaning of recently learned textbook readings. This interactive course utilizes simulation and case studies, computerized testing and practice, lecture, debriefing and online discussions.
Open only to matriculated Nursing students.
Co-requisite: NURS 101, Nursing I.

**NURS 106 BRIDGING EDUCATION AND PRACTICE SIMULATION II**

**Spring** Lab fee will be required
This course is designed around the work of Christine Tanner and Patricia Benner from an advanced beginner’s framework. The focus is on the student being able to notice and interpret normal and abnormal responses of the human body as they are caused by immobility that develops from illness or stressors. Also, the student will begin to formulate principles that dictate actions. This course is built on the information and skills from NURS 101 and NURS 105. This interactive course utilizes simulation and case studies, computerized testing and practice, didactic, debriefing and online discussions.
Open only to matriculated Nursing students.
Pre-requisites: NURS 101, Nursing I and NURS 105, Bridging Education and Practice Simulation I.
Co-requisite: NURS 102, Nursing II.

**NURS 201 NURSING III 5-15-10**

**Fall** Lab fee will be required
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-requisites: NURS 102, Nursing II and NURS 106, Bridging Education and Practice Simulation II.

Co-requisite: NURS 205, Bridging Education and Practice Simulation III.

Pre- or co- requisites: NURS 095, Foundations of Nursing and PSYC 210, Abnormal Psychology and social science elective.

NURS 202 NURSING IV 5-15-10
Spring Lab fee will be required
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-requisites: NURS 201, Nursing III and NURS 205, Bridging Education and Practice Simulation III.

Co-requisite: NURS 206, Bridging Education and Practice Simulation IV.

Pre- or co- requisite: humanities elective.

NURS 205 BRIDGING 0-2-1
EDUCATION AND PRACTICE SIMULATION III
Fall Lab fee will be required
This course is designed around the work of Christine Tanner and Patricia Benner from a proficient to expert framework. The focus is on the student being able to notice, interpret, respond and reflect on individual and family’s physical and emotional responses to crisis. Students will be involved in simulated clinical situations where their interventions can make a difference, embedding knowledge in student’s practice. This course is built on the information and skills from NURS 201 and NURS 205. This interactive course utilizes simulation and case studies, computerized testing and practice, didactic, debriefing and online discussions.

Open only to matriculated nursing students.
Pre-requisites: NURS 201, Nursing III and NURS 205, Bridging Education and Practice Simulation III.

Co-requisite: NURS 202, Nursing IV.

PADM COURSES
(See Public Administration Studies)

PHILOSOPHY

PHIL 100 INTRO TO PHILOSOPHY 3-0-3
PHILOSOPHY * 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
PHILOSOPHY * 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  3-0-3
PHILOSOPHY - IDEAS
PAST AND PRESENT
* 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 & Science - Honors Program or by permission of department chair.

PHYSICAL EDUCATION

PHED 114 PHYSICAL  1-0-.5
EDUCATION ACTIVITIES

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 146 LIFETIME FITNESS  2-0-1
AND WELLNESS

Fall, Spring
Lifetime Fitness and Wellness assists students in developing the necessary understanding and skills to acquire and maintain a physically active and wellness-oriented lifestyle. Through instructional techniques in laboratory-based activities, Lifetime Fitness and Wellness prepares the learner to enter and preserve a state of optimal health by providing the knowledge and aptitude essential to making more meaningful, beneficial, and health-literate life choices in the areas of overall health and wellness, physical fitness, weight management and nutritional awareness.

PHED 170 SOCCER/  3-0-1
BADMINTON

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  3-0-1
EXERCISE/TRACK
AND FIELD

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  3-0-3
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  0-2-1
CONDITIONING

Fall, Spring, Summer
This course will incorporate a variety of fitness training techniques to prepare students for success in the entrance and exit physical fitness tests for law enforcement, military basic training, firefighter’s exams, as well as other employment opportunities that require a fitness entrance exam. This is an intense course that will require a level of fitness appropriate with activities in which the students will participate during the semester.

PHED 270 ELEMENTARY  3-0-1
AND SECONDARY GAMES

Fall, Spring, DL
This course is designed to provide future physical education teachers with the knowledge and techniques to teach games to elementary and secondary students.

PHED 280 INTRODUCTION  3-0-3
TO SPORTS MEDICINE

Fall, Spring
This course is designed to introduce the student to the challenging field of athletic training. The course will provide knowledge concerning common injuries sustained during athletic and recreational activities, as well as specific considerations regarding evaluation, treatment and athletic rehabilitation in a sports medicine setting.
### PHYSICAL EDUCATION ELECTIVE PROGRAM

The college also sponsors a Physical Education elective program containing a diverse array of activity courses. Physical Education is a required subject for students majoring in the Liberal Arts and Sciences and certain other curriculums. However, all students at the college may take courses within the Physical Education elective program for academic credit. Most courses may be taken without cost to the full-time student provided the student's semester course load is not in excess of 18 credit hours.* The courses from which a student can select are listed below:

<table>
<thead>
<tr>
<th>One-Credit Hour Courses</th>
<th>PHED</th>
<th>102</th>
<th>Beginning Lacrosse</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PHED</td>
<td>103</td>
<td>Floor Hockey I</td>
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<tr>
<td></td>
<td>PHED</td>
<td>104</td>
<td>Indoor Soccer</td>
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<tr>
<td></td>
<td>PHED</td>
<td>105</td>
<td>Outdoor Soccer</td>
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<td></td>
<td>PHED</td>
<td>106</td>
<td>Tennis I</td>
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<td></td>
<td>PHED</td>
<td>107</td>
<td>Racquetball</td>
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<td></td>
<td>PHED</td>
<td>108</td>
<td>Golf I</td>
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<tr>
<td></td>
<td>PHED</td>
<td>109</td>
<td>Softball</td>
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<tr>
<td></td>
<td>PHED</td>
<td>110</td>
<td>Jogging</td>
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<td></td>
<td>PHED</td>
<td>111</td>
<td>Basketball I</td>
</tr>
<tr>
<td></td>
<td>PHED</td>
<td>112</td>
<td>Volleyball I</td>
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<tr>
<td></td>
<td>PHED</td>
<td>113</td>
<td>Badminton I</td>
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<tr>
<td></td>
<td>PHED</td>
<td>200</td>
<td>Intermediate Ice Skating</td>
</tr>
</tbody>
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<tr>
<th>Half-Credit Hour Courses</th>
<th>PHED</th>
<th>203</th>
<th>Floor Hockey II</th>
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<tbody>
<tr>
<td></td>
<td>PHED</td>
<td>206</td>
<td>Tennis II</td>
</tr>
<tr>
<td></td>
<td>PHED</td>
<td>208</td>
<td>Golf I</td>
</tr>
</tbody>
</table>

*Additional rental fees are charged for some activity courses.

### PHYSICS

**PHYS 095 FOUNDATIONS OF PHYSICS I**

<table>
<thead>
<tr>
<th>Offered on demand. Lab fee will be required</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**PHYS 100 PHYSICAL SCIENCE I/PHYSICS AND CHEMISTRY * SCI, NS**

<table>
<thead>
<tr>
<th>Offered on demand. Lab fee will be required</th>
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</table>
| 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 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 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, Spring, Summer*  
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*  
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 Analytic Geometry.

**PHYS 140 GENERAL PHYSICS I * SCI, NS**  
*Fall, Spring, Summer*  
Lab fee will be required  
PHYS 140, General Physics I and PHYS 141, General 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. (Formerly entitled Physics I.)  
Co-requisite: MATH 160, Precalculus.

**PHYS 141 GENERAL PHYSICS II * SCI, NS**  
*Fall, Spring, Summer*  
Lab fee will be required  
A continuation of PHYS 140, General Physics I. Topics
PHYS 143 INTRODUCTION TO 2-2-3
METEOROLOGY * SCI, NS

Fall, Spring Lab fee will be required
This course is a general survey of atmospheric sciences for non-science students. Through an understanding of science inquiry and the scientific method, students will develop a basic understanding of the processes that control weather and climate. Current events and issues in atmospheric sciences also will be discussed.

PHYS 145 INTRODUCTORY 3-2-4
GEOLOGY * SCI, NS

Fall, Spring, DL Lab fee will be required
Earth materials, surface landforms and the earth’s interior are covered non-mathematically. The processes of construction and destruction are emphasized. Specific topics include plate tectonics, stream erosion, mountains, glaciers, volcanoes, and earthquakes. Laboratory study includes rock and mineral identification, landscape interpretation from topographic maps and aerial photos, lab period field trips, and an all-day field trip to the Adirondacks.

PHYS 146 EVOLUTION OF 3-2-4
THE EARTH * SCI, NS

Spring Lab fee will be required
This course treats the development of the earth and its seas, continents and mountains. The Earth’s history is studied in chronological order, beginning with spacecraft data from the moon and planets and concluding with the events of the recent glaciation. Emphasis is on the ancient geography of North America and in particular the geologic history of eastern New York. Laboratory study includes sediment analysis, fossil identification, interpretation and construction of geologic maps, lab period field trips, and an all-day field trip to the Catskills. Pre-requisite: PHYS 145, Introduction to Geology.

PHYS 150 PHYSICS I * SCI, NS 3-3-4

Fall, Spring, Summer, DL Lab fee will be required
The first of three calculus-based introductory 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. (Formerly entitled General Physics I.) Pre- or co-requisite: MATH 180, Calculus I.

PHYS 151 PHYSICS II * SCI, NS 3-3-4

Fall, Spring, Summer, DL Lab fee will be required
The second of three calculus-based introductory physics courses supporting the customary baccalaureate science or engineering degree requirement. Topics included are gravitation, electric and magnetic fields, and DC and AC circuits. The theory is accompanied by a comprehensive laboratory in which clarification of basic principles and accuracy of data taking are stressed. (Formerly entitled General Physics II.) Pre-requisite: PHYS 150, Physics I.

PHYS 210 FUNDAMENTALS 3-2-4
OF GIS * SCI, NS

Spring Lab fee will be required
This one-semester course will focus on the conceptual, cartographic and scientific underpinnings of GIS, emphasizing hands-on skills of data collection, manipulation, and presentation using GIS software. The laboratory focuses on using scientific method and critical thinking in the use of GIS for natural science applications through map-making, interpretation and spatial analysis. Pre- or co-requisite: MATH 150, College Algebra with Trigonometry.

PHYS 240 ATMOSPHERIC 3-2-4
STRUCTURE AND
CIRCULATION * SCI, NS

Fall Lab fee will be required
This course is a technical survey of the atmosphere that applies elementary math and physics concepts to the three-dimensional structure of the atmosphere. Topics to be covered include planetary, regional and local circulations; weather systems; atmospheric radiation; precipitation physics; and thermodynamics. This course also includes a one-hour weekly lab section during which students will learn basic weather analysis, including meteorological data decoding (METAR and RAOB), thermodynamic diagrams, cloud types and precipitation/visibility obscurations. PHYS 143 Introduction to Meteorology is recommended but not required as a prerequisite. Pre-requisite: MATH 180, Calculus I and PHYS 150, Physics I.

PHYS 250 PHYSICS III * SCI, NS 3-3-4

Fall Lab fee will be required
The third of three calculus-based introductory physics courses supporting the customary baccalaureate science or engineering degree requirement. Topics included are mechanical, acoustical and electromagnetic waves, simple harmonic motion, geometrical and physical optics, special relativity and old quantum theory. The theory is accompanied by a comprehensive laboratory in which clarification of basic principles and accuracy of data taking are stressed. (Formerly entitled General Physics III.) Pre-requisite: PHYS 151, Physics II. Pre- or co-requisite: MATH 210, Calculus III.
PHYS 251 MODERN PHYSICS  3-3-4  
* SCI, NS  
Spring  
A calculus-based physics course 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. (Formerly entitled General Physics IV)  
Pre-requisite: PHYS 250, Physics III.  
Pre- or co- requisite: MATH 220, Differential Equations.

PHYS 252 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, Physics III.  
Pre- or co- requisite: MATH 220, Differential Equations.

PHYS 255 RESEARCH 1-0-1 READING IN PHYSICS  
Offered on demand.  
An independent reading course for Engineering Science or Mathematics and Science majors who are taking PHYS 250 Physics III or PHYS 251 Modern Physics concurrently during their second year. The course may be taken either semester; the topic to be investigated will be selected by the student with the instructor’s approval.  
Co-requisites: PHYS 250, Physics III (Fall Semester) and PHYS 251 Modern Physics (Spring Semester).

PHYS 256 EXPERIMENTAL 0-2-1 RESEARCH IN PHYSICS  
Offered on demand.  
Lab fee will be required  
An independent laboratory course for mathematics or physical science majors who are taking Physics III, PHYS 250 or Modern Physics, PHYS 251 concurrently during their second year. Suggested topics for investigation are holography, fiber optics and super conductivity. Students may investigate other topics of special interest with instructors’ approval. This course may be taken either semester.  
Co-requisites: PHYS 250, Physics III (Fall Semester) and PHYS 251, Modern Physics (Spring Semester).

PLANT UTILITIES TECHNOLOGY

PUTL 110 BLUEPRINT READING 2-2-3  
Fall  
The student will develop the skills necessary to read and interpret basic mechanical, architectural and electrical diagrams. The student will be able to make simple sketches for graphic communication.

PUTL 120 BOILER AND STEAM SYSTEMS 3-2-4  
Spring  
Topics include a study of the various types of boilers found in industry. The design and construction of boilers and combustion of fuels will be discussed. Also studied are boiler accessories, pumps, valves, turbines and pollution control equipment. Students learn to use steam tables and charts. Safe operation is emphasized throughout the course.

PUTL 200 HEATING, VENTILATING AND AIR CONDITIONING (HVAC) 3-2-4  
Fall  
To provide the student with a fundamental as well as practical knowledge and application of heating, ventilation and air conditioning systems including basic engineering and thermodynamic theory and system design. Course material will emphasize the design, maintenance and operation of the various systems, components and the application of these components.

PUTL 201 REFRIGERATION MECHANICS 3-2-4  
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 ELECTRICITY 3-2-4  
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 UTILITY SYSTEMS 3-2-4  
Spring  
Students will examine the electrical transmission, distribu-
tion, and utilization systems used by large industrial and institutional consumers. Topics include overhead, and underground feeder equipment; interfacing with utility company facilities; switchgear and overcurrent protection; single phase, and three phase circuits; interior lighting fundamentals; interior branch circuits. This course will approach the subject matter from the operational, rather than the abstract, point of view.

PUTL 211 PLANT OPERATIONS AND MAINTENANCE

Spring
This course is intended to provide the students with a background in the administrative, managerial and supervisory aspects of physical plant operation. Will be presented to provide a perspective of plant operation and maintenance from the viewpoint of large installations.

PUTL 212 INDUSTRIAL INSTRUMENTATION AND CONTROL

Spring
Intended to provide the students with a working knowledge of electrical, electronic and pneumatic control systems. Includes a study of control fundamentals, transducers, controllers and signal conditioning devices.

PUTL 213 INDUSTRIAL SAFETY

Spring
Course is intended to familiarize students with the hazards encountered in industrial settings and methods of controlling or avoiding these hazards. Topics in industrial hygiene are covered and “right to know” legislation is explained.

POLITICAL SCIENCE

POLS 100 INTRODUCTION TO POLITICAL SCIENCE * SSC, SS, OSL

Fall, Spring, DL
This course is designed to provide a general introduction to political thought and the practice of politics. Emphasis is placed on the exploration of the different political ideas, institutions, and systems, on the state, national and international levels.

POLS 101 INTRODUCTION 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.

POLS 102 INTRODUCTION 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.

POLS 105 AMERICAN NATIONAL GOVERNMENT * SSC, SS, AH

Fall, Spring, Summer, DL
An in-depth examination of the principles, procedures, institutions and theories of American National Government.

POLS 110 STATE AND LOCAL GOVERNMENT * 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 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 2-6 credits

IN POLITICS AND GOVERNMENT BY ADVISEMENT

Fall, Spring, Summer
This internship provides students with the opportunity to observe and participate in the operation of government and policymaking. Through weekly required reading and writing assignments and class discussion, students will combine theory and practice of the governmental and political processes in order to develop
research and understanding of how governments and policymaking processes function. Students will participate in internships at approved locations, including the New York State Legislature, or with local governments, political parties, campaigns, public affairs practitioners, or advocacy organizations. Placement with the New York State Legislature is competitive. Students obtain placements in consultation with the instructor. Permission of the department chairperson may be required.

Pre-requisite: POLS 100, Introduction to Political Science or 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.

POLYSOMNOGRAPHY

PSGT 100 APPLIED 1-0-1 PHARMACOLOGY

Spring
This course is designed to familiarize the student with medications commonly used by patients requiring neurodiagnostic studies. Topics will include patient assessment of need, indications, contraindications, actions, side effects and hazards for each medication discussed. The student will also identify age-appropriate dosing and routes of administration for each drug and its potential effect on polysomnography or encephalography testing.

Pre-requisite: BIOL 139, Anatomy and Physiology for Respiratory Care Students or BIOL 271, Anatomy and Physiology II.

PSGT 120 FUNDAMENTALS 3-4-5 OF NEURODIAGNOSTICS I

Spring
This course will introduce students to the responsibilities and educational requirements of a Polysomnography Technologist. Students will be exposed to basic techniques for placement of polysomnography diagnostic equipment. Procedures and methods for collecting, processing and documenting data gathered from the patient both before and during polysomnographic testing will be covered. Polysomnographic electrical theory and application is covered in relation to data acquisition and recording. Procedures for ensuring patient safety, infection control and production of a quality diagnostic tool will be explored.

Pre-requisites: BIOL 139, Anatomy and Physiology for Respiratory Care Students; MATH 135, Elementary Statistics; PHYS 110, Physics for the Health Sciences.

Co-requisites: PSGT 100, Applied Pharmacology and RESP 110, Human Anatomy and Physiology.

PSGT 200 FUNDAMENTALS 2-4-4 OF NEURODIAGNOSTICS II

Summer
Lab fee will be required
This is a didactic and laboratory class designed to promote a better understanding of sleep recording methodology including stages of staging, introduction to scoring principles and event recognition. Students will learn the standards for sleep staging, sleep/wake analysis and recognition of artifact and limb movements. The student will learn the theory and application of Positive Airway Pressure (PAP) devices and oxygen during a sleep study as well as the procedures for generating a sleep report using information gathered during the data acquisition phase of the sleep study. For matriculated Polysomnography students, a grade of “C” or better is required to meet graduation requirements.

Pre-requisites: ICVT 200, Introduction to Health Care; PSGT 100, Applied Pharmacology; PSGT 120, Fundamentals of Neurodiagnostics I; RESP 110, Human Anatomy and Physiology.

Pre- or co-requisite: PSYC 200, Child Psychology or PSYC 205, Developmental Psychology.

PSGT 205 SLEEP AND 3-0-3 NEUROLOGICAL DISORDERS

Fall, DL
This course addresses sleep-related and neurological disorders pathology. Diagnostic tools, co-morbidities and treatment will be discussed for each disorder. For matriculated Polysomnography students, a grade of “C” or better is required to meet graduation requirements.

Pre-requisites: ICVT 200, Introduction to Health Care; PSGT 200, Fundamentals of Neurodiagnostics II; RESP 101, Basic Interpretation and Performance of the Electrocardiogram.

PSGT 210 POLYSOMNOGRAPHY 3-0-3 DATA ANALYSIS AND RECORDING

Spring, DL
This course includes analysis of recorded sleep data including Positive Airway Pressure and oxygen titration requirements, troubleshooting artifact and scoring
sleep stages and events. Daytime study scoring will be covered as well as analysis of pediatric polysomnography examinations. For matriculated Polysomnography students, a grade of "C" or better is required to meet graduation requirements.

Pre-requisites: PSGT 220, Electroencephalography Clinical I and PSGT 225, Polysomnography Clinical I.

Pre- or co-requisites: PSGT 230, Electroencephalography Clinical II and PSGT 235, Polysomnography Clinical II.

PSGT 220 ELECTROENCEPHALOGRAPHY CLINICAL I
Fall, DL Lab fee will be required
The student will spend time in an affiliate EEG laboratory observing and performing the procedures required to obtain valid EEG tracings from actual patients. These include patient assessments, preparation, laboratory setup, EEG testing and report generations. For matriculated Polysomnography students, a grade of "C" or better is required to meet graduation requirements.

Pre-requisites: ICVT 200, Introduction to Health Care; PSGT 100, Applied Pharmacology; PSGT 200, Fundamentals of Neurodiagnostics II; RESP 101, Basic Interpretation and Performance of the Electrocardiogram; RESP 110, Human Anatomy and Physiology.

Co-requisite: PSGT 225, Polysomnography Clinical I.

PSGT 225 POLYSOMNOGRAPHY CLINICAL I
Fall, DL Lab fee will be required
The student will spend time in an affiliate sleep laboratory. Through observation and supervised direct patient care, the student will perform the procedures required to obtain a valid polysomnographic study. For matriculated Polysomnography students, a grade of "C" or better is required to meet graduation requirements.

Pre-requisites: ICVT 200, Introduction to Health Care; PSGT 100, Applied Pharmacology; PSGT 200, Fundamentals of Neurodiagnostics II; RESP 101, Basic Interpretation of the Electrocardiogram; RESP 110, Human Anatomy and Physiology.

Co-requisite: PSGT 220, Electroencephalography Clinical I.

PSYC 100 GENERAL PSYCHOLOGY 3-0-3
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.

Pre-requisite: PSYC 100, General Psychology or permission of department chair.

PSYC 200 CHILD PSYCHOLOGY 3-0-3
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 HUSV 120 Problems of Adolescence 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 OF PERSONAL ADJUSTMENT**  3-0-3  
*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 OF WOMEN**  3-0-3  
*SSC, SS*  
*Fall, DL*
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  
*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  
*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  
*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 RESEARCH 3-0-3 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 analysis will be completed by the instructor.

PSYC 275   STATISTICS FOR THE BEHAVIORAL SCIENCES * SSC, SS, MT
Fall, Spring
This course will introduce students to basic terminology, statistical notation, types of statistical tests and analysis of data. Students will become acquainted with basic descriptive and inferential statistics. Students will use SPSS - current statistical analysis software - for practical hands-on learning of statistical analysis and testing. Students will be required to perform statistical calculations and know which method of testing is appropriate.
Pre-requisite: MATH 110, Intermediate Algebra.

PSYC 280   EXPERIMENTAL PSYCHOLOGY * SSC, SS
Spring, DL
This course provides a general introduction to how psychologists go about the business of doing their science. Topics covered will include the scientific method as it applies to behavioral sciences; the connection between research and statistics; ways to measure and assess behavior; hypothesis testing using multiple methodologies; the kinds of inferences one can logically draw from data collected using different research methodologies; the steps psychologists go through to communicate their findings effectively and to publish them in scientific journals; and the ethical issues involved in conducting research.
Pre- or co-requisite: PSYC 275, Statistics for the Behavioral Sciences.

PUBLIC ADMINISTRATION STUDIES

PADM 100   INTRODUCTION TO PUBLIC ADMINISTRATION 3-0-3
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 SUPERVISION 3-0-3
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 PERSONNEL ADMINISTRATION 3-0-3
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 RELATIONS 3-0-3
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 AND PUBLIC ADMINISTRATION * SSC 3-0-3
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 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 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 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 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 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 EXPOSURE PHYSICS I
Fall Lab fee will be required
This course provides students with a thorough understanding of 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. Laboratory sessions include radiographic accessories, computed radiography, radiation measurements, exposure calculation and factors affecting radiographic image quality. Co-requisites: XRAY 102, Radiographic Positioning I and XRAY 106, Clinical Education I.

XRAY 106 CLINICAL 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 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.
XRAY 110  NUCLEAR MEDICINE  2-0-2  RADIATION SAFETY

Spring
This course provides an introduction to the science that allows humans to benefit from the use of ionizing radiation in nuclear medicine. Radiation interactions within tissue and the biological effects caused by such interactions also will be presented. The course will explain the techniques used to maintain radiation doses as low as reasonably achievable and regulatory structure used to limit doses to the technologists and the public.

Pre-requisite: XRAY 114, Radiographic Exposure Physics II or permission of instructor or Medical Imaging Department Chairperson.

XRAY 112  RADIOGRAPHIC  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  RADIOGRAPHIC  3-0-3  EXPOSURE PHYSICS II

Spring
This course presents the fundamentals of radiographic equipment operation and digital radiography, image and equipment analysis and proper exposure selection.
Pre-requisite: XRAY 104, Radiographic Exposure-Physics I.
Co-requisites: XRAY 112, Radiographic Positioning II and XRAY 116, Clinical Education II.

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.

Pre-requisite: XRAY 116, Clinical Education 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.

Pre-requisite: XRAY 116, Clinical Education II.

XRAY 200  RADIOLOGICAL  3-0-3  HEALTH

Fall
This course is to assure that the student provides maximum radiation safety to patients and personnel by the study of the biological effects of radiation, radiation monitoring instrumentation and units, interaction of radiation on matter, evaluation of radiation hazards, protection methods of reducing radiation to the patient, personnel and general public, radiological installations and equipment specifications.

Open 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 various clinical situations. The second part of this course will acquaint the student with various diseases and help the student to understand the disease process, including changes which occur in disease and injury and their application to radiologic technology.
The foundation built in this course will aid the student in decisions regarding patient care and radiography. Students will be required to research topics for written and oral presentation.

Open only to matriculated Radiologic Technology students.
Pre-requisite: BIOL 271, Anatomy & Physiology II.
Co-requisite: XRAY 206, Clinical Education IV.

XRAY 206 CLINICAL 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-requisite: 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 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 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 XRAY 200, Radiological Health.

XRAY 216 CLINICAL 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-requisite: XRAY 206, Clinical Education IV.

XRAY 226 CLINICAL EDUCATION VI
Summer
This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in radiology departments of the area hospitals. Emphasis placed on perfecting performance, introduction to special procedures and new imaging modalities. If a student’s clinical performance is unsatisfactory or if at any time the student’s clinical performance compromises the safety of the patient, the student will be terminated from the program. Exit competencies are required for course completion.
NOTE: The student is given either a pass/fail grade for this course with no quality points awarded.
Open only to matriculated Radiologic Technology students.
Pre-requisite: XRAY 216, Clinical Education V.

XRAY 240 CROSSSECTIONAL 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.

RESPIRATORY CARE

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 ANATOMY  
3-0-3  
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 OF  
2-3-3  
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 OF  
1-4-3  
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 200, Advanced Respiratory Life Support.

RESP 130 ETHICS AND 2-0-2 ADMINISTRATION

Summer
Basic ethics and administration for hospital personnel. The organization and operation of the hospital and its involvement with the patient and records.
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 CONCEPTS 3-0-3 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 EDUCATION II - INTRODUCTION TO CRITICAL CARE

Fall
Lab fee will be required
This course is designed to provide the student with hands-on experience caring for critically ill patients in the intensive care setting. The student will be responsible for all aspects of respiratory care for assigned patients. Special emphasis will be placed on mechanical ventilation, hemodynamic monitoring, ABG applications, and routine care of the critically ill patient. 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
Lab fee will be required
The student will be assigned to the pediatric unit to develop proficiency with the problems and diseases that are unique to children; to the pediatric intensive care unit to provide ventilator management of the critically ill child with emphasis on arterial blood gas monitoring and stabilization of the
pediatric patient, and the neonatal intensive care unit. This will provide the student with the clinical experience of neonatal ventilator management with emphasis on arterial blood-gas interpretation, complications and side effects of mechanical ventilation, infant transport, airway care, and disease pathophysiology. Close supervision will be maintained for the entire rotation. 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 Lab fee will be required
The student will participate in the diagnostic, operative and post-operative care of the patient suffering from cardiovascular disease. The student will gain proficiency in cardiovascular anatomy and physiology, acquired heart disease, hemodynamic monitoring, and electrocardiography. 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 Lab fee will be required
Students will rotate through several diagnostic cardiopulmonary laboratories where they will observe and perform, under close supervision, various procedures and diagnostic techniques, including, but not limited to: pulmonary function studies (basic and advanced), arterial blood gas analysis, flexible fiberoptic bronchoscopy assistance, cardiac stress testing, echocardiography, and electrocardiography. Didactic instruction will also be provided to supplement clinical experience. 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 Lab fee will be required
This course is geared to recognizing the special problems of the chronic cardiopulmonary patient. Under close supervision, the student will learn how to teach patients and their families such techniques as: planning each day, special exercises to increase mobility, early signs of deterioration and how to ward off acute exacerbation of disease. Good teaching techniques as well as good therapeutic techniques with which the student should be able to improve the life style of the chronic patient throughout the course of the disease will be taught. 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 SOCIOLOGY 3-0-3
* SSC, SS, OSL
Fall, Spring, Summer, DL
An introduction to scientific study of human social interaction with emphasis on societies, groups, organizations, social networks and communities as the units of analysis. Topics covered include culture, social structure, socialization, sex roles, groups and networks, organizations, deviance and social control, inequality and social stratification, race and ethnic relations and social institutions.

SOCL 105 MODERN SCIENCE: CHANGING OUR WORLD VIEW 1-0-1
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 PROBLEMS 3-0-3
* 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 EXPERIENCE 3-0-3
* 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, DL
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 inter-group tensions and conflicts.

SOCL 130 ANTHROPOLOGY 3-0-3
* SSC, SS, OSL
Fall, Spring, Summer, DL
This course is an introduction to anthropology including all four sub-disciplines. Topics in include human evolution and adaptation from antiquity to the present while analyzing paleoanthropological, linguistic, archaeological and ethnographic techniques. This course explores differences and similarities between and among human groups while comparing and contrasting various human lifestyles from primitive hunting-and-gathering people through the development of food production and the rise of cities and states 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 3-0-3
ARCHITECTURE IN ITS
SOCIAL CONTEXT * 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 3-0-3
TO SOCIAL INQUIRY
* 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)

SPORT

SPRT 100  PHILOSOPHY, 3-0-3
PRINCIPLES AND
ORGANIZATION OF
ATHLETICS IN
EDUCATION

Fall, Spring, Summer, DL
This foundation course which must be completed by all coaches within two years of their initial appointment as a coach, covers the basic philosophy and principles of physical education, athletics and general education; state, local and national regulations and policies relat-ed to athletics; legal considerations; function and organization of leagues and athletic associations in New York State; personal standards for the responsibilities of the coach as an educational leader; public relations and general safety procedures and general principles of school budgets, records, purchasing and use of facilities.

SPRT 101  HEALTH SCIENCES 3-0-3
APPLIED TO COACHING
Fall, Spring, Summer, DL
This course examines activities designed to study the health sciences as they apply to coaching athletics. Professional information and guidelines, as they pertain to New York State law, will be discussed. The areas of biology, mixed competition, NYS Education Department selection and classification of athletes, and issues that arise from age and maturity differences of athletes will be discussed.

SPRT 102  THEORY AND 2-0-2
TECHNIQUES OF
COACHING
Fall, Spring, Summer, DL
This course introduces students to the basic concepts common to all sports and the history of interscholastic athletics in New York State. Students study the objectives, rules, regulations and policies of athletics, as well as performance skills, technical information, and organization and management practices will also be covered. The special training and conditioning of athletes in specific sports, the fitting of equipment, specific safety precautions and officiating methods will also be examined. An internship that includes practical experience as a coach in the students’ specified sport and/or periods of observing other approved coaches is required.

SPRT 275  PROFESSIONAL 3-0-3
ISSUES IN SPORT
AND EXERCISE
Fall, Spring, Summer, DL
This course will challenge students to examine the ethical values in sport and help them to respond to moral issues that occur in the sport. Students will be introduced to thought provoking questions about real life sport and exercise dilemmas that often challenge athletes and coaches. Students will recognize the significant impact that sport and exercise have on society. Presentation of facts and guidelines will enable students to engage in critical and reflective thinking about professional issues in sport and exercise.
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 telecommunications 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 - LANS 3-0-3
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 SYSTEM 3-0-3 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: TLMG 101, Principles of Telecommunications II.

TLMG 230 TELECOMMUNICATIONS 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 3-2-4 CIRCUITS
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**  
**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**  
**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**  
**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 203**  
**NETWORK INFRASTRUCTURE**  
**Spring**

Students practice the ananlysis and application of physical level services and methodologies as applied to the telecommunications industry. Troubleshooting, analysis through "learn by doing" exercises and computer simulation software are stressed throughout.

Pre-requisite: PHYS 125, Physics for Telecommunications Technology - Verizon and TELT 105, Introduction to Electronics.

**TELT 205**  
**ELECTRONIC COMMUNICATIONS**  
**Spring**

In this course, students will practice the analysis and application of advanced electronic circuits as applied to the telecommunications industry. Topics include frequency modulation, communication techniques: digital, wired and wireless, transmission lines, antennas and fiber optics. Troubleshooting and analysis by computer simulation software is stressed throughout.

Pre-requisite: TELT 105, Introduction to Electronics.

**TELT 207**  
**DIGITAL SYSTEMS FOR TELECOMMUNICATIONS II**  
**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**  
**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**  
**Spring**

Students will learn to understand and use switches and routers in simple and complex networks. Emphasis is placed on the use and operation of a wide range of Cisco products. Additional exposure is given to a range of traditional wide area network services used in today's network infrastructure. "Learning by doing" exercises and computer simulation software are used throughout to complement and reinforce faculty lectures and discussion.

Pre-requisite: TELT 210, Telecommunications I.
TELT 230  TELECOMMUNICATIONS III  3-2-4  
**Fall**
This course covers the organization, architecture, setup, hardware and software aspects of networked video delivery systems. Topics include: video transport; compression; packet transport; multicasting; content ownership and security; transport security; IPTV-IP video to the home; video file transfer; VPN's and home-office video links. A hands-on approach will be taken, with team projects throughout.

*Pre-requisite: TELT 220, Telecommunications II.*

TELT 240  TELECOMMUNICATIONS IV  3-2-4  
**Spring**
This course is a survey of current and emerging technologies in telecommunications. Lectures, interactive learning, demonstrations and site visits will be employed. Laboratory exercises will be required.

*Pre-requisite: TELT 230, Telecommunications III.*

THEATRE

THEA 100  INTRODUCTION TO THE THEATRE  3-0-3  
**HUM, AR**
**Fall, Spring**
An overview of the history and elements of Western Theatre from the ancient Greek roots of comedy and tragedy through the bizarre realism of such modern writers as Sam Shepard. Also touches upon the essentials of playwriting and production.

THEA 110  ACTING I, AR  3-0-3  
**Fall, 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 INTERNSHIP, AR  3 Credits  
**Fall, Spring**
Students engage in supervised internship in a theatre environment. Placement assignments will be arranged by the student intern with the consent of the supervising instructor. Students may consult the instructor for suggestions, or they may present options of their own.

*Pre-requisite: Approval of Fine Arts, Theatre Arts and Broadcast Communications department chairperson.*

THEA 130  INTRODUCTION TO TECHNICAL THEATRE  2-2-3  
**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 170  INTRODUCTION TO IMPROVISATIONAL THEATRE, AR  3-0-3  
**Fall, Spring, Summer**
This course introduces students to the fundamentals of improvisational acting. Theatre games and exercises, intended to free students from the anxiety and mental blocks associated with performing without any prior preparation, will be utilized. Students will work in groups to develop the communicative and cooperative skills needed to confidently participate in the various styles and forms of improvisational theatre. Finally, this course will allow students to develop the skills of listening, observation, impromptu thinking and expression that are neces-
ecessary for effective interpersonal communication in work, school and social situations.

**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. Students may be responsible for the purchase of some necessary course supplies.
*Pre-requisite: THEA 100, Introduction to the 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 the Restoration’s Comedy of Manners.
*Pre-requisites: THEA 111, Acting II or permission of department chairperson.*

**THEA 230  INTRODUCTION  2-2-3**
**TO THEATRICAL DESIGN**
*Fall, Spring  Lab fee will be required*
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. Students may be responsible for the purchase of some necessary course supplies.
*Pre-requisites: THEA 100, Introduction to the Theatre and THEA 130, Introduction to Technical Theatre or permission of department chair.*

**TLMG COURSES**
(See Telecommunications Management)

**XRAY COURSES**
(See Radiologic (X-ray) Technology)
ARTICLE I.

PREAMBLE

1.1 Hudson Valley Community College ("College") is primarily concerned with academic achievement, the personal integrity of its students and the wellness and safety of the members of its community. In addition, the College is committed to preserving peace, supporting a moral and just climate, maintaining a community where people are treated with courtesy and respect, meeting its contractual obligations, and protecting its property and that of its community members. The College, therefore, has established this Code of Conduct to communicate its expectations of students, visitors, college personnel and organizations.

ARTICLE II.

PURPOSE AND INTENT

2.1 The purpose of the College's having codes and adjudication procedures is to enforce standards of conduct and curtail inappropriate behavior as well as to assist the individual in resolving problems in an institutionally acceptable manner. The adjudication procedure provides a framework for the review of the substance of any alleged violation of the Code of Conduct. The individual is not absolved of the responsibility for his or her own behavior. Each individual is responsible for accepting the fact that rights come with concomitant responsibilities and that violations of the codes may result in discipline.

2.2 The student is charged with the responsibility of becoming familiar with the codes and regulations and the procedures for enforcing them and acting accordingly.

ARTICLE III.

DEFINITIONS

3.1 "Campus Coordinator" means the Coordinator of the College Judicial System. This is the person appointed by the College who is charged with the responsibility of ensuring that the procedures provided herein are adhered to in the processing and adjudication of complaints under the Code of Conduct. Campus Coordinator may also mean a designee of that office.

3.2 "Code of Conduct" means the list of prohibited conduct established by the College, as more fully set forth in Article V herein, which includes behavior that violates the College's Academic Ethics, Computer Ethics and Campus Regulations, and also includes the procedures for enforcing the Code of Conduct.

3.3 "College" means Hudson Valley Community College, with its main campus located at 80 Vandenburgh Avenue in Troy, New York.

3.4 "College Premises" means all buildings or grounds owned, leased, operated, controlled or supervised by the College including any buildings or grounds that are located off campus.

3.5 "College-sponsored Activity" means any activity on or off campus which is initiated, aided, authorized or supervised by the College.

3.6 "College Official" means any full-time or part-time administrator or security guard or security officer.

3.7 "College Personnel" means all employees of the College who work either on the campus or on other property used for educational purposes by the College.

3.8 "Faculty Member" means any full-time or part-time faculty member.

3.9 "Organization" means any group of individuals recognized or otherwise licensed by the College, which includes student groups, faculty groups or any group existing outside of the College community which seeks to utilize the College Premises for its own organizational purposes.

3.10 "President" means the President of the College.

3.11 "Vice President" or "Vice President for Enrollment Management and Student Development" means the Vice President for Enrollment Management and Student Development or his/her designee.

3.12 "Student" means a person, including College Personnel, either enrolled in or auditing credit or non-credit courses at the College, on either a full-time or part-time basis.

3.13 Reference to any "Time Limits," days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays and Sundays, any holiday the College has published as "College closed," and emergency closings. Time limits may be waived for just cause under conditions that are set forth under the procedure affected.

3.14 "Visitor" means any individual who is not a Student nor otherwise affiliated with the College but who is on the College Premises for a legitimate purpose.
ARTICLE IV.
JURISDICTION

4.1 Generally, College jurisdiction and discipline will be applied to conduct which occurs on College Premises, during off-campus activities related to the College, or which violates federal, state or local laws on or off the College Premises. Jurisdiction and discipline may also be applied at the discretion of the College to conduct which occurs off-campus and which adversely affects the College, the College community or the interests and mission of the College. Students are responsible for the conduct of their guests, and may be subject to discipline for the conduct of their guests.

4.2 College disciplinary proceedings may be instituted against a Student or an Organization charged with conduct that potentially violates both the criminal law and the College's Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College's Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The College has the obligation to cooperate with all police authorities. When the protection of life and property and the regular, orderly operation of the College require it, the assistance of these agencies will be requested as a matter of policy.

ARTICLE V.
CODE OF CONDUCT

5.1 ACADEMIC ETHICS

Hudson Valley Community College expects all members of the College community to conduct themselves in a manner befitting the tradition of scholarship, honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate faculty and/or other College Personnel. These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every Student's responsibility to become familiar with the standards of academic ethics at the College. Claims of ignorance, unintentional error, or academic or personal pressures do not excuse violations.

PROHIBITED CONDUCT

The following is a list of the types of behavior that breach the College Academic Ethics guidelines and are therefore unacceptable. Commissions of such acts, or attempts to commit them, fall under the term academic dishonesty and each is considered a serious offense, which carries severe penalties ranging from a warning to expulsion from the College. No set of guidelines can, of course define all possible types or degrees of academic dishonesty; thus, the following descriptions should be understood as examples of infractions rather than an exhaustive list. Individual Faculty Members and the College Committee on Ethics and Conduct will continue to judge each case according to it's particular circumstance. While Faculty Members are encouraged to distinguish between a Student's unintentional failure to follow the Academic Ethics Code and an intentional violation of that Code, particularly in cases of suspected plagiarism, the responsibility for the integrity of work ultimately lies with the Student.

5.1.1 PLAGIARISM. A Student is guilty of plagiarism any time s/he attempts to obtain academic credit by presenting someone else's ideas as her/his own without appropriately documenting the original source. Appropriate documentation requires credit to the original source in a current manuscript style (e.g., MLA or APA) that is appropriate to the assignment and the discipline. While Faculty Members are encouraged to distinguish between a Student's unintentional failure to follow the current conventions of the appropriate manuscript style and a blatant act of plagiarism, the responsibility for the integrity of work ultimately lies with the Student.

Examples of someone else's ideas may include the following:

- Language, words, phrases, symbols
- Style (written, oral or graphic presentation)
- Data, statistics, including laboratory assignments
- 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
5.1.7 CHEATING ON EXAMINATIONS. A Student is guilty of cheating any time s/he attempts to give or receive unauthorized help before, during, or after any type of examination.

Examples of unauthorized help include the following:

- 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 (e.g., cell phones, computers or other electronic devices) 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
- The passing of any examination information to Students who have not yet taken the examination

There should be no conversation while any type of examination is in progress unless specifically authorized by the instructor.

5.1.8 FALSIFICATION. Misrepresenting materials or fabricating information in an academic exercise or assignment, including laboratory assignments (e.g., he false or misleading citation of sources, the falsification of experiments or computer data, etc.) Falsification also includes falsely claiming to have completed work during an internship or apprenticeship.

5.1.9 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 Information Technology Services have established specific rules governing the use of computing facilities. The rules appear under Computer Ethics.

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.
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 Chewing tobacco or using any product or similar product or device such as pipes, cigars or cigarettes or personal vaporizers is prohibited on the College Premises and in Vehicles on Campus.

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) Tobacco-free policy
(c) Alcohol and drug policy
(d) Any other published College policies, rules and regulations including those related to the entry into and/or use of College rooms, buildings, grounds, and facilities.

5.3 COMPUTER ETHICS POLICY
Hudson Valley Community College seeks to provide computer users with state of the art computing facilities and to keep the number of restrictions on individuals to a minimum, while maintaining excellent service for all users, Students in pursuit of their academic goals and College Personnel to conduct assigned work activity. To assist the College in achieving these objectives, users themselves must observe reasonable standards of behavior in the use of these facilities and maintain an atmosphere of civility, mutual respect and high ethical standards.

PROHIBITED CONDUCT

5.3.1 No attempt will be made to modify or destroy system software components such as operating systems, compilers, utilities, applications or other software residing on any College computer, except the user's own files.

5.3.2 No attempt will be made to electronically transmit or post any material which is sexually explicit, hateful, or deemed prohibited conduct under the Campus Regulations as set forth in Article 5.2.

5.3.3 No attempt will be made to access, read, modify or destroy files belonging to another user without complete authorization from that user to do so.

5.3.4 No attempt will be made to connect to or use College computers with a user ID which was not assigned to you by the College. Use of another person's user ID or password is prohibited.

5.3.5 No attempt will be made to gain access to a password belonging to another person or place a password other than your own in a file on a College computer. In addition, no attempt will be made to install, run or place software designed for this purpose on any College computer.

5.3.6 No attempt will be made to bypass or otherwise defeat system security to gain access to programs, files or other computer data or to install, run or place software designed for this purpose on any College computer.

5.3.7 No attempt will be made to copy, store, post or distribute computer software, files or any other material in violation of trademark, copyright or confidentiality laws or when you do not have a legal right to do so.

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

5.3.9 No attempt will be made to impersonate any person, including other Students and College Personnel. No attempt will be made to disguise the origin of any electronically transmitted or posted material. No attempt will be made to make unauthorized use of someone else’s electronic signature.

5.3.10 No unauthorized attempt will be made to use, modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.

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

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

5.3.13 No user will make their password known to anyone other than an employee of the College authorized to assist College Personnel or Students with computer related problems.

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

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

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

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

5.3.18 Use of College computers and network services for local or remote game playing is prohibited unless specifically required as part of a course in which a Student is currently registered or a Faculty Member is currently teaching. In addition, the installation, uploading, downloading or storage of any game software on College computers is prohibited.

5.3.19 Use of College computers and network services for IRC (Internet Relay Chat) or any other form of interactive chat communication is prohibited except for use by College Personnel in counseling, scheduling or admissions or where specifically required for communication as part of a course in which a Student is currently registered or a Faculty Member is currently teaching.

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

ARTICLE VI.
INFORMAL PROCEDURES FOR PROCESSING VIOLATIONS OF THE ACADEMIC ETHICS CODE.

6.1 Academic Ethics: A Student shall inform the Faculty Member responsible for the course or program when he/she acquires knowledge of violations of the Academic Ethics Code. 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. The Chair of the Department responsible for the course may act on behalf of a Faculty Member.

6.2 Single Violation: When a Faculty Member suspects that a violation of the Academic Ethics Code has occurred, the Faculty Member shall take appropriate action. If the Faculty Member is not the instructor for the course involved, the appropriate Faculty Member should be notified immediately. Prior to imposing a sanction, the appropriate Faculty Member shall notify the Student as soon as possible regarding the alleged violation and proposed sanction. If the student wishes to dispute either the allegation
or the sanction, he or she shall immediately contact the Faculty Member to discuss the matter. If the Faculty Member may impose one (1) or a combination of the following sanctions:

6.2.1 Warning without further penalty
6.2.2 Retaking a test/examination; redoing a written assignment or laboratory assignment
6.2.3 Lowering a grade on a project, written assignment, laboratory assignment or test/examination
6.2.4 Issuing a failing grade on a project, written assignment, laboratory assignment or test/examination
6.2.5 Lowering a final grade
6.2.6 Issuing a failing grade for the course (may not be used in cases of unintentional plagiarism)
6.2.7 Removal from a course (Academic Withdrawal), course of study, major or program, with the approval of the Department Chair
6.2.8 Imposing a penalty uniquely designed for the particular infraction

If, after meeting with the Faculty Member, the Student wishes to further dispute either the violation or the sanction, the Student may submit a request for a Hearing through the office of the Campus Coordinator as set forth in Article VIII within ten (10) days from the date the Faculty Member informs the Student of the violation and sanction. The Faculty Member is expected to inform the Student of the right to appeal through the Office of the Campus Judicial Coordinator if the sanction is unacceptable.

ARTICLE VII.
PROCEDURE FOR PROCESSING COMPLAINTS INVOLVING ALLEGED VIOLATIONS OF CAMPUS REGULATIONS AND COMPUTER ETHICS.

7.1 If a student is disruptive in class or on the HVCC Campus or is believed to be in violation of any Campus Regulation, a faculty member or staff member may remove the student from class or from the location of the disruption. The HVCC faculty or staff member may either direct the student to see the department chair or another appropriate member of the college community, meet with the faculty member or staff member or, if an incident report has been filed with public safety, direct the student to see the Vice President for Enrollment Management and Student Development before returning to class or the location or allow the student to return the following day, at the discretion of the faculty or staff member who witnessed the incident or oversees the Department.

7.2 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.

7.3 All charges must be submitted in writing and signed.

7.4 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.

7.5 The Student shall meet with the Vice President within five (5) days of receiving notice of charges.

7.6 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.

7.7 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:

7.7.1 Letter of Warning.
7.7.2 Letter of Warning to be placed in an individual’s permanent record file for a stated period of time.
7.7.3 Restitution.
7.7.4 Community Service.
7.7.5 Counseling Services provided by the College.
7.7.6 Mandatory Course requirements (in civility, human relations, anger management, race or gender relations or a similar course designed to raise consciousness or awareness).
7.7.7 Disciplinary Removal from a Curriculum.
7.7.8 Disciplinary Probation.
7.7.9 Disciplinary Suspension (Current or deferred, subject to conditions)
7.7.10 Disciplinary Dismissal.
7.7.11 Disciplinary Expulsion – Termination of Student status without the possibility of readmission
7.7.12 Restricted Access to classrooms or buildings
7.7.13 Restricted Access to or loss of Computer Accounts
7.7.14 Any other sanction uniquely designed for the particular infraction.

7.8 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.

7.9 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.

7.10 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 member and shall always contain one (1) student. If the dispute arose from a particular department, no individual from that department is permitted to sit on the Review Board.

8.6 One of the members of the Review Board shall be designated as Chairperson and shall have the responsibility of reporting the decision of the Review Board to the appropriate College Official in writing.

8.7 If the accused does not appear for the Review Board Hearing and was properly notified of its date, time and place, the accused individual shall be deemed to have forfeited his/her right to a Hearing and the sanction imposed by the Vice President or Faculty Member shall be automatically upheld and the accused individual will have no further recourse.

8.8 The Review Board shall not be bound by the technical rules of evidence but may hear and receive any reports, documents, testimony, evidence or other information which is relevant and material to the issues. The weight to be given such items shall be determined solely by the Review Board.

8.9 The Review Board adjudication shall be transcribed or taped and those witnesses appearing before the Review Board shall be sworn.

8.10 Only the primary parties in interest (and their advisors, if any), transcriber, the members of the Review Board and the Coordinator of the Judicial System shall be present throughout the Hearing. The Hearing shall be conducted in private. The advisors may not speak for or take the place of a primary party in interest.

8.11 Conduct of the Hearing

8.11.1 The coordinator of the Judicial System may provide to the Review Board and to the accused copies of documents to be considered by the Review Board in advance of the Hearing, but no party shall be limited to such documents.

8.11.2 The Chairperson will read the charges.

8.11.3 Each party may make an opening statement, beginning with the individual bringing the charge.

8.11.4 The person bringing the charge, by a Faculty Member or College Official accusing a Student of violating the Code of Academic Ethics or the Vice President accusing any Student, or Organization of violating the Campus Regulations will read, summarize, or identify all of the material information which has been submitted by witnesses, the Public Safety Office, or others. Materials will usually consist of, but are not restricted to, a summary case written by the Public Safety Office plus statements from witnesses or other persons involved in the situation. Documents shall also be submitted at this time. The Vice President may also give testimony, submit evidence or call witnesses to give testimony or submit evidence or other information.

8.11.5 The other party and the members of the Review Board may ask questions of any witness. After the submitted materials and evidence have been read, the accused will have the opportunity to refute or explain the materials or evidence or add information. The accused may choose to remain silent and not make any statements or participate in the discussion. The accused may call witnesses.

8.11.6 Each party will be provided an opportunity to give a summation of their respective positions.

8.11.7 The Chairperson will conclude the Hearing when he or she is satisfied that all information has been submitted.

8.11.8 The Review Board will then convene in closed session and consider only information presented at the Hearing. If necessary, the Review Board may adjourn and reconvene, ask for further documentation, or call or recall witnesses with the assistance of the Campus Coordinator, if required.

8.11.9 If the Review Board feels the infraction did not occur, they shall state so in their written opinion.

8.11.10 If the Review Board finds, by a preponderance of the evidence, the infraction did occur, they must first consider the recommended sanction.

8.11.11 If the Review Board rejects in whole or in part the imposed and/or recommended sanction(s), the new findings must be based on substantial evidence in the record and the rationale shall be included in their opinion.

8.11.12 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 pre-paid, 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.

**Introduction**

Hudson Valley Community College has established an Equal Employment Opportunity Policy and a Sexual/Discrimination Harassment Policy that is consistent with Federal and State anti-discrimination legislation. The policies which are set forth below represent the College’s ongoing commitment to providing an environment in both education and employment that is free from such unlawful discrimination and harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status or marital status. In order to equitably and uniformly enforce these policies, the College must seek to balance the interests of those individuals or groups of individuals allegedly victimized by unlawful discrimination or harassment with the due process rights of the accused. To this end, the College has established a complaint procedure for the review of allegations of unlawful discrimination and harassment. It is the goal of the College that these procedures serve as a mechanism through which the College may fairly and equitably identify, respond to and/or prevent incidents of unlawful discrimination and harassment on its campus and permit, if possible, the resolution of alleged acts of unlawful discrimination or harassment without resorting to the often expensive and time-consuming procedures of State and Federal enforcement agencies or courts.

The procedures set forth below are applicable to both employees and students of the College. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards and any other procedures defined by contract shall continue to operate as before. It is important that neither the student nor the employee is required to pursue resolution of their complaints through the College’s internal procedure. Rather a Complainant may, at his or her discretion, file a complaint with a court of competent jurisdiction or with an outside enforcement agency, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education or the Office of Federal Contract Compliance of the United States Department of Labor.

The Affirmative Action Officer (hereinafter referred to as “AAO”) shall investigate all complaints of discrimination and/or harassment when the allegation includes an employee of the college. The Vice President for Enrollment Management and Student Development (hereinafter referred to as “VP for EM&SD”) shall investigate all complaints of discrimination and/or harassment when the basis of the complaint is student to student. AAO/VP for EM&SD shall assist the Complainant in the use of the com-
plaint form defining the charge(s); and AAO/VP for EM&SD shall provide the Complainant with information about the various options the Complainant has in terms of where a complaint may be filed. While the AAO/VP for EM&SD will provide, to the best of his/her knowledge, information concerning the processes relevant to outside agencies or courts, AAO/VP for EM&SD 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 Room 140, Administration Building, via telephone at (518) 629-8110 or via email at j.ogden@hvcc.edu.

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

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, performance 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

To file a complaint of discrimination or harassment against an employee of HVCC, please contact:

Affirmative Action Officer
Room 140
Administration Building
(518) 629-8110
j.ogden@hvcc.edu

If you are a student and wish to file a complaint of discrimination or harassment against another student of HVCC, please contact:

Vice President for Enrollment Management & Student Development
Room 159
Guenther Enrollment Services Center
(518) 629-7307
a.popovics@hvcc.edu

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 receives 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 AAO/VP for EM&SD.

**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.

**COMPLAINTANT** - 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 explicitly an employment term or condition [or a condition on which one’s academic standing is predicated]; or (2) Submission to or rejection of such conduct is used as a basis for employment [or academic] decisions; or (3) Such conduct has the purpose or the effect of unreasonably interfering with one’s [academic] or work performance, or creating an offensive, intimidating or hostile [academic] or work environment.

**RESPONDENT** - An individual or entity that answers in a complaint alleging unlawful discrimination or harassment or the person(s) accused of alleged unlawful discrimination or harassment.

**UNLAWFUL DISCRIMINATION** - consists of:

- harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran or marital status;
- employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain race, color, national origin, religion, age, sex, sexual orientation, disability, veteran or marital status; or
- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.
APPLICABILITY

This complaint procedure does not supplant nor duplicate any existing complaint procedure. It does not deprive the complainant the right to file with outside government agencies, such as the New York State Division of Human Rights (DHR); U.S. Equal Employment Opportunity Commission (EEOC); U.S. Office of Civil Rights of the Department of Health, Education and Welfare (OCR); the Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor (DOL); or with a court of competent jurisdiction.

The procedure may not be used if a complaint based on the same facts and circumstances is filed with a State or Federal agency or with a court of competent jurisdiction, or if a complaint has been filed under any collective bargaining agreement. Any investigation 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 AA0/VP for EM&SD of any previous, pending or initiated actions filed with a state or federal agency or court. While the AA0/VP for EM&SD of the College will make reasonable attempts to notify the complainant of general time limitations, neither the AA0/VP for EM&SD, 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 AA0/VP for EM&SD.

SANCTIONS

Persons who are found to have engaged in unlawful discrimination and/or harassment may be subject to sanctions that are reasonably calculated to end the unlawful discrimination and prevent its reoccurrence. Sanctions that may be imposed include, but are not limited to, written warnings; letter of reprimands; suspensions; change of job or class assignments; termination; or expulsion.

RETAILIATION

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

To file a complaint of discrimination or harassment against an employee of HVCC, please contact:

Affirmative Action Officer
Room 140
Administration Building
(518) 629-8110
j.ogden@hvcc.edu

If you are a student and wish to file a complaint of discrimination or harassment against another student of HVCC, please contact:

Vice President for Enrollment Management &
Student Development
Room 159
Guenther Enrollment Services Center
(518) 629-7307
a.popovics@hvcc.edu
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 AAO/VP for EM&SD 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 AAO/VP for EM&SD 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 120 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 AAO/VP for EM&SD 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 AAO/VP for EM&SD for investigation and resolution.

3. A written complaint must be filed with the AAO/VP for EM&SD within 120 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 AAO/VP for EM&SD 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 AAO/VP for EM&SD 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 AAO/VP for EM&SD 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 AAO/VP for EM&SD will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.
8. In seeking an informal resolution, the AAO/VP for EM&SD 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 AAO/VP for EM&SD, the AAO/VP for EM&SD 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 AAO/VP for EM&SD’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 AAO/VP for EM&SD.

9. If the AAO/VP for EM&SD 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 AAO/VP for EM&SD will so notify the complainant. The AAO/VP for EM&SD 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 AAO/VP for EM&SD the complainant and respondent.

10. At any time, subsequent to the filing of the complaint form in Appendix A under the informal procedures provided in Part A above, the complainant may elect to proceed under the Formal Complaint Procedure as specified in Part B of this document and forego the informal resolution procedure.

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 time-frames 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 120 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 AAO/VP for EM&SD shall notify the complainant 14 calendar days from the filing of the complaint.

4. Upon receipt of a complaint, the AAO/VP for EM&SD will provide an initialed, signed, dated-stamped copy of the complaint to the Complainant. As soon as reasonably possible after the date of filing of the complaint, the AAO/VP for EM&SD 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 AAO/VP for EM&SD (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 AAO/VP for EM&SD.

5. Within 7 calendar days of receipt of the complaint, the AAO/VP for EM&SD 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 member 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 AAO/VP for EM&SD 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 AAO/VP for EM&SD 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 AAO/VP for EM&SD, 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 AAO/VP for EM&SD 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.
Administrative and Instructional Staff

Board of Trustees

Conrad H. Lang, Jr., Chairman - Averill Park
Joseph A. Kapp, Vice Chairman - Wynantskill
Kenneth B. Colloton ’74 - East Greenbush
William F. Fagan ’73 - Troy
Donald E. Fane - Troy
Robert H. Hill, II - Averill Park
Neil J. Kelleher ’91 - Troy
James A. Walsh ’61 - Troy
Brian S. Zweig - Rensselaer
Derek A. Torrisi - Student Trustee, 2013-14

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

James J. LaGatta
Liaison 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

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 of 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)
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
- 2012 William Eckert, Business Administration
- 2012 Andrew Hurd, Computing and Information Sciences

**School of Engineering and Industrial Technologies**
- 1990 John L. Nagi*, Electrical Engineering Technology
- 2009 Dr. Christopher McNally, Automotive, Manufacturing, and Electrical Engineering Technologies
- 2013 Gerard M. McEneaney, Building Systems Technology

**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
- 2011 Karen Palleschi, Dental Hygiene
- 2013 Marianne Belles, 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. Karpfen, English
- 1994 Ronald J. Karpfen, 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 Schoonmaker, Mathematics and Science/Engineering Science
- 2007 Dr. Laura Ann Mastrangelo, Biology, Chemistry and Physics
- 2007 Dr. Mark D. Tenney, Mathematics and Science/Engineering Science
- 2008 Dr. Maria Palmara, English, Modern Languages, and English as a Second Language
- 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
2011  Beth Ernest, Mathematics and Engineering Science
2011  Dr. Todd Wysocki, History, Philosophy and Social Sciences
2012  Rachel Bornn, English, Modern Languages and English as a Second Language
2012  Michele Catone-Maitino, History, Philosophy and Social Sciences
2013  Andrew Schott, 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 Scholarship and Creative Activities
2011 Joseph Cardillo, English, Modern Languages and English as a Second Language

Chancellor's Award for Excellence in Faculty Service
2005  Carol McCarthy, Center for Effective Teaching
2009  Lois Ann Terry, Instructional Support Services and Retention
2011  John Kennedy, Individual Studies and Liberal Arts
2011  Dorothy Reynolds, Fine Arts, Theatre Arts and Broadcast Communications
2012  Donald C. Frament, Learning Assistance Center and Testing Office

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
2011  Tina Maloney, Secretary I, Physical Plant
2012  Patricia Kaiser, Data Analysis Coordinator II, Library
2013  David J. Plunkett, Campus Security Officer, Public Safety and Security

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
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1992  James J. LaGatta, Dean, School of Liberal Arts and Sciences
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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
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1998  Dennis L. Nagi, Professor/Chairperson, Humanities and Modern Languages, Behavioral and Social Sciences
1999  Donna Murray, College Nurse
2000  Bette H. Frisino, Registrar
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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
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2009  Mary Claire Bauer, Director of Admissions
2009  Dr. Ann Geisendorfer, Associate
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2010  Larry Ellis, Associate Director,
      Student Development
2010  Deborah Shoemaker, Director, Community
      and Professional Education
2011  Robert Racette, Director of
      Instructional Technologies and Viking
      Video Technologies
2012  Suzanne Brownrigg, Director of High School
      Programs and Educational Outreach
      Program
2012  Diane Teutschman, Advising Specialist,
      Teacher Preparation
2013  Dr. Margaret M. Geehan, Dean,
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2013  Anne F. Minehan, Associate for Academic
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<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Coon (2004)</td>
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<td>Jay Deitchman (2003)</td>
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<td>Selissa Dukes (1998)</td>
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<td>Richard Edwards (2013)</td>
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### Administrative and Instructional Staff

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution Details</th>
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<tbody>
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<td>Professor</td>
<td>M.S., SUNY Albany, B.S., SUNY College Oneonta</td>
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<tr>
<td>Mark Stephens, Ph.D. (1996)</td>
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<tr>
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<td>Susan Stiner (1994)</td>
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<tr>
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</tr>
<tr>
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<tr>
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<tr>
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<td>Colonna Beauty School</td>
</tr>
<tr>
<td>Joseph Forget (1989)</td>
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<td>A.A.S., Fulton-Montgomery Community College</td>
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<td>Thomas Glasser (1995)</td>
<td>Assistant Professor</td>
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<tr>
<td>David Soldini, J.D. (1995)</td>
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<tr>
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<tr>
<td>Erica Puentes (1993)</td>
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</tr>
<tr>
<td>Thomas Glasser (1995)</td>
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</tbody>
</table>
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<td>A.O.S., Hudson Valley Community College</td>
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<td>Brian Demarest</td>
<td>2008</td>
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<td>John McMahon</td>
<td>2003</td>
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<td>Normand Ouimet</td>
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<tr>
<td>Melissa Pinke</td>
<td>2005</td>
<td>B.S., SUNY Institute of Technology at Utica/Rome, A.A., Hudson Valley Community College</td>
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<tr>
<td>Business Administration</td>
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<tr>
<td>John Armitage</td>
<td>2004</td>
<td>M.A., Hofstra University, B.S., SUNY Albany</td>
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<td>Name</td>
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<tr>
<td>Melissa Elwell</td>
<td>(2005)</td>
<td>J.D., Albany Law School Of Union University B.A., Castleton State College</td>
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<tr>
<td>Tracy Farrell</td>
<td>(2002)</td>
<td>M.S., SUNY Albany B.S., Siena College</td>
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<td>Richard Heim</td>
<td>(2007)</td>
<td>B.S., SUNY Albany A.A.S., Hudson Valley Community College</td>
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<td>Alyson Moorby</td>
<td>(2006)</td>
<td>M.S., New School University B.S., Siena College</td>
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<td>Steven L. Mullen</td>
<td>(2002)</td>
<td>M.S., Georgia Southern University B.S., SUNY Cortland</td>
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<td>Gail A. Shaw</td>
<td>(2008)</td>
<td>M.S., College of St. Rose B.S., Siena College A.A.S., Maria College</td>
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<tr>
<td>Susan Soldini</td>
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<td>Civil, Construction, Industrial and Mechanical Technologies</td>
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<td>Cynthia Brown Lafleur</td>
<td>(2005)</td>
<td>B.S., SUNY at Plattsburgh</td>
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<td>Tara Collins</td>
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<td>Keith Demarest</td>
<td>(2008)</td>
<td>M.S., Rensselaer Polytechnic Institute B.S., Rochester Institute of Technology</td>
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<td>Peter Fil</td>
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<td>B.A., Hofstra University</td>
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<td>David Jojo</td>
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<td>Keith Lashway</td>
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<td>John Lewyckyj</td>
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<tr>
<td>Paul Male</td>
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<td>John VanOort</td>
<td>(2009)</td>
<td>B. ARCH., Kansas State University A.A.S., Hudson Valley Community College</td>
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Computing and Information Sciences

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<th>Name</th>
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<td>Bradley Brown (2011)</td>
<td>M.S., Univ. of New Haven</td>
<td>B.S., Colorado State Univ.</td>
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<td>Carol J. Burke (1984)</td>
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<td>Holly Cheever (2010)</td>
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<td>Helana Heath-Roland, J.D.</td>
<td>J.D., New York University</td>
<td>B.S., John Jay College of Criminal Justice</td>
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<td>Stephen Koonz (2010)</td>
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<td>B.S., Empire State College</td>
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<td>Cathleen Lindberg, J.D. (2007)</td>
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<td>B.S., Univ. of Maryland</td>
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<td>Bruce MacWatters (2012)</td>
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<td>Casey Ryan (2010)</td>
<td>M.S., Suffolk University</td>
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<td>Dental Hygiene</td>
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<td>Anne Antidormi (2004)</td>
<td>B.S., A.S., University Bridgeport</td>
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<td>Karen Baldwin (2001)</td>
<td>M.S., SUNY Albany</td>
<td>B.S., Excelsior College-Regents College</td>
<td>A.A.S., Hudson Valley Community College</td>
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<td>Nadine Chick (2003)</td>
<td>B.S., Thomas Jefferson University</td>
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<td>Tammy Conway (1997)</td>
<td>M.S., SUNY Albany</td>
<td>B.S., William Paterson University</td>
<td>A.A.S., Hudson Valley Community College</td>
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<td>Kathleen Jonas-Papile (2001)</td>
<td>B.S., SUNY Brockport</td>
<td>A.A.S., Hudson Valley Community College</td>
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<td>Christina Henchey (2011)</td>
<td>B.S., Empire State College</td>
<td>A.S., A.A., Hudson Valley Community College</td>
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<td>Roseanne Henley (2012)</td>
<td>B.S., Siena College</td>
<td>A.A.S., Bellvue Community College</td>
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<td>Karen Karins (1977)</td>
<td>B.S., University Bridgeport</td>
<td>A.A.S., Endicott College</td>
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<td>Sherrie LeVan (2011)</td>
<td>B.S., A.S., University of Maine</td>
<td>A.A.S., Bellvue Community College</td>
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</table>
Perio. Cert., Harvard University
D.M.D., Tufts University
B.A., Princeton University

Jeffery McMinn (2005)
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Lisa Harrington-Redding, School Counselor, Mount Anthony Union High School, Bennington, VT
Joanne R. Honeywell, High School Counselor, Bethlehem Central High School, Delmar, NY
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Laurel Logan-King, Guidance Counselor, Cohoes High School, Cohoes, NY
Patricia Maloney, Guidance Counselor, Tamarac High School, Troy, NY
Lisa M. Miller, Guidance Counselor, Stillwater Central School, Stillwater, NY
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Jan Reilly, Guidance Counselor, Shenendehowa High School, Clifton Park, NY
Kim Sabella, Guidance Counselor, Columbia High School, East Greenbush, NY
Darleen J. Sampson, Guidance Counselor, Lansingburgh Central High School, Troy, NY
Sharon Schultz, Guidance Counselor, Rensselaer High School, Rensselaer, NY
Teri Thomas, Guidance Counselor, Schenectady High School, Schenectady, NY
Melissa A. Voorhis, Professional School Counselor, Ichabod Crane High School, Valatie, NY
Russell Weinlein, Guidance Counselor, Burnt Hills Ballston Lake High School, Burnt Hills, NY
Duane Wood, Guidance Counselor, Mohonasen High School, Schenectady, NY

School of Business

Accounting

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U.W. Marx, Inc., Troy, NY
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Information Systems

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Michelle Blanchard, RHIA, Assistant Director of Medical Records, Four Winds Hospital, Glens Falls, NY
Katherine Dongsavanh, IT Recruiting Manager, Garnet River LLC, Albany, NY
Robert Gamble, Computer Science Corp., Menands, NY
Sanjay Goel, University at Albany, Albany, NY
Brian Gridley, Network Systems Specialist, Albany Medical Center, Albany, NY
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Carmino Basile, Watervliet, NY
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Robert Molloy, Sales Manager, Starks Combustion Associates, Inc., Latham, NY
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Donald Reckner, President, Elmo’s Auto Body, Ballston Lake, NY
John Schultz, PRO Manager, Allstate Insurance, Albany, NY

Automotive Technical Services-General Motors
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Theresa Russell, Assistant Part & Services Director, DeNooyer Chevrolet, Inc., Albany, NY
Mark Russman, Service and Parts Director, Gendron’s Truck Center, Troy, NY
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J. Emile Kreiger, Troy, NY
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Scott L. Bowman, Valatie Rescue Squad, Valatie, NY
Stephen Brady, MD, FACC, FSCAI, Loudonville, NY
William Carey, Director, Respiratory Care, Veterans Medical Center, Albany, NY
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Sandy Dykens, Director of Respiratory, Pathways Nursing and Rehabilitation Center, Clifton Park, NY
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Tim Mirabile, Executive Director, Regional Emergency Medical Organization, Albany, NY
John Morley, Medical Director, Office of Health Systems Management, Albany, NY
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John Oliver, Troy, NY
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Dean Romano, Regional Emergency Medical Organization of the Hudson and Mohawk Valley, Albany, NY
Jonathan Rosen, Pulmonary/Critical Care, Albany Medical College, Albany, NY
Raymond Scaringe, Supervisor Respiratory Care, Ellis Hospital, Schenectady, NY
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Mark H. Spezo, Cambridge Valley Rescue Squad, Cambridge, NY
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William Wenzell, Capital Region Sleep Wake Disorder Center, Albany, NY

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Diagnostic Medical Sonography
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Elizabeth Malloy, Clarksburg, 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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Advisory Committees

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Sharon D’Ambrosio, Manager, Babcock Funeral Home, Inc., Ravena, NY
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Vincent C. Fronezek, Watervliet, NY
Ellen McNulty, Manager, McNulty Funeral Home, Green Island, NY
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Nursing
Karen Clement-O’Brien, DNP RN, Chair Division of Nursing, Southern Vermont College, Bennington, VT
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Kathleen Sweener, Ph.D., CASAC, Director of Student Development, Hudson Valley Community College, Troy, NY
Vivian Tortorici, Malta, NY

Polysomnography
Heather C. Comora, Pulmonary Physicians of Saratoga Sleep Disorders Center, Wilton, NY
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Kerry Sumner, Director of Respiratory, Sleep Lab and Neurodiagnostics, Glens Falls Hospital, Corinth, NY
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Stephen Baboulis, Vice President, News Channel 13 WNYT - Albany, Albany, NY
Thomas Brownlie, Executive Director, The New School, Albany, NY
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Teresa Harrison, Chair, Department of Communication, University at Albany, Albany, NY
Elizabeth Hood, Office of Educational Television & Public Broadcasting, New York State Education Department, Albany, NY
Robert Katz, Account Manager, One Vision Solutions, Averill Park, NY

Chemistry
Mary Katherine Carroll, Department of Chemistry, Union College, Schenectady, NY
Patricia Hyland, Department Chairperson, Cardiorespiratory and Emergency Medicine, Hudson Valley Community College, Troy, NY
J. David Wos, Production Manager, BASF Corp, Rensselaer, NY

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Warren McGreevey, Schaghticoke, NY
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Vivian Tortorici, Malta, NY

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Ward B. Stone, NYS Department of Environmental Conservation, Wildlife Pathology Unit, Delmar, NY
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Christine Miles, Albany, NY
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Ferdinand S. Haverly, Green Island, NY
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Linda O’Rourke, Troy, NY
Maryanne Pepe, Assistant Professor, Hudson Valley Community College, Troy, NY
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Janice Hindes, Education Specialist, Hudson Valley Community College, Troy, NY
John F. Kennedy, Associate Professor, 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
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Mathematics and Engineering Science

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Thomas Hoffman, PE, Niskayuna, NY
John O’Neill, Associate Dean, School of Business, Siena College, Loudonville, NY
Richard J. Thompson, Jr., Dean, College of Mathematics and Science, College of Saint Rose, Albany, NY
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Kehe Zhu, Dept. Chairman, University at Albany, Albany, NY

Physical Education

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Christina L. Kelly, Athletic and Recreation Supervisor, Hudson Valley Community College, Troy, NY
Regina LaGatta, East Greenbush, NY

Teacher Preparation

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Kathleen Gormley, The Sage Colleges, Troy, NY
Leslie Jimpson, Ed. M., Alternative Learning Center, Albany, NY
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Susan Kambrick, Director, Woodland Hill Montessori, North Greenbush, NY
Cynthia Kilgallon, Principal, PS 18 Troy City Schools, Troy, NY
Lin A. Severance, Guildlerland Central Schools, Guildlerland, NY
Demian Singleton, Guildlerland Central Schools, Guildlerland, NY

Workforce Development

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Richard E. Bennett, Associate Dean, Hudson Valley Community College, Troy, NY
Wesley Holloway, VP of Diversity, Schenectady, NY

Capital District Educational Opportunity Center (EOC)

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Karen Ferrer-Murliiz, Associate Dean, Instructional Support Services and Retention, Hudson Valley Community College, Colonie, NY
Linda J. Hill, Economic Developer, National Grid, Averill Park, NY
Elizabeth Smith, Community Impact Manager: Financial Stability, United Way of the Greater Capital Region, Schuylerville, NY
Brian J. Williams Sr., Employment & Training Coordinator, Rensselaer County Dept. of Employment and Training, Wynantskill, 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. Since 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**
(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
Geneseo Community College at Batavia
Herkimer County Community College at Herkimer
Hudson Valley Community College at Troy
Jamestown Community College at Jamestown
Jefferson Community College at Watertown
Mohawk Valley Community College at Utica
Monroe Community College at Rochester
Nassau Community College at Garden City
Niagara County Community College at Sanborn
North County Community College at Saranac Lake
Onondaga Community College at Syracuse
Orange County Community College at Middletown
Rockland Community College at Suffern
Schenectady County Community College at Schenectady
Suffolk County Community College at Selden, Riverhead and Brentwood
Sullivan County Community College at Loch Sheldrake
Tompkins Cortland Community College at Dryden
Ulster County Community College at Stone Ridge
Westchester Community College at Valhalla

*The Health Sciences Centers at Buffalo and Stony Brook are operated under the administration of their respective University Centers.
**This is an upper-division institution authorized to offer baccalaureate and master’s degree programs.
***While authorized to offer such baccalaureate and master’s degree programs as may be approved pursuant to the provisions of the Master Plan, in addition to the associate degree, the Fashion Institute of Technology is financed and administered in the manner provided for community colleges.
**** These operate as “contract colleges” on the campuses of independent universities.
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**Note:** The above list includes numerical and alphabetical course indices, followed by course names and page numbers. Each course entry contains a course number, name, and page number, formatted in a standardized table layout. The courses are listed alphabetically by name, with page numbers indicating their placement in a curriculum or index. The list includes a variety of subjects such as education, engineering, literature, and science, spanning a wide range of topics from introductory to advanced levels. The table entry format is designed for easy reference and navigation.
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☐ Yes, I’d like to learn more about Hudson Valley Community College.

Academic Interest / Major: _______________________________________________________ 

Athletic Interests: _____________________________________________________________

I am interested in attending: ☐ Spring ______ year ☐ Summer ______ year ☐ Fall ______ year

Name _________________________________________________________________ 

Address ______________________________________________________________________

City __________________________ State ______ Zip ________________

Phone ( _____ ) __________________________ Birth Date __________________________

E-mail Address ______________________________________________________________________

High School Name __________________________ Graduation Date ______

CAT

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CAT