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Instructional Calendar

**Fall 2022**

Classes Begin

**All Classes Begin** (Day & Evening: On-Campus and Continuing Education Classes: Off-Campus) Monday, August 29

NO CLASSES/COLLEGE CLOSED-Labor Day Monday, September 5

County List Census Date Monday, September 19

Sprint-12 Week Classes Begin Monday, September 26

NO CLASSES-Columbus Day/Indigenous Peoples' Day Monday, October 10

Mid-Term Grades Due-10:00 AM Monday, October 24

Sprint-8 Week Classes Begin

Last Day to Withdraw from Courses Friday, November 18

NO CLASSES/COLLEGE CLOSED-Holiday Wednesday, November 23 - Saturday, November 26

Last Day of Instruction Friday, December 16

Snow Day Saturday, December 17

Final Grades Due-10:00 AM Monday, December 19

NO CLASSES/COLLEGE CLOSED-Holiday Friday, December 23, 2022 - Monday, January 2, 2023

**Winter 2023**

NO CLASSES/COLLEGE CLOSED-Holiday Friday, December 23, 2022 - Monday, January 2, 2023

Classes Begin Tuesday, January 3

Last Day to Withdraw from Courses Thursday, January 12

Classes End/Final Examinations Friday, January 13

Grades Due-10:00 AM Monday, January 16

**Spring 2023**
NO CLASSES - Martin Luther King Jr. Day

**All Classes Begin** (Day/Evening: On/Off Campus) Monday, January 16

County List Census Date

Monday, February 6

Sprint-12 Week Classes Begin

Monday, February 13

NO CLASSES - Faculty Workshop Day

Wednesday, February 22

Mid-Term Grades Due-10:00 AM

Monday, March 13

NO CLASSES - SPRING BREAK

Monday, March 13 - Saturday, March 18

Classes Resume

Sprint- 8 Week Classes Begin

Monday, March 20

NO CLASSES/COLLEGE CLOSED-Holiday

Friday, April 7– Tuesday, April 11

Classes Resume

Wednesday, April 12

Last Day to Withdraw from Courses

Friday, April 14

Last Day of Instruction

Friday, May 12

Student Honors Convocation

Wednesday, May 10

Commencement

Saturday, May 13

Final Grades Due-10:00 AM

Monday, May 15

**Summer 2023**

NO CLASSES/COLLEGE CLOSED-Holidays

Monday, May 29

Tuesday, July 4

Summer Session 1 (3 weeks)

Classes Begin

Monday, May 22

Classes End

Friday, June 9

Summer Session 2 (6 weeks)

Classes Begin

Monday, May 22

Classes End

Friday, June 30

Summer Session 3 (12 weeks)
Classes Begin
Monday, May 22

Classes End
Friday, August 11

Summer Session 4 (6 weeks)

Classes Begin
Monday, July 3

Classes End
Friday, August 11

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 provides transformative, student-centered and high-quality educational opportunities that address the diverse needs of local and global communities.

Vision Statement

Deliver what the future demands. Hudson Valley Community College will meet the educational needs of a rapidly transforming world by leading today and anticipating tomorrow.

Core Values

Hudson Valley Community College is committed to:

LEADS – Leadership, Excellence, Accessibility, Diversity, Service

LEADERSHIP: Hudson Valley provides rigorous academic curricula and challenging co-curricular opportunities to promote the development of leadership qualities in students and to facilitate leadership development among faculty, staff, and students. Whether in our classrooms, labs, online environment, or throughout the Capital Region, Hudson Valley faculty, staff, and students lead the higher education landscape while developing the next generation of global citizens.

EXCELLENCE: Hudson Valley's commitment to excellence impels faculty, staff, and students to consistently strive for outcomes that are exemplary rather than simply satisfactory. This striving for excellence touches on all aspects of life at our institution, from academic programs (on campus, online, off-campus) to our environment, from student services to athletics, from publications to our daily activities. We celebrate our achievements and contributions to the greater society.

ACCESSIBILITY: Accessibility to high-quality education is vital to the growth and prosperity of the local, national, and international communities. Hudson Valley provides educational access to a diverse community of traditional and non-traditional learners in an environment that fosters lifelong learning and freedom of inquiry and expression.
DIVERSITY: Each individual must be able to work and learn in an atmosphere of respect, dignity, and acceptance. Our commitment to diversity requires each of us to continuously ensure that our interactions are respectful, protect free speech, and inspire academic freedom. Hudson Valley values equity, inclusion, and dignity for all. We recognize that our differences make us stronger. We take action when we observe someone being treated unfairly or in a demeaning manner.

SERVICE: Meaningful service to students is at the center of life at Hudson Valley, as is service by students, staff, and faculty to our greater community. We share skills and expertise to assist others through campus clinics, off-campus internships, service learning, and numerous volunteer opportunities to extend the culture of service well beyond our campus.

**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 Middle States Commission on Higher Education, 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 are also 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. Enhance and promote teaching excellence and academic success.
   1.1 Provide faculty with a variety of resources and opportunities for professional development.
   1.2 Provide a variety of resources and opportunities to meet the academic and technological needs of students.
   1.3 Develop, encourage and support effective and innovative teaching and learning environments and approaches that will assist the college in adapting to changing student academic needs.
   1.4 Create opportunities for student engagement and learning outside the classroom.
   1.5 Maintain and enhance an environment that supports student goal attainment, such as transfer, graduation, employment and personal/professional enrichment.
   1.6 Review, revise and/or develop effective and innovative academic courses and programs in response to identified needs.
   1.7 Assess effectiveness in the teaching and learning environment, to ensure that the goals and standards of the college’s academic programs are achieved.

2. Develop and support a student-centered collegial environment.
   2.1 Provide comprehensive academic and non-academic support services.
   2.2 Maintain and enhance a systematic and integrated approach to retention, student persistence and success.
   2.3 Maintain and enhance a comprehensive enrollment management system.
   2.4 Provide effective academic advising for all students.
   2.5 Maintain a comprehensive scheduling system and course schedule that is responsive to student needs.
   2.6 Promote awareness of student support services, college policies and campus-sponsored events and activities.
   2.7 Foster student responsibility and engagement in their education.

3. Promote diversity, equity, and inclusion within the college community.
3.1 Develop and promote institutional programs and processes that embrace diversity, equity and inclusion.
3.2 Promote an environment of diversity, equality and respect for all members of the campus community.
3.3 Increase the recruitment, retention and success of both students and employees from under-represented groups.

4. Create and sustain a technological environment that is supportive of all academic and administrative needs.
4.1 Provide for continuous review and upgrading of technology as it serves academic and administrative applications.
4.2 Maintain secure, reliable and redundant administrative and academic information systems

5. Maintain and improve administrative services.
5.1 Promote communication, cooperation, collaboration and shared decision making.
5.2 Promote fiscal responsibility and accountability throughout the college.
5.3 Support the staff with the necessary resources and opportunities for professional and personal development.
5.4 Promote a respectful and collaborative approach to the bargaining process.
5.5 Provide a clean, safe and accessible environment that meets the needs of the campus community and is conducive to teaching and learning.
5.6 Regularly assess the effectiveness of all administrative services.

6. Continue to develop and foster mutually beneficial relationships with the community.
6.1 Encourage and support administrative and academic partnerships with businesses, educational institutions and the community.
6.2 Promote the college as an exemplary educational institution by focusing on institution-wide marketing and the unique merits of each program.
6.3 Promote and encourage community service by students, faculty, and staff.
6.4 Serve as a community, cultural and civic resource.
6.5 Promote and support college initiatives that generate external revenue.
6.6 Pursue external financial support for college programs and initiatives

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 noncompliance;
- 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.

Campus Free Speech and Assembly

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 blackout 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 and Finance 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 and Finance 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 and Finance 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.
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 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.

**Micro-credential:** Micro-credentials validate that specific skills or competencies have been achieved and are most often designed to meet market needs by aligning with industry standards. Micro-credential programs require fewer credits than a traditional degree or certificate program and are typically more narrowly focused.

**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.

Extension Centers and Off-campus Locations

The College offers courses at locations throughout the Capital Region.

Extension Centers:

Albany Center for Education (ACENRR)
30 Russell Road
Albany, NY 12205

TEC-SMART
345 Hermes Road
Malta, NY 12020

Off-Campus Locations:

Albany International Airport (AIT)
737 Albany Shaker Rd
Albany, NY 12211

Bethlehem High School (BETH)
700 Delaware Ave
Delmar, NY 12054

Cohoes High School (COHOES)
1 Tiger Circle
Cohoes, NY 12047

Colonie High School (CLNE)
1 Raider Boulevard
Albany, NY 12205

Hoosick Falls High School (HSCFAL)
21187 NY 22
Hoosick Falls, NY 12090

Lansingburgh High School (LBURG)
320 Seventh Avenue
Troy, NY 12182
Admissions

General Information

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

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

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

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

General Admission Requirements

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

- Applicants must provide evidence of a diploma from an accredited high school or an equivalency diploma.
- 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 specific programs information.
- 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 and scholarship consideration.
- Applicants who have previously been convicted of a felony or misdemeanor may not be able to receive final licensure in certain fields upon completion of the degree or certificate. Also, certain career opportunities from some programs may be limited. For more specific details and advice, the applicant should discuss his/her situation with the appropriate department chairperson.

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

Students interested in the Early Admission Program will need to complete the following to be considered:

1. High school juniors must complete the Application for Admission and submit it to their guidance counselor. Students will apply to the Liberal Arts and Sciences - Humanities and Social Science program.
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.

High School Equivalency Program (24-Credit Hour Program)

The High School Equivalency Program is for New York State residents who meet one of the following criteria:

- Non-high school graduate
- Graduate from a non-registered school within New York State
- Individual with correspondence school diplomas

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 if the student successfully completes 24 college credits (specific course distribution is noted below). Hudson Valley Community College does not grant the New York State High School Equivalency Diploma. The college offers the courses necessary to apply for the diploma through the New York State Education Department.

24-College Credit Distribution for High School Equivalency Diploma:

- 6-credits-English language arts
- 3-credits-mathematics
- 3-credits-natural science
- 3-credits-social science
- 3-credits-humanities
- 6-credits-college degree program requirements

Upon completion of the 24 credits, the student must submit the required application form, fee and transcript request to the Registrar’s Office. The Registrar’s Office will forward the appropriate paperwork to the New York State Education Department for certification and awarding of the equivalency diploma. Specific information may be found at [www.acces.nysed.gov/aepp/college-credit-and-out-state-testing](http://www.acces.nysed.gov/aepp/college-credit-and-out-state-testing). Students admitted to the 24-Credit Hour Program may be considered by the college as a recognized candidate for matriculation into the Individual Studies Degree program and are not eligible for federal financial aid. However, if a student successfully passes the required sections of the ACCUPLACER placement test, the applicant may be eligible for New York State aid (Tuition Assistance Program, or TAP.)

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.

* Maximum compulsory school attendance age is reached when the school year in which the student turned 16 (or in some districts, 17) has ended (June 30). 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). 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 a credential evaluation service that is a member of National Association of Credential Evaluation Services (NACES), 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.

Disclaimer: Please note that the College will review the evaluation and transfer credits appropriately. All credits may not be transferable to Hudson Valley Community College; the course-by-course transcript evaluation provided by the credential evaluation service is used as a reference guide. While the College accepts a credential evaluation service from a member of NACES, other U.S. higher education institutions may not use the same services for their credential 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. For specific information about the application requirements for international students [those applicants are in or will need to be in F-1, M-1 or J-1 (student) status], please see Application Requirements for International Students. Specific inquiries should be directed to the Coordinator of International Student Services at (518) 629-7567 or via e-mail at international@hvcc.edu.

All foreign-born students residing in the United States of America who have obtained permanent resident status must submit a copy of their Permanent Resident Card ("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 website at www.hvcc.edu/application.
2. 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 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) or Test Assessing Secondary Completion (TASC) must submit a copy of their score report.
   - If you received any college credit for courses taken while in high school, please have an official transcript(s) from the college/university that is granting the credit sent to the Admissions Office at Hudson Valley Community College. These transcript(s) are not required for admission, but will be used during the advisement and scheduling session.
   - 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.
3. 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.
4. 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 coursework 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 term 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 website 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 website: www.hvcc.edu/dentalhygiene.

2) **Mortuary Science**

Admission to the Mortuary Science 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 a candidate for admission. Qualified applications received after Feb. 1 will be considered on a space available basis. Applications are accepted for admission into the fall term only and are determined through a qualified selective admission process.

Applicants should mail their applications to the Admissions Office well in advance of the Feb. 1 deadline to assure receipt of all materials. For more information, contact the Admissions Office.

3) **Nursing**

Applicants for fall terms:
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 website: www hvcc edu/nursing.

Applicants for summer terms (One-Year Advanced Option):

Applicants for the Nursing One-Year Advanced Option must submit a completed application, which includes all high school and college transcripts and TEAS test scores, to be on file in the Admissions Office no later then Feb. 1 to be considered for acceptance for the following summer term. Applications received after Feb. 1 will be considered on a space available basis. Applications for this program are accepted for admission into the summer term only. Students must identify that they are applying for the Nursing One-Year Advanced Option.

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 summer admission. There is no wait list for the Nursing One-Year Advanced Option. If a student wishes to be considered for the following year, the student must reapply to the Nursing One-Year Advanced Option.

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 website: www hvcc edu/nursing.

Preference will be given to applicants with a bachelors/associate's degree already completed. Due to the rigor and time commitment to complete the One-Year Advanced Option, students are strongly encouraged not to have outside employment.

4) 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 website: 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 readmission. All decisions will be based upon an individual student review process. Readmission will require students to successfully repeat previous clinical, practicum, and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program's current admission procedure.
Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

**Behavioral Dismissal Policy for Health Science Programs**

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

**Admission Review Board**

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

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

Applicants who have been dismissed from another college or university due to disciplinary reasons 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
- Executive Director of Student Development and Wellness
- Registrar

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

**Tuition and Fees**

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

### 2022-2023 Tuition and Fees

<table>
<thead>
<tr>
<th></th>
<th>Full-time*</th>
<th>Part-time</th>
<th>Information</th>
</tr>
</thead>
</table>

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| **New York State Resident Tuition** | $2,400 | $200 per credit hour | Students who reside in New York State must provide a **Certificate of Residence** to be charged New York State resident rates, regardless of instructional method. |
| **New York State Non-Resident Tuition** | $4,800 | $400.00 per credit hour | New York State students without a **Certificate of Residence** will be charged the Non-Resident rate. |
| **Out-of-State Resident Tuition** | $4,800.00 | $400 per credit hour | Students residing outside of New York State enrolled exclusively in distance learning courses will receive a scholarship to cover the difference between the NYS resident tuition rate and non-resident tuition rate. For further information, please contact the **Cashier's Office**. |
| **Out-of-State Student Capital Charge** | $150 | $10 per credit hour | This capital charge fee, which has been authorized by the State University of New York, is applied to the bill of all students who are residents of a state other than New York to help offset capital construction projects at Hudson Valley Community College. The fee will be $150 per semester for students enrolled in 15 credit hours or more and $10 per credit hour for students below 15 credit hours per semester, up to a maximum of $300 annually. |
| **Records and Activities Fee** | $192.00 | $16.00 per credit hour | Provides for student activities, intramural and intercollegiate athletics, cultural affairs activities, student transcripts and graduation. |
| **Technology Fee** | $300 | $25 per credit hour | For students taking three or more credits. |
| **Health Fee** | $30 | $2.50 per credit hour | Mandatory to provide health services for all students. |
| **Laboratory Fee** | As needed | As needed | Applies only to laboratory classes. |
| **Health Sciences/Biotechnology Insurance Fee** | $9.00 | | The Health Sciences/Biotechnology Insurance Fee (including EOC – Nursing Assistant Program students) provides accident and death coverage for students who participate in course related internships (onsite and offsite), including the College's Dental Clinic. Claim forms are available through Health Services. Policy coverage details available through the Office of VP for Administration and Finance. This fee is non-refundable on or after the first day of the session. |
| **Vehicle Registration Fee** | $87.00 | $7.25 per credit hour | Can be waived if not driving on campus. Vehicle Registration Fees are not assessed for online courses. |
| **College in the High School** | $792.00 | $66.00 per credit hour | |

*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.

**Records and Activities Fee & Health Fee are not charged during the Summer Sessions**

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.

Acceptable Forms of Payment:

- **Cash, Check, Discover, MasterCard, ViSA or Money Order**
- **Financial Aid** - You can use financial aid to pay your bill if it appears as a credit on your bill or in WIReD. You cannot use financial aid as a credit until it has been finalized by the Financial Aid Office. See "How to Pay Bill or Confirm Your Registration Online" on the Cashier's webpage.
- **Veteran Deferrals** - Eligible veteran students may receive a tuition deferral through the Registrar's Office.
- **Third Party** - If your employer or some other organization will be paying your bill, you must provide supporting documentation to the Cashier's Office along with payment of any amount the student is responsible for, by the tuition due date.
- **Tuition Payment Plan** - The payment plan, offered in conjunction with College partner Nelnet, requires a down payment of 25 percent of your balance plus a $50 fee. Subsequent monthly payments will be automatically withdrawn using a checking or savings account, or a VISA, MasterCard or Discover. Learn more at My College Payment Plan. To enroll in a plan, login to WIReD and visit "Student Account Records."
  
  Tutorial: How to Set Up Your Payment Plan

### Special Fees and Expenses

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Automotive Service/Repair Fee (each job)</td>
<td>Up to $50</td>
</tr>
<tr>
<td>Credit by examination/per credit hour</td>
<td>$55</td>
</tr>
<tr>
<td>Dental Clinic Registration Fee - Adult</td>
<td>$10</td>
</tr>
<tr>
<td>Children age 4-12</td>
<td>$6</td>
</tr>
<tr>
<td>Identification Card Replacement Fee</td>
<td>$9</td>
</tr>
<tr>
<td>Library Fine (per item)</td>
<td>$3</td>
</tr>
<tr>
<td>Life Experience Evaluation/per credit hour</td>
<td>$50</td>
</tr>
<tr>
<td>Locker Fee (per semester, optional)</td>
<td>$10</td>
</tr>
<tr>
<td>Lost or Damaged Material (print or audiovisual):</td>
<td>$70 minimum</td>
</tr>
</tbody>
</table>

The patron will be held responsible for the replacement cost of all lost/damaged items in addition to a $2 service charge.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Fine (each violation)</td>
<td>Varies</td>
</tr>
<tr>
<td>Payment Plan Fee</td>
<td>$50</td>
</tr>
<tr>
<td>(Flat rate to participate per student.)</td>
<td></td>
</tr>
<tr>
<td>Returned Check Fee (each time) *</td>
<td>$20</td>
</tr>
<tr>
<td>Study Abroad Application Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Tuition Deposit (non-refundable)</td>
<td>$50</td>
</tr>
</tbody>
</table>
*Any checks payable to the college returned due to "insufficient funds" will be assessed a $20 fee. In addition to this fee, the college may require that all future payments be made by certified funds.

Refund Policy

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

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

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 processed.

*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.

VA Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
• Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.
However, to qualify for this provision, such students will be required to:

• Produce the Certificate of Eligibility by the first day of class;
• Provide additional information needed to properly certify the enrollment as described in other institutional policies, as listed here: As an alternative to a certificate of eligibility, a Chapter 33 student may submit application paperwork to be forwarded to VA or proof of application. A Chapter 31 student must submit Form 28-1905. All students must visit the Registrar’s Office to obtain a Veteran’s Tuition Deferral or completed copies of Form 28-1905.

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 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 NYS Student Aid Payment Application in the same session or at www.tapweb.org.

Application Processing

The Financial Aid Office makes every effort to process all applications in a timely manner. We may be required to request additional documentation which can cause delays in processing. The U.S. Department of Education selects some applicants for a process called verification. The Financial Aid Office will notify 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 once the student has applied for admission to the college. Students should submit all requested documentation immediately so processing can be continued. Once all requested documents are received and processed and the student has been accepted into a program, the student will receive an electronic SUNY Award Letter via their HVCC email.

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.

Verification Procedures

Hudson Valley Community College will follow all verification requirements as outlined in the U.S. Department of Education Application and Verification Guide. For students selected for verification, no Title IV financial aid will be determined until the verification process is satisfactorily completed.

Students selected for verification will be notified via their HVCC email to submit all documents necessary to complete the verification process. The Mastrangelo Financial Aid Center will compare all submitted documents to the information provided on the student's FAFSA. Any discrepancies will be corrected electronically with the U.S. Department of Education. Students will then be notified of their award eligibility via their HVCC email. If awards are adjusted at a later date, the student will be sent an email to view their revised awards in WIReD.
Verification documents must be submitted and processed prior to the student's last day of attendance if the student wishes to borrow federal student loans. Processing can take a minimum of two weeks.

The deadline date for completing verification and confirming federal grant eligibility is also the student's last date of enrollment. (In limited cases there could be an extension of 120 days after the student's last date of enrollment.)

Failure to submit the required documentation by the deadline may result in a delay or loss of financial aid eligibility.

If Hudson Valley Community College suspects that a student or other individual has misreported information or altered documentation to fraudulently obtain federal funds, all relevant information and evidence will be reported to the Office of Inspector General at:

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500
1-800-MIS-USED
(1-800-647-8733)

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 a course that is NOT degree-applicable. Students can view their scheduled courses on WIReD. Tuition bills will NOT reflect financial aid for courses that are not degree-applicable. Students should review their schedule and tuition bills very carefully for any discrepancies relating to courses and financial aid.

Cost of Attendance (COA)

This is the amount that the Financial Aid Office estimates it will cost a full-time student to attend Hudson Valley Community College for one academic year. The COA is calculated based on rules established by the U.S. Congress. The COA includes tuition and fees, allowances for room and board, books and supplies, transportation, personal expenses and loan fees. A student's total financial aid assistance (i.e. grants, scholarships, student loans, tuition assistance) cannot exceed their COA.

Students with unusual expenses may request an evaluation of their COA by submitting a letter to the Financial Aid Office detailing the circumstances, amount of expenses involved and providing documentation of the expenses. The COA determines a student's estimated costs related to attendance at the college. It is not intended to reflect full support requirements. Financial aid provides assistance for educational expenses, not full support. Students should be aware that requests for adjustments to the COA do not in any way indicate that there is financial aid to cover such adjustments.

Financial Need and Expected Family Contribution

Financial aid from most of the major federal programs is based on financial need (except for unsubsidized Federal Direct Stafford and PLUS loans). When you apply for federal student aid, using the Free Application for Federal Student Aid (FAFSA), the information you provide is used in a formula established and approved by the U.S. Department of Education called Federal Methodology (FM). The formula calculates your Expected Family Contribution (EFC). This is the amount that you and your family will be expected to have available to contribute to your education. If your EFC is below an amount set by the federal government, you should be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements. The Financial Aid Office subtracts your EFC from your cost of attendance (COA).

COA - EFC = Estimated Financial Need to Attend School

If a student has financial need, this need can be filled with grants, federal work study, scholarships and subsidized Federal Direct Loans, depending on the student's eligibility.
Students who have little or no financial need can receive grants and scholarships for which they are eligible. However, they may have limited or no eligibility for subsidized Federal Direct Loans. These students, in most cases, would qualify for unsubsidized Federal Direct Loan funds.

You can get further information on the EFC formula by contacting the U.S. Department of Education at 1-800-4FEDAI D or from their website at www.studentaid.ed.gov.

### Estimated Cost of Attendance for Full-Time Students

**Fall 2022 and Spring 2023**

<table>
<thead>
<tr>
<th></th>
<th>New York Resident WITH Certificate of Residence</th>
<th>New York Resident WITHOUT Certificate of Residence</th>
<th>Not a New York State Resident/Out-of-State</th>
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<td><strong>$22,516</strong></td>
<td><strong>$27,316</strong></td>
<td><strong>$27,316</strong></td>
</tr>
</tbody>
</table>

Federal financial aid at Hudson Valley Community College is awarded based on full-time enrollment, your EFC and the estimated Cost of Attendance charts above. The tuition, fees, and book components of Cost of Attendance will be reduced for any student enrolled in less than full-time financial aid hours during the fall, spring and summer semesters. Cost of Attendance for students enrolled less than 1/2 time (5 credit hours or less) will not include allowances for room and board or personal expenses. Students must contact the Financial Aid Office immediately to have their tuition and fees reviewed based on part-time enrollment.

### Code of Conduct

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

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

No officer or employee of the Financial Aid Office (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

No officer, agent or employee of the college shall assign, through the award packaging or other methods, the borrower's loan to a particular lender nor shall it refuse to certify, or delay the certification, of any loan based on the borrower's selection of a particular lender or guaranty agency.
The college may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student.

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

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

Federal Programs

The following federal student aid programs are administered by the Financial Aid Office. For policies that affect financial aid eligibility, please see Policies Affecting Federal Financial Aid Eligibility.

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, if available, is determined by the student's EFC. The Federal Pell Grant may be used for any college-related expenses and 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 part-time equivalent) of full-time Pell Grant funds.

**Application Procedures:** Complete the Free Application for Federal Student Aid (FAFSA) annually. 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 the U.S. 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 $623 to $6345. The amount of the award is determined by the student's EFC 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 their program. (See Federal Satisfactory 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 www.hvcc.edu/finaid/disbursed.html for Pell Grant 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). Application Information can be found online at www.hvcc.edu/finaid

**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 any student loan.

**Award Schedule:** Awards range from $100 to $1,000, depending upon the student's financial need, the availability of SEOG funds at Hudson Valley Community College, and the amount of any other financial aid. The average award at HVCC is $200 per semester.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in their program. (See Federal Satisfactory Academic Progress). 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 www.hvcc.edu/finaid/disbursed.html for SEOG Grant disbursement 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 their educational expenses by working a part-time job.

**Application Procedures:** Eligibility for FWS is determined for all students who complete the FAFSA. Application information can be found online at www.hvcc.edu/studentservices/career-transfer/career/workstudy.html

**Selection of Recipients and Allocation of Awards:** In order for a student to be eligible for FWS, the student must be matriculated, be enrolled at least half-time in an eligible degree program, and have unmet financial need.

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

**Award Schedule:** The Financial Aid Office and the Center for Careers and Transfer work with qualified applicants for a job placement. Students may work up to 20 hours per week during enrollment periods and up to 35 hours per week during non-enrollment periods.

Students are paid $11.80 per hour and receive a paycheck every two weeks.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in their program. (See Federal Satisfactory Academic Progress). 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. An overall GPA of 2.0 must be maintained to participate in this program.

**Federal Direct Student Loan**

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

There are three types of Federal Direct Loans:

- **Federal Direct Subsidized Loans** - These loans are based on financial need. The federal government will defer the interest on this type of loan while the student is enrolled in college as long as the student is in at least 6 credit hours.
- **Federal Direct Unsubsidized Loans** - Eligible students may borrow this type of loan regardless of need. There is no deferment of interest during periods of enrollment.
- **Federal Direct PLUS loans** - Parents of eligible dependent students may borrow this loan to assist with their child's educational expenses.

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

If students choose to borrow a loan, they must complete the loan process on HVCC WIReD. The student will be required to complete an online master promissory note and entrance counseling session as part of the application.

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

Promissory notes; entrance and exit counseling are completed here: www.studentloans.gov

Loan applications must be submitted in a timely manner. Students should refer to WIReD for loan procedures and deadlines. The loan process may take up to two 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). Dependent students qualify for an additional $2,000 per year in unsubsidized Federal Direct Loan funds. Independent students qualify for an additional $4,000 per year in unsubsidized Federal Direct Loans. 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.

Students who are new federal loan borrowers on or after July 1, 2013 will qualify for subsidized federal loans until they reach their 150 percent maximum eligibility period. This period is measured in academic years and is based on the published length of the student's program. Once a borrower has reached this limitation, the interest subsidy ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. The student could continue to receive unsubsidized loans if otherwise eligible. More information can be found at www.hvcc.edu/finaid/loans.html

**Repayment Terms:** The interest rate for the Federal Direct Subsidized and Unsubsidized Loan programs is fixed at 2.75 percent for the 2022-2023 academic year. The interest rate for the Federal Direct PLUS Loan is fixed at 5.30 percent. Additionally, all Federal Direct Subsidized and Unsubsidized Loans borrowers are charged an origination fee of 1.057 percent. Direct PLUS borrowers are charged a 4.228 percent origination fee.

There are several different payment plans available. Student borrowers should research payment plans at www.studentloans.gov.

Students must contact their loan servicer regarding payment plan changes.

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

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program. (See Federal Satisfactory Academic Progress). 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 www.hvcc.edu/finaid/disbursed.html 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 EFC and the student's enrollment status.

Year-round Pell: In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year. This is referred to as "year-round Pell." Year-round Pell allows a student to receive a Federal Pell Grant for three semesters for each award year: fall, spring, and summer. A student must meet the following criteria before they can receive this additional award:

1. Student must be matriculated in a degree program
2. Student must meet federal academic standards
3. Student must have received all of the initial Pell Grant
4. Student must enroll for a minimum of 6-degree applicable credit hours in summer

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress in their program (see Federal Satisfactory Academic Progress). 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.

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.html.

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. For percentages and disbursement dates, please visit www.hvcc.edu/finaid/disbursed.html.

Students should have sufficient resources available 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.).

To receive federal student aid, students actively participate in classes regularly. Financial aid disbursements will be put on hold for students who have no passing midterm grades until participation can be confirmed. Final grades are reviewed to determine if the student has participated in courses.

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
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 HVCC 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 website.

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.

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

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.ed.gov. Students will be able to link to their online NYS Student Aid Payment Application at the end of the FAFSA session.

A student that does not complete a FAFSA online will be sent an email with instructions for completing the online NYS Student Aid Payment Application.

If a student provides an email address on their FAFSA, NYSHESC will use that address to contact them about their NYS Student Aid Payment Application, give processing updates, or award information. Please respond to any requests or instructions sent by NYSHESC. The status of awards is contingent upon the annual approval of the New York State budget.

The NYS Student Aid Payment 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* and matriculated at an approved New York State postsecondary institution; (3) meet income requirements (see the TAP application for details); (4) be charged a tuition of at least $200 per year; and (5) be in compliance with the academic requirements.

Please note: 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 awards 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 from the previous tax year.

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**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 HVCC, this grant is awarded only to students who have a minimum 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 online at www.hvcc.edu/finaid/forms.

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

Applicants must be an 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, students are not eligible for APTS if they have 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.

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**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 to 11 degree-applicable credits), and must have a minimum 2.0 cumulative grade point average.

**Application Procedures:** The application process is the same as the Tuition Assistance Program (TAP), using the NYS Student Aid Payment Application.

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**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), using the NYS Student Aid Payment Application.

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**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 Student Aid Payment 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 $6,195 or tuition, 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 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

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 program.

Academic Qualifications

To be eligible for federal financial aid (includes the Pell Grant, Federal 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).

Exception: students who were enrolled in an eligible educational program of study before July 1, 2012 may be considered federal aid eligible if they previously passed an approved Ability to Benefit (ATB) test or successfully completed at least 6 degree-applicable credit hours. The student must provide appropriate documentation to the Financial Aid Office.

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 U.S. Department of Education. Students who have a foreign high school diploma or were homeschooled 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 U.S. 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.

Effective Nov. 1, 2015, COMPASS and ASSET tests will no longer be approved tests by the U.S. Department of Education. The college will be administering the ACCUPLACER exam beginning on this date.
The college’s current placement test, ACCUPLACER, has been approved as a measure of the ability of a student to benefit from post-secondary instruction.

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

- Reading Comprehension: 55
- Sentence Skill (Writing): 60
- Arithmetic: 34

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

Prior to Nov. 1, 2015 the college’s former placement tests, ASSET and COMPASS, were approved as measures of the ability of a student to benefit from post-secondary instruction.

The minimum passing scores for such students on the ASSET test were:

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

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

- Writing Skills: 32
- Reading Skills: 62
- Pre-algebra: 25

**Course Selection**

State and federal financial assistance is available to assist students in pursuing their program of study. To receive funding, 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 funding 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, to receive federal financial aid, students must meet the federal satisfactory academic progress requirements as outlined below. To receive state financial aid, a student must meet the state academic progress requirements, also outlined below.

**Federal Satisfactory Academic Progress**

To be eligible for federal Title IV student aid, a student must demonstrate satisfactory academic progress. Under federal law and regulation, the college is required to establish, publish and enforce minimum academic standards for the continued receipt of federal Title IV student aid. A satisfactory progress policy must include both a qualitative measure and a quantitative measure of the student’s progress. At Hudson Valley Community College, the qualitative standard is measured using the student’s cumulative grade point average (GPA) as calculated by the Registrar’s Office, and the quantitative standard is measured using the student’s percentage of overall credit hours earned (overall credit hours earned divided by overall credit hours attempted). 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.

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

### Satisfactory Academic Progress Table

<table>
<thead>
<tr>
<th>Standards of Satisfactory Academic Progress for Determining Continuing Eligibility for Federal Title IV Student Aid</th>
<th>Minimum Academic Progress Requirements</th>
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</tr>
<tr>
<td>3-18.99</td>
<td>1.0</td>
<td>50%</td>
</tr>
<tr>
<td>19-35.99</td>
<td>1.3</td>
<td>60%</td>
</tr>
<tr>
<td>36-47.99</td>
<td>1.7</td>
<td>67%</td>
</tr>
<tr>
<td>48+</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

- Remedial classes are not included in SAP calculations.
- All attempts of any course will be included in the calculation of 150% maximum timeframe and Percentage of Credit Hours Completed.
- All incomplete grades must be submitted within 30 days of the start of the next enrollment term.
- The number of overall attempted credit hours is the sum of all attempted credit hours at Hudson Valley Community College including College in the High School coursework 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)

### Eligibility for Federal Student Aid

All students must meet specified criteria in order to be eligible for the Title IV Federal Student Assistance, which includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Student Loans, the Federal Work-Study Program, and the Federal Parent Loan for Undergraduate Students. The criteria that students must meet to be eligible for Title IV student aid are the same criteria all HVCC students must adhere to in terms of institutional academic policies and, specifically, academic progress requirements.

The evaluation criteria are the following:
1. Appropriate minimum cumulative grade point average.
2. Successful accumulation of credits toward a degree.
3. Receipt of a degree within the prescribed time limit for the student's program.

1. Cumulative Grade Point Average

In order to remain eligible for Title IV Federal Student Aid, a student must meet the minimum cumulative grade point average requirements of the above chart that coincide with their overall attempted credit hours.

2. Pace of Progression

Federal student aid (Title IV) eligibility is also related to the ratio of credit hours completed versus credit hours attempted. This component of eligibility is referred to as pace of Progression or Pursuit of Program. Pursuit of Program is defined as: the cumulative number of credit hours completed divided by the cumulative number of credit hours attempted. This equation is tied back into the overall credits needed to be earned to graduate for any degrees/certificate programs. Percentages are rounded up for this calculation. For example, a student completing courses at a rate of 66.5 to 66.9 percent will be considered to be completing courses at a 67 percent rate. Students receiving federal student aid from Title IV programs must be making progress towards their degree at the cumulative rates of completion as follows:

- 50% cumulative rate of completion for undergraduate first-year students.
  - (3-18.99 credits attempted).
- 60% cumulative rate of completion for undergraduate second-year students.
  - (19-35.99 credits attempted).
- 67% cumulative rate of completion for all other undergraduate class years.
  - (36-47.99 credits attempted).
- 67% cumulative rate of completion for all other undergraduate class years.
  - (48+ credits attempted).

3. 150% Maximum Timeframe

To quantify academic progress, the College is required to set a maximum timeframe in which a student is expected to complete a program. At Hudson valley Community College, the maximum timeframe cannot exceed 150 percent of the published length of the program, measured in credit hours attempted. For example, students in associate 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.

Title IV Aid: Satisfactory Academic Progress Review Process

All students will be reviewed for Satisfactory Academic Progress by the College at the end of each term of enrollment in order to comply with federal regulations. Standard evaluation terms are Fall, Spring, and Summer. Students who attend intersession and wish to be evaluated for those terms will be reviewed on a case-by-case basis. This review will monitor a student's status in each of the three evaluation criteria. Based on this review, each student will be determined to be in one of four eligibility categories as noted below. Students will be notified of any change in status which affects eligibility for Title IV aid.

| MEETING SAP (1.) | FINANCIAL AID WARNING (2.) | FINANCIAL AID DISMISSAL (3.) | FINANCIAL AID PROBATION (4.) | FINANCIAL AID DISMISSAL (3.) |
Students meets both Qualitative and Quantitative Measurements.

<table>
<thead>
<tr>
<th></th>
<th>Student does not meet Qualitative Measurements</th>
<th>Student does not meet Quantitative Measurements after Warning term. *</th>
<th>Student successfully appeals loss of financial aid. **</th>
<th>Student failed to meet SAP after probationary term or did not meet requirements specified in academic plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AID ELIGIBLE</td>
<td>AID ELIGIBLE</td>
<td>AID INELIGIBLE</td>
<td>AID ELIGIBLE</td>
<td>AID INELIGIBLE</td>
</tr>
</tbody>
</table>

*Students may submit appeal to attempt to regain eligibility for aid.

**Students are placed on Financial Aid Probation for one payment period. Probationary period may be extended if student cannot regain SAP within one payment period defined by Academic Plan-Academic Plan only required if student is not expected to meet SAP requirements within one payment period.

Financial Aid Status Categories

1. **Eligible**-meeting Satisfactory Academic Progress Requirements and eligible for Title IV aid.
2. **Financial Aid Warning**-not meeting Satisfactory Academic Progress Requirements at the end of the previous term, but still eligible for Title IV aid.
3. **Financial Aid Dismissal**-Not meeting Satisfactory Academic Progress Requirements and not eligible for Title IV aid.
4. **Financial Aid Probation**-Not meeting Satisfactory Academic Progress Requirements but eligible for Title IV aid based on an approved appeal and an approved academic plan if student is unable to mathematically regain eligible status within one payment period.

**Eligible**

Students will be determined to be in the eligible category when meeting the calculated Cumulative Grade Point Average, Pace of Progression, and Maximum Timeframe requirements or when previously on Financial Aid Probation and currently working under and meeting all conditions of an approved academic plan.

**Financial Aid Warning**

Eligible students who are not meeting any one of the Satisfactory Academic Progress Requirements at the end of a term will automatically be placed in a status of Financial Aid Warning. Students placed in this status will remain eligible for one additional semester of Title IV aid.

**Financial Aid Dismissal**

Students already in a status of Financial Aid Warning will be placed in the Dismissal category if any of the following conditions are met at the time of review:

- The student is not meeting the Pace of Progression Requirements.
- It has been determined that the student is no longer able to complete the degree requirements within the maximum timeframe as outlined in an Academic Plan. Note that this is not the point at which the student has attempted the maximum allowed credit hours.
- The student is not meeting the Grade Point Average Requirements.

**Financial Aid Probation**

Financial Aid Appeals

Students in the ineligible category may appeal that status based on extenuating circumstances such as the death of a relative, an injury or illness of the student, family difficulties, such as divorce or illness, interpersonal relationship issues, difficulty balancing work, athletics, family responsibilities, etc., and school, and financial difficulties or other special circumstances.
Appeals must be submitted in writing to the Financial Aid Office to be reviewed by the Waiver Committee and must include the following:

- Why the student failed to make progress toward the degree.
- What has changed that will allow the student to make progress.
- Documentation supporting the information included in the appeal. Such documentation could include, but is not limited to, communication from doctors, counselors, or other service providers, police reports, confirmation of use of academic support services, medical records, signed statements from third parties knowledgeable of the situation, etc.

If an appeal is approved, the student will be placed on Financial Aid Probation status and will regain eligibility for Title IV aid. Students on Financial Aid Probation may receive Title IV aid for one semester if it is determined that the student should be able to meet all Satisfactory Academic Progress requirements by the end of that semester. If it is determined that the student will not be able to meet all Satisfactory Academic Progress requirements by the end of one semester, an academic plan can be developed to allow for additional semesters of eligibility as indicated in that plan. Students without an approved academic plan who do not meet all Satisfactory Academic Progress requirements after one semester of Financial Aid Probation will be again placed in the ineligible category. Additional appeals are allowed as long as the circumstances are not identical to those that were used for a previous appeal.

**Academic Plan**

Students in Financial Aid Probation status who will not meet all Satisfactory Academic Progress requirements with one semester may regain Title IV aid eligibility by developing and following a specific academic plan. The need for an academic plan will be determined during the appeal process. Students in need of an academic plan will need to submit a plan proposal which specifies the following:

- The specific date or scheduled time when the plan will end, and the student should be meeting all Satisfactory Academic Progress requirements.
- The cumulative GPA which must be reached or maintained each semester such that the cumulative GPA will be meeting the minimum progress requirements when the plan ends.
- Any changes made to the maximum number of credits which can be attempted.
- The percentage of attempted credits which must be successfully completed each semester such that the Pace of Progression will be meeting the minimum progress requirements (or the new requirements established in the plan) when the plan ends.
- Other requirements deemed necessary which are related to the circumstances of the student's successful appeal.

Students who are successfully following all conditions of an approved Academic Plan will be considered eligible for Title IV aid.

The Academic Plan submitted must be completed with your Academic Department.

**Denied Appeals**

Students who are denied SAP appeals may stay enrolled if other payment arrangements are made and charges have been accepted.

**Deadlines for Appeals**

Appeals must be submitted no later than noon on the first day of classes for the term of its intended use. Please note: Pending results of an appeal will not prevent a drop for non-payment. If an appeal is granted, processing time is necessary to compile a financial aid decision and authorize aid to your account.

**Regaining Eligibility after Dismissal**

Students who lost eligibility and have exhausted appeal options must complete coursework without the use of financial aid. When the students attain the required completion rate/grade point average they will regain financial aid eligibility.

**Transitioning to the New Policy**

Effective Fall 2021, at the conclusion of the term, students will be evaluated based on the revised measurement criteria set forth by the new satisfactory academic progress policy. Any student who does not meet satisfactory academic progress based on the new standard will be placed on Financial Aid Warning and remain eligible for aid for one payment period.
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 Direct Student and PLUS loan programs and Federal Work-Study (FWS). The Pell Grant may 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. A course can only count as earned once for federal satisfactory academic progress. A repeat course counts as earned in the term only if the student completed the repeat with a better grade. Students should seek advice from the Financial Aid Office if they plan to repeat courses.

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.

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 no passing grades at midterm will have all aid held until participation can be confirmed.

Official Withdrawals: If a student officially withdraws from all of their courses before completing more than 60 percent of the term, their 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, that student will be eligible for 10 percent of their financial aid. If the student completes 30 percent of the term, that student will be eligible for 30 percent of their 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 their 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 their tuition and fees, even if the student's financial aid 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 their 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 they are 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.

**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 U.S. Department of Education. Students who are identified with unusual enrollment history must also complete an Identity and Statement of Educational Purpose Form.

**Identity and Statement of Educational Purpose**

Certain federal aid applicants are now required to verify their identities and resubmit a Statement of Education 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 id.

**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.

**Effect of Drug Conviction**

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.

For the 2021-2022 award year, for which the FAFSA cycle has already begun, the drug conviction question will remain on the FAFSA. However, having a drug conviction while receiving federal Title IV aid will no longer impact a student's Title IV aid eligibility.

Federal Student Aid will be proactively sending emails to students who are associated with 2021-2022 ISIRs received prior to the implementation date and who were determined to be ineligible based on their answers to Selective Service and drug conviction questions informing them about the change in the law and their potential eligibility for Title IV aid. Emails will direct students to contact their institution's financial aid office.

**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*

*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 begins in the Wellness Center/Counseling Services, located in the Siek Campus Center.

Students must have attained a minimum 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.

### Chart 1 - For students who first received state aid prior to Summer 2010 or for students in a program of remedial study**

<table>
<thead>
<tr>
<th>After this award</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This many degree credits must be accrued</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>This grade point average must be attained</td>
<td>.5</td>
<td>.75</td>
<td>1.30</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>In the term of this award, these many hours must be completed</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
</tr>
</tbody>
</table>

### Chart 2 - For students who first received state aid in Summer 2010 or thereafter

<table>
<thead>
<tr>
<th>After this award</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This many degree credits must be accrued</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
</tr>
<tr>
<td>This grade point average must be attained</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>In the term of this award, these many hours must be completed</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
</tr>
</tbody>
</table>

**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 HVCC 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 Office at (518) 629-8012 or emailing scholarships@hvcc.edu.

**College Academic, Student and Community Services**

**Academic Services**

**Science Study Center**

In an effort to provide extended academic support for students, the Biology, Chemistry and Physics Department staffs and equips the Science Study Center. Students can have their science 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 Science 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.

**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 instructional support. 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 instructional support or contact Computer Learning Centers faculty to develop customized workshops or instructional sessions.

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 http://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 website. Through resource-sharing arrangements with other libraries, we will seek to borrow other books and articles that are not available directly from us.

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

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

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

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 appointment basis and is open from 7 a.m. to 10 p.m. Monday through Thursday; from 7 a.m. to 5 p.m. Friday; and from 9 a.m. to 4 p.m. Saturday.

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

Other LAC Services

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

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

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

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

Collegiate Academic Support Program: The Collegiate Academic Support Program (CASP) promotes the academic and personal growth of traditionally underrepresented students by providing holistic programs and activities within an environment that celebrates inclusiveness and diversity. Available services include life skills counseling; enrichment activities; referrals; and computer access. For more information regarding CASP, contact the program coordinator at (518) 629-7160.
Writing and Research Center

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

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 below college level in any of the three basic skills areas (Reading, Writing, and Math) will work with an academic advisor to address the development of the appropriate learning skills 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 will be offered in conjunction with the corresponding course registration period.

Some entering students may be eligible for waivers from testing based on: previous ACCUPLACER or COMPANION placement testing, college determined SAT/ACT cut-off scores (SAT: 500 critical reading/verbal, 500 math; ACT: 23 composite score, 22 English, 23 math); 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. Upon review by an academic advisor, a student granted a waiver may be recommended to take the placement test.

Placement tests are administered by the Office of First Year Experience and Orientation Programming. At the end of each test session, students receive information about contacting their academic advising location and selecting courses for the upcoming term. Course placement will occur based upon a review of the noted and other available multiple measures during the advisement process.

Students that live at a significant distance from the college or are enrolled in a remote or online course may request to take the Placement Test online. In this case, the student would need to contact the Office of First Year Experience and Orientation Programming 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 Office of First Year Experience and Orientation Programming 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.

Offered at Hudson Valley Community College

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 109</td>
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</tr>
<tr>
<td>BIOL 205</td>
<td>4</td>
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<tr>
<td>BIOL 270</td>
<td>4</td>
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<tr>
<td>BIOL 271</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
</tbody>
</table>
Samaritan Hospital

Students interested in this program should write or call the school at 1300 Massachusetts Ave, Troy, NY 12180; (518) 268-5130.

Albany Memorial Hospital

Interested persons may obtain additional information and application materials by calling or writing: Albany Memorial Hospital School of Nursing, 714 New Scotland Avenue, Albany, NY 12208; (518) 525-6850.

Student Services

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

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

A pre-admissions visit to the college is highly recommended to all applicants. Persons with special needs are urged to visit early, preferably during their junior year of high school. The Admissions Office and the 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, lowered drinking fountains and first floor bathrooms.

The Center for Access and Assistive Technology offers a wide range of support services. Each incoming student makes an appointment for an Intake Evaluation Meeting with the office, whereby a CAAT staff member and the student will discuss the type of disability the student has, the special equipment required, specialized skills the student possesses, and the support services the student believes are necessary to his/her successful academic functioning.

The Center for Access and Assistive Technology offers assistance to both temporarily and permanently disabled students on the college campus. General services include:
• Self-advocacy skill training
• Liaison with local, state, and federal agencies
• Liaison with faculty and staff
• Individual intake evaluation meetings
• Pre-admission counseling
• Assistance with registration process
• Special scheduling
• Classroom accommodations
• Supplemental tutorial services advisement
• Monitoring academic progress
• Assistance in acquiring special equipment
• Extended test-taking time when needed
• Proctored settings for examinations
• Assistance with reading and/or writing during exams/tests when needed
• Note taker assistance
• Texts in alternate formats- Electronic Books
• General assistance with navigating the campus
• Scooters for on-campus navigation for students with mobility concerns
• Resource for local high schools and the community
• Loan equipment program
• Voter's Registration site

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 Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES -VR) or the New York State Commission for the Blind and Visually Handicapped (CBVH). 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, Room 130. The office hours are 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Summer hours are Monday through Friday 8 a.m. to 4 p.m. 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.

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 six 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:

• Titers: positive blood tests (titers) for measles, mumps and rubella can be submitted to the Wellness Center/Health Services. When submitting titers, a copy of the lab report must be provided.
• Measles Vaccinations (also known as rubeola): two doses live measles vaccine administered after the first birthday and at least 30 days apart (exact dates of vaccinations are required).
• Mumps Vaccination: one live dose mumps vaccine administered after 12 months of age (exact date of vaccination is required).
• Rubella Vaccination (also known as German measles): one live dose rubella vaccine administered after 12 months of age (exact date of vaccination is required).
• 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.
Required for health science students
Tuberculosis (TB) Evaluation Policy: all health science students must undergo a TB skin test (PPD) within three months of the semester start date.

Recommended (not required)
Tetanus or Tetanus/Diphtheria: at least one vaccination within the last 10 years.

All immunization forms submitted to the Wellness Center/Health Services 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 Services at least one month prior to registration. The address is: Wellness Center/Health Services, Siek Campus Center Suite 270, Hudson Valley Community College, 80 Vandenburgh Avenue, Troy, NY 12180.

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.

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

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 Wellness Center/Health Services with the pastor's letter or the high school documentation and the prospective student's letter.

Community Services

Public Safety Department

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

The actions of all students, college personnel and visitors are governed by a code of conduct, which can be found under the Code of Conduct sections in the Judicial System Section of the Catalog. Any sanctions that may be imposed for violations of these campus regulations also can be found there.

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 Health Services 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.
Pursuant to the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (20 USC § 1092(f)) 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 U.S. Department of Education website at
http://ope.ed.gov/security/
The College’s website at
www.hvcc.edu/publicsafety/securityreport.pdf

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 immediate 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 through the Wellness Center, including Health Services 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 services of 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.

**Policies Regarding Alcohol, Drugs, and Drug/Alcohol Education Programs**

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 Wellness Center/Counseling Services 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 Wellness Center, located in the Siek Campus Center, Suite 270 or by calling Counseling Services 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 email, 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 jumpstart 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.

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 email, "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 Counseling Services and Health Services at the College's Wellness Center, located in the Siek Campus Center, Suite 270. 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.

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. Students needing disabled parking on campus are required to submit an application with the Center for Access and Assistive Technology (Campus Center 130). Temporary disabled parking authorization will be issued by Health Services.

   Use of a New York State Disabled Parking Permit without registering at the Center for Access and Assistive Technology 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/Holliday 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.

Policies and Procedures

Academic Standing Policy

All students attending Hudson Valley Community College in a fall, spring or summer semester will be reviewed for academic standing. A student must be in good academic standing for purposes of participation in intercollegiate athletics, the Student Senate, the student newspaper staff and other campus activities as may be defined.

The grade point average (GPA) criteria in the chart below is used to determine academic standing for students who have cumulatively attempted three or more college-level credits. Students who have cumulatively attempted less than three college-level credits will be considered in good academic standing. Students who attempt only remedial courses in a semester do not attain a term GPA and will remain in the academic standing assigned in the most recently attended semester.

Academic Standards Chart
<table>
<thead>
<tr>
<th>Category</th>
<th>Good Academic Standing</th>
<th>Academic Support</th>
<th>Academic Warning</th>
<th>Academic Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria</td>
<td>Term and cumulative GPAs are &gt; or = 2.0.</td>
<td>Term or cumulative GPA &lt; 2.0 OR after a semester of academic warning or probation, term GPA is &gt; or = 2.0 and cumulative GPA &lt; 2.0.</td>
<td>After a semester of Academic Support, term and cumulative GPAs &lt; 2.0.</td>
<td>After a semester of Academic Warning, term and cumulative GPAs &lt; 2.0.</td>
</tr>
<tr>
<td>Required Student Action</td>
<td>N/A</td>
<td>Student is encouraged to meet with an academic advisor to discuss academic supports available.</td>
<td>Student must meet with an academic advisor to discuss strategies for academic success prior to starting classes and is encouraged to register for a designated student success course.</td>
<td>Student must meet with the department chairperson or designee to review established strategies for academic success and discuss future plans. The student must also register for a designated student success course.</td>
</tr>
</tbody>
</table>

**Academic Support**

A student will be placed on Academic Support if the student fails to earn a semester or cumulative GPA of 2.00 or higher. The student is encouraged to meet with an academic advisor to discuss academic supports and strategies. A student can regain good academic standing by attaining both term and cumulative GPAs greater than or equal to 2.0. A student who attains a term GPA greater than or equal 2.0 and a cumulative GPA less than 2.0 OR a cumulative GPA greater than or equal 2.0 and a term GPA less than 2.0 will remain on academic support.

**Academic Warning**

In the semester following Academic Support, if a student's term and cumulative GPAs are less than 2.00, the student will be placed on Academic Warning and limited to registration in 14 credits. The student is required to meet with an academic advisor to discuss strategies for academic success prior to starting classes. The strategies will include specific steps the student will take to improve academic performance and must be completed prior to attending classes in the subsequent semester. The student is also encouraged to register for a designated student success course aimed at improving academic performance. A student can regain good academic standing by attaining both term and cumulative GPAs greater than or equal 2.0. A student who attains a term GPA greater than or equal 2.0 and a cumulative GPA less than 2.0 will be placed on academic support.

**Academic Probation**

In the semester following Academic Warning, if a student's term and cumulative GPAs are less than 2.00, the student will be placed on Academic Probation and limited to registration in 8 credits. The student is required to meet with the department chairperson or designee to review established strategies for academic success and discuss future plans. The student is also required to register for a designated student success course aimed at improving academic performance. A student on academic probation is encouraged to consider and discuss all options including, but not limited to:

- pursue a different academic program;
- repeat courses to improve GPA;
- consider pursuing a Fresh Start.

A student can regain good academic standing by attaining both term and cumulative GPAs greater than or equal 2.0. A student who attains a term GPA greater than or equal 2.0 and a cumulative GPA less than 2.0 will be placed on academic support. A student will remain on academic probation, even after a period of non-enrollment, until attaining a term and/or cumulative GPA to qualify for good academic standing or academic support.
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 Wellness Center/Counseling Services, located in the Siek Campus Center, Suite 270.

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 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 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.

Website services for the entire campus community are provided on a centralized server by the Information Technology Services. Use of any other college computer for the purpose of serving a website 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. Those students who opt to initially register as a non-matriculated student will not be allowed to transfer their registration to senior citizen status thereafter.

Course Substitution Policy

A matriculated student must follow an approved curriculum as published in the College catalog at the time of admission. In rare cases, course substitutions may be requested. Substitution for specific course requirements must be approved by the program department chair in consultation with the chairperson of the department having responsibility for the substituted course. Courses may be substituted if they satisfy one or more of the following:

- Courses at a higher level may be substituted for those at a lower level.
- Courses that have been approved as SUNY general education courses at the SUNY transfer institution may be accepted for transfer and eligible for substitution. SUNY General Education classification(s) by transfer institutions will be honored by HVCC. All general education courses from non-SUNY institutions must be evaluated for general education classification by the Vice President for Academic Affairs or designee in order to be eligible for substitution of a general education elective requirement.
- Non-equivalent transfer courses may be applied to appropriate elective categories.
- Courses that are 75% equivalent are deemed to be equivalent.
- Courses designated as "honors" may be substituted for non-honors courses, if course content is similar.
- Students who have earned a Bachelor's degree may be permitted to substitute other English courses for English Composition 1 and/or 2.
- Students who have a documented disability (documentation maintained in the Center for Access and Assistive Technology) may request an appropriate course substitution, depending on the nature of the accommodation and the course requirements. Course substitutions may not be made to satisfy the requirements of a transfer institution.
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. Contact your Registrar's Office for further information. For specific Hudson Valley part of term start dates and related registration deadlines, please refer to the college website.

Hudson Mohawk Association Cross-Registration Agreement

Students attending a Hudson Mohawk Association (HMA) 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 for HMA cross-registration, a student must be matriculated and in good academic standing at the home institution. The student must be full-time when enrollment at the home and host institutions is combined. 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). Although the student is not charged tuition, he/she is responsible for all applicable fees at the host institution. Cross-registration is not available in summer or winter sessions.

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 website.

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 Friday prior to the start of the specific course. 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
Maria College
Rensselaer Polytechnic Institute
The Sage Colleges
Siena 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 and in good academic standing at the home institution. The cross-registered course(s) 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 a request via the SUNY Cross-registration App, which will be routed for approval from an advisor and the Registrar. After home campus approvals have been granted, the request will be routed to the host campus for approval and processing. Hudson Valley students may request cross-registration to a SUNY four-year institution or another community college in fall, spring, and summer semesters and are permitted to cross-register for a maximum of 50 percent of their overall semester credits. Cross-registration from Hudson Valley to a host campus for Winter term will not be permitted.

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. Cross-registration requests for visiting SUNY or community college students will be considered for any term at Hudson Valley provided approval has been granted by the home institution. 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 initiate a request via the SUNY Cross-registration App. Visiting students are responsible for all related fees.

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 the catalog active for the academic year during which the course was taken.

Challenge Exam

By reason of occupational or educational experience, a student may request a challenge exam for any Hudson Valley Community College course in the student's degree program. A challenge exam cannot be administered once a student is registered for and is attending the course. Challenge exams are not offered for all courses.

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 program.

Once the approvals have been obtained and prior to taking the challenge exam, the student must pay for the examination at the Cashier's Office. The current fee structure is available in the College Catalog, tuition and fees. The student must submit the form and receipt to the faculty member administering the examination. The completed form and receipt are submitted to the Registrar's Office by the faculty member. The grade earned on the exam is posted to the student's transcript as a course grade. Credit earned via the challenge process is considered institutional credit.

E-mail Policy for Employees

Based on the reliance and acceptance of email systems, email messages are considered an official means of communication with employees of Hudson Valley Community College. Employees are expected to comply with the Computer Use Policy when using the college's email system.
All employees are assigned an official college username and password combination for accessing the email system, and an official college email address for receiving and sending email messages. Pursuant to their contractual work obligations, the college expects that employees will use their official college username and password combinations and their official college email address to read email messages. Pursuant to their contractual work obligations, employees are not absolved from the responsibilities associated with the contents of email messages if employees do not read their email messages.

Employees are expected to maintain their own email inboxes. Employees are assigned 500MB of disk storage within which their own usage for email, 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 email messages, or may be copying (backing up) of email messages to some other location followed by removal of the email messages. We will automatically remove email messages that are 30 days old or older from the Trash folder on the server. An email 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 email messages from a college email address to another email address. However, the college does not recommend that employees automatically forward email messages to any other email address. The college will only support the college email system provided to employees. The college is not responsible for the handling of email messages by outside vendors. Employees are not absolved from the responsibilities associated with the contents of email messages sent to their official college email address if the automatic forwarding of email messages results in loss of these email messages.

**E-mail and Portal Policy for Students**

Based on the reliance and acceptance of electronic communications, email 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 email and portal systems.

All students are assigned an official college username and password combination for accessing email and portal systems and an official college email address for receiving and sending email messages. The college expects that students will use their official college username and password combinations and their official college email addresses to receive and read email 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 email inboxes. Students are assigned a finite amount of disk storage within which their own usage for email, 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 emails or may be copying (backing up) of emails to some other location followed by removal of emails. E-mail messages 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. E-mails 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 inspect and review the student's education records within 45 days of the day the college receives a request for access.

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

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

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

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

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

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

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

4. Hudson Valley Community College designates the following items as directory information: student's name, dates of attendance, date of birth, enrollment status, major, date of graduation, honors and awards received, and student campus 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.

### 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>Grade</td>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>*W</td>
<td>Withdrew</td>
<td></td>
</tr>
<tr>
<td>*AW</td>
<td>Administrative Withdrawal</td>
<td></td>
</tr>
<tr>
<td>*Z</td>
<td>Absent Without Withdrawal</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>AZ</td>
<td>Audit Unofficial Withdrawal</td>
<td></td>
</tr>
<tr>
<td>EXM</td>
<td>Excused Medical (Physical Education courses only)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

5. The grade of "AW" (Administrative Withdrawal) will be assigned by the college to students who do not comply with certain college policies and campus regulations.

6. 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>Credits</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>F</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

8. Total GPA Hours = 13      Total quality points = 33

9. Quality Points = 33

   Term Index = 2.53

   GPA Hours = 13
10. A course may be repeated for a higher grade. The highest grade will be included in the average, although both grades will appear on the transcript. Such repetition will be permitted twice. Special permission may be granted through the department chairperson for a student to repeat a course which has been completed with a "C" or better. 

Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility.

Grade Dispute Policy

Protection Against Improper Academic Evaluation: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. At the same time, they are responsible for maintaining standards of academic performance and understanding the material presented in each course in which they are enrolled. If a student feels he/she is being graded improperly, or that a grade is based on some standard other than academic performance, this Grade Dispute Procedure gives the student protection through orderly procedures against prejudices or capricious academic evaluation.

General Procedure: In keeping with the intent and spirit of these statements, it is incumbent upon all parties involved to show respect, restraint and responsibility in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

Burden of Proof: The burden of proof needed to substantiate the existence of an improper grade shall rest with the student. The student must demonstrate, by clear and convincing evidence, that a final grade was entered whereby all or part of the grade was calculated in a manner inconsistent with published grading procedures.

Instances of the above are limited to situations where a student believes he/she received an inappropriate grade in a particular course. They do not include questions concerning admission to a program or a specific course section or denial of financial aid.

Prohibition against Retaliatory Action: Any retaliatory action of any kind taken against a person seeking redress under these procedures is prohibited.

Academic Standing: The vice president of academic affairs will decide issues of Academic Standing, if relevant, during the pendency of a grade dispute.

Campus Judicial Coordinator: It is strongly recommended that the student meet with the campus judicial coordinator as soon as he/she has received the grade so that the campus judicial coordinator can provide the student information about this Grade Dispute Procedure. In no event should this meeting take place more than fourteen (14) days after the disputed grade is made available.

The campus judicial coordinator does not represent or advocate for any party in a grade dispute. The campus judicial coordinator is available to all parties, the department chairperson and the Academic Review Board. He/she will advise all interested parties as to their rights and responsibilities. In addition, he/she will assist parties in drafting complaints or responses or narrowing issues.

The campus judicial coordinator may appoint a designee to fulfill his/her duties if it is warranted or necessary.

Time Limits Defined: Days shall be defined as any day the college is open for business and shall exclude Saturdays and Sundays and any holiday the college has published as "college closed," and emergency closings. Meetings should be arranged within the specified time limits whenever possible though they may take place at a later time if all parties are in agreement. Time limits may be waived for just cause.

Procedure for Processing Complaints

Step 1. Meeting with the Faculty Member: Within fourteen (14) days after the start of the fall or spring semester immediately following the date the disputed final grade was made available, the student shall contact the campus judicial coordinator and inform the instructor in writing or via email using the student's Hudson Valley Community College email 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. The purpose of the meeting is to review the grade and the grading procedure. 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 email using the Hudson Valley Community College email 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 of Academic Affairs, or his/her designee, who shall be the chairperson of the Academic Review Board, 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 Chairperson 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 among courses required for program.
2. Complete all prescribed courses with a passing grade in accordance with minimum grade requirements.
3. Complete all prescribed minimum credit requirements.
4. Satisfy the College's Residency Policy.
5. Submit completed degree/certificate completion application to Registrar's Office.

Please note: Mortuary Science students accepted prior to Fall 2017 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 noted deadlines fall on a day classes are not in session, the deadline will be the business day following the noted deadline. Specific deadline dates can be found with degree applications on the Registrar's Office webpage. Degree/Certificate Applications for all semesters can be accessed here.

<table>
<thead>
<tr>
<th>Fall -</th>
<th>First Monday in December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring -</td>
<td>* First Monday in April-Deadline for name inclusion in the Commencement program. First Monday in May-Final deadline (name will not be listed in Commencement program)</td>
</tr>
<tr>
<td>Summer -</td>
<td>* First Monday in April-Deadline for name inclusion in the Commencement program. First Monday in August-Final deadline (name will not be listed on Commencement program)</td>
</tr>
</tbody>
</table>

*In order to be listed in the Commencement program, spring and summer candidates must submit an application by the first Monday in April. Applications will continue to be accepted through the final deadline, but the student's name will not be listed the Commencement program. All applicants may participate in the Commencement Ceremony provided an application has been submitted prior to the date of the event.
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 3.5 at the end of the winter 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 Administrator: The individual designated with primary responsibility for oversight of the Program.

Program Administration and Oversight

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

Staff Training

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

Updating the Program

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

Oversight of Service Provider Arrangements

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

Members of Student Senate Sponsored Organizations and Intercollegiate Athletes - Academic Eligibility Requirements

For the purpose of determining eligibility to function as a member of Student Senate sponsored organizations, a student must maintain a minimum 2.0 term GPA for the current semester. For the purpose of determining eligibility to participate as an executive officer in the Student Senate, a student must maintain a minimum 2.5 term GPA for the current semester. In addition, the midterm grades of all courses (including non-credit remedial) for the given semester will be used to determine continued eligibility in the Student Senate sponsored organizations. In the case that a student's midterm GPA falls below a 2.0 in the current semester, in order to maintain eligibility, the student will be given the option to enroll into the Student Senate and Athletics Retention Program. Students who maintain all programmatic requirements will remain eligible to participate in the Student Senate sponsored organization until midterm grades are overridden by the end of term grades.

For the purpose of determining eligibility of an NJCAA student-athlete to participate in Faculty Student Association-governed intercollegiate athletics, a student must comply with the NJCAA eligibility standards. In addition, the midterm grades of all courses (including non-credit remedial) for the given semester will be used to determine continued eligibility in athletics. In the case that a student's midterm GPA falls below a 2.0 in the current semester, in order to maintain eligibility, the student will be given the option to enroll into the Student Senate and Athletics Retention Program. Students who maintain all programmatic requirements will remain eligible to participate in intercollegiate athletics until midterm grades are overridden by the end of term grades.

Micro-Credential Completion Requirements

A student who wishes to pursue a for-credit micro-credential is strongly encouraged to seek advisement from the Office of Continuing Education. To receive an established for-credit micro-credential, a student must meet all of the following requirements:

1. Earn a grade of "C" or higher in all required courses.
2. Complete all prescribed minimum credit requirements.
3. Satisfy the College's residency requirement.
4. Submit completed micro-credential completion application to Registrar's Office.

The student is ultimately responsible for ensuring that all micro-credential requirements have been fulfilled. A student may complete the micro-credential requirements at the end of the fall, spring or summer semesters. Hudson Valley Community College awards micro-credentials following the close of each of these terms. In order to be considered for micro-credential completion, applications must be submitted by the deadlines noted below. Specific deadline dates can be found with micro credential completion applications on the Registrar's Office webpage. Micro-credential Completion Applications for all semesters can be accessed here.

Fall: First Monday in December

Spring: First Monday in May
If a student does not file an application, the student's academic record will not be reviewed for micro-credential completion. Upon review, any student who has not met all micro-credential requirements will be notified of the deficiency and may reapply for a subsequent micro-credential completion period.

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

**Statute of Limitation on Micro-credential Completion**

No course may be applied to a micro-credential that was completed more than five years prior to the term in which a student submits a Micro-credential Completion Application. The academic department responsible for the micro-credential may be more restrictive with time requirements as outlined in the micro-credential requirements.

**Midterm Grades**

Midterm grades are indicators of a student's progress. They are equally important to the potential Dean's 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.

**Multiple Degrees**

The eligibility of a student who has earned a previous degree, regardless of degree level or the awarding institution, must be reviewed for admission into a degree program. If the courses used for the previous degree, when applied to the program of admission, comprise 70 percent or less of the number of credits required for the program, the student may be admitted. If the courses comprise more than 70 percent of the credits required for the program, admission will be denied. An additional degree is awarded only when the degree requirements in a different field are completed (i.e. 30 percent of the program for which a degree is sought).

**Purpose:**

In the spirit of acknowledging the diverse and inclusive philosophy of Hudson Valley Community College, and with the purpose of encouraging an environment for personal expression within community standards, Hudson Valley Community College recognizes the needs of students and employees who wish to be identified by a first name that differs from their legal name.

**Persons Affected:**

All newly accepted and currently enrolled students and all employees of Hudson Valley Community College and its auxiliary enterprises.

**Policy:**

The Hudson Valley Community College Preferred First Name Policy allows a student or an employee to officially notify the college of a preferred first name, and have this change reflected in on-campus communication systems, as long as the preferred first name is not used for purposes of misidentification, fraud or misrepresentation and that the preferred first name meets community standards (i.e. not profane, obscene, or derived from hate-speech; and conform to technical requirements). There are limits to where preferred first names will be reflected in college communications.

This policy is consistent with current Title IX federal law protecting students against discrimination based on gender identity and expression, and is best practice for supporting transgender and gender non-conforming, and non-binary (TGNCNB) members of college communities. This service is not limited to use by transgender and gender nonconforming, and non-binary (TGNCNB) students and employees, however, and is available to anyone who uses a preferred first name on a daily basis other than the legal/primary first name.
The preferred first name is used for internal communication and certain external communications (i.e. website staff bio pages, sports information). Internal applications for the use of approved first names include but may not be limited to: class rosters, advising lists and emails. The College is obligated to use the legal first name for many official records and reports, including but not limited to: all legal documents and contracts, certain employment and payroll records, billing records, ID cards, financial aid documents, official transcripts, diploma, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, external reporting or on any other document as required by law.

Procedure:
Any student or employee who uses a name other than the legal first name, for any reason, is welcome to complete and submit a Preferred First Name Form to the appropriate office, as indicated on the form. The form is available on the college website.

Disclaimer:
This policy does not form a contract of any kind and may be modified, changed, altered or rescinded at the discretion of Hudson Valley Community College. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation may be cause for denying a request or rescinding a previous preferred name application.

Recalled to Active Duty Student Policy

Hudson Valley Community College students in the National Guard, Reserves, and some prior active duty personnel may be called/recalled to active duty.

In support of these students, Hudson Valley Community College has developed the following procedures to provide maximum flexibility in assisting these students. Students with activation orders or other official documentation will be provided the following options:

1. May withdraw from all classes and 100% of the tuition and mandatory fees would be refunded in accordance with the College's Exceptions to the Refund Policy. Orders must be dated within the start and end dates of the semester in question.
2. If the student makes arrangements with the instructor(s) for a grade and/or an incomplete (to be made up in the specified time period) in the course(s), the student would remain registered for the course(s) and be fully liable for tuition and fees.
3. If arrangements are made with only some of the student's instructors for a grade and/or an incomplete, the student would remain registered for those courses and be fully liable for associated tuition and fees. Any courses for which arrangements cannot be made for a grade and/or an incomplete can be removed from the student's record and refunded in accordance with the College's Exceptions to the Refund Policy. Orders must be dated within the start and end dates of the semester in question.

To be eligible for any of the above options, a copy of activation orders or other official documentation must be provided. If seeking a refund for all or some courses, the student must complete the Exceptions to the Refund Policy process and provide a copy of the orders to the Registrar's Office.

If making arrangements with one or more instructors, a copy of orders must be provided to each instructor.

The options available depend on the point in the semester/term when the student is called to active duty. Offering arrangements or an incomplete grade is at the discretion of the instructor.

Financial aid is refunded in accordance with existing Hudson Valley Community College and Federal policies for each of the above situations. Inquiries should be directed to the Financial Aid Office.

These procedures do not apply to national guardsmen or reservists who are fulfilling their annual two-week active duty.

A Hudson Valley Community College employee who is also enrolled as a student will follow the College's administrative policy on military leave and the human resources procedure related to military leave regarding their employment status.

Readmission of Service Members
The readmission process of service members who have returned from deployment/active military duty should be minimized to allow a student to return to Hudson Valley Community College without penalty for having withdrawn because of such service. Service in the uniformed service means voluntary or involuntary service in the Armed Forces, including the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

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.

Residency Policy

In order to satisfy program requirements, a student must earn a minimum number of credits in residence at Hudson Valley. For degree programs, a student must earn a minimum of thirty percent of the number of required credits in residence. For certificate and micro-credential programs, a student must earn a minimum of thirty percent of the number of required credits for the program in residence.

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.

Transfer Credit

In accordance with the following guidelines, credit is awarded in transfer through various methods. In order to receive credit through one of these methods, a student must be matriculated at the College and the transferred credit must apply toward a requirement in the student's program. A student seeking credit via one of the methods below should contact his/her academic department to discuss the process with an academic advisor. A student seeking credit must provide an official transcript, score report, or other appropriate documentation.

Transfer credit will appear on the Hudson Valley Community College transcript with a "T" entered in the grade column and the credit will not be factored into the student's GPA calculation. Refer to the Residency Policy to determine how many credits can be transferred toward program requirements. Courses from institutions within the SUNY System designated as General Education courses or identified as Transfer Path courses will transfer in accordance with the SUNY Seamless Transfer Policy provided the transfer credit applies toward a requirement of the student's program.

Credit Earned at Other Institutions

Course content, learning outcomes and length/time of instruction, inclusive of laboratory and clinical experience, will be the primary determining factors in considering a course's transferability.

Courses are accepted for transfer credit from an institution of higher education, at the discretion of the department chairperson in the course content area, provided that the individual course is parallel to and aligns with a course offered at Hudson Valley. Courses that share at least 75% content are deemed equivalent. Transfer courses that have no Hudson Valley equivalent may be transferred and used in appropriate elective areas or applied to program requirements as per the Course Substitution Policy. In some cases, a complete course syllabus may be required in order to determine transferability. Hudson Valley has the right to refuse credit which does not meet the primary determining factors.

A student will be allowed to transfer course credit only for which a letter grade of "C" or better or a numerical grade of 2.0 (on a 4-point scale) or 70 (on a 100-point scale) or better or the equivalent has been earned.

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, Hudson Valley Community College Registrar, or his/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 the student does not agree with the Hudson Valley decision, he/she may appeal to the SUNY system provost. For more information, visit http://system.suny.edu/provost/.

Credit by Examination

Degree credit is awarded through the following examination programs:

Advanced Placement Examination (AP) - This program is an instrument that relates college-level courses at secondary schools to appropriate placement and credit collegiate institutions. A list indicating how transfer credit is awarded for each exam based on minimum scores can be viewed at https://www.hvcc.edu/registrar/earning-credit-apexam.pdf.

College Level Examination Program (CLEP) - This program provides opportunities to earn college credits through subject and general examinations. A list indicating how transfer credit is awarded for each exam based on minimum scores can be viewed at https://www.hvcc.edu/registrar/earning-credit-clepexam.pdf.

UExcel Exams (formerly known as Excelsior College Exam Program)-Administered by Excelsior College, this program has been established whereby individuals who have developed college-level competencies outside the formal classroom can demonstrate those competencies via examination and receive credit. UExcel exams appear on an Excelsior College transcript with a grade and are considered for transfer credit in the same manner as courses taken at any other institution.

International Baccalaureate Credit (IB Credit) - The International Baccalaureate Diploma Program 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 and equivalencies identified by the appropriate academic department.

For further information concerning approved exams, contact the Registrar's Office.

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. In order to receive college credit, the student must submit a portfolio, documenting and describing her/his college-level knowledge as it relates to a specific program requirement. A departmental evaluator will review the portfolio and a fee will be charged for the evaluation. Credit received through the life experience program is considered transfer credit and the student must be matriculated in a degree program. Interested students should contact the Office of Continuing Education for information.

College Credit Recommendation Services

Transfer credit may be granted for completion of experiences and non-traditional programs and courses as recommended by the American Council on Education (ACE), including credit for military training, or the National College Credit Recommendation Services of the University of the State of New York (NCCRS). Additional information, including a list of recommendations, is available on the web.

ACE: www.acenet.edu
NCCRS: http://www.nationalccrs.org

Credit for Micro-Credentials

An established micro-credential comprised of non-credit courses may be designed to yield credit for an established Hudson Valley course to a student who completes requirements. In such cases, the earned credit will be considered and processed as transfer credit.

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.

**Programs (A to Z)**

**School of Business and Liberal Arts**

<table>
<thead>
<tr>
<th>Program</th>
<th>evening</th>
<th>online**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, A.A.S.</td>
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<tr>
<td>Accounting Certificate</td>
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<tr>
<td>Administrative Information Management and Technology, A.A.S.</td>
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</tr>
<tr>
<td>Advanced Accounting Micro-credential</td>
<td>No</td>
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</tr>
<tr>
<td>Advanced Data Analytics Micro-credential</td>
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<tr>
<td>Advanced Entrepreneurship Micro-credential</td>
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<tr>
<td>Advanced Supervision Micro-credential</td>
<td>No</td>
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<tr>
<td>Animal Policy Certificate (Deactivated Fall 2020)*</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Business Administration, A.A.S.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
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<td>No</td>
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<td>Criminal Investigation, A.A.S. (Deactivated Fall 2018)*</td>
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<td>Program</td>
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<tr>
<td>Diversity, Equity, and Inclusion: Cultural Diversity Micro-credential</td>
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<td>Early Childhood, A.A.S.</td>
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<td>Entrepreneurship Certificate</td>
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<td>Fashion and Design Micro-credential</td>
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<td>Fine Arts, A.S.</td>
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<td>Forensic Science Studies Micro-credential</td>
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<tr>
<td>Forensic Science Studies, A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Gaming Design and Sport Management Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Health Information Management and Technology, A.A.S.</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Human Services, A.A.S.</td>
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<td>No</td>
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<tr>
<td>Human Services, A.S.</td>
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<tr>
<td>Individual Studies, A.A. Individual Studies, A.S.</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Information Literacy Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Intermediate Accounting Micro-credential</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Intermediate Direct Care Skills Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Intermediate Entrepreneurship Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Introduction to Accounting Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Introduction to Criminal Justice Micro-credential</td>
<td>No</td>
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<tr>
<td>Introduction to Data Analytics Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<td>Introduction to Entrepreneurship Micro-credential</td>
<td>No</td>
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<tr>
<td>Introduction to Supervision Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Program</td>
<td>Undergraduate</td>
<td>Graduate</td>
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<td>------------------------------------------------------------------------</td>
<td>---------------</td>
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</tr>
<tr>
<td>IT Help Desk Support Certificate</td>
<td>Yes</td>
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<tr>
<td>Journalism and Media Studies Micro-credential</td>
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<tr>
<td>Liberal Arts &amp; Sciences - Adolescent Education (Teacher Education Transfer), A.S.</td>
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<tr>
<td>Liberal Arts and Sciences - Humanities and Social Science, A.A.</td>
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<tr>
<td>Marketing, A.A.S.</td>
<td>No</td>
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<tr>
<td>Medical Billing and Coding Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Policing Micro-credential</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Psychology, AA</td>
<td>No</td>
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<tr>
<td>Public Administration Studies, A.A.S.</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Special Education Assistant Certificate <em>(Deactivated Fall 2022)</em></td>
<td>No</td>
<td>No</td>
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<tr>
<td>Teaching Assistant Certificate</td>
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<tr>
<td>Theatre Arts, A.S.</td>
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</table>

**School of Health Sciences**

<table>
<thead>
<tr>
<th>Program</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Direct Care Knowledge Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Basic Direct Care Skills Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Bereavement Studies Certificate</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>CASAC-T Educational Core I Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>CASAC-T Educational Core II Micro-credential</td>
<td>Yes</td>
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<td>CASAC-T Educational Core III Micro-credential</td>
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<tr>
<td>Chemical Dependency Counseling, A.A.S.</td>
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<tr>
<td>Coaching Certificate</td>
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<tr>
<td>Community and Public Health, A.S.</td>
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<td>No</td>
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<tr>
<td>Community and Public Health Certificate</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Program Name</td>
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<td>Diploma</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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<tr>
<td>Computer Aided Drafting Certificate</td>
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<td>Dental Hygiene, A.A.S.</td>
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<td>Dental Assisting Certificate</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Diagnostic Cardiac Sonography Certificate</td>
<td>No</td>
<td>No</td>
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<td>Diagnostic Medical Sonography Certificate</td>
<td>No</td>
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<tr>
<td>Exercise Science, A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Fitness Specialist Certificate</td>
<td>No</td>
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<tr>
<td>Health and Wellness Studies, A.S.</td>
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<td>No</td>
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<tr>
<td>Health Sciences Certificate</td>
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<td>No</td>
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<tr>
<td>Human Services, A.A.S.</td>
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<td>No</td>
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<tr>
<td>Human Services, A.S.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Intermediate Direct Care Skills Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mortuary Science, A.A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Nursing, A.A.S.</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Paramedic, A.A.S.</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Paramedic Certificate</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Polysomnography, A.A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Physical Education Studies, A.A.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Radiologic Technology, A.A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Respiratory Care, A.A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Self-Care and Well-Being Micro-credential</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Surgical Technology, A.A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Worksite Health Promotion Certificate</td>
<td>No</td>
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</table>
## School of Science, Technology, Engineering and Math (STEM)

<table>
<thead>
<tr>
<th>Program</th>
<th>Yes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Advanced Manufacturing Technology, A.O.S.</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Architectural Technology, A.A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Automotive Management, A.A.S.</td>
<td>No</td>
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<tr>
<td>Automotive Technical Services, A.O.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Automotive Technical Services - Autobody Repair, A.O.S.</td>
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<tr>
<td>Biological Sciences, A.S.</td>
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<tr>
<td>Biotechnology, A.S.</td>
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<tr>
<td>Biotechnology Certificate</td>
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<tr>
<td>Civil Engineering Technology, A.A.S.</td>
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<td>No</td>
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<tr>
<td>Clean Energy Management, A.A.S.</td>
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<td>No</td>
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<td>Computer Aided Drafting Certificate</td>
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<tr>
<td>Computer Information Systems, A.A.S.</td>
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<td>Computer Information Systems, A.S.</td>
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<tr>
<td>Construction Certificate</td>
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<tr>
<td>Construction Technology - Building Construction, A.A.S.</td>
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<tr>
<td>Electric and Autonomous Vehicles, A.O.S.</td>
<td>No</td>
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<tr>
<td>Electrical Construction and Maintenance, A.O.S.</td>
<td>Yes</td>
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<tr>
<td>Electrical Engineering Technology - Electronics, A.A.S.</td>
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<tr>
<td>Electrical Technology: Semiconductor Manufacturing Technology, A.A.S.</td>
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<tr>
<td>Engineering Science, A.S.</td>
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<td>No</td>
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<tr>
<td>Environmental Science, A.S.</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Hacking and Cybersecurity, A.S.</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student financial aid awards.

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

**Note:** Some online courses have required on-campus labs and/or proctored exams. With careful planning and by speaking with an advisor, most of the degrees listed below can be completed totally online. Courses also can be transferred from other institutions. However, at least 50 percent of the credits for your degree must be obtained at Hudson Valley Community College. In addition to the programs offered entirely online, a number of programs offer more than 50 percent of their courses online.

**Key to Degrees Earned:**
A.A. = Associate in Arts
A.S. = Associate in Science
A.A.S. = Associate in Applied Science
A.O.S. = Associate in Occupational Studies

**Programs - All Hierarchy**

**School of Business and Liberal Arts**

**Business and Criminal Justice Department**

**Accounting, A.A.S.**

Associate in Applied Science  
HEGIS #5002  
Chairperson: Ricky P. Thibodeau  
Brahan Hall, Room 219, (518) 629-7225

The Accounting A.A.S. degree program is part of the college's core business program and is aimed at students who want to focus their studies in accounting and also receive a solid business foundation. Students are required to complete core courses, as well as courses of specialization in the field of accounting such as Accounting Computerized Systems, Federal Income Tax, Quickbooks, Advanced Bookkeeping Applications and other electives that allow exploration of the many specializations associated with the field of accounting.
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 associate degree program is designed for students whose goal is to obtain an entry-level position in the accounting field in either the public or private sector. Emphasis is placed on developing strong communication skills in addition to accounting skills. According to a recent survey, 97 percent of local respondents say there is a demand in the Capital Region for those who possess the skills offered by these programs. HVCC has several articulation agreements with four-year colleges and universities for graduates who may wish to transfer to further their education.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term in courses ACTG 110, BADM 110, BADM 120 or BADM 221, ENGL 101, FORM 104 and Computer Elective would be approximately $815.

Total Credits Required: 62

Major Requirements*

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

FORM 104 College Forum Credits: (1) **

Core Requirements

ACTG 110 Financial Accounting Credits: 4
ACTG 111 Managerial Accounting Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 120 Business Mathematics Credits: 4
OR
BADM 221 Quantitative Business Applications Credits: 3
BADM 200 Business Communications Credits: 3

BADM 220 Statistics Credits: 4
ECON 100 Principles of Macroeconomics Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

(2) Computer Elective Credits: 3

Specialization Courses

ACTG 120 Personal Finance Credits: 3
ACTG 200 Accounting Computerized Systems Credits: 4
ACTG 201 Principles of Quickbooks Credits: 4
ACTG 210 Federal Income Tax Credits: 3
ACTG 216 Advanced Bookkeeping Applications Credits: 3

Program Electives

Liberal Arts Electives Credits: 6
(1) Restricted Elective Credits: 3

(1) Restricted Elective Credits: 3

ACTG 211 Cost Accounting Credits: 3
ACTG 212 Not-For-Profit Accounting Credits: 3
ACTG 215 Internal Auditing Credits: 3
ACTG 218 Intermediate Accounting I Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 207 Organization and Management Credits: 3
BADM 290 Internship Credits: 6
ENTR 110 Introduction to Entrepreneurship Credits: 3
ENTR 120 Entrepreneurial Process Credits: 3
MKTG 120 Principles of Marketing Credits: 3
MKTG 200 Advertising Credits: 3
MKTG 210 Digital Marketing Credits: 3
MKTG 214 Selling and Sales Management Credits: 3
MKTG 240 Business Ethics Credits: 3

(2) Computer Elective Credits: 3

Any CMPT or CISS course. Recommend:

CMPT 101 Computer Concepts and Applications I Credits: 3
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3

Total Credits Required: 62
Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104 College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ACTG 110 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 120 Business Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BADM 221 Quantitative Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
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<tr>
<td>Computer Elective</td>
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</table>

Term Total: 13

Second Term

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ACTG 111 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110 Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>(Business Law I)</td>
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</tr>
<tr>
<td>BADM 220 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100 Principles of Macroeconomics</td>
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Term Total: 17

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACTG 120 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 100 Principles of Quickbooks</td>
<td>4</td>
</tr>
<tr>
<td>BADM 200 Business Communications</td>
<td>3</td>
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<tr>
<td>ECON 101 Principles of Microeconomics</td>
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Term Total: 17

Fourth Term

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACTG 210 Federal Income Tax</td>
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</tr>
<tr>
<td>ACTG 216 Advanced Bookkeeping Applications</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
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<tr>
<td>Restricted Elective</td>
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</tbody>
</table>

Term Total: 15

Administrative Information Management and Technology, A.A.S.

Associate in Applied Science

HEGIS #5005

Chairperson: Ricky P. Thibodeau

Brahan Hall, Room 219, (518) 629-7225

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, business analytics and spreadsheets, databases, business communications, office management, information design and content management and prepares the students for the Microsoft Office Specialist (MOS) 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 soft and collaboration skills needed in the technical workplace. The program concludes with an optional 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $605
Total Credits Required: 61

Major Requirements*

*or specific course equivalents as approved by department chairperson.
**Required of first time full-time students
*** A grade of "C" or better is required for program completion.

FORM 104 College Forum Credits: (1) **
CISS 135 Information Design and Content Management Credits: 3 ***
CMPT 110 Document Formatting on Microcomputers Credits: 3 ***
CMPT 111 Information Processing with Microsoft Word Credits: 3 ***
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3 ***
CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3 ***
CMPT 160 Advanced Integrated Information Processing Credits: 3 ***
ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1
(1) Restricted English Elective Credits: 3
(2) Business Electives Credits: 9
(3) Liberal Arts Electives Credits: 6
(4) Math/Science Electives Credits: 6
(5) Social Science Elective Credits: 3
(6) Restricted Electives Credits: 9
(7) Accounting Elective Credits: 3

(1) Restricted English Elective Credits: 3

Any ENGL course with a Liberal Arts and Sciences Humanities designation.

(2) Business Electives Credits: 9

Recommend:

CISS 100 Introduction to Computing and Information Sciences Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 220 Statistics Credits: 4
ACTG 110 Financial Accounting Credits: 4
ACTG 111 Managerial Accounting Credits: 4

(3) Liberal Arts Electives Credits: 6

Courses must be designated as "HVCC Liberal Arts and Sciences Humanities or Social Science" courses.

Recommend:

ECON 100 Principles of Macroeconomics Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
POLS 110 State and Local Government Credits: 3

(4) Math/Science Electives Credits: 6

Courses must be designated as "HVCC Liberal Arts and Sciences Math or Science" courses.

Recommend: BADM 220.

(5) Social Science Elective Credits: 3

Course must be designated as "HVCC Liberal Arts and Sciences Social Science" course.

Recommend:

PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3
SOCL 110 Understanding Social Problems Credits: 3
SOCL 115 African-American Experience Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3

(6) Restricted Electives Credits: 9

Any Business Elective as noted under footnote (2) or any HVCC Liberal Arts and Sciences course.

Recommend:

CISS 100 Introduction to Computing and Information Sciences Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 220 Statistics Credits: 4
ACTG 110 Financial Accounting Credits: 4
ACTG 111 Managerial Accounting Credits: 4

(7) Accounting Elective Credits: 3

Any accounting course.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study

First Term
Business Administration, A.A.S.

Associate in Applied Science
HEGIS #5004
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

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.

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.

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 of &quot;C&quot; or above) a higher level math.</td>
<td>70 or above</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.

Total Credits Required: 62

Major Requirements*

*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

FORM 104 College Forum Credits: (1) **

Core Requirements

ACTG 110 Financial Accounting Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 220 Statistics Credits: 4
BADM 299 Business Capstone Credits: 1
ECON 100 Principles of Macroeconomics Credits: 3
ENGL 101 English Composition I Credits: 3

Program Electives

(1) Business Electives Credits: 15
(2) Computer Elective Credits: 3
(3) Liberal Arts Electives Credits: 14

Business or Liberal Arts Electives Credits: 9

(1) Business Electives Credits: 15
Include any courses beginning with ACTG, AITC, BADM, BAPC, CISS, CMPT, ENTR, HITC, ISCI, LGLS, or MKTG. Students interested in obtaining a baccalaureate degree should also take ACTG 111 Managerial Accounting.

(2) Computer Elective Credits: 3
Any course with subject code CISS or CMPT.

(3) Liberal Arts Electives Credits: 14
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.

Total Credits Required: 62

Business Administration, A.S.

Associate in Science
HEGIS #5004
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

Please note: This program offers an Honors Track.

The School of Business offers students two different degree programs in Business Administration. The A.S. degree program is offered to students whose primary goal is to transfer to a four-year college or university that prefers an associate in science degree. Course work in the program is equally balanced between the areas of business and the liberal arts and sciences, and mathematics through at least pre-calculus is required. Since transfer institutions have unique admission and degree requirements, students are strongly encouraged to contact their college of choice to determine preferred electives. Students seeking a baccalaureate degree in international business should include a foreign language as part of their program of study. As part of the core business major in the School of Business, at least 12 courses also are appropriate for all other programs in the core.

The Business Administration Honors Track is designed for motivated students, also known as HonorScholars, who are looking to transfer to a top-tier four-year college or university and study business administration, economics, accounting, marketing, international business and other related majors. HonorScholars enjoy two years of study in a setting we call a community of scholars.

Applications are not currently being accepted for the Honors Track

Full-time students who wish to complete the Honors Track 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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term in courses ACTG 110, BADM 110, BADM 220 or BADM 221, ECON 100, ENGL 101 and FORM 104, would be approximately $770.

Total Credits Required: 63

Major Requirements*

*or specific course equivalents as approved by department chairperson.

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

FORM 104 College Forum Credits: (1) **

Core Requirements

ACTG 110 Financial Accounting Credits: 4
ACTG 111 Managerial Accounting Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 220 Statistics Credits: 4
BADM 221 Quantitative Business Applications Credits: 3
BADM 299 Business Capstone Credits: 1
ECON 100 Principles of Macroeconomics Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

Other Program Requirements

MATH 165 Basic Calculus with Analytic Geometry Credits: 4
OR
MATH 170 Precalculus Credits: 4
OR
MATH 180 Calculus I Credits: 4
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3

Program Electives

(1) Computing and Information Sciences Elective Credits: 3
(2) General Education Math OR Science Elective Credits: 4
(3) Restricted General Education Electives Credits: 12

(1) Computing and Information Sciences Elective Credits: 3

Recommended Courses:

CISS 110 Programming and Logic I Credits: 4
CMPT 101 Computer Concepts and Applications I Credits: 3
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3

(2) General Education Math OR Science Elective Credits: 4

Recommend any 4 credit SUNY General Education course in Biology, Chemistry, Mathematics or Physics.

(3) General Education Electives Credits: 12

Select 12 HVCC Liberal Arts and Sciences elective credits from four different SUNY General Education categories: American History, Western Civilization, Other World Civilizations, Foreign Language, Arts and Natural Science. (Note: only one Natural Science may be applied to the degree.)

Total Credits Required: 63
Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104 College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>ACTG 110 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 110 Legal and Ethical Environment of Business I (Business Law I)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100 Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 16

Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 111 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 111 Legal and Ethical Environment of Business II (Business Law II)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II OR ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Natural Science Elective | 4 |

Term Total: 17

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 221 Quantitative Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 165 Basic Calculus with Analytic Geometry OR MATH 170 Precalculus OR MATH 180 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Computing and Information Sciences Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Electives | 3 |

Term Total: 16

Fourth Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 220 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>BADM 299 Business Capstone</td>
<td>1</td>
</tr>
</tbody>
</table>

Term Total: 14

Honors Track

Applications are not currently being accepted for the Honors Track

Honor Track Overview

The Business Administration Honors 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. Studying in a rich environment that encourages scholarship, faculty/student relationships, active participation in the community and an emphasis on connecting learning to life, students in the Business Administration Honors Track will have a challenging and enriching experience that makes the most of what Hudson Valley Community College has to offer.

Prerequisites

Applicants must meet the entrance requirements for the Business Administration program by completing Algebra and Geometry or two units of equivalent math, with an 80 or above in each course. The math entrance requirements may be waived for students who have successfully completed (a grade of C or above) a higher level math. Honors applicants must also demonstrate a strong overall academic record. While particular academic strengths will be taken into consideration during the review process, it is expected that applicants will have a minimum cumulative high school average of 90. Additional materials may be required and an interview is recommended.

Transfer into the Business Administration Honors Track

Current Hudson Valley students or transfer students from other colleges who wish to enroll in the Business Administration Honors 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. Transfer students will only be considered prior to the second semester of the program.
Requirements for Completion of Honors Study

To qualify as an Honors graduate and to receive Completion of Honors Study documentation, students must complete the following honors courses: ACTG 115, ACTG 116, BADM 115, BADM 116, BADM 230 and BADM 234. Required courses are FORM 105, MKTG 125, BADM 226 and BADM 280 or BADM 295. However, course substitutions may be made with department chair approval to meet transfer institution requirements. ENGL 107 Honors Composition I and ENGL 240 Honors Literature are also recommended. Students must also achieve a minimum overall G.P.A. of 3.2. Students whose performance falls below the minimum G.P.A. for an extended period of time may be advised to complete their studies in the non-honors track.

Total Credits Required: 63

*Or specific course equivalents as approved by the department chair

**Required for all first-time students. Does not count toward degree total.

***This course is recommended for completion of degree program. However, it may be substituted with the equivalent non-honors class by permission of the department chair.

Major Requirements*

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 105 College Forum</td>
<td>(1) **</td>
</tr>
<tr>
<td>ACTG 115 Honors Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 116 Honors Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BADM 115 Honors Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 116 Honors Legal and Ethical Environment of Business II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 230 Honors Statistics</td>
<td>4</td>
</tr>
<tr>
<td>BADM 226 Honors Quantitative Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BADM 234 Honors Business Capstone</td>
<td>1</td>
</tr>
<tr>
<td>BADM 280 International and Intercultural Business</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BADM 295 Honors Internship</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

ENGL 101 English Composition I **Credits: 3**

ENGL 107 Honors Composition I **Credits: 3***

ENGL 104 English Composition II: Writing About Literature Credits: 3

ENGL 240 Honors Literature **Credits: 3***

Other Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 170 Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 180 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MKTG 125 Honors Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100 Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Electives

(1) Computing and Information Sciences Elective Credits: 3

(2) General Education Natural Science Elective Credits: 4

(3) General Education Electives Credits: 6

Recommended Courses:

CISS 110 Programming and Logic I Credits: 4
CMPT 101 Computer Concepts and Applications I Credits: 3
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3

(2) General Education Natural Science Elective Credits: 4

Recommend any 4 credit SUNY General Education Natural Science course in Biology, Chemistry or Physics

(3) General Education Elective Credits: 6

Select 6 HVCC Liberal Arts and Sciences elective credits from two different SUNY General Education categories American History, Western Civilization, Other World Civilization, Foreign Language and Arts.
Suggested Course Sequence for Full-Time Honors Track Study

First Term

FORM 105 College Forum Credits: (1)
BADM 115 Honors Legal and Ethical Environment of Business I Credits: 3
ECON 100 Principles of Macroeconomics Credits: 3
ENGL 107 Honors Composition I Credits: 3

MATH 165 Basic Calculus with Analytic Geometry Credits: 4
OR
MATH 170 Precalculus Credits: 4
OR
MATH 180 Calculus I Credits: 4

Computing and Information Sciences Elective Credits: 3

Term Total: 16

Second Term

BADM 116 Honors Legal and Ethical Environment of Business II Credits: 3
BADM 226 Honors Quantitative Business Applications Credits: 3
ECON 101 Principles of Microeconomics Credits: 3

ENGL 104 English Composition II: Writing About Literature Credits: 3

Term Total: 16

Third Term

ACTG 115 Honors Financial Accounting Credits: 4
BADM 230 Honors Statistics Credits: 4
MKTG 125 Honors Principles of Marketing Credits: 3
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3

Restricted Science Elective Credits: 4

Term Total: 17

Fourth Term

ACTG 116 Honors Managerial Accounting Credits: 4
BADM 234 Honors Business Capstone Credits: 1

BADM 280 International and Intercultural Business Credits: 4
OR
BADM 295 Honors Internship Credits: 6
OR
Business Elective Credits: 3

General Education Elective Credits: 6

Term Total: 14

Criminal Investigation, A.A.S.

Associate in Applied Science
HEGIS #5505
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

This program has been deactivated effective Fall 2018 and as such, applications are no longer being accepted.

The Criminal Investigation degree offers a strong academic background in investigative techniques, forensic science, evidence collection and analysis. This program is for students who wish to complete an associate's degree and enter the law enforcement field.

The program complements the college's Criminal Justice A.A.S. degree, which concentrates on law, corrections, administration, criminology and community policing as well as the Forensic Science Studies A.S. degree, which prepares graduates exclusively for work in a laboratory environment.

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

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of academic math</td>
<td>Fall and Spring</td>
<td>A 2.0 GPA is required for transfer</td>
<td>70 or above</td>
</tr>
</tbody>
</table>
Total Credits Required: 62

Major Requirements*

*or specific course equivalents as approved by department chairperson.

FORM 109 College Forum Credits: (1)
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 110 Intro to Criminal Law Credits: 3
CRJS 120 Ethics and Criminal Justice Credits: 3
CRJS 150 Principles of Criminal Investigation I Credits: 3
CRJS 151 Principles of Criminal Investigation II Credits: 3
CRJS 190 Introduction to Evidence Credits: 3
FSCI 245 Forensic Science I Credits: 4

PSYC 100 General Psychology Credits: 3
OR
SOCL 100 Sociology Credits: 3

ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

ENGL 230 Multicultural Perspectives in Literature Credits: 3
OR
SOCL 120 Cultural Diversity in American Society Credits: 3

(1) Criminal Justice Elective Credits: 6
(2) History Elective Credits: 3
(3) Math Elective Credits: 3
(4) Restricted Elective I Credits: 3
(5) Restricted Elective II Credits: 9
(6) Restricted Physical Education Elective Credits: 4

(1) Criminal Justice Elective Credits: 6

Any Criminal Justice course will fulfill this requirement.

(2) History Elective Credits: 3

Courses fulfilling this requirement:

HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 130 Medieval History Credits: 3

(3) Math Elective Credits: 3

Courses fulfilling this requirement:

BADM 220 Statistics Credits: 4
MATH 120 Real World Mathematics Credits: 3
MATH 130 Mathematical Structures Credits: 3
MATH 150 College Algebra with Trigonometry Credits: 4
MATH 165 Basic Calculus with Analytic Geometry Credits: 4
MATH 170 Precalculus Credits: 4
MATH 180 Calculus I Credits: 4
MATH 183 Discrete Mathematics Credits: 4
MATH 190 Calculus II Credits: 4
MATH 205 Mathematical Statistical Analysis Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
MATH 220 Calculus IV: Differential Equations Credits: 4
PSYC 275 Statistics for The Behavioral Sciences Credits: 3

(4) Restricted Elective I Credits: 3

Courses fulfilling this requirement:

any foreign language course

OR

HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 120 History of Africa I Credits: 3
HIST 121 History of Africa II Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3

or if student scored 85 or above on U.S. History Regents Exam

the following courses will also fulfill this requirement:

HIST 115 Intro to African-American History Credits: 3
HUSV 215 Psychology and History of Poverty Credits: 3
LABR 180 Labor History Credits: 3
POLS 105 American National Government Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3

(5) Restricted Elective II Credits: 9

Courses fulfilling this requirement:

ARTS 133 Intro to Digital Photography Credits: 3
ARTS 135 Introduction to Photography Credits: 3
CADD 100 Topics in 2D AutoCAD Credits: 4
CRJS 195 Victimology Credits: 3
CRJS 203 Introduction to Family Violence Credits: 3
CRJS 205 Policing Credits: 3
CRJS 210 Constitutional Law Credits: 3
CRJS 221 Terrorism and The Criminal Justice System Credits: 3
CRJS 222 Principles of Homeland Security Credits: 3
CRJS 250 Criminology Credits: 3
CRJS 260 Criminal Justice Administration Credits: 3
ENGL 125 Public Speaking Credits: 3
FSCI 131 Forensic Assessment of Animal Cruelty Investigations Credits: 3
FSCI 155 Concepts in Forensic Science Credits: 3
FSCI 244 Digital Forensics Credits: 3
FSCI 246 Forensic Science II Credits: 3
FSCI 247 Medicolegal Investigation of Death Credits: 3
HUSV 100 Social Service Systems Credits: 3
HUSV 240 Professionalism in A Diverse Society Credits: 3
PADM 236 Animal Abuse, Interpersonal Violence and The Justice System Credits: 3
PADM 237 Animal Law I Credits: 3
PADM 238 Animal Law II Credits: 3
PADM 240 Public Affairs Seminar I Credits: 1
PADM 241 Public Affairs Seminar II Credits: 2
PADM 242 Public Affairs Seminar III Credits: 3
PHYS 145 Introductory Geology Credits: 4
PHYS 210 Fundamentals of GIS Credits: 4
POLS 100 Introduction to Political Science Credits: 3
POLS 105 American National Government Credits: 3

(6) Restricted Physical Education Elective Credits: 4

Courses fulfilling this requirement:

Strongly advised to take PHED 250.

PHED 132 Weight Training I Credits: 1
PHED 141 Weight Training/Personal Fitness Credits: 1
PHED 142 Physical Conditioning/Self Defense Credits: 1
PHED 144 Weight Lifting Credits: 1
PHED 149 Circuit Fitness Credits: 1
PHED 250 Physical Fitness Conditioning Credits: 1

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

FORM 109 College Forum Credits: (1)
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 110 Intro to Criminal Law Credits: 3

Fourth Term

PSYC 100 General Psychology Credits: 3
OR
SOCL 100 Sociology Credits: 3

Criminal Justice Elective Credits: 3
History Elective Credits: 3
Restricted Elective II Credits: 3
Restricted Physical Education Elective Credits: 1

Term Total: 13
Criminal Justice, A.A.S.

Associate in Applied Science
HEGIS #5505
Chairperson: Ricky P. Thibodeau
Amstuz 300, (518) 629-7342

The Criminal Justice program is designed to prepare students for careers in the criminal and juvenile justice systems. Students could, after meeting Civil Service requirements, enter law enforcement, investigation, crime prevention, and corrections on the federal, state, county, or local levels. There also are opportunities for employment in private organizations.

This program meets the needs of students who plan to work immediately after completing their associate degree, transfer for further education, or for in-service students to update their knowledge and skills. Courses are offered on a full- or part-time basis to aid students in becoming effective and knowledgeable justice system personnel.

The Criminal Justice program has formal transfer agreements with Eastern Kentucky University, John Jay College of Criminal Justice, Russell Sage College and SUNY Plattsburgh, as well as informal agreements with several baccalaureate programs throughout New York State.

Criminal Justice agencies require background checks for employment and internships. Degree requirements can be fulfilled through evening course offerings.

All Criminal Justice core courses are offered online, but not all online courses are offered every term. The course, Forensic Science I, in the online learning format, requires the student to perform laboratory work on campus.

The Criminal Justice degree program does not give college credit for professional training courses or life experience.

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

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

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

Total Credits Required: 61

Major Requirements*

*or specific course equivalents as approved by department chairperson.

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

FORM 109 College Forum Credits: (1) **
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 110 Intro to Criminal Law Credits: 3
CRJS 150 Principles of Criminal Investigation I Credits: 3
CRJS 205 Policing Credits: 3
CRJS 250 Criminology Credits: 3
CRJS 255 Introduction to Juvenile Delinquency Credits: 3
CRJS 260 Criminal Justice Administration Credits: 3
CRJS 265 Correctional Services Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
FSCI 245 Forensic Science I Credits: 4
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3
(3) Restricted Elective II Credits: 3
Free Electives Credits: 6
PADM 100 Introduction to Public Administration Credits: 3
(1) Mathematics Elective Credits: 3
(1) Science Elective Credits: 3
OR
Liberal Arts and Sciences Elective Credits: 3
Social Science Elective Credits: 3
OR
(2) Restricted Elective I Credits: 3
Liberal Arts and Sciences Elective Credits: 3

(1) Mathematics Elective Credits: 3
(1) Science Elective Credits: 3

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

(1) Science Elective Credits: 3
Students will be scheduled in an appropriate Math or Science course based on their preparation and their goals.

(2) Restricted Elective I Credits: 3

Restricted electives are as follows: BADM 220, CRJS 151, ENGL 125, FSCI 246, FSCI 252, any literature, history, science or math, foreign language, computer, law, or a sequence of three physical education courses.

(3) Restricted Elective II Credits: 3

HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
POLS 100 Introduction to Political Science Credits: 3
POLS 105 American National Government Credits: 3
POLS 110 State and Local Government Credits: 3

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study

First Term

FORM 109 College Forum Credits: (1)
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 110 Intro to Criminal Law Credits: 3
CRJS 150 Principles of Criminal Investigation I Credits: 3
ENGL 101 English Composition I Credits: 3
PSYC 100 General Psychology Credits: 3

Term Total: 15

Second Term

CRJS 205 Policing Credits: 3

Term Total: 15

Third Term

CRJS 250 Criminology Credits: 3
FSCI 245 Forensic Science I Credits: 4
SOCL 100 Sociology Credits: 3
OR
Restricted Elective II Credits: 3
Social Science Elective Credits: 3
OR
Restricted Elective I Credits: 3
Liberal Arts and Sciences Elective Credits: 3

Term Total: 16

Fourth Term

CRJS 255 Introduction to Juvenile Delinquency Credits: 3
CRJS 260 Criminal Justice Administration Credits: 3
CRJS 265 Correctional Services Credits: 3
Free Elective Credits: 3

Science Elective Credits: 3
OR
Liberal Arts and Sciences Elective Credits: 3

Term Total: 15

Criminal Justice, A.S.

Associate in Science
HEGIS #5505
Chairperson: Ricky P. Thibodeau
Amstuz 300, (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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 units of academic math</td>
<td>Fall only</td>
<td>Social Science, humanities and lab sciences courses recommended.</td>
<td>85 or above</td>
</tr>
</tbody>
</table>

*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.

**Total Credits Required: 61**

### Major Requirements*

*or specific course equivalents as approved by department chairperson.

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

<table>
<thead>
<tr>
<th>FORM 109 College Forum Credits: (1) **</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 220 Statistics Credits: 4</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>MATH 135 Elementary Statistics Credits: 4</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>PSYC 275 Statistics for The Behavioral Sciences Credits: 3</td>
</tr>
<tr>
<td>CRJS 101 Introduction to Criminal Justice Credits: 3</td>
</tr>
<tr>
<td>CRJS 205 Policing Credits: 3</td>
</tr>
<tr>
<td>CRJS 250 Criminology Credits: 3</td>
</tr>
<tr>
<td>CRJS 265 Correctional Services Credits: 3</td>
</tr>
<tr>
<td>CRJS 295 Criminal Justice Capstone Seminar Credits: 3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I Credits: 3</td>
</tr>
</tbody>
</table>

ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 115 Library Skills for Research Credits: 1
PSYC 100 General Psychology Credits: 3
SOC 100 Sociology Credits: 3

PADM 100 Introduction to Public Administration Credits: 3

Political Science Elective Credits: 3

Restricted Criminal Law Elective Credits: 3

Foreign Language I Credits: 3

Western Civilization Elective Credits: 3

General Education Arts Elective Credits: 3

(1) Restricted Electives Credits: 6

Liberal Arts/General Education Electives Credits: 9

(1) Restricted Electives Credits: 6

Restricted electives are as follows:

- ANTH 100 Anthropology Credits: 3
- ARTS 100 Survey of Art History I Credits: 3
- ARTS 101 Survey of Art History II Credits: 3
- ARTS 107 Art Appreciation Credits: 3
- ARTS 202 Modern Art History Credits: 3
- ARTS 205 History of Western Architecture Credits: 3
- ARTS 270 History of Photography Credits: 3
- ARTS 272 History of American Cinema Credits: 3
- BIOL 215 Environmental Science Credits: 4
- BRVT 110 Approaches to Death and Dying Credits: 3
- BRVT 120 Cross Cultural and Religious Perspectives for Bereavement Credits: 3
- CHNS 200 Chinese Language and Culture III Credits: 3
- CHNS 201 Chinese Language and Culture IV Credits: 3
- CRJS 120 Ethics and Criminal Justice Credits: 3
- CRJS 150 Principles of Criminal Investigation I Credits: 3
- CRJS 203 Introduction to Family Violence Credits: 3
- CRJS 205 Policing Credits: 3
- CRJS 255 Introduction to Juvenile Delinquency Credits: 3
- CMPT 101 Computer Concepts and Applications I Credits: 3
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
- ECON 100 Principles of Macroeconomics Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3
- ENGL 110 Technical Communication Credits: 3
- ENGL 120 Communication Credits: 3
- ENGL 125 Public Speaking Credits: 3
- ENGL 136 Media and Culture Credits: 3
- ENGL 200 English Literature I Credits: 3
- ENGL 202 English Literature II Credits: 3
- ENGL 204 American Literature I Credits: 3
- ENGL 206 American Literature II Credits: 3
- ENGL 220 Literature into Film Credits: 3
- ENGL 222 Gender and Literature Credits: 3
ENGL 230 Multicultural Perspectives in Literature Credits: 3
ENGL 232 African American Literature Credits: 3
ENGL 234 Native American Literature Credits: 3
ENGL 235 Latino Literature and Culture Credits: 3
ENGL 236 Women in Literature Credits: 3
FREN 200 French Language and Culture III Credits: 3
FREN 201 French Language and Culture IV Credits: 3
FSCI 245 Forensic Science I Credits: 4
FSCI 252 Forensic Psychology Credits: 3
GERM 200 German Language and Culture III Credits: 3
GERM 201 German Language and Culture IV Credits: 3
HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 112 History Of New York State I Credits: 3
HIST 113 History Of New York State II Credits: 3
HIST 115 Intro to African-American History Credits: 3
HIST 120 History of Africa I Credits: 3
HIST 121 History of Africa II Credits: 3
HIST 130 Medieval History Credits: 3
HIST 135 History of The Twentieth Century Credits: 3
HIST 137 History of World War II Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3
HIST 140 Modern China Credits: 3
HIST 145 Modern India Credits: 3
HIST 205 Native American Cultures Of New York And New England Credits: 3
HLTH 131 Stress and Health Credits: 1
HLTH 140 Drug Studies: Intervention and Prevention Credits: 3
HLTH 160 Personal and Community Health Credits: 3
HUSV 210 Human Sexuality Credits: 3
HUSV 215 Psychology and History of Poverty Credits: 3
INDS 100 Career Planning and Decision Making Credits: 3
MATH 110 Intermediate Algebra Credits: 3
MTSC 105 Burial Customs Credits: 3
MUSC 100 Music Appreciation I Credits: 3
MUSC 101 Music Appreciation II Credits: 3
MUSC 105 The History of Jazz Credits: 3
MUSC 106 The History of Rock and Roll Credits: 3
MUSC 110 Music in World Cultures Credits: 3
PADM 100 Introduction to Public Administration Credits: 3
PADM 180 Principles of Supervision Credits: 3
PADM 205 Public Personnel Administration Credits: 3
PADM 210 Labor Relations Credits: 3
PADM 220 Courts, Justice and Public Administration Credits: 3
PADM 230 Public Policy and Domestic Violence Credits: 3
PHIL 100 Intro to Philosophy Credits: 3
PHIL 110 Comparative Religion Credits: 3
PHIL 120 Existentialism Credits: 3
POLS 100 Introduction to Political Science Credits: 3
POLS 101 Introduction to International Politics Credits: 3
POLS 102 Introduction to Political Theory Credits: 3
POLS 105 American National Government Credits: 3
POLS 110 State and Local Government Credits: 3
PSYC 200 Child Psychology Credits: 3
PSYC 205 Developmental Psychology Credits: 3
PSYC 208 Adolescent Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3
PSYC 220 Psychology of Women Credits: 3
PSYC 225 Sport Psychology Credits: 3
PSYC 235 Positive Psychology Credits: 3
PSYC 250 Educational Psychology Credits: 3
PSYC 275 Statistics for The Behavioral Sciences Credits: 3
PSYC 280 Experimental Psychology Credits: 3
SOCL 110 Understanding Social Problems Credits: 3
SOCL 115 African-American Experience Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3
SOCL 255 Honors Technology and Society Credits: 3
SPAN 200 Spanish Language and Culture III Credits: 3
SPAN 201 Spanish Language and Culture IV Credits: 3
THEA 100 Introduction to The Theatre Credits: 3
THEA 110 Acting I Credits: 3
THEA 111 Acting II Credits: 3

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study

First Term

FORM 109 College Forum Credits: (1)
CRJS 101 Introduction to Criminal Justice Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1
PSYC 100 General Psychology Credits: 3
Restricted Criminal Law Elective Credits: 3
Western Civilization Elective Credits: 3

Term Total: 16

Second Term

BADM 220 Statistics Credits: 4
OR
MATH 135 Elementary Statistics Credits: 4
OR
PSYC 275 Statistics for The Behavioral Sciences Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
SOCL 100 Sociology Credits: 3
Digital Marketing, A.A.S.

This program has been deactivated effective Fall 2018 and as such, applications are no longer being accepted.

The Digital Marketing program leads to an Associate in Applied Science degree (A.A.S.). Graduates will be well-versed in the use of digital marketing channels (social media, e-mail ads, banner ads, etc.), as well as content marketing, web analytics, data analytics, e-mail marketing and display advertising to promote or market products and services. Study will focus on challenges in branding, brand positioning and strategies to address brand communications in a digital world, in addition to the continually shifting consumer mindset and use of the many digital platforms targeting varying consumer market segments. Courses within the School of Business include digital marketing, marketing management, advertising, sales, business management, business ethics, communications, psychology, webpage design and content management, and information design and applied digital media. Coursework is comprehensive and divided equally between business, marketing and computer information systems.

The Digital Marketing degree prepares students to strategically make decisions in the rapidly changing world of digital media, utilizing data and web analytics to implement a corresponding digital marketing program within an overall marketing plan. Emphasis is placed on developing critical thinking skills and effective written and oral communications skills, as well as knowing how to make ethical marketing and business decisions. This program is aimed at students who enjoy working as part of a team in a diversified organization, have an aptitude for working with technology, and are interested in analyzing electronic marketing strategies. The program includes an internship opportunity for students in their own community. Degree requirements can be completed through full- or part-time study, days, evenings, or online. Additionally, some students may transfer to four-year colleges and universities to further their education.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 62

Major Requirements*

*Or specific equivalents as approved by department chairperson.
**Required of first-time full-time students. May be waived at department chairperson's discretion.

FORM 104 College Forum Credits: (1) **
BADM 200 Business Communications Credits: 3
BADM 220 Statistics Credits: 4
CISS 100 Introduction to Computing and Information Sciences Credits: 4
CISS 135 Information Design and Content Management Credits: 3
CMPT 118 Introduction to Web Design and Content Management Credits: 3
ECON 100 Principles of Macroeconomics Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
ENGL 101 English Composition I Credits: 3
MKTG 120 Principles of Marketing **Credits:** 3  
MKTG 200 Advertising **Credits:** 3  
MKTG 210 Digital Marketing **Credits:** 3  
MKTG 214 Selling and Sales Management **Credits:** 3  
MKTG 240 Business Ethics **Credits:** 3  
MKTG 295 Marketing Management and Strategy **Credits:** 3  
PSYC 100 General Psychology **Credits:** 3  
(1) Math Elective **Credits:** 3  
(2) Restricted English Elective **Credits:** 3  
(3) Arts Elective **Credits:** 3  
(4) Restricted Business Elective **Credits:** 3  
(5) Business Elective **Credits:** 3

(1) Math Elective **Credits:** 3  
MATH 110 Intermediate Algebra **Credits:** 3 or higher

(2) Restricted English Elective **Credits:** 3  
ENGL 102 English Composition II **Credits:** 3  
ENGL 104 English Composition II: Writing About Literature **Credits:** 3  
ENGL 137 Writing for The Media **Credits:** 3

(3) Arts Elective **Credits:** 3  
Course must be designated as "SUNY General Education Arts" course. Recommend (with permission of department chairperson):

ARTS 100 Survey of Art History I **Credits:** 3  
ARTS 107 Art Appreciation **Credits:** 3  
ARTS 110 Drawing I **Credits:** 3  
ARTS 129 Photography I **Credits:** 3  
ARTS 133 Intro to Digital Photography **Credits:** 3  
ARTS 135 Introduction to Photography **Credits:** 3  
ARTS 202 Modern Art History **Credits:** 3  
ARTS 205 History of Western Architecture **Credits:** 3  
ARTS 270 History of Photography **Credits:** 3  
ARTS 272 History of American Cinema **Credits:** 3  
ARTS 273 Documentary Film: History and Theory **Credits:** 3  
DART 110 Introduction to Graphic Design **Credits:** 3  
DART 115 Video Art **Credits:** 3  
DART 120 Web Art and Design **Credits:** 3  
ENGL 220 Literature into Film **Credits:** 3

(4) Restricted Business Elective **Credits:** 3  
Recommend BADM 290 or MKTG 290. Other options (with permission of department chairperson):

ACTG 110 Financial Accounting **Credits:** 4  
ACTG 120 Personal Finance **Credits:** 3  
BADM 110 Legal and Ethical Environment of Business I (Business Law I) **Credits:** 3  
BADM 111 Legal and Ethical Environment of Business II (Business Law II) **Credits:** 3  
BADM 207 Organization and Management **Credits:** 3  
BADM 208 Organizational Leadership **Credits:** 3  
BADM 221 Quantitative Business Applications **Credits:** 3  
CMPT 115 Introduction to Business Analytics with Microsoft Excel **Credits:** 3  
MKTG 216 Small Business Management **Credits:** 3  

(5) Business Elective **Credits:** 3

Recommend MKTG 216 or CMPT 115. Any ACTG, BADM, CISS, CMPT, ENTR or MKTG course with permission of department chairperson.

**Total Credits Required:** 62

**Suggested Course Sequence for Full-Time Study**

**First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104 College Forum</td>
<td>(1) **</td>
</tr>
<tr>
<td>ECON 100 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ECON 101 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total:** 15

**Second Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 220 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 118 Introduction to Web Design and Content Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ECON 101 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 200 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Restricted English Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total:** 16
## Third Term

- **BADM 200 Business Communications** Credits: 3
- **CISS 135 Information Design and Content Management** Credits: 3
- **MKTG 210 Digital Marketing** Credits: 3
- **MKTG 240 Business Ethics** Credits: 3
- **Arts Elective** Credits: 3

**Term Total:** 15

## Fourth Term

- **CISS 100 Introduction to Computing and Information Sciences** Credits: 4
- **MKTG 214 Selling and Sales Management** Credits: 3
- **MKTG 295 Marketing Management and Strategy** Credits: 3
- **Restricted Business Elective** Credits: 3
- **Business Elective** Credits: 3

**Term Total:** 16

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### Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>70 or above</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits Required:** 63

### Major Requirements*

*Or specific course 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.

- **FORM 104 College Forum** Credits: (1) **
- **ACTG 120 Personal Finance** Credits: 3
- **BADM 200 Business Communications** Credits: 3
- **BADM 207 Organization and Management** Credits: 3
- **BADM 220 Statistics** Credits: 4
- **ECON 101 Principles of Microeconomics** Credits: 3
- **ENGL 101 English Composition I** Credits: 3
- **ENTR 110 Introduction to Entrepreneurship** Credits: 3
- **ENTR 120 Entrepreneurial Process** Credits: 3
- **ENTR 150 Legal Issues in Entrepreneurship** Credits: 3
- **ENTR 210 Entrepreneurial Finance** Credits: 4
- **ENTR 290 Entrepreneurial Strategy** Credits: 4
- **ENTR 295 Entrepreneurial Internship** Credits: 3 ***
OR
BADM 290 Internship Credits: 6 ***

MKTG 120 Principles of Marketing Credits: 3
MKTG 214 Selling and Sales Management Credits: 3
PSYC 100 General Psychology Credits: 3
(1) Math Elective Credits: 3
(2) Restricted Marketing Elective Credits: 3
(3) Computer Elective Credits: 3
Liberal Arts and Sciences Elective Credits: 3
Free Elective Credits: 3

(1) Math Elective Credits: 3

MATH 110 Intermediate Algebra Credits: 3 or higher for completion of degree

(2) Restricted Marketing Elective Credits: 3

MKTG 200 Advertising Credits: 3
MKTG 210 Digital Marketing Credits: 3
MKTG 212 Human Resource Management Credits: 3
MKTG 240 Business Ethics Credits: 3
MKTG 295 Marketing Management and Strategy Credits: 3

(3) Computer Elective Credits: 3

Any CMPT or CISS course. Recommend CMPT 101 or CMPT 115.

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

First Term

FORM 104 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3

Second Term

BADM 200 Business Communications Credits: 3
BADM 220 Statistics Credits: 4
ENTR 120 Entrepreneurial Process Credits: 3
ENTR 150 Legal Issues in Entrepreneurship Credits: 3
MKTG 120 Principles of Marketing Credits: 3

Term Total: 16

Third Term

BADM 207 Organization and Management Credits: 3
ENTR 210 Entrepreneurial Finance Credits: 4
MKTG 212 Human Resource Management Credits: 3
Restricted Marketing Elective Credits: 3
Free Elective Credits: 3

Term Total: 16

Fourth Term

ACTG 120 Personal Finance Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
ENTR 290 Entrepreneurial Strategy Credits: 4

ENTR 295 Entrepreneurial Internship Credits: 3
OR
BADM 290 Internship Credits: 6

Liberal Arts and Sciences Elective Credits: 3

Term Total: 16

Forensic Science Studies, A.S.

Associate in Science
HEGIS #5619
Chairperson: Ricky P. Thibodeau
Amstuz 300, (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.
Criminal Justice agencies require background checks for employment and internships.

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. FSCI 245 must be taken at Hudson Valley. The transfer student must have a minimum of 3.0 in chemistry and college-level math.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, geometry and algebra II 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 students 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 Hudson Valley Community College students.</td>
<td>78 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 $500.

Total Credits Required: 62

Major Requirements*

- BIOL 150 General Biology I Credits: 4
- BIOL 151 General Biology II Credits: 4
- CHEM 110 General Chemistry I Credits: 4
- CHEM 111 General Chemistry II Credits: 4
- CHEM 210 Organic Chemistry I Credits: 4
- CHEM 211 Organic Chemistry II Credits: 4
- CRJS 101 Introduction to Criminal Justice Credits: 3
- ENGL 101 English Composition I Credits: 3
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- FSCI 245 Forensic Science I Credits: 4
- MATH 170 Precalculus Credits: 4
  OR
- (2) Restricted Elective II Credits: 4
- MATH 180 Calculus I Credits: 4
- PHYS 150 Physics I Credits: 4
- PHYS 151 Physics II Credits: 4
- (1) Restricted Elective I Credits: 6
- (2) Restricted Social Science Elective Credits: 3

(1) Restricted Elective I Credits: 6

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. The courses must also be from two different areas: AH, OC, WC, FL or AR.

(2) Restricted Elective II Credits: 4

Courses fulfilling this requirement:

- BIOL 205 Microbiology Credits: 4
- BIOL 230 Anatomy and Physiology I Credits: 4
- BIOL 265 Principles of Microbiology Credits: 4
- BIOL 270 Anatomy and Physiology II Credits: 4
- BIOL 275 Cell Biology Credits: 4
- BIOL 281 Genetics Credits: 4
- BIOL 285 Molecular Laboratory Techniques Credits: 3
- CHEM 200 Biochemistry Credits: 3
- CHEM 205 Analytical Chemistry Credits: 4
- CHEM 215 Principles of Physical Chemistry Credits: 4
- CRJS 250 Criminology Credits: 3
- MATH 135 Elementary Statistics Credits: 4
- MATH 190 Calculus II Credits: 4
- PHYS 145 Introductory Geology Credits: 4
- PHYS 210 Fundamentals of GIS Credits: 4
- PHYS 250 Physics III Credits: 4

(3) Restricted Social Science Elective Credits: 3

Courses fulfilling this requirement:

- PSYC 100 General Psychology Credits: 3
- SOCL 100 Sociology Credits: 3

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

- FORM 109 College Forum Credits: (1)
- BIOL 150 General Biology I Credits: 4
- CHEM 110 General Chemistry I Credits: 4
- CRJS 101 Introduction to Criminal Justice Credits: 3
ENGL 101 English Composition I  
Credits: 3

MATH 170 Precalculus  
Credits: 4
OR
Restricted Elective II  
Credits: 4

Term Total: 18

Second Term

BIOL 151 General Biology II  
Credits: 4
CHEM 111 General Chemistry II  
Credits: 4
ENGL 104 English Composition II: Writing About Literature  
Credits: 3
MATH 180 Calculus I  
Credits: 4

Term Total: 15

Third Term

CHEM 210 Organic Chemistry I  
Credits: 4
FSCI 245 Forensic Science I  
Credits: 4
PHYS 150 Physics I  
Credits: 4
Restricted Elective I  
Credits: 3

Term Total: 14

Fourth Term

CHEM 211 Organic Chemistry II  
Credits: 4
PHYS 151 Physics II  
Credits: 4
Restricted Elective I  
Credits: 3
Restricted Social Science Elective  
Credits: 3

Term Total: 14

Health Information Management and Technology, A.A.S.

Associate in Applied Science
HEGIS #5005

Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

Today’s health information technician needs a variety of skills to keep pace with the highly technical emergent medical office work place that is currently evolving to support Electronic Medical Records (EMR). The Health Information Management and Technology A.A.S. program is a relevant up-to-date curriculum designed for students to gain the skills necessary to become an administrative medical office professional in either a private practice or health care facility. The degree program maps to the American Association of Professional Coders (AAPC) curriculum and graduates are qualified to sit for the AAPC certification Certified Professional Coder (CPC) and Certified Physical Practice Management (CPPM) exams. Program graduates are also prepared to take the Microsoft Office Specialist (MOS) 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, communication and collaboration skills necessary in the rapidly evolving technical health information management field. The program concludes with an optional 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>
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<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

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

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by the department chairperson.
Required of first-time, full-time students
*** A grade of "C" or better is required for program completion.

FORM 104 College Forum Credits: (1) **
BIOL 115 Medical Terminology Credits: 3
CMPT 110 Document Formatting on Microcomputers
 Credits: 3 ***
CMPT 111 Information Processing with Microsoft Word
 Credits: 3 ***
CMPT 115 Introduction to Business Analytics with
Microsoft Excel Credits: 3 ***
CMPT 120 Introduction to Database Concepts with
Microsoft Access Credits: 3 ***
CMPT 160 Advanced Integrated Information Processing
 Credits: 3 ***
ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HITC 100 Introduction to Medical Office Procedures
 Credits: 4 ***
HITC 110 Medical Coding Credits: 6 ***
HITC 200 Medical Billing, Insurance and Health Record
 Review Credits: 4 ***
HITC 210 Health Information and Physician Practice
 Management Credits: 4 ***
(1) Restricted Biology Elective Credits: 3
(2) Restricted English Elective Credits: 3
(3) Liberal Arts and Sciences Health Science Elective
 Credits: 3
(4) Liberal Arts Electives Credits: 6
(5) Social Science Elective Credits: 3
(6) Accounting Elective Credits: 3
(7) Business Elective Credits: 3

(4) Liberal Arts Electives Credits: 6
Recommended Courses:
ECON 100 Principles of Macroeconomics Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
POLS 100 Introduction to Political Science Credits: 3

(5) Social Science Elective Credits: 3
Recommended Courses:
PSYC 100 General Psychology Credits: 3
SOC 100 Sociology Credits: 3
SOC 110 Understanding Social Problems Credits: 3
SOC 115 African-American Experience Credits: 3
SOC 120 Cultural Diversity in American Society Credits: 3

(6) Accounting Elective Credits: 3
Recommended Courses:
ACTG 100 Applied Accounting Credits: 3
ACTG 110 Financial Accounting Credits: 4
ACTG 111 Managerial Accounting Credits: 4
ACTG 120 Personal Finance Credits: 3
ACTG 200 Accounting Computerized Systems Credits: 4
ACTG 201 Principles of Quickbooks Credits: 4

(7) Business Elective Credits: 3
Any course offered by the School of Business.

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term
FORM 104 College Forum Credits: (1) **
BIOL 115 Medical Terminology Credits: 3
CMPT 110 Document Formatting on Microcomputers
 Credits: 3
HITC 100 Introduction to Medical Office Procedures
 Credits: 4
Restricted Biology Elective Credits: 3
Liberal Arts Elective Credits: 3

Term Total: 16
Second Term

CMPT 111 Information Processing with Microsoft Word
   Credits: 3
ENGL 101 English Composition I Credits: 3
HITC 110 Medical Coding Credits: 6
Accounting Elective Credits: 3

Term Total: 15

Third Term

CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HITC 200 Medical Billing, Insurance and Health Record Review Credits: 4

Term Total: 17

Fourth Term

CMPT 160 Advanced Integrated Information Processing Credits: 3
HITC 210 Health Information and Physician Practice Management Credits: 4
Liberal Arts Elective Credits: 3
Social Science Elective Credits: 3
Business Elective Credits: 3

Term Total: 16

Marketing, A.A.S.

Associate in Applied Science
HEGIS #5004
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Marketing program is designed to provide students with the necessary knowledge and skills to gain immediate employment and to enable graduates to advance in positions of increasing responsibility after entering the workforce. Marketing is everywhere and having the skill-set to implement a marketing and advertising plan in the global marketplace is critical for a company's success. Students develop their strategic management and marketing skills to prepare them for a dynamic and evolving workplace. Our faculty members teach students the latest innovations within the marketing industry that is needed in today's business world. Many of our faculty have owned and operated their own businesses or worked for a Fortune 500 company. They bring a lifetime of knowledge and global experience to the classroom.

The Marketing program is offered to students who seek to obtain an entry-level position in areas such as marketing, advertising, retailing, 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, retailing, management, and sales.

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.

Upon successful completion of the Marketing program, graduates will be able to solve marketing problems using critical-thinking skills and quantitative and qualitative data; be able to identify consumer behavior characteristics to determine the best way to reach consumers; have the skill set to develop a marketing and advertising plan; understand the importance and varying approaches of conducting marketing research; apply business and management principles in a marketing setting; and be effective with both oral and writing skills.

Most career-level positions in the retail industry such as management, merchandising, and buying are easier to attain with a college degree. The industry is actively seeking candidates with strong business backgrounds. The Retailing option curriculum provides students with a solid business and marketing background through required courses such as Legal and Ethical Environment, Advertising and Financial Accounting.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
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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.

Total Credits Required: 62

Major Requirements*

*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.

FORM 104 College Forum Credits: (1) **

Core Requirements

ACTG 110 Financial Accounting Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 120 Business Mathematics Credits: 4
OR
BADM 221 Quantitative Business Applications Credits: 3
OR
(6) Math Elective Credits: 3

BADM 200 Business Communications Credits: 3
BADM 220 Statistics Credits: 4
ENGL 101 English Composition I Credits: 3
PSYC 100 General Psychology Credits: 3

Specialization Courses

BADM 207 Organization and Management Credits: 3
MKTG 120 Principles of Marketing Credits: 3
MKTG 200 Advertising Credits: 3
MKTG 210 Digital Marketing Credits: 3
MKTG 295 Marketing Management and Strategy Credits: 3

Program Electives

(1) Business Electives Credits: 6
(2) Restricted Economics Electives Credits: 6
(3) Computer Elective Credits: 3
(4) Restricted English Elective Credits: 3
(5) Liberal Arts and Sciences Elective Credits: 3

(1) Business Electives Credits: 6
Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

- FORM 104 College Forum **Credits: (1)**
  - BADM 110 Legal and Ethical Environment of Business I (Business Law I) **Credits: 3**
  - BADM 120 Business Mathematics **Credits: 4**
  - BADM 221 Quantitative Business Applications **Credits: 3**
  - Math Elective **Credits: 3**

- ENGL 101 English Composition I **Credits: 3**
- Restricted Economics Elective **Credits: 3**
- Computer Elective **Credits: 3**

Term Total: 15

Second Term

- ACTG 110 Financial Accounting **Credits: 4**
- BADM 111 Legal and Ethical Environment of Business II (Business Law II) **Credits: 3**
- MKTG 120 Principles of Marketing **Credits: 3**
- Restricted Economics Elective **Credits: 3**
- Restricted English Elective **Credits: 3**

Term Total: 16

Third Term

- BADM 200 Business Communications **Credits: 3**
- BADM 220 Statistics **Credits: 4**
- MKTG 200 Advertising **Credits: 3**
- MKTG 210 Digital Marketing **Credits: 3**
- PSYC 100 General Psychology **Credits: 3**

Term Total: 16

Fourth Term

- BADM 207 Organization and Management **Credits: 3**
- MKTG 295 Marketing Management and Strategy **Credits: 3**
- Business Electives **Credits: 6**
- Liberal Arts and Sciences Elective **Credits: 3**

Term Total: 15

Public Administration Studies, A.A.S.

(formerly Civil and Public Service)
Associate in Applied Science
HEGIS #5501
Chairperson: Ricky P. Thibodeau
Amstuz 300, (518) 629-7342

The Public Administration Studies major 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. This degree program is designed to allow students transfer opportunities to a public affairs, public policy, or public administration program at a four-year institution.

As a terminal degree, students are taught the foundations necessary for a broad range of professional and paraprofessional positions found in federal, state, county and municipal governments.

Degree requirements can be fulfilled through evening course offerings and distance learning. Not all courses are offered in the distance learning format every term, therefore students need to meet with an advisor to plan their coursework.

Please note, all PADM courses are offered online only.

This degree program has a 2 + 2 articulation agreement with the public affairs and public policy B.S. degree program from The Sage College of Albany.

Students in the A.A.S. Public Administration Studies degree program are eligible for college credit through the Life Experience Program. Interested students should contact the Office of Continuing Education and Summer Sessions at (518) 629-7338 for information.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<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>
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The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $580.

Total Credits Required: 60

Major Requirements*

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

- **BADM 200 Business Communications Credits:** 3
  - **OR**
  - **(1) Computer Elective Credits:** 3

- **BADM 220 Statistics Credits:** 4
  - **OR**
  - **MATH 135 Elementary Statistics Credits:** 4
  - **OR**
  - **PSYC 275 Statistics for The Behavioral Sciences Credits:** 3

- **ECON 100 Principles of Macroeconomics Credits:** 3
- **ENGL 101 English Composition I Credits:** 3

- **ENGL 102 English Composition II Credits:** 3
  - **OR**
  - **ENGL 104 English Composition II: Writing About Literature Credits:** 3

- **FORM 109 College Forum Credits:** (1) **
- **PADM 100 Introduction to Public Administration Credits:** 3
- **PADM 180 Principles of Supervision Credits:** 3
- **PADM 205 Public Personnel Administration Credits:** 3
- **PADM 210 Labor Relations Credits:** 3
- **PSYC 100 General Psychology Credits:** 3
  - **(1) Computer Elective or (6) Restricted Elective Credits:** 3
- **(2) Free Electives Credits:** 12
- **(3) Government Elective Credits:** 3
- **(4) Law Elective Credits:** 3
- **(5) Natural Science Elective Credits:** 3
- **(6) Restricted Electives Credits:** 6

(1) Computer Elective Credits: 3

- **CISS 100 Introduction to Computing and Information Sciences Credits:** 4
- **CMPT 101 Computer Concepts and Applications I Credits:** 3
- **CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits:** 3

(2) Free Electives Credits: 12

As advised by department chair.

(3) Government Elective Credits: 3
- **POLS 100 Introduction to Political Science Credits:** 3
- **POLS 105 American National Government Credits:** 3
- **POLS 110 State and Local Government Credits:** 3

(4) Law Elective Credits: 3
- **BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits:** 3
- **BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits:** 3
- **CRJS 110 Intro to Criminal Law Credits:** 3
- **CRJS 210 Constitutional Law Credits:** 3
- **CRJS 280 Substantive Criminal Law Credits:** 3
- **CRJS 281 Procedural Criminal Law Credits:** 3
- **LABR 185 Labor Law Credits:** 3
- **LABR 270 Public Sector Labor Law Credits:** 3
- **PADM 237 Animal Law I Credits:** 3

(5) Natural Science Elective Credits: 3
- **BIOL 104 Topics in Biology -The Environment Credits:** 3
- **BIOL 105 Topics in Biology -The Gene Credits:** 3
- **BIOL 109 Biology of The Human Organism Credits:** 4
- **BIOL 119 General Zoology Credits:** 4
- **BIOL 125 Nutrition Credits:** 3
- **BIOL 126 General Nutrition Credits:** 4
- **BIOL 127 Principles of Sports and Exercise Nutrition Credits:** 4
- **BIOL 136 Anatomy and Physiology Credits:** 4
- **BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits:** 4
- **BIOL 150 General Biology I Credits:** 4
- **BIOL 151 General Biology II Credits:** 4
- **BIOL 190 Biology I Credits:** 4
- **BIOL 191 Biology II Credits:** 4
- **BIOL 205 Microbiology Credits:** 4
- **BIOL 206 Field Biology Credits:** 4
- **BIOL 207 Botany Credits:** 4
- **BIOL 210 Ecology Credits:** 4
- **BIOL 215 Environmental Science Credits:** 4
- **BIOL 230 Anatomy and Physiology I Credits:** 4
- **BIOL 234 Anatomy and Physiology II Credits:** 4
- **BIOL 237 Animal Behavior Credits:** 3
- **BIOL 240 Invertebrate Zoology Credits:** 4
- **BIOL 241 Vertebrate Zoology Credits:** 4
- **BIOL 252 The Biology of Birds Credits:** 4
- **BIOL 260 Introduction to Entomology Credits:** 4
- **BIOL 265 Principles of Microbiology Credits:** 4
- **BIOL 270 Anatomy and Physiology I Credits:** 4
- **BIOL 271 Anatomy and Physiology II Credits:** 4
- **BIOL 281 Genetics Credits:** 4
- **CHEM 100 General Chemistry/Health Sciences Credits:** 4
- **CHEM 105 Concepts in Chemistry Credits:** 4
- **CHEM 110 General Chemistry I Credits:** 4
(6) Restricted Electives Credits: 6

ACTG 100 Applied Accounting Credits: 3
ACTG 110 Financial Accounting Credits: 4
ACTG 111 Managerial Accounting Credits: 4
ACTG 120 Personal Finance Credits: 3
ACTG 200 Accounting Computerized Systems Credits: 4
ACTG 201 Principles of Quickbooks Credits: 4
ACTG 210 Federal Income Tax Credits: 3
ACTG 211 Cost Accounting Credits: 3
ACTG 212 Not-For-Profit Accounting Credits: 3
ACTG 215 Internal Auditing Credits: 3
ACTG 216 Advanced Bookkeeping Applications Credits: 3
ACTG 218 Intermediate Accounting I Credits: 3
ARBC 100 Arabic Language and Culture I Credits: 3
ARBC 101 Arabic Language and Culture II Credits: 3
ASLN 100 American Sign Language and Deaf Culture I Credits: 3
ASLN 101 American Sign Language and Deaf Culture II Credits: 3
BADM 100 Introduction to Business Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 111 Legal and Ethical Environment of Business II (Business Law II) Credits: 3
BADM 120 Business Mathematics Credits: 4
BADM 200 Business Communications Credits: 3
BADM 207 Organization and Management Credits: 3
BADM 208 Organizational Leadership Credits: 3
BADM 221 Quantitative Business Applications Credits: 3
BADM 280 International and Intercultural Business Credits: 4
BIOL 109 Biology of The Human Organism Credits: 4
BIOL 115 Medical Terminology Credits: 3
BIOL 125 Nutrition Credits: 3
BIOL 136 Anatomy and Physiology Credits: 4
BIOL 205 Microbiology Credits: 4
BIOL 270 Anatomy and Physiology I Credits: 4
BIOL 271 Anatomy and Physiology II Credits: 4
BRVT 110 Approaches to Death and Dying Credits: 3
BRVT 120 Cross Cultural and Religious Perspectives for Bereavement Credits: 3
BRVT 210 Contemporary Concepts in Bereavement Credits: 3
CADD 130 Industrial Psychology Credits: 3
CDEP 105 Pharmacology and Physiology of Addiction Credits: 3
CDEP 200 The Chemical Dependency Treatment Process Credits: 3
CDEP 210 Current Issues in Addiction Credits: 3
CDEP 250 Chemical Dependency Counseling I Credits: 4
CDEP 255 Chemical Dependency Counseling II Credits: 4
CHEM 100 General Chemistry/Health Sciences Credits: 4
CHNS 100 Chinese Language and Culture I Credits: 3
CHNS 101 Chinese Language and Culture II Credits: 3
CHNS 200 Chinese Language and Culture III Credits: 3
CHNS 201 Chinese Language and Culture IV Credits: 3
CIS 100 Introduction to Computing and Information Sciences Credits: 4
CIS 102 Introduction to The Linux Operating System Credits: 1
CIS 105 IT Essentials (A+): PC Hardware and Software Credits: 3
CIS 110 Programming and Logic I Credits: 4
CIS 111 Programming and Logic II – Data Structures Credits: 4
CIS 120 Networking I- Intro to Data Communication Credits: 3
CIS 121 Networking II- Intro to Network Administration Credits: 3
CIS 125 Computer and Information Security Credits: 3
CIS 135 Information Design and Content Management Credits: 3
CIS 150 Operating Systems Credits: 4
CIS 220 Introduction to Web Design and Development Credits: 3
CMPT 110 Document Formatting on Microcomputers Credits: 3
CMPT 111 Information Processing with Microsoft Word Credits: 3
CMPT 118 Introduction to Web Design and Content Management Credits: 3
CMPT 119 Multimedia and Graphic Design for The Web
  Credits: 3
CMPT 120 Introduction to Database Concepts with
  Microsoft Access Credits: 3
CMPT 150 Advanced Topics in Office Technology
  Credits: 3
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 103 Honors Introduction to Criminal Justice
  Credits: 3
CRJS 110 Intro to Criminal Law Credits: 3
CRJS 120 Ethics and Criminal Justice Credits: 3
CRJS 150 Principles of Criminal Investigation I Credits: 3
CRJS 151 Principles of Criminal Investigation II Credits: 3
CRJS 190 Introduction to Evidence Credits: 3
CRJS 203 Introduction to Family Violence Credits: 3
CRJS 205 Policing Credits: 3
CRJS 210 Constitutional Law Credits: 3
CRJS 221 Terrorism and The Criminal Justice System
  Credits: 3
CRJS 222 Principles of Homeland Security Credits: 3
CRJS 250 Criminology Credits: 3
CRJS 255 Introduction to Juvenile Delinquency Credits: 3
CRJS 260 Criminal Justice Administration Credits: 3
CRJS 265 Correctional Services Credits: 3
CRJS 280 Substantive Criminal Law Credits: 3
CRJS 281 Procedural Criminal Law Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
EMSP 100 Principles of Microeconomics Credits: 3
ENGL 110 Technical Communication Credits: 3
ENGL 120 Communication Credits: 3
ENGL 125 Public Speaking Credits: 3
ENGL 136 Media and Culture Credits: 3
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 200 English Literature I Credits: 3
ENGL 202 English Literature II Credits: 3
ENGL 204 American Literature I Credits: 3
ENGL 206 American Literature II Credits: 3
ENGL 210 The Short Story Credits: 3
ENGL 230 Multicultural Perspectives in Literature Credits: 3
ENGL 232 African American Literature Credits: 3
ENGL 234 Native American Literature Credits: 3
ENGL 235 Latino Literature and Culture Credits: 3
ENGL 236 Women in Literature Credits: 3
FREN 100 French Language and Culture I Credits: 3
FREN 101 French Language and Culture II Credits: 3
FREN 200 French Language and Culture III Credits: 3
FREN 201 French Language and Culture IV Credits: 3
FSCI 131 Forensic Assessment of Animal Cruelty Investigations Credits: 3
FSCI 155 Concepts in Forensic Science Credits: 3
FSCI 244 Digital Forensics Credits: 3
FSCI 245 Forensic Science I Credits: 4
FSCI 247 Medicolegal Investigation of Death Credits: 3
FSCI 252 Forensic Psychology Credits: 3
GERM 100 German Language and Culture I Credits: 3
GERM 101 German Language and Culture II Credits: 3
GERM 200 German Language and Culture III Credits: 3
GERM 201 German Language and Culture IV Credits: 3
HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 112 History Of New York State I Credits: 3
HIST 113 History Of New York State II Credits: 3
HIST 115 Intro to African-American History Credits: 3
HIST 120 History of Africa I Credits: 3
HIST 121 History of Africa II Credits: 3
HIST 130 Medieval History Credits: 3
HIST 135 History of The Twentieth Century Credits: 3
HIST 137 History of World War II Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3
HIST 140 Modern China Credits: 3
HIST 145 Modern India Credits: 3
HIST 205 Native American Cultures Of New York And
  New England Credits: 3
HITC 100 Introduction to Medical Office Procedures
  Credits: 4
HLTH 151 Consumer Health Credits: 2
HLTH 152 First Aid Credits: 2
HUSV 100 Social Service Systems Credits: 3
HUSV 105 Human Development and The Family Credits: 3
HUSV 115 Perspectives on Disability Credits: 3
HUSV 120 Problems of Adolescence Credits: 3
HUSV 125 Older Adults and The Social Environment
  Credits: 3
HUSV 200 Interviewing and Techniques of
  Communication Credits: 3
HUSV 205 Introduction to Social Group Work Credits: 3
HUSV 210 Human Sexuality Credits: 3
HUSV 215 Psychology and History of Poverty Credits: 3
HUSV 240 Professionalism in A Diverse Society Credits: 3
ICVT 200 Introduction to Health Care Credits: 2
INDS 100 Career Planning and Decision Making Credits: 3
INDS 105 Intro to Academic and Personal Effectiveness
  Credits: 3
ITAL 100 Italian Language and Culture I Credits: 3
ITAL 101 Italian Language and Culture II Credits: 3
JAPN 100 Japanese Language and Culture I Credits: 3
JAPN 101 Japanese Language and Culture II Credits: 3
LABR 170 Women at Work Credits: 3
LABR 175 Quality of Worklife Credits: 3
LABR 180 Labor History Credits: 3
LABR 185 Labor Law Credits: 3
LABR 190 Collective Bargaining Credits: 3
LABR 205 Health and Safety in The Workplace Credits: 3
LABR 210 Contemporary Labor Issues Credits: 3
LABR 213 Labor and The Media Credits: 3
LABR 215 Labor's Changing Role in The American
  Economy Credits: 3
LABR 220 Union Leadership and Administration Credits: 3
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<td>Arbitration</td>
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<td>Occupational Safety and Health Law</td>
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<td>Health Hazards Identification and Evaluation in The Workplace</td>
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<td>RUSN 100</td>
<td>Russian Language and Culture I</td>
<td>3</td>
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<tr>
<td>RUSN 101</td>
<td>Russian Language and Culture II</td>
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<tr>
<td>SOCL 100</td>
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<tr>
<td>SOCL 110</td>
<td>Understanding Social Problems</td>
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<tr>
<td>SOCL 120</td>
<td>Cultural Diversity in American Society</td>
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<td>SPAN 100</td>
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<tr>
<td>SPAN 101</td>
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<td>SPAN 200</td>
<td>Spanish Language and Culture III</td>
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<tr>
<td>SPAN 201</td>
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</table>

Total Credits Required: 60

Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 109</td>
<td>College Forum</td>
<td>(1)</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PADM 100</td>
<td>Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Restricted Elective</td>
<td></td>
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</tbody>
</table>

Term Total: 15

Second Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>English Composition: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>PADM 180</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Law Elective</td>
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<td>3</td>
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<tr>
<td>Natural Science Elective</td>
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<tr>
<td>Restricted Elective</td>
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Term Total: 15

Third Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 200</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PADM 210</td>
<td>Labor Relations</td>
<td>3</td>
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Term Total: 15

Fourth Term

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BADM 220</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Accounting Certificate

Certificate  
HEGIS #5002
Chairperson: Ricky P. Thibodeau
Brahall Hall, Room 219, (518) 629-7225

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 associate in applied science 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 met through either full- or part-time study and through day, evening and online offerings.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic</td>
<td>Fall and Spring</td>
<td>Bookkeeping and accounting courses recommended.</td>
<td>70 or above</td>
</tr>
<tr>
<td>math (70 or above in the course)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 33

Major Requirements*

*or specific course equivalents as approved by department chairperson.

ACTG 110 Financial Accounting Credits: 4
ACTG 200 Accounting Computerized Systems Credits: 4
ACTG 201 Principles of Quickbooks Credits: 4
ACTG 216 Advanced Bookkeeping Applications Credits: 3
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3

Total Credits Required: 33

Suggested Course Sequence for Full-Time Study

First Term

ACTG 110 Financial Accounting Credits: 4
BADM 120 Business Mathematics Credits: 4

OR

BADM 221 Quantitative Business Applications Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 125 Public Speaking Credits: 3
BADM 200 Business Communications Credits: 3

(1) Accounting Elective Credits: 3
(2) Restricted Computer Elective Credits: 3

OR

CMPT 101 Computer Concepts and Applications I Credits: 3
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3

Total Credits Required: 33
Animal Policy Certificate

Certificate
HEGIS # 5501
Chairperson: Ricky P. Thibodeau
Amstuz 300, (518) 629-7342

This program has been deactivated effective Fall 2020 and as such, applications are no longer being accepted.

The Animal Policy Certificate Program is designed for students who wish to pursue or currently maintain a career in the field of animal policy. 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 policy 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 policy 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of academic math</td>
<td>Fall and Spring</td>
<td>Social Science, humanities and lab sciences courses recommended.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 27

Major Requirements*

*or specific course equivalents as approved by department chairperson.

FSCI 131 Forensic Assessment of Animal Cruelty Investigations Credits: 3
OR
(1) Restricted Elective I Credits: 3

PADM 100 Introduction to Public Administration Credits: 3
OR
(2) Restricted Elective II Credits: 3

PADM 130 Legal Issues for Animal Control Credits: 3
OR
(3) Restricted Elective III Credits: 3

( PADM 135 Animal Policy Seminar I Credits: 1
AND
PADM 136 Animal Policy Seminar II Credits: 2 )
OR
PADM 137 Animal Policy Seminar III Credits: 3
OR
(4) Restricted Elective IV Credits: 3

PADM 235 Lobbying and Legislation for Animal Policy Credits: 3
PADM 236 Animal Abuse, Interpersonal Violence and The Justice System Credits: 3
PADM 237 Animal Law I Credits: 3
PADM 238 Animal Law II Credits: 3

(1) Restricted Elective I Credits: 3

BIOL 237 Animal Behavior Credits: 3
CRJS 150 Principles of Criminal Investigation I Credits: 3
CRJS 190 Introduction to Evidence Credits: 3
FSCI 252 Forensic Psychology Credits: 3
PADM 132 Shelter and Rescue Management Credits: 3

(2) Restricted Elective II Credits: 3

PADM 180 Principles of Supervision Credits: 3
PADM 210 Labor Relations Credits: 3
PADM 220 Courts, Justice and Public Administration Credits: 3
PADM 230 Public Policy and Domestic Violence Credits: 3
POLS 100 Introduction to Political Science Credits: 3

(3) Restricted Elective III Credits: 3

BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 110 Intro to Criminal Law Credits: 3
CRJS 205 Policing Credits: 3
PADM 132 Shelter and Rescue Management Credits: 3
PADM 220 Courts, Justice and Public Administration Credits: 3
POLS 110 State and Local Government Credits: 3

(4) Restricted Elective IV Credits: 3

ACTG 212 Not-For-Profit Accounting Credits: 3
BADM 100 Introduction to Business Credits: 4
BADM 207 Organization and Management Credits: 3
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 203 Introduction to Family Violence Credits: 3
CRJS 250 Criminology Credits: 3
CRJS 255 Introduction to Juvenile Delinquency Credits: 3
FSCI 252 Forensic Psychology Credits: 3
MKTG 120 Principles of Marketing Credits: 3
PADM 180 Principles of Supervision Credits: 3
PADM 210 Labor Relations Credits: 3
PADM 220 Courts, Justice and Public Administration Credits: 3
PADM 230 Public Policy and Domestic Violence Credits: 3
POLS 100 Introduction to Political Science Credits: 3
PSYC 100 General Psychology Credits: 3
PSYC 200 Child Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3

(5) Restricted Elective V Credits: 3

BADM 200 Business Communications Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 120 Communication Credits: 3
ENGL 125 Public Speaking Credits: 3
PSYC 100 General Psychology Credits: 3

Total Credits Required: 27

Suggested Course Sequence for Study

First Term

FSCI 131 Forensic Assessment of Animal Cruelty Investigations Credits: 3
OR
Restricted Elective I Credits: 3

OR
PADM 100 Introduction to Public Administration Credits: 3
OR
Restricted Elective II Credits: 3

(   PADM 135 Animal Policy Seminar I Credits: 1
AND
PADM 136 Animal Policy Seminar II Credits: 2 )
OR
PADM 137 Animal Policy Seminar III Credits: 3 )
OR
Restricted Elective IV Credits: 3

OR
PADM 236 Animal Abuse, Interpersonal Violence and The Justice System Credits: 3

PADM 237 Animal Law I Credits: 3

Term Total: 15

Second Term

PADM 130 Legal Issues for Animal Control Credits: 3
OR
Restricted Elective III Credits: 3

PADM 235 Lobbying and Legislation for Animal Policy Credits: 3
PADM 237 Animal Law II Credits: 3

Term Total: 12
Entrepreneurship Certificate

Certificate
HEGIS #5004
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219 (518) 629-7225

The Entrepreneurship certificate program is designed to provide aspiring and existing entrepreneurs who already possess specific technical or innovative abilities with key entrepreneurial skills and business education skills to launch a new business. The program, which can be completed over two semesters, aims to increase the likelihood of success by reinforcing the concepts and skills necessary to create, design and launch a successful new business.

This program provides the entrepreneurial skills needed by those whose dream is to run their own business or to become a driver of innovation in an established company. At the same time, those who already own a business will find that it helps them to advance their skill set.

Credits earned in this program are directly applicable to the Entrepreneurship, A.A.S. degree program. Entrepreneurship credits may be used in other School of Business degree programs, as well, and may also fulfill elective requirements in other programs at the college.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic math (70 or above in the course)</td>
<td>Fall and Spring</td>
<td>70 or above</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 30

Major Requirements*

IT Help Desk Support Certificate

Certificate
HEGIS #5101.00
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The IT Help Desk Support certificate is offered to students whose primary goal is to gain employment in the information technologies. The program provides students with a broad foundation in: contemporary and emergent computing technologies, hardware and software support, business analytics, database management systems, programming and logic, networking, Web design, and computing and information security.

*Or specific course equivalents as approved by department chairperson.

- BADM 207 Organization and Management Credits: 3
- BADM 220 Statistics Credits: 4
- ENTR 110 Introduction to Entrepreneurship Credits: 3
- ENTR 120 Entrepreneurial Process Credits: 3
- ENTR 150 Legal Issues in Entrepreneurship Credits: 3
- ENTR 210 Entrepreneurial Finance Credits: 4
- ENTR 290 Entrepreneurial Strategy Credits: 4
- MKTG 120 Principles of Marketing Credits: 3
- MKTG 214 Selling and Sales Management Credits: 3

Total Credits Required: 30

Suggested Course Sequence for Full-Time Study

First Term

- BADM 207 Organization and Management Credits: 3
- BADM 220 Statistics Credits: 4
- ENTR 110 Introduction to Entrepreneurship Credits: 3
- ENTR 120 Entrepreneurial Process Credits: 3
- MKTG 120 Principles of Marketing Credits: 3

Term Total: 16

Second Term

- ENTR 150 Legal Issues in Entrepreneurship Credits: 3
- ENTR 210 Entrepreneurial Finance Credits: 4
- ENTR 290 Entrepreneurial Strategy Credits: 4
- MKTG 214 Selling and Sales Management Credits: 3

Term Total: 14

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

Courses | Entry Term | Special Notes | H.S. Average
---|---|---|---
Algebra and Geometry or 2 years of equivalent academic math (80 or above in each course) | Fall and Spring | N/A | 80 or above

Total Credits Required: 29

Major Requirements*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISS 100 Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>CISS 105 IT Essentials (A+): PC Hardware and Software</td>
<td>3</td>
</tr>
<tr>
<td>CISS 110 Programming and Logic I</td>
<td>4</td>
</tr>
<tr>
<td>CISS 120 Networking I- Intro to Data Communication</td>
<td>3</td>
</tr>
<tr>
<td>CISS 121 Networking II- Intro to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISS 125 Computer and Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CISS 220 Introduction to Web Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 115 Introduction to Business Analytics with Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 120 Introduction to Database Concepts with Microsoft Access</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 29

Suggested Course Sequence for Full-Time Study

First Term

- CISS 100 Introduction to Computing and Information Sciences **Credits: 4**
- CISS 105 IT Essentials (A+): PC Hardware and Software **Credits: 3**
- CISS 110 Programming and Logic I **Credits: 4**
- CISS 120 Networking I- Intro to Data Communication **Credits: 3**

Term Total: 14

Second Term

- CISS 121 Networking II- Intro to Network Administration **Credits: 3**
- CISS 125 Computer and Information Security **Credits: 3**
- CISS 220 Introduction to Web Design and Development **Credits: 3**
- CMPT 115 Introduction to Business Analytics with Microsoft Excel **Credits: 3**
- CMPT 120 Introduction to Database Concepts with Microsoft Access **Credits: 3**

Term Total: 15

Advanced Accounting Micro-credential

**Micro-credential**

**Chairperson: Ricky P. Thibodeau**

Brahan Hall, Room 219, (518) 629-7225

The Advanced Accounting Micro-credential is designed for students who would like to advance their understanding of the accounting field. After completing the Advanced MicroCredential, a student could pursue the Accounting Certificate or AAS program.

The Advanced Accounting Micro-Credential courses will provide the student with the fundamental knowledge of accounting and all courses can be transferred to the Accounting Certificate or AAS programs.

The Accounting Micro-Credential series is stackable by providing additional modules to enhance a student's skills within the accounting field with each module providing more advanced courses.

**Micro-credential Pre-requisite:**

ACTG 110 Financial Accounting or equivalent is a pre-requisite for the courses ACTG 111 Managerial Accounting and ACTG 210 Federal Income Tax and is required for the Introduction to Accounting Micro-credential.

**Total Credit Required: 6**

**Micro-credential Requirements:**

- BADM 221 Quantitative Business Applications **Credits: 3**
- ACTG 111 Managerial Accounting **Credits: 4**
- OR
- ACTG 210 Federal Income Tax **Credits: 3**

**Total Credits Required: 6**
Suggested Course Sequence:

First Term

BADM 221 Quantitative Business Applications  
Credits: 3

Term Total: 3

Second Term

ACTG 111 Managerial Accounting  
Credits: 4

OR

ACTG 210 Federal Income Tax  
Credits: 3

Term Total: 3

Advanced Data Analytics Micro-credential

Micro-credential
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Advanced Data Analytics Micro-credential addresses that using data skills is a critical and essential function in most professional organizations. In addition to applying and analyzing analytics, students will learn computing and information sciences, programming, and machine learning analytics.

Taken over a few semesters, this micro-credential will demonstrate a student's ability to communicate analytics to a wide range of stakeholders.

The Advanced Data Analytics Micro-credential can be taken on its own or part of a stackable Micro-credential with students taking the Introduction to Data Analytics Micro-credential.

The Advanced Data Analytics Micro-Credential can be met through either full- or part-time study and through day and online offerings.

Note: If a student pursues the Advanced Data Analytics Micro-credential without the Introduction to Data Analytics Micro-credential, they will be required to complete CMPT 115 Business Analytics.

Total Credits Required: 19

Micro-credential Requirements

BADM 220 Statistics  
Credits: 4
CISS 100 Introduction to Computing and Information Sciences  
Credits: 4
CISS 109 Python Programming  
Credits: 4

Advanced Entrepreneurship Micro-credential

Associate in Applied Science
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Advanced Entrepreneurship Micro-credential is designed to provide aspiring and existing entrepreneurs with advanced entrepreneurial skills and business education skills to launch a
new business by reinforcing the concepts and skills necessary to create, design and launch a successful new business.

Focus will be on creating a full business plan, understanding organizations and managing these organizations and the use of data through statistics.

This program provides the entrepreneurial skills needed for those whose dream is to run their own business or to become a driver of innovation in an established company. At the same time, those who already own a business will find that it helps them to advance their skill set.

This is a stackable Micro-Credential with students taking the Introduction to Entrepreneurship Micro-credential, followed by the Intermediate Entrepreneurship Micro-credential, then the Advanced Entrepreneurship Micro-credential which leads to a Certificate in Entrepreneurship.

The Micro-Credentials can be met through either full- or part-time study and through day and online offerings.

Micro-credential Pre-requisite:
ENTR 120 Entrepreneurial Process is a pre-requisite ENTR 150 Legal Issues in Entrepreneurship and ENTR 210 Entrepreneurial Finance. ENTR 150 Legal Issues in Entrepreneurship and ENTR 210 Entrepreneurial Finance is the pre- or co-requisite to ENTR 290 Entrepreneurial Strategy.

Total Credits Required: 11

Micro-credential Requirements:

Advanced Supervision Micro-credential

Micro-credential
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

This Advanced Supervision Micro-Credential establishes the fundamentals necessary to provide the student with the skills to solve business-oriented problems and prepares the student for employment in entry-level or even mid-level managerial positions. Students will explore the theory and methods of the supervisory process, be an effective leader and motivator, confidence in delegation, employee staffing, performance appraisal, business ethics, organization and management and be an effective communicator. Topics will also include teamwork, supportive leadership, decision making, change management and personality theory. The Micro-Credential is stackable by providing additional modules to enhance a student’s skills within the business management and supervisor field with each module providing more advanced courses. All courses can be transferred to the Business Administration AAS program.

Total Credits Required: 9

Micro-credential Requirements

BADM 207 Organization and Management Credits: 3
BADM 220 Statistics Credits: 4
ENTR 290 Entrepreneurial Strategy Credits: 4

Total Credits Required: 11

Suggested Course Sequence:

First Term

BADM 220 Statistics Credits: 4

Term Total: 4

Second Term

BADM 207 Organization and Management Credits: 3

Term Total: 3

Third Term

ENTR 290 Entrepreneurial Strategy Credits: 4

Term Total: 4
Suggested Course Sequence:

First Term

BADM 208 Organizational Leadership Credits: 3

Term Total: 3

Second Term

MKTG 240 Business Ethics Credits: 3

Term Total: 3

Third Term

MKTG 212 Human Resource Management Credits: 3

Term Total: 3

Forensic Science Studies Micro-credential

Micro-credential
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Forensic Science Studies Micro Credential will provide students with core courses which will help them determine if they want to pursue the AS program, which is an interdisciplinary degree designed for those who want to find careers as forensic science lab technicians.

Students will learn how to apply scientific principles to physical evidence.

Forensic scientists work primarily in laboratories, and many recent graduates of the program have found employment at the NY State Police Forensics Investigation Center. The program has dedicated laboratory facilities on campus.

Total Credits Required: 7

Suggested Course Sequence:

First Term

CRJS 150 Principles of Criminal Investigation I Credits: 3
FSCI 245 Forensic Science I Credits: 4

Term Total: 7

Gaming Design and Sport Management Micro-credential

Micro-credential
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Gaming Design and Sport Management micro-credential will expose students to core business and computer science courses to determine a possible career in gaming and sports management. Students will have the fundamental knowledge necessary to manage individuals, groups and processes within a sport setting. All credits transfer into the Business Administration AAS Program.

Students will gain knowledge and confidence in core business and computer science courses with a focus on business management, computing, programming, data analytics and sport management.

Total Credits Required: 22

Suggested Course Sequence:
First Term

- BADM 240 Introduction to Sport Management **Credits: 3**
- CISS 100 Introduction to Computing and Information Sciences **Credits: 4**
- CISS 109 Python Programming **Credits: 4**
  OR
- CISS 110 Programming and Logic I **Credits: 4**

Term Total: 11

Second Term

- BADM 220 Statistics **Credits: 4**
- CISS 115 Introduction to Game Design and Development **Credits: 4**
- ENTR 110 Introduction to Entrepreneurship **Credits: 3**

Term Total: 11

Intermediate Accounting Micro-credential

**Micro-credential**
**Chairperson:** Ricky P. Thibodeau  
**Brahan Hall, Room 219, (518) 629-7225**

The Intermediate Accounting Micro-credential is designed for students who would like to further their understanding of the accounting field after completing the Introduction Accounting Micro-credential. The Micro-Credential is stackable by providing additional modules to enhance a student's skills within the accounting field with each module providing more advanced courses. The Intermediate Accounting Micro-Credential courses will provide the student with the intermediate knowledge of accounting and all courses can be transferred to the Accounting Certificate or AAS programs.

This is a stackable Micro-credential with students taking the Introduction to Accounting Micro-credential, followed by the Intermediate Accounting Micro-credential, then the Advanced Accounting Micro-credential. The Intermediate Micro-Credential includes courses in Principles of QuickBooks, Advanced Bookkeeping Applications, Accounting Computerized Systems. The Accounting Micro-Credentials can be met through either full or part-time study and through day and online offerings.

**Micro-credential Pre-requisite:**
ACTG 110 Financial Accounting and CMPT 101 Computer Concepts and Applications I or CMPT 115 Introduction to Business Analytics with Microsoft Excel

Total Credits Required: 11

Micro-credential Requirements:

- ACTG 200 Accounting Computerized Systems **Credits: 4**
- ACTG 201 Principles of Quickbooks **Credits: 4**
- ACTG 216 Advanced Bookkeeping Applications **Credits: 3**

Total Credits Required: 11

Suggested Course Sequence:

**First Term**

- ACTG 200 Accounting Computerized Systems **Credits: 4**

Term Total: 4

**Second Term**

- ACTG 216 Advanced Bookkeeping Applications **Credits: 3**

Term Total: 3

**Third Term**

- ACTG 201 Principles of Quickbooks **Credits: 4**

Term Total: 4

Intermediate Entrepreneurship Micro-credential

**Micro-credential**
**Chairperson:** Ricky P. Thibodeau  
**Brahan Hall, Room 219, (518) 629-7225**

The Intermediate Entrepreneurship Micro-credential is designed to provide aspiring and existing entrepreneurs with intermediate entrepreneurial skills and business education skills to launch a new business by reinforcing the concepts and skills necessary to create, design and launch a successful new business. Focus will be on legal issues, process of financial management and the sales process. This program provides the entrepreneurial skills needed for those whose dream is to
run their own business or to become a driver of innovation in an established company. At the same time, those who already own a business will find that it helps them to advance their skill set.

This is a stackable Micro-credential with students taking the Introduction to Entrepreneurship Micro-credential, followed by the Intermediate Entrepreneurship Micro-credential, then the Advanced Entrepreneurship Micro-credential which leads to a Certificate in Entrepreneurship.

The Micro-Credentials can be met through either full- or part-time study and through day and online offerings

**Micro-credential Pre-requisite:**
ENTR 120 Entrepreneurial Process

**Total Credits Required: 10**

**Micro-credential Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTR 150 Legal Issues in Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 210 Entrepreneurial Finance</td>
<td>4</td>
</tr>
<tr>
<td>MKTG 214 Selling and Sales Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Introduction to Accounting Micro-credential**

**Micro-credential**
Chairperson: Ricky P. Thibodeau
Brahman Hall, Room 219, (518) 629-7225

The Introduction to Accounting Micro-credential is designed for students who would like to gain a basic understanding of the accounting field. The Micro-credential in stackable by providing additional modules to enhance a student's skills within the accounting field with each module providing more advanced courses. The Introduction to Accounting Micro-Credential courses will provide the student with the fundamental knowledge of accounting and all courses can be transferred to the Accounting Certificate or AAS programs.

This is a stackable Micro-credential with students taking the Introduction to Accounting Micro-credential, then the Intermediate Accounting Micro-credential, then the Advanced Accounting Micro-credential.

The Accounting Micro-Credentials can be met through either full- or part-time study and through day and online offerings.

**Total Credits Required: 10**

**Micro-credential Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 120 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 101 Computer Concepts and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CMPT 115 Introduction to Business Analytics with Microsoft Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required: 10**

**First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 110 Financial Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>

**Term Total: 4**

**Second Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPT 101 Computer Concepts and Applications I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CMPT 115 Introduction to Business Analytics with Microsoft Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 3**

**Third Term**
Introduction to Criminal Justice Micro-credential

**Micro-credential**
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Introduction to Criminal Justice Micro-Credential will expose students to core Criminal Justice courses to determine if they are interested in pursuing the AS program, which 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 A.S. Criminal Justice program addresses the complexities of crime and justice. Students will discover how to apply analytical concepts to evaluate the social system of criminal justice.

Total Credits Required: 6

**Micro-credential Requirements**
- CRJS 101 Introduction to Criminal Justice Credits: 3
- CRJS 110 Intro to Criminal Law Credits: 3

Term Total: 6

Suggested Course Sequence:

**First Term**
- CRJS 101 Introduction to Criminal Justice Credits: 3
- CRJS 110 Intro to Criminal Law Credits: 3

Term Total: 6

Introduction to Data Analytics Micro-credential

**Micro-credential**
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Introduction to Data Analytics Micro-credential addresses the fact that using data skills is a critical and essential function in most professional organizations. Students will learn, apply and analyze data analytics practices, communications skills and economic perspectives. Taken in one semester, or over four semesters, this micro-credential will demonstrate a student's ability to communicate analytics to a wide range of stakeholders.

Total Credits Required: 12

**Micro-credential Requirements**
- BADM 221 Quantitative Business Applications Credits: 3
- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
- ECON 100 Principles of Macroeconomics Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3

Term Total: 6

Second Term
- BADM 221 Quantitative Business Applications Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3

Term Total: 6

Introduction to Entrepreneurship Micro-credential

**Micro-credential**
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Introduction to Entrepreneurship Micro-credential is designed to provide aspiring and existing entrepreneurs with basic entrepreneurial skills and business education skills to launch a new business by reinforcing the concepts and skills
necessary to create, design and launch a successful new business. This program provides the entrepreneurial skills needed for those whose dream is to run their own business or to become a driver of innovation in an established company. At the same time, those who already own a business will find that it helps them to advance their skill set.

This is a stackable Micro-credential with students taking the Introduction to Entrepreneurship Micro-Credential, followed by the Intermediate Entrepreneurship Micro-credential, then the Advanced Entrepreneurship Micro-credential which leads to a Certificate in Entrepreneurship.

The Micro-credentials can be met through either full- or part-time study and through day and online offerings.

**Total Credits Required: 9**

**Micro-credential Requirements:**

- ENTR 110 Introduction to Entrepreneurship **Credits: 3**
- ENTR 120 Entrepreneurial Process **Credits: 3**
- MKTG 120 Principles of Marketing **Credits: 3**

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**Introduction to Supervision Micro-credential**

**Micro-credential**  
**Chairperson:** Ricky P. Thibodeau  
**Brahall Hall, Room 219, (518) 629-7225**

The Introduction to Supervision Micro-Credential establishes the fundamentals necessary to provide the student with the skills to solve business-oriented problems and prepares the student for employment in entry-level managerial positions. Students will explore the management functions of organizing, including planning, staffing, directing, and controlling; social responsibility; the effect of multicultural diversity in the workplace; and leadership styles and motivational theories. They will also explore the theory and methods of the supervisory process, organization and management and be an effective communicator. The Micro-Credential in stackable by providing additional modules to enhance a student's skills within the business management and supervisor field with each module providing more advanced courses. All courses except for PADM 180 can be transferred to the Business Administration AAS program.

This is a stackable Micro-Credential with students taking the Advanced Supervision Micro-credential, followed by the Advanced Supervision Micro-Credential. Key courses for the Introduction to Supervision include Principles of Supervision, Organization and Management, and Business Communications. The Supervision Micro-Credentials can be met through either full- or part-time study and through day and online offerings.

**Total Credits Required: 9**

**First Term**

- ENTR 110 Introduction to Entrepreneurship **Credits: 3**
- Term Total: 3

**Second Term**

- MKTG 120 Principles of Marketing **Credits: 3**
- Term Total: 3

**Third Term**

- ENTR 120 Entrepreneurial Process **Credits: 3**
- Term Total: 3

**Major Requirements**

**Total Credits Required: 9**

**Suggested Course Sequence:**

**First Term**

- PADM 180 Principles of Supervision **Credits: 3**
- Term Total: 3

**Second Term**

- BADM 200 Business Communications **Credits: 3**
- Term Total: 3

**Third Term**

- BADM 207 Organization and Management **Credits: 3**
Medical Billing and Coding Micro-credential

Micro-credential
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Medical Billing and Coding micro-credential presents a best practices approach to medical billing and coding in the medical office. HITC 100 introduces the student to an electronic record system which is used in most medical practices to record the revenue cycle from patient registration to insurance claim appeals, if necessary. HITC 110 uses the AAPC certified professional coder (CPC) coding curriculum, which presents the necessary content to sit for the AAPC CPC certification exam. HITC 200 discusses the revenue cycle in the medical office, governmental and commercial third-party insurance carriers, coding compliance, different reimbursement methods as well as the skills needed to accurately fillout UB-04 and CMS-1500 claim forms. Credits earned in this program are directly applicable to the Health Information Management AAS degree program. The Medical Billing and Coding micro-credential can be met through either full- or part-time study and through online offerings.

Total Credits Required: 21

Micro-credential Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 109 Biology of The Human Organism</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 115 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HITC 100 Introduction to Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HITC 110 Medical Coding</td>
<td>6</td>
</tr>
</tbody>
</table>

Policing Micro-credential

Micro-credential
Chairperson: Ricky P. Thibodeau
Brahan Hall, Room 219, (518) 629-7225

The Policing Micro-Credential will provide students with core criminal justice courses to determine if they should pursue the AAS program, which 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 upon associate degree completion plan to either enter the workforce or transfer for further education; it will also provide in-service students an opportunity to update their knowledge and skills. Courses are offered on a full- or part-time basis to aid students in becoming effective and knowledgeable justice system personnel.

Total Credits Required: 9

Micro-credential Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJS 101 Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CRJS 205 Policing</td>
<td>3</td>
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<tr>
<td>CRJS 260 Criminal Justice Administration</td>
<td>3</td>
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</tbody>
</table>

Suggested Course Sequence:

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 109 Biology of The Human Organism</td>
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<tr>
<td>BIOL 115 Medical Terminology</td>
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<tr>
<td>HITC 100 Introduction to Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>HITC 110 Medical Coding</td>
<td>6</td>
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</tbody>
</table>

Term Total: 7

Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITC 100 Introduction to Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HITC 110 Medical Coding</td>
<td>6</td>
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</tbody>
</table>

Term Total: 10

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITC 200 Medical Billing, Insurance and Health Record Review</td>
<td>4</td>
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</tbody>
</table>

Term Total: 4
Education and Social Sciences Department

Early Childhood Administration, A.A.S.

Associate in Applied Science
HEGIS #5503
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

The Early Childhood Administration degree prepares students to work in supervisory, management or administrative positions in early childhood programs. This degree program will also prepare students for the educational and administrative requirements for opening their own family child care center, work in agencies that serve families and children; or for those who would like to become a child care assistant director, director or owner of a child care facility.

The management of a child care program requires knowledge and skills in both early childhood education and business administration. Students will complete 24 credits in early childhood education which will include 30 hours of observation in classrooms and 175 hours of student teaching. In addition, students will complete 18 credits in early childhood administration which will include a 90-hour internship working with a director or administrator in a child care center or early childhood agency. Students who complete this degree will meet the academic requirements for the New York State Association for the Education of Young Children’s (NYSAEYC) Child Program Administrator Credential (CPAC).

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. Please note that although fingerprinting is not required for admittance into the program, many child care centers and schools may require this for the field based practicums and internship. In addition, all those who seek employment working with children and seek certification will be required to complete the fingerprinting process and may need a criminal background check. Any individual with a criminal record may not find gainful employment in the field.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum</td>
<td>(1) **</td>
<td></td>
<td></td>
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<tr>
<td>ACTG 100 Applied Accounting</td>
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<tr>
<td>BIOL 125 Nutrition</td>
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<tr>
<td>ECCE 115 Developmentally Appropriate Practices for Infant and Toddler Care</td>
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<tr>
<td>ECCE 122 Guidance of Young Children</td>
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<tr>
<td>ECCE 123 Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children</td>
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<tr>
<td>ECCE 200 Health, Safety &amp; Nutrition for The Young Child</td>
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<tr>
<td>ECCE 211 Ethics and Leadership in Early Care &amp; Education</td>
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<td></td>
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<tr>
<td>ECCE 214 Intro to The Administration of Early Childhood Programs</td>
<td>3</td>
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<td></td>
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<tr>
<td>ECCE 226 Appropriate Curriculum Practices for Young Children: A Developmental Approach</td>
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<tr>
<td>ECCE 231 Home, School and Community: Integrative Approach</td>
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<tr>
<td>EDUC 100 Child Development</td>
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<tr>
<td>EDUC 108 Individuals with Exceptionalities in The School and Community</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 English Composition</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 125 Public Speaking</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PSYC 100 General Psychology Credits: 3
SOC 100 Sociology Credits: 3
SOC 110 Understanding Social Problems Credits: 3
(1) Humanities or Social Sciences Elective Credits: 3

(1) Humanities or Social Sciences Elective Credits: 3

Course must be designated a “HVCC Liberal Arts and Sciences” course.

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

FORM 102 College Forum Credits: (1)
ECCE 115 Developmentally Appropriate Practices for Infant and Toddler Care Credits: 3
ECCE 122 Guidance of Young Children Credits: 3
EDUC 100 Child Development Credits: 3
ENGL 101 English Composition I Credits: 3
PSYC 100 General Psychology Credits: 3

Term Total: 15

Second Term

BIOL 125 Nutrition Credits: 3
ECCE 123 Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children Credits: 4

Term Total: 15

Early Childhood, A.A.S.

Associate in Applied Science
HEGIS #5503
Chairperson: Dr. Elizabeth Yanoff
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 Education 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.

EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3
ENGL 125 Public Speaking Credits: 3
SOC 100 Sociology Credits: 3

Term Total: 16

Third Term

ECCE 200 Health, Safety & Nutrition for The Young Child Credits: 3
ECCE 226 Appropriate Curriculum Practices for Young Children: A Developmental Approach Credits: 4
EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
SOC 110 Understanding Social Problems Credits: 3
Humanities or Social Sciences Elective Credits: 3

Term Total: 16

Fourth Term

ACTG 100 Applied Accounting Credits: 3
ECCE 201 Ethics and Leadership in Early Care & Education Credits: 3
ECCE 214 Intro to The Administration of Early Childhood Programs Credits: 3
ECCE 231 Home, School and Community: Integrative Approach Credits: 3
ECCE 290 Internship in Early Childhood Administration Credits: 3

Term Total: 15

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 website.

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 individual with a criminal record may not find gainful employment in the field.

At the discretion of the department chair and departmental approval, practicing early childhood professionals in an early childhood, head start or elementary school setting may apply and request use of their place of employment as their student teaching placement.

A number of courses in the Early Childhood curriculum are suitable for students interested in pursuing careers in teacher education from grades 1-12. Students should contact the Center for Careers and Transfer to discuss their transfer plans.

Please note: EDUC 100 and EDUC 110 require 30 hours of unsupervised field observations.

Students enrolled in a field course (ECCE 122, ECCE 123, ECCE 226, ECCE 227) may be required to submit to the center, school or agency any one of the following documents: copy of a recent TB test, background check, finger printing document and/or secure personal and/or professional references.

Students employed at a licensed and/or credentialed child-care or school setting that are enrolled in ECCE 122, ECCE 123, ECCE 226, ECCE 227, or ECCE 290 may be approved for a work exchange placement. Students are required to meet with the Department Chair to determine eligibility as well as complete required paperwork.

It is possible to pursue some of the Early Childhood associate's degree through online and evening coursework.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra 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>80 or above</td>
</tr>
</tbody>
</table>

See Technical Standards for Admission, Promotion and Graduation for the Education Department.

*The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $695.*

**Total Credits Required: 64**

**Major Requirements**

* Or specific course equivalents as approved by the department chairperson.
** Required of First-time full-time students

FORM 102 College Forum Credits: (1) **

BIOL 105 Topics in Biology - The Gene Credits: 3

OR

PHYS 101 Earth Science Credits: 3

ECCE 111 Creative Arts for Children Credits: 4

ECCE 115 Developmentally Appropriate Practices for Infant and Toddler Care Credits: 3

ECCE 122 Guidance of Young Children Credits: 3

ECCE 123 Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children Credits: 4

ECCE 226 Appropriate Curriculum Practices for Young Children: A Developmental Approach Credits: 4

ECCE 227 Educational Theory and Practice in The Early Childhood Setting Credits: 4
EDUC 100 Child Development Credits: 3
EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3
EDUC 110 Foundations of Education in America Credits: 3
EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 125 Public Speaking Credits: 3
MATH 125 Mathematics for Teaching and Learning Credits: 3
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3
(1) Restricted Electives Credits: 6
Liberal Arts and Sciences Elective Credits: 3

(1) Restricted Electives Credits: 6
Any ECCE, EDUC or Liberal Arts and Sciences course.

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term

FORM 102 College Forum Credits: (1)
ECCE 111 Creative Arts for Children Credits: 4
ECCE 115 Developmentally Appropriate Practices for Infant and Toddler Care Credits: 3
ECCE 122 Guidance of Young Children Credits: 3
EDUC 100 Child Development Credits: 3
ENGL 101 English Composition I Credits: 3

Term Total: 16

Second Term

ECCE 123 Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children Credits: 4
EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3
EDUC 110 Foundations of Education in America Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 125 Public Speaking Credits: 3

Term Total: 16

Third Term

ECCE 226 Appropriate Curriculum Practices for Young Children: A Developmental Approach Credits: 4
EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
MATH 125 Mathematics for Teaching and Learning Credits: 3
PSYC 100 General Psychology Credits: 3
Restricted Elective Credits: 3

Term Total: 16

Fourth Term

BIOL 105 Topics in Biology -The Gene Credits: 3
OR
PHYS 101 Earth Science Credits: 3
ECCE 227 Educational Theory and Practice in The Early Childhood Setting Credits: 4
SOCL 100 Sociology Credits: 3
Restricted Elective Credits: 3
Liberal Arts and Sciences Elective Credits: 3

Term Total: 16

Technical Standard for Admission, Promotion and Graduation for the Education 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 Education 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 team-building 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 Education 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.

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 Center for Access and Assistive Technology 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 Center for Access and Assistive Technology at (518) 629-7154 or TDD 629-7596.
Individual Studies, A.A.

Associate in Arts
HEGIS #5699
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

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

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

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

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

Students not registered at Hudson Valley Community College, who were never matriculated in Individual Studies must matriculate (and attend) in the program for a minimum of one term in order to qualify for the degree. Students matriculated in degree programs other than Individual Studies may change to Individual Studies any time prior to their final degree application deadline.

The Individual Studies online degree program is designed for the college student who wishes to pursue a self-structured program of study completely independent of the traditional college environment by completing 100% of their HVCC coursework online.

A successful online student is an independent learner who is self-disciplined and motivated, with strong time-management skills and effective communication skills. Online students should also be comfortable with web-based instruction and digital communication technology.

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</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 $610.

Total Credits Required: 60

Major Requirements*

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

COURSES WHICH DUPLICATE CONTENT OR ARE BELOW THE STUDENT'S DEMONSTRATED LEVEL OF COMPETENCE MAY NOT APPLY TOWARD THE DEGREE.

FORM 108 College Forum Credits: (1) **
(1) English Elective Credits: 3
(2) Humanities Elective Credits: 3
(3) Mathematics Elective Credits: 3
(4) Science Elective Credits: 3
(5) Social Science Elective Credits: 3
(6) Restricted Electives Credits: 15
(7) Liberal Arts & Science Electives Credits: 15
(8) Electives as advised Credits: 15

(1) English Elective Credits: 3

Course must be designated as both "SUNY General Education Basic Communication" and "HVCC Liberal Arts and Sciences" course.

(2) Humanities Elective Credits: 3

Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.
(3) Mathematics Elective Credits: 3
Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(4) Science Elective Credits: 3
Course must be designated as both "SUNY General Education Natural Science" and "HVCC Liberal Arts and Sciences Science" course.

(5) Social Science Elective Credits: 3
Course must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences" course.

(6) Restricted Electives Credits: 15
Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, two of the following SUNY General Education categories must be satisfied: AR, FL, AH, WC or OC.

(7) Liberal Arts & Science Electives Credits: 15
Courses must be designated "HVCC Liberal Arts and Sciences" courses.

(8) Electives as advised Credits: 15
Electives may be selected from any unrestricted credit course with advisor approval to meet the educational goals researched by the student.

Total Credits Required: 60

Individual Studies, A.S.

Associate in Science
HEGIS #5699
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

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

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

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

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

Students not registered at Hudson Valley Community College, who were never matriculated in Individual Studies must matriculate (and attend) in the program for a minimum of one term in order to qualify for the degree. Students matriculated in degree programs other than Individual Studies may change to Individual Studies any time prior to their final degree application deadline.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</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 $610.

Total Credits Required: 60

**Major Requirements**

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

**COURSES WHICH DUPLICATE CONTENT OR ARE BELOW THE STUDENT’S DEMONSTRATED LEVEL OF COMPETENCE MAY NOT APPLY TOWARD THE DEGREE.**

FORM 108 College Forum Credits: (1) **
(1) English Elective Credits: 3
(2) Humanities Elective Credits: 3
(3) Mathematics Elective Credits: 3
(4) Science Elective Credits: 3
(5) Social Science Elective Credits: 3
(6) Restricted Elective I Credits: 6
(7) Restricted Elective II Credits: 9
(8) Electives as advised Credits: 30

(1) English Elective Credits: 3
Course must be designated as both "SUNY General Education Basic Communication" and "HVCC Liberal Arts and Sciences" course.

(2) Humanities Elective Credits: 3
Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(3) Mathematics Elective Credits: 3
Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(4) Science Elective Credits: 3
Course must be designated as both "SUNY General Education Natural Science" and "HVCC Liberal Arts and Sciences Science" course.

(5) Social Science Elective Credits: 3
Course must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences" course.

(6) Restricted Elective I Credits: 6
Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, two of the following SUNY General Education categories must be satisfied: AR, FL, AH, WC or OC.

(7) Restricted Elective II Credits: 9
Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses.

(8) Electives as advised Credits: 30
Electives may be selected from any unrestricted credit courses with advisor approval to meet the educational goals researched by the student

Total Credits Required: 60

Liberal Arts & Sciences - Adolescent Education (Teacher Education Transfer), A.S.

**Associate in Science**  
HEGIS #5649  
Chairperson: Dr. Elizabeth Yanoff  
Higbee Hall, Room 109, (518) 629-7250

The Liberal Arts and Sciences: Adolescent 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 Adolescent Education (grades 7-12) by the State of New York. Concentrations include English, History/Social Studies, Math, Biology, Earth Science, Chemistry and Physics.

Many four-year institutions require specific course grades and degree GPA as part of the transfer application. For students interested in and preparing to transfer to a SUNY institution, please visit https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/.
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

| Courses                                      | Entry Term         | Special Notes                                                                 | H.S. Average
|---------------------------------------------|--------------------|-------------------------------------------------------------------------------|-------------
| Algebra and geometry or 2 units of equivalent academic math and 1 unit of any lab science | Fall and Spring    | Students seeking concentrations in math, biology, chemistry, earth science and physics must meet prerequisites for math and science courses as listed in the concentration. | 78 or above |

Total Credits Required: 61

Major Requirements*

FORM 102 College Forum **Credits:** (1)
EDUC 101 Introduction to Secondary Education **Credits:** 3
EDUC 108 Individuals with Exceptionalities in The School and Community **Credits:** 3
EDUC 110 Foundations of Education in America **Credits:** 3
ENGL 101 English Composition I **Credits:** 3
ENGL 102 English Composition II **Credits:** 3
ENGL 104 English Composition II: Writing About Literature **Credits:** 3
PSYC 100 General Psychology **Credits:** 3
PSYC 208 Adolescent Psychology **Credits:** 3
(1) Concentration requirements and electives as advised **Credits:** 18
(2) Mathematics Elective **Credits:** 4
(3) Foreign Language Elective **Credits:** 6
(4) Restricted Electives **Credits:** 9
(5) Elective as Advised **Credits:** 3

(1) Concentration requirements and electives as advised **Credits:** 18

History/Social Studies:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 100 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100 Western Civilization and The World I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101 Western Civilization and The World II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 110 Interpretations of American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111 Interpretations of American History II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 105 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following:</td>
<td></td>
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<tr>
<td>HIST 120 History of Africa I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 121 History of Africa II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 140 Modern China</td>
<td>3</td>
</tr>
<tr>
<td>HIST 145 Modern India</td>
<td>3</td>
</tr>
<tr>
<td>HIST 150 Modern Japan</td>
<td>3</td>
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</tbody>
</table>

English:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 200 English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202 English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 203 Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 204 American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 206 American Literature II</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 210 The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 230 Multicultural Perspectives in Literature</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 236 Women in Literature</td>
<td>3</td>
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</table>

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 230 Multicultural Perspectives in Literature</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 236 Women in Literature</td>
<td>3</td>
</tr>
</tbody>
</table>
3 credits in Writing as Craft:

- ENGL 151 Creative Writing: Short Fiction Credits: 3
- ENGL 152 Creative Writing: Poetry and Song Credits: 3
- ENGL 153 Creative Writing: Stage and Screen Credits: 3
- ENGL 154 Creative Writing: Non-Fiction Credits: 3
- OR
- ENGL 156 Creative Writing Workshop Credits: 3

6 credits in English Electives:

- ENGL 151 Creative Writing: Short Fiction Credits: 3
- ENGL 152 Creative Writing: Poetry and Song Credits: 3
- ENGL 153 Creative Writing: Stage and Screen Credits: 3
- ENGL 154 Creative Writing: Non-Fiction Credits: 3
- ENGL 156 Creative Writing Workshop Credits: 3
- ENGL 200 English Literature I Credits: 3
- ENGL 202 English Literature II Credits: 3
- ENGL 203 Shakespeare Credits: 3
- ENGL 204 American Literature I Credits: 3
- ENGL 206 American Literature II Credits: 3
- ENGL 210 The Short Story Credits: 3
- ENGL 230 Multicultural Perspectives in Literature Credits: 3
- OR
- ENGL 236 Women in Literature Credits: 3

Math:

- MATH 180 Calculus I Credits: 4
- MATH 190 Calculus II Credits: 4
- MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
- MATH 220 Calculus IV: Differential Equations Credits: 4
- Mathematics Elective Credits: 3 (MATH 130 or higher)

Physics:

- MATH 180 Calculus I Credits: 4
- MATH 190 Calculus II Credits: 4
- MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
- PHYS 150 Physics I Credits: 4
- PHYS 151 Physics II Credits: 4

Chemistry:

- CHEM 110 General Chemistry I Credits: 4
- CHEM 111 General Chemistry II Credits: 4
- CHEM 210 Organic Chemistry I Credits: 4
- CHEM 211 Organic Chemistry II Credits: 4
- MATH 180 Calculus I Credits: 4

(2) Mathematics Elective Credits: 3

Course fulfilling requirement:

- MATH 130 Mathematical Structures Credits: 3 or higher, as advised based on concentration

(3) Foreign Language Elective Credits: 6

Must include two courses within same language.

(4) Restricted Elective Credits: 9

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, three of the following SUNY General Education categories must be satisfied: AH, AR, HU, NS, OC, WC.

(5) Elective as Advised Credits: 3

Through advisement, choose from the following based on concentration:

- "SUNY General Education" course
- "HVCC Liberal Arts and Sciences" course
- EDUC course

Total Credits Required: 61

Liberal Arts and Sciences - Humanities and Social Science, A.A.
Associate in Arts
HEGIS #5649
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

This major is the traditional beginning of a baccalaureate liberal arts program. The emphasis in a liberal arts transfer program is on breadth of knowledge rather than depth. Students take courses in several different fields to assist their selection of a specific field at the transfer institution.

Students in this program have a wide choice on the baccalaureate level in the typical liberal arts and science majors. The program has had an excellent transfer reputation with four-year private and public institutions across the country. Transfer agreements and majors are updated regularly to meet student needs.

The Liberal Arts and Sciences - Humanities and Social Science Honors 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. Applications are not currently being accepted for the Honors Track.

The Board of Trustees of the State University of New York has established a policy which guarantees admission to an upper division program in the State University to all community college graduates receiving Associate in Arts degrees. Admission to the upper division program is based on the student meeting the entrance requirements of the chosen program.

Students in this program also have the opportunity to pursue dedicated SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Tracks in this program that are designed for the SUNY Transfer Paths include:

- Art History and Gallery Studies
- Communication (Media)
- Communication (Non-Media)
- English
- History
- Political Science
- Psychology

Degree requirements can be fulfilled through evening course offerings.

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

**Program Entrance Requirements**

<table>
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<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
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</thead>
<tbody>
<tr>
<td>Algebra and geometry 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 algebra II, biology, chemistry and physics. Courses of study in: behavioral and social sciences, foreign studies, journalism, political science and other specialized areas.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $560.

**Total Credits Required: 61**

**Major Requirements***

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

** Required of first time full-time students.

- FORM 102 College Forum Credits: (1) **
- ENGL 101 English Composition I Credits: 3
- ENGL 102 English Composition II Credits: 3
- OR
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- ENGL 115 Library Skills for Research Credits: 1
- HIST 100 Western Civilization and The World I Credits: 3
- OR
- HIST 101 Western Civilization and The World II Credits: 3
- (1) History Elective Credits: 3
- (2) Laboratory Science Elective Credits: 3
- (3) Mathematics OR Science Elective Credits: 3
- (4) Social Science Electives Credits: 6
- (5) Arts Elective Credits: 3
- (6) Mathematics Elective Credits: 3
- (7) Humanities Elective Credits: 3
- (8) Humanities OR Social Science Electives Credits: 6
- (9) Literature Electives Credits: 6
- Health OR Physical Education Electives Credits: 2
- Electives as Advised Credits: 13
(1) History Elective Credits: 3
Course must be designated as both "SUNY General Education American History or Other World Civilization" and "HVCC Liberal Arts and Sciences Social Science" course.

(2) Laboratory Science Elective Credits: 3
Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(3) Mathematics OR Science Elective Credits: 3
Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(4) Social Science Electives Credits: 6
Courses must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences" courses.

(5) Arts Elective Credits: 3
Course must be designated as both "SUNY General Education Arts" and "HVCC Liberal Arts and Sciences Humanities" course.

(6) Mathematics Elective Credits: 3
Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(7) Humanities Elective Credits: 3
Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(8) Humanities OR Social Science Electives Credits: 6
Courses must be designated as either "HVCC Liberal Arts and Sciences Humanities or Social Science" courses. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

(9) Literature Electives Credits: 6
EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 154 Creative Writing: Non-Fiction Credits: 3
ENGL 156 Creative Writing Workshop Credits: 3
ENGL 200 English Literature I Credits: 3
and above.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Term Total: 15</th>
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</thead>
</table>

Second Term

<table>
<thead>
<tr>
<th>Term Total: 15</th>
</tr>
</thead>
</table>

Third Term

| Term Total: 15 |

Literature Elective Credits: 3
Mathematics OR Science Elective Credits: 3
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 eight Honors designated courses combined with the major degree requirements and electives.
- Successfully complete the following six courses:
  - HONR 190 Honors Seminar I;
  - HONR 290 Honors Seminar II;
  - ENGL 107 Honors Composition I*;
  - ENGL 108 Honors Composition II;
  - ENGL 240 Honors Literature;
  - MATH 178 Honors Mathematical Reasoning and Applications and/or NSCI 250 Honors Natural Science.
- Select two additional Humanities or Social Science honors courses from HIST 210, PHIL 265, POLS 222, PSYC 105, SOCL 250, SOCL 255 and SOCL 260.
- Maintain a minimum overall GPA of 3.2 each semester.
- Complete a minimum of 10 hours of community engagement each semester. The community engagement must provide a benefit to the College and/or community at large. The community engagement may not result in monetary compensation for the student.

*A student may substitute ENGL 101 for ENGL 107 if the student earns a final grade of "A" and is granted permission by the Department Chair of Liberal Arts. The student will still be required to complete a minimum of eight honors courses.

Students may be advised to complete their studies in the Liberal Arts and Sciences - Humanities and Social Science non-honors track if their academic performance falls below the minimum GPA.

Suggested Course Sequence for Full-Time Honors Study

First Term

- FORM 102 College Forum Credits: (1)
- ENGL 115 Library Skills for Research Credits: 1
- ENGL 107 Honors Composition I Credits: 3
- HIST 100 Western Civilization and The World I Credits: 3
  OR
- HIST 101 Western Civilization and The World II Credits: 3

Social Science Elective Credits: 3
Humanities OR Social Science Elective Credits: 3
Elective as Advised Credits: 3

Term Total: 15

Fourth Term

- Literature Elective Credits: 3
- Social Science Elective Credits: 3
- Humanities OR Social Science Elective Credits: 3
- Health OR Physical Education Elective: Credits: 1
- Electives as Advised Credits: 6

Term Total: 16

Honors Track

Applications are not currently being accepted for the Honors Track.

The Liberal Arts and Sciences - Humanities and Social Science Honors 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 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

Students must demonstrate a strong academic record including a minimum high school average of 90 and a cumulative 3.5 GPA on all college courses intended to apply to the degree. SAT and ACT scores may be taken into consideration during the review process but are not requirements for entrance into the program. In special circumstances these criteria may be waived by the Department Chair of Liberal Arts. To be considered for admission to the Liberal Arts and Sciences - Humanities and Social Science Honors track students must complete the following steps:

- Apply and be accepted for admission to Hudson Valley Community College.
- Complete and submit the supplemental HonorScholar application.
- Participate in an interview with members of the department.
- Formally accept the HonorScholar scholarship with the Department Chair of Liberal Arts by August 1.
Mathematics Elective Credits: 3  
Recommend MATH 150 (pre-requisite to MATH 178) or higher.

Health OR Physical Education Electives Credits: 2

Honors Humanities OR Social Science Elective Credits: 3

Term Total: 15

Second Term

ENGL 108 Honors Composition II Credits: 3
HONR 190 Honors Seminar I Credits: 3
Laboratory Science Elective Credits: 3  
Recommend BIOL 150, CHEM 110 or PHYS 140 (pre-requisite options to NSCI 250).
History Elective Credits: 3
Elective as Advised Credits: 3

Term Total: 15

Third Term

NSCI 250 Honors Natural Science Credits: 4  
OR
Elective as Advised Credits: 3

Honors Humanities or Social Science Elective Credits: 3
Social Science Elective Credits: 3
Literature Elective Credits: 3
Elective as Advised Credits: 3

Term Total: 15

Fourth Term

HONR 290 Honors Seminar II Credits: 4
ENGL 240 Honors Literature Credits: 3

MATH 178 Honors Mathematical Reasoning and Applications Credits: 3  
OR
Elective as Advised Credits: 3

Arts Elective Credits: 3
Elective as Advised Credits: 3

Term Total: 16

Art History and Gallery Studies Track

The Liberal Arts and Sciences- Humanities and Social Science Art History and Gallery Studies Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Art History and Gallery Studies Track Requirements*

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

** Required of first time full-time students.

FORM 102 College Forum Credits: (1) **
ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 150 Introduction to Gallery Management Credits: 3
ARTS 151 Gallery Practicum - Exhibition Planning and Preparation Credits: 3
ARTS 152 Gallery Practicum - Museum Practices and Theory Credits: 3
ARTS 153 Internship in Arts Management Credits: 3
ARTS 202 Modern Art History Credits: 3
ARTS 270 History of Photography Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3  
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HIST 100 Western Civilization and The World I Credits: 3  
OR
HIST 101 Western Civilization and The World II Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3  

(1) Mathematics Elective Credits: 3  
(2) Social Science Electives Credits: 6  
(3) Literature Electives Credits: 6  
(4) Laboratory Science Elective Credits: 3  
(5) Mathematics OR Science Elective Credits: 3  
Health OR Physical Education Electives Credits: 2
Elective as Advised Credits: 1

(1) Mathematics Elective Credits: 3

Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course. Recommended:

MATH 135 Elementary Statistics Credits: 4

(2) Social Science Electives Credits: 6
Courses must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences" courses.

(3) Literature Electives Credits: 6

EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 154 Creative Writing: Non-Fiction Credits: 3
ENGL 156 Creative Writing Workshop Credits: 3
ENGL 200 English Literature I Credits: 3
and above.

(4) Laboratory Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(5) Mathematics or Science Elective Credits: 3

Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: Art History and Gallery Studies Track

First Term

FORM 102 College Forum Credits: (1)
ARTS 100 Survey of Art History I Credits: 3
ARTS 150 Introduction to Gallery Management Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1

HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3

Health OR Physical Education Elective Credits: 1
Elective as Advised Credits: 1

Term Total: 15

Second Term

ARTS 101 Survey of Art History II Credits: 3
ARTS 151 Gallery Practicum - Exhibition Planning and Preparation Credits: 3

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

SOCL 120 Cultural Diversity in American Society Credits: 3
Mathematics Electives Credits: 3

Term Total: 15

Third Term

ARTS 152 Gallery Practicum - Museum Practices and Theory Credits: 3
ARTS 202 Modern Art History Credits: 3
Social Science Elective Credits: 3
Literature Elective Credits: 3
Laboratory Science Elective Credits: 3

Term Total: 15

Fourth Term

ARTS 153 Internship in Arts Management Credits: 3
ARTS 270 History of Photography Credits: 3
Mathematics OR Science Elective Credits: 3
Social Science Elective Credits: 3
Literature Elective Credits: 3
Health OR Physical Education Elective Credits: 1

Term Total: 16

Communication (Media) Track

The Liberal Arts and Sciences - Humanities and Social Science Communication (Media) Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Communication (Media) Track Requirements*

134
or specific course equivalents as approved by the department chairperson.

** Required of first time full-time students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FORM 102 College Forum</td>
<td>(1) **</td>
</tr>
<tr>
<td>ARTS 129 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 140 Television Production</td>
<td>3</td>
</tr>
<tr>
<td>DART 100 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>DART 110 Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>DART 120 Web Art and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing</td>
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</tr>
<tr>
<td>ENGL 115 Library Skills for Research</td>
<td>1</td>
</tr>
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<td>ENGL 120 Communication</td>
<td>3</td>
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<td>ENGL 125 Public Speaking</td>
<td>3</td>
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<tr>
<td>ENGL 130 Journalism</td>
<td>3</td>
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<tr>
<td>ENGL 136 Media and Culture</td>
<td>3</td>
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<tr>
<td>ENGL 137 Writing for The Media</td>
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<tr>
<td>HIST 100 Western Civilization and The World</td>
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<tr>
<td>HIST 101 Western Civilization and The World</td>
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<td>MATH 135 Elementary Statistics</td>
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<td>POLS 105 American National Government</td>
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<tr>
<td>SOCL 120 Cultural Diversity in American</td>
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(1) Laboratory Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(2) Literature Electives Credits: 6

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
<td>Birth to Age 8</td>
<td>3</td>
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<tr>
<td>ENGL 151 Creative Writing: Short Fiction</td>
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<tr>
<td>ENGL 152 Creative Writing: Poetry and Song</td>
<td>3</td>
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<tr>
<td>ENGL 153 Creative Writing: Stage and Screen</td>
<td>3</td>
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<tr>
<td>ENGL 154 Creative Writing: Non-Fiction</td>
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<tr>
<td>ENGL 156 Creative Writing Workshop</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 200 English Literature</td>
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</table>

(3) Mathematics OR Science Elective Credits: 3

Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(4) Social Science Electives Credits: 6

Courses must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences" courses.

(5) Arts Elective Credits: 3

Course must be designated as both "SUNY General Education Arts" and "HVCC Liberal Arts and Sciences Humanities" course.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: Communication (Media) Track

**First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FORM 102 College Forum</td>
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<tr>
<td>ARTS 129 Photography I</td>
<td>3</td>
</tr>
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<td>ARTS 140 Television Production</td>
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<td>DART 100 Digital Imaging</td>
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<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
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<tr>
<td>ENGL 115 Library Skills for Research</td>
<td>1</td>
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<td>HIST 100 Western Civilization and The World</td>
<td>3</td>
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<tr>
<td>HIST 101 Western Civilization and The World</td>
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</tr>
<tr>
<td>MATH 135 Elementary Statistics</td>
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</table>

(1) Laboratory Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(2) Literature Electives Credits: 6

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8</td>
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<td>ENGL 151 Creative Writing: Short Fiction</td>
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<td>ENGL 152 Creative Writing: Poetry and Song</td>
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<td>ENGL 153 Creative Writing: Stage and Screen</td>
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<td>ENGL 154 Creative Writing: Non-Fiction</td>
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<td>ENGL 156 Creative Writing Workshop</td>
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<tr>
<td>ENGL 200 English Literature</td>
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</tbody>
</table>

and above.
Term Total: 15

Second Term

DART 110 Introduction to Graphic Design Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 120 Communication Credits: 3
OR
ENGL 125 Public Speaking Credits: 3
POLS 105 American National Government Credits: 3
OR
SOCL 120 Cultural Diversity in American Society Credits: 3
Laboratory Science Elective Credits: 3

Term Total: 15

Third Term

DART 120 Web Art and Design Credits: 3
ENGL 130 Journalism Credits: 3
Literature Elective Credits: 3
Mathematics OR Science Electives Credits: 3
Social Science Elective Credits: 3

Term Total: 15

Fourth Term

ENGL 136 Media and Culture Credits: 3
ENGL 137 Writing for The Media Credits: 3
Arts Elective Credits: 3
Health OR Physical Education Elective Credits: 1
Literature Elective Credits: 3
Social Science Elective Credits: 3

Term Total: 16

Communication (Non-Media) Track

The Liberal Arts and Sciences- Humanities and Social Science Communication (Non-Media) Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Communication (Non-Media) Track Requirements*

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

FORM 102 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 115 Library Skills for Research Credits: 1
ENGL 120 Communication Credits: 3
ENGL 125 Public Speaking Credits: 3
ENGL 136 Media and Culture Credits: 3
HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3
(1) Mathematics Elective Credits: 3
(2) Fine Arts Elective Credits: 3
(3) History Elective Credits: 3
(4) Laboratory Science Elective Credits: 3
(5) Literature Electives Credits: 6
(6) Mathematics OR Science Elective Credits: 3
(7) Social Science Electives Credits: 6
(8) Humanities Elective Credits: 3
(9) Humanities OR Social Science Electives Credits: 6
Health OR Physical Education Electives Credits: 2
Electives as Advised Credits: 4

(1) Mathematics Elective Credits: 3

Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(2) Fine Arts Elective Credits: 3

ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 104 History of Fashion Credits: 3
ARTS 107 Art Appreciation Credits: 3
ARTS 270 History of Photography Credits: 3
ARTS 272 History of American Cinema Credits: 3
ARTS 273 Documentary Film: History and Theory Credits: 3
MUSC 100 Music Appreciation I Credits: 3  
MUSC 101 Music Appreciation II Credits: 3  
MUSC 105 The History of Jazz Credits: 3  
MUSC 106 The History of Rock and Roll Credits: 3  
MUSC 110 Music in World Cultures Credits: 3  
THEA 100 Introduction to The Theatre Credits: 3

(3) History Electives Credits: 3

Course must be designated as both "SUNY General Education American History or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science" course.

(4) Laboratory Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(5) Literature Electives Credits: 6

EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3  
ENGL 151 Creative Writing: Short Fiction Credits: 3  
ENGL 152 Creative Writing: Poetry and Song Credits: 3  
ENGL 153 Creative Writing: Stage and Screen Credits: 3  
ENGL 154 Creative Writing: Non-Fiction Credits: 3  
ENGL 156 Creative Writing Workshop Credits: 3  
ENGL 200 English Literature I Credits: 3 and above.

(6) Mathematics OR Science Elective Credits: 3

Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(7) Social Science Electives Credits: 6

Course must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Science" course.

(8) Humanities Elective Credits: 3

Course must be designated as "HVCC Liberal Arts and Sciences Humanities" course. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

(9) Humanities OR Social Science Elective Credits: 6

Courses must be designated as either "HVCC Liberal Arts and Sciences Humanities or Social Science" courses. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: Communication (Non-Media) Track

First Term

FORM 102 College Forum Credits: 1  
ENGL 101 English Composition I Credits: 3  
ENGL 115 Library Skills for Research Credits: 1

HIST 100 Western Civilization and The World I Credits: 3  
OR  
HIST 101 Western Civilization and The World II Credits: 3

Mathematics Electives Credits: 3  
Fine Arts Elective Credits: 3  
Health OR Physical Education Elective Credits: 1  
Elective as Advised Credits: 1

Term Total: 15

Second Term

ENGL 102 English Composition II Credits: 3  
OR  
ENGL 104 English Composition II: Writing About Literature Credits: 3

ENGL 120 Communication Credits: 3  
History Elective Credits: 3  
Laboratory Science Elective Credits: 3  
Humanities Elective Credits: 3

Term Total: 15

Third Term

ENGL 125 Public Speaking Credits: 3  
Literature Elective Credits: 3  
Mathematics OR Science Elective Credits: 3  
Social Science Elective Credits: 3  
Humanities OR Social Science Elective Credits: 3

Term Total: 15
Fourth Term

ENGL 136 Media and Culture Credits: 3
Literature Elective Credits: 3
Social Science Elective Credits: 3
Humanities OR Social Science Elective Credits: 3
Health OR Physical Education Elective Credits: 1
Elective as Advised Credits: 3

Term Total: 16

English Track

The Liberal Arts and Sciences - Humanities and Social Science English Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

English Track Requirements*

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

FORM 102 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

ENGL 115 Library Skills for Research Credits: 1

HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3

(1) Mathematics Elective Credits: 3
(2) Fine Arts Elective Credits: 3
(3) History Elective Credits: 3
(4) Humanities Elective Credits: 3
(5) Laboratory Science Elective Credits: 3
(6) Literature Electives Credits: 9
(7) Mathematics OR Science Elective Credits: 3
(8) Social Science Electives Credits: 6
(9) Humanities OR Social Science Elective Credits: 3
Health OR Physical Education Electives Credits: 2
(10) Electives as Advised Credits: 13

(1) Mathematics Elective Credits: 3

Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(2) Fine Arts Elective Credits: 3

ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 107 Art Appreciation Credits: 3
ARTS 272 History of American Cinema Credits: 3
MUSC 100 Music Appreciation I Credits: 3
MUSC 101 Music Appreciation II Credits: 3
MUSC 105 The History of Jazz Credits: 3
MUSC 106 The History of Rock and Roll Credits: 3
THEA 100 Introduction to The Theatre Credits: 3

(3) History Elective Credits: 3

Course must be designated as both "SUNY General Education American History or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science" course.

(4) Humanities Elective Credits: 3

Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(5) Laboratory Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(6) Literature Electives Credits: 9

EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 154 Creative Writing: Non-Fiction Credits: 3
ENGL 156 Creative Writing Workshop Credits: 3
ENGL 200 English Literature I Credits: 3
and above.

(7) Mathematics OR Science Elective Credits: 3

Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(8) Social Science Electives Credits: 6
Courses must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Science" courses.

(9) Humanities OR Social Science Elective
Credits: 3

Courses must be designated as either "HVCC Liberal Arts and Sciences Humanities or Social Science" courses. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

(10) Electives as Advised Credits: 13

ENGL 117 recommended.
Recommended for degree completion by advisement and based on transfer and career goals, students intending to enter a four-year degree program in an English teacher preparation program are required to complete two semesters of foreign language.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: English Track

First Term

FORM 102 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3
Mathematics Electives Credits: 3
Fine Arts Elective Credits: 3
Health OR Physical Education Elective Credits: 1
Elective as Advised Credits: 1

Term Total: 15

Second Term

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
History Elective Credits: 3
Humanities Elective Credits: 3

Term Total: 15

Third Term

Laboratory Science Elective Credits: 3
Literature Elective Credits: 3

Term Total: 15

Fourth Term

Literature Elective Credits: 3
Mathematics OR Science Elective Credits: 3
Social Science Elective Credits: 3
Elective as Advised Credits: 3
Elective as Advised Credits: 3

Term Total: 16

History Track

The Liberal Arts and Sciences - Humanities and Social Science History Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

History Track Requirements*

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

FORM 102 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II **Credits: 3**

HIST 110 Interpretations of American History I **Credits: 3**

OR

HIST 111 Interpretations of American History II **Credits: 3**

(1) Mathematics Elective **Credits: 3**

(2) Fine Arts Elective **Credits: 3**

(3) Humanities Elective **Credits: 3**

(4) Laboratory Science Elective **Credits: 3**

(5) Social Science Electives **Credits: 6**

(6) Literature Electives **Credits: 6**

(7) Mathematics OR Science Elective **Credits: 3**

(8) Restricted Liberal Arts and Sciences Electives **Credits: 6**

(9) History Survey Elective **Credits: 3**

(10) Humanities OR Social Science Elective **Credits: 3**

(11) Western Civilization Elective **Credits: 3**

Health OR Physical Education Electives **Credits: 2**

Electives as Advised **Credits: 4**

(1) Mathematics Elective Credits: 3

Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(2) Fine Arts Elective Credits: 3

ARTS 100 Survey of Art History I **Credits: 3**

ARTS 101 Survey of Art History II **Credits: 3**

ARTS 107 Art Appreciation **Credits: 3**

ARTS 272 History of American Cinema **Credits: 3**

MUSC 100 Music Appreciation I **Credits: 3**

MUSC 105 The History of Jazz **Credits: 3**

MUSC 106 The History of Rock and Roll **Credits: 3**

THEA 100 Introduction to The Theatre **Credits: 3**

(3) Humanities Elective Credits: 3

Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(4) Laboratory Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(5) Social Science Electives Credits: 6

Courses must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences" courses.

(6) Literature Electives Credits: 6

EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 **Credits: 3**

ENGL 151 Creative Writing: Short Fiction **Credits: 3**

ENGL 152 Creative Writing: Poetry and Song **Credits: 3**

ENGL 153 Creative Writing: Stage and Screen **Credits: 3**

ENGL 154 Creative Writing: Non-Fiction **Credits: 3**

ENGL 156 Creative Writing Workshop **Credits: 3**

ENGL 200 English Literature I **Credits: 3** and above.

(7) Mathematics OR Science Elective Credits: 3

Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(8) Restricted Liberal Arts and Sciences Electives Credits: 6

Courses must be designated as both "SUNY General Education Social Science or Foreign Language" and "HVCC Liberal Arts and Sciences" courses.

Recommend

- POLS 105 American National Government **Credits: 3**
- ECON 100 Principles of Macroeconomics **Credits: 3**
- ECON 101 Principles of Microeconomics **Credits: 3**

(9) History Survey Elective Credits: 3

HIST 120 History of Africa I **Credits: 3**

HIST 121 History of Africa II **Credits: 3**

HIST 140 Modern China **Credits: 3**

HIST 145 Modern India **Credits: 3**

HIST 150 Modern Japan **Credits: 3**

(10) Humanities OR Social Science Elective Credits: 3

Courses must be designated as either "HVCC Liberal Arts and Sciences Humanities or Social Science" courses. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.
Western Civilization Elective Credits: 3

Course must be designated as both "SUNY General Education Western Civilization" and "HVCC Liberal Arts and Sciences" course.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: History Track

**First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FORM 102 College Forum</td>
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<tr>
<td>ENGL 101 English Composition I</td>
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<tr>
<td>ENGL 115 Library Skills for Research</td>
<td>1</td>
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<tr>
<td>HIST 100 Western Civilization and The World I</td>
<td>3</td>
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<tr>
<td>OR</td>
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<tr>
<td>HIST 101 Western Civilization and The World II</td>
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<tr>
<td>Mathematics Electives</td>
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<tr>
<td>Fine Arts Elective</td>
<td>3</td>
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<tr>
<td>Health OR Physical Education Elective</td>
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<td>Elective as Advised</td>
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Term Total: 15

**Second Term**

<table>
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<tbody>
<tr>
<td>ENGL 102 English Composition II</td>
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<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
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<tr>
<td>HIST 110 Interpretations of American History I</td>
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<td>OR</td>
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<tr>
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<td>Laboratory Science Elective</td>
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Term Total: 15

**Third Term**

<table>
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<tr>
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<tr>
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<td>Restricted Liberal Arts and Sciences Elective</td>
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<tr>
<td>History Survey Elective</td>
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Term Total: 15

**Fourth Term**

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<tbody>
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<tr>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Liberal Arts and Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization Elective</td>
<td>3</td>
</tr>
<tr>
<td>Health OR Physical Education Elective</td>
<td>1</td>
</tr>
<tr>
<td>Elective as Advised</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 16

**Political Science Track**

The Liberal Arts and Sciences- Humanities and Social Science Political Science Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Political Science Track Requirements*

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

** Required of first time full-time students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum</td>
<td>(1) **</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100 Library Skills for Research</td>
<td>1</td>
</tr>
<tr>
<td>HIST 100 Western Civilization and The World I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HIST 101 Western Civilization and The World II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101 Introduction to International Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102 Introduction to Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>POLS 105 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>(1) Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>(2) Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>(3) Laboratory Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(4) History Elective</td>
<td>3</td>
</tr>
<tr>
<td>(5) Literature Electives</td>
<td>6</td>
</tr>
<tr>
<td>(6) Mathematics OR Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(7) Restricted Liberal Arts and Sciences Elective</td>
<td>3</td>
</tr>
<tr>
<td>(8) Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>
Health OR Physical Education Electives Credits: 2
(9) Electives as Advised Credits: 13

(1) Mathematics Elective Credits: 3
Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(2) Fine Arts Elective Credits: 3
ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 107 Art Appreciation Credits: 3
ARTS 272 History of American Cinema Credits: 3
MUSC 100 Music Appreciation I Credits: 3
MUSC 101 Music Appreciation II Credits: 3
MUSC 105 The History of Jazz Credits: 3
MUSC 106 The History of Rock and Roll Credits: 3
THEA 100 Introduction to The Theatre Credits: 3

(3) Laboratory Science Elective Credits: 3
Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course.

(4) History Elective Credits: 3
Course must be designated as both "SUNY General Education American History or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science" course.

(5) Literature Electives Credits: 6
EDUC 225 Children’s Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 154 Creative Writing: Non-Fiction Credits: 3
ENGL 156 Creative Writing Workshop Credits: 3
ENGL 200 English Literature I Credits: 3
and above.

(6) Mathematics OR Science Elective Credits: 3
Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(7) Restricted Liberal Arts Elective Credits: 3
Course must be designated as both "SUNY General Education Humanities, Arts or Foreign Language" and "HVCC Liberal Arts and Sciences" course. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

Recommend:
HIST 135 History of The Twentieth Century Credits: 3

(8) Humanities Elective Credits: 3
Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(9) Electives as Advised Credits: 13
*Additional courses recommended for degree completion by advisement based on transferability:
CRJS 110 Intro to Criminal Law Credits: 3
CRJS 210 Constitutional Law Credits: 3
HIST 135 History of The Twentieth Century Credits: 3
POLS 100 Introduction to Political Science Credits: 3
POLS 110 State and Local Government Credits: 3
POLS 200X Internship in Politics and Government Credits: 4
POLS 205 Mass Media and American Politics Credits: 3
POLS 215 Current Issues in Politics Credits: 3
SCL 100 Sociology Credits: 3

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: Political Science Track

First Term
FORM 102 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3
POLS 105 American National Government Credits: 3
Mathematics Electives Credits: 3
Health OR Physical Education Elective Credits: 1
Elective as Advised Credits: 1

Term Total: 15
Second Term

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

Fine Arts Elective Credits: 3
Laboratory Science Elective Credits: 3
History Elective Credits: 3
Elective as Advised Credits: 3

Term Total: 15

Third Term

POLS 101 Introduction to International Politics Credits: 3
Literature Elective Credits: 3
Mathematics OR Science Elective Credits: 3
Restricted Liberal Arts and Sciences Elective Credits: 3
Elective as Advised Credits: 3

Term Total: 15

Fourth Term

POLS 102 Introduction to Political Theory Credits: 3
Literature Elective Credits: 3
Humanities Elective Credits: 3
Health OR Physical Education Elective Credits: 1
Electives as Advised Credits: 6

Term Total: 16

Psychology Track

This track has been deactivated effective Fall 2022 and as such, applications are no longer being accepted.

The Liberal Arts and Sciences - Humanities and Social Science Psychology Track is based on the SUNY Transfer Paths and provides general education along with discipline specific courses for inclusion into a broader Associate of Arts degree. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Psychology Track Requirements*

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

FORM 102 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 115 Library Skills for Research Credits: 1
HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3
PSYC 100 General Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3
PSYC 275 Statistics for The Behavioral Sciences Credits: 3
PSYC 280 Experimental Psychology Credits: 3
(1) Mathematics Elective Credits: 3
(2) Humanities Elective Credits: 3
(3) Laboratory Science Elective Credits: 3
(4) Fine Arts Elective Credits: 3
(5) Restricted Social Science Electives Credits: 6
(6) Mathematics OR Science Elective Credits: 3
(7) Literature Electives Credits: 6
(8) Restricted Elective as Advised Credits: 3
(9) History Elective Credits: 3
Health OR Physical Education Electives Credits: 2
Electives as Advised Credits: 4

(1) Mathematics Elective Credits: 3
Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course. Recommend:

MATH 150 College Algebra with Trigonometry Credits: 4

(2) Humanities Elective Credits: 3
Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(3) Laboratory Science Elective Credits: 3
Course must be designated as both "SUNY General Education Natural Science" laboratory and "HVCC Liberal Arts and Sciences Science" course. Biology course recommended.

(4) Fine Arts Elective Credits: 3
ARTS 100 Survey of Art History I  Credits: 3
ARTS 101 Survey of Art History II  Credits: 3
ARTS 107 Art Appreciation  Credits: 3
ARTS 272 History of American Cinema  Credits: 3
MUSC 100 Music Appreciation I  Credits: 3
MUSC 101 Music Appreciation II  Credits: 3
MUSC 105 The History of Jazz  Credits: 3
MUSC 106 The History of Rock and Roll  Credits: 3
THEA 100 Introduction to The Theatre  Credits: 3

(5) Restricted Social Science Electives Credits: 6

Two courses must be chosen from:

PSYC 200 Child Psychology  Credits: 3
PSYC 205 Developmental Psychology  Credits: 3
PSYC 208 Adolescent Psychology  Credits: 3
PSYC 250 Educational Psychology  Credits: 3

(6) Mathematics OR Science Elective Credits: 3

Course must be designated as either "HVCC Liberal Arts and Sciences Mathematics or Science" course.

(7) Literature Electives Credits: 6

EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8  Credits: 3
ENGL 151 Creative Writing: Short Fiction  Credits: 3
ENGL 152 Creative Writing: Poetry and Song  Credits: 3
ENGL 153 Creative Writing: Stage and Screen  Credits: 3
ENGL 154 Creative Writing: Non-Fiction  Credits: 3
ENGL 156 Creative Writing Workshop  Credits: 3
ENGL 200 English Literature I  Credits: 3
and above.

(8) Restricted Electives as Advised Credits: 3

Course must be designated as both "SUNY General Education Humanities or Foreign Language" and "HVCC Liberal Arts and Sciences" course. Students who enter without one unit of a foreign language in high school are strongly recommended to include a semester of a foreign language.

(9) History Elective Credits: 3

Course must be designated as both "SUNY General Education American History or Other World Civilizations" and "HVCC Liberal Arts and Sciences Social Science" course.

Note

*Additional courses recommended for degree completion by advisement based on transferability:

PSYC 220 Psychology of Women  Credits: 3
PSYC 225 Sport Psychology  Credits: 3
PSYC 235 Positive Psychology  Credits: 3

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study: Psychology Track

First Term

FORM 102 College Forum  Credits: (1)
ENGL 101 English Composition I  Credits: 3
ENGL 115 Library Skills for Research  Credits: 1
HIST 100 Western Civilization and The World I  Credits: 3
OR
HIST 101 Western Civilization and The World II  Credits: 3
PSYC 100 General Psychology  Credits: 3
Mathematics Electives  Credits: 3
Health OR Physical Education Elective  Credits: 1
Elective as Advised  Credits: 1

Term Total: 15

Second Term

ENGL 102 English Composition II  Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature  Credits: 3
PSYC 275 Statistics for The Behavioral Sciences  Credits: 3
Restricted Social Science Elective  Credits: 3
Mathematics OR Science Elective  Credits: 3
Laboratory Science Elective  Credits: 3
Fine Arts Elective  Credits: 3

Term Total: 15

Third Term

PSYC 210 Abnormal Psychology  Credits: 3
Humanities Elective  Credits: 3
Laboratory Science Elective  Credits: 3
Fine Arts Elective  Credits: 3

Term Total: 15
Fourth Term

PSYC 280 Experimental Psychology Credits: 3
Restricted Social Science Elective Credits: 3
Literature Elective Credits: 3

Psychology, AA

Associate in Arts
HEGIS #5620
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

The Psychology Associate in Arts degree is aligned to the SUNY Transfer Paths for psychology and provides general education and discipline specific courses. Students will work closely with their academic advisors to select additional courses within their field of study to obtain junior status in their desired baccalaureate program.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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 algebra II, biology, chemistry and physics. Courses of study in: behavioral and social sciences, foreign studies, journalism, political science and other specialized areas.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $560.

Total Credits Required: 60

Major Requirements*

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

Psychology Core

PSYC 100 General Psychology Credits: 3
PSYC 200 Child Psychology Credits: 3
OR
PSYC 205 Developmental Psychology Credits: 3
OR
PSYC 208 Adolescent Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3
PSYC 275 Statistics for the Behavioral Sciences Credits: 3
PSYC 280 Experimental Psychology Credits: 3
Psychology Elective. Psychology course designated as "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Sciences". Credits: 3

History Elective Credits: 3
Health OR Physical Education Elective Credits: 1
Elective as Advised Credits: 3

Term Total: 16

General Education

FORM 102 College Forum Credits: (1)**
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 115 Library Skills for Research Credits: 1
World Language elective. Course designated as "SUNY General Education Foreign Language" and "HVCC Liberal Arts and Sciences Humanities". Credits: 3
Health or Physical Education electives. Courses with HLTH or PHED prefix. Credits: 2
History elective. Courses designated as "SUNY General Education AH, OC, or WC" and "HVCC Liberal Arts and Sciences Social Science". Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3

BADM 220 Statistics Credits: 4
OR
MATH 135 Elementary Statistics Credits: 4
OR
Math course designated as "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics". Credits: 4

BIOL 295 Neuroanatomy and Neurophysiology Credits: 4
OR
a course designated as "SUNY General Education Natural Science" and "HVCC Liberal Arts and Sciences Course". Credits: 4
Mathematics or Natural Science elective. Course designated as "SUNY General Education Natural Science" and "HVCC Liberal Arts and Sciences Science" or "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics". Credits: 4

Humanities elective. Course designated as "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities Course". Credits: 3

Fine arts elective. Course designated as "SUNY General Education Arts" and "HVCC Liberal Arts and Sciences Humanities". Credits: 3

English elective. ENGL 150 or above course designated as "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities". Credits: 3

Liberal Arts and Sciences Electives. Courses designated as "SUNY General Education" and "HVCC Liberal Arts and Sciences". Credits: 6

Total Credits Required: 60

Suggested Course Sequence For Full-Time Study:

First Term

FORM 102 College Forum Credits: (1)
PSYC 100 General Psychology Credits: 3
ENGL 101 English Composition I Credits: 3

BADM 220 Statistics Credits: 4
OR
MATH 135 Elementary Statistics Credits: 4
OR
Math elective Credits: 4

Health or Physical Education elective Credits: 1
History Elective Credits 3

Term Total: 15

Second Term

Early Childhood Administration Certificate

Certificate
HEGIS #5503
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

The Early Childhood Administration certificate is a one-year program offered through the Education Department. This certificate is designed for individuals who have already completed an associate's degree in early childhood who are pursuing the New York State Association for the Education of Young Children's (NYSAEYC) Child Program Administrator
Credential (CPAC) or individuals working assistant directors, directors, program administrators and family child care owners seeking to develop professionally. This certificate offers courses and credits in early childhood administration that are needed for the Child Program Administrator Credential. Upon successful completion of the program, the student will be prepared to submit the required portfolio for the CPAC credential.

The Early Childhood Administration certificate is an online program.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Fall and Spring</td>
<td>Must have a minimum of an associate's degree in early childhood or a bachelor's degree in any field or by assessment and approval of the Department Chairperson.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 24

**Major Requirements***

* or specific course equivalents as approved by the department chairperson

** Students with a minimum of two years’ experience as a child care director may replace the internship with a restricted elective as approved by the department chair.

- ACTG 100 Applied Accounting Credits: 3
- ECCE 200 Health, Safety & Nutrition for The Young Child Credits: 3
- ECCE 201 Ethics and Leadership in Early Care & Education Credits: 3
- ECCE 214 Intro to The Administration of Early Childhood Programs Credits: 3

Total Credits Required: 24

**Suggested Course Sequence for Full-Time Study**

**First Term**

- ACTG 100 Applied Accounting Credits: 3
- ECCE 200 Health, Safety & Nutrition for The Young Child Credits: 3
- EDUC 217 Technology in The Classroom Credits: 3
- Restricted Elective Credits: 3

Term Total: 12

**Second Term**

- ECCE 201 Ethics and Leadership in Early Care & Education Credits: 3
- ECCE 214 Intro to The Administration of Early Childhood Programs Credits: 3
- ECCE 231 Home, School and Community: Integrative Approach Credits: 3
- ECCE 290 Internship in Early Childhood Administration Credits: 3

Term Total: 12

**Special Education Assistant Certificate**

Certificate
HEGIS #5503
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

This program has been deactivated effective Fall 2022 and as such,
applications are no longer being accepted.

The Special Education Assistant Certificate is appropriate for individuals interested in becoming a teaching assistant, or a paraprofessional in the field of special education or as a direct support assistant (DSA) for persons with developmental disabilities. This course of study will prepare students to meet the requirements for the New York State Level III Teaching Assistant Certification. For more information about Teaching Assistant Certification from the New York State Education Department, go to www.highered.nysed.gov/tcert/certificate/ta.html.

The courses offered in this program can also be applied to an Associate degree in Early Childhood.

This certificate will prepare students to work with individuals with special needs. The coursework in the program increases employment opportunities for Teaching Assistants or paraprofessionals who wish to work with individuals with special needs in early childhood settings, public schools, K-12; private schools, and special education centers and facilities for persons with disabilities. Topics addressed in this program include:

- The study of laws and regulations in special education.
- The causes, prevalence and characteristics of children and adults with learning disabilities, communication disorders, intellectual disabilities, emotional disturbances, behavior disorders, and visual and hearing impairments.
- The etiology, prevalence, characteristics, and methodology for teaching students with Autism.
- The philosophy of "inclusive education" and a range of innovating teaching methodologies.
- Teaching techniques to best meet the needs of all types of learners including those who are physically, mentally, or socially challenged.
- Strategies for assisting persons with disabilities using assistive technology.
- An introduction to ASL, American Sign Language.

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 as a teaching assistant in public or private schools or centers.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic math</td>
<td>Fall and Spring</td>
<td>A 2.0 GPA is required for transfer students.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

See Technical Standard for Promotion and Graduation for the Education Department

Total Credits Required: 24

Major Requirements

- ASLN 100 American Sign Language and Deaf Culture I Credits: 3
- ECCE 213 Early Intervention and Autism in The Young Child Credits: 3
- EDUC 100 Child Development Credits: 3
- EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3
- EDUC 215 Introduction to Assistive Technology Credits: 3
- EDUC 216 Inclusive Learning Designs Credits: 3
- ENGL 101 English Composition I Credits: 3
- PSYC 100 General Psychology Credits: 3

Total Credits Required: 24

Suggested Course Sequence for Full-Time Study

First Term

- EDUC 100 Child Development Credits: 3
- EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3
- ENGL 101 English Composition I Credits: 3
- PSYC 100 General Psychology Credits: 3
Teaching Assistant Certificate

Certificate
HEGIS #5503
Chairperson: Dr. Elizabeth Yanoff
Higbee Hall, Room 109, (518) 629-7250

The Teaching Assistant Certificate program is designed to provide students with a general core of college-level courses. For more information about teaching assistant certification from the New York State Education Department, 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 program 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
- 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 into the Early Childhood A.A.S degree program and eventually to a four-year baccalaureate degree program in education.

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 and background check, which may require a separate fee to an agency. Any individual with a criminal record may not find gainful employment in the field of early childhood or education.

Conceptual Framework

The Education Department is committed to preparing sensitive, caring, reflective, and considerate students who are academically strong, pedagogically skilled, and culturally responsive to the needs of diverse learners within a global society.

We believe that students should demonstrate a strong foundation and knowledge of typical and atypical child development by modeling attitudes and beliefs which reflect socioeconomic and cultural sensitivity, consideration of others, and flexibility when working with children, adults, coworkers, community members, and families within a global context and in diverse settings.

Students should demonstrate developmentally appropriate best teaching practices in a culturally responsive, inclusive, adaptive, and interactive learning environment. Each student should maintain a professional demeanor in which the student displays a positive, appropriate approach toward children and learning which demonstrates an awareness of each child's diverse learning needs.

Our daily teaching practices are grounded in these beliefs, and values which we strive to nurture within ourselves as well as in our students.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
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<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic math</td>
<td>Fall and Spring</td>
<td>A 2.0 GPA is required for transfer students.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

See Technical Standard for Promotion and Graduation for the Education Department.

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $105.

Total Credits Required: 24
**Major Requirements**

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

EDUC 100 Child Development **Credits:** 3
EDUC 108 Individuals with Exceptionalities in The School and Community **Credits:** 3
EDUC 110 Foundations of Education in America **Credits:** 3
EDUC 120 Classroom Management **Credits:** 3
EDUC 225 Children’s Literature, Language, And Literacy Development: Birth to Age 8 **Credits:** 3
ENGL 101 English Composition I **Credits:** 3
MATH 125 Mathematics for Teaching and Learning **Credits:** 3
(1) Restricted Electives **Credits:** 3

(1) Restricted Electives **Credits:** 3

Recommended courses:

ASLN 100 American Sign Language and Deaf Culture I **Credits:** 3
ECCE 111 Creative Arts for Children **Credits:** 4
ECCE 115 Developmentally Appropriate Practices for Infant and Toddler Care **Credits:** 3
ECCE 200 Health, Safety & Nutrition for The Young Child **Credits:** 3
ECCE 201 Ethics and Leadership in Early Care & Education **Credits:** 3
ECCE 213 Early Intervention and Autism in The Young Child **Credits:** 3
ECCE 214 Intro to The Administration of Early Childhood Programs **Credits:** 3
ECCE 231 Home, School and Community: Integrative Approach **Credits:** 3

**Total Credits Required: 24**

**Suggested Course Sequence for Full-Time Study**

**First Term**

EDUC 100 Child Development **Credits:** 3
EDUC 225 Children’s Literature, Language, And Literacy Development: Birth to Age 8 **Credits:** 3
ENGL 101 English Composition I **Credits:** 3
MATH 125 Mathematics for Teaching and Learning **Credits:** 3

**Term Total: 12**

**Second Term**

EDUC 108 Individuals with Exceptionalities in The School and Community **Credits:** 3
EDUC 110 Foundations of Education in America **Credits:** 3
EDUC 120 Classroom Management **Credits:** 3
Restricted Elective **Credits:** 3

**Term Total: 12**

**Diversity, Equity, and Inclusion: Cultural Diversity Micro-credential**

**Micro-credential**

Chairperson: Dr. Elizabeth Yanoff  
Higbee Hall, Room 109  
(518) 629-7250

Diversity, Equality, and Inclusion are a series of principles for working with a wide range of groups and individuals. This credential will assist students in learning significant and timely skills and thought processes and reasoning abilities to promote diversity, equity, and inclusion through four courses.

**Total Credits Required: 12**
Micro-credential Requirements:

ENGL 230 Multicultural Perspectives in Literature Credits: 3
HIST 115 Intro to African-American History Credits: 3
PHIL 110 Comparative Religion Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3

Total Credits Required: 12

English, Foreign Languages and English as a Second Language Department

Information Literacy Micro-credential

Micro-credential
Chairperson: Tyler H. Kessel
Brahan Hall, Room 035B, (518) 629-7122

The Information Literacy micro-credential prepares students to be independent researchers in the academic context and beyond. The micro-credential focuses on developing the critical skills of finding, evaluating, interpreting, and documenting a wide variety of sources, using 21st-century technology and systems.

Total Credits Required: 7

Suggested Course Sequence:

First Term

ENGL 101 English Composition I Credits: 3
ENGL 115 Library Skills for Research Credits: 1

Term Total: 4

Second Term

ENGL 102 English Composition II Credits: 3

Term Total: 3

Journalism and Media Studies Micro-credential

Micro-credential
Chairperson: Tyler H. Kessel
Brahan Hall, Room 035B, (518) 629-7122

The Journalism and Media Studies Micro-Credential is intended to provide students with foundational knowledge and skills that could enable transfer into a four-year program and/or lead to a career in journalism, mass media, broadcasting, or public relations.

This micro-credential is stackable into the Liberal Arts and Science: Humanities and Social Science A.A. program and, within that, the Communication (Media) and Communication (Non-Media) tracks.

Total Credits Required: 9

Micro-credential Requirements:

ENGL 130 Journalism Credits: 3
ENGL 136 Media and Culture Credits: 3
ENGL 137 Writing for The Media Credits: 3

Total Credits Required: 9

Suggested Course Sequence:
First Term

ENGL 130 Journalism Credits: 3

Term Total: 3

Second Term

ENGL 136 Media and Culture Credits: 3
ENGL 137 Writing for The Media Credits: 3

Term Total: 6

Fine Arts, Theatre Arts and Digital Media Department

Digital Media, A.S.

Associate in Science
HEGIS #5012
Chairperson: Scott M. Hathaway
Brahan Hall, Room 124, (518) 629-7347

The Digital Media A.S. program is designed for students interested in developing and 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 A.S. 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.

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, magazines, television stations, web and multimedia production companies, retail stores, printers, government agencies and corporate in-house art departments.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math, and</td>
<td>Fall and Spring</td>
<td>Strongly recommend algebra II, biology, chemistry and physics. High</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 61

Major Requirements*

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

**Required of first time, full time students

- FORM 102 College Forum Credits: (1) **
- ARTS 110 Drawing I Credits: 3
- ARTS 115 Two-Dimensional Design Credits: 3
- ARTS 129 Photography I Credits: 3
- DART 100 Digital Imaging I Credits: 3
- DART 110 Introduction to Graphic Design Credits: 3
- DART 115 Video Art Credits: 3
- DART 120 Web Art and Design Credits: 3
- DART 205 Animation Credits: 3
- DART 220 Interactive Media Credits: 3
- DART 230 Professional Portfolio Practice Credits: 1
- ENGL 101 English Composition I Credits: 3
- ENGL 102 English Composition II Credits: 3
- OR
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- ENGL 102 English Composition II Credits: 3
- OR
- HIST 100 Western Civilization and The World I Credits: 3
- OR
- HIST 101 Western Civilization and The World II Credits: 3

(1) Lab Science Elective Credits: 3
(2) Social Science Electives Credits: 6
(3) Restricted Liberal Arts Elective Credits: 3
(4) Digital Media Elective Credits: 3
(5) Literature Elective Credits: 3
(6) Mathematics Elective Credits: 3
(1) Lab Science Elective Credits: 3

Course must be a lab science and designated as both a "SUNY General Education Natural Science" and as a "HVCC Liberal Arts and Sciences Science" course.

(2) Social Science Electives Credits: 6

The following courses are designated as both "SUNY General Education Social Science" and as a "HVCC Liberal Arts and Sciences Social Sciences" courses and will satisfy this elective:

- ANTH 100 Anthropology Credits: 3
- CRJS 250 Criminology Credits: 3
- ECON 100 Principles of Macroeconomics Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3
- HONR 190 Honors Seminar I Credits: 3
- HUSV 105 Human Development and The Family Credits: 3
- HUSV 210 Human Sexuality Credits: 3
- HUSV 215 Psychology and History of Poverty Credits: 3
- POLS 100 Introduction to Political Science Credits: 3
- POLS 101 Introduction to International Politics Credits: 3
- POLS 105 American National Government Credits: 3
- POLS 110 State and Local Government Credits: 3
- POLS 222 Global Seminar Credits: 3
- PSYC 100 General Psychology Credits: 3
- PSYC 200 Child Psychology Credits: 3
- PSYC 205 Developmental Psychology Credits: 3
- PSYC 208 Adolescent Psychology Credits: 3
- PSYC 210 Abnormal Psychology Credits: 3
- PSYC 220 Psychology of Women Credits: 3
- PSYC 225 Sport Psychology Credits: 3
- PSYC 235 Positive Psychology Credits: 3
- PSYC 250 Educational Psychology Credits: 3
- PSYC 275 Statistics for The Behavioral Sciences Credits: 3
- PSYC 280 Experimental Psychology Credits: 3
- SOCL 100 Sociology Credits: 3
- SOCL 110 Understanding Social Problems Credits: 3
- SOCL 115 African-American Experience Credits: 3
- SOCL 120 Cultural Diversity in American Society Credits: 3
- SOCL 255 Honors Technology and Society Credits: 3
- SOCL 260 Honors American Architecture in Its Social Context Credits: 3

(3) Restricted Liberal Arts Elective Credits: 3

With advisement, students choose one course from the following list:

- ARTS 100 Survey of Art History I Credits: 3
- ARTS 104 History of Fashion Credits: 3
- ARTS 202 Modern Art History Credits: 3
- ARTS 273 Documentary Film: History and Theory Credits: 3

(4) Digital Media Elective Credits: 3

With advisement, students choose any DART course not already required in program.

(5) Literature Elective Credits: 3

- ENGL 151 Creative Writing: Short Fiction Credits: 3
- ENGL 152 Creative Writing: Poetry and Song Credits: 3
- ENGL 153 Creative Writing: Stage and Screen Credits: 3
- ENGL 154 Creative Writing: Non-Fiction Credits: 3
- ENGL 200 English Literature I Credits: 3
- ENGL 202 English Literature II Credits: 3
- ENGL 203 Shakespeare Credits: 3
- ENGL 204 American Literature I Credits: 3
- ENGL 206 American Literature II Credits: 3
- ENGL 210 The Short Story Credits: 3
- ENGL 212 Poetry Credits: 3
- ENGL 216 Contemporary Novel Credits: 3
- ENGL 220 Literature into Film Credits: 3
- ENGL 222 Gender and Literature Credits: 3
- ENGL 224 Graphic Literature Credits: 3
- ENGL 230 Multicultural Perspectives in Literature Credits: 3
- ENGL 232 African American Literature Credits: 3
- ENGL 234 Native American Literature Credits: 3
- ENGL 235 Latino Literature and Culture Credits: 3
- ENGL 236 Women in Literature Credits: 3
- ENGL 240 Honors Literature Credits: 3

(6) Mathematics Elective Credits: 3

MATH 130 or higher. Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(7) Restricted Elective Credits: 3

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, one of the following SUNY General Education categories must be satisfied: FL, AH or OC.

Total Credits Required: 61

Suggested Course Sequence for Full-Time Study
First Term

FORM 102 College Forum Credits: (1)
ARTS 110 Drawing I Credits: 3
ARTS 129 Photography I Credits: 3
DART 100 Digital Imaging I Credits: 3
ENGL 101 English Composition I Credits: 3
Mathematics Elective Credits: 3

Term Total: 15

Second Term

ARTS 115 Two- Dimensional Design Credits: 3
DART 110 Introduction to Graphic Design Credits: 3

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3

Term Total: 15

Third Term

DART 115 Video Art Credits: 3
DART 120 Web Art and Design Credits: 3
DART 205 Animation Credits: 3
Social Science Elective Credits: 3
Restricted Elective Credits: 3

Term Total: 15

Fourth Term

DART 220 Interactive Media Credits: 3
DART 230 Professional Portfolio Practice Credits: 1
Digital Media Elective Credits: 3
Literature Elective Credits: 3
Restricted Liberal Arts Elective Credits: 3
Social Science Elective Credits: 3

Term Total: 16

Fine Arts, A.S.

Associate in Science
HEGIS #5610
Chairperson: Scott M. Hathaway
Brahan Hall, Room 124, (518) 629-7347

The Fine Arts A.A.S. 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.

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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 algebra II, biology, chemistry and physics. High school art courses recommended.</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 $350. There are additional costs for supplies for fine arts courses.

Total Credits Required: 62

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

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

| Form 102 College Forum | Credits: (1) ** |
| ARTS 100 Survey of Art History I | Credits: 3 |
| ARTS 101 Survey of Art History II | Credits: 3 |
| ARTS 110 Drawing I | Credits: 3 |
| ARTS 111 Drawing II | Credits: 3 |
| ARTS 115 Two-Dimensional Design | Credits: 3 |
| ARTS 120 Painting I | Credits: 3 |
| ARTS 121 Painting II | Credits: 3 |
| ARTS 129 Photography I | Credits: 3 |
| ARTS 139 Photography II | Credits: 3 |
| ARTS 150 Introduction to Gallery Management | Credits: 3 OR |
| ARTS 151 Gallery Practicum - Exhibition Planning and Preparation | Credits: 3 OR |
| ARTS 152 Gallery Practicum - Museum Practices and Theory | Credits: 3 |
| ENGL 101 English Composition I | Credits: 3 |
| ENGL 102 English Composition II | Credits: 3 OR |
| ENGL 104 English Composition II: Writing About Literature | Credits: 3 |
| HIST 100 Western Civilization and The World I | Credits: 3 OR |
| HIST 101 Western Civilization and The World II | Credits: 3 |

(1) Social Science Elective | Credits: 3  
(2) Lab Science Elective | Credits: 3  
(3) Literature Elective | Credits: 3  
(4) Social Science or Literature Elective | Credits: 3  
(5) Mathematics Electives | Credits: 2  
(6) Fine Arts Electives | Credits: 6  

(1) Social Science Elective Credits: 3  

Courses must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Science" courses.

(2) Lab Science Elective Credits: 3  

Course must be designated as both "SUNY General Education Natural Science Lab" and "HVCC Liberal Arts and Sciences Science" course.

(3) Literature Elective Credits: 3  

ENGL 101 English Composition I Credits: 3  
ENGL 102 English Composition II Credits: 3 OR  
ENGL 104 English Composition II: Writing About Literature Credits: 3  
ENGL 151 Creative Writing: Short Fiction Credits: 3  
ENGL 152 Creative Writing: Poetry and Song Credits: 3  
ENGL 153 Creative Writing: Stage and Screen Credits: 3  
ENGL 154 Creative Writing: Non-Fiction Credits: 3  
ENGL 200 English Literature I Credits: 3  
ENGL 202 English Literature II Credits: 3  
ENGL 203 Shakespeare Credits: 3  
ENGL 204 American Literature I Credits: 3  
ENGL 206 American Literature II Credits: 3  
ENGL 210 The Short Story Credits: 3  
ENGL 212 Poetry Credits: 3  
ENGL 216 Contemporary Novel Credits: 3  
ENGL 220 Literature into Film Credits: 3  
ENGL 222 Gender and Literature Credits: 3  
ENGL 224 Graphic Literature Credits: 3  
ENGL 230 Multicultural Perspectives in Literature Credits: 3  
ENGL 232 African American Literature Credits: 3  
ENGL 234 Native American Literature Credits: 3  
ENGL 235 Latino Literature and Culture Credits: 3  
ENGL 236 Women in Literature Credits: 3  
ENGL 240 Honors Literature Credits: 3

(4) Social Science or Literature Elective Credits: 3  

Course must be designated as either:  
"HVCC Liberal Arts and Sciences Social Science" course OR  
"HVCC Liberal Arts and Sciences Humanities" literature course AND be chosen from the following:  
ENGL 151 Creative Writing: Short Fiction Credits: 3  
ENGL 152 Creative Writing: Poetry and Song Credits: 3  
ENGL 153 Creative Writing: Stage and Screen Credits: 3  
ENGL 200 English Literature I Credits: 3  
ENGL 202 English Literature II Credits: 3  
ENGL 203 Shakespeare Credits: 3  
ENGL 204 American Literature I Credits: 3  
ENGL 206 American Literature II Credits: 3  
ENGL 210 The Short Story Credits: 3  
ENGL 212 Poetry Credits: 3  
ENGL 216 Contemporary Novel Credits: 3  
ENGL 220 Literature into Film Credits: 3  
ENGL 222 Gender and Literature Credits: 3  
ENGL 224 Graphic Literature Credits: 3  
ENGL 230 Multicultural Perspectives in Literature Credits: 3  
ENGL 232 African American Literature Credits: 3  
ENGL 234 Native American Literature Credits: 3  
ENGL 235 Latino Literature and Culture Credits: 3  
ENGL 236 Women in Literature Credits: 3  
ENGL 240 Honors Literature Credits: 3

(5) Mathematics Elective Credits: 3
Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(6) Fine Arts Electives Credits: 6

With advisement, students may choose two from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 104 History of Fashion</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 125 Black and White Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 150 Introduction to Gallery Management</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 151 Gallery Practicum - Exhibition</td>
<td>3</td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
</tr>
<tr>
<td>ARTS 152 Gallery Practicum - Museum Practices and Theory</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 202 Modern Art History</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 212 Advanced Study in Drawing and</td>
<td>3</td>
</tr>
<tr>
<td>Painting I</td>
<td></td>
</tr>
<tr>
<td>ARTS 213 Advanced Study in Drawing and</td>
<td>3</td>
</tr>
<tr>
<td>Painting II</td>
<td></td>
</tr>
<tr>
<td>ARTS 225 Experimental Drawing in Italy</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 236 Independent Study in Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 270 History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 272 History of American Cinema</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 273 Documentary Film: History and Theory</td>
<td>3</td>
</tr>
<tr>
<td>DART 100 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>DART 110 Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>DART 115 Video Art</td>
<td>3</td>
</tr>
<tr>
<td>DART 120 Web Art and Design</td>
<td>3</td>
</tr>
<tr>
<td>DART 200 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>DART 205 Animation</td>
<td>3</td>
</tr>
<tr>
<td>DART 220 Interactive Media</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 100 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 101 Music Appreciation II</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 105 The History of Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 106 The History of Rock and Roll</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 110 Music in World Cultures</td>
<td>3</td>
</tr>
<tr>
<td>THEA 100 Introduction to The Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA 110 Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 111 Acting II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 170 Introduction to Improvisational</td>
<td>3</td>
</tr>
<tr>
<td>Theatre</td>
<td></td>
</tr>
<tr>
<td>THEA 240 Theatre History</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum</td>
<td>1</td>
</tr>
<tr>
<td>ARTS 100 Survey of Art History I</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 101 Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 111 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 150 Introduction to Gallery Management</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ARTS 151 Gallery Practicum - Exhibition</td>
<td>3</td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ARTS 152 Gallery Practicum - Museum Practices and Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing</td>
<td>3</td>
</tr>
<tr>
<td>About Literature</td>
<td></td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

Term Total: 16

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 120 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 129 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100 Western Civilization and The World</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HIST 101 Western Civilization and The World</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
<td>1</td>
</tr>
<tr>
<td>Social Science or Literature Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 16

Fourth Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 121 Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 139 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 16
Theatre Arts, A.S.

Associate in Science
HEGIS #5610
Chairperson: Scott M. Hathaway
Brahall 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 practicum courses and student theatrical productions. Students in this program may explore and cultivate their creative and academic potential.

Core courses in the curriculum focus on acting, historic and contemporary stage theory and practice, and technical theatre. Elective course options are available in arts, literature, foreign languages, history, business, education, science, political science, psychology, crafts or computer aided design. 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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 algebra II biology, and involvement or experience with theatre activities.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

Major Requirements*

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

** Required of first time full-time students.

FORM 102 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3

ENGL 120 Communication Credits: 3
OR
ENGL 125 Public Speaking Credits: 3

HIST 100 Western Civilization and The World I Credits: 3

MATH 130 Mathematical Structures Credits: 3
OR
MATH 150 College Algebra with Trigonometry Credits: 4

PSYC 100 General Psychology Credits: 3
THEA 100 Introduction to The Theatre Credits: 3
THEA 110 Acting I Credits: 3
THEA 111 Acting II Credits: 3
THEA 130 Introduction to Technical Theatre Credits: 3
THEA 200 Theatre Production Practicum Credits: 3
THEA 201 Technical Theatre Practicum Credits: 3
THEA 210 Acting III Credits: 3
THEA 240 Theatre History I Credits: 3

(1) Lab Science Elective Credits: 3
(2) Restricted Electives I Credits: 9
(3) Theatre Elective Credits: 3
(4) Restricted Electives II Credits: 6

(1) Lab Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" lab and "HVCC Liberal Arts and Sciences Science" course.

(2) Restricted Electives I Credits: 9

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, 1 of the following SUNY General Education categories must be satisfied: AH, OC or FL.

(3) Theatre Elective Credits: 3

ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 220 Literature into Film Credits: 3
THEA 120 Theatre Internship Credits: 3
THEA 170 Introduction to Improvisational Theatre Credits: 3
THEA 180 Introduction to Stage Management Credits: 3
THEA 230 Introduction to Theatrical Design Credits: 3

(4) Restricted Electives II Credits: 6

157
Students, with advisor approval, may elect to take courses in Arts, Literature, Foreign Languages, History, Business, Education, Science, Political Science, Psychology, Crafts or Computer Aided Design.

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

First Term

FORM 102 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3
MATH 130 Mathematical Structures Credits: 3
OR
MATH 150 College Algebra with Trigonometry Credits: 4
THEA 100 Introduction to The Theatre Credits: 3
THEA 110 Acting I Credits: 3
THEA 130 Introduction to Technical Theatre Credits: 3

Term Total: 15

Second Term

ENGL 104 English Composition II: Writing About Literature Credits: 3

Term Total: 15

Third Term

ENGL 120 Communication Credits: 3
OR
ENGL 125 Public Speaking Credits: 3
THEA 210 Acting III Credits: 3
THEA 200 Theatre Production Practicum Credits: 3
Restricted Liberal Arts Elective Credits: 3
Restricted Liberal Arts Elective Credits: 3

Term Total: 15

Fourth Term

HIST 100 Western Civilization and The World I Credits: 3
THEA 201 Technical Theatre Practicum Credits: 3
Restricted Liberal Arts Elective Credits: 3
Restricted Elective Credits: 3
Theatre Elective Credits: 3

Term Total: 18

Digital Media Certificate

Certificate
HEGIS #5012
Chairperson: Scott M. Hathaway
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, websites, 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.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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 algebra II, biology, chemistry and physics. High School art courses recommended.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 25

Major Requirements*

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

Fashion and Design Micro-credential

Associate in Science

Chairperson: Scott M. Hathaway
Brahman Hall, Room 124, (518) 629-7347

The Fashion and Design micro-credential is created for students interested in developing skills in fine and digital art and learning the forms and styles of Western dress and its relationship to culture in history. Critical and contextual functions of art in history are also emphasized.

Courses provide intensive hands-on learning experiences and opportunities for technical proficiency using industry standard equipment and software in a studio setting. Courses also provide foundational, conceptual frameworks which allow students to analyze and interpret significant historical elements of art and fashion, thus preparing them for further study in an arts-based context.

Courses are stackable and can be applied toward either the Fine Arts A.S or the Digital Media A.S.

Some coursework is delivered in an online modality only.
Total Credit Required: 12

Micro-credential Requirements:

- ARTS 101 Survey of Art History II Credits: 3
- ARTS 104 History of Fashion Credits: 3
- ARTS 110 Drawing I Credits: 3
- DART 100 Digital Imaging I Credits: 3

Total Credits Required: 12

Suggested Course Sequence:

First Term

- ARTS 101 Survey of Art History II Credits: 3
- ARTS 104 History of Fashion Credits: 3
- ARTS 110 Drawing I Credits: 3
- DART 100 Digital Imaging I Credits: 3

Term Total: 12

School of Health Sciences
Cardiorespiratory and Emergency Medicine Department
Community and Public Health, A.S.

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

The Community and Public Health degree program will allow students to enter the workforce as Community Health Navigators or continue their education in a variety of community health, social services and allied health fields.

Students will develop critical skills allowing them to become advocates for the population for which they serve, have a deep and complete understanding of the community health and the overall healthcare system. They will be able to successfully share and apply this knowledge to assist and empower their clients to gain the appropriate health resources to hopefully avoid unnecessary hospitalizations and have improved quality of life.

PROGRAM ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math and biology (70 or above in each course)</td>
<td>Fall and Spring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by Department Chairperson.

- ASLN 100 American Sign Language and Deaf Culture I Credits: 3
  OR
- SPAN 100 Spanish Language and Culture I Credits: 3

- BIOL 109 Biology of The Human Organism Credits: 4
  OR
- BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits: 4
  OR
- BIOL 271 Anatomy and Physiology II Credits: 4

- CDEP 100 Introduction to Chemical Dependency Credits: 3

- CMHL 100 Introduction to Community and Public Health Credits: 3
- CMHL 110 U.S. Healthcare Credits: 3
- CMHL 115 Healthcare Ethics Credits: 3
- CMHL 200 Community Health Navigation Credits: 3
- CMHL 201 Community Health Navigator Practicum Credits: 1
- CMHL 205 Chronic Diseases Credits: 4
- ENGL 101 English Composition I Credits: 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120 Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 125 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 100 Social Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 115 Perspectives on Disability</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 125 Older Adults and The Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCL 110 Understanding Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 240 Professionalism in A Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>MATH 135 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100 Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required: 64**

## Suggested Course Sequence for Full-Time Study

### First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEP 100 Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>CMHL 100 Introduction to Community and Public Health</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 100 Sociology</td>
<td>3</td>
</tr>
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</table>

**Term Total: 15**

### Second Term

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ASLN 100 American Sign Language and Deaf Culture</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPAN 100 Spanish Language and Culture I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 125 Older Adults and The Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>MATH 135 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 16**

### Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 109 Biology of The Human Organism</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 139 Anatomy and Physiology for Respiratory Care Students</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 271 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CMHL 115 Healthcare Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 120 Communication</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 125 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 100 Social Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>POLS 105 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCL 120 Cultural Diversity in American Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 16**

### Fourth Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMHL 110 U.S. Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>CMHL 200 Community Health Navigation</td>
<td>3</td>
</tr>
<tr>
<td>CMHL 201 Community Health Navigator Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CMHL 205 Chronic Diseases</td>
<td>4</td>
</tr>
<tr>
<td>HUSV 115 Perspectives on Disability</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 240 Professionalism in A Diverse Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 17**

161
Paramedic, A.A.S.

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

The Paramedic, A.A.S. degree was designed to wrap around the 15-course series that leads to the Paramedic 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 Paramedic 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. Paramedic's primarily provide care to emergency patients in an out-of-hospital setting. Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources. Paramedics 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).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

To contact CoAEMSP:
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
4101 W Green Oaks Blvd Suite 305-599
Arlington, TX 76016
(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 readmission. All decisions will be based upon an individual student review process. Readmission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program's current admission procedure.

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

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student's academic transcript indicating the student was dismissed from the 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>
The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $620.

Total Credits Required: 70

Major Requirements*

*or specific course equivalents as approved by Department Chairperson.  
**A grade of "C" or better is required for program completion and must be obtained to meet the pre-requisite requirement for entrance into sequential Paramedic courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Concepts of Human Anatomy and Physiology</td>
<td>3 **</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 271 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 100 Emergency Medical Technician Basic</td>
<td>7 **</td>
</tr>
<tr>
<td>EMSP 101 Emergency Medical Technician Internship</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 201 Clinical for The Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 Intro to Paramedicine</td>
<td>4 **</td>
</tr>
<tr>
<td>EMSP 204 Airway and Assessment for the Paramedic</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 205 Operations for the Paramedic</td>
<td>2 **</td>
</tr>
<tr>
<td>EMSP 206 Pharmacology for the Paramedic</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 210 Trauma Management for the Paramedic</td>
<td>4 **</td>
</tr>
<tr>
<td>EMSP 216 Paramedicine I</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 217 Paramedicine II</td>
<td>4 **</td>
</tr>
<tr>
<td>EMSP 218 Paramedicine III</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 221 Clinical for Medical and Special Considerations</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 222 Pediatrics and Geriatrics for the Paramedic</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 223 Special Certifications for the Paramedic</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 230 Critical Applications for Paramedicine</td>
<td>4 **</td>
</tr>
<tr>
<td>EMSP 240 Internship, Final Evaluation Phase</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 132 Math for Health Science</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Higher Math</td>
<td></td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3 ***</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 17

Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 271 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 101 Emergency Medical Technician Internship</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3</td>
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</tbody>
</table>

Liberal Arts Elective: 3

Term Total: 13

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 201 Clinical for the Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 Intro to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204 Airway and Assessment for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205 Operations for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206 Pharmacology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210 Trauma Management for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 Paramedicine I</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 20

Fourth Term

Total Credits Required: 70

Suggested Course of Study for A.A.S. Program With Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 100 Emergency Medical Technician Basic</td>
<td>7</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 132 Math for Health Science</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Higher Math</td>
<td></td>
</tr>
</tbody>
</table>

Term Total: 17

Second Term

<table>
<thead>
<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 271 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 101 Emergency Medical Technician Internship</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3</td>
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Liberal Arts Elective: 3

Term Total: 13

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 201 Clinical for the Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 Intro to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204 Airway and Assessment for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205 Operations for the Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206 Pharmacology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210 Trauma Management for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 Paramedicine I</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 20

Fourth Term
Polysomnography, A.A.S.

Polysomnography, A.A.S.

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

The 68-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 OR 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, 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.

The Polysomnography program is accredited by:
The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
5400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
and
Committee on Accreditation of Polysomnographic Technologist Education (CoA PSG)
1711 Frank Avenue
New Bern, NC 28560

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

Once a student has been 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 Polysomnography 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 Polysomnography Technologist in NYS. Applicants should see the department chairperson.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math, biology and chemistry w/labs (70 or above in each course)</td>
<td>Fall only</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 $750.

Total Credits Required: 68

Major Requirements*

*OR specific course equivalents as approved by Department Chairperson.

**A grade of “C” OR better is required for program completion and must be obtained to meet the pre-requisite requirement for entrance into sequential PSGT courses.

- BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits: 4 **
  - OR
  - BIOL 271 Anatomy and Physiology II Credits: 4 **
- ENGL 101 English Composition I Credits: 3
- ENGL 102 English Composition II Credits: 3
- MATH 135 Elementary Statistics Credits: 4
  - OR
  - BADM 220 Statistics Credits: 4
- PHYS 110 Physics for The Health Sciences Credits: 4 **
- PSGT 100 Applied Pharmacology Credits: 1 **
- PSGT 120 Fundamentals of Neurodiagnostics I Credits: 5 **
- PSGT 200 Fundamentals of Neurodiagnostics II Credits: 4 **
- PSGT 205 Sleep and Neurological Disorders Credits: 3 **
- PSGT 210 Polysomnography Data Analysis and Recording Credits: 3 **
- PSGT 220 Electroencephalography Clinical Credits: 3 **
- PSGT 225 Polysomnography Clinical I Credits: 9 **

PSGT 230 Electroencephalography Clinical II Credits: 3 **
PSGT 235 Polysomnography Clinical II Credits: 9 **
PSYC 100 General Psychology Credits: 3

PSYC 200 Child Psychology Credits: 3
  - OR
PSYC 205 Developmental Psychology Credits: 3

RESP 101 Basic Interpretation and Performance of The Electrocardiogram Credits: 2 **
RESP 110 Human Anatomy and Physiology Credits: 3 **
CMHL 115 Healthcare Ethics Credits: 3 **
OR
ICVT 200 Introduction to Health Care Credits: 2 **
OR
RESP 130 Ethics and Administration Credits: 2 **

Total Credits Required: 68

Suggested Course Sequence for Full-Time Study

First Term

- BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits: 4 **
  - OR
- BIOL 271 Anatomy and Physiology II Credits: 4 **
- ENGL 101 English Composition I Credits: 3
- MATH 135 Elementary Statistics Credits: 4 **
  - OR
- BADM 220 Statistics Credits: 4
- PHYS 110 Physics for The Health Sciences Credits: 4 **
- PSYC 100 General Psychology Credits: 3

Term Total: 18

Second Term

- ENGL 102 English Composition II Credits: 3
- PSGT 100 Applied Pharmacology Credits: 1 **
- PSGT 120 Fundamentals of Neurodiagnostics I Credits: 5 **
- PSYC 200 Child Psychology Credits: 3
  - OR
PSYC 205 Developmental Psychology Credits: 3
- RESP 110 Human Anatomy and Physiology Credits: 3
CMHL 115 Healthcare Ethics Credits: 3
OR
ICVT 200 Introduction to Health Care Credits: 2
OR
RESP 130 Ethics and Administration Credits: 2

Term Total: 17

Summer Term (Eight Weeks)

PSGT 200 Fundamentals of Neurodiagnostics II Credits: 4
RESP 101 Basic Interpretation and Performance of The Electrocardiogram Credits: 2

Term Total: 6

Respiratory Care, A.A.S.

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 Hudson Valley Community College Respiratory Care program, CoARC program number 200138, an A.A.S. degree program offered at the Troy, NY campus, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Outcomes data from the program's Annual Report of Current Status has been posted on the CoARC website. Follow this link directly to the Programmatic Outcomes Data page: https://coarc.com/students/programmatic-outcomes-data/.

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

Once a student has been 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 Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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>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 $910.

Total Credits Required: 72

Major Requirements*

*or specific course equivalents as approved by Department Chairperson.

**A grade of "C" or better is required for program completion and must be obtained to meet the pre-requisite requirement for entrance into sequential RESP courses.

BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits: 4 **

OR

BIOL 271 Anatomy and Physiology II Credits: 4 **

BIOL 205 Microbiology Credits: 4 **

CHEM 100 General Chemistry/Health Sciences Credits: 4 **

ENGL 101 English Composition I Credits: 3

ENGL 102 English Composition II Credits: 3

PHYS 110 Physics for The Health Sciences Credits: 4 **

PSYC 100 General Psychology Credits: 3

RESP 110 Human Anatomy and Physiology Credits: 3 **

RESP 115 Cardiopulmonary Pharmacology Credits: 2 **

RESP 120 Fundamentals of Respiratory Care I Credits: 3 **

RESP 125 Fundamentals of Respiratory Care II Credits: 3 **

RESP 130 Ethics and Administration Credits: 2 **

OR

ICVT 200 Introduction to Health Care Credits: 2 **

RESP 200 Advanced Respiratory Life Support Credits: 4 **

RESP 205 Diseases of The Cardiopulmonary System Credits: 3 **

RESP 210 Current Concepts in Respiratory Care Credits: 3 **

RESP 220 Clinical Education I - Clinical Therapeutics for Respiratory Care Credits: 3 **

RESP 225 Clinical Education II - Introduction to Critical Care Credits: 3 **

RESP 230 Clinical Education IV - Neonatal and Pediatric Respiratory Care Credits: 3 **

RESP 235 Clinical Education V - Clinical Management of Cardiovascular Disease Credits: 3 **

RESP 240 Clinical Education III - Pulmonary and Diagnostic Medicine Credits: 3 **

RESP 245 Clinical Education VI – Pulmonary Rehabilitation and Home Care Credits: 3 **

RESP 250 Clinical Education VII - Advanced Critical Care Credits: 3 **

RESP 255 Clinical Education VIII - Independent Study Credits: 3 **

Total Credits Required: 72

*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 Clinical Education I - Clinical Therapeutics for Respiratory Care Credits: 3

RESP 225 Clinical Education II - Introduction to Critical Care Credits: 3

RESP 230 Clinical Education IV - Neonatal and Pediatric Respiratory Care Credits: 3

RESP 235 Clinical Education V - Clinical Management of Cardiovascular Disease Credits: 3

RESP 240 Clinical Education III - Pulmonary and Diagnostic Medicine Credits: 3

RESP 245 Clinical Education VI – Pulmonary Rehabilitation and Home Care Credits: 3

RESP 250 Clinical Education VII - Advanced Critical Care Credits: 3
Suggested Course Sequence for Full-Time Study

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

First Term

BIOL 139 Anatomy and Physiology for Respiratory Care
Students Credits: 4
OR
BIOL 271 Anatomy and Physiology II Credits: 4
CHEM 100 General Chemistry/Health Sciences Credits: 4
ENGL 101 English Composition I Credits: 3
PHYS 110 Physics for The Health Sciences Credits: 4
PSYC 100 General Psychology Credits: 3

Term Total: 18

Second Term

BIOL 205 Microbiology Credits: 4
ENGL 102 English Composition II Credits: 3
RESP 110 Human Anatomy and Physiology Credits: 3
RESP 115 Cardiopulmonary Pharmacology Credits: 2
RESP 120 Fundamentals of Respiratory Care I Credits: 3

Term Total: 15

Summer Term (Eight Weeks)

RESP 125 Fundamentals of Respiratory Care II Credits: 3
RESP 130 Ethics and Administration Credits: 2
OR
ICVT 200 Introduction to Health Care Credits: 2
RESP 200 Advanced Respiratory Life Support Credits: 4

Term Total: 9

Third Term

RESP 205 Diseases of The Cardiopulmonary System
Credits: 3
Clinical Rotations Credits: 12 *

Term Total: 15

Fourth Term

RESP 210 Current Concepts in Respiratory Care Credits: 3
Clinical Rotations Credits: 12 *

Term Total: 15

Community and Public Health Certificate

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

The Community and Public Health certificate program will allow students to enter the workforce as Community Health Navigators or continue their education in a variety of community health, social services and allied health fields.

Students will develop critical skills allowing them to become advocates for the population for which they serve, have a deep and complete understanding of the community health and the overall healthcare system. They will be able to successfully share and apply this knowledge to assist and empower their clients to gain the appropriate health resources to hopefully avoid unnecessary hospitalizations and have improved quality of life.

Total Credits Required: 33

Major Requirements*

*or specific course equivalents as approved by Department Chairperson.
BIOL 109 Biology of The Human Organism Credits: 4

OR

BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits: 4

OR

BIOL 271 Anatomy and Physiology II Credits: 4

CMHL 100 Introduction to Community and Public Health Credits: 3

CMHL 110 U.S. Healthcare Credits: 3

CMHL 115 Healthcare Ethics Credits: 3

CMHL 200 Community Health Navigation Credits: 3

CMHL 201 Community Health Navigator Practicum Credits: 1

CMHL 205 Chronic Diseases Credits: 4

ENGL 101 English Composition I Credits: 3

ENGL 120 Communication Credits: 3

OR

ENGL 125 Public Speaking Credits: 3

HUSV 100 Social Service Systems Credits: 3

HUSV 240 Professionalism in A Diverse Society Credits: 3

Total Credits Required: 33

Suggested Course Sequence for Full-Time Study

First Term

**Paramedic Certificate**

Certificate

HEGIS #5299

Chairperson: Patricia G. Hyland

400 Jordan Rd., Suite B (second floor), (518) 629-7454

The Paramedic 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. Paramedics primarily provide care to emergency patients in an out-of-hospital setting. Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources. Paramedics are responsible and accountable to medical direction, the public, and their peers.

Upon completion of the (1,385 hour) 15-course series constituting the 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

25400 US Highway 19 N., Suite 158

Clearwater, FL 33763

(727) 210-2350

www.caahep.org

To contact CoAEMSP:

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

Once a student has been 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 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Concepts of Human Anatomy and Physiology</td>
<td>Fall only</td>
<td>Exceptions for spring admission require department chairperson or program director permission. Permission may be granted for students who:</td>
<td>N/A</td>
</tr>
<tr>
<td>Credits: 3 **</td>
<td>Spring (exceptions as noted)</td>
<td>have sufficient transfer credit or life experience credit. wish to lighten subsequent fall course load.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>Contact the department for specific details.</td>
<td></td>
</tr>
<tr>
<td>BIOL 271 Anatomy and Physiology II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits: 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A grade of "C" is required for program completion and must be obtained to meet the prerequisite requirement for entrance into sequential Paramedic program courses.

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

BIOL 130 Concepts of Human Anatomy and Physiology
Credits: 3 **

OR

BIOL 271 Anatomy and Physiology II Credits: 4

EMSP 201 Clinical for The Preparatory, Airway and Assessment Credits: 1

EMSP 202 Intro to Paramedicine Credits: 4 **

EMSP 204 Airway and Assessment for The Paramedic Credits: 3 **

EMSP 205 Operations for The Paramedic Credits: 2 **

EMSP 206 Pharmacology for The Paramedic Credits: 3 **

EMSP 210 Trauma Management for The Paramedic Credits: 4 **

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $465.

Total Credits Required: 43

Major Requirements*

* or specific course equivalents as approved by Department Chairperson.

Please note: there is a required summer semester for this program.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 216 Paramedicine I</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 217 Paramedicine II</td>
<td>4 **</td>
</tr>
<tr>
<td>EMSP 218 Paramedicine III</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 221 Clinical for Medical and Special Considerations</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 222 Pediatrics and Geriatrics for The Paramedic</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 223 Special Certifications for The Paramedic</td>
<td>3 **</td>
</tr>
<tr>
<td>EMSP 230 Critical Applications for Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 240 Internship, Final Evaluation Phase</td>
<td>1 **</td>
</tr>
</tbody>
</table>

Total Credits Required: 43

**Suggested Course of Study for Full-Time Study**

**First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 130 Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIOL 271 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 201 Clinical for The Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 202 Intro to Paramedicine</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 204 Airway and Assessment for The Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 205 Operations for The Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 206 Pharmacology for The Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 210 Trauma Management for The Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 Paramedicine I</td>
<td>3</td>
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</tbody>
</table>

Term Total: 23

**Second Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 201 Clinical for The Preparatory, Airway and Assessment</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 205 Operations for The Paramedic</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 210 Trauma Management for The Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 216 Paramedicine I</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 217 Paramedicine II</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 218 Paramedicine III</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 17

**Summer Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 221 Clinical for Medical and Special Considerations</td>
<td>2</td>
</tr>
</tbody>
</table>

Term Total: 2

**Third Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 222 Pediatrics and Geriatrics for The Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 223 Special Certifications for The Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 230 Critical Applications for Paramedicine</td>
<td>4</td>
</tr>
</tbody>
</table>
Dental Hygiene Department

Dental Hygiene, A.A.S.

Associate in Applied Science
HEGIS #5203
Chairperson: Tammy Conway
Fitzgibbons Health Technologies Center, Room 157, (518) 629-7442

The Dental Hygiene program prepares the student to become a qualified licensed Dental Hygienist, whose primary responsibility is to promote optimal health through the provision of preventive and educational services.

Course material and time are functionally divided between theory and technique in dental sciences. Individualized instruction is optimized by modern, professional equipment in the clinical and laboratory areas. Instruction in functions permitted by the New York State Dental Practice Act is provided at the Dental Hygiene Clinic on campus; enrichment experiences occur at and various dental affiliations within the communities in the Capital Region. All clinical settings comply with state and federal health and safety regulations.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave., Chicago, Illinois 60611-2678. Graduates are eligible to sit for the National Board Exam for Dental Hygiene and the Clinical Board Exam. All Dental Hygiene students are required to be members of their professional organization: the Student component of the 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-enrichment 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 Procedure

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. Qualified applications received after Feb. 1 will be considered on a space available basis. Applications are accepted for admission into the fall term only and are determined through a qualified selective admission process.

Applicants should mail their applications to the Admissions Office well in advance of the Feb. 1 deadline to assure timely receipt of all materials. For more information, contact the Admissions office. Health insurance, hepatitis B series, varicella vaccinations, and a current medical physical exam in addition to college immunization / health records requirements are required for this program.

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

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

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student's academic transcript indicating the student was dismissed from the Dental Hygiene program.
Students in this program may be subjected to drug testing and criminal background checks at their own expense. Results must be shared with the Department Chairperson and clinical education site and if the clinical site deems the student unfit to attend the site, the student may be unable to complete degree requirements.

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

Dental Hygiene core courses must be taken at Hudson Valley.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, 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 (Application Deadline- 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>**</td>
</tr>
<tr>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

To be licensed as a dental hygienist in New York State you must:

- be of good moral character
- be at least 17 years of age for licensure by examination:
  - be at least 21 years of age for licensure by endorsement
- have satisfactorily practiced for at least two years for licensure by endorsement
- 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.

Total Credits Required: 70

Major Requirements*

*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.

- BIOL 125 Nutrition **Credits: 3**
- BIOL 135 Oral Histology and Embryology **Credits: 2**
- BIOL 136 Anatomy and Physiology **Credits: 4**
- BIOL 205 Microbiology **Credits: 4**
- DHYG 105 Tooth Morphology and Occlusion **Credits: 2**
- DHYG 110 Preventive Dentistry I **Credits: 5**
- DHYG 111 Introduction to Community Dental Services **Credits: 1**
- DHYG 116 Head and Neck Anatomy **Credits: 2**
- DHYG 117 Dental Radiology **Credits: 4**
- DHYG 120 Preventive Dentistry II **Credits: 2**
- DHYG 121 Clinical Dental Hygiene I **Credits: 3**
- DHYG 206 Pathology **Credits: 3**
- DHYG 207 Periodontology **Credits: 2**
- DHYG 208 Dental Materials **Credits: 3**
- DHYG 211 Advanced Community Dental Services **Credits: 2**
- DHYG 216 Oral Care for People Living with Special Needs **Credits: 2**
- DHYG 217 Pharmacology **Credits: 2**
- DHYG 230 Preventive Dentistry III **Credits: 2**
- DHYG 231 Clinical Dental Hygiene II **Credits: 4**
- DHYG 240 Preventive Dentistry IV **Credits: 2**
- DHYG 241 Clinical Dental Hygiene III **Credits: 4**
- ENGL 101 English Composition I **Credits: 3**
- ENGL 120 Communication **Credits: 3**
- ENGL 125 Public Speaking **Credits: 3**
- PSYC 100 General Psychology **Credits: 3**
- SOCL 100 Sociology **Credits: 3**

Total Credits Required: 70

Suggested Course Sequence for Full-Time Study

First Term

- BIOL 135 Oral Histology and Embryology **Credits: 2**
- BIOL 136 Anatomy and Physiology **Credits: 4**
- DHYG 105 Tooth Morphology and Occlusion **Credits: 2**
Term Total: 16

Second Term

- BIOL 125 Nutrition Credits: 3
- DHYG 111 Introduction to Community Dental Services Credits: 1
- DHYG 116 Head and Neck Anatomy Credits: 2
- DHYG 117 Dental Radiology Credits: 4
- DHYG 120 Preventive Dentistry II Credits: 2
- DHYG 121 Clinical Dental Hygiene I Credits: 3
- SOCL 100 Sociology Credits: 3

Term Total: 18

Summer Term

- BIOL 205 Microbiology Credits: 4
- ENGL 120 Communication Credits: 3
  OR
- ENGL 125 Public Speaking Credits: 3

Term Total: 7

Third Term

- DHYG 206 Pathology Credits: 3
- DHYG 207 Periodontology Credits: 2
- DHYG 208 Dental Materials Credits: 3
- DHYG 230 Preventive Dentistry III Credits: 2
- DHYG 231 Clinical Dental Hygiene II Credits: 4

Term Total: 14

Fourth Term

- DHYG 211 Advanced Community Dental Services Credits: 2
- DHYG 216 Oral Care for People Living with Special Needs Credits: 2
- DHYG 217 Pharmacology Credits: 2
- DHYG 240 Preventive Dentistry IV Credits: 2
- DHYG 241 Clinical Dental Hygiene III Credits: 4
- PSYC 100 General Psychology Credits: 3

Term Total: 15

Dental Assisting Certificate

Certificate
HEGIS #5202
Chairperson: Tammy Conway
Fitzgibbons Health Technologies Center, Room 157, (518) 629-7442

This one-year online dental assisting program, accepted by the New York State Education Department, prepares you for entry-level employment within the dental industry and for all requirements to become a New York State Licensed Registered Dental Assistant (RDA).

Dental assistants are directly involved in patient care, such as reducing patient anxiety; taking and developing x-rays; preparing and sterilizing dental instruments; mixing dental materials; and exchanging instruments with the dentist at chairside during procedures.

Other duties as a dental assistant include scheduling appointments; communicating on the phone; coordinating financial arrangements with patients and handling insurance claims.

According to NYS Office of the Professions, a dental assistant must be licensed in order to perform supportive services under the direct supervision of a licensed dentist. Upon receiving Hudson Valley Community College Dental Assistant Certificate of Completion, the graduate may apply for the New York State Professional Dental Assisting (NYPDA) Examination, Radiation Health & Safety (RHS) Exam and Infection Control Exam (ICE). These exams are administered by the Dental Assisting National Board (DANB) to become a New York State Registered Dental Assistant (RDA). Graduates may apply for licensure after completing all of the above requirements; there is an additional fee for the examination and licensure process.

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

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall only</td>
<td>CPR certification for health professionals through the American Heart Association (adult, child and infant CPR).</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 27

**Major Requirements***

*or specific course equivalents as approved by department chairperson.

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

- DAST 105 Dental Anatomy and Embryology Credits: 3 **
- DAST 107 Dental Assisting Radiology Credits: 3 **
- DAST 108 Dental Materials for Dental Assistants Credits: 3 **
- DAST 110 Dental Assisting Clinical Experience I Credits: 2 **
- DAST 111 Dental Assisting I Credits: 5 **
- DAST 115 Oral Hygiene Education and Nutrition Credits: 3
- DAST 118 Dental Office Procedures Credits: 2

Term Total: 15

**Second Term**

- DAST 107 Dental Assisting Radiology Credits: 3
- DAST 108 Dental Materials for Dental Assistants Credits: 3
- DAST 120 Dental Assisting Clinical Experience II Credits: 3
- ENGL 120 Communication Credits: 3
  OR
- ENGL 125 Public Speaking Credits: 3

Term Total: 12

**Health, Physical Education and Exercise Studies Department**

**Exercise Science, A.S.**

**Associate in Science**
HEGIS #5299.30
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

Exercise science is the study of how the body responds to physical activity. Students in the Exercise Science program will study the relationship between exercise and human performance, as well as, the role of physical activity in the promotion of healthy lifestyles. The program of study is designed to provide an effective blend of classroom instruction and practical experience. Upon completion of the degree...
students will be foundationally prepared to sit for national certifications that relate to the fitness industry, as well as transfer on to related fields such as personal training, biomechanics, exercise physiology, exercise nutrition, sports medicine, or occupational therapy.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math and 1 unit of any science</td>
<td>Fall and Spring</td>
<td>Strongly Recommended</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 64

Major Requirements*

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

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

FORM 102 College Forum Credits: (1)**
BIOL 127 Principles of Sports and Exercise Nutrition Credits: 4
BIOL 230 Anatomy and Physiology I Credits: 4
BIOL 270 Anatomy and Physiology I Credits: 4
BIOL 234 Anatomy and Physiology II Credits: 4
BIOL 271 Anatomy and Physiology II Credits: 4
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 125 Public Speaking Credits: 3
EXER 100 Concepts of Exercise Training Credits: 3
EXER 101 Introduction to Exercise Science Credits: 3
EXER 110 Exercise for Special Populations Credits: 3
EXER 200 Fitness Assessment, Evaluation and Program Design Credits: 3
HLTH 152 First Aid Credits: 2
HLTH 160 Personal and Community Health Credits: 3
PHED 280 Introduction to Sports Medicine Credits: 3
PSYC 100 General Psychology Credits: 3
PSYC 225 Sport Psychology Credits: 3
(1) Restricted Mathematics Elective Credits: 3
(2) Restricted American History Elective Credits: 3
(3) Restricted Western Civilization History Elective Credits: 3
(4) Restricted Electives Credits: 6

Restricted Mathematics Elective- MATH 120 Real World Mathematics or higher. Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Science Mathematics" course.

(2) Restricted American History Elective Credits: 3
HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 115 Intro to African-American History Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3

(3) Restricted Western Civilization History Elective Credits: 3
Restricted Western Civilization Elective:
HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 130 Medieval History Credits: 3
HIST 137 History of World War II Credits: 3

(4) Restricted Electives Credits: 6
Restricted Electives: Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, courses must be chosen from the following categories FL, HU, AR or OC.

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term
FORM 102 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3
EXER 101 Introduction to Exercise Science Credits: 3
HLTH 160 Personal and Community Health Credits: 3
PHED/HLTH Electives Credits: 2
Restricted American History Elective Credits: 3

Term Total: 14

Second Term
BIOL 127 Principles of Sports and Exercise Nutrition Credits: 4
ENGL 102 English Composition II Credits: 3

(1) Restricted Mathematics Elective Credits: 3
PHED 280 Introduction to Sports Medicine Credits: 3
Restricted Mathematics Elective Credits: 3
Restricted Western Civilization History Elective Credits: 3
PHED/HLTH Elective Credits: 1

Term Total: 17

Third Term

BIOL 230 Anatomy and Physiology I Credits: 4
OR
BIOL 270 Anatomy and Physiology I Credits: 4
ENGL 125 Public Speaking Credits: 3
EXER 100 Concepts of Exercise Training Credits: 3
EXER 110 Exercise for Special Populations Credits: 3
HLTH 152 First Aid Credits: 2
PHED/HLTH Elective Credits: 1

Term Total: 17

Health and Wellness Studies, A.S.

Associate in Science
HEGIS #5299.30
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

The Health and Wellness Studies degree program identifies and explores the theoretical and practical issues of the field of school and community health education. The Health and Wellness Studies degree assists students interested in preparing for health-related careers including, but not limited to, school health education, community health education and worksite health promotion.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<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>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 $590.

Total Credits Required: 62

Major Requirements*

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

(1) Restricted Mathematics Elective Credits: 3

Fourth Term

BIOL 234 Anatomy and Physiology II Credits: 4
OR
BIOL 271 Anatomy and Physiology II Credits: 4
EXER 200 Fitness Assessment, Evaluation and Program Design Credits: 3
PSYC 100 General Psychology Credits: 3
OR
PSYC 225 Sport Psychology Credits: 3
Restricted Electives Credits: 6
PHED/HLTH Elective Credits: 1

Term Total: 17

FORM 102 College Forum Credits: (1) **

BIOL 125 Nutrition Credits: 3
OR
BIOL 126 General Nutrition Credits: 4
OR
BIOL 128 Sports Nutrition Credits: 3

BIOL 230 Anatomy and Physiology I Credits: 4
OR
BIOL 270 Anatomy and Physiology I Credits: 4

BIOL 234 Anatomy and Physiology II Credits: 4
OR
BIOL 271 Anatomy and Physiology II Credits: 4

ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 125 Public Speaking Credits: 3
EXER 100 Concepts of Exercise Training Credits: 3
HLTH 140 Drug Studies: Intervention and Prevention Credits: 3
HLTH 152 First Aid Credits: 2
HLTH 160 Personal and Community Health Credits: 3
HLTH 200 Foundations of Health Education Credits: 3
HLTH 210 Worksite Health Promotion Credits: 3
SOCL 100 Sociology Credits: 3
(1) Restricted Mathematics Elective Credits: 3
(2) Restricted American History Elective Credits: 3
(3) Restricted Western Civilization Elective Credits: 3
(4) Restricted General Education Elective Credits: 3
(5) Restricted PHED Electives Credits: 4
HLTH/EXER Electives Credits: 6

(1) Restricted Mathematics Elective Credits: 3
Restricted Mathematics Elective - MATH 120 or higher. Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(2) Restricted American History Elective
Credits: 3

Restricted American History Elective:
HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 115 Intro to African-American History Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3

(3) Restricted Western Civilization Elective
Credits: 3

Restricted Western Civilization Elective:
HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 130 Medieval History Credits: 3
HIST 137 History of World War II Credits: 3

(4) Restricted General Education Elective
Credits: 3

Restricted General Education Elective - Course must be designated as "SUNY General Education course" from one of the following categories AR, FL, HU, or OC.

(5) Restricted PHED Electives Credits: 4

Restricted PHED Electives:
PHED 132 Weight Training I Credits: 1
PHED 141 Weight Training/Personal Fitness Credits: 1
PHED 142 Physical Conditioning/Self Defense Credits: 1
PHED 146 Lifetime Fitness and Wellness Credits: 1
PHED 148 Aerobic Boxing Credits: 1
PHED 149 Circuit Fitness Credits: 1
PHED 155 Introduction to Geocaching Credits: 1
PHED 161 Fitness Infusion Credits: 1
PHED 248 Advanced Aerobic Boxing Credits: 1
PHED 250 Physical Fitness Conditioning Credits: 1
PHED 280 Introduction to Sports Medicine Credits: 3

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term
FORM 102 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3
EXER 100 Concepts of Exercise Training Credits: 3
HLTH 160 Personal and Community Health Credits: 3
Restricted Mathematics Elective Credits: 3
Restricted American History Elective Credits: 3

Term Total: 15

Second Term
BIOL 125 Nutrition Credits: 3
OR
BIOL 126 General Nutrition Credits: 4
OR
BIOL 128 Sports Nutrition Credits: 3
ENGL 102 English Composition II Credits: 3
HLTH 140 Drug Studies: Intervention and Prevention Credits: 3
Restricted PHED Elective Credits: 1
Restricted Western Civilization Elective Credits: 3
HLTH/EXER Elective Credits: 3

Term Total: 16

Third Term
BIOL 230 Anatomy and Physiology I Credits: 4
OR
BIOL 270 Anatomy and Physiology I Credits: 4
HLTH 200 Foundations of Health Education Credits: 3
SOCL 100 Sociology Credits: 3
Restricted General Education Elective Credits: 3
HLTH/EXER Elective Credits: 3

Term Total: 16

Fourth Term
BIOL 234 Anatomy and Physiology II Credits: 4
OR
BIOL 271 Anatomy and Physiology II Credits: 4
ENGL 125 Public Speaking Credits: 3
HLTH 152 First Aid Credits: 2
HLTH 210 Worksite Health Promotion Credits: 3
Restricted PHED Elective Credits: 3

Term Total: 15
Physical Education Studies, A.A.

Associate in Arts
HEGIS #5299.30
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

The Physical Education Studies program provides advisement and a comprehensive offering of Physical Education courses for students interested in transferring to a four-year institution for physical education, exercise science, health studies, sports studies or a related area. The Associate in Arts (A.A.) degree in Physical Education Studies is suitable for students whose goals include coaching, teaching, sports medicine, and overall fitness and wellness careers. The program introduces students to the field of Physical Education and provides background knowledge and skills that are important to Physical Education professionals, with courses ranging from health, human anatomy and physiology, sports nutrition, and sports psychology to required SUNY general electives / liberal arts courses.

Specific core courses will address pedagogy, psychology, motor skill and movement abilities as well as health and fitness promotion.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

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

Total Credits Required: 62

Major Requirements*

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

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

FORM 102 College Forum Credits: (1) **

BIOL 119 General Zoology Credits: 4
OR
BIOL 127 Principles of Sports and Exercise Nutrition Credits: 4
OR

BIOL 150 General Biology I Credits: 4
OR
BIOL 151 General Biology II Credits: 4

BIOL 230 Anatomy and Physiology I Credits: 4
OR
BIOL 270 Anatomy and Physiology I Credits: 4

BIOL 234 Anatomy and Physiology II Credits: 4
OR
BIOL 271 Anatomy and Physiology II Credits: 4

ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 125 Public Speaking Credits: 3
HLTH 152 First Aid Credits: 2
PHED 180 Intro to Physical Education Credits: 3

PHED 280 Introduction to Sports Medicine Credits: 3
OR
HLTH 160 Personal and Community Health Credits: 3

PSYC 100 General Psychology Credits: 3
PSYC 200 Child Psychology Credits: 3
SOCL 100 Sociology Credits: 3

HIST 100 Western Civilization and The World I Credits: 3
OR
HIST 101 Western Civilization and The World II Credits: 3
OR

HIST 130 Medieval History Credits: 3
OR
HIST 137 History of World War II Credits: 3
OR
HIST 110 Interpretations of American History I Credits: 3
OR
HIST 111 Interpretations of American History II Credits: 3
OR
HIST 115 Intro to African-American History Credits: 3
OR
HIST 139 Introduction to The Vietnam War Credits: 3

PHED/HLTH Electives Credits: 9
(1) Restricted Math Elective Credits: 3
(2) Restricted Electives Credits: 6

(1) Restricted Math Elective Credits: 3

MATH 120 Real World Mathematics or higher. Course must be designated as both “SUNY General Education Mathematics” and “HVCC Liberal Arts and Sciences Mathematics” course.

(2) Restricted Electives Credits: 6
Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, one of the following SUNY General Education categories must be satisfied: OC, HU, AR or FL.

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

- FORM 102 College Forum **Credits:** (1)
- ENGL 101 English Composition I **Credits:** 3
- HIST 110 Interpretations of American History I **Credits:** 3
  OR
- HIST 111 Interpretations of American History II **Credits:** 3
  OR
- HIST 115 Intro to African-American History **Credits:** 3
  OR
- HIST 139 Introduction to The Vietnam War **Credits:** 3
- PHED 180 Intro to Physical Education **Credits:** 3
- PHED/HLTH Electives **Credits:** 3
- Restricted Math Elective **Credits:** 3

Term Total: 15

Second Term

- BIOL 119 General Zoology **Credits:** 4
  OR
- BIOL 127 Principles of Sports and Exercise Nutrition **Credits:** 4
  OR
- BIOL 150 General Biology I **Credits:** 4
  OR
- BIOL 151 General Biology II **Credits:** 4

- ENGL 102 English Composition II **Credits:** 3

Term Total: 15

Third Term

- BIOL 230 Anatomy and Physiology I **Credits:** 4
  OR
- BIOL 270 Anatomy and Physiology I **Credits:** 4
- ENGL 125 Public Speaking **Credits:** 3
- PSYC 100 General Psychology **Credits:** 3
- Restricted Elective **Credits:** 3
- PHED/HLTH Electives **Credits:** 2

Term Total: 15

Fourth Term

- BIOL 234 Anatomy and Physiology II **Credits:** 4
  OR
- BIOL 271 Anatomy and Physiology II **Credits:** 4
- HLTH 152 First Aid **Credits:** 2
- PSYC 200 Child Psychology **Credits:** 3
- SOCL 100 Sociology **Credits:** 3
- PHED/HLTH Electives **Credits:** 1
- Restricted Elective **Credits:** 3

Term Total: 16

Coaching Certificate

Certificate
HEGIS #5506
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

The Coaching Certificate Program will offer courses that are authorized by the New York State Education Department to meet requirements for coaching certification. In order to help provide a safe environment and successful experience for boys and girls who participate on interschool athletic teams, the State of New York has recommended a certain minimum of requirements in order for a person to be appointed as a coach of an interschool athletic team. This includes all head coaches and assistants for varsity, junior varsity, freshman and junior high (modified) teams of public schools.

In addition to completion of the courses listed below, New Your State Coaching certification requires completion of mandatory...
professional workshops. Please refer to the New York State Education Department website www.p12.nysed.gov/ciai/pe/toolkitdocs/coachingguidelines_07_09.pdf for additional state coaching certification requirements.

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

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fitness Specialist Certificate**

Certificate
HEGIS #5299
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

The Fitness Specialist Certificate Program is designed for students who wish to work in the fitness industry, whether full-time or part-time. The knowledge gained in this program is also valuable to allied health professionals who wish to supplement their services to include exercise prescription. After completion of this certificate program, a student will have the basic educational foundation to sit for professional certification exams through American College of Sports Medicine, American Academy of Health and Fitness Professionals, Cooper Institute, and the National Academy of Sports Medicine. Additionally, students starting out in the certificate program can potentially continue on into our Physical Education Studies degree program or transfer to another institution in a related field. The projected growth in this area is deemed as "faster than average" (20%-28%) according the Department of Labor.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of lab science</td>
<td>Fall and Spring</td>
<td>Social Science, Humanities recommended</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 25

**Total Credits Required: 10**

**Major Requirements***

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

- HLTH 152 First Aid Credits: 2
- SPRT 100 Philosophy, Principles and Organization of Athletics in Education Credits: 3
- SPRT 101 Health Sciences Applied to Coaching Credits: 3
- SPRT 102 Theory and Techniques of Coaching Credits: 2

Total Credits Required: 10

**Major Requirements***

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

- BADM 240 Introduction to Sport Management Credits: 3
- OR
- ENTR 120 Entrepreneurial Process Credits: 3
- BIOL 125 Nutrition Credits: 3
- OR
- BIOL 127 Principles of Sports and Exercise Nutrition Credits: 4
- EXER 100 Concepts of Exercise Training Credits: 3
- EXER 110 Exercise for Special Populations Credits: 3
- EXER 200 Fitness Assessment, Evaluation and Program Design Credits: 3
- HLTH 150 Weight Management Credits: 3
- HLTH 152 First Aid Credits: 2
- PHED 280 Introduction to Sports Medicine Credits: 3
- (1) PHED/HLTH Restricted electives Credits: 3

(1) PHED/HLTH Restricted electives Credits: 3

PHED/HLTH Restricted Electives:

- HLTH 130 Creating Healthy Relationships Credits: 1
- HLTH 131 Stress and Health Credits: 1
- HLTH 135 Self-Improvement Credits: 1
- HLTH 153 Women's Health Issues Credits: 2
- PHED 132 Weight Training I Credits: 1
- PHED 141 Weight Training/Personal Fitness Credits: 1
- PHED 142 Physical Conditioning/Self Defense Credits: 1
PHED 144 Weight Lifting Credits: 1
PHED 146 Lifetime Fitness and Wellness Credits: 1
PHED 148 Aerobic Boxing Credits: 1
PHED 149 Circuit Fitness Credits: 1
PHED 161 Fitness Infusion Credits: 1
PHED 205 Cuing Concepts for Fitness Specialists Credits: 1
PHED 248 Advanced Aerobic Boxing Credits: 1
PHED 250 Physical Fitness Conditioning Credits: 1

Total Credits Required: 25

Suggested Course Sequence for Full-Time Study

First Term

BIOL 125 Nutrition Credits: 3
OR
BIOL 127 Principles of Sports and Exercise Nutrition Credits: 4

Health Sciences Certificate

Certificate
HEGIS #5299
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</td>
<td>Human Biology Recommended</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 25

Second Term

BADM 240 Introduction to Sport Management Credits: 3
OR
ENTR 120 Entrepreneurial Process Credits: 3

EXER 110 Exercise for Special Populations Credits: 3
EXER 200 Fitness Assessment, Evaluation and Program Design Credits: 3
PHED 280 Introduction to Sports Medicine Credits: 3
PHED/HLTH Restricted elective Credits: 1

Term Total: 13

Major Requirements*

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

FORM 108 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3
PSYC 100 General Psychology Credits: 3
(1) Restricted Elective(s) Credits: 4
(2) Restricted Biology Elective Credits: 3
(3) Restricted Chemistry Elective Credits: 0
(4) Restricted English Elective Credits: 3
(5) Restricted Humanities/Social Science Elective Credits: 3
(6) Restricted Math Elective Credits: 3
(7) Restricted Science Elective Credits: 3

(1) Restricted Elective(s) Credits: 4

BRVT 110 Approaches to Death and Dying Credits: 3
EMSP 100 Emergency Medical Technician Basic Credits: 7
HITC 100 Introduction to Medical Office Procedures Credits: 4
HLTH 151 Consumer Health Credits: 2
OR
HLTH 170 Health and Wellness Promotion Credits: 2
HLTH 152 First Aid Credits: 2
ICVT 200 Introduction to Health Care Credits: 2
OR
CMHL 115 Healthcare Ethics Credits: 3
CMHL 110 U.S. Healthcare Credits: 3
RESP 101 Basic Interpretation and Performance of The Electrocardiogram Credits: 2
RESP 105 Phlebotomy Practices Credits: 2

(2) Restricted Biology Elective Credits: 3
BIOL 109 Biology of The Human Organism Credits: 4
BIOL 115 Medical Terminology Credits: 3
BIOL 136 Anatomy and Physiology Credits: 4
BIOL 205 Microbiology Credits: 4
BIOL 270 Anatomy and Physiology I Credits: 4

(3) Restricted Chemistry Elective Credits: 0
CHEM 095 Essentials of Chemistry Credits: 4ND
or any higher-level chemistry course

(4) Restricted English Elective Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 120 Communication Credits: 3
ENGL 125 Public Speaking Credits: 3

(5) Restricted Humanities/Social Science Elective Credits: 3
PSYC 200 Child Psychology Credits: 3
PSYC 205 Developmental Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3
SOCL 100 Sociology Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3
or any foreign language elective

(6) Restricted Math Elective Credits: 3
MATH 110 Intermediate Algebra Credits: 3
or any higher-level math course

(7) Restricted Science Elective Credits: 3
BIOL 109 Biology of The Human Organism Credits: 4
BIOL 125 Nutrition Credits: 3
BIOL 205 Microbiology Credits: 4
BIOL 270 Anatomy and Physiology I Credits: 4
BIOL 271 Anatomy and Physiology II Credits: 4
CHEM 100 General Chemistry/Health Sciences Credits: 4
PHYS 110 Physics for The Health Sciences Credits: 4

Total Credits Required: 25

Worksite Health Promotion Certificate

Certificate
HEGIS #5299
Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

The Worksite Health Promotion certificate is designed to enhance the educational opportunities of students and professionals in the field of health promotion and prevention at the worksite. Effective workplace programs which are health-focused and worker-centered have the potential to significantly benefit employers, employees, their families, and communities. Worksite health promotion has been proven to have a substantial impact on health care costs, absenteeism, workers compensation costs, and productivity.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
</table>

| 1 unit of lab science                      | Fall and Spring | Social Science, Humanities recommended |

Total Credits Required: 24

Major Requirements*

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

BIOL 125 Nutrition Credits: 3
EXER 100 Concepts of Exercise Training Credits: 3
HLTH 131 Stress and Health Credits: 1
HLTH 135 Self-Improvement Credits: 1
HLTH 140 Drug Studies: Intervention and Prevention Credits: 3
HLTH 150 Weight Management Credits: 2
Total Credits Required: 24

Suggested Course Sequence for Full-Time Study

First Term

- BIOL 125 Nutrition Credits: 3
- HLTH 131 Stress and Health Credits: 1

Term Total: 12

Second Term

- EXER 100 Concepts of Exercise Training Credits: 3
- HLTH 135 Self-Improvement Credits: 1

Term Total: 12

Self-Care and Well-Being Micro-credential

Micro-credential
Department Chairperson: Colleen Ferris
McDonough Sports Complex, Room 206, (518) 629-7372

The Self-Care and Well-Being micro-credential aims to explore and encourage the importance of health literacy to promote positive health outcomes, such as fostering resilience, preventing illness and achieving a more balanced, meaningful and wellness-oriented lifestyle. Focusing on your overall sense of well-being and initiating self-care is not a luxury, rather it is an imperative priority.

This micro-credential is stackable and can lead to completed credits in three-degree programs; Health and Wellness A.S, Physical Education A.A. and Exercise Science A.S.

Total Credits Required: 10

Micro-credential Requirements:

- HLTH 130 Creating Healthy Relationships Credits: 1
- HLTH 131 Stress and Health Credits: 1
- HLTH 135 Self-Improvement Credits: 1

Term Total: 10

Human Services and Chemical Dependency Counseling Department

Chemical Dependency Counseling, A.A.S.

Associate in Applied Science
HEGIS #5506
Chairperson: Maryanne C. Pepe
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.

The program does not prepare students for practice outside the regulations of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) as defined by the New York State Office of Alcoholism and Substance Abuse Services (OASAS).

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</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 $630.

Total Credits Required: 61

### Major Requirements*

*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.

CDEP 100 Introduction to Chemical Dependency **Credits: 3**
CDEP 105 Pharmacology and Physiology of Addiction **Credits: 3**
CDEP 200 The Chemical Dependency Treatment Process **Credits: 3**
CDEP 205 Cultural Competence in Addiction Counseling **Credits: 3**
CDEP 250 Chemical Dependency Counseling I **Credits: 4**
CDEP 251 Chemical Dependency Internship **Credits: 4**
CDEP 255 Chemical Dependency Counseling II **Credits: 4**
CDEP 256 Chemical Dependency Internship II **Credits: 4**
ENGL 101 English Composition I **Credits: 3**
ENGL 102 English Composition II **Credits: 3**
ENGL 104 English Composition II: Writing About Literature **Credits: 3**
HUSV 100 Social Service Systems **Credits: 3**
HUSV 105 Human Development and The Family **Credits: 3**
HUSV 200 Interviewing and Techniques of Communication **Credits: 3**
HUSV 205 Introduction to Social Group Work **Credits: 3**
PSYC 100 General Psychology **Credits: 3**
SOCL 100 Sociology **Credits: 3**
Biology Elective **Credits: 3**
Liberal Arts Elective **Credits: 3**
Free Elective **Credits: 3**

Total Credits Required: 61

### Suggested Course Sequence for Full-Time Study

#### First Term

FORM 102 College Forum **Credits: (1)**
CDEP 100 Introduction to Chemical Dependency **Credits: 3**
ENGL 101 English Composition I **Credits: 3**
HUSV 100 Social Service Systems **Credits: 3**
HUSV 105 Human Development and The Family **Credits: 3**
PSYC 100 General Psychology **Credits: 3**
Term Total: 15

Second Term

CDEP 105 Pharmacology and Physiology of Addiction
Credits: 3

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

HUSV 200 Interviewing and Techniques of Communication Credits: 3
Biology Elective Credits: 3
Free Elective Credits: 3

Term Total: 15

Third Term

Human Services, A.A.S.

Associate in Applied Science
HEGIS #5501
Chairperson: Maryanne C. Pepe
Brahan Hall, Room 008, (518) 629-7341

Human Services is a challenging career field that provides the opportunity for helping people with social, behavioral or mental health problems. This two-year program is designed for those interested in working in the fields of developmental disabilities, mental health, adolescent and youth services, gerontology, community services and social welfare.

Applicants are selected and retained on the basis of personal characteristics required for success in this field, as well as an expressed interest in dealing with social problems and working with people. This program provides field experiences in settings such as group homes, social services agencies, homes for older adults, youth care institutions, and public schools. The major equips students for employment in these agencies and also prepares students for transfer to baccalaureate programs. Degree requirements can be fulfilled through evening course offerings.

Students 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>Program Requirements</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math, including GED math</td>
<td>Fall and Spring</td>
<td>70 or above</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Credits Required: 60

Major Requirements*

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

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

*** This requirement may be waived based on department chair approval of completion of a bachelor's degree.

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

FORM 102 College Forum Credits: (1)**
ENGL 101 English Composition I Credits: 3

ENGL 102 English Composition II Credits: 3 ***
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3 ***

HUSV 100 Social Service Systems Credits: 3

Term Total: 17

Fourth Term

CDEP 205 Cultural Competence in Addiction Counseling Credits: 3
CDEP 255 Chemical Dependency Counseling II Credits: 4
CDEP 256 Chemical Dependency Internship II Credits: 4
Lib. Arts Elective Credits: 3

Term Total: 14
HUSV 105 Human Development and The Family Credits: 3 ****
HUSV 109 Orientation to Fieldwork Credits: 1 ****
HUSV 110 Human Service Skills Credits: 3 ****
HUSV 200 Interviewing and Techniques of Communication Credits: 3
HUSV 205 Introduction to Social Group Work Credits: 3
HUSV 240 Professionalism in A Diverse Society Credits: 3
HUSV 250 Human Services Practicum Credits: 8
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3
(1) Biology Elective Credits: 3
(2) Liberal Arts and Sciences Elective Credits: 3
(3) Mathematics Elective Credits: 3
(4) Restricted Electives Credits: 6
Free Electives Credits: 6

(1) Biology Elective Credits: 3
Course must be designated as an “HVCC Liberal Arts and Sciences - Science” course with the BIOL subject code.

(2) Liberal Arts and Sciences Elective Credits: 3
Course must be designated as an “HVCC Liberal Arts and Sciences” course.

(3) Mathematics Elective Credits: 3
Course must be designated as an “HVCC Liberal Arts and Sciences - Mathematics” course and be MATH 120 or above.

(4) Restricted Electives Credits: 6
Any CDEP or HUSV course.

Total Credits Required: 60

Suggested Course Sequence for Full-Time Study

First Term
FORM 102 College Forum Credits: (1)
ENGL 101 English Composition I Credits: 3
HUSV 100 Social Service Systems Credits: 3
HUSV 105 Human Development and The Family Credits: 3
PSYC 100 General Psychology Credits: 3
Biology Elective Credits: 3

Term Total: 15

Second Term
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3
HUSV 109 Orientation to Fieldwork Credits: 1
SOCL 100 Sociology Credits: 3
Mathematics Elective Credits: 3
Restricted Electives Credits: 6

Term Total: 16

Third Term
HUSV 110 Human Service Skills Credits: 3
HUSV 200 Interviewing and Techniques of Communication Credits: 3
HUSV 205 Introduction to Social Group Work Credits: 3
Free Electives Credits: 6

Term Total: 15

Fourth Term
HUSV 240 Professionalism in A Diverse Society Credits: 3
HUSV 250 Human Services Practicum Credits: 8
Liberal Arts and Sciences Elective Credits: 3

Term Total: 14

Human Services, A.S.

Associate in Science
HEGIS #5501
Chairperson: Maryanne C. Pepe
Brahan Hall, Room 008, (518) 629-7341

Human Services is a challenging career field that provides the opportunity for helping people with social, behavioral or mental health problems. This two-year program is designed for those interested in working in the fields of developmental disabilities,
mental health, adolescent and youth services, gerontology, community services and social welfare.

Applicants are selected and retained on the basis of personal characteristics required for success in this field, as well as an expressed interest in dealing with social problems and working with people. This program provides field experiences in settings such as group homes, social services agencies, homes for older adults, youth care institutions, and public schools. The major equips students for employment in these agencies and also prepares students for transfer to baccalaureate programs. Degree requirements can be fulfilled through evening course offerings.

Students 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

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<tr>
<th>Courses</th>
<th>Entry Term</th>
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</tr>
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<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</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 $595.

Total Credits Required: 60

Major Requirements*

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

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

*** 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.

FORM 102 College Forum Credits: (1) **
ENGL 101 English Composition I Credits: 3

ENGL 102 English Composition II Credits: 3 ****
OR

ENGL 125 Public Speaking Credits: 3 ****

HUSV 100 Social Service Systems Credits: 3
HUSV 105 Human Development and The Family Credits: 3 ***
HUSV 109 Orientation to Fieldwork Credits: 1 ***
HUSV 110 Human Service Skills Credits: 3 ***
HUSV 200 Interviewing and Techniques of Communication Credits: 3
HUSV 205 Introduction to Social Group Work Credits: 3
HUSV 240 Professionalism in A Diverse Society Credits: 3
HUSV 250 Human Services Practicum Credits: 8
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3
(1) Science Elective Credits: 3
(2) Mathematics Elective Credits: 3
Human Services or Chemical Dependency Counseling Elective Credits: 3
(3) Restricted Electives Credits: 9
Elective as Advised Credits: 3

(1) Science Elective Credits: 3

Course must be designated as both "SUNY General Education Natural Science" and "HVCC Liberal Arts and Sciences Science" course.

(2) Mathematics Elective Credits: 3

Course must be designated as both "SUNY General Education Mathematics" and "HVCC Liberal Arts and Sciences Mathematics" course.

(3) Restricted Electives Credits: 9

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, three of the following SUNY General Education categories must be satisfied: AH, WC, OC, AR, FL or HU. If all SUNY General Education Requirements are met, one restricted elective may be replaced with a free elective.

Total Credits Required: 60

Disabilities Studies Certificate

Certificate
HEGIS #5501

Chairperson: Maryanne C. Pepe
Brahan Hall Room 008, (518) 629-7341
This program has been deactivated effective Fall 2016 and as such, applications are no longer being accepted.

The Disability 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.

Program Entrance Requirements

<table>
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</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</td>
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</tbody>
</table>

Total Credits Required: 28

Major Requirements*

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

| FORM 102 College Forum Credits: (1) ** |
| ENGL 101 English Composition I Credits: 3 |
| HUSV 115 Perspectives on Disability Credits: 3 |
| OR |
| EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3 |
| HUSV 109 Orientation to Fieldwork Credits: 1 |
| OR |
| Free Elective Credits: 1 |
| PSYC 100 General Psychology Credits: 3 |

(1) Electives as Advised Credits: 12

Students may choose 12 credits from the following:

- ASLN 100 American Sign Language and Deaf Culture I Credits: 3
- ASLN 101 American Sign Language and Deaf Culture II Credits: 3
- CDEP 100 Introduction to Chemical Dependency Credits: 3
- ECCE 213 Early Intervention and Autism in The Young Child Credits: 3
- EDUC 215 Introduction to Assistive Technology Credits: 3
- EDUC 216 Inclusive Learning Designs Credits: 3
- EDUC 217 Technology in The Classroom Credits: 3
- PSYC 210 Abnormal Psychology Credits: 3

Total Credits Required: 28

Suggested Course Sequence for Full-Time Study

First Term

| FORM 102 College Forum Credits: (1) |
| ENGL 101 English Composition I Credits: 3 |
| HUSV 115 Perspectives on Disability Credits: 3 |
| OR |
| EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3 |
| HUSV 109 Orientation to Fieldwork Credits: 1 |
| OR |
| Free Elective Credits: 1 |
| PSYC 100 General Psychology Credits: 3 |
Elective as Advised Credits: 3

Term Total: 13

Second Term

HUSV 110 Human Service Skills Credits: 3
OR
Elective as Advised Credits: 3

Term Total: 15

Advanced Direct Care Knowledge Micro-credential

Micro-credential
Chairperson: Maryanne C. Pepe
Brahan Hall Room 008, (518) 629-7341

The Micro-Credential in Advanced Direct Care Knowledge is the third and final credential being offered for direct care workers. This final credential focuses on special areas of interest for direct care workers based on the populations they serve. The credential allows workers to choose electives to advance their knowledge in specific content areas and current trends related to their work environments. The credential provides advance knowledge in the areas of psychology, mental health, and addictions. Additional content focuses on cultural competency, self-well-being and personal effectiveness. The content is designed to further increase the professional identity of workers while providing them with effective tools to be used as intervention strategies.

Micro-credential Pre-requisite:
PSYC 100 General Psychology is a pre-requisite for the PSYC 200, 210 and 235. Students will have a choice of all three courses as possible electives for completion of the credential.

Total Credits Required: 9

Micro-credential Requirements*

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

HUSV 240 Professionalism in A Diverse Society Credits: 3

(1) Restricted Electives Credits: 6

(1) Restricted Elective Credits: 6

Basic Direct Care Skills Micro-credential

HUSV 105 Human Development and The Family Credits: 3
OR
EDUC 100 Child Development Credits: 3
OR
PSYC 205 Developmental Psychology Credits: 3

Electives as Advised Credits: 9

Term Total: 13

First Term

HUSV 110 Human Service Skills Credits: 3

Restricted Elective Credits: 3

Term Total: 6

Second Term

Restricted Elective Credits: 3

Term Total: 3

Courses fulfilling this requirement:

CDEP 100 Introduction to Chemical Dependency Credits: 3
HUSV 210 Human Sexuality Credits: 3
PSYC 200 Child Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3
PSYC 235 Positive Psychology Credits: 3

Total Credits Required: 9

Suggested Course Sequence

It should be noted that the credential can be completed in less than two terms if the student chooses to take courses on the Hudson Valley campus in addition to the course being offered at Northern Rivers.

First Term

HUSV 240 Professionalism in A Diverse Society Credits: 3

Restricted Elective Credits: 3

Term Total: 6

Second Term

Restricted Elective Credits: 3

Term Total: 3
Micro-credential
Chairperson: Maryanne C. Pepe
Brahan Hall Room 008, (518) 629-7341

The Micro-Credential in Basic Direct Care Skills is intended to provide a core foundation of knowledge for direct care workers in the area of child welfare. Content will help individuals develop an understanding of the impact a client's environment has on their functioning. Family dynamics and a basic understanding of psychological theories are also covered. This micro-credential is the first in a series of three stackable credentials.

Total Credits Required: 10

Micro-credential Requirements*

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

HUSV 100 Social Service Systems Credits: 3
HUSV 105 Human Development and The Family Credits: 3
HUSV 109 Orientation to Fieldwork Credits: 1
PSYC 100 General Psychology Credits: 3

Total Credits Required: 10

Suggested Course Sequence

It should be noted that the credential can be completed in less than three terms if the student chooses to take courses on the Hudson Valley campus in addition to the course being offered at Northern Rivers.

First Term

HUSV 100 Social Service Systems Credits: 3

Term Total: 3

Second Term

HUSV 105 Human Development and The Family Credits: 3
HUSV 109 Orientation to Fieldwork Credits: 1

Term Total: 4

Third Term

PSYC 100 General Psychology Credits: 3

Term Total: 3

CASAC-T Educational Core I Micro-credential

Micro-credential
Chairperson: Maryanne C. Pepe
Brahan Hall Room 008, (518) 629-7341

The CASAC Educational Core I Micro-credential is intended to provide the beginning pre-requisite courses for individuals looking to acquire their CASAC-T and who have an existing degree in a relevant field. Prospective students do not need to be employed in the field.

Content for this micro-credential will help individuals develop working knowledge of the addictions field (CDEP 100 Introduction to Chemical Dependency) and various stages of the family life cycle and family related stressors in our society today (HUSV 105 Human Development and The Family). Additionally, HUSV 205 Introduction to Social Group Work will provide students with an understanding of group dynamics and the ability to acquire and demonstrate their command of required group skills as a facilitator in various settings. Pharmacology and Physiology (CDEP 105 Pharmacology and Physiology of Addiction) provides students with beginning information related to the chemical and physical processes related to abuse and addiction. Further course content also

Total Credits Required: 12

Micro-credential Requirements

CDEP 100 Introduction to Chemical Dependency Credits: 3
CDEP 105 Pharmacology and Physiology of Addiction Credits: 3
HUSV 105 Human Development and The Family Credits: 3
HUSV 205 Introduction to Social Group Work Credits: 3

Total Credits Required: 12

Suggested Course Sequence:
First Term

CDEP 100 Introduction to Chemical Dependency Credits: 3
HUSV 105 Human Development and The Family Credits: 3

Term Total: 6

Second Term

CDEP 105 Pharmacology and Physiology of Addiction Credits: 3
HUSV 205 Introduction to Social Group Work Credits: 3

Term Total: 6

CASAC-T Educational Core II Micro-credential

Micro-credential
Chairperson: Maryanne C. Pepe
Brahan Hall Room 008, (518) 629-7341

The Micro-credential CASAC Core II is the second micro-credential being offered for individuals in the helping professions interested in receiving their CASAC-T. The second credential focuses on advanced skills in chemical dependency treatment and provides students with an internship in an approved OASAS setting and seminar. The internship will consist of 168 hours which can be applied to the required clock hours needed for the CASAC licensing exam. The experience further assists students in developing a professional self while working in the parameters of a licensed treatment facility. Students will further develop skills related to assessments, intakes and treatment planning.

Within the seminar setting, students will be provided supervision related to their field experience. The seminar will provide students with the opportunity for continued self-reflection in their role as a professional helper while providing them with effective tools to be used as intervention strategies.

Micro-credential Pre-requisites

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEP 100 Introduction to Chemical Dependency</td>
<td>Both courses are required pre-requisites, with a grade of &quot;C&quot; or better, in order for students to be eligible for their internship experience.</td>
</tr>
<tr>
<td>HUSV 105 Human Development and The Family</td>
<td></td>
</tr>
</tbody>
</table>

Micro-credential Requirements

Total Credits Required: 11

Total Credits Required: 11

Suggested Course Sequence:

First Term

CDEP 200 The Chemical Dependency Treatment Process Credits: 3
CDEP 250 Chemical Dependency Counseling I Credits: 4
CDEP 251 Chemical Dependency Internship Credits: 4
CDEP 250 & 251 are linked and must be taken concurrently

Term Total: 11

CASAC-T Educational Core III Micro-credential

Micro-credential
Chairperson: Maryanne C. Pepe
Brahan Hall Room 008, (518) 629-7341

The Micro-credential CASAC Core III micro-credential is the third and final credential required for individuals to complete the core educational components by OASAS to receive their CASAC-T. The final credential focuses on special areas of treatment and assessment. A second internship with the successful completion of 168 field hours in an approved OASAS facility and seminar are also required. Additionally this credential focuses on working with diverse populations and understanding the social and cultural norms associated with addictions. Content focuses on developing a foundation for
cultural competence and developing the ability to adjust assessment and treatment planning to cultural characteristics of clients.

Within the seminar setting students will be provided supervision related to their field experience. The seminar will provide students with the continued ability to reflect on their professional roles and personal effectiveness as an addictions counselor. Special attention will also address the importance of self-care in an effort to prevent burn-out in the field.

**Micro-credential Pre-requisites**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEP 250 Chemical Dependency Counseling I</td>
<td>Student must complete CDEP 250/251 with a grade of &quot;C&quot; or better in order to be eligible for CDEP 255/256</td>
</tr>
<tr>
<td>CDEP 251 Chemical Dependency Internship</td>
<td></td>
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</tbody>
</table>

**Total Credits Required: 11**

**Intermediate Direct Care Skills Micro-credential**

**Micro-credential**

**Chairperson:** Maryanne C. Pepe  
**Brahan Hall Room 008, (518) 629-7341**

The Micro-Credential in Intermediate Direct Care Skills is the second in a series of three stackable micro-credentials. The intent of this micro-credential is to build upon the theory and concepts acquired in the Basic Direct Care Skills Micro-Credential. This credential provides skill based knowledge directly related to working with individuals in various helping capacities. Intervention strategies and techniques specific to the adolescent population will be explored and presented in an effort to provide employees with a broader skill base to professionally handle the range of issues presented by children in residential care settings.

**Micro-credential Pre-requisite:**  
**HUSV 109 Orientation to Fieldwork**  
-HUSV 109 is a prerequisite required by the Human Services Department, prior to a student being able to enter HUSV 110 Human Services Skills

**Micro-credential Requirements**

- **CDEP 205 Cultural Competence in Addiction Counseling**  
  **Credits:** 3

- **CDEP 255 Chemical Dependency Counseling II**  
  **Credits:** 4*

- **CDEP 256 Chemical Dependency Internship II**  
  **Credits:** 4*

  * CDEP 255/256 must be taken concurrently

**Total Credits Required:** 11

**Suggested Course Sequence:**

**First Term**

- **CDEP 205 Cultural Competence in Addiction Counseling**  
  **Credits:** 3

- **CDEP 255 Chemical Dependency Counseling II**  
  **Credits:** 4*

- **CDEP 256 Chemical Dependency Internship II**  
  **Credits:** 4*

**Term Total: 11**

**Micro-credential Requirements**

- **HUSV 110 Human Service Skills**  
  **Credits:** 3

- **HUSV 120 Problems of Adolescence**  
  **Credits:** 3

- **HUSV 200 Interviewing and Techniques of Communication**  
  **Credits:** 3

- **HUSV 205 Introduction to Social Group Work**  
  **Credits:** 3

**Total Credits: 12**

**Suggested Course Sequence**

It should be noted that the credential can be completed in less than four terms if the student chooses to take courses on the Hudson Valley campus in addition to the course being offered at NorthernRivers.

**First Term**

- **HUSV 110 Human Service Skills**  
  **Credits:** 3

**Term Total: 3**
Second Term

HUSV 120 Problems of Adolescence Credits: 3

Term Total: 3

Third Term

Fourth Term

HUSV 200 Interviewing and Techniques of Communication Credits: 3

Term Total: 3

Medical Imaging Department

Radiologic Technology, A.A.S.

Associate in Applied Science
HEGIS #5207
Chairperson: Margaret Ewart Zapp
Brahm 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 winter term 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.

The Radiologic Technology program is accredited by:
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
e-mail: mail@jrcert.org

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 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 readmission. All decisions will be based upon an individual student review process. Readmission will require students to successfully repeat previous clinical, practicum and/or academic courses that faculty require. In addition, if a student is dismissed from the program, the student may be required to provide evidence of growth in necessary areas as identified by the faculty at the time of dismissal. Dismissed students must reapply under the program's current admission procedure.
Once a student has been readmitted to a program, core curricular courses must be completed in term sequence without interruption. Any student who misses a term may not be permitted to continue in the program.

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student's academic transcript indicating the student was dismissed from the 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math, biology and chemistry or physics w/labs (75 or above for Regents exam or 85 or above for non-Regents in each course)</td>
<td>Fall only (Application Deadline-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>
</tbody>
</table>

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $1,045.

Total Credits Required: 70

Major Requirements*

*or specific course equivalents as approved by Department Chairperson.

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

Note: There is a required winter semester and two required summer semesters for this program. The XRAY 116 spring semester and XRAY 206 fall semester courses begin one week prior to the start of the semester. Tuition for these courses must be paid in full prior to the start of the course.

BIOL 270 Anatomy and Physiology I | Credits: 4
BIOL 271 Anatomy and Physiology II | Credits: 4
ENGL 101 English Composition | Credits: 3
ENGL 102 English Composition II | Credits: 3
PSYC 100 General Psychology | Credits: 3
XRAY 102 Radiographic Positioning I | Credits: 3 **
XRAY 104 Radiographic Image Production and Evaluation I | Credits: 3 **
XRAY 106 Clinical Education I | Credits: 4 **
XRAY 112 Radiographic Positioning II | Credits: 3 **
XRAY 114 Radiographic Image Production and Evaluation II | Credits: 3 **
XRAY 116 Clinical Education II | Credits: 5 **
XRAY 126 Clinical Education III | Credits: 7
XRAY 200 Radiological Health | Credits: 3 **
XRAY 202 Advanced Radiographic Procedures I | Credits: 2 **
XRAY 206 Clinical Education IV | Credits: 6 **
XRAY 212 Advanced Radiographic Procedures II | Credits: 2 **
XRAY 216 Clinical Education V | Credits: 6 **
XRAY 240 Introduction to CT and Cross-Sectional Anatomy | Credits: 3 **

(1) Restricted Math Elective: 3

MATH 110 Intermediate Algebra | Credits: 3
MATH 120 Real World Mathematics | Credits: 3
MATH 132 Math for Health Science | Credits: 4
MATH 135 Elementary Statistics | Credits: 4
MATH 150 College Algebra with Trigonometry | Credits: 4
MATH 170 Precalculus | Credits: 4

Total Credits Required: 70

Suggested Course Sequence for Full-Time Study

First Term

BIOL 270 Anatomy and Physiology I | Credits: 4
Diagnostic Cardiac Sonography Certificate

Diagnostic Cardiac Sonography 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. Diagnostic Cardiac Sonography 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.

The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org 9355 – 113TH St. N, #7709, Seminole, FL 33775, (727)-210-2350) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (https://www.jrcdms.org 6021 University Blvd #500, Ellicott City, MD 21043 (443)973-3251).

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

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must have a minimum of an associate's degree and credentials 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</td>
<td>Fall only</td>
<td>College level courses mandated: 8 credits human anatomy and physiology (courses must have been taken within seven years of admittance); 3 credits algebra, statistics or higher level; 4 credits physics and/or radiographic physics; 3 credits English such as composition or public speaking. Allied health programs may include: Invasive Cardiovascular Technology.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Total Credits Required: 44**

**Major Requirements**

*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 Diagnostic Cardiac Sonography course offered.

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

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

ECH0 252 Echocardiography Principles and Instrumentation **Credits: 3**
ECH0 254 Echocardiography I **Credits: 3**
ECH0 256 Anatomy and Physiology of The Heart **Credits: 2**
ECH0 258 Echocardiography Clinic I **Credits: 8**
ECH0 266 Echocardiography II **Credits: 3**
ECH0 268 Echocardiography Clinic II **Credits: 8**
ECH0 278 Echocardiography Clinic III **Credits: 13**
SON0 262 Sonography Physics **Credits: 4**

**Total Credits Required: 44**

**Suggested Course Sequence for Full-Time Study**

**First Term**

ECH0 252 Echocardiography Principles and Instrumentation **Credits: 3**
ECH0 254 Echocardiography I **Credits: 3**
ECH0 256 Anatomy and Physiology of The Heart **Credits: 2**
ECH0 258 Echocardiography Clinic I **Credits: 8**

**Term Total: 16**

**Winter**
Two 40 hour weeks in clinic (part of ECHO 258)

Second Term

ECHO 266 Echocardiography II Credits: 3
ECHO 268 Echocardiography Clinic II Credits: 8
SONO 262 Sonography Physics Credits: 4

Term Total: 15

Summer Term

ECHO 278 Echocardiography Clinic III Credits: 13

Term Total: 13

Diagnostic Medical Sonography Certificate

Certificate
HEGIS #5207
Chairperson: Margaret Ewart Zapp
Brahans 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.

The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org 9355 – 113TH St. N, #7709, Seminole, FL 33775, (727)-210-2350) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (https://www.jrcdms.org 6021 University Blvd #500, Ellicott City, MD 21043 (443)973-3251)

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

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

Students who are dismissed from Health Science Programs at Hudson Valley or other institutions due to inappropriate or dangerous clinical behavior and/or personal misconduct during patient interactions will not be allowed admission to any Hudson Valley Health Science program or Health Science course with a clinical component. A notation will be placed on the student’s academic transcript indicating the student was dismissed from the 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must have a minimum of an associate’s degree</td>
<td>Fall only</td>
<td>College level courses mandated: 8 credits human</td>
<td>N/A</td>
</tr>
</tbody>
</table>
and credentials 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 "C" or higher in the additional college level entrance requirements.

Allied health programs may include: Invasive Cardiovascular Technology, Polysomnography, Radiologic Technology, Respiratory Therapy, RN, OTA, PTA, MD or DO.

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

Total Credits Required: 48

Major Requirements*

*A grade of "C" or better is required for program completion and for entrance into the next Diagnostic Medical Sonography course offered.

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

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

SONO 252 Sonography Concepts and Physical Instrumentation Credits: 3 *
SONO 254 Cross Sectional Anatomy of Abdomen Credits: 3 *

Mortuary Science Department

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

Successful completion of the Mortuary Science degree program entitles the student to sit for the national board examination and/or a state board. The Mortuary Science degree program at Hudson Valley Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097; (816) 233-3747; www.abfse.org. The program is approved and registered with the New York State Department of Health.

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.

Students are required to take the National Board Examination within one semester (including summer) of completion of all courses required for the Mortuary Science degree 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 website.

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.

State Licensure Notice

All applicants must meet the legal and educational requirements prescribed by the laws of the state in which they intend to practice. Review the different state requirements for the most up to date information. Below are list of the New England and Northeast states with their respective state licensure links. Disclosure of the intended State of Licensure is the responsibility of the student.

New York: https://www.health.ny.gov/professionals/funeral_director/
Rhode Island: https://www.oplc.nh.gov/funeral/licensing.htm
Vermont: https://sos.vermont.gov/All_Licensing_Boards_Requirements_Link

Admission Procedures

Admission to the Mortuary Science 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 a candidate for admission. Qualified applications received after Feb. 1 will be considered on a space available basis. Applications are accepted for admission into the fall term only and are determine through a qualified selective admission process.

Applicants should mail their applications to the Admissions Office well in advance of the Feb. 1 deadline to assure receipt of all materials. For more information, contact the Admissions Office.

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

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 degree 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.

Program Learning Outcomes

2.1.1 Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.

2.1.2 Identify standards of ethical conduct in funeral service practice.

2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.

2.1.4 Apply principles of public health and safety in the handling and preparation of human remains.

2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.

2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.

2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.

2.1.8 Describe methods to address the grief-related needs of the bereaved.

2.1.9 Explain management skills associated with operating a funeral establishment.

2.1.10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

ACTG 100, BADM 110, BADM 200, MTSC 134, 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
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</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of equivalent academic math, biology and chemistry w/labs (a grade of &quot;B&quot; or better in each course; courses must have been taken within five years) OR HVCC BIOL 109 Biology of The Human Organism and HVCC CHEM 095 Essentials of Chemistry (a grade of &quot;B&quot; or better in each course; courses must have been taken within five years)</td>
<td>Fall only</td>
<td>Social science electives recommended.</td>
<td>80 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 $605.

Total Credits Required: 70

Major Requirements*

*or specific course equivalents as approved by Department Chairperson.
**A grade of "B" or better in selected MTSC courses is required for program completion.

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

ACTG 100 Applied Accounting Credits: 3 ***
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3 ***
BADM 200 Business Communications Credits: 3 ***
CMPT 101 Computer Concepts and Applications I Credits: 3 ***
ENGL 101 English Composition I Credits: 3 ***
ENGL 102 English Composition II Credits: 3 ***
ENGL 115 Library Skills for Research Credits: 1 ***
ENGL 125 Public Speaking Credits: 3 ***
MTSC 100 Funeral Service Orientation Credits: 1 **
MTSC 105 Burial Customs Credits: 3 **
MTSC 120 Hygiene and Sanitary Science Credits: 3 **
MTSC 130 Embalming Theory and Practice I Credits: 4 **
MTSC 134 Anatomy Credits: 4 **
MTSC 207 Funeral Service Grief and Counseling Credits: 3 **
MTSC 210 Funeral Service Management Credits: 2 **
MTSC 215 Funeral Directing and Merchandising Credits: 4 **
MTSC 220 Pathology Credits: 3 **
MTSC 225 Restorative Art Credits: 4 **
MTSC 226 Color and Cosmetics Credits: 2 **
MTSC 230 Embalming Theory and Practice II Credits: 4 **
MTSC 250 Pre-Professional Mortuary Seminar Credits: 2 **
MTSC 270 Mortuary Law Credits: 3 **
PSYC 100 General Psychology Credits: 3 ***
SOCL 100 Sociology Credits: 3 ***
OR
SOCL 120 Cultural Diversity in American Society Credits: 3 ***

Total Credits Required: 70

Suggested Course Sequence for Full-Time Study

**First Term**

CMPT 101 Computer Concepts and Applications I Credits: 3
ENGL 101 English Composition I Credits: 3

**Bereavement Studies Certificate**

Certificate
HEGIS #5299.20
Chairperson: Lori Q. Purcell

Bereavement Studies Certificate

ENGL 115 Library Skills for Research Credits: 1
MTSC 100 Funeral Service Orientation Credits: 1
MTSC 105 Burial Customs Credits: 3
MTSC 134 Anatomy Credits: 4
PSYC 100 General Psychology Credits: 3

Term Total: 18

**Second Term**

BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 200 Business Communications Credits: 3
ENGL 102 English Composition II Credits: 3
MTSC 120 Hygiene and Sanitary Science Credits: 3
MTSC 130 Embalming Theory and Practice I Credits: 4
MTSC 226 Color and Cosmetics Credits: 2

Term Total: 18

**Third Term**

MTSC 207 Funeral Service Grief and Counseling Credits: 3
MTSC 210 Funeral Service Management Credits: 2
MTSC 220 Pathology Credits: 3
MTSC 225 Restorative Art Credits: 4
MTSC 230 Embalming Theory and Practice II Credits: 4

Term Total: 16

**Fourth Term**

ACTG 100 Applied Accounting Credits: 3
ENGL 125 Public Speaking Credits: 3
MTSC 215 Funeral Directing and Merchandising Credits: 4
MTSC 230 Embalming Theory and Practice II Credits: 4
MTSC 250 Pre-Professional Mortuary Seminar Credits: 2
MTSC 270 Mortuary Law Credits: 3
SOCL 100 Sociology Credits: 3
OR
SOCL 120 Cultural Diversity in American Society Credits: 3

Term Total: 18

Fitzgibbons Health Technologies Center, Room 011, (518) 629-7334
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.

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education (ABFSE). Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE-accredited program is required.

**Program Entrance Requirements**

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Fall and Spring</td>
<td>Social science electives recommended.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 30

**Major Requirements***

*or specific course equivalents as approved by department chairperson.

- BRVT 110 Approaches to Death and Dying **Credits: 3**
- BRVT 120 Cross Cultural and Religious Perspectives for Bereavement **Credits: 3**
- BRVT 200 Psychology of Grief **Credits: 3**
- BRVT 210 Contemporary Concepts in Bereavement **Credits: 3**
- BRVT 220 Advanced Bereavement Studies **Credits: 3**
- PSYC 100 General Psychology **Credits: 3**
- PSYC 205 Developmental Psychology **Credits: 3**
- PSYC 270 Social Psychology **Credits: 3**
- SOCL 120 Cultural Diversity in American Society **Credits: 3**

Total Credits Required: 30

**Suggested Course Sequence for Full-Time Study**

**First Term**

- BRVT 110 Approaches to Death and Dying **Credits: 3**
- BRVT 120 Cross Cultural and Religious Perspectives for Bereavement **Credits: 3**
- BRVT 210 Contemporary Concepts in Bereavement **Credits: 3**
- BRVT 205 Funeral Service Counseling **Credits: 3**
- PSYC 100 General Psychology **Credits: 3**

Term Total: 15

**Second Term**

- BRVT 200 Psychology of Grief **Credits: 3**
- BRVT 220 Advanced Bereavement Studies **Credits: 3**
- PSYC 205 Developmental Psychology **Credits: 3**
- PSYC 270 Social Psychology **Credits: 3**
- SOCL 120 Cultural Diversity in American Society **Credits: 3**

Term Total: 15

**Nursing and Surgical Technology Department**

**Nursing, A.A.S.**

**Associate in Applied Science**
HEGIS #5208.10
Chairperson: Jodi Dorrough
Fitzgibbons Health Technologies Center, 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.

The Nursing program is accredited by the Accreditation Commission for Education in Nursing*. 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 failure or withdrawal.

All students are responsible for providing their own transportation to the college and health agencies.

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.

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.

One-Year Advanced Option

The One-Year Advanced Option is offered to qualified students. Students are able to complete the Nursing A.A.S. program in 12 months by utilizing a summer start and more stringent program entrance requirements.

Weekend Option

The Weekend Option is offered to qualified students. Students are able to complete the Nursing A.A.S. program in the traditional 2-year period by meeting more stringent program entrance requirements.

Please note: for the Weekend option, students must be available from 5 p.m.-10 p.m. on Friday, 7 a.m. to 11:30 p.m. on Saturday and Sunday in order to meet program objectives.

Accreditation

*Accreditation Commission for Education in Nursing
3343 Peachtree Rd NE, Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020

Admission Procedures

General 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.

Additional Procedures for One-Year Advanced Option

Due to the summer start, students interested in applying for financial aid will be required to file two (2) Free Applications for Federal Student Aid (FAFSA) to gain admission to the One-Year Advanced Option. Students should consider whether or not they will have awarded financial aid funds for the One-Year Advanced Option.

Due to the rigor and time commitment to complete the One-Year Advanced Option, students are strongly encouraged not to have outside employment.

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

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

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

A published set of Guidelines for Selective Admission highlights the criteria used to evaluate candidates. This is a very competitive program. For those students not selected, they will be advised to choose another option or reapply in the future.

All applicants accepted into the Nursing Program must be able to meet the Department's technical standards.

The following courses must have been taken within five years with a grade of "C" or better in order to be applicable toward this degree program:

- **BIOL 205 Microbiology**
- **BIOL 270 Anatomy and Physiology I & BIOL 271 Anatomy and Physiology II**
- **PSYC 205 Developmental Psychology**
- **PSYC 210 Abnormal Psychology**

### Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>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. For 1-year advanced and weekend options: All additional option-specific courses required for admission must be completed within five years with a grade of &quot;C&quot; or better.</td>
<td>Regents Diploma: 75 or above or Non-Regents Diploma: 85 or above</td>
</tr>
<tr>
<td>BIOL 205 Microbiology, BIOL 270 Anatomy and Physiology I, BIOL 271 Anatomy and Physiology II, ENGL 101 English Composition I, ENGL 102 English Composition</td>
<td>Summer for 1-year advanced option only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall only for weekend option</td>
<td>Fall only for weekend option</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 $910. Special lab fees are approximately $3,000.

**Total Credits Required: 64**

**Major Requirements**

*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 "P" is required for program completion and for entrance into the next Nursing course offered.

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

- BIOL 205 Microbiology **Credits: 4**
- BIOL 270 Anatomy and Physiology **Credits: 4**
- BIOL 271 Anatomy and Physiology II **Credits: 4**
- CMHL 115 Healthcare Ethics **Credits: 3**
- ENGL 101 English Composition I **Credits: 3**
- ENGL 102 English Composition II **Credits: 3**
- NURS 100 Foundations of Nursing **Credits: 1**
- NURS 101 Nursing I **Credits: 4**
- NURS 102 Nursing II **Credits: 6**
NURS 105 Bridging Education and Practice Simulation I  
Credits: 1 ***
NURS 106 Bridging Education and Practice Simulation II  
Credits: 1 ***
NURS 201 Nursing III Credits: 10 **
NURS 202 Nursing IV Credits: 9 **
NURS 205 Bridging Education and Practice Simulation III  
Credits: 1 ***
NURS 206 Bridging Education and Practice Simulation IV  
Credits: 1 ***
PSYC 100 General Psychology Credits: 3 ****
PSYC 205 Developmental Psychology Credits: 3 ****
PSYC 210 Abnormal Psychology Credits: 3 ****

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term

BIOL 205 Microbiology Credits: 4  
BIOL 270 Anatomy and Physiology I Credits: 4  
ENGL 101 English Composition I Credits: 3  
NURS 100 Foundations of Nursing Credits: 1  
NURS 101 Nursing I Credits: 4  
NURS 105 Bridging Education and Practice Simulation I  
Credits: 1

Term Total: 17

Second Term

BIOL 271 Anatomy and Physiology II Credits: 4  
ENGL 102 English Composition II Credits: 3  
NURS 102 Nursing II Credits: 6  
NURS 106 Bridging Education and Practice Simulation II  
Credits: 1  
PSYC 100 General Psychology Credits: 3

Term Total: 17

Third Term

NURS 201 Nursing III Credits: 10  
NURS 205 Bridging Education and Practice Simulation III  
Credits: 1  
PSYC 205 Developmental Psychology Credits: 3  
PSYC 210 Abnormal Psychology Credits: 3

Term Total: 17

Fourth Term

CMHL 115 Healthcare Ethics Credits: 3  
NURS 202 Nursing IV Credits: 9  
NURS 206 Bridging Education and Practice Simulation IV  
Credits: 1

Term Total: 13

Suggested Course Sequence for Part-Time Study

First Term

ENGL 101 English Composition I Credits: 3  
PSYC 100 General Psychology Credits: 3

Term Total: 6

Second Term

CMHL 115 Healthcare Ethics Credits: 3  
ENGL 102 English Composition II Credits: 3

Term Total: 6

Third Term

BIOL 205 Microbiology Credits: 4  
BIOL 270 Anatomy and Physiology I Credits: 4

Term Total: 8

Fourth Term

BIOL 271 Anatomy and Physiology II Credits: 4  
PSYC 205 Developmental Psychology Credits: 3

Term Total: 7

Fifth Term

NURS 100 Foundations of Nursing Credits: 1  
NURS 101 Nursing I Credits: 4  
NURS 105 Bridging Education and Practice Simulation I  
Credits: 1  
PSYC 210 Abnormal Psychology Credits: 3

Term Total: 9
Sixth Term

NURS 102 Nursing II Credits: 6
NURS 106 Bridging Education and Practice Simulation II
Credits: 1

Term Total: 7

Seventh Term

NURS 201 Nursing III Credits: 10
NURS 205 Bridging Education and Practice Simulation III
Credits: 1

Term Total: 11

Eighth Term

NURS 202 Nursing IV Credits: 9
NURS 206 Bridging Education and Practice Simulation IV
Credits: 1

Term Total: 10

Suggested Sequence for One-Year Advanced Option

Students complete the following program requirements prior to admission:

BIOL 205 Microbiology
BIOL 270 Anatomy and Physiology I
BIOL 271 Anatomy and Physiology II
ENGL 101 English Composition I
ENGL 102 English Composition II
PSYC 100 General Psychology

First Term (Summer)

Will span entire summer term:
NURS 100 Foundations of Nursing Credits: 1
Session One:
NURS 101 Nursing I Credits: 4
NURS 105 Bridging Education and Practice Simulation I
Credits: 1
Session Two:
NURS 102 Nursing II Credits: 6
NURS 106 Bridging Education and Practice Simulation II
Credits: 1

Term Total: 13

Second Term (Fall)

NURS 201 Nursing III Credits: 10
NURS 205 Bridging Education and Practice Simulation III
Credits: 1
PSYC 205 Developmental Psychology Credits: 3
PSYC 210 Abnormal Psychology Credits: 3

Term Total: 17

Third Term (Spring)

CMHL 115 Healthcare Ethics Credits: 3
NURS 202 Nursing IV Credits: 9
NURS 206 Bridging Education and Practice Simulation IV
Credits: 1

Term Total: 13

Suggested Course Sequence For Weekend Option:

Students complete the following program requirements prior to admission:

BIOL 205 Microbiology
BIOL 270 Anatomy and Physiology I
BIOL 271 Anatomy and Physiology II
ENGL 101 English Composition I
ENGL 102 English Composition II
PSYC 100 General Psychology
PSYC 205 Developmental Psychology
PSYC 210 Abnormal Psychology

First Term (Fall)

CMHL 115 Healthcare Ethics Credits: 3
NURS 100 Foundations of Nursing Credits: 1
NURS 101 Nursing I Credits: 4
NURS 105 Bridging Education and Practice Simulation I
Credits: 1

Term Total: 9

Second Term (Spring)

NURS 102 Nursing II Credits: 6
NURS 106 Bridging Education and Practice Simulation II
Credits: 1

Term Total: 7
The A.A.S. in Surgical Technology degree program will provide the professional skills, knowledge and attitude required for a career in health care. This program introduces the student to the theory and practice of Surgical Technology and Perioperative practice in the classroom, laboratory and actual clinical setting. Students are prepared to function as a professional member of the surgical team by demonstrating knowledge of aseptic techniques, surgical procedures and instrumentation. The learning environment for students facilitates the development of knowledge, skills and values for professional development. Pending: This program has applied for initial accreditation by the Commission of Accreditation of Allied Health Education Programs (CAAHEP).

This program can be completed in a standard two-year format or accelerated format. Please scroll down to see suggested course sequences for each format.

Program Goal: To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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

Once a student has been 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.

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

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by department chairperson.

**Students must meet and achieve a minimum grade of "C" in...
all degree required courses. Students must achieve a grade of "C" or better in all science and Surgical Technology courses in order to advance to the next Surgical Technology course.

ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
BIOL 205 Microbiology Credits: 4
BIOL 270 Anatomy and Physiology I Credits: 4
BIOL 271 Anatomy and Physiology II Credits: 4
PSYC 100 General Psychology Credits: 3
PSYC 205 Developmental Psychology Credits: 3
SURG 101 Surgical Technology I - Fundamentals for Surgical Technology Credits: 8
SURG 102 Surgical Technology II - Principles of Surgical Technology Credits: 10
SURG 201 Surgical Technology III Credits: 4
SURG 202 Surgical Technology IV Credits: 12
Humanities Elective Credits: 3
(1) Mathematics Elective Credits: 3

Total Credits Required: 64

Suggested Course Sequence for Accelerated Study

Please note: Students will need to consider whether or not they will have awarded financial aid funds remaining from the previous fall and spring semesters to apply toward the summer term.

First Fall Term

BIOL 270 Anatomy and Physiology I Credits: 4
ENGL 101 English Composition I Credits: 3
SURG 101 Surgical Technology I - Fundamentals for Surgical Technology Credits: 8
Math Elective Credits: 3

Term Total: 18

Spring Term

BIOL 271 Anatomy and Physiology II Credits: 4
PSYC 100 General Psychology Credits: 3
SURG 102 Surgical Technology II - Principles of Surgical Technology Credits: 10

Term Total: 17

Summer Term

BIOL 205 Microbiology Credits: 4
PSYC 205 Developmental Psychology Credits: 3
SURG 201 Surgical Technology III Credits: 4
Humanities Elective Credits: 3

Term Total: 14

Second Fall Term

ENGL 102 English Composition II Credits: 3
SURG 202 Surgical Technology IV Credits: 12

Term Total: 15

Suggested Course Sequence for Full-Time Study

First Term

BIOL 270 Anatomy and Physiology I Credits: 4
ENGL 101 English Composition I Credits: 3
SURG 101 Surgical Technology I - Fundamentals for Surgical Technology Credits: 8
Math Elective Credits: 3

Term Total: 18

Second Term

BIOL 271 Anatomy and Physiology II Credits: 4
PSYC 100 General Psychology Credits: 3
SURG 102 Surgical Technology II - Principles of Surgical Technology Credits: 10

Term Total: 17

Third Term

BIOL 205 Microbiology Credits: 4
PSYC 205 Developmental Psychology Credits: 3
SURG 201 Surgical Technology III Credits: 4
Humanities Elective Credits: 3

Term Total: 14

Fourth Term
School of Science, Technology, Engineering and Math (STEM)

Applied Technologies Department

Automotive Management, A.A.S.

Associate in Applied Science
HEGIS #5306
Department Chairperson: Christopher McNally, Ph.D.
Williams Hall, Room 126, (518) 629-7275

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 technology 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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</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.

Total Credits Required: 63

Major Requirements*

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 104 College Forum</td>
<td>(1) **</td>
</tr>
<tr>
<td>AUTO 120 Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 125 Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 140 Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 145 Passenger Car Chassis I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 220 Alternative Fuels</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 235 Automotive Electronics</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 245 Passenger Car Chassis II</td>
<td>3</td>
</tr>
<tr>
<td>BADM 110 Legal and Ethical Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BADM 110 (Business Law I)</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 260 Business Management</td>
<td>3</td>
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<tr>
<td>OR</td>
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</tr>
<tr>
<td>BADM 207 Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>(1) Business Electives</td>
<td>6</td>
</tr>
<tr>
<td>(2) Mathematics Electives</td>
<td>6</td>
</tr>
<tr>
<td>(3) Restricted English Elective</td>
<td>3</td>
</tr>
<tr>
<td>(4) Liberal Art Electives</td>
<td>9</td>
</tr>
<tr>
<td>(5) Technical Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

(1) Business Electives Credits: 6

Recommend:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MKTG 120 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
</tbody>
</table>
CMPT 101 Computer Concepts and Applications I  
Credits: 3

(2) Mathematics Electives Credits: 6

Recommend MATH 150 and MATH 165 for transfer.

MATH 105 Applied Technical Mathematics I Credits: 3  
MATH 106 Applied Technical Mathematics II Credits: 3  
MATH 110 Intermediate Algebra Credits: 3  
MATH 150 College Algebra with Trigonometry Credits: 4  
MATH 165 Basic Calculus with Analytic Geometry Credits: 4

(3) Restricted English Elective Credits: 3

Students may choose from:

ENGL 102 English Composition II Credits: 3  
ENGL 104 English Composition II: Writing About Literature Credits: 3  
ENGL 125 Public Speaking Credits: 3

(4) Liberal Art Electives Credits: 9

Recommend:

PSYC 100 General Psychology Credits: 3  
SOC 100 Sociology Credits: 3  
ECON 100 Principles of Macroeconomics Credits: 3

(5) Technical Elective Credits: 3

Students may choose from:

AUTO 200 America On Wheels Credits: 3  
OR  
AUTO 250 Diesel Engines Credits: 3

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

**Automotive Technical Services - Autobody Repair, A.O.S.**
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 Autobody 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>
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<tr>
<th>Courses</th>
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<th>Special Notes</th>
<th>H.S. Average</th>
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<tbody>
<tr>
<td>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>
</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.

Total Credits Required: 60

Major Requirements*

*or specific course equivalents as approved by the Department Chairperson.

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

FORM 101 College Forum **Credits: (1)**

AUBR 160 Body Mechanical **Credits: 4**

OR

AUTO 120 Engines **Credits: 6**

AND

AUTO 245 Passenger Car Chassis II **Credits: 3**

AUBR 225 Frame Underbody Repair **Credits: 6**

AUBR 228 Panel Straightening **Credits: 3**

AUBR 230 Non-Structural Collision Repair Laboratory I **Credits: 6**

AUBR 235 Collision Repair Laboratory II **Credits: 6**

AUBR 236 Collision Repair Laboratory III **Credits: 3**

AUBR 240 Automotive Refinishing I **Credits: 4**

AUBR 245 Automotive Refinishing II **Credits: 6**

AUBR 250 Estimating Autobody Repairs **Credits: 3**

AUBR 265 Basic Automotive Welding **Credits: 3**

AUTO 125 Automotive Electricity **Credits: 4**

AUTO 145 Passenger Car Chassis I **Credits: 3**

AUTO 200 America On Wheels **Credits: 3**

AUTO 260 Business Management **Credits: 3**

OR

BADM 207 Organization and Management **Credits: 3**

Restricted Mathematics Elective **Credits: 3**

(1) Restricted Mathematics Elective Credits: 3

MATH 105 Applied Technical Mathematics I **Credits: 3**

MATH 106 Applied Technical Mathematics II **Credits: 3**

MATH 110 Intermediate Algebra **Credits: 3**

MATH 150 College Algebra with Trigonometry **Credits: 4**

MATH 165 Basic Calculus with Analytic Geometry **Credits: 4**

MATH 170 Precalculus **Credits: 4**

MATH 180 Calculus I **Credits: 4**

MATH 190 Calculus II **Credits: 4**

MATH 210 Calculus III: Multivariable Calculus with Linear Algebra **Credits: 4**

MATH 220 Calculus IV: Differential Equations **Credits: 4**

Total Credits Required: 60

Suggested Course Sequence for Full-Time Study

First Term

FORM 101 College Forum **Credits: (1)**

AUBR 160 Body Mechanical **Credits: 4**

OR

AUTO 120 Engines **Credits: 6**

AND

AUTO 245 Passenger Car Chassis II **Credits: 3**

AUBR 240 Automotive Refinishing I **Credits: 4**

AUTO 125 Automotive Electricity **Credits: 4**

Restricted Mathematics Elective **Credits: 3**
Term Total: 15

Second Term

AUBR 245 Automotive Refinishing II Credits: 6
AUBR 250 Estimating Autobody Repairs Credits: 3
AUTO 145 Passenger Car Chassis I Credits: 3
AUTO 200 America On Wheels Credits: 3

Term Total: 15

Third Term

AUBR 225 Frame Underbody Repair Credits: 6
AUBR 228 Panel Straightening Credits: 3

Automotive Technical Services, A.O.S.

Associate in Occupational Studies
HEGIS #5306
Department Chairperson: Christopher McNally, Ph.D.
Williams Hall, Room 126, (518) 629-7275

The new frontiers of the automotive industry – encompassing new computerized controls, new fuel delivery systems, and new power train designs – offer a challenging future to the new student, as well as the line mechanic whose knowledge and techniques must be the state-of-the-art.

The Automotive Technical Services program provides a classroom-laboratory "hands-on" learning experience in the theory, operation, diagnosis and overhaul of all automotive system components. The most modern diagnostic and vehicle service equipment is available to help provide a knowledge and skill level to the student and is based upon meeting the performance standards of the automotive industry.

The instruction, course of study, facilities, and equipment of this institution, were evaluated by the National Automotive Technicians Education Foundation and were found to meet the National Institute for Automotive Service Excellence standards of quality for the training of automobile technicians in all areas.

Entering students must possess a valid New York State driver's license and a professional tool set as prescribed by the Automotive Department. In addition, students must wear uniforms, purchase required manuals and adhere to the attendance policy of the department. Attendance is mandatory.

Program Entrance Requirements

<table>
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<tr>
<th>Courses</th>
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<th>Special Notes</th>
<th>H.S. Average</th>
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</thead>
<tbody>
<tr>
<td>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>
</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.

Total Credits Required: 63

Major Requirements*

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

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

FORM 101 College Forum Credits: (1) **
AUBR 265 Basic Automotive Welding Credits: 3
AUTO 120 Engines Credits: 6
AUTO 125 Automotive Electricity Credits: 4
AUTO 140 Fuel Systems Credits: 4
AUTO 145 Passenger Car Chassis I Credits: 3
AUTO 150 Transmissions/Transaxles Credits: 6

AUTO 200 America On Wheels Credits: 3
OR
AUTO 250 Diesel Engines Credits: 3
Clean Energy Management, A.A.S.

Associate in Applied Science
HEGIS #5311
Department Chairperson: Christopher McNally, Ph.D.
Williams Hall, Room 126, (518) 629-7275

Clean energy technology doesn't only give us power to control the future of our energy resources, but it also creates jobs. The number of renewable energy employment opportunities is expected to boom during the next decade in emerging technology fields such as wind, solar, geothermal, fuel cells and energy storage. In addition to needing skilled technical employees for the installation, operation and repair of the technology, these companies also will require staff who possess a blend of general technical knowledge about these fields and general business knowledge and skills.

Employees are needed to promote and sell renewable energy services, design systems, negotiate leases, run finance systems, track business operations, and keep the back office of the business running. It has been estimated that for every
technical job, there will be an administrative position required. In this program students will learn the technical aspects of renewable energy production while also learning essential business management skills to work in the field.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
<td>Transfer students are required to have a 2.0 GPA or higher in four 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>
</tbody>
</table>

Total Credits Required: 63

Major Requirements*

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

FORM 101 College Forum Credits: (1) **
ACTG 110 Financial Accounting Credits: 4
BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
BADM 200 Business Communications Credits: 3
BADM 207 Organization and Management Credits: 3
BADM 220 Statistics Credits: 4
CISS 100 Introduction to Computing and Information Sciences Credits: 4
ECMN 120 Electrical Theory for Renewable Energy Credits: 3
ECMN 190 Electric Power Systems Credits: 3
ENGL 101 English Composition I Credits: 3
ESYS 100 Introduction to Wind Power Credits: 1
MATH 150 College Algebra with Trigonometry Credits: 4
Business Elective Credits: 3

(1) Business Electives Credits: 6

Business Electives include any courses beginning with ACTG, BADM, CISS, CMPT, ENTR, or MKTG.

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

First Term

FORM 101 College Forum Credits: (1)
ECMN 120 Electrical Theory for Renewable Energy Credits: 3
ECMN 190 Electric Power Systems Credits: 3
ENGL 101 English Composition I Credits: 3
ESYS 100 Introduction to Wind Power Credits: 1
MATH 150 College Algebra with Trigonometry Credits: 4
Business Elective Credits: 3

Term Total: 17

Second Term

BADM 110 Legal and Ethical Environment of Business I (Business Law I) Credits: 3
CISS 100 Introduction to Computing and Information Sciences Credits: 4
ECMN 210 Photovoltaic Systems Theory and Design Credits: 3
MKTG 120 Principles of Marketing Credits: 3
SOCL 100 Sociology Credits: 3

Term Total: 16

Third Term

ACTG 110 Financial Accounting Credits: 4
BADM 207 Organization and Management Credits: 3
ECMN 211 Photovoltaic Systems Installation and Maintenance Credits: 3
MKTG 120 Principles of Marketing Credits: 3

Term Total: 16

215
Fourth Term

BADM 200 Business Communications Credits: 3
BADM 220 Statistics Credits: 4

Term Total: 14

Electric and Autonomous Vehicles, A.O.S.

Associate in Occupational Studies
HEGIS #5306.00
Department Chairperson: Christopher McNally, Ph.D.
Williams Hall, Room 126, (518) 629-7275

The automotive industry continues to encompass new and emerging technologies, and there is a recognized need to better prepare the automotive workforce for the growing wave of electric and autonomous vehicles entering the market. This degree program will walk students through all the related technologies associated with electric and autonomous vehicles, as well as advanced driver assistance systems and vehicle cyber-security.

Entering students must possess a valid New York State driver's license and a professional tool set as prescribed by the Applied Technologies 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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

Major Requirements*

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUTO 240 Advanced and Autonomous Vehicles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 245 Passenger Car Chassis II</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 250 Diesel Engines</td>
<td>3</td>
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<tr>
<td>AUTO 255 Passenger Car Diagnosis</td>
<td>3</td>
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<tr>
<td>AUTO 280 Electric and Hybrid Vehicles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 281 Motors and Controls</td>
<td>4</td>
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<tr>
<td>AUTO 282 Advanced Hybrid &amp; Electric Vehicles</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 285 Vehicle Data Security</td>
<td>3</td>
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<tr>
<td>CISS 100 Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>ELET 120 Personal Computer Hardware Essentials</td>
<td>3</td>
</tr>
<tr>
<td>(1) Restricted Mathematics Elective</td>
<td>3</td>
</tr>
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</table>

Total Credits Required: 63

Suggested Course Sequence For Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101 College Forum</td>
<td>(1)</td>
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<tr>
<td>AUTO 120 Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 125 Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>CISS 100 Introduction to Computing and Information Sciences</td>
<td>4</td>
</tr>
<tr>
<td>(1) Restricted Mathematics Elective</td>
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Term Total: 17

Second Term

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUTO 140 Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 145 Passenger Car Chassis I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150 Transmissions/Transaxles</td>
<td>6</td>
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</tbody>
</table>

216
Electrical Construction and Maintenance, A.O.S.

Associate in Occupational Studies  
HEGIS #5317  
Department Chairperson: Christopher McNally, Ph.D.  
Williams Hall, Room 126, (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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra or 1 unit of academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>Additional math courses recommended. Spring entrance will require additional semesters to complete the program.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

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

Total Credits Required: 63

Major Requirements*

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

FORM 101 College Forum Credits: (1) **  
ECMN 101 Direct Current Theory Credits: 4  
ECMN 102 Alternating Current Theory Credits: 4  
ECMN 111 Direct Current Applications Laboratory Credits: 1
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECMN 101</td>
<td>Direct Current Theory</td>
<td>4</td>
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<tr>
<td>ECMN 102</td>
<td>Alternating Current Theory</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 111</td>
<td>Direct Current Applications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 112</td>
<td>Alternating Current Applications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 121</td>
<td>Residential Construction Wiring</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 122</td>
<td>Commercial Construction Wiring</td>
<td>4</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 135</td>
<td>Workplace Safety</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 140</td>
<td>Labor Relations</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 200</td>
<td>Trade Skills Development</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 203</td>
<td>Transformers and Motors</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 204</td>
<td>Industrial Motor Control Theory</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 205</td>
<td>Automation Technology</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 206</td>
<td>Instrumentation and Process Control</td>
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<tr>
<td>ECMN 213</td>
<td>Transformer and Motor Laboratory</td>
<td>1</td>
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<tr>
<td>ECMN 214</td>
<td>Industrial Motor Control Laboratory</td>
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<tr>
<td>ECMN 215</td>
<td>Automation Technology Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 216</td>
<td>Instrumentation and Process Control</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 223</td>
<td>Industrial Wiring</td>
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<tr>
<td>ECMN 224</td>
<td>Industrial Motor Control Wiring</td>
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<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>MATH 106</td>
<td>Applied Technical Mathematics II</td>
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<tr>
<td>MATH 110</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>College Algebra with Trigonometry</td>
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</tr>
<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Precalculus</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>
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<tr>
<td>MATH 210</td>
<td>Calculus III: Multivariable Calculus with Linear</td>
<td>4</td>
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<tr>
<td></td>
<td>Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 220</td>
<td>Calculus IV: Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FORM 101</td>
<td>College Forum</td>
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<tr>
<td>ECMN 101</td>
<td>Direct Current Theory</td>
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<tr>
<td>ECMN 111</td>
<td>Direct Current Applications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 121</td>
<td>Residential Construction Wiring</td>
<td>4</td>
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</table>

Second Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECMN 102</td>
<td>Alternating Current Theory</td>
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<tr>
<td>ECMN 112</td>
<td>Alternating Current Applications Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 122</td>
<td>Commercial Construction Wiring</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 132</td>
<td>Electrical Blueprint Reading and Estimating II</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 140</td>
<td>Labor Relations</td>
<td>2</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>MATH 110</td>
<td>Intermediate Algebra</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>MATH 170</td>
<td>Precalculus</td>
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<tr>
<td>MATH 180</td>
<td>Calculus I</td>
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<td>MATH 190</td>
<td>Calculus II</td>
<td>4</td>
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<tr>
<td>MATH 210</td>
<td>Calculus III: Multivariable Calculus with Linear</td>
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<tr>
<td></td>
<td>Algebra</td>
<td></td>
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<tr>
<td>MATH 220</td>
<td>Calculus IV: Differential Equations</td>
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Term Total: 16

Third Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECMN 200</td>
<td>Trade Skills Development</td>
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<tr>
<td>ECMN 203</td>
<td>Transformers and Motors</td>
<td>4</td>
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<tr>
<td>ECMN 205</td>
<td>Automation Technology</td>
<td>4</td>
</tr>
<tr>
<td>ECMN 213</td>
<td>Transformer and Motor Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 214</td>
<td>Industrial Motor Control Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ECMN 215</td>
<td>Automation Technology Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>ECMN 216</td>
<td>Instrumentation and Process Control</td>
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</tr>
<tr>
<td>ECMN 223</td>
<td>Industrial Wiring</td>
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Term Total: 16

Fourth Term

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
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<td>Industrial Motor Control Theory</td>
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<tr>
<td>ECMN 206</td>
<td>Instrumentation and Process Control</td>
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<tr>
<td>ECMN 214</td>
<td>Industrial Motor Control Laboratory</td>
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<tr>
<td>ECMN 216</td>
<td>Instrumentation and Process Control</td>
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<tr>
<td>ECMN 224</td>
<td>Industrial Motor Control Wiring</td>
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</tbody>
</table>

Term Total: 15

Part-Time Evening Study

Total Credits Required: 63

Major Requirements*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECMN 101</td>
<td>Direct Current Theory</td>
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<td>ECMN 102</td>
<td>Alternating Current Theory</td>
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<tr>
<td>ECMN 121</td>
<td>Residential Construction Wiring</td>
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218
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<td>ECMN 131</td>
<td>Electrical Blueprint Reading and Estimating I</td>
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<tr>
<td>ECMN 132</td>
<td>Electrical Blueprint Reading and Estimating II</td>
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<tr>
<td>ECMN 135</td>
<td>Workplace Safety</td>
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<td>ECMN 140</td>
<td>Labor Relations</td>
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<tr>
<td>ECMN 171</td>
<td>Residential Construction Wiring: Part I</td>
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<td>ECMN 172</td>
<td>Residential Construction Wiring: Part II</td>
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<td>ECMN 173</td>
<td>Commercial Construction Wiring: Part I</td>
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<td>ECMN 174</td>
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<td>ECMN 278</td>
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<td>ECMN 290</td>
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<tr>
<td>ECMN 291</td>
<td>Calculus III: Multivariable Calculus with Linear Algebra</td>
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<tr>
<td>ECMN 292</td>
<td>Calculus IV: Differential Equations</td>
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</tr>
<tr>
<td>MATH 105</td>
<td>Applied Technical Mathematics I</td>
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<tr>
<td>MATH 106</td>
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<tr>
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<td>Intermediate Algebra</td>
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<tr>
<td>MATH 150</td>
<td>College Algebra with Trigonometry</td>
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<tr>
<td>MATH 165</td>
<td>Basic Calculus with Analytic Geometry</td>
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<td>MATH 170</td>
<td>Precalculus</td>
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<tr>
<td>MATH 180</td>
<td>Calculus I</td>
<td>4</td>
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</tbody>
</table>

**Suggested Course Sequence For Part-Time Evening Study**

**First Term**
- ECMN 101 Direct Current Theory **Credits: 4**
- ECMN 111 Direct Current Applications Laboratory **Credits: 1**
- ECMN 171 Residential Construction Wiring: Part I **Credits: 2**
- Restricted Mathematics Electives **Credits: 3**

**Term Total:** 10

**Second Term**
- ECMN 102 Alternating Current Theory **Credits: 4**
- ECMN 112 Alternating Current Applications Laboratory **Credits: 1**
- ECMN 172 Residential Construction Wiring: Part II **Credits: 2**
- Restricted Mathematics Electives **Credits: 3**

**Term Total:** 10

**Third Term**
- ECMN 173 Commercial Construction Wiring: Part I **Credits: 2**
- ECMN 255 Transformers and Motors: Part I **Credits: 2**
- ECMN 265 Transformers and Motors Laboratory: Part I **Credits: 0.5**
- ECMN 275 Industrial Wiring: Part I **Credits: 2**

**Term Total:** 6.5

**Fourth Term**
- ECMN 174 Commercial Construction Wiring: Part II **Credits: 2**
- ECMN 256 Transformers and Motors: Part II **Credits: 2**
- ECMN 266 Transformers and Motors Laboratory: Part II **Credits: 0.5**
- ECMN 276 Industrial Wiring: Part II **Credits: 2**

**Term Total:** 6.5
Fifth Term

ECMN 131 Electrical Blueprint Reading and Estimating I
Credits: 2
ECMN 257 Industrial Motor Control Theory: Part I Credits: 2
ECMN 267 Industrial Motor Control Laboratory: Part I Credits: 0.5
ECMN 277 Industrial Motor Control Wiring: Part I Credits: 2

Term Total: 6.5

Sixth Term

ECMN 135 Workplace Safety Credits: 2
ECMN 258 Industrial Motor Control Theory: Part II Credits: 2
ECMN 268 Industrial Motor Control Laboratory: Part II Credits: 0.5
ECMN 278 Industrial Motor Control Wiring: Part II Credits: 2

Term Total: 6.5

Seventh Term

ECMN 132 Electrical Blueprint Reading and Estimating II Credits: 2
ECMN 200 Trade Skills Development Credits: 1
ECMN 205 Automation Technology Credits: 4
ECMN 215 Automation Technology Laboratory Credits: 2

Term Total: 9

Eighth Term

ECMN 140 Labor Relations Credits: 2
ECMN 206 Instrumentation and Process Control Credits: 4
ECMN 216 Instrumentation and Process Control Laboratory Credits: 2

Term Total: 8

Heating/Air Conditioning/Refrigeration Technical Services, A.O.S.

Associate in Occupational Studies
HEGIS #5317
Department Chairperson: Christopher McNally, Ph.D.
Williams Hall, Room 126, (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.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</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.
Total Credits Required: 63

Major Requirements*

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

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

### Suggested Course Sequence for Full-Time Study

#### First Term
- **FORM 101 College Forum Credits: (1)**
- HVAC 110 Refrigeration Principles I **Credits: 4**
- HVAC 120 Refrigeration Lab I **Credits: 4**
- HVAC 130 Electricity For HVAC/R **Credits: 4**
- HVAC 131 HVAC/R Electrical Systems Application **Credits: 4**
- HVAC 140 Heat Transfer Systems I **Credits: 4**
- HVAC 203 HVAC/R Systems Design I **Credits: 4**
- HVAC 211 Refrigeration and AC Systems Applications I **Credits: 4**
- HVAC 212 Refrigeration and AC Systems Applications II **Credits: 4**
- HVAC 213 HVAC/R Systems Design II **Credits: 4**
- HVAC 220 Heat Transfer Lab **Credits: 4**
- HVAC 221 Diagnosing and Servicing Lab **Credits: 4**
- HVAC 230 HVAC/R Control Systems **Credits: 4**
- HVAC 240 Heat Transfer Systems II **Credits: 4**
- (1) Restricted Mathematics Electives: **Credits 3**

Term Total: 15

#### Second Term
- HVAC 111 Refrigeration Principles II **Credits: 4**
- HVAC 121 Refrigeration Lab II **Credits: 4**
- HVAC 131 HVAC/R Electrical Systems Application **Credits: 4**
- HVAC 140 Heat Transfer Systems I **Credits: 4**

Term Total: 16

#### Third Term
- HVAC 203 HVAC/R Systems Design I **Credits: 4**
- HVAC 211 Refrigeration and AC Systems Applications I **Credits: 4**
- HVAC 222 Heat Transfer Lab **Credits: 4**
- HVAC 220 Heat Transfer Systems II **Credits: 4**

Term Total: 16

#### Fourth Term
- HVAC 212 Refrigeration and AC Systems Applications II **Credits: 4**
- HVAC 213 HVAC/R Systems Design II **Credits: 4**
- HVAC 221 Diagnosing and Servicing Lab **Credits: 4**
- HVAC 230 HVAC/R Control Systems **Credits: 4**

Term Total: 16

Total Credits Required: 63

---

### Mechatronics, A.A.S.

#### Associate in Applied Science
HEGIS #5311
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

The term Mechatronics originally was a fusion of the words mechanical and electronics. The modern use of the term Mechatronics addresses the four interconnected disciplines used in the design, operation, and maintenance of all modern, complex machinery. These four disciplines are mechanical,
electrical/electronics, motor control systems, and computer science/information technology. The courses selected for this degree offer learning in all of these areas to prepare a student for positions as manufacturing or maintenance technicians, inspectors, testers, or process control technicians. This program will also prepare students for entry into a Baccalaureate Degree program in this field.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
<td>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>
</tbody>
</table>

Total Credits Required: 63

Major Requirements*

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

FORM 101 College Forum Credits: (1)**
BADM 200 Business Communications Credits: 3
CISS 100 Introduction to Computing and Information Sciences Credits: 4
CISS 105 IT Essentials (A+): PC Hardware and Software Credits: 3
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
ECMN 120 Electrical Theory for Renewable Energy Credits: 3
ECMN 195 Electric Power Distribution and Control for Mechatronics Credits: 3
ECMN 204 Industrial Motor Control Theory Credits: 4
ECMN 205 Automation Technology Credits: 4
ECMN 206 Instrumentation and Process Control Credits: 4
ECMN 214 Industrial Motor Control Laboratory Credits: 1
ECMN 215 Automation Technology Laboratory Credits: 2
ECMN 216 Instrumentation and Process Control Laboratory Credits: 2
ECMN 224 Industrial Motor Control Wiring Credits: 4
ENGL 101 English Composition I Credits: 3
MATH 150 College Algebra with Trigonometry Credits: 4
MFTS 221 Numerical Control Programming Credits: 3

PHYS 135 Technical Physics Credits: 4
SOCL 120 Cultural Diversity in American Society Credits: 3

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

First Term

FORM 101 College Forum Credits: (1)
ECMN 120 Electrical Theory for Renewable Energy Credits: 3
ENGL 101 English Composition I Credits: 3
MATH 150 College Algebra with Trigonometry Credits: 4
Liberal Arts and Sciences Electives Credits: 6

Term Total: 16

Second Term

BADM 200 Business Communications Credits: 3
CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
ECMN 195 Electric Power Distribution and Control for Mechatronics Credits: 3
PHYS 135 Technical Physics I Credits: 4
SOCL 120 Cultural Diversity in American Society Credits: 3

Term Total: 16

Third Term

ECMN 204 Industrial Motor Control Theory Credits: 4
ECMN 205 Automation Technology Credits: 4
ECMN 214 Industrial Motor Control Laboratory Credits: 1
ECMN 215 Automation Technology Laboratory Credits: 2
ECMN 224 Industrial Motor Control Wiring Credits: 4

Term Total: 15

Fourth Term

CISS 100 Introduction to Computing and Information Sciences Credits: 4
CISS 105 IT Essentials (A+): PC Hardware and Software Credits: 3
Telecommunications Technology - Verizon, A.A.S.

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

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

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<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verizon associates only. Algebra and geometry or 2 units of equivalent academic math</td>
<td>Fall only</td>
<td>Required COMPANION Placement Test Scores: Reading-35, Writing-34, Numerical Skills-34, Algebra-34.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 60

Major Requirements*

*or specific course equivalents as approved by the Department Chairperson.
TEL 207 Digital Systems for Telecommunications II  
Credits: 4

Term Total: 8

Fourth Term

PHYS 125 Physics for Telecommunications Tech. - 
Verizon  
Credits: 4  
TEL 100 Electrical Circuits  
Credits: 4

Term Total: 8

Fifth Term

TEL 105 Introduction to Electronics  
Credits: 4  
TEL 210 Telecommunications I  
Credits: 4

Term Total: 8

Sixth Term

TEL 203 Network Infrastructure  
Credits: 4  
TEL 220 Telecommunications II  
Credits: 4

Term Total: 8

Seventh Term

ENGL 102 English Composition II  
Credits: 3  
TEL 230 Telecommunications III  
Credits: 4

Term Total: 7

Eighth Term

IDLT 130 Industrial Psychology  
Credits: 3  
TEL 240 Telecommunications IV  
Credits: 4

Term Total: 7

Overhead Electric Line Worker Certificate

Certificate  
HEGIS #5317  
Department Chairperson: Christopher McNally, Ph.D.  
Williams Hall, Room 126, (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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of academic math (70 or above in the course)</td>
<td>Fall only</td>
<td>70 or above</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Credit Hours: 36

Major Requirements*

*or specific course equivalents as approved by the Department Chairperson.

ECMN 101 Direct Current Theory  
Credits: 4  
ECMN 102 Alternating Current Theory  
Credits: 4  
ECMN 111 Direct Current Applications Laboratory  
Credits: 1  
ECMN 112 Alternating Current Applications Laboratory  
Credits: 1  
ECMN 121 Residential Construction Wiring  
Credits: 4  
ECMN 122 Commercial Construction Wiring  
Credits: 4
Photovoltaic Installation Certificate

Certificate
HEGIS #5317
Chairperson: George Raneri
Williams Hall, Room 126, (518) 629-7275

This program has been deactivated effective Fall 2018 and as such, applications are no longer being accepted.

The Photovoltaic Installation 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.

This program consists of required and elective courses in the Electrical Construction and Maintenance A.O.S. degree program. These courses include a basic AC/DC electricity course and residential and commercial construction wiring courses which serve as a foundation for two courses in PV theory and practice.

Both the established journeyman electrician looking for advancement and the potential student interested in the renewable energy field can benefit from the Photovoltaic Installation program. Those who complete the training will be prepared to take the entry-level Photovoltaic Certificate of Knowledge exam administered by the North American Board of Certified Energy Practitioners (NABCEP), and be eligible for employment in the Photovoltaic field.

The Photovoltaic Installation Certificate Program is fully consistent with the academic mission of the School of Engineering and Industrial Technologies at Hudson Valley Community College and will further its goal of providing the HVAC/R industry with qualified technicians.

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

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
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</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

Total Credits Required: 17
Major Requirements*

*or specific course equivalents as approved by the Department Chairperson.

- ECMN 120 Electrical Theory for Renewable Energy  
  Credits: 3
- ECMN 121 Residential Construction Wiring  
  Credits: 4
- ECMN 122 Commercial Construction Wiring  
  Credits: 4
- ECMN 210 Photovoltaic Systems Theory and Design  
  Credits: 3
- ECMN 211 Photovoltaic Systems Installation and Maintenance  
  Credits: 3

Total Credits Required: 17

Suggested Course Sequence for Study

First Term

- ECMN 120 Electrical Theory for Renewable Energy  
  Credits: 3
- ECMN 121 Residential Construction Wiring  
  Credits: 4

Term Total: 7

Second Term

- ECMN 122 Commercial Construction Wiring  
  Credits: 4
- ECMN 210 Photovoltaic Systems Theory and Design  
  Credits: 3

Term Total: 7

Third Term

- ECMN 211 Photovoltaic Systems Installation and Maintenance  
  Credits: 3

Term Total: 3

Biology, Chemistry, and Physics Department

Biological Sciences, A.S.

Associate in Science  
HEGIS #5604
Department Chairperson: Michael Shea, Ph.D.  
Science Center, Suite 319, (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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, geometry and algebra II 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>
</tbody>
</table>

*The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $845.*

Total Degree Credits: 64

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

BIOL 103 Orientation to Biology and Bioethics **Credits: 1**
BIOL 190 Biology I **Credits: 4**
BIOL 191 Biology II **Credits: 4**
CHEM 110 General Chemistry I **Credits: 4**
CHEM 111 General Chemistry II **Credits: 4**
CHEM 210 Organic Chemistry I **Credits: 4**
CHEM 211 Organic Chemistry II **Credits: 4**
ENGL 101 English Composition I **Credits: 3**

ENGL 102 English Composition II **Credits: 3**
OR
ENGL 104 English Composition II: Writing About Literature **Credits: 3**

PHYS 140 General Physics I **Credits: 4**
OR
PHYS 150 Physics I **Credits: 4**

PHYS 141 General Physics II **Credits: 4**
OR
PHYS 151 Physics II **Credits: 4**

(1) Biology Science Electives **Credits: 8**
(2) Math Electives **Credits: 8**
(3) Restricted Electives **Credits: 9**

(1) Biology Science Electives **Credits: 8**

BIOL 206 Field Biology **Credits: 4**
BIOL 207 Botany **Credits: 4**
BIOL 210 Ecology **Credits: 4**
BIOL 215 Environmental Science **Credits: 4**
BIOL 237 Animal Behavior **Credits: 3**
BIOL 240 Invertebrate Zoology **Credits: 4**
BIOL 241 Vertebrate Zoology **Credits: 4**
BIOL 245 Immunology **Credits: 3**
BIOL 252 The Biology of Birds **Credits: 4**
BIOL 260 Introduction to Entomology **Credits: 4**
BIOL 265 Principles of Microbiology **Credits: 4**
BIOL 270 Anatomy and Physiology I **Credits: 4**
BIOL 271 Anatomy and Physiology II **Credits: 4**
BIOL 275 Cell Biology **Credits: 4**
BIOL 281 Genetics **Credits: 4**
BIOL 285 Molecular Laboratory Techniques **Credits: 3**
CHEM 200 Biochemistry **Credits: 3**
CHEM 205 Analytical Chemistry **Credits: 4**

(2) Math Electives **Credits: 8**

MATH 170 Precalculus **Credits: 4**
MATH 180 Calculus I **Credits: 4**
OR
MATH 135 Elementary Statistics **Credits: 4**
MATH 180 Calculus I

(3) Restricted Electives **Credits: 9**

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, three of the following General Education categories must be satisfied: SS, AH, WC, OC, AR or FL.

**Total Degree Credits: 64**

**Suggested Course Sequence for Full-Time Study**

**First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 103 Orientation to Biology and Bioethics</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 190 Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 191 Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 210 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 211 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 16**

**Second Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 191 Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

**Term Total: 18**

**Third Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 191 Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>4</td>
</tr>
<tr>
<td>Restricted Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 18**

**Fourth Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 103 Orientation to Biology and Bioethics</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 190 Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 210 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 211 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>4</td>
</tr>
<tr>
<td>Restricted Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Term Total: 15**
Biotechnology, A.S.

Associate in Science
HEGIS #5604
Department Chairperson: Michael Shea, Ph.D.
Science Center, Suite 319, (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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
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<tbody>
<tr>
<td>Algebra, geometry and algebra II or 3 units</td>
<td>Fall and Spring</td>
<td>Physics recommended.</td>
<td>80 or above</td>
</tr>
<tr>
<td>of equivalent academic math, biology, chemistry (80 or above in each course)</td>
<td></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.

Total Credits Required: 62

Major Requirements*

Biology Science Elective Credits: 4
Restricted Elective Credits: 3

Term Total: 15

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 103 Orientation to Biology and Bioethics</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 190 Biology I</td>
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<tr>
<td>BIOL 191 Biology II</td>
<td>4</td>
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<tr>
<td>BIOL 265 Principles of Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 275 Cell Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 285 Molecular Laboratory Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 110 General Chemistry I</td>
<td>4</td>
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<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 135 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>(1) Restricted Electives</td>
<td>9</td>
</tr>
<tr>
<td>(2) Mathematics Elective</td>
<td>4</td>
</tr>
<tr>
<td>(3) Science Electives</td>
<td>11</td>
</tr>
</tbody>
</table>

(1) Restricted Electives Credits: 9

Courses must be designated as both "SUNY General Education" and HVCC Liberal Arts and Sciences" courses. In addition, 3 of the following General Education categories must be satisfied: SS, AH, WC, OC, AR or FL.

(2) Mathematics Elective Credits: 4

Any 4-credit math course, MATH 150 or above.

(3) Science Electives Credits: 11

May be chosen from:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 122 Introductory Biomanufacturing</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 245 Immunology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 281 Genetics</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 200 Biochemistry</td>
<td>3</td>
</tr>
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<td>CHEM 205 Analytical Chemistry</td>
<td>4</td>
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<td>CHEM 210 Organic Chemistry</td>
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</tr>
<tr>
<td>CHEM 211 Organic Chemistry II</td>
<td>4</td>
</tr>
</tbody>
</table>
Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

BIOL 103 Orientation to Biology and Bioethics Credits: 1
BIOL 190 Biology I Credits: 4
CHEM 110 General Chemistry I Credits: 4
ENGL 101 English Composition I Credits: 3
Mathematics Elective Credits: 4

Term Total: 16

Second Term

BIOL 191 Biology II Credits: 4
CHEM 111 General Chemistry II Credits: 4

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

Environmental Science, A.S.

Associate in Science
HEGIS #5499
Department Chairperson: Michael Shea, Ph.D.
Science Center, Suite 319, (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 (ESF) 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 and then transfer to ESF for the second year of the 1+1 program.

Term Total: 15

Third Term

BIOL 275 Cell Biology Credits: 4
Science Elective Credits: 4
Science Elective Credits: 4
Restricted Elective Credits: 3

Term Total: 15

Fourth Term

BIOL 265 Principles of Microbiology Credits: 4
BIOL 285 Molecular Laboratory Techniques Credits: 3
Restricted Elective Credits: 3
Restricted Elective Credits: 3
Science Elective Credits: 3

Term Total: 16

Estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $615.

Total Credits Required: 60
Major Requirements*

*or specific course equivalents as approved by department chairperson.

BIOL 102 Orientation to Environmental Sciences Credits: 1
BIOL 150 General Biology I Credits: 4
BIOL 151 General Biology II Credits: 4
BIOL 210 Ecology Credits: 4
BIOL 215 Environmental Science Credits: 4
CHEM 110 General Chemistry I Credits: 4
CHEM 111 General Chemistry II Credits: 4
ENGL 101 English Composition I Credits: 3

ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

MATH 135 Elementary Statistics Credits: 4
PHYS 145 Introductory Geology Credits: 4
PHYS 210 Fundamentals of GIS Credits: 4
(1) Math Elective Credits: 4
(2) Restricted Lab Science Elective Credits: 4
(3) Social Science Elective Credits: 3
(4) Restricted Electives Credits: 6

(1) Math Elective Credits: 4
Any 4-credit math course, MATH 150 or above

(2) Restricted Lab Science Elective Credits: 4

Restricted Lab Science electives – Recommended courses:

BIOL 205 Microbiology Credits: 4
BIOL 206 Field Biology Credits: 4
BIOL 207 Botany Credits: 4
BIOL 240 Invertebrate Zoology Credits: 4
BIOL 241 Vertebrate Zoology Credits: 4
BIOL 252 The Biology of Birds Credits: 4
BIOL 260 Introduction to Entomology Credits: 4
CHEM 205 Analytical Chemistry Credits: 4
PHYS 140 General Physics I Credits: 4
PHYS 143 Introduction to Meteorology Credits: 4
PHYS 146 Evolution of The Earth Credits: 4

(3) Social Science Elective Credits: 3

Course must be designated as both "SUNY General Education Social Science" and "HVCC Liberal Arts and Sciences Social Science" course.

(4) Restricted Electives Credits: 6

Courses must be designated as both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses. In addition, 2 of the following General Education categories must be satisfied: AH, AR, WC, OC or FL.

Total Credits Required: 60

Suggested Course Sequence for Full-Time Study

First Term

BIOL 150 General Biology I Credits: 4
BIOL 210 Ecology Credits: 4
ENGL 101 English Composition I Credits: 3
Math Elective Credits: 4

Term Total: 15

Second Term

BIOL 102 Orientation to Environmental Sciences Credits: 1
BIOL 151 General Biology II Credits: 4
CHEM 111 General Chemistry II Credits: 4
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

MATH 135 Elementary Statistics Credits: 4

Term Total: 16

Third Term

CHEM 110 General Chemistry I Credits: 4
PHYS 145 Introductory Geology Credits: 4
PHYS 210 Fundamentals of GIS Credits: 4
Social Science Elective Credits: 3

Term Total: 15

Fourth Term

BIOL 150 General Biology I Credits: 4
Restricted Lab Science Elective Credits: 4
Restricted Elective Credits: 3
Restricted Elective Credits: 3
Physical Sciences, A.S.

Associate in Science
HEGIS #5619
Department Chairperson: Michael Shea, Ph.D.
Science Center, Suite 319, (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.

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.

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

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.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, geometry and algebra II 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>
</tbody>
</table>

Major Requirements*

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

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

First Year Credits for all tracks Credits: 33

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 102 College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>CHEM 120 Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121 Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 180 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 150 Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 151 Physics II</td>
<td>4</td>
</tr>
<tr>
<td>(1) Restricted Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 62

Physics Track

MATH 210 Calculus III: Multivariable Calculus with Linear Algebra | 4
MATH 220 Calculus IV: Differential Equations | 4
PHYS 250 Physics III | 4
PHYS 251 Modern Physics | 4
PHYS 252 Methods of Theoretical Physics | 4
(1) Restricted Electives | 6
(2) Biology Science Elective | 3

Chemistry Track
CHEM 205 Analytical Chemistry Credits: 4
CHEM 210 Organic Chemistry I Credits: 4
CHEM 211 Organic Chemistry II Credits: 4
CHEM 215 Principles of Physical Chemistry Credits: 4
(1) Restricted Electives Credits: 6
(2) Science or Mathematics Electives Credits: 6

Total Credits Required: 61

Earth Science Track

PHYS 105 Introduction to Astronomy Credits: 3
PHYS 143 Introduction to Meteorology Credits: 4
PHYS 145 Introductory Geology Credits: 4
PHYS 146 Evolution of The Earth Credits: 4
PHYS 210 Fundamentals of GIS Credits: 4
(1) Restricted Electives Credits: 6
(2) Science or Mathematics Electives Credits: 3

Total Credits Required: 60

(1) Restricted Electives Credits: 6

Courses must be designated as both “SUNY General Education” and “HVCC Liberal Arts and Sciences” courses. In addition, three of the following General Education categories must be satisfied: SS, AH, WC, OC, AR or FL.

(2) Science or Mathematics Electives

(Students pursuing the Physics track must select a course with the subject code BIOL)

BIOL 150 General Biology I Credits: 4
BIOL 190 Biology I Credits: 4
BIOL 205 Microbiology Credits: 4
BIOL 206 Field Biology Credits: 4
BIOL 207 Botany Credits: 4
BIOL 210 Ecology Credits: 4
BIOL 215 Environmental Science Credits: 4
BIOL 281 Genetics Credits: 4
CHEM 200 Biochemistry Credits: 3
CHEM 202 Introduction to Industrial Chemistry Credits: 3
CHEM 215 Principles of Physical Chemistry Credits: 4
MATH 135 Elementary Statistics Credits: 4
MATH 205 Mathematical Statistical Analysis Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
MATH 220 Calculus IV: Differential Equations Credits: 4

Suggested Course Sequence for Full-Time Study

First Term

FORM 102 College Forum Credits: (1)
CHEM 120 Chemistry I Credits: 4
ENGL 101 English Composition I Credits: 3
MATH 180 Calculus I Credits: 4
PHYS 150 Physics I Credits: 4

Term Total: 15

Second Term

CHEM 121 Chemistry II Credits: 4
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

MATH 190 Calculus II Credits: 4
PHYS 151 Physics II Credits: 4
Restricted Elective Credits: 3

Term Total: 18

Physics Track Third Term

MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
PHYS 250 Physics III Credits: 4
Restricted Elective Credits: 3
Biology Science Elective Credits: 3

Term Total: 14

Fourth Term

MATH 220 Calculus IV: Differential Equations Credits: 4
PHYS 251 Modern Physics Credits: 4
PHYS 252 Methods of Theoretical Physics Credits: 4
Restricted Elective Credits: 3

Term Total: 15

Chemistry Track Third Term

CHEM 205 Analytical Chemistry Credits: 4
CHEM 210 Organic Chemistry I Credits: 4
Restricted Elective Credits: 3
Science or Mathematics Electives Credits: 3

Term Total: 14
Biotechnology Certificate

Certificate
HEGIS #5604
Department Chairperson: Michael Shea, Ph.D.
Science Center, Suite 319, (518) 629-7453

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

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 40 credits in college-level science and mathematics comprised of at least: 8 credits of chemistry at the level of CHEM 110/CHEM 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/PHYS 141 or higher, 16-18 credits of biology at the level of BIOL</td>
<td>Fall and Spring</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 27

Suggested Course Sequence for Full-Time Study

First Term

BIOL 255 Experimental Biology | Credits: 3
BIOL 275 Cell Biology | Credits: 4
BIOL 285 Molecular Laboratory Techniques | Credits: 3
BIOL 292 Methods in Cell Culture | Credits: 3
BIOL 294 Immunology Methods | Credits: 3
BIOL 296 Biological Imaging and Cytometry | Credits: 3
BIOL 298 Biotechnology Internship | Credits: 4
CHEM 205 Analytical Chemistry | Credits: 4

Term Total: 14
Engineering, Architecture, and Manufacturing Department

Advanced Manufacturing Technology, A.O.S.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

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

Total Credits Required: 63

Major Requirements *

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

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

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

FORM 101 College Forum Credits: (1) **
MFTS 100 Print Reading for Manufacturing Credits: 2
MFTS 103 Machine Tool Theory and Lab I Credits: 8
MFTS 104 Machine Tool/CNC Theory and Lab II Credits: 8
MFTS 115 Introduction to Computer Applications in Manufacturing Credits: 2
MFTS 120 CAD for Manufacturing with solid works Credits: 3
MFTS 203 Advanced Machining Process Lab III Credits: 7
MFTS 204 Manufacturing Capstone Project Lab IV Credits: 7
MFTS 211 Manufacturing Processes Credits: 2
MFTS 213 Process Planning Credits: 2
MFTS 214 Advanced Dimensional Metrology Credits: 3
MFTS 215 Industrial Relations, Safety and Health Credits: 1
MFTS 223 Computer Aided Manufacturing (CAM) With Mastercam Credits: 3
MFTS 232 Industrial Maintenance Credits: 4
MFTS 241 Practical Metallurgy Credits: 2
(1) Restricted English Elective Credits: 3
(2) Restricted Mathematics Elective Credits: 6

(1) Restricted English Elective Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 106 English Composition II: Writing for Technicians Credits: 3
ENGL 110 Technical Communication Credits: 3

(2) Restricted Mathematics Elective Credits: 6
MATH 105 Applied Technical Mathematics I Credits: 3
MATH 106 Applied Technical Mathematics II Credits: 3
MATH 110 Intermediate Algebra Credits: 3
MATH 150 College Algebra with Trigonometry Credits: 4
MATH 165 Basic Calculus with Analytic Geometry Credits: 4
MATH 170 Precalculus Credits: 4
MATH 180 Calculus I Credits: 4
MATH 190 Calculus II Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
MATH 220 Calculus IV: Differential Equations Credits: 4

Total Credits Required: 63

Suggested Course Sequence for Full-Time Day Study

First Term

FORM 101 College Forum Credits: (1)
MFTS 100 Print Reading for Manufacturing Credits: 2
MFTS 103 Machine Tool Theory and Lab I Credits: 8
MFTS 115 Introduction to Computer Applications in Manufacturing Credits: 2
Restricted Mathematics Elective Credits: 3

Term Total: 15

Second Term

MFTS 104 Machine Tool/CNC Theory and Lab II Credits: 8
MFTS 203 Advanced Machining Process Lab III Credits: 7
MFTS 213 Process Planning Credits: 2
MFTS 214 Advanced Dimensional Metrology Credits: 3
MFTS 223 Computer Aided Manufacturing (CAM) With Mastercam Credits: 3
MFTS 241 Practical Metallurgy Credits: 2

Term Total: 17

Third Term

MFTS 204 Manufacturing Capstone Project Lab IV Credits: 7
MFTS 211 Manufacturing Processes Credits: 2
MFTS 215 Industrial Relations, Safety and Health Credits: 1
MFTS 232 Industrial Maintenance Credits: 4

Term Total: 14

Part-Time Evening Study

(There will be two evening classes per week, per term)

The part-time evening program is ideal for full-time employees, who wish to enter this rewarding field, and those currently employed at local and regional high-tech manufacturing companies, who wish to upgrade their skills in order to advance their careers at their place of employment. As in the full-time day program, the student studies 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, band saws, drill presses, as well as using advanced Haas Automation computerized machine tools. Training incorporates the use of quality assurance equipment. Computer-aided design (CAD), and computer-aided manufacturing (CAM) coursework (AutoCAD®, SolidWorks®, Mastercam®) is an integral part of the program, as is the instruction on the use of standard and advanced tooling. Courses in Quality Assurance & Control, Industrial Relations, Safety & Health and the technical application of Microsoft Office ® software are included.
Total Credits Required: 63

Part-Time Evening Study Major Requirements*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105 Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 150 College Algebra with Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 106 Applied Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 100 Print Reading for Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 115 Introduction to Computer Applications in Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 120 CAD for Manufacturing with solid works</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 163 Machine Tool Theory and Lab I Part I</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 164 Machine Tool Theory and Lab I Part II</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 173 Machine Tool/CNC Theory and Lab II Part I</td>
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</tr>
<tr>
<td>MFTS 174 Machine Tool/CNC Theory and Lab II Part II</td>
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</tr>
<tr>
<td>MFTS 211 Manufacturing Processes</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 213 Process Planning</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 214 Advanced Dimensional Metrology</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 215 Industrial Relations, Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>MFTS 223 Computer Aided Manufacturing (CAM) With Mastercam</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 232 Industrial Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 241 Practical Metallurgy</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 261 Advanced Machining Processes Lab III, Part I</td>
<td>3.5</td>
</tr>
<tr>
<td>MFTS 262 Advanced Machining Processes Lab III, Part II</td>
<td>3.5</td>
</tr>
<tr>
<td>MFTS 271 Manufacturing Capstone Project Lab IV, Part I</td>
<td>3.5</td>
</tr>
<tr>
<td>MFTS 272 Manufacturing Capstone Project Lab IV, Part II</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Suggested Course Sequence for Part-Time Evening Study

**Fall Term - First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 105 Applied Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 150 College Algebra with Trigonometry</td>
<td>4</td>
</tr>
</tbody>
</table>

Term Total: 7

**Spring Term - First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFTS 163 Machine Tool Theory and Lab I Part I</td>
<td>4</td>
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</table>

Term Total: 6.5

**Summer Term - First Year (one six-week session per course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFTS 115 Introduction to Computer Applications in Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>MATH 106 Applied Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
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</table>

Term Total: 5

**Fall Term - Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFTS 212 Manufacturing Processes</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 213 Process Planning</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 214 Advanced Dimensional Metrology</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 215 Industrial Relations, Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>MFTS 223 Computer Aided Manufacturing (CAM) With Mastercam</td>
<td>3</td>
</tr>
<tr>
<td>MFTS 232 Industrial Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>MFTS 241 Practical Metallurgy</td>
<td>2</td>
</tr>
<tr>
<td>MFTS 261 Advanced Machining Processes Lab III, Part I</td>
<td>3.5</td>
</tr>
<tr>
<td>MFTS 262 Advanced Machining Processes Lab III, Part II</td>
<td>3.5</td>
</tr>
<tr>
<td>MFTS 271 Manufacturing Capstone Project Lab IV, Part I</td>
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<tr>
<td>MFTS 272 Manufacturing Capstone Project Lab IV, Part II</td>
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</tbody>
</table>

Term Total: 6

**Summer Term - Second Year (one six-week session per course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110 Technical Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
MFTS 211 Manufacturing Processes Credits: 2

Term Total: 5

Fall Term - Third Year

MFTS 213 Process Planning Credits: 2
MFTS 261 Advanced Machining Processes Lab III, Part I
Credits: 3.5

Term Total: 5.5

Spring Term - Third Year

MFTS 223 Computer Aided Manufacturing (CAM) With Mastercam Credits: 3
MFTS 262 Advanced Machining Processes Lab III, Part II
Credits: 3.5

Term Total: 6.5

Summer Term - Third Year (one six-week session per course)

Architectural Technology, A.A.S.

Associate in Applied Science
HEGIS #5304
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

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

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

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

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

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math (70)</td>
<td>Fall only</td>
<td>70 or above</td>
<td></td>
</tr>
</tbody>
</table>
or above in each course)

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

Total Credits Required: 64

Major Requirements*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 103 Architectural Forum</td>
<td>1 **</td>
</tr>
<tr>
<td>CIVL 102 Architectural Fundamentals of Design I</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 103 Architectural Fundamentals of Design II</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 104 History, Theory, and Criticism in Architecture and Design</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 105 Global History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 106 Digital Constructs and Visualization I</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 112 Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 114 Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 206 Digital Constructs and Visualization II</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 207 Architectural Media</td>
<td>1</td>
</tr>
<tr>
<td>CIVL 210 Structural Steel Design</td>
<td>3</td>
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<tr>
<td>CIVL 215 Architectural Design IV</td>
<td>5</td>
</tr>
<tr>
<td>CIVL 220 Architectural Design III</td>
<td>5</td>
</tr>
<tr>
<td>CIVL 223 Introduction to Building Technology</td>
<td>3</td>
</tr>
<tr>
<td>CNST 232 Site Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150 College Algebra with Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 135 Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SOCL 120 Cultural Diversity in American Society</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 103 Architectural Forum</td>
<td>1</td>
</tr>
<tr>
<td>CIVL 102 Architectural Fundamentals of Design I</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 104 History, Theory, and Criticism in Architecture and Design</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 114 Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150 College Algebra with Trigonometry</td>
<td>4</td>
</tr>
</tbody>
</table>

Term Total: 15

Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 103 Architectural Fundamentals of Design II</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 105 Global History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 106 Digital Constructs and Visualization I</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 112 Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

Term Total: 17

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 206 Digital Constructs and Visualization II</td>
<td>2</td>
</tr>
<tr>
<td>CIVL 207 Architectural Media</td>
<td>1</td>
</tr>
<tr>
<td>CIVL 210 Structural Steel Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 220 Architectural Design III</td>
<td>5</td>
</tr>
<tr>
<td>CNST 232 Site Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 14

Fourth Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 215 Architectural Design IV</td>
<td>5</td>
</tr>
<tr>
<td>CNST 232 Site Development</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 135 Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SOCL 120 Cultural Diversity in American Society</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 18
Civil Engineering Technology, A.A.S.

Associate in Applied Science
HEGIS #5309
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

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:

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

Student Outcomes:

- An ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined engineering technology activities.
- An ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
- An ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
- An ability to function effectively as a member of a technical team.
- An ability to identify, analyze, and solve narrowly defined engineering technology problems.
- An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An understanding of the need for and an ability to engage in self-directed continuing professional development.
- An understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.

A commitment to quality, timeliness, and continuous improvement.

<table>
<thead>
<tr>
<th>Civil Engineering Technology (CIV)</th>
<th>Headcount Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Full Time</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>59</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>69</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>61</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>53</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>52</td>
</tr>
</tbody>
</table>

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 Commission (ETAC) of ABET, www.abet.org.

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall and Spring</td>
<td>Additional science, math, and mechanical drawing courses recommended.</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 $595.

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by the department chairperson.
**Required of first time, full-time students.
***A grade of "C" or better is required for program completion and as a course specific prerequisite.
****Students will be advised as to which capstone course is necessary for completion of their degree by their academic advisor or department chair.

FORM 101 College Forum Credits: (1) **
CIVL 101 Surveying I Credits: 4
CIVL 110 Engineering Graphics Credits: 3
CIVL 111 Civil Engineering Applications Credits: 2
CIVL 112 Statics and Strength of Materials Credits: 4 ***
CIVL 114 Construction Materials Credits: 2
CIVL 210 Structural Steel Design Credits: 3 ***
CIVL 211 Reinforced Concrete Design Credits: 4 ***

CIVL 212 Hydraulics and Drainage Credits: 3
CIVL 213 Soils and Foundations Credits: 3
CIVL 236 Highway Construction Planning and Methods Credits: 3
OR
CIVL 224 Estimating Credits: 3
AND
(1) CNST 202 Construction Planning and Control Credits: 3

CIVL 233 Civil Engineering Capstone Credits: 3
OR
CNST 239 Construction Capstone Credits: 3 ****

CNST 103 Blueprint Reading for Technologies Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
(2) MATH 150 College Algebra with Trigonometry Credits: 4 ***
MATH 165 Basic Calculus with Analytic Geometry Credits: 4
PHYS 135 Technical Physics I Credits: 4
SOCIL 120 Cultural Diversity in American Society Credits: 3
(3) Technical Electives Credits: 6

(1) CNST 202 Construction Planning and Control Credits: 3

3 credits are applied to Technical Electives

(2) MATH 150 College Algebra with Trigonometry Credits: 4

A higher-level math course may be substituted per department chair approval.

(3) Technical Electives Credits: 6

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

CIVL 202 Surveying II: Site Design Credits: 3
CIVL 222 Building Construction Credits: 3
CIVL 223 Introduction to Building Technology Credits: 3
CIVL 234 Transportation and Highway Systems Analysis Credits: 3
CNST 202 Construction Planning and Control Credits: 3
CNST 230 Construction Management Seminar Credits: 3
CNST 231 Building Service Systems Credits: 3
CNST 232 Site Development Credits: 3

240
Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 101 College Forum</td>
<td>(1)</td>
</tr>
<tr>
<td>CIVL 110 Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 111 Civil Engineering Applications</td>
<td>2</td>
</tr>
<tr>
<td>CNST 103 Blueprint Reading for Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150 College Algebra with Trigonometry</td>
<td>4</td>
</tr>
</tbody>
</table>

Term Total: 15

Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 112 Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 114 Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 104 English Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 165 Basic Calculus with Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 135 Technical Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Term Total: 17

Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 101 Surveying</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 210 Structural Steel Design</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 213 Soils and Foundations</td>
<td>3</td>
</tr>
<tr>
<td>SOCL 120 Cultural Diversity in American Society</td>
<td>3</td>
</tr>
<tr>
<td>Technical Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 16

Fourth Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVL 211 Reinforced Concrete Design</td>
<td>4</td>
</tr>
<tr>
<td>CIVL 212 Hydraulics and Drainage</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 236 Highway Construction Planning and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 224 Estimating</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>CNST 202 Construction Planning and Control</td>
<td>3</td>
</tr>
<tr>
<td>CIVL 233 Civil Engineering Capstone</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CNST 239 Construction Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Technical Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Term Total: 16

**Construction Technology - Building Construction, A.A.S.**

**Associate in Applied Science**

HEGIS #5317

Department Chairperson: Joseph Dana

Hudson Hall, Room 129, (518) 629-7358

**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;
- 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.

**Program Entrance Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent</td>
<td>Fall and Spring</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 $705.

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by the department chairperson.
**Required of first time, full-time students.
***A grade of "C" or better is required for program completion and as a course specific prerequisite.

FORM 101 College Forum Credits: (1) **
CIVL 101 Surveying | Credits: 4
CIVL 110 Engineering Graphics Credits: 3
CIVL 114 Construction Materials Credits: 2
CIVL 213 Soils and Foundations Credits: 3
CIVL 222 Building Construction Credits: 3
CIVL 224 Estimating Credits: 3
CNST 103 Blueprint Reading for Technologies Credits: 3
CNST 110 Statics and Strength of Materials Credits: 3 ***

OR

CIVL 112 Statics and Strength of Materials Credits: 4 ***

CNST 110 is the recommended course for the program.

CNST 120 Architectural Drawing | Credits: 2
CNST 130 Principles and Practices of Light Construction | Credits: 3
CNST 202 Construction Planning and Control Credits: 3
CNST 210 Steel Construction Credits: 3 ***
CNST 211 Concrete Construction Credits: 3 ***
CNST 231 Building Service Systems Credits: 3
CNST 239 Construction Capstone Credits: 3
ENGL 101 English Composition I | Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
PHYS 115 Physics Credits: 4
SOCL 120 Cultural Diversity in American Society Credits: 3

(1) Restricted Mathematics Elective Credits: 7

Restricted Mathematics Elective – Must be chosen from:
MATH 110, MATH 150, MATH 165, MATH 170, MATH 180 or MATH 190. The first course taken to fulfill this requirement must be completed with a grade of "C" or higher for program completion and as a course specific prerequisite.

Suggested Course Sequence for Full-Time Study

First Term

FORM 101 College Forum Credits: (1)
CIVL 101 Surveying | Credits: 4
CIVL 110 Engineering Graphics Credits: 3
CIVL 114 Construction Materials Credits: 2
CNST 103 Blueprint Reading for Technologies Credits: 3
(1) Restricted Mathematics Elective Credits: 7

Term Total: 15

Second Term

CIVL 222 Building Construction Credits: 3
CNST 110 Statics and Strength of Materials Credits: 3
CNST 112 Statics and Strength of Materials Credits: 4
CNST 120 Architectural Drawing | Credits: 2
CNST 130 Principles and Practices of Light Construction | Credits: 3
ENGL 101 English Composition I | Credits: 3
Restricted Mathematics Elective Credits: 4

Term Total: 18

Third Term

CIVL 213 Soils and Foundations Credits: 3
CIVL 224 Estimating Credits: 3
CNST 202 Construction Planning and Control Credits: 3
CNST 210 Steel Construction Credits: 3
PHYS 115 Physics Credits: 4

Term Total: 16

Fourth Term

CNST 211 Concrete Construction Credits: 3
CNST 231 Building Service Systems Credits: 3
CNST 239 Construction Capstone Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
SOCL 120 Cultural Diversity in American Society Credits: 3
Mission of the Program: 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:

- To develop competencies in a wide variety of electrical specialties to provide breadth as well as depth of knowledge to a graduate.
- To expose students to technically relevant practices and procedures required for success.
- To foster problem solving capabilities within the field of electrical engineering.
- To maintain a relevant curriculum to match emerging changes in technical fields.
- Provide students with the ability to apply knowledge to emerging technical fields.
- Prepare students to find employment in the electrical fields or transfer to a four-year university.

Student Outcomes:

- An ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined engineering technology activities.
- An ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
- An ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
- An ability to function effectively as a member of a technical team.
- An ability to identify, analyze, and solve narrowly defined engineering technology problems.
- An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An understanding of the need for and an ability to engage in self-directed continuing professional development.
- An understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
- A commitment to quality, timeliness, and continuous improvement.

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

Most Electrical Engineering Technology courses take a mathematical approach, typically consisting of both theory and laboratory. In the theory portion, the student learns basic rules and principles and their applications. In the laboratory, the student experimentally verifies the validity of these rules and principles, while developing a proficiency in the use of electronic test equipment.

The program is accredited by the Engineering Technology Commission (ETAC) of ABET, www.abet.org.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Total</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>50</td>
<td>21</td>
<td>71</td>
<td>12</td>
</tr>
<tr>
<td>Fall 2014</td>
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<td>Fall 2015</td>
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<td>69</td>
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<tr>
<td>Fall 2016</td>
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<td>55</td>
<td>22</td>
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<tr>
<td>Fall 2017</td>
<td>48</td>
<td>15</td>
<td>63</td>
<td>9</td>
</tr>
</tbody>
</table>

The Electrical Engineering Technology - Electronics (ELT) Headcount Summary
Algebra and geometry or 2 units of equivalent academic math (70 or above in each course) | Fall only | Additional science, math, and mechanical drawing courses recommended. | 70 or above
---|---|---|---

The estimated cost of books for the student enrolled in the first full-time term as outlined would be approximately $670.

Total Credits Required: 62

Major Requirements*

*or specific course equivalents as approved by the Department Chairperson.
**Required of first time, full-time students.

| FORM 101 College Forum Credits: (1) ** | ELET 100 Electricity I Credits: 4 | ELET 101 Electricity II Credits: 4 | ELET 105 Electronics I Credits: 4 |
| ELET 120 Personal Computer Hardware Essentials Credits: 3 | ELET 206 Elements of Communications Electronics Credits: 4 | ELET 210 Digital Electronics Credits: 4 | ELET 215 Operational Amplifiers Credits: 4 |
| ELET 225 Electromechanical Devices and Systems Credits: 4 | ELET 230 Electronic Design Credits: 1 | ELET 245 Introduction to Microcontrollers Credits: 4 | ENGL 101 English Composition I Credits: 3 |
| ENGL 102 English Composition II Credits: 3 | OR | ENGL 104 English Composition II: Writing About Literature Credits: 3 |
| | | |

(1) Restricted Mathematics Elective Credits: 8
(2) Restricted Physics Elective Credits: 8
(3) Technical Elective Credits: 4

(1) Restricted Mathematics Elective Credits: 8

MATH 150 College Algebra with Trigonometry Credits: 4
MATH 165 Basic Calculus with Analytic Geometry Credits: 4
MATH 170 Precalculus Credits: 4
MATH 180 Calculus I Credits: 4
MATH 190 Calculus II Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
MATH 220 Calculus IV: Differential Equations Credits: 4

(2) Restricted Physics Elective Credits: 8

PHYS 135 Technical Physics I Credits: 4
PHYS 136 Technical Physics II Credits: 4
PHYS 140 General Physics I Credits: 4
PHYS 141 General Physics II Credits: 4
PHYS 150 Physics I Credits: 4
PHYS 151 Physics II Credits: 4

(3) Technical Elective Credits: 4

Recommend courses:

ELET 115 C/C++ For Technologies Credits: 4
ELET 260 Introduction to Computer Networking Credits: 4

Students may also choose

CHEM 110 General Chemistry I Credits: 4
CISS 110 Programming and Logic I Credits: 4
MECT 215 Statistical Quality and Process Control Credits: 3

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

FORM 101 College Forum Credits: (1)
ELET 100 Electricity I Credits: 4
ELET 101 Electricity II Credits: 4
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

(1) Restricted Mathematics Elective Credits: 8
(2) Restricted Physics Elective Credits: 8
(3) Technical Elective Credits: 4

Term Total: 14

Second Term

ELET 101 Electricity II Credits: 4
ELET 105 Electronics I Credits: 4
ENGL 102 English Composition II Credits: 3
OR
ENGL 104 English Composition II: Writing About Literature Credits: 3

Restricted Mathematics Elective Credits: 4

Term Total: 15
Third Term

ELET 210 Digital Electronics Credits: 4
ELET 215 Operational Amplifiers Credits: 4
ELET 245 Introduction to Microcontrollers Credits: 4
Restricted Physics Elective Credits: 4

Term Total: 16

Fourth Term

ELET 206 Elements of Communications Electronics Credits: 4
ELET 225 Electromechanical Devices and Systems Credits: 4
ELET 230 Electronic Design Credits: 1
Restricted Physics Elective Credits: 4
Technical Elective Credits: 4

Term Total: 17

Electrical Technology: Semiconductor Manufacturing Technology, A.A.S.

Associate in Applied Science
HEGIS # 5310
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

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, microelectromechanical systems (MEMS), and nanotechnology.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
</table>

Algebra and geometry or 2 units of equivalent academic math (70 or above in each course)

Additional science, math, and mechanical drawing courses recommended.

70 or above

Total Credits Required: 62

Major Requirements*

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

- FORM 101 College Forum Credits: (1) **
- CHEM 105 Concepts in Chemistry Credits: 4
  OR
- CHEM 110 General Chemistry Credits: 4
- ELET 100 Electricity Credits: 4
- ELET 101 Electricity II Credits: 4
- ELET 105 Electronics Credits: 4
- ELET 115 C/C++ For Technologies Credits: 4
  OR
- CISS 110 Programming and Logic Credits: 4
- ELET 120 Personal Computer Hardware Essentials Credits: 3
- ELET 210 Digital Electronics Credits: 4
- ELET 225 Electromechanical Devices and Systems Credits: 4
- ELET 250 Vacuum and Power RF Credits: 4
- ELET 255 Semiconductor Manufacturing and Nanofabrication Processes Credits: 4
- ELET 261 Semiconductor and Nanotech Overview Credits: 2
Suggested Course Sequence for Full-Time Study

First Term

- FORM 101 College Forum Credits: (1)
- ELET 100 Electricity I Credits: 4
- ELET 120 Personal Computer Hardware Essentials Credits: 3
- ENGL 101 English Composition I Credits: 3
- Restricted Mathematics Elective Credits: 4

Term Total: 14

Second Term

- ELET 101 Electricity II Credits: 4
- ELET 105 Electronics I Credits: 4
- ENGL 102 English Composition II Credits: 3
- OR
- ENGL 104 English Composition II: Writing About Literature Credits: 3

Term Total: 15

Third Term

- ELET 210 Digital Electronics Credits: 4
- ELET 261 Semiconductor and Nanotech Overview Credits: 2
- ELET 250 Vacuum and Power RF Credits: 4
- CHEM 105 Concepts in Chemistry Credits: 4
- OR
- CHEM 110 General Chemistry I Credits: 4

Term Total: 18

Fourth Term

- ELET 115 C/C++ For Technologies Credits: 4
- OR
- CISS 110 Programming and Logic I Credits: 4
- ELET 225 Electromechanical Devices and Systems Credits: 4
- ELET 255 Semiconductor Manufacturing and Nanofabrication Processes Credits: 4
- ELET 285 Semiconductor Metrology and Process Control Credits: 3

Term Total: 15

Total Credits Required: 62

Engineering Science, A.S.

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 12 credits in engineering courses may be transferred into the program.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, geometry, algebra II and precalculus or 4 units of equivalent academic math, chemistry and physics w/labs. (85 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: &quot;B&quot; 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 &quot;C&quot; 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>
</tbody>
</table>

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

Total Credits Required: 68

Major Requirements*

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

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

FORM 101 College Forum Credits: (1)
CHEM 110 General Chemistry I Credits: 4
OR
CHEM 120 Chemistry I Credits: 4
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGR 110 Engineering Tools Credits: 3
ENGR 120 Introduction to Engineering Design Credits: 3
ENGR 211 Engineering Statics Credits: 4
MATH 180 Calculus I Credits: 4
MATH 190 Calculus II Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
MATH 220 Calculus IV: Differential Equations Credits: 4
PHYS 150 Physics I Credits: 4
PHYS 151 Physics II Credits: 4
  (1) Engineering Electives Credits: 15
  (2) General Education Electives Credits:16
  (3) Restricted Electives Credits:3

(1) Engineering Electives Credits: 15

Two of the three engineering electives must come from the following courses:

ENGR 215 Engineering Materials Credits: 4
ENGR 218 Strength of Materials Credits: 4
ENGR 220 Engineering Dynamics Credits: 4
ENGR 222 Thermodynamics Credits: 4
ENGR 223 Thermal Fluid Science Credits: 4
ENGR 225 Electric Circuits Credits: 4

The third engineering elective may be another ENGR course listed above or one of the following:

BIOL 150 General Biology I Credits: 4
OR
BIOL 190 Biology I Credits: 4
BIOL 151 General Biology II Credits: 4
OR
BIOL 191 Biology II Credits: 4
CHEM 111 General Chemistry II Credits: 4
OR
CHEM 121 Chemistry II Credits: 4
CHEM 210 Organic Chemistry I Credits: 4
CHEM 211 Organic Chemistry II Credits: 4
CISS 109 Python Programming Credits: 4
OR
CISS 110 Programming and Logic I Credits: 4
CISS 111 Programming and Logic II – Data Structures Credits: 4
CISS 210 Information Systems Analysis and Design Credits: 4
CISS 280 Assembly Language and Computer Architecture Credits: 4
CISS 290 C++ Programming Credits: 4
MATH 183 Discrete Mathematics Credits: 4
MATH 200 Linear Algebra Credits: 3
MATH 205 Mathematical Statistical Analysis Credits: 4
PHYS 250 Physics III Credits: 4
PHYS 251 Modern Physics Credits: 4
PHYS 252 Methods of Theoretical Physics Credits: 4

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

Students can take ENGR 222 OR ENGR 223. If both are taken only one will count as degree applicable.

Students can take BIOL 150 OR 190. If both are taken only one will count as degree applicable.

Students can take BIOL 151 OR BIOL 191. If both are taken only one will count as degree applicable.

Students can take CHEM 111 OR 121. If both are taken only one will count as degree applicable.

Students can take CISS 109 OR CISS 110. If both are taken only one will count as degree applicable.

(2) General Education Electives Credits: 6

Students are required to take two courses from two different SUNY General Education areas of American History (AH), Western Civilization (WC), Other World Civilizations (OC), the Arts (AR), Humanities (HU), Social Science (SS) or Foreign Language (FL).

(3) Restricted Electives Credits: 3

Electives should be selected after consultation with your academic department and exploring the needs of your transfer college(s).

Students may choose from a list of electives which include:

MATH 135 Elementary Statistics Credits: 4
   Any of the engineering electives listed above.
   Any General Education Humanities or Social Science course.

Total Credits Required: 68

Suggested Course Sequence for Full-Time Study

First Term

FORM 102 College Forum Credits: (1)
CHEM 110 General Chemistry I Credits: 4
   OR
CHEM 120 Chemistry I Credits: 4
MATH 180 Calculus I Credits: 4
ENGR 110 Engineering Tools Credits: 3
ENGL 101 English Composition I Credits: 3
General Education Elective Credits: 3

Term Total: 17

Second Term

MATH 190 Calculus II Credits: 4
PHYS 150 Physics I Credits: 4
ENGR 120 Introduction to Engineering Design Credits: 3
ENGL 102 English Composition II Credits: 3
General Education Elective Credits: 3

Term Total: 17

Third Term

ENGR 211 Engineering Statics Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
PHYS 151 Physics II Credits: 4
Engineering Elective Credits: 3
Restricted Elective Credits: 3

Term Total: 18

Fourth Term

MATH 220 Calculus IV: Differential Equations Credits: 4
Engineering Electives Credits: 12

Term Total: 16

Mechanical Engineering Technology, A.A.S.

Associate in Applied Science
HEGIS #5315
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

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

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

Student Outcomes:

An ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined engineering technology activities.
An ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
An ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
An ability to function effectively as a member of a technical team.
An ability to identify, analyze, and solve narrowly defined engineering technology problems.
An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
An understanding of the need for and an ability to engage in self-directed continuing professional development.
An understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
A commitment to quality, timeliness, and continuous improvement.

The Mechanical Engineering Technology program provides the student with a general background in mathematics, physics and related technology subjects through a common core of courses.

The flexibility provided the student in this program is necessary to accommodate the scope of interests in today’s student audience and to cope with the rapidly changing technology field. Mechanical Technology students are instructed in computer programming, Computer Aided Manufacturing, Computer Aided Drafting (CAD/CAM) and microcomputer applications.

The job opportunities for graduates of these programs are virtually unlimited, the demand being far greater than the supply. Many of our graduates interested in education beyond the A.A.S. level have successfully transferred to four-year colleges across the country.

The program is accredited by the Engineering Technology Commission (ETAC) of ABET, www.abet.org.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math (70 or above in each course)</td>
<td>Fall only</td>
<td>Additional math courses recommended.</td>
<td>70 or above</td>
</tr>
</tbody>
</table>

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

Total Credits Required: 63

Major Requirements*

* or specific course equivalents as approved by department chairperson.
**Required of first time, full-time students.
***A grade of "C" or better is required for program completion and as a course specific prerequisite.

FORM 101 College Forum Credits: (1) **
ENGL 101 English Composition | Credits: 3
ENGL 104 English Composition II: Writing About Literature  
Credits: 3

MECT 100 Interpreting Engineering Drawings Credits: 3
MECT 105 Engineering Materials Credits: 4
MECT 115 Computer Graphic Applications Credits: 3
MECT 120 Manufacturing Processes Credits: 3
MECT 125 Statics and Dynamics Credits: 4
MECT 130 Electricity Credits: 3
MECT 210 Industrial Instrumentation Credits: 4
MECT 215 Statistical Quality and Process Control Credits: 3
MECT 225 Strength of Materials Credits: 4
MECT 230 Introduction to Computer Aided Manufacturing Credits: 3
MECT 240 Design of Machine Elements Credits: 4
SOCL 120 Cultural Diversity in American Society Credits: 3

(1) Restricted Mathematics Electives Credits: 8
(2) Restricted Physics Electives Credits: 8

MECT 120 Manufacturing Processes Credits: 3
MECT 125 Statics and Dynamics Credits: 4
SOCL 120 Cultural Diversity in American Society Credits: 3

(1) Restricted Mathematics Electives Credits: 4
(2) Restricted Physics Electives Credits: 4

Term Total: 17

Second Term

MECT 120 Manufacturing Processes Credits: 3
MECT 125 Statics and Dynamics Credits: 4
SOCL 120 Cultural Diversity in American Society Credits: 3

(1) Restricted Mathematics Electives Credits: 4
(2) Restricted Physics Electives Credits: 4

Term Total: 18

Third Term

MECT 130 Electricity Credits: 3
MECT 215 Statistical Quality and Process Control Credits: 3
MECT 225 Strength of Materials Credits: 4

(1) Restricted Mathematics Electives Credits: 4
(2) Restricted Physics Electives Credits: 4

Term Total: 14

Fourth Term

ENGL 104 English Composition II: Writing About Literature Credits: 3
MECT 210 Industrial Instrumentation Credits: 4
MECT 230 Introduction to Computer Aided Manufacturing Credits: 3
MECT 240 Design of Machine Elements Credits: 4

Term Total: 14

Welding and Fabrication, A.O.S.

Associate in Occupational Studies  
HEGIS #5308.00
Department Chairperson: Joseph Dana  
Hudson Hall, Room 129, (518) 629-7358

This degree program will provide students with the skills for a career in welding with a focus on metal fabrications. With coursework in CAD, Metrology and Metallurgy, in addition to fabrication and welding courses, the student will receive instruction in advanced topics not available in other welding programs.

This advance coursework will allow students to enter the workforce with skills needed in industry. This academic program is primarily designed for those who wish to enter the workforce immediately following graduation.
Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

Total Credits Required: 64

Major Requirements

* Required of first-time, full-time students

- FORM 101 College Forum Credits: (1) *
- MFTS 100 Print Reading for Manufacturing Credits: 2
- MFTS 115 Introduction to Computer Applications in Manufacturing Credits: 2
- MFTS 120 CAD for Manufacturing with Solidworks Credits: 3
- MFTS 211 Manufacturing Processes Credits: 2
- MFTS 214 Advanced Dimensional Metrology Credits: 3
- MFTS 215 Industrial Relations, Safety and Health Credits: 1
- MFTS 232 Industrial Maintenance Credits: 4
- MFTS 241 Practical Metallurgy Credits: 2
- WELD 103 Introduction to Welding Lab I Credits: 8
- WELD 104 Introduction to Welding Lab II Credits: 8
- WELD 203 Applied Welding Techniques Lab I Credits: 7
- WELD 204 Applied Welding Techniques Lab II Credits: 7
- WELD 213 Fixture Design for Sheet Metal Credits: 2
- WELD 223 Repair Welding Techniques Credits: 4
  (1) Restricted English Elective Credits: 3
  (2) Restricted Mathematics Electives Credits: 6

(1) Restricted English Elective Credits: 3

Recommended ENGL 110

- ENGL 101 English Composition I Credits: 3
- ENGL 110 Technical Communication Credits: 3

(2) Restricted Mathematics Elective Credits: 6

Recommended MATH 105 and MATH 106

- MATH 105 Applied Technical Mathematics I Credits: 3
- MATH 106 Applied Technical Mathematics II Credits: 3
- MATH 110 Intermediate Algebra Credits: 3
- MATH 150 College Algebra with Trigonometry Credits: 4
- MATH 165 Basic Calculus with Analytic Geometry Credits: 4
- MATH 170 Precalculus Credits: 4
- MATH 180 Calculus I Credits: 4
- MATH 190 Calculus II Credits: 4
- MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
- MATH 220 Calculus IV: Differential Equations Credits: 4

Total Credits Required: 64

Suggested Course Sequence For Full-Time Study:

First Term

- FORM 101 College Forum Credits: (1)
- MFTS 100 Print Reading for Manufacturing Credits: 2
- MFTS 115 Introduction to Computer Applications in Manufacturing Credits: 2
- WELD 103 Introduction to Welding Lab I Credits: 8
  (2) Restricted Mathematics Electives Credits: 3

Term Total: 15

Second Term

- MFTS 120 CAD for Manufacturing with Solidworks Credits: 3
- WELD 104 Introduction to Welding Lab II Credits: 8
  (1) Restricted English Elective Credits: 3
  (2) Restricted Mathematics Electives Credits: 3

Term Total: 17

Third Term

- MFTS 211 Manufacturing Processes Credits: 2
- MFTS 214 Advanced Dimensional Metrology Credits: 3
- MFTS 215 Industrial Relations, Safety and Health Credits: 1
- MFTS 241 Practical Metallurgy Credits: 2
- WELD 203 Applied Welding Techniques Lab I Credits: 7

Term Total: 15

Fourth Term

- MFTS 232 Industrial Maintenance Credits: 4
- WELD 204 Applied Welding Techniques Lab II Credits: 7
- WELD 213 Fixture Design for Sheet Metal Credits: 2
Computer Aided Drafting Certificate

Certificate
HEGIS #5603
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

This unique program offers students an intensified training in computer aided drafting (CAD). Students receive instruction in eleven courses, followed by a two-month internship (practicum) with an area company, gaining valuable hands-on experience as an entry level CAD Technician. This program is offered only in a full-time day schedule, and is ideal for individuals who need to enter or re-enter the workforce within a short period of time. Credits are transferable, and many graduates continue on in 2-year degree programs after entering the workforce. For information on application procedures and admission prerequisites contact the School of Engineering and Industrial Technologies Academic Advising Center at (518) 629-7584.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit of any math</td>
<td>Fall only</td>
<td>Interview with program coordinator is required.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total Credits Required: 45

Major Requirements*

*or specific course equivalents as approved by department chairperson

CADD 100 Topics in 2D AutoCAD Credits: 4
CADD 110 Advanced Topics in AutoCAD Credits: 4
CADD 120 Topographical Detailing in CAD Credits: 4
CADD 200 Architectural Applications in CAD Credits: 4
CADD 210 Solid Modeling Project in CAD Credits: 4
CADD 215 CAD Applications in Building Mechanicals Credits: 3
CADD 230 Computer Aided Drafting Practicum Credits: 4
ENGL 101 English Composition I Credits: 3
INDS 100 Career Planning and Decision Making Credits: 3
CADD 125 Blueprint Reading and Mechanical Drawing Credits: 3

(1) Restricted English Elective Credits: 3
(2) Restricted Mathematics Elective Credits: 6

Total Credits Required: 45

Suggested Course Sequence for Full-Time Study

Fall Term

CADD 100 Topics in 2D AutoCAD Credits: 4
CADD 110 Advanced Topics in AutoCAD Credits: 4
CADD 120 Topographical Detailing in CAD Credits: 4
ENGL 101 English Composition I Credits: 3
CADD 125 Blueprint Reading and Mechanical Drawing Credits: 3
Restricted Mathematics Elective Credits: 3

Term Total: 21

Spring Term

CADD 200 Architectural Applications in CAD Credits: 4
CADD 210 Solid Modeling Project in CAD Credits: 4
CADD 215 CAD Applications in Building Mechanicals Credits: 3

(1) Restricted English Elective Credits: 3
(2) Restricted Mathematics Elective Credits: 6
Constraint Certificate

HEGIS #5317
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

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

Total Credits Required: 30

Major Requirements*

*Or specific course equivalents as approved by department chairperson.

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

- FORM 101 College Forum Credits: (1) **
- CIVL 110 Engineering Graphics Credits: 3
- CIVL 114 Construction Materials Credits: 2
- CIVL 224 Estimating Credits: 3
- CNST 103 Blueprint Reading for Technologies Credits: 3
- CNST 130 Principles and Practices of Light Construction I Credits: 3
- CNST 131 Construction Laboratory I Credits: 2
- CNST 132 Construction Laboratory II Credits: 2
- CNST 133 Principles and Practices of Light Construction II Credits: 4
- CNST 134 Construction Lab III Credits: 2
- CNST 231 Building Service Systems Credits: 3
- MATH 099 Elementary Algebra I Credits: 3ND
- MATH 100 Elementary Algebra II Credits: 3 (1)

(1) Elementary Algebra II

Students will be required to take MATH 099 as a prerequisite to MATH 100. If a student intends to continue with Construction Technology - Building Construction A.A.S. degree program, MATH 110 and MATH 150 should be taken.

Total Credits Required: 30

Suggested Course Sequence for Full-Time Study

First Term

- FORM 101 College Forum Credits: (1)
- CIVL 110 Engineering Graphics Credits: 3
- CIVL 114 Construction Materials Credits: 2
- CNST 103 Blueprint Reading for Technologies Credits: 3
Semiconductor Technology Certificate

Certificate
HEGIS # 5310
Department Chairperson: Joseph Dana
Hudson Hall, Room 129, (518) 629-7358

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 135 Technical Physics I, MATH 150 College Algebra with 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>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>
</tbody>
</table>

Total Credits Required: 25

Major Requirements*

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

CHEM 105 Concepts in Chemistry Credits: 4
ELET 210 Digital Electronics Credits: 4
ELET 225 Electromechanical Devices and Systems Credits: 4
ELET 250 Vacuum and Power RF Credits: 4
ELET 255 Semiconductor Manufacturing and Nanofabrication Processes Credits: 4
ELET 261 Semiconductor and Nanotech Overview Credits: 2
ELET 285 Semiconductor Metrology and Process Control Credits: 3

Total Credits Required: 25
Suggested Course Sequence for Full-Time Study

First Term

CHEM 105 Concepts in Chemistry Credits: 4
ELET 210 Digital Electronics Credits: 4
ELET 250 Vacuum and Power RF Credits: 4
ELET 261 Semiconductor and Nanotech Overview Credits: 2

Term Total: 14

Second Term

ELET 225 Electromechanical Devices and Systems Credits: 4
ELET 255 Semiconductor Manufacturing and Nanofabrication Processes Credits: 4
ELET 285 Semiconductor Metrology and Process Control Credits: 3

Term Total: 11

Computer Science and Mathematics Department

Computer Information Systems, A.A.S.

Associate in Applied Science
HEGIS #5101
Department Chairperson: Linda Lim
Bulmer Telecommunications Center, Room 220, (518) 629-7358

The School of Business and Liberal Arts, 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:

- **Computer Information Systems A.S. (CSS)**
  Two-year transfer degree for Computer Science, Computer Information Systems, Information Technology, Informatics, etc.

- **Computer Information Systems A.A.S. (CIS)**
  Generic terminal degree can be tailored for specific outcome and includes the following tracks:

  - **Cloud Computing Track**
    Cloud Computing is a subscription-based, elastic computational model that employs internet accessible servers in contrast to traditional purchasing, maintaining and supporting on-site provisioned servers. The promise of cloud computing is to provide organizations with a more scalable, responsive and cost-effective enterprise computing solution.

  - **Programming & Database Management Systems Track**
    Students will learn to apply intermediate and advanced symbolic logic and programming concepts coupled with intermediate to advanced database management skills to develop contemporary business, decision-support, data warehousing, web-based and mobile applications.

  - **System & Network Administration Track (houses Cisco Network Academy - CCNA & CCNP)**
    The System and Administration track will introduce the student to system administration and the organization and design of data networks, and provide the foundation for the Cisco Certified Network Associate and Cisco Certified Network Professional certifications. System administration topics include: virtualization, process management, memory management, device management, file management, system security and system integration. Network administration topics include: networking applications, network media, Ethernet technology, the TCP/IP protocol suite, network addressing, operation of routed and switched networks. These hands on courses utilize both the college’s networking laboratories and the Cisco Network Academy resources. Note: The Cisco certification exam is not offered through the college since it is an industry-controlled certification.

  - **Web Design & Programming Track**
    Web Design and Programming is a highly relevant web design curriculum that focuses on contemporary dynamic, accessible, personalized, multimedia rich and W3C standards-compliant functionality.

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 it should be noted that the degree transfers well to Computer Information Systems and Information Technology Management four-year degree programs. The program provides the 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 130. 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>
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<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry 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 130 with a grade of &quot;C&quot; or higher or by permission of department chair.</td>
<td>80 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 $730

### Total Credits Required: 64

#### Major Requirements*

* or specific course equivalents as approved by department chairperson.

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

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

- FORM 104 College Forum Credits: (1) **
- CISS 100 Introduction to Computing and Information Sciences Credits: 4 ***
- CISS 109 Python Programming Credits: 4 ***
  OR
- CISS 110 Programming and Logic I Credits: 4 ***
- CISS 210 Information Systems Analysis and Design Credits: 4 ***
- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3 ***
- CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3 ***
- ENGL 101 English Composition I Credits: 3
  (1) Restricted English Elective Credits: 3
  (2) Economics Elective Credits: 3
  (3) Liberal Arts and Science Electives Credits: 6
  (4) Math Electives Credits: 6
  (5) CIS Electives Credits: 22 ***
- Free Elective Credits: 3

(1) Restricted English Elective Credits: 3

Any ENGL course with a Liberal Arts and Sciences Humanities designation. Recommend:

- ENGL 102 English Composition II Credits: 3
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- ENGL 106 English Composition II: Writing for Technicians Credits: 3
- ENGL 108 Honors Composition II Credits: 3
- ESLS 102 English Composition II for English as a Second Language Students Credits: 3
(2) Economics Elective Credits: 3

Recommend:

ECON 100 Principles of Macroeconomics Credits: 3
OR
ECON 101 Principles of Microeconomics Credits: 3

(3) Liberal Arts and Science Electives Credits: 6

Any course designated as "HVCC Liberal Arts and Sciences." Recommend math.

(4) Math Electives Credits: 6

MATH 130 or higher (MATH 155 not valid) and BADM 220. Recommend for transfer:

- MATH 150 College Algebra with Trigonometry Credits: 4 and higher
- BADM 220 Statistics Credits: 4

(5) CIS Electives Credits: 22

Valid elective options include:

- any CISS course
- MATH 183 Discrete Mathematics

With advisement, students are recommended to complete a CIS track (one of: Programming & Database Management Systems, System and Network Administration or Web Design & Programming). Grade of "C" or better required in track courses for program completion.

Cloud Computing Track

- CISS 150 Operating Systems Credits: 4
- CISS 217 Cloud Computing Credits: 3
- CISS 220 Introduction to Web Design and Development Credits: 3
- CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
  CISS Electives Credits: 9

Programming & Database Management Systems Track

- CISS 111 Programming and Logic II – Data Structures Credits: 4
- CISS 250 Database Management Systems Credits: 4
- Track Electives Credits: 14
  Two electives must be chosen from:
  - CISS 130 Internet of Things (IoT) Programming Credits: 3
  - CISS 180 Introduction to Robotics Credits: 4
  - CISS 200 COBOL Programming Credits: 4
  - CISS 218 Introduction to Machine Learning and Analytics Credits: 4
  - CISS 221 Web Design-Client Side Programming with JavaScript Credits: 3
  - CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
  - CISS 229 Mobile Computing Technologies Credits: 3
  - CISS 233 C# Programming Credits: 4
  - CISS 241 Advanced Java Programming Credits: 4
  - CISS 251 Structured Query Language (SQL) And PL/SQL Credits: 3
  - CISS 280 Assembly Language and Computer Architecture Credits: 4
  - CISS 290 C++ Programming Credits: 4

System & Network Administration Track

(Houses Cisco Network Academy - CCNA & CCNP)

- CISS 120 Networking I- Intro to Data Communication Credits: 3
- CISS 121 Networking II- Intro to Network Administration Credits: 3
- CISS 150 Operating Systems Credits: 4
- CISS 270 Advanced Routing and Wide Area Network (WAN) Infrastructure Credits: 3
- CISS 271 Advanced Switching and Network Management Credits: 3
- CISS Electives Credits: 6

Web Design & Programming Track

- CISS 135 Information Design and Content Management Credits: 3
- CISS 220 Introduction to Web Design and Development Credits: 3
- CISS 221 Web Design-Client Side Programming with JavaScript Credits: 3
- CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
- CISS Electives Credits: 10

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term

- FORM 104 College Forum Credits: (1)
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
Term Total: 17

Second Term

- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
- CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3
- Restricted English Elective Credits: 3
- Math Elective Credits: 3
- CIS Elective Credits: 4

Term Total: 16

Third Term

- CISS 210 Information Systems Analysis and Design Credits: 4
- Liberal Arts and Science Elective Credits: 3
- CIS Electives Credits: 9

Term Total: 16

Fourth Term

- Liberal Arts and Science Elective Credits: 3
- CIS Electives Credits: 9
- Free Elective Credits: 3

Term Total: 15

Computer Information Systems, A.S.

Associate in Science
HEGIS #5101
Department Chairperson: Linda Lim
Bulmer Telecommunications Center, Room 220, (518) 629-7358

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:

- Computer Information Systems A.S. (CSS)
  - Two-year transfer degree for Computer Science, Computer Information Systems, Information Technology, Informatics, etc.
- Computer Information Systems A.A.S. (CIS)
  - Generic terminal degree can be tailored for specific outcome and includes the following tracks:
    - Programming & Database Management Systems Track
    - Web Design & Programming Track
    - System & Network Administration Track (houses Cisco Network Academy - CCNA & CCNP)

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.

The Computer Science Track in this program is designed for the SUNY Transfer Path.
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. Degree requirements can be completed on a full-time or part-time basis, with courses available during the day, evening and online.

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

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, Geometry and Algebra II or 3 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 requirement may be waived if a student has successfully completed minimally MATH 150 with a grade of &quot;C&quot; or higher or by permission of department chair. 80 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 $705.

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by department chairperson.

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

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

- FORM 104 College Forum Credits: (1) **
- CISS 100 Introduction to Computing and Information Sciences Credits: 4 ***
- CISS 109 Python Programming Credits: 4 ***
  OR
- CISS 110 Programming and Logic I Credits: 4 ***
- CISS 111 Programming and Logic I – Data Structures Credits: 4 ***
- CISS 210 Information Systems Analysis and Design Credits: 4 ***
- ENGL 101 English Composition I Credits: 3
  (1) Restricted CIS Electives Credits: 6 ***
  (2) Restricted English Elective Credits: 3
  (3) Humanities Elective Credits: 3
  (4) History Elective Credits: 3
  (5) Natural Science Elective Credits: 4
  (6) Social Science Elective Credits: 3
  (7) Math Electives Credits: 8
  (8) LAS/Gen Ed Elective Credits: 3
  (9) Restricted Electives Credits: 12

(1) Restricted CIS Electives Credits: 6

Grade of "C" or better required in CIS Electives for program completion.

- CISS 115 Introduction to Game Design and Development Credits: 4
- CISS 120 Networking I- Intro to Data Communication Credits: 3
- CISS 121 Networking II- Intro to Network Administration Credits: 3
- CISS 125 Computer and Information Security Credits: 3
- CISS 130 Internet of Things (IoT) Programming Credits: 3
- CISS 150 Operating Systems Credits: 4
- CISS 180 Introduction to Robotics Credits: 4
- CISS 200 COBOL Programming Credits: 4
- CISS 215 Project Management Credits: 4
- CISS 217 Cloud Computing Credits: 3
- CISS 218 Introduction to Machine Learning and Analytics Credits: 4
- CISS 220 Introduction to Web Design and Development Credits: 3
- CISS 221 Web Design-Client Side Programming with JavaScript Credits: 3
- CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
- CISS 227 XML and Advanced Web and Information Management Credits: 3
- CISS 229 Mobile Computing Technologies Credits: 3
- CISS 233 C# Programming Credits: 4
- CISS 241 Advanced Java Programming Credits: 4
- CISS 250 Database Management Systems Credits: 4
- CISS 251 Structured Query Language (SQL) And PL/SQL Credits: 3
- CISS 260 Internship Credits: 3
- CISS 280 Assembly Language and Computer Architecture Credits: 4
- CISS 290 C++ Programming Credits: 4
MATH 183 Discrete Mathematics **Credits: 4**

(2) Restricted English Elective Credits: 3

- ENGL 102 English Composition II **Credits: 3**
- ENGL 104 English Composition II: Writing About Literature **Credits: 3**
- ENGL 106 English Composition II: Writing for Technicians **Credits: 3**
- ESLS 102 English Composition II for English as a Second Language Students **Credits: 3**

(3) Humanities Elective Credits: 3

Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(4) History Elective Credits: 3

Course must be designated as "SUNY General Education AH, WH or OC course and "HVCC Liberal Arts and Sciences Social Science" course.

(5) Natural Science Elective Credits: 4

Course must be designated as both "SUNY General Education Natural Science" and "HVCC Liberal Arts and Sciences Science" course.

(6) Social Science Elective Credits: 3

Course must be designated as "SUNY General Education Social Science" course. Recommend economics:

- ECON 100 Principles of Macroeconomics **Credits: 3**
- ECON 101 Principles of Microeconomics **Credits: 3**

(7) Math Electives Credits: 8

Minimally MATH 150; recommend BADM 220 and MATH 180.

(8) LAS/Gen Ed Elective Credits: 3

Course must be designated as both "SUNY General Education Foreign Language or Arts" and "HVCC Liberal Arts and Science Humanities" course.

(9) Restricted Electives Credits: 12

- Any course listed in (1) Restricted CIS Electives
- ACTG 110 Financial Accounting **Credits: 4**
- ACTG 111 Managerial Accounting **Credits: 4**

BADM 110 Legal and Ethical Environment of Business I (Business Law I) **Credits: 3**

- BADM 111 Legal and Ethical Environment of Business II (Business Law II) **Credits: 3**
- BADM 220 Statistics **Credits: 4**
- BIOL 150 General Biology I **Credits: 4**
  or higher
- CHEM 110 General Chemistry I **Credits: 4**
  or higher
- CRJS 101 Introduction to Criminal Justice **Credits: 3**
- ECON 100 Principles of Macroeconomics **Credits: 3**
- ECON 101 Principles of Microeconomics **Credits: 3**
- any ENGL course
- FSCI 244 Digital Forensics **Credits: 3**
- MATH 150 College Algebra with Trigonometry **Credits: 4**
  or higher
- PHYS 140 General Physics I **Credits: 4**
  or higher
- PSYC 100 General Psychology **Credits: 3**

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term

- FORM 104 College Forum **Credits: (1)**
- CISS 100 Introduction to Computing and Information Sciences **Credits: 4**
- CISS 109 Python Programming **Credits: 4**
  OR
- CISS 110 Programming and Logic I **Credits: 4**
- ENGL 101 English Composition I **Credits: 3**
- Math Elective **Credits: 4**

Term Total: 15

Second Term

- CISS 111 Programming and Logic II – Data Structures **Credits: 4**
- History Elective **Credits: 3**
- Math Elective **Credits: 4**
- Natural Science Elective **Credits: 4**
- Restricted English Elective **Credits: 3**

Term Total: 18

Third Term
LAS/Gen Ed Electives Credits: 3
Restricted CIS Elective Credits: 3
Restricted Electives Credits: 6
Social Science Elective Credits: 3

Term Total: 15

Fourth Term

- CISS 210 Information Systems Analysis and Design
  Credits: 4
- Humanities Elective Credits: 3
- Restricted CIS Elective Credits: 3
- Restricted Electives Credits: 6

Term Total: 16

Total Credits Required: 64

Computer Science Track

**Required of first time, full-time students.
*** A grade of "C" or better is required for program completion.

- FORM 104 College Forum Credits: (1) **
- CISS 100 Introduction to Computing and Information Sciences Credits: 4 ***
- CISS 110 Programming and Logic I Credits: 4 ***
- CISS 111 Programming and Logic II – Data Structures Credits: 4 ***
- CISS 210 Information Systems Analysis and Design Credits: 4 ***
- CISS 280 Assembly Language and Computer Architecture Credits: 4 ***
- ENGL 101 English Composition I Credits: 3
- ENGL 102 English Composition II Credits: 3 OR
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- MATH 180 Calculus I Credits: 4
- MATH 183 Discrete Mathematics Credits: 4 ***
- MATH 190 Calculus II Credits: 4
- (1) Restricted CIS Electives Credits: 6 ***
- (2) Humanities Elective Credits: 3
- (3) History Elective Credits: 3
- (4) Natural Science Electives Credits: 8
- (5) Social Science Elective Credits: 3
- (6) LAS/Gen Ed Elective Credits: 3

(1) Restricted CIS Electives Credits: 6

Grade of "C" or better required in CIS Electives for program completion.

- CISS 115 Introduction to Game Design and Development Credits: 4
- CISS 120 Networking I- Intro to Data Communication Credits: 3
- CISS 121 Networking II- Intro to Network Administration Credits: 3
- CISS 125 Computer and Information Security Credits: 3
- CISS 130 Internet of Things (IoT) Programming Credits: 3
- CISS 150 Operating Systems Credits: 4
- CISS 180 Introduction to Robotics Credits: 4
- CISS 200 COBOL Programming Credits: 4
- CISS 215 Project Management Credits: 4
- CISS 217 Cloud Computing Credits: 3
- CISS 218 Introduction to Machine Learning and Analytics Credits: 4
- CISS 220 Introduction to Web Design and Development Credits: 3
- CISS 221 Web Design-Client Side Programming with JavaScript Credits: 3
- CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
- CISS 227 XML and Advanced Web and Information Management Credits: 3
- CISS 229 Mobile Computing Technologies Credits: 3
- CISS 233 C# Programming Credits: 4
- CISS 241 Advanced Java Programming Credits: 4
- CISS 250 Database Management Systems Credits: 4
- CISS 251 Structured Query Language (SQL) And PL/SQL Credits: 3
- CISS 260 Internship Credits: 3
- CISS 290 C++ Programming Credits: 4

(2) Humanities Elective Credits: 3

Course must be designated as both "SUNY General Education Humanities" and "HVCC Liberal Arts and Sciences Humanities" course.

(3) History Elective Credits: 3

Course must be designated as "SUNY General Education" AH, WH or OC course and "HVCC Liberal Arts and Sciences Social Science" course.

(4) Natural Science Electives Credits: 8

Complete one sequence of the following:

- BIOL 150 General Biology I and BIOL 151 General Biology II
- CHEM 110 General Chemistry I and CHEM 111 General Chemistry II
- PHYS 150 Physics I and PHYS 151 Physics II
(5) Social Science Elective Credits: 3

Course must be designated as "SUNY General Education Social Science" course. Recommend economics:
- ECON 100 Principles of Macroeconomics Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3

(6) LAS/Gen Ed Elective Credits: 3

Course must be designated as both "SUNY General Education Foreign Language or Arts" and "HVCC Liberal Arts and Science Humanities" course.

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study in Computer Science Track

First Term
- FORM 104 College Forum Credits: (1)
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
- CISS 110 Programming and Logic I Credits: 4
- ENGL 101 English Composition I Credits: 3
- MATH 180 Calculus I Credits: 4

Term Total: 15

Second Term

CISS 111 Programming and Logic II – Data Structures Credits: 4
- ENGL 102 English Composition II Credits: 3
  OR
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- MATH 190 Calculus II Credits: 4
- Natural Science Elective Credits: 4

Term Total: 15

Third Term

CISS 210 Information Systems Analysis and Design Credits: 4
- MATH 183 Discrete Mathematics Credits: 4
- Restricted CIS Elective Credits: 3
- Natural Science Elective Credits: 4
- Social Science Elective Credits: 3

Term Total: 18

Fourth Term

CISS 280 Assembly Language and Computer Architecture Credits: 4
- Restricted CIS Elective Credits: 3
- Humanities Elective Credits: 3
- History Elective Credits: 3
- LAS/Gen Ed Elective Credits: 3

Term Total: 16

Computer Information Systems: System and Network Administration, A.A.S.

Associate in Applied Science
HEGIS #5101
Department Chairperson: Linda Lim
Bulmer Telecommunications Center, Room 220, (518) 629-7358

This program has been deactivated effective Fall 2018 and as such, applications are no longer being accepted.

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:
Computer Information Systems A.S. (CSS)
Two-year transfer degree for Computer Science, Computer Information Systems, Information Technology, Informatics, etc.

Computer Information Systems A.A.S. (CIS)
Generic terminal degree can be tailored for specific outcome.

Computer Information System: Web Design and WWW Programming (CWW)

Computer Information System: System and Network Administration (CSA)
Houses Cisco Network Academy – CCNA & CCNP
The Computer Information Systems: System and Network Administration Associate in Applied Science (A.A.S) is a highly relevant and technical curriculum and contains the Cisco Network Academy. The Hudson Valley Community College Cisco Network Academy is one of the select few programs in New York State to teach both the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP) curriculum, as most colleges only teach through the CCNA. This degree goes beyond the standard Cisco curriculum as it focuses on theoretical networking content to provide students with the conceptual understanding to remain abreast of emergent and evolving technology. To this extent, the Cisco curriculum is used as an application platform to support the program's theoretical content. To provide a curriculum map for prospective students, the CCNA material is presented in CISS 120 and CISS 121, while the CCNP material is presented in CISS 270 and CISS 271.

Necessarily, the System and Network Administration curriculum focuses on computer and network security throughout the curriculum and includes two specific security courses as this is a component of today's systems administrator's responsibilities. Detailed descriptions of these security courses can be found in the Course Descriptions 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 130.

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>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
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<tbody>
<tr>
<td>Algebra and geometry or 2 years of equivalent academic math (80)</td>
<td>Fall and Spring</td>
<td>Computer courses recommended. Transfer students are required to have a 2.0 GPA or higher.</td>
<td>80 or above</td>
</tr>
</tbody>
</table>

Total Credits Required: 64

Major Requirements*

*or specific course equivalents as approved by department chairperson.

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

- FORM 104 College Forum Credits: (1) **
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
- CISS 110 Programming and Logic I Credits: 4
- CISS 120 Networking I- Intro to Data Communication Credits: 3
- CISS 121 Networking II- Intro to Network Administration Credits: 3
- CISS 125 Computer and Information Security Credits: 3
- CISS 150 Operating Systems Credits: 4
- CISS 210 Information Systems Analysis and Design Credits: 4
- CISS 270 Advanced Routing and Wide Area Network (WAN) Infrastructure Credits: 3
- CISS 271 Advanced Switching and Network Management Credits: 3
- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
- CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3
- ENGL 101 English Composition I Credits: 3
- (1) Restricted English Elective Credits: 3
- (2) Economics Elective Credits: 3
- (3) Liberal Arts and Science Electives Credits: 6
- (4) Math Electives Credits: 6
- (5) Restricted CSA Electives Credits: 6

(1) Restricted English Elective Credits: 3

Any ENGL course with a Liberal Arts and Sciences Humanities designation.
(2) Economics Elective Credits: 3
- ECON 100 Principles of Macroeconomics Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3

(3) Liberal Arts and Science Electives Credits: 6
Recommend: ENGL 120, ENGL 130, ENGL 132, ENGL 136 for students interested in electronic/new media; cannot include MATH below MATH 130.

(4) Math Electives Credits: 6
Recommend: MATH 130 and MATH 131 for terminal degree.

(5) Restricted CSA Electives Credits: 6
- CISS 105 IT Essentials (A+): PC Hardware and Software Credits: 3
- CISS 111 Programming and Logic II – Data Structures Credits: 4
- CISS 180 Introduction to Robotics Credits: 4
- CISS 215 Project Management Credits: 4
- CISS 217 Cloud Computing Credits: 3
- CISS 250 Database Management Systems Credits: 4
- CISS 251 Structured Query Language (SQL) And PL/SQL Credits: 3
- CISS 260 Internship Credits: 3
- CISS 272 Wireless, VOIP and Advanced Networking Troubleshooting Credits: 4
- CISS 273 Network Security Credits: 3

Total Credits Required: 64

Suggested Course Sequence for Full-Time Study

First Term
- FORM 104 College Forum Credits: (1)**

Second Term
- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
- CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3
- CISS 121 Networking II- Intro to Network Administration Credits: 3
- Math Elective Credits: 3
- Restricted English Elective Credits: 3

Term Total: 15

Third Term
- CISS 125 Computer and Information Security Credits: 3
- CISS 150 Operating Systems Credits: 4
- CISS 270 Advanced Routing and Wide Area Network (WAN) Infrastructure Credits: 3
- CISS 271 Advanced Switching and Network Management Credits: 3
- Economics Elective Credits: 3

Term Total: 16

Fourth Term
- CISS 210 Information Systems Analysis and Design Credits: 4
- Liberal Arts and Science Electives Credits: 6
- Restricted CSA Electives Credits: 6

Term Total: 16

Computer Information Systems: Web Design and WWW Programming, A.A.S.

Associate in Applied Science
HEGIS #5101
Department Chairperson: Linda Lim
Bulmer Telecommunications Center, Room 220, (518) 629-7358

This program has been deactivated effective Fall 2018 and as such, applications are no longer being accepted.
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 systems 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 be further tailored to achieve a specific desired outcome. These options include the following curricular tracts:

- Computer Information Systems A.S. (CSS)
  Two-year transfer degree for Computer Science, Computer Information Systems, Information Technology, Informatics, etc.

- Computer Information Systems A.A.S. (CIS)
  Generic terminal degree can be tailored for specific outcome.

- Computer Information System: Web Design (CWW)

- Computer Information System: System and Network Administration (CSA)
  Houses Cisco Network Academy – CCNA & CCNP.

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, Web 3.0 and mobile computing 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:

- HTML5 & CSS
- XML & XSL
- Wordpress
- Java
- JavaScript
- Ajax
- PHP
- MySQL
- Linux

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 130. 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

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<td>Fall and</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>math (80 or above in each course)</td>
<td>Spring</td>
<td>Math entrance requirements may be waived if a student has successfully completed minimally MATH 130 with a grade of &quot;C&quot; or higher or by permission of department chair.</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 $620.*

**Total Credits Required: 63**

### Major Requirements*

*or specific course equivalents as approved by department chairperson.

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

- FORM 104 College Forum Credits: (1) **
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
- CISS 110 Programming and Logic I Credits: 4
- CISS 135 Information Design and Content Management Credits: 3
- CISS 210 Information Systems Analysis and Design Credits: 4
- CISS 220 Introduction to Web Design and Development Credits: 3
- CISS 221 Web Design-Client Side Programming with JavaScript Credits: 3
- CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
- CISS 227 XML and Advanced Web and Information Management Credits: 3
- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
- CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3
- ENGL 101 English Composition I Credits: 3
- (1) Restricted English Elective Credits: 3
- (2) Economics Elective Credits: 3
- (3) Liberal Arts and Science Electives Credits: 6
- (4) Math Electives Credits: 6
- (5) Restricted CWW Electives Credits: 9

(1) Restricted English Elective Credits: 3

Any ENGL course with a Liberal Arts and Sciences Humanities designation.

(2) Economics Elective Credits: 3

- ECON 100 Principles of Macroeconomics Credits: 3
- ECON 101 Principles of Microeconomics Credits: 3

(3) Liberal Arts and Science Electives Credits: 6

Recommend: ENGL 120, ENGL 130, ENGL 132 , ENGL 136 for students interested in electronic/new media; cannot include MATH below MATH 130.

(4) Math Electives Credits: 6

Recommend MATH 130 and MATH 131 for terminal degree.

(5) Restricted CWW Electives Credits: 9

Recommend:
- CISS 105 IT Essentials (A+): PC Hardware and Software Credits: 3
- CISS 111 Programming and Logic II – Data Structures Credits: 4
- CISS 115 Introduction to Game Design and Development Credits: 4
- CISS 120 Networking I- Intro to Data Communication Credits: 3
- CISS 125 Computer and Information Security Credits: 3
- CISS 180 Introduction to Robotics Credits: 4
- CISS 215 Project Management Credits: 4
- CISS 217 Cloud Computing Credits: 3
- CISS 229 Mobile Computing Technologies Credits: 3
- CISS 233 C# Programming Credits: 4
- CISS 241 Advanced Java Programming Credits: 4
- CISS 250 Database Management Systems Credits: 4
- CISS 251 Structured Query Language (SQL) And PL/SQL Credits: 3
- CISS 260 Internship Credits: 3
- CISS 290 C++ Programming Credits: 4

Total Credits Required: 63

Suggested Course Sequence for Full-Time Study

First Term

- FORM 104 College Forum Credits: (1) **
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
- CISS 110 Programming and Logic I Credits: 4
- ENGL 101 English Composition I Credits: 3
- Economics Elective Credits: 3
- Math Elective Credits: 3

Term Total: 17

Second Term

- CISS 135 Information Design and Content Management Credits: 3
- CISS 220 Introduction to Web Design and Development Credits: 3
- CMPT 115 Introduction to Business Analytics with Microsoft Excel Credits: 3
- CMPT 120 Introduction to Database Concepts with Microsoft Access Credits: 3
- Restricted English Elective Credits: 3

Term Total: 15

Third Term

- CISS 221 Web Design-Client Side Programming with JavaScript Credits: 3
- CISS 225 Web Design - Server- Side Programming with PHP And MySQL Credits: 3
- Liberal Arts and Science Elective Credits: 3
Math Elective Credits: 3
Restricted CWW Elective Credits: 3

Term Total: 15

Fourth Term

Hacking and Cybersecurity, A.S.

Associate in Science
HEGIS #5199
Department Chairperson: Linda Lim
Bulmer Telecommunications Center, Room 220, (518) 629-7358

Through a multidisciplinary approach, this program will provide students with a focus on cyberspace security and analysis of digital devices used within crime, as well as methods used and responsibilities necessary for government and private cybersecurity systems. This program is designed for students wishing to transfer to a bachelor's level Cybersecurity or similar program.

All Criminal Justice courses must have been taken within seven years and all Computer Information Systems courses must have been taken within five years in order to be applicable toward this degree program. CISS 100, CISS 120, CISS 125 and FSCI 245 must be taken at Hudson Valley.

Program Entrance Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra and geometry or 2 units of equivalent academic math (80 or above in each course)</td>
<td>Fall only</td>
<td>A 3.0 GPA is required for transfer students and major changes.</td>
<td>85 or above</td>
</tr>
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</table>

Total Credits Required: 62

Major Requirements*

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

- FORM 109 College Forum Credits: (1) **
- ACTG 110 Financial Accounting Credits: 4

CISS 210 Information Systems Analysis and Design Credits: 4
CISS 227 XML and Advanced Web and Information Management Credits: 3
Restricted CWW Electives Credits: 6
Liberal Arts and Science Elective Credits: 3

Term Total: 16

CISS 100 Introduction to Computing and Information Sciences Credits: 4
CISS 109 Python Programming Credits: 4
OR
CISS 110 Programming and Logic I Credits: 4
CISS 120 Networking I- Intro to Data Communication Credits: 3
CISS 125 Computer and Information Security Credits: 3
CRJS 101 Introduction to Criminal Justice Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
FSCI 244 Digital Forensics Credits: 3
FSCI 245 Forensic Science I Credits: 4
MATH 135 Elementary Statistics Credits: 4
PSYC 100 General Psychology Credits: 3
SOCL 100 Sociology Credits: 3
(1) Liberal Arts/General Education Arts Elective Credits: 3
(2) Liberal Arts/General Education American History Elective Credits: 3
(3) Liberal Arts/General Education Electives Credits: 9
(4) Restricted Elective Credits: 3

(1) Liberal Arts/General Education Arts Elective Credits: 3

Course must be designated as both "SUNY General Education Arts" and "HVCC Liberal Arts and Sciences Humanities" course.

(2) Liberal Arts/General Education American History Elective Credits: 3

Course must be designated as both "SUNY General Education American History" and "HVCC Liberal Arts and Sciences Social Science" course.

(3) Liberal Arts/General Education Electives Credits: 9

Courses must be designated as a both "SUNY General Education" and "HVCC Liberal Arts and Sciences" courses.
(4) Restricted Elective Credits: 3

- CISS 111 Programming and Logic II – Data Structures Credits: 4
- CISS 218 Introduction to Machine Learning and Analytics Credits: 4
- CRJS 150 Principles of Criminal Investigation I Credits: 3
- FSCI 252 Forensic Psychology Credits: 3
- or any ACTG, BADM, BIOL, CHEM, CISS, CRJS, ENGR, MATH or PHYS course as advised and approved by department chair.

Total Credits Required: 62

Suggested Course Sequence for Full-Time Study

First Term

- FORM 109 College Forum Credits: (1)
- CISS 100 Introduction to Computing and Information Sciences Credits: 4
- CRJS 101 Introduction to Criminal Justice Credits: 3
- ENGL 101 English Composition I Credits: 3
- PSYC 100 General Psychology Credits: 3

Term Total: 13

Second Term

- CISS 109 Python Programming Credits: 4
- CISS 110 Programming and Logic I Credits: 4
- ENGL 104 English Composition II: Writing About Literature Credits: 3
- Liberal Arts/General Education Arts Elective Credits: 3
- Liberal Arts/General Education American History Elective Credits: 3
- Restricted Elective Credits: 3

Term Total: 16

Third Term

- CISS 120 Networking I- Intro to Data Communication Credits: 3
- FSCI 244 Digital Forensics Credits: 3
- MATH 135 Elementary Statistics Credits: 4
- SOCL 100 Sociology Credits: 3
- Liberal Arts/General Education Elective Credits: 3

Term Total: 16

Fourth Term

- ACTG 110 Financial Accounting Credits: 4
- CISS 125 Computer and Information Security Credits: 3
- FSCI 245 Forensic Science I Credits: 4
- Liberal Arts/General Education Elective Credits: 3
- Liberal Arts/General Education Elective Credits: 3

Term Total: 17

Liberal Arts and Science - Mathematics and Science, A.S.

Associate in Science
HEGIS #5649
Department Chairperson: Linda Lim
Bulmer Telecommunications Center, Room 220, (518) 629-7358

This program, with emphasis on mathematics and science, serves the student who is interested in transferring to a four-year institution in mathematics, engineering science, computer science, secondary science or math education, biological or physical sciences, premedical, 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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entry Term</th>
<th>Special Notes</th>
<th>H.S. Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, geometry and algebra II or 3 units of equivalent academic math, biology, chemistry and/or physics (80</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</td>
<td>80 or above</td>
</tr>
</tbody>
</table>

268
or above in each course) and physics. For transfer students or HVCC students changing curriculum: "B" or higher in MATH 170 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 "C" or higher in MATH 170, 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 $580.

**Total Credits Required: 60**

**Major Requirements***

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

- FORM 101 College Forum Credits: (1) **
- ENGL 101 English Composition I Credits: 3
- ENGL 102 English Composition II Credits: 3
- (1) Mathematics Core Credits: 16
- (2) Science Core Sequence Credits: 12
- (3) Mathematics/Science Restricted Electives Credits: 11
- (4) Humanities Elective Credits: 3
- (5) Social Science Elective Credits: 3
- (6) Restricted Electives Credits: 6
- Free Electives Credits: 3

(1) Mathematics Core Credits: 16

- MATH 180 Calculus I Credits: 4
- MATH 190 Calculus II Credits: 4

Choose two from

- MATH 135 Elementary Statistics Credits: 4
- MATH 170 Precalculus Credits: 4

(2) Science Core Sequence Credits: 12

Choose two from the following:

- BIOL 150 General Biology I Credits: 4  
  OR
- BIOL 190 Biology I Credits: 4
- CHEM 110 General Chemistry I Credits: 4  
  OR
- CHEM 120 Chemistry I Credits: 4
- PHYS 140 General Physics I Credits: 4  
  OR
- PHYS 150 Physics I Credits: 4
- CISS 110 Programming and Logic I Credits: 4

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

- BIOL 151 General Biology II Credits: 4  
  OR
- BIOL 191 Biology II Credits: 4
- CHEM 111 General Chemistry II Credits: 4  
  OR
- CHEM 121 Chemistry II Credits: 4
- PHYS 141 General Physics II Credits: 4  
  OR
- PHYS 151 Physics II Credits: 4

(3) Mathematics/Science Restricted Electives Credits: 11

- MATH 135 Elementary Statistics Credits: 4 or higher, if not already taken in the Math core
- MATH 178 Honors Mathematical Reasoning and Applications Credits: 3 or higher, if not already taken in the Math core
- Any BIOL, CHEM or PHYS course at or above the Science core.
- Any ENGR course
- CISS 109 Python Programming Credits: 4  
  OR
- CISS 110 Programming and Logic I Credits: 4
OR
- CISS 111 Programming and Logic II – Data Structures
  Credits: 4

(4) Humanities Elective Credits: 3

Course must be designated as "SUNY General Education, Humanities" course.

(5) Social Science Elective Credits: 3

Course must be designated as "SUNY General Education, Social Science" course.

(6) Restricted Electives Credits: 6

With advisement, students choose from a wide selection of courses with the following restriction:

- Courses must be designated “SUNY General Education” courses from two of the following areas: American History (AH), Western Civilization (WC), Other World Civilizations (OC), the Arts (AR), or Foreign Language (FL).

Electives should be selected after consultation with your academic department and exploring the needs of your transfer college(s).

Total Credits Required: 60

Suggested Course Sequence for Full-Time Study

First Term

- FORM 102 College Forum Credits: (1)
- ENGL 101 English Composition I Credits: 3
- Humanities Elective Credits: 3
- Mathematics Core Credits: 4
- Science Core Credits: 4

Term Total: 14

Second Term

- ENGL 102 English Composition II Credits: 3
- Mathematics Core Credits: 4
- Restricted Electives Credits: 6
- Science Core Credits: 4

Term Total: 17

Third Term

- Mathematics Core Credits: 4
- Mathematics/Science Restricted Elective Credits: 3
- Science Sequence Credits: 4
- Social Science Elective Credits: 3

Term Total: 14

Fourth Term

- Mathematics Core Credits: 4
- Mathematics/Science Restricted Electives Credits: 8
- Free elective(s) Credits: 3

Term Total: 15

Liberal Arts and Science - Mathematics and Science Honors Track

Applications are not currently being accepted for the Honors Track

Honor Track Overview

The Liberal Arts and Science - Mathematics and Science Honors 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 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 algebra, geometry and algebra II 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 Track

Hudson Valley students or college transfer students who wish to enroll in the Liberal Arts and Science - Mathematics and Science Honors 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 six of the 10 Honors designated courses, including HONR 190 Honors Seminar I, HONR 290 Honors Seminar II and MATH 178 Honors Mathematical Reasoning and Applications, 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 10 designated honors courses:

- ENGL 107 Honors Composition I Credits: 3
- HONR 190 Honors Seminar I Credits: 3
- ENGL 108 Honors Composition II Credits: 3
- MATH 178 Honors Mathematical Reasoning and Applications Credits: 3
- PHIL 265 Honors Ideas Past and Present Credits: 3
- ENGL 240 Honors Literature Credits: 3
- HONR 290 Honors Seminar II Credits: 4
- POLS 222 Global Seminar Credits: 3
- NSCI 250 Honors Natural Science Credits: 4
- SOCL 255 Honors Technology and Society Credits: 3

Liberal Arts and Sciences Courses for Hudson Valley Degree Requirements

Liberal Arts and Sciences 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 Sciences requirement or to fulfill an elective requirement in the category in which the course is listed. A course description notes which category of Liberal Arts and Sciences the course will fulfill.

Humanities

ARBC 100 Arabic Language and Culture I Credits: 3
ARBC 101 Arabic Language and Culture II Credits: 3
ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 104 History of Fashion Credits: 3
ARTS 107 Art Appreciation Credits: 3
ARTS 202 Modern Art History Credits: 3
ARTS 205 History of Western Architecture Credits: 3
ARTS 270 History of Photography Credits: 3
ARTS 272 History of American Cinema Credits: 3
ARTS 273 Documentary Film: History and Theory Credits: 3
ASLN 101 American Sign Language and Deaf Culture I Credits: 3
ASLN 200 American Sign Language and Deaf Culture II Credits: 3
ASLN 201 American Sign Language and Deaf Culture III Credits: 3
BRVT 120 Cross Cultural and Religious Perspectives for Bereavement Credits: 3
CHNS 100 Chinese Language and Culture I Credits: 3
CHNS 101 Chinese Language and Culture II Credits: 3
CHNS 200 Chinese Language and Culture III Credits: 3
CHNS 201 Chinese Language and Culture IV Credits: 3
CMHL 115 Healthcare Ethics Credits: 3
EDUC 225 Children's Literature, Language, And Literacy Development: Birth to Age 8 Credits: 3
ENGL 101 English Composition I Credits: 3
ENGL 102 English Composition II Credits: 3
ENGL 104 English Composition II: Writing About Literature
Credits: 3
ENGL 106 English Composition II: Writing for Technicians
Credits: 3
ENGL 107 Honors Composition I Credits: 3
ENGL 108 Honors Composition II Credits: 3
ENGL 115 Library Skills for Research Credits: 1
ENGL 117 Mastering Essentials of Grammar and Punctuation Credits: 1
ENGL 120 Communication Credits: 3
ENGL 125 Public Speaking Credits: 3
ENGL 130 Journalism Credits: 3
ENGL 136 Media and Culture Credits: 3
ENGL 137 Writing for The Media Credits: 3
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 154 Creative Writing: Non-Fiction Credits: 3
ENGL 156 Creative Writing Workshop Credits: 3
ENGL 200 English Literature I Credits: 3
ENGL 202 English Literature II Credits: 3
ENGL 203 Shakespeare Credits: 3
ENGL 204 American Literature I Credits: 3
ENGL 206 American Literature II Credits: 3
ENGL 210 The Short Story Credits: 3
ENGL 212 Poetry Credits: 3
ENGL 216 Contemporary Novel Credits: 3
ENGL 220 Literature into Film Credits: 3
ENGL 222 Gender and Literature Credits: 3
ENGL 224 Graphic Literature Credits: 3
ENGL 230 Multicultural Perspectives in Literature Credits: 3
ENGL 232 African American Literature Credits: 3
ENGL 234 Native American Literature Credits: 3
ENGL 235 Latino Literature and Culture Credits: 3
ENGL 236 Women in Literature Credits: 3
ENGL 240 Honors Literature Credits: 3
ESLS 100 Enhanced English Composition I for English as a Second Language Students Credits: 3
ESLS 101 English Composition I for English as a Second Language Students Credits: 3
ESLS 102 English Composition II for English as a Second Language Students Credits: 3
FREN 100 French Language and Culture I Credits: 3
FREN 101 French Language and Culture II Credits: 3
FREN 200 French Language and Culture III Credits: 3
FREN 201 French Language and Culture IV Credits: 3
GERM 100 German Language and Culture I Credits: 3
GERM 101 German Language and Culture II Credits: 3
GERM 200 German Language and Culture III Credits: 3
GERM 201 German Language and Culture IV Credits: 3
HLTH 145 Philosophy of Traditional & Alternative Medicine Credits: 3
HLTH 200 Foundations of Health Education Credits: 3
HONR 290 Honors Seminar II Credits: 4
ITAL 100 Italian Language and Culture I Credits: 3
ITAL 101 Italian Language and Culture II Credits: 3
JAPN 100 Japanese Language and Culture I Credits: 3
JAPN 101 Japanese Language and Culture II Credits: 3
LATN 100 Latin Language and Culture I Credits: 3
LATN 101 Latin Language and Culture II Credits: 3
MUSC 100 Music Appreciation I Credits: 3
MUSC 101 Music Appreciation II Credits: 3
MUSC 105 The History of Jazz Credits: 3
MUSC 106 The History of Rock and Roll Credits: 3
MUSC 110 Music in World Cultures Credits: 3
PHIL 100 Intro to Philosophy Credits: 3
PHIL 110 Comparative Religion Credits: 3
PHIL 120 Existentialism Credits: 3
PHIL 265 Honors Ideas Past and Present Credits: 3
RUSN 100 Russian Language and Culture I Credits: 3
RUSN 101 Russian Language and Culture II Credits: 3
SPAN 100 Spanish Language and Culture I Credits: 3
SPAN 101 Spanish Language and Culture II Credits: 3
SPAN 200 Spanish Language and Culture III Credits: 3
SPAN 201 Spanish Language and Culture IV Credits: 3
SPRT 275 Professional Issues in Sport and Exercise Credits: 3
THEA 100 Introduction to The Theatre Credits: 3
THEA 240 Theatre History I Credits: 3

Mathematics
BADM 220 Statistics Credits: 4
BADM 230 Honors Statistics Credits: 4
CISS 100 Introduction to Computing and Information Science Credits: 4
MATH 100 Elementary Algebra II Credits: 3
MATH 105 Applied Technical Mathematics I Credits: 3
MATH 106 Applied Technical Mathematics II Credits: 3
MATH 110 Intermediate Algebra Credits: 3
MATH 120 Real World Mathematics Credits: 3
MATH 125 Mathematics for Teaching and Learning Credits: 3
MATH 130 Mathematical Structures Credits: 3
MATH 135 Elementary Statistics Credits: 4
MATH 150 College Algebra with Trigonometry Credits: 4
MATH 165 Basic Calculus with Analytic Geometry Credits: 4
MATH 170 Precalculus Credits: 4
MATH 178 Honors Mathematical Reasoning and Applications Credits: 3
MATH 180 Calculus I Credits: 4
MATH 183 Discrete Mathematics Credits: 4
MATH 190 Calculus II Credits: 4
MATH 200 Linear Algebra Credits: 3
MATH 205 Mathematical Statistical Analysis Credits: 4
MATH 210 Calculus III: Multivariable Calculus with Linear Algebra Credits: 4
MATH 220 Calculus IV: Differential Equations Credits: 4

Science
BIOL 104 Topics in Biology - The Environment Credits: 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 105</td>
<td>Topics in Biology -The Gene</td>
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<tr>
<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>
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<td>BIOL 126</td>
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<td>BIOL 127</td>
<td>Principles of Sports and Exercise Nutrition</td>
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<td>BIOL 128</td>
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<td>Concepts of Human Anatomy and Physiology</td>
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<td>BIOL 136</td>
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<td>PHYS 146</td>
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<td>PHYS 252</td>
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**Social Science**

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<td>CADD 130</td>
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<td>Native American Cultures Of New York And New England</td>
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<td>Human Development and The Family</td>
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<td>LABR 180</td>
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PADM 220 Courts, Justice and Public Administration  
Credits: 3
POLS 100 Introduction to Political Science  Credits: 3
POLS 101 Introduction to International Politics  Credits: 3
POLS 102 Introduction to Political Theory  Credits: 3
POLS 105 American National Government  Credits: 3
POLS 110 State and Local Government  Credits: 3
POLS 222 Global Seminar  Credits: 3
PSYC 100 General Psychology  Credits: 3
PSYC 105 Honors Exploring the Human Mind  Credits: 3
PSYC 200 Child Psychology  Credits: 3
PSYC 205 Developmental Psychology  Credits: 3
PSYC 208 Adolescent Psychology  Credits: 3
PSYC 209 Adulthood and Aging  Credits: 3
PSYC 210 Abnormal Psychology  Credits: 3
PSYC 216 Health Psychology  Credits: 3
PSYC 220 Psychology of Women  Credits: 3
PSYC 225 Sport Psychology  Credits: 3
PSYC 230 African American Psychology  Credits: 3
PSYC 235 Positive Psychology  Credits: 3
PSYC 240 Cognitive Psychology  Credits: 3
PSYC 250 Educational Psychology  Credits: 3
PSYC 275 Statistics for The Behavioral Sciences  Credits: 3
PSYC 280 Experimental Psychology  Credits: 3
SOCL 100 Sociology  Credits: 3
SOCL 110 Understanding Social Problems  Credits: 3
SOCL 115 African-American Experience  Credits: 3
SOCL 120 Cultural Diversity in American Society  Credits: 3
SOCL 250 Honors Introduction to Social Inquiry  Credits: 3
SOCL 255 Honors Technology and Society  Credits: 3
SOCL 260 Honors American Architecture in Its Social Context  Credits: 3

SUNY General Education Courses for Degree Completion

All State University of New York (SUNY) institutions offering undergraduate degrees require, as a condition of graduation, that students 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 may satisfy one or more of the 10 knowledge and skills areas: mathematics (MT), natural science (NS), social science (SS), American history (AH), western civilization (WC), other world civilizations (OC), humanities (HU), arts (AR), foreign language (FL), and basic communications (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 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. Each individual course description identifies which General Education requirement(s) the course will fulfill. Please note that some courses appear in more than one area, but can only be used to fulfill one requirement.

Note: Courses noted below with an asterisk (*) to the right of them indicate that the course appears in more than one knowledge and skill area, but can only be used to fulfill one requirement.

Mathematics

ACTG 120 Personal Finance  Credits: 3
BADM 220 Statistics  Credits: 4
BADM 230 Honors Statistics  Credits: 4
CISS 110 Programming and Logic I  Credits: 4
CISS 111 Programming and Logic II – Data Structures  Credits: 4
MATH 120 Real World Mathematics  Credits: 3
MATH 125 Mathematics for Teaching and Learning  Credits: 3
MATH 130 Mathematical Structures  Credits: 3
MATH 135 Elementary Statistics  Credits: 4
MATH 150 College Algebra with Trigonometry  Credits: 4
MATH 165 Basic Calculus with Analytic Geometry  Credits: 4
MATH 170 Precalculus  Credits: 4
MATH 178 Honors Mathematical Reasoning and Applications  Credits: 3
MATH 180 Calculus I  Credits: 4
Natural Science

BIOL 104 Topics in Biology -The Environment Credits: 3
BIOL 105 Topics in Biology -The Gene Credits: 3
BIOL 109 Biology of The Human Organism Credits: 4
BIOL 119 General Zoology Credits: 4
BIOL 125 Nutrition Credits: 3
BIOL 126 General Nutrition Credits: 4
BIOL 127 Principles of Sports and Exercise Nutrition Credits: 4
BIOL 128 Sports Nutrition Credits: 3
BIOL 136 Anatomy and Physiology Credits: 4
BIOL 139 Anatomy and Physiology for Respiratory Care Students Credits: 4
BIOL 150 General Biology I Credits: 4
BIOL 151 General Biology II Credits: 4
BIOL 155 The Greenhouse Environment Credits: 4
BIOL 160 Introduction to Plant Biology Credits: 4
BIOL 190 Biology I Credits: 4
BIOL 191 Biology II Credits: 4
BIOL 205 Microbiology Credits: 4
BIOL 206 Field Biology Credits: 4
BIOL 207 Botany Credits: 4
BIOL 210 Ecology Credits: 4
BIOL 215 Environmental Science Credits: 4
BIOL 225 Introduction to Molecular Biology Credits: 3
BIOL 230 Anatomy and Physiology I Credits: 4
BIOL 234 Anatomy and Physiology II Credits: 4
BIOL 237 Animal Behavior Credits: 3
BIOL 240 Invertebrate Zoology Credits: 4
BIOL 241 Vertebrate Zoology Credits: 4
BIOL 252 The Biology of Birds Credits: 4
BIOL 260 Introduction to Entomology Credits: 4
BIOL 265 Principles of Microbiology Credits: 4
BIOL 270 Anatomy and Physiology I Credits: 4
BIOL 271 Anatomy and Physiology II Credits: 4
BIOL 281 Genetics Credits: 4
BIOL 295 Neuroanatomy and Neurophysiology Credits: 4

Social Science

ANTH 100 Anthropology Credits: 3
CRJS 101 Introduction to Criminal Justice Credits: 3
CRJS 250 Criminology Credits: 3
CRJS 255 Introduction to Juvenile Delinquency Credits: 3
ECON 100 Principles of Macroeconomics Credits: 3
ECON 101 Principles of Microeconomics Credits: 3
EDUC 100 Child Development Credits: 3
EDUC 108 Individuals with Exceptionalities in The School and Community Credits: 3
EDUC 110 Foundations of Education in America Credits: 3
HIST 131 Ancient History Credits: 3 *
HIST 150 Modern Japan Credits: 3 *
HONR 190 Honors Seminar I Credits: 3
HUSV 105 Human Development and The Family Credits: 3
HUSV 210 Human Sexuality Credits: 3
HUSV 215 Psychology and History of Poverty Credits: 3 *
POLS 100 Introduction to Political Science Credits: 3
POLS 101 Introduction to International Politics Credits: 3
POLS 105 American National Government Credits: 3 *
POLS 110 State and Local Government Credits: 3
POLS 205 Mass Media and American Politics Credits: 3
POLS 215 Current Issues in Politics Credits: 3
POLS 222 Global Seminar Credits: 3
PSYC 100 General Psychology Credits: 3
PSYC 105 Honors Exploring the Human Mind Credits: 3

CHEM 210 Organic Chemistry I Credits: 4
CHEM 211 Organic Chemistry II Credits: 4
CHEM 215 Principles of Physical Chemistry Credits: 4
FSCI 246 Forensic Science II Credits: 3
MTSC 134 Anatomy Credits: 4
NSCI 250 Honors Natural Science Credits: 4
NURS 115 Pharmacology Credits: 3
PHYS 100 Physical Science Credits: 3
PHYS 101 Earth Science Credits: 3
PHYS 105 Introduction to Astronomy Credits: 3
PHYS 110 Physics for The Health Sciences Credits: 4
PHYS 115 Physics Credits: 4
PHYS 135 Technical Physics I Credits: 4
PHYS 136 Technical Physics II Credits: 4
PHYS 140 General Physics I Credits: 4
PHYS 141 General Physics II Credits: 4
PHYS 143 Introduction to Meteorology Credits: 4
PHYS 145 Introductory Geology Credits: 4
PHYS 146 Evolution of The Earth Credits: 4
PHYS 150 Physics I Credits: 4
PHYS 151 Physics II Credits: 4
PHYS 210 Fundamentals of GIS Credits: 4
PHYS 240 Atmospheric Structure and Circulation Credits: 4
PHYS 250 Physics III Credits: 4
PHYS 251 Modern Physics Credits: 4
RESP 110 Human Anatomy and Physiology Credits: 3
PSYC 200 Child Psychology Credits: 3
PSYC 205 Developmental Psychology Credits: 3
PSYC 208 Adolescent Psychology Credits: 3
PSYC 209 Adulthood and Aging Credits: 3
PSYC 210 Abnormal Psychology Credits: 3
PSYC 216 Health Psychology Credits: 3
PSYC 220 Psychology of Women Credits: 3
PSYC 225 Sport Psychology Credits: 3
PSYC 230 African American Psychology Credits: 3
PSYC 235 Positive Psychology Credits: 3
PSYC 240 Cognitive Psychology Credits: 3
PSYC 250 Educational Psychology Credits: 3
PSYC 275 Statistics for The Behavioral Sciences Credits: 3
PSYC 280 Experimental Psychology Credits: 3
SOC 100 Sociology Credits: 3
SOC 110 Understanding Social Problems Credits: 3
SOC 112 Engaging Social Problems Credits: 3-6
SOC 115 African-American Experience Credits: 3
SOC 120 Cultural Diversity in American Society Credits: 3
SOC 250 Honors Introduction to Social Inquiry Credits: 3
SOC 255 Honors Technology and Society Credits: 3
SOC 260 Honors American Architecture in Its Social Context Credits: 3

American History

If Below 85 on US History Regents Exam:

HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 201 American Revolution Credits: 3

If 85 or Above on US History Regents Exam:

CMHL 110 U.S. Healthcare Credits: 3
HIST 115 Intro to African-American History Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3
HIST 205 Native American Cultures Of New York And New England Credits: 3
HIST 210 Honors Film as History Credits: 3
HUSV 215 Psychology and History of Poverty Credits: 3
LABR 180 Labor History Credits: 3
POLS 105 American National Government Credits: 3
SOC 120 Cultural Diversity in American Society Credits: 3

Western Civilization

HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 130 Medieval History Credits: 3
HIST 137 History of World War II Credits: 3
POLS 102 Introduction to Political Theory Credits: 3

Other World Civilizations

HIST 120 History of Africa I Credits: 3
HIST 121 History of Africa II Credits: 3
HIST 131 Ancient History Credits: 3
HIST 139 Introduction to The Vietnam War Credits: 3
HIST 140 Modern China Credits: 3
HIST 145 Modern India Credits: 3
HIST 150 Modern Japan Credits: 3
HIST 205 Native American Cultures Of New York And New England Credits: 3
MUSC 110 Music in World Cultures Credits: 3

Humanities

ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 104 History of Fashion Credits: 3
ARTS 202 Modern Art History Credits: 3
ARTS 205 History of Western Architecture Credits: 3
ARTS 273 Documentary Film: History and Theory Credits: 3
BRVT 120 Cross Cultural and Religious Perspectives for Bereavement Credits: 3
CMHL 115 Healthcare Ethics Credits: 3
ENGL 104 English Composition II: Writing About Literature Credits: 3
ENGL 136 Media and Culture Credits: 3
ENGL 137 Writing for The Media Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 154 Creative Writing: Non-Fiction Credits: 3
ENGL 200 English Literature I Credits: 3
ENGL 202 English Literature II Credits: 3
ENGL 203 Shakespeare Credits: 3
ENGL 204 American Literature I Credits: 3
ENGL 206 American Literature II Credits: 3
ENGL 210 The Short Story Credits: 3
ENGL 212 Poetry Credits: 3
ENGL 216 Contemporary Novel Credits: 3
ENGL 220 Literature into Film Credits: 3
ENGL 222 Gender and Literature Credits: 3
ENGL 224 Graphic Literature Credits: 3
ENGL 230 Multicultural Perspectives in Literature Credits: 3
ENGL 232 African American Literature Credits: 3
ENGL 234 Native American Literature Credits: 3
ENGL 235 Latino Literature and Culture Credits: 3
ENGL 236 Women in Literature Credits: 3
ENGL 240 Honors Literature Credits: 3
HIST 100 Western Civilization and The World I Credits: 3
HIST 101 Western Civilization and The World II Credits: 3
HIST 110 Interpretations of American History I Credits: 3
HIST 111 Interpretations of American History II Credits: 3
HIST 112 History Of New York State I Credits: 3
HIST 113 History Of New York State II Credits: 3
HIST 115 Intro to African-American History Credits: 3
HIST 120 History of Africa I Credits: 3
HIST 121 History of Africa II Credits: 3
HIST 130 Medieval History Credits: 3
HIST 135 History of The Twentieth Century Credits: 3
HIST 137 History of World War II Credits: 3
HIST 210 Honors Film as History Credits: 3
HLTH 145 Philosophy of Traditional & Alternative Medicine Credits: 3
HLTH 200 Foundations of Health Education Credits: 3
HONR 290 Honors Seminar II Credits: 4
LABR 180 Labor History Credits: 3
MUSC 100 Music Appreciation I Credits: 3
MUSC 101 Music Appreciation II Credits: 3
MUSC 105 The History of Jazz Credits: 3
MUSC 106 The History of Rock and Roll Credits: 3
MUSC 110 Music in World Cultures Credits: 3
PHIL 100 Intro to Philosophy Credits: 3
PHIL 110 Comparative Religion Credits: 3
PHIL 120 Existentialism Credits: 3
PHIL 265 Honors Ideas Past and Present Credits: 3
SPRT 275 Professional Issues in Sport and Exercise Credits: 3
THEA 240 Theatre History I Credits: 3

Arts

ARTS 100 Survey of Art History I Credits: 3
ARTS 101 Survey of Art History II Credits: 3
ARTS 104 History of Fashion Credits: 3
ARTS 107 Art Appreciation Credits: 3
ARTS 110 Drawing I Credits: 3
ARTS 111 Drawing II Credits: 3
ARTS 115 Two-Dimensional Design Credits: 3
ARTS 120 Painting I Credits: 3
ARTS 121 Painting II Credits: 3
ARTS 125 Black and White Photography Credits: 3
ARTS 129 Photography I Credits: 3
ARTS 133 Intro to Digital Photography Credits: 3
ARTS 135 Introduction to Photography Credits: 3
ARTS 139 Photography II Credits: 3
ARTS 202 Modern Art History Credits: 3
ARTS 205 History of Western Architecture Credits: 3

ARTS 212 Advanced Study in Drawing and Painting I Credits: 3
ARTS 213 Advanced Study in Drawing and Painting II Credits: 3
ARTS 225 Experimental Drawing in Italy I Credits: 3
ARTS 226 Experimental Drawing in Italy II Credits: 3
ARTS 236 Independent Study in Photography Credits: 3
ARTS 270 History of Photography Credits: 3
ARTS 272 History of American Cinema Credits: 3
ARTS 273 Documentary Film: History and Theory Credits: 3
DART 100 Digital Imaging I Credits: 3
DART 110 Introduction to Graphic Design Credits: 3
DART 120 Web Art and Design Credits: 3
DART 200 Digital Imaging II Credits: 3
DART 220 Interactive Media Credits: 3
ECCE 111 Creative Arts for Children Credits: 4
ENGL 151 Creative Writing: Short Fiction Credits: 3
ENGL 152 Creative Writing: Poetry and Song Credits: 3
ENGL 153 Creative Writing: Stage and Screen Credits: 3
ENGL 156 Creative Writing Workshop Credits: 3
ENGL 210 The Short Story Credits: 3
ENGL 212 Poetry Credits: 3
ENGL 220 Literature into Film Credits: 3
ENGL 224 Graphic Literature Credits: 3
HIST 210 Honors Film as History Credits: 3
MUSC 100 Music Appreciation I Credits: 3
MUSC 101 Music Appreciation II Credits: 3
MUSC 105 The History of Jazz Credits: 3
MUSC 106 The History of Rock and Roll Credits: 3
MUSC 110 Music in World Cultures Credits: 3
PHIL 100 Intro to Philosophy Credits: 3
PHIL 110 Comparative Religion Credits: 3
PHIL 120 Existentialism Credits: 3
PHIL 265 Honors Ideas Past and Present Credits: 3
SPRT 275 Professional Issues in Sport and Exercise Credits: 3
THEA 240 Theatre History I Credits: 3
THEA 110 Acting I Credits: 3
THEA 111 Acting II Credits: 3
THEA 120 Theatre Internship Credits: 3
THEA 170 Introduction to Improvisational Theatre Credits: 3
THEA 210 Acting III Credits: 3
THEA 240 Theatre History I Credits: 3

Foreign Language

ARBC 100 Arabic Language and Culture I Credits: 3
ARBC 101 Arabic Language and Culture II Credits: 3
ASLN 100 American Sign Language and Deaf Culture I Credits: 3
ASLN 101 American Sign Language and Deaf Culture II Credits: 3
ASLN 200 American Sign Language and Deaf Culture III Credits: 3
ASLN 201 American Sign Language and Deaf Culture IV Credits: 3
CHNS 100 Chinese Language and Culture I Credits: 3
CHNS 101 Chinese Language and Culture II Credits: 3
CHNS 200 Chinese Language and Culture III Credits: 3
CHNS 201 Chinese Language and Culture IV Credits: 3
Course Descriptions

How to Read the Course Listings

The following listing is a basic description of courses currently offered by the college. Courses are listed alphabetically by department and numerically within the department. Descriptions are general in nature and are not intended to include all topics which may be part of the course. Specific course questions should be directed to the responsible academic department.

Explanation of Course Description Items:

Subject Code and Course Number - Each course is assigned a four-letter code identifying the course subject and a three-digit number.

Pre-requisite(s) - Course(s) that must be completed before the student is eligible to schedule the course.

Co-requisite(s) - Course(s) that must be taken during the same term as the course.

Pre- or co- requisite(s) - Course(s) that must be either completed before the student is eligible to schedule the course or taken during the same term as the course.

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.

Terms Offered - The term or terms the course is normally offered during the year.

Offered Distance Learning: Indicates whether the course is offered in a distance learning format. Refer to each term’s course listing for when it is offered as such. PLEASE NOTE: Distance Learning sections, or sections with a distance learning component, may have specific hardware and/or software requirements. Computers that meet these requirements are available for student use on campus.

Liberal Arts and Sciences Designation - Courses designated as Liberal Arts and Sciences electives are identified with the applicable category name:
Humanities (HUM)
Mathematics (MAT)
Science (SCI)
Social Science (SSC)

SUNY General Education Designation(s) - Courses designated as SUNY General Education electives are identified with the applicable category name(s):

- American History (AH)
- Arts (AR)
- Basic Communications (BC)
- Foreign Language (FL)
- Humanities (HU)
- Mathematics (MT)
- Natural Science (NS)
- Other World Civilizations (OC)
- Social Science (SS)
- Western Civilization (WC)

Applied Learning Type - Courses that include a service learning component are identified with the following abbreviations:

- OSL - Optional Service Learning
- RSL - Required Service Learning

Credits - The number of credits to be awarded to a 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.

Contact Hours - Lists the type and number of contact hours per week for the course if taken in a standard term.

- Lecture - The number of hours per week, during the standard term, that a particular course meets in a classroom situation.
- Lab - The number of hours per week, during the standard term, that a particular course meets in a laboratory situation.
- Other - The number of hours per week, during the standard term, that a particular course meets in a setting other than the classroom or laboratory. Field work, small group discussions and shop hours may be included in these hours.

Service Learning

Accounting

ACTG 100 Applied Accounting

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

ACTG 110 Financial Accounting

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Credits: 4
Contact Hours:
Lecture: 4

ACTG 111 Managerial Accounting

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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(s):** ACTG 110 Financial Accounting or equivalent.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

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### ACTG 115 Honors Financial Accounting

This course provides a solid foundation in basic accounting concepts and techniques for students who want to pursue a career in accounting and for 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 assets, liabilities and stockholders’ equity. The honors course will cover the same material as the traditional course with the exception of the amount of time allocated to each topic. A quicker pace will allow ample time for group work at the end of the semester. Open only to students enrolled in the Business- Business Administration Honors Track.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

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### ACTG 116 Honors Managerial Accounting

This course follows Honors Financial Accounting (ACTG 115) and emphasizes managerial decision making. Course content includes budgeting, cost concepts and terminology, cost analysis, cost allocations, manufacturing accounting and standard cost systems. Honors Managerial Accounting will provide a solid foundation in basic cost accounting concepts and techniques for students who plan to pursue future courses in business or students pursuing a career in accounting. This course will cover textbook material at an expedited pace, leaving time at the end of the semester for group/peer review. Open only to students enrolled in the Business- Business Administration Honors Track.

**Pre-requisite(s):** ACTG 115 Honors Financial Accounting.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

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### ACTG 120 Personal Finance

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.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

SUNY General Education Designation(s): Mathematics

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### ACTG 200 Accounting Computerized Systems

This course applies basic and advanced features of Microsoft Excel spreadsheet software to various topics within the accounting profession. It will enhance students' understanding of basic accounting procedures and increase their computer application skills. Topics include sales analysis, income and expense projection, tables and charts, what-if analysis, financial functions, loan amortization, and inventory management.

**Pre-requisite(s):** ACTG 110 Financial Accounting and (CMPT 101 Computer Concepts and Applications I or CMPT 115 Introduction to Business Analytics with Microsoft Excel).

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

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### ACTG 201 Principles of Quickbooks

This course will enhance students' understanding of basic accounting procedures and increase their accounting computer skills. Topics covered will include the use of a single-entry accounting package and preparation for the QuickBooks Certified User Examination.

**Pre-requisite(s):** ACTG 110 Financial Accounting.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

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### ACTG 210 Federal Income Tax

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.

**Pre-requisite(s):** ACTG 110 Financial Accounting.

**Terms Offered:** Fall, Spring
ACTG 211 Cost Accounting

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(s): ACTG 111 Managerial Accounting.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

ACTG 212 Not-For-Profit Accounting

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.

Pre-requisite(s): ACTG 110 Financial Accounting.

Terms Offered: Fall

Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

ACTG 215 Internal Auditing

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.

Pre-requisite(s): ACTG 110 Financial Accounting.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

ACTG 216 Advanced Bookkeeping Applications

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.

Pre-requisite(s): ACTG 110 Financial Accounting.

Terms Offered: Fall, Spring

Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

ACTG 218 Intermediate Accounting I

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(s): ACTG 111 Managerial Accounting.

Terms Offered: Fall - Alternate years

Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

Advanced Manufacturing Technology

MFTS 100 Print Reading for Manufacturing

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 Tolerencing (GD&T).

Lab fee will be required

Terms Offered: Fall, Summer

Offered Distance Learning: No

Credits: 2
Contact Hours:
Lecture: 1
Lab: 2
MFTS 101 Introduction to Machine Tools (Laboratory I)

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.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 7
Contact Hours:
Lecture: 2
Lab: 10

MFTS 102 Machining Processes (Laboratory II)

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(s): MFTS 101 Introduction to Machine Tools (Laboratory I).

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 7
Contact Hours:
Lecture: 2
Lab: 10

MFTS 103 Machine Tool Theory and Lab I

This course covers the purpose, setup, and safe use of hand tools and manual machine tools in the basic phases of metal working. Operation of lathes, drill presses, sawing, milling machines and grinders will be examined. Content will also include theory of cutting angles, tool and cutter selection, cutting speeds and feeds, coolants, industrial safety, use of bench and layout tools, measuring instruments, gages and accepted inspection practices.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4
Lab: 8

MFTS 104 Machine Tool/CNC Theory and Lab II

A continuation of Machine Tool Theory & Lab I, this course covers the purpose, setup and safe use of hand tools, manual machine tools and Computer Numerical Control (CNC) machines in the advanced phases of metal working. Advanced operation of lathes, drill presses, sawing, milling machines, surface grinders, and cylindrical grinders will be taught, along with the introduction of CNC machine tools. In addition, the student will learn the application of more complicated problems in math and trigonometry as used in industry. Lab sessions will provide opportunities for hands-on application of knowledge gained from theory lecture, discussion, and homework.

Pre-requisite(s): MFTS 103 Machine Tool Theory and Lab I or MFTS 164 Machine Tool Theory and Lab I Part II.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 8
Contact Hours:
Lecture: 4
Lab: 8

MFTS 111 Machining Processes Theory I

The construction, purpose and operation of lathes, drill presses, sawing, and milling machines are studied. Included are the theory of cutting angles, tool and cutter selection, cutting speeds, feeds and coolants, industrial safety, use of bench and layout tools, measuring instruments, gauges and accepted inspection practices.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

MFTS 112 Machining Processes Theory II

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(s): MFTS 111 Machining Processes Theory I.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

MFTS 115 Introduction to Computer Applications in Manufacturing

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.

Lab fee will be required

Terms Offered: Fall, Summer

Offered Distance Learning: No

Credits: 2

Contact Hours:
Lecture: 1
Lab: 2

MFTS 120 CAD for Manufacturing with Solidworks

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.

Terms Offered: Fall, Summer

Offered Distance Learning: No

Credits: 3

Contact Hours:
Lecture: 3

MFTS 163 Machine Tool Theory and Lab I Part I

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.

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lecture: 2
Lab: 4

MFTS 164 Machine Tool Theory and Lab I Part II

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(s): MFTS 163 Machine Tool Theory and Lab I Part I or permission of department chair.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lecture: 2
Lab: 4

MFTS 173 Machine Tool/CNC Theory and Lab II Part I

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(s): MFTS 164 Machine Tool Theory and Lab I Part II or permission of department chair.

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lecture: 2
Lab: 4

MFTS 174 Machine Tool/CNC Theory and Lab II Part II

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(s): MFTS 173 Machine Tool/CNC Theory and Lab II Part I or permission of department chair.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 2
Lab: 4

MFTS 203 Advanced Machining Process Lab III

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(s): MFTS 104 Machine Tool/CNC Theory and Lab II or MFTS 174 Machine Tool/CNC Theory and Lab II Part II.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

Credits: 7
Contact Hours:
Lecture: 2
Lab: 10

MFTS 204 Manufacturing Capstone Project Lab IV

This course is a continuation of Advanced Machining Processes Lab III. The goal for this course is the successful fabrication, final assembly, documentation and presentation of a capstone project. Stressed in this course are advanced planning skills, set-up, fabrication, and quality control techniques, along with development of problem-solving skills, final assembly techniques and ISO 9000 based documentation requirements. Parts will be produced on but not limited to manual/computerized mills and lathes, vertical/horizontal saws, drill presses, etc. Particular emphasis will be placed on the application of all 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(s): MFTS 203 Advanced Machining Process Lab III or MFTS 262 Advanced Machining Processes Lab III, Part II.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 7
Contact Hours:
Lecture: 2
Lab: 10

MFTS 211 Manufacturing Processes

Processes other than machining such as casting, die casting, plastics molding, hot and cold working, welding and punch press operations.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 2
Contact Hours:
Lecture: 1
Lab: 2

MFTS 213 Process Planning

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(s): MFTS 104 Machine Tool/CNC Theory and Lab II or permission of department chair.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 2
Contact Hours:
Lecture: 1
Lab: 2

MFTS 214 Advanced Dimensional Metrology

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.

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 1

Lab: 4

**MFTS 215 Industrial Relations, Safety and Health**

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.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 1

**Contact Hours:**

Lecture: 1

**MFTS 221 Numerical Control Programming**

This course is an introduction to numerical control and computer numerical control machine tools. Course content will cover standard machine codes and Cartesian format; manual and computer assisted programs for vertical milling; machining fixtures and tooling; machining with NC tapes; and using Genesis/Encographics Language.

**Lab fee will be required**

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 2

Lab: 3

**MFTS 222 Numerical Control (Advanced)**


**Pre-requisite(s):** MFTS 221 Numerical Control Programming.

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**

Lecture: 2

Lab: 4

**MFTS 223 Computer Aided Manufacturing (CAM) With Mastercam**

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.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 2

Lab: 3

**MFTS 231 Controls**

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.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 2

**Contact Hours:**

Lecture: 1

Lab: 2

**MFTS 232 Industrial Maintenance**

This course will cover the study of mechanical, electrical, pneumatic, and hydraulic systems related to machinery repair and maintenance. An introduction to general fabrication and welding also will be covered. The focus of this class will be metal working machinery repair and will include exposure to hands-on techniques within the lab sessions.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**

Lecture: 2

Lab: 4
MFTS 241 Practical Metallurgy

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
  Lecture: 1
  Lab: 2

MFTS 261 Advanced Machining Processes Lab III, Part I

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(s): MFTS 104 Machine Tool/CNC Theory and Lab II or MFTS 174 Machine Tool/CNC Theory and Lab II Part II.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3.5
Contact Hours:
  Lecture: 1
  Lab: 5

MFTS 262 Advanced Machining Processes Lab III, Part II

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 and process documentation of all assigned parts produced on but not limited to manual/computerized mills and lathes, vertical/horizontal saws, abrasive cut-off machines, as well as a variety of tooling accessories for holding and machining complex part geometries. Also continued is emphasis on the practical theory and application behind the conceptualization, design, fabrication, set-up and utilization of fixtures to be used on CNC machine tools. Continued exposure to canned/packaged computerized machine tool programs, in addition to the manual development of G and M code-based computer programs will be stressed.

Pre-requisite(s): MFTS 261 Advanced Machining Processes Lab III, Part I.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3.5
Contact Hours:
  Lecture: 1
  Lab: 5

MFTS 271 Manufacturing Capstone Project Lab IV, Part I

This course is a continuation of Advanced Machining Process Lab III. The goal for this course is the successful fabrication and documentation of piece parts that will be utilized to construct the capstone project assigned at the beginning of the semester. Also stressed are advanced planning skills, setup, fabrication, and quality control techniques, along with development of problem-solving skills and industry-based documentation requirements. Parts will be produced on but not limited to manual/computerized mills and lathes, mills, lathes, grinders, etc. Particular emphasis will be placed on the application of all skills acquired thus far in the program such as but not limited to the areas relating to CAD, process planning, machining theory and metallurgy, etc. Emphasis will be placed on group inter-dynamics (i.e., individuals working in teams in order to successfully plan, fabricate, document complex parts).

Pre-requisite(s): MFTS 203 Advanced Machining Process Lab III or MFTS 262 Advanced Machining Processes Lab III, Part II.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3.5
Contact Hours:
  Lecture: 1
  Lab: 5

MFTS 272 Manufacturing Capstone Project Lab IV, Part II

A continuation of Manufacturing Capstone Project Lab IV Part I. The goal for this course is the completion of piece part fabrication and documentation that will be utilized to construct and present the assigned capstone project. Stressed in this course are advanced planning skills, set-up, fabrication, and quality control techniques, along with development of problem-solving skills, part rework/repair skills, and preparation of ISO 9000 based documentation paperwork. Parts will be produced on but not limited to manual/computerized mills and lathes, mills, lathes, etc. Particular emphasis will be placed on the application of all skills acquired in this and all other courses taken as part of the MFTS Program. Particular emphasis will be group inter-dynamics i.e. individuals working in teams in
order to successfully plan, fabricate, document, troubleshoot, assemble and present the assigned capstone project accompanied by a documentation package.

*Pre-requisite(s): MFTS 271 Manufacturing Capstone Project Lab IV, Part I. Lab fee will be required*

**American Sign Language**

**ASLN 100 American Sign Language and Deaf Culture I**

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.

*Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language*

*Credits: 3
Contact Hours: Lecture: 3*

**ASLN 101 American Sign Language and Deaf Culture II**

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(s): ASLN 100 American Sign Language and Deaf Culture I.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language*

*Credits: 3
Contact Hours: Lecture: 3*

**ASLN 200 American Sign Language and Deaf Culture III**

American Sign Language and Deaf Culture III builds on previously learned skills while offering more intermediate vocabulary. Emphasis is placed on the development of communicative competencies in ASL conversations beyond the basic level, including decoding classifiers, storytelling, detailed descriptions, elaboration on information and resolving conflicts. This course will discuss Deaf culture and history along with issues, norms, values and attitudes of the Deaf community locally, nationally, and globally. It also covers society’s perspectives and views on the Deaf community.

*Pre-requisite(s): ASLN 101 American Sign Language and Deaf Culture II or approval of Department Chairperson Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language*

*Credits: 3
Contact Hours: Lecture: 3*

**ASLN 201 American Sign Language and Deaf Culture IV**

American Sign Language and Deaf Culture IV refines students’ skills of comprehension and competence. Emphasis is placed on advanced vocabulary and greater fluency. This course expands on earlier exploration of Deaf culture and history from previous levels and also covers advocacy movements for the Deaf community.

*Pre-requisite(s): ASLN 200 American Sign Language and Deaf Culture III or Approval of Department Chairperson Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language*

*Credits: 3
Contact Hours: Lecture: 3*

**Anthropology**

**ANTH 100 Anthropology**
This course is an introduction to anthropology including all four sub-disciplines. Topics 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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

Arabic

ARBC 100 Arabic Language and Culture I

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.
Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

ARBC 101 Arabic Language and Culture II

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(s): Primarily designed for students who have completed Arabic I or no more than two years in high school.
Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

Automotive Technical Services – Autobody Repair

AUBR 160 Body Mechanical

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

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

AUBR 220 Passenger Car Body/Frame Construction

This course explores the shapes and designs of all body construction and underbody assembly, including unitized bodies with bolt on sub frames, platform construction, and removal and replacement of parts (body panels), glass, interiors, and wind and water leaks.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3
AUBR 225 Frame Underbody Repair

This course will discuss all types of body frame misalignment, including sway from rear, side rail sag from frontend collision, sag from rear-end collision, and frame mashed and buckled from front-end collision. It will also cover diamond frame, wheel housing, panel measuring, trunk opening measuring swing rear end, knee displacement, twisted frame and sideways, concept of four control points, and universal measuring, along with gauge systems.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 6
Contact Hours:
Lecture: 3
Lab: 6

AUBR 228 Panel Straightening

This course will cover panel alignment, plastic repair, body sheet metal repair, dent repair, glass removal and installation, body tools, and fiberglass.

Co-requisite(s): AUBR 230 Non-Structural Collision Repair Laboratory I.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

AUBR 230 Non-Structural Collision Repair Laboratory I

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(s): AUBR 228 Panel Straightening.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 6
Contact Hours:
Lab: 12

AUBR 235 Collision Repair Laboratory II

In this lab, students will repair vehicles considered to be totals or near totals, repair all types of frame damage and complete refinishing, and perform all types of welding and front and rear wheel alignment.

Pre-requisite(s): AUBR 225 Frame Underbody Repair; AUBR 230 Non-Structural Collision Repair Laboratory I; AUBR 245 Automotive Refinishing II.
Co-requisite(s): AUBR 236 Collision Repair Laboratory III.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 6
Contact Hours:
Lab: 12

AUBR 236 Collision Repair Laboratory III

This course is an application of preceding labs, providing students the opportunity to apply collision repair skills ranging from the completion of necessary paperwork to ordering of parts to the performance of all work operations required to complete the repair job. Students will be required to complete all repair work in a timely fashion and to meet all industry standards.

Pre-requisite(s): AUBR 230 Non-Structural Collision Repair Laboratory I; AUTO 245 Passenger Car Chassis II.
Co-requisite(s): AUBR 235 Collision Repair Laboratory II; AUBR 265 Basic Automotive Welding.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lab: 6

AUBR 240 Automotive Refinishing I

This course will cover aspects of automotive refinishing, including the use of spray painting equipment, air compressors, spray booths, respirators, refinishing materials, mixing and matching colors, masking, surface preparation and detailing on modern automobiles. Laboratory activities and assignments will provide an opportunity for hands-on application of course topics.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

AUBR 245 Automotive Refinishing II

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.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
AUBR 250 Estimating Autobody Repairs

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.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

AUBR 255 Body Accessory Service/Repair

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.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

Automotive Technical Services – General Motors

AUCP 120 Automotive Electrical Systems and Components

This course provides an introduction to the principles of electricity. Topics covered include current, voltage, resistance, series and parallel circuits, magnetism, inductance, capacitance, DC current, and the General Motors Digital Electronics Program. Laboratory emphasis is placed on diagnosis and repair of General Motors electrical systems and components.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 8
Contact Hours:
Lecture: 5
Lab: 11

AUCP 150 Practical Work Experience I

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 - 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(s): Completion of first term program courses.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Other: 4

AUCP 155 Practical Work Experience II

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 - 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(s): Completion of second term program courses.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 5
Contact Hours:
Other: 10

AUCP 220 Integral Frame and Suspension Component
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.

**Lab fee will be required**  
**Terms Offered: Fall**  
**Offered Distance Learning: No**  
**Credits: 6**  
**Contact Hours:**  
Lecture: 5  
Lab: 6

### AUCP 250 Practical Work Experience III

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 - 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.

### Automotive Technical Services

#### AUTO 110 Automotive Services

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 tuneup, 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.

**Lab fee will be required**  
**Terms Offered: Fall, Spring**  
**Offered Distance Learning: Yes**  
**Credits: 2**  
**Contact Hours:**  
Lecture: 1  
Lab: 2

#### AUTO 120 Engines

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

### AUTO 125 Automotive Electricity

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.

**Lab fee will be required**  
**Terms Offered: Fall**  
**Offered Distance Learning: No**  
**Credits: 4**  
**Contact Hours:**  
Lecture: 2  
Lab: 4

### AUCP 255 Practical Work Experience IV

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 - 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(s): Completion of third term program courses.**  
**Lab fee will be required**  
**Terms Offered: Spring**  
**Offered Distance Learning: No**  
**Credits: 5**  
**Contact Hours:**  
Other: 10
AUTO 130 Automotive Specifications

This course is designed to introduce the student to the related techniques of automotive repair. Major topics covered include: measurement and measurement instruments, new vehicle inspection and pre-delivery preparation, New York State inspection procedures, fundamentals of oxygen-acetylene welding, use of shop manuals and specifications, quick service and customer operations.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 2
Contact Hours: Lecture: 2

AUTO 140 Fuel Systems

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(s): AUTO 125 Automotive Electricity.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 4
Contact Hours: Lecture: 2
Lab: 4

AUTO 145 Passenger Car Chassis I

This course provides a comprehensive study of the chassis operation, repair and service procedures including front and rear suspension, steering systems, and braking systems. Laboratory work will cover hands-on tasks related to classroom instruction. Focus will be placed on overhaul and adjustment procedures used in repairing chassis components.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No

Credits: 3
Contact Hours: Lecture: 2
Lab: 2

AUTO 150 Transmissions/Transaxles

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 6
Contact Hours: Lecture: 3
Lab: 6

AUTO 160 Industrial Relations

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.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours: Lecture: 3

AUTO 200 America On Wheels

Our national love affair with the automobile has been going on for more than a century. The "horseless carriage" changed the face of America and spawned a network of roads and highways that has transformed the United States from an agrarian society to a suburban car culture. The scope of this course will address the impact that visionary pioneers, including Henry Ford, had in mobilizing the country, which in turn redefined our national identity. Because the automobile is such a complicated device, it has taken decades for auto manufacturers to produce the safe, powerful, and fuel-efficient and pollution free vehicles that we drive today. Students will, through a series of discussions, learn about the changes in automobile technology and the individuals behind those changes.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours: Lecture: 3

AUTO 220 Alternative Fuels

This course is designed to utilize a combination of classroom discussion and demonstration. Students will become familiar with the various types of alternate fuels, as well as the design and installation of alternative power systems in vehicles.
Discussion topics and research will focus on the need for, and practicality of, the various fuel alternatives. Sample topics include environmental concerns, cost efficiency, drivability 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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

AUTO 225 Automotive Lab I

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(s): Valid driver's license
Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No
Credits: 7
Contact Hours:
Lecture: 1
Lab: 14

AUTO 230 Automotive Lab II

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, climactic 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(s): Valid driver's license
Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

AUTO 235 Automotive Electronics

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(s): AUTO 125 Automotive Electricity
Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No
Credits: 5
Contact Hours:
Lecture: 4
Lab: 3

AUTO 240 Advanced and Autonomous Vehicles

This course will introduce students to various technologies and systems employed in advanced driver assistance and autonomous vehicle systems. Students will become familiar with the operation, diagnosis, and repair of these systems and their associated components.

Pre-requisite(s): AUTO 125 Automotive Electricity, AUTO 140 Fuel Systems, and AUTO 145 Passenger Car Chassis I
Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

AUTO 245 Passenger Car Chassis II
This course is a study of theory, operation, and service procedures, including wheels, tires, wheel alignment, balance and climactic control systems. The laboratory experience (AUTO 225-AUTO 230) allows students to become familiar with the equipment and instrumentation necessary to service these chassis components.

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
Lecture: 3

### AUTO 250 Diesel Engines

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.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
Lecture: 3

### AUTO 255 Passenger Car Diagnosis

This course is designed to assist students in formulating a successful diagnostic format. Presentations will emphasize the use of basic and sophisticated diagnostic equipment necessary to augment the ability of the diagnostician. Through the use of diagnostic tools used in the industry, students will learn how to effectively diagnose malfunctions in computerized systems of today's vehicles.

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
Lecture: 3

### AUTO 260 Business Management

This course is designed to expose students to the business techniques necessary to manage an automotive facility. Federal and state regulations, insurance, estimating of repairs, purchasing procedures, facility planning, lease-purchase agreements, equipment and customer relations will be discussed.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
Lecture: 3

### AUTO 280 Electric and Hybrid Vehicles

This course is designed to utilize a combination of classroom discussion and demonstration. Students will become familiar with the operation, diagnosis and repair of various types of electric and hybrid powered systems in automotive vehicles.

**Pre-requisite(s):** AUTO 140 Fuel Systems

**Lab fee will be required.**

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
Lecture: 2
Lab: 4

### AUTO 281 Motors and Controls

This course is intended to provide an in-depth study of the various motors utilized in hybrid and electric drive vehicles. The operation, testing and repair of these motors and their associated electronic controls as associated with automobiles and light trucks will be the focus of study.

**Pre-requisite(s):** AUTO 125 Automotive Electricity and MATH 105 Applied Technical Mathematics I

**Pre- or co- requisite(s):** AUTO 280 Electric and Hybrid Vehicles and CISS 100 Introduction to Computing and Information Sciences

**Lab fee will be required.**

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 4

**Contact Hours:**
Lecture: 2
Lab: 4

### AUTO 282 Advanced Hybrid & Electric Vehicles

This course will build upon the foundational information presented in AUTO 280. Topics explored will include design considerations of hybrid powertrains, battery design and reconditioning, ultra-capacitors, ultra-high speed flywheels, design optimization and fuel cells.

**Pre-requisite(s):** AUTO 280 Electric and Hybrid Vehicles

**Lab fee will be required.**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
Lecture: 2
Lab: 4

### AUTO 285 Vehicle Data Security

The goal of the course is to introduce students to the potential threats of cyber-attacks on vehicles, especially connected and automated vehicles. The basics of cybersecurity threat models,
high risk attack areas of vehicles, classes of attacks, and protecting vehicles from attacks are introduced. Standards and protocols related to automotive cybersecurity will be covered. Cybersecurity methods and penetration testing for vehicles will also be presented. Attacking connected vehicles will be discussed by reviewing vehicle-to-vehicle (V2V) and vehicle-to-infrastructure (V2I) communications and wireless access protocols. Potential attacks on automated vehicles will be described. Pre-requisite(s): AUTO 125 Automotive Electricity, AUTO 280 Electric and Hybrid Vehicles, and CISS 100 Introduction to Computing and Information Sciences
Pre- or co- requisite(s): ELET 120 Personal Computer Hardware Essentials
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

Bereavement Studies

BRVT 110 Approaches to Death and Dying

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.
Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

BRVT 120 Cross Cultural and Religious Perspectives for Bereavement

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.
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

AUTO 290 Hydrogen Power Systems

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(s): AUTO 140 Fuel Systems
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 2
Lab: 4

BRVT 200 Psychology of Grief

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(s): PSYC 100 General Psychology
Terms Offered: Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
Credits: 3
Contact Hours:
Lecture: 3

BRVT 210 Contemporary Concepts in Bereavement

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.
Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3
BRVT 220 Advanced Bereavement Studies

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

BRVT 230 Bereavement Internship

Biology

BIOL 102 Orientation to Environmental Sciences

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 1
Contact Hours:
Lecture: 1

BIOL 103 Orientation to Biology and Bioethics

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 1
Contact Hours:
Lecture: 1

BIOL 104 Topics in Biology -The Environment

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

BIOL 105 Topics in Biology -The Gene

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

BIOL 109 Biology of The Human Organism

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.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

**BIOL 115 Medical Terminology**

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

**BIOL 119 General Zoology**

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.

Lab fee will be required
Terms Offered: Fall, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

**BIOL 122 Introductory Biomanufacturing**

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(s): BIOL 105 Topics in Biology -The Gene or equivalent.
Lab fee will be required
Terms Offered: Spring

Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

**BIOL 125 Nutrition**

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 inter-disciplinary approach by integrating knowledge from the fields of anatomy, physiology, chemistry and microbiology.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3

**BIOL 126 General Nutrition**

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

**BIOL 127 Principles of Sports and Exercise Nutrition**

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.

Lab fee will be required
BIOL 128 Sports Nutrition

This introductory, non-laboratory course, designed for students with an interest in health and nutrition provides current information on nutrition as it relates to sports and other physical activity. The 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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3
Lab: 2

BIOL 130 Concepts of Human Anatomy and Physiology

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3

BIOL 135 Oral Histology and Embryology

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.

Co-requisite(s): DHYG 105 Tooth Morphology and Occlusion and DHYG 110 Preventive Dentistry I.
Pre- or co- requisite(s): BIOL 136 Anatomy and Physiology.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2

BIOL 136 Anatomy and Physiology

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

BIOL 139 Anatomy and Physiology for Respiratory Care Students

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.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

BIOL 150 General Biology I

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

BIOL 151 General Biology II

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(s): BIOL 150 General Biology I or equivalent.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:
Lecture: 3
Lab: 2

BIOL 155 The Greenhouse Environment

This course introduces students to the key aspects of growing plants under controlled environment conditions. Students will have the opportunity to produce both ornamental and vegetable crops from propagation through production using current greenhouse management practices. The topics covered in this course include controlled environment conditions, water management, growing media, plant nutrition, propagation, and the principles of integrated management of greenhouse pests and diseases.

Pre- or co- requisite(s): BIOL 150 General Biology I or BIOL 190 Biology I and CHEM 105 Concepts in Chemistry or CHEM 110 General Chemistry I

Lab fee will be required

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:
Lecture: 3
Lab: 2

BIOL 160 Introduction to Plant Biology

This course will provide a comprehensive overview of plant biology and will serve as a foundation for students who would like to pursue a degree in plant science and prepare them for plant tissue culture and biotechnology areas of study. The following topics will be covered: plant evolution and cell structure; overview of plant life with an emphasis on plant structure; growth and division of plant cells; external and internal organization of stem including stem growth and differentiation; morphology and anatomy of leaves; structure and origin of roots, ethnobotany; soil and mineral nutrition; hormones as signals for plant growth; genetic engineering in plants and tissue culture; world biomes; and plant genetics.

Pre- or co- requisite(s): BIOL 150 General Biology I or BIOL 190 Biology I and CHEM 105 Concepts in Chemistry or CHEM 110 General Chemistry I

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:
Lecture: 3
Lab: 2

BIOL 190 Biology I

This course provides a foundation for more advanced study. Concepts presented include chemical basis for life, biological energy transformation, cellular structures, Mendelian genetics and molecular genetics. Laboratory exercises are experimental studies of the major principles presented in lecture. Students are encouraged to take General Chemistry (CHEM 110/CHEM 111) early in their studies.

Pre-requisite(s): High school biology and chemistry.

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:
Lecture: 3
Lab: 3

BIOL 191 Biology II

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(s): BIOL 190 Biology I.

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4
BIOL 205 Microbiology

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.

Lab fee will be required

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:

Lecture: 3
Lab: 3

BIOL 206 Field Biology

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.

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:

Lecture: 3
Lab: 3

BIOL 207 Botany

This course begins with a study of the chemistry and cell biology necessary in order to understand photosynthesis. After photosynthesis, students study alteration of generations in various groups of photosynthetic organisms, beginning with algae and culminating with flowering plants. The course concludes with the study of the morphology and physiology of flowering plants.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:

Lecture: 3
Lab: 3

BIOL 210 Ecology

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(s): MATH 150 College Algebra with Trigonometry or permission of the department chairperson.

Lab fee will be required

Terms Offered: Fall, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:

Lecture: 3
Lab: 2

BIOL 215 Environmental Science

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(s): High school biology and chemistry or equivalent.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Science

SUNY General Education Designation(s): Natural Science

Credits: 4

Contact Hours:

Lecture: 3
Lab: 2

BIOL 225 Introduction to Molecular Biology

This is an introduction to the core concepts of molecular biology with an emphasis on biotechnology and genetic engineering. The
course covers a detailed analysis of the biochemical mechanisms that control the maintenance, regulation of expression, and evolution of prokaryotic and eukaryotic genomes. The topics covered include DNA replication, repair, recombination, transcription, and translation of nucleic acids. The logic of experimental design and data analysis is emphasized in regard to bacterial culture techniques, DNA extraction, restriction enzymes, agarose gel electrophoresis, DNA sequencing, protein purification, molecular cloning, and identification of biomolecules by SDS-PAGE, PCR, and enzyme assay.

**Pre-requisite(s):** BIOL 150 General Biology I or BIOL 190 Biology I

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

**Liberal Arts and Sciences Designation:** Science

**SUNY General Education Designation(s):** Natural Science

**Credits:** 3

**Contact Hours:**

- Lecture: 3

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**BIOL 230 Anatomy and Physiology I**

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(s):** Any biology course with lab.

**Lab fee will be required**

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** No

**Liberal Arts and Sciences Designation:** Science

**SUNY General Education Designation(s):** Natural Science

**Credits:** 4

**Contact Hours:**

- Lecture: 3
- Lab: 2

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**BIOL 234 Anatomy and Physiology II**

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(s):** BIOL 230 Anatomy and Physiology I or equivalent.

**Lab fee will be required**

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** No

**Liberal Arts and Sciences Designation:** Science

**SUNY General Education Designation(s):** Natural Science

**Credits:** 3

**Contact Hours:**

- Lecture: 3

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**BIOL 237 Animal Behavior**

This course is intended to familiarize the student with the field of animal behavior and give students the ability to interpret various behaviors of animals in an evolutionary context. Upon completion of the course, students will be able to discuss the origination of behaviors in an evolutionary context.

**Terms Offered:** Spring, Summer

**Offered Distance Learning:** Yes

**Liberal Arts and Sciences Designation:** Science

**SUNY General Education Designation(s):** Natural Science

**Credits:** 3

**Contact Hours:**

- Lecture: 3

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**BIOL 240 Invertebrate Zoology**

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.

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Liberal Arts and Sciences Designation:** Science

**SUNY General Education Designation(s):** Natural Science

**Credits:** 4

**Contact Hours:**

- Lecture: 3
- Lab: 2

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**BIOL 241 Vertebrate Zoology**

This course provides a survey of major vertebrate groups, with emphasis on evolutionary and ecological perspectives. Laboratory will include dissection of representatives of vertebrate phyla, as well as studies of such representatives in their natural environment.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Liberal Arts and Sciences Designation:** Science

**SUNY General Education Designation(s):** Natural Science
BIOL 245 Immunology

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-requisite(s): BIOL 151 General Biology II or BIOL 191 Biology II.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
Credits: 3
Contact Hours:
Lecture: 3
Lab: 2

BIOL 252 The Biology of Birds

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-requisite(s): BIOL 104 Topics in Biology - The Environment or BIOL 150 General Biology I or permission of the department chair.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

BIOL 255 Experimental Biology I

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-requisite(s): BIOL 190 Biology I and BIOL 191 Biology II or permission of the department chair.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3
Lab: 2

BIOL 256 Experimental Biology II

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(s): One term of biology with permission of department chair.
Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lab: 6

BIOL 257 Experimental Biology III

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(s): One term of biology with permission of department chair.
Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lab: 9

BIOL 260 Introduction to Entomology

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(s): BIOL 150 General Biology I, and BIOL 151 General Biology II.
Lab fee will be required
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

BIOL 265 Principles of Microbiology
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-requisite(s): BIOL 150 General Biology I or BIOL 190 Biology I and CHEM 110 General Chemistry I or CHEM 120 Chemistry I.

Pre- or co- requisite(s): BIOL 151 General Biology II or BIOL 191 Biology II and CHEM 111 General Chemistry II or CHEM 121 Chemistry II.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

BIOL 270 Anatomy and Physiology I

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

BIOL 271 Anatomy and Physiology II

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(s): BIOL 270 Anatomy and Physiology I or equivalent.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science

BIOL 275 Cell Biology

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-requisite(s): 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.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

BIOL 280 Pathophysiology of Heart Disease

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(s): ECHO 256 Anatomy and Physiology of The Heart with a final grade of "C" or better or permission of the department chair.
Terms Offered: Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
Credits: 2
Contact Hours:
Lecture: 2

BIOL 281 Genetics

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-requisite(s): 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.
Terms Offered: Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2
BIOL 285 Molecular Laboratory Techniques

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-requisite(s): BIOL 150 General Biology I; BIOL 151 General Biology II; CHEM 110 General Chemistry I; CHEM 111 General Chemistry II.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 1
Lab: 4

BIOL 285 Molecular Laboratory Techniques

BIOL 292 Methods in Cell Culture

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(s): BIOL 275 Cell Biology or permission of department chair.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 1
Lab: 4

BIOL 292 Methods in Cell Culture

BIOL 294 Immunology Methods

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(s): BIOL 275 Cell Biology or permission of department chair.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 3

BIOL 294 Immunology Methods

BIOL 295 Neuroanatomy and Neurophysiology

This course provides background on the fundamental workings of the nervous system, including the normal electrophysiology and chemistry of the neuron, anatomical brain structures and pathways. We will explore how disruption of molecules and physiology can lead to clinical pathology. Laboratory exercises include histology, brain protein extraction, anatomical study of mammalian brain, case studies and student presentations on neuropathology.

Pre-require(s): BIOL 190 Biology I or BIOL 270 Anatomy and Physiology I or PSYC 100 General Psychology

Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: Yes

Credits: 4
Contact Hours:
Lecture: 1
Lab: 4

BIOL 295 Neuroanatomy and Neurophysiology

BIOL 296 Biological Imaging and Cytometry

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(s): BIOL 275 Cell Biology or permission of department chair.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 1
Lab: 4

BIOL 296 Biological Imaging and Cytometry

BIOL 298 Biotechnology Internship

The student will be participating 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- requisite(s): BIOL 255 Experimental Biology I; BIOL 285 Molecular Laboratory Techniques; BIOL 296 Biological Imaging and Cytometry
Imaging and Cytometry.
Lab fee will be required
Terms Offered: Spring, Summer
Offered Distance Learning: No

Business Administration

BADM 100 Introduction to Business
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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 4
Contact Hours:
Lecture: 4

BADM 110 Legal and Ethical Environment of Business I (Business Law I)
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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

BADM 111 Legal and Ethical Environment of Business II (Business Law II)
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 bailment, real property, insurance, and wills and trusts. Students will participate in a group collaboration project that will consist of a fact pattern. Students will be divided into teams and each team will be given a specific role to play in a commercial legal dispute; the team members will have to work both individually and collaboratively in order to prepare their case for arbitration. Using online tools, outside research and course material, each team will submit its case to the arbitrator (the course instructor) for a decision. Open only to students enrolled in the Business-Business Administration Honors Track.

Pre-requisite(s): BADM 110 Legal and Ethical Environment of Business I.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

BADM 115 Honors Legal and Ethical Environment of Business I
This course is an introduction to the origins, framework and concepts of the legal and ethical environment of business with emphasis on contracts and business organizations including partnerships, corporations, limited liability companies and the law of agency. In this course, students will engage in comprehensive analysis of course material and integration with current events. Students will also participate in a group collaboration project that will consist of conducting a trial based upon a fact pattern as provided by the instructor. Open only to students enrolled in the Business-Business Administration Honors Track.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

BADM 116 Honors Legal and Ethical Environment of Business II
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 bailment, real property, insurance, and wills and trusts. Students will participate in a group collaboration project that will consist of a fact pattern. Students will be divided into teams and each team will be given a specific role to play in a commercial legal dispute; the team members will have to work both individually and collaboratively in order to prepare their case for arbitration. Using online tools, outside research and course material, each team will submit its case to the arbitrator (the course instructor) for a decision. Open only to students enrolled in the Business-Business Administration Honors Track.

Pre-requisite(s): BADM 115 Honors Legal and Ethical Environment of Business I.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 3

BADM 120 Business Mathematics
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.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

BADM 200 Business Communications

The course explores written, verbal, and non-verbal communications as applied to business situations. It includes discussion of the specific types of written business communications forms and graphic aids for successful visual communication; listening skills; resume preparation; interviewing techniques; and group reports and oral presentations.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 3
Contact Hours:
Lecture: 3

BADM 207 Organization and Management

This course covers organizational theory, principles, and practices. It will explore the management functions of organizing, including planning, staffing, directing, and controlling; social responsibility; the effect of multicultural diversity in the workplace; and leadership styles and motivational theories.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

BADM 208 Organizational Leadership

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

BADM 220 Statistics

This course will discuss general statistical methods used in the collection, presentation, analysis, and interpretation of statistical data. This includes measures of central tendency; dispersion and skewness; probability theory; probability distributions (discrete and continuous); hypothesis testing, including "t" and "z" distributions; chi square analysis; and regression analysis, correlation and ANOVA. Credit cannot be received for both BADM 220 and MATH 135.

Pre-requisite(s): One unit of academic mathematics.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
SUNY General Education Designation(s): Mathematics
Credits: 4
Contact Hours:
Lecture: 4

BADM 221 Quantitative Business Applications

This course includes algebra-based calculations and analysis of business investment situations, including simple and compound interest, annuities (ordinary, due, deferred, complex, perpetuity and forborne), applications of present value and future value, and a conceptual discussion of business investments.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

BADM 226 Honors Quantitative Business Applications

This course includes algebra-based calculations and analysis of business investment situations. Included are simple and compound interest, annuities (ordinary, due, deferred, complex, perpetuity and forborne), applications of present value, future value and a conceptual discussion of business investment. This course will also include coverage of common, preferred, Treasury, and Initial Public Offering (IPO) stock. Throughout the course, students complete a minimum of two spreadsheet application projects using the Microsoft Excel® program, one of which is a common department project involving amortization. Open only to students enrolled in the Business- Business Administration Honors Track.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

BADM 230 Honors Statistics

This course will discuss general statistical methods used in the collection, presentation, analysis and interpretation of statistical data, which 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. Students will work together on a case
study in which they will apply all of the steps of the statistical analysis process. At the end of the semester, students will present their findings to the class. Open only to students enrolled in the Business- Business Administration Honors Track.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
 Credits: 4
 Contact Hours:
Lecture: 4

BADM 234 Honors Business Capstone

This is a Capstone course for the Business-Business Administration Honors Track. Students will review economics, accounting, business law, organization and management, marketing and statistics. A culminating activity will measure a student's ability to combine his or her knowledge of subject matter. A case study that the students were introduced to in FORM 105 and analyzed throughout their Honors courses will be finalized with a written executive summary. This course is open only to students who have completed three fulltime semesters of study or 45 credit hours applicable to the Honors Track or by approval of department chair. Open only to students enrolled in the Business- Business Administration Honors Track.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
 Credits: 1
 Contact Hours:
Lecture: 1

BADM 240 Introduction to Sport Management

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
 Credits: 3
 Contact Hours:
Lecture: 3

BADM 241 Introduction to Intercollegiate and Scholastic Sport

This course will cover management, organizational structure and contemporary issues in intercollegiate and school-based sport in the United States.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
 Credits: 3
 Contact Hours:
Lecture: 3

BADM 242 Sport Event & Arena Management

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
 Credits: 3
 Contact Hours:
Lecture: 3

BADM 245 Sport Technology

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.

Lab fee will be required

Terms Offered: Fall, Spring
Offered Distance Learning: No
 Credits: 3
 Contact Hours:
Lecture: 3

BADM 280 International and Intercultural Business

This course is designed as an intensive cross-cultural immersion in the field of international business. Students will have the opportunity to travel abroad to project centers to be determined and explore contemporary business issues as well as participate in a cultural experience in the country and/or region through project work. Through these projects and online work, students will learn about organizational and management issues in an international business marketplace. Projects will be developed on an ongoing basis and will be in the areas of international business, international sport management and international technology applications in business.

NOTE: This course will run the length of a full semester but will begin and end later than traditionally scheduled classes in the 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
possible change as project centers are determined.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 2
Lab: 4

**BADM 290 Internship**

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.

**NOTE:** This course may be taken for variable credits. As discussed during advisement, the number of contact hours required will determine the number of credits received.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 6
Contact Hours:
Lecture: 1
Other: 15

**BADM 295 Honors Internship**

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. In addition, students will complete a culminating project based on their experiences throughout the semester, which will include a video component. This internship can only be taken after successful completion of one full-time semester of study or successful completion of 12 credit hours. All internships are subject to department chair approval. Open only to students enrolled in the Business-Business Administration Honors Track.

**NOTE:** This course may be taken for variable credits. As discussed during advisement, the number of contact hours required will determine the number of credits received.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 6
Contact Hours:
Lecture: 1
Other: 15

**BADM 299 Business Capstone**

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 1
Contact Hours:
Lecture: 1

**Chemical Dependency Counseling**

**CDEP 100 Introduction to Chemical Dependency**

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

**CDEP 105 Pharmacology and Physiology of Addiction**

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

**CDEP 200 The Chemical Dependency Treatment Process**
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(s): CDEP 100 Introduction to Chemical Dependency or permission of department chairperson.
Terms Offered: Fall
Offered Distance Learning: No

CDEP 205 Cultural Competence in Addiction Counseling

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(s): CDEP 100 Introduction to Chemical Dependency or permission of department chairperson.
Terms Offered: Spring
Offered Distance Learning: Yes

CDEP 210 Current Issues in Addiction

This seminar-based course explores important contemporary issues in the chemical dependency field. The seminar will provide students with an in-depth understanding and solution-focused approach to current challenges in the field. The particular areas of focus will be announced each term.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

CDEP 250 Chemical Dependency Counseling I

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-requisite(s): 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(s): CDEP 251 Chemical Dependency Internship.
Terms Offered: Fall, Spring
Offered Distance Learning: No

CDEP 251 Chemical Dependency Internship

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-requisite(s): 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(s): CDEP 250 Chemical Dependency Counseling I.
Terms Offered: Fall, Spring
Offered Distance Learning: No

CDEP 255 Chemical Dependency Counseling II

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-requisite(s): CDEP 250 Chemical Dependency Counseling I and CDEP 251 Chemical Dependency Internship with a "C" grade or better.
Co-requisite(s): CDEP 256 Chemical Dependency Internship II.
Terms Offered: Fall, Spring
Offered Distance Learning: No

CDEP 256 Chemical Dependency Internship II

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-requisite(s): CDEP 250 Chemical Dependency Counseling I and CDEP 251 Chemical Dependency Internship with a "C" grade or better.
Co-requisite(s): CDEP 255 Chemical Dependency Counseling II.
Terms Offered: Fall, Spring
Chemistry

CHEM 095 Essentials of Chemistry

This course is intended for otherwise well-prepared students who require a one-term, pre-college chemistry course to enable them to enter a college-level curriculum. Credits earned in this course cannot be applied toward an associate degree and this course is not recommended for students lacking strong math skills.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours: Other: 12

CHEM 100 General Chemistry/Health Sciences

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(s): High school chemistry or equivalent.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CHEM 105 Concepts in Chemistry

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CHEM 110 General Chemistry I

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.

Pre- or co- requisite(s): MATH 150 College Algebra with Trigonometry or MATH 170 Precalculus or MATH 180 Calculus I.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CHEM 111 General Chemistry II

This course is a continuation of General Chemistry I (CHEM 110). Topics include chemical equilibria, electrochemistry, pH, acids and bases and organic chemistry. The laboratory includes quantitative experiments which must be performed with satisfactory accuracy.

Pre-requisite(s): CHEM 110 General Chemistry I.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CHEM 120 Chemistry I

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
CHEM 121 Chemistry II

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(s): CHEM 120 Chemistry I.
Co-requisite(s): MATH 190 Calculus II and PHYS 151 Physics II.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CHEM 200 Biochemistry

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-requisite(s): CHEM 111 General Chemistry II.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3

CHEM 202 Introduction to Industrial Chemistry

This course covers the major chemical industries, the techniques and processes critical to industrial chemistry and important organic and inorganic chemicals and how they are produced. The course will review the major safety and environmental practices important to chemical industries. A survey of applicable chemical literature will connect theoretical concepts to the real world.

Pre-requisite(s): CHEM 111 General Chemistry II or equivalent.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3

CHEM 205 Analytical Chemistry

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(s): CHEM 111 General Chemistry II or equivalent.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 2
Lab: 6

CHEM 210 Organic Chemistry I

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-requisite(s): CHEM 111 General Chemistry II or CHEM 121 Chemistry II.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 6
CHEM 211 Organic Chemistry II

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.

Precis: CHEM 210 Organic Chemistry I.
Lab fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 4

CHEM 215 Principles of Physical Chemistry

Chinese

CHNS 100 Chinese Language and Culture I

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.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

CHNS 101 Chinese Language and Culture II

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.

Precis: CHNS 100 Chinese Language and Culture I.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

CHNS 200 Chinese Language and Culture III

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 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.

Precis: CHNS 100 Chinese Language and Culture I or permission of department chair.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

CHNS 201 Chinese Language and Culture IV

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
Civil Engineering Technology

CIVL 100 Introduction to Hand Drawing Techniques

This course introduces the student to traditional hand drawing and board drafting techniques using a variety of mediums. The purpose of the course is to teach students to represent, interpret, analyze and model objects for the purpose of conveying thoughts or developing ideas related to space in a graphic and realistic manner. The concept of graphic composition will also be introduced in this course. Students will learn to effectively utilize various drawing techniques based on the desired outcome. Oral presentation skills will also be practiced as students learn to effectively speak about drawing methods and spatial relationships. Some of the techniques presented are: color theory; rendering; perspective methods; drawing; shade; shadow; and free-hand sketching.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 101 Surveying I

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.

NOTE: Students should contact department to determine which pre-requisite would be appropriate based on college goals.

Pre- or co- requisite(s): MATH 110 Intermediate Algebra or MATH 150 College Algebra with Trigonometry.

Lab fee will be required
Terms Offered: Fall, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CIVL 102 Architectural Fundamentals of Design I

This course is an introduction to the fundamentals of architectural design. Students will develop critical thinking processes and use them to communicate using basic architectural forms.

Demonstration of these skills will be accomplished through a series of five projects focused on the study of various aspects of architectonics. The first four projects consider space, volume and mass; techniques to articulate order; structural order- vertical and horizontal hierarchies and site considerations. The final project will be the culmination of the course. Students, utilizing the knowledge gained, will design a building based on set criteria. Each project will build upon the lessons previously learned. Students will use the same design toolbox utilized by architects to develop the decision-making skills needed in industry.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 4

CIVL 103 Architectural Fundamentals of Design II

Students will solve spatial problems utilizing skill sets learned in CIVL 102, including recorded observations, sketches and field surveys. A variety of digital media products and techniques will be utilized to assist students in better understanding concepts, allowing them to illustrate design solutions and employ spatial techniques they have learned to create dynamics places.

Architectural Fundamentals of Design II will explore a series of projects, including CAD drawings, digital photography, Adobe Photoshop, Adobe Illustrator, Rhino and 3D printing. Traditional forms of model making, including study models, mass models, cast plaster models and 3D printed models, will be employed to advance concepts.

Pre-requisite(s): CIVL 102 Architectural Fundamentals of Design I
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
CIVL 104 History, Theory, and Criticism in Architecture and Design

This course exposes the student to architectural history in a sequence that is thematic and topical rather than chronological and discusses theory, methodology, technology, construction, building equipment systems and other fine arts and related fields. We will examine a range of architectural history from antiquity to art nouveau. The geographical area of study will involve western and non-western civilizations. The course is developed to encourage the student to think creatively about their own vision of architecture, taking what is taught and learned throughout history and applying it to their unique aesthetic. This class addresses the implications designers face.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

CIVL 105 Global History of Architecture

This course will be a study of the lineage of architecture and related developments throughout history. We will focus on western and non-western civilizations to develop a deeper understanding between culture, time, technology and civilization. Expanding on the principles and concepts taught in CIVL 104, we will explore how key moments in history can connect and apply to the architectural world and modern era.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

CIVL 106 Digital Constructs and Visualization I

This course will examine and teach methods of representation and the communication of design concepts. Students will produce 2D and 3D digital models. To support these models, students will produce drawings (plan, section, perspective, etc.) using hand drawing techniques and digital software. Students will experiment with laser cutting and building models of these studies. With the culmination of the class, students will have a deeper understanding of digital modeling and graphic design with software. This course will be offered in the spring of freshman year and will also be used as a support class for CIVL 206.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2

CIVL 110 Engineering Graphics

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 111 Civil Engineering Applications

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 1
Lab: 2

CIVL 112 Statics and Strength of Materials

This course covers vectors and force systems, centroids, moment of inertia, truss analysis, stresses and strains in homogeneous and non-homogeneous elastic bodies, temperature effects, bolted and welded joints, mechanical properties of materials, shear and bending moment, stresses in beams, deflection theory and column theory.

Pre-requisite(s): MATH 150 College Algebra with Trigonometry with a grade of "C" or higher.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

CIVL 114 Construction Materials
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.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 1
Lab: 3

CIVL 202 Surveying II: Site Design

This course is a continuation of CIVL 101 Surveying I with an introduction to site design. 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-requisite(s): CIVL 101 Surveying I; CIVL 110 Engineering Graphics; CIVL 111 Civil Engineering Applications.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 205 Fundamentals of GPS

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 spacebased navigation and surveying techniques.

Pre-requisite(s): CIVL 101 Surveying I or permission of department chair.
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CIVL 206 Digital Constructs and Visualization II

This course builds upon topics covered in Digital Constructs and Visualization I. The focus will be on producing and communicating architectural ideas through mixed media. Students will use digital methodologies through all phases of a project and will experiment with different 3D printing techniques, including industrial, PLA and SLS 3D printing. Students will gain an understanding of how to take a digital sketch and model it into different iterations to tell a story. The tools learned in CIVL 206 will aid the skills students further develop in CIVL 220, Architectural Design III. This class will be offered in the fall of sophomore year.

Pre-requisite(s): CIVL 106 Digital Constructs and Visualization I
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 1
Lab: 2

CIVL 207 Architectural Media

This course develops students' understanding of portfolio development and media representation of architecture. The course explores the implications of architectural media along with the concerns we have within history, theory and how the knowledge learned can be applied to the current era of architecture. The students will be able to combine the knowledge learned from history and Adobe suites to create their own architectural media.

Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 1
Contact Hours:
Lecture: 1

CIVL 210 Structural Steel Design

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(s): CIVL 112 Statics and Strength of Materials with a grade of "C" or higher.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CIVL 211 Reinforced Concrete Design

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(s): CIVL 112 Statics and Strength of Materials with a grade of "C" or higher.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

CIVL 212 Hydraulics and Drainage

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-requisite(s): CIVL 112 Statics and Strength of Materials or PHYS 135 Technical Physics I.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 213 Soils and Foundations

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-requisite(s): CIVL 112 Statics and Strength of Materials or CNST 110 Statics and Strength of Materials or PHYS 135 Technical Physics I

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 215 Architectural Design IV

This course will provide an overview of the different variables that engineers and architects consider when designing during an integrated process. We will review the design concept of a competition building that was never built. We will redesign the schematic of the building to an extent determined by the professor and will explore the ways the structural and MEP systems function and schematically design accordingly. We will discuss terminology, abbreviations and symbols used in drafting construction documents, providing students with a practical application of information they have learned. Upon completion of this course, students will have the tools necessary to understand why certain systems are used and the ability to assist with the development of construction documents.

Pre-requisite(s): CIVL 220 Architectural Design III

Lab fee is required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 5
Contact Hours:
Lecture: 3
Lab: 6

CIVL 220 Architectural Design III

In this course, students will produce a set of architectural schematic drawings typical of those incorporated in the schematic design phase at an architectural firm. The emphasis will be placed on non-residential construction methods with comparison to residential techniques, as appropriate. Students will prepare these drawings using Rhino and some Revit, which is prevalent in the production of these documents in the workplace today. In addition, students will learn about industry standards for the preparation of these documents to theoretically be moved into a design development stage.

NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.

Pre-requisite(s): CIVL 102 Architectural Fundamentals of Design I and CIVL 103 Architectural Fundamentals of Design II and CIVL 106 Digital Constructs and Visualization I

Co-requisite(s): CIVL 206 Digital Constructs and Visualization II

Terms Offered: Fall
Offered Distance Learning: No

Credits: 5
Contact Hours:
Lecture: 3
Lab: 6

CIVL 221 Design I

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(s): Pre-requisite: CIVL 100, Introduction to Hand
Drawing Techniques and CIVL 102, Architectural Fundamentals.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 5
Contact Hours:
Lecture: 3
Lab: 4

CIVL 222 Building Construction

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(s): CIVL 103 Architectural Fundamentals of Design II or CIVL 110 Engineering Graphics or CNST 103 Blueprint Reading for Technologies.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CIVL 223 Introduction to Building Technology

This course provides an overview of the interrelationship between the environment and building design. Students will utilize the latest codes, standards and systems for energy efficiency as they pertain to: thermal comfort, psychometric climate, passive heating and cooling, analysis of existing spaces, forming hypothesis of building performance, site planning, physical modeling and simulations and daylight and shading techniques.
Pre-requisite(s): CIVL 110 Engineering Graphics or CNST 103 Blueprint Reading for Technologies.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CIVL 224 Estimating

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-requisite(s): CIVL 220 Architectural Design III or CNST 103 Blueprint Reading for Technologies.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 225 Design II

A continuation of CIVL 221 Design I, this course focuses on critical thinking as it relates to the idea of spacemaking 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(s): CIVL 221 Design I.
Pre- or co- requisite(s): CIVL 223 Introduction to Building Technology.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 5
Contact Hours:
Lecture: 3
Lab: 4

CIVL 226 Design III

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(s): CIVL 225 Design II and CIVL 223 Introduction to Building Technology.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 5
Contact Hours:
Lecture: 3
Lab: 4

CIVL 233 Civil Engineering Capstone

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-requisite(s): CIVL 110 Engineering Graphics and CIVL 210 Structural Steel Design with a grade of "C" or higher.
Pre- or co- requisite(s): CIVL 212 Hydraulics and Drainage and CIVL 236 Highway Construction Planning and Methods.

Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 234 Transportation and Highway Systems Analysis

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.

Pre-requisite(s): MATH 150 College Algebra with Trigonometry or higher and CIVL 111 Civil Engineering Applications or by permission of department chair.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CIVL 236 Highway Construction Planning and Methods

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-requisite(s): 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.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

FORM 101 College Forum

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/department in which it is offered.

Terms Offered: Fall, Spring

FORM 102 College Forum

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 with 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
FORM 103 Architectural Forum

This course is required for all first-time, full-time students. Through a series of presentations, jointly developed by the academic department and student service professionals, students will be provided with information on career and transfer opportunities, academic procedures, campus regulations, and student rights and responsibilities. Through a series of activities and assignments, students will become familiar with the campus, its policy and procedures, services, and learn to identify any student related problems and take the initiative in solving the problems.

Students will be introduced to the culture of architecture and design in order to acquire conceptual and language tools specific to the realm of both fields. They will be introduced to NCARB and architectural transfer opportunities.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: (1)
Contact Hours:
Lecture: 1

FORM 104 College Forum

This course is required for all first-time, full-time students. Through a series of presentations jointly developed by the academic department and student service professionals, students will be provided with 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/department in which it is offered.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: (1)
Contact Hours:
Lecture: 1

FORM 105 College Forum

This course is required of all first time, full-time honors students. Through a series of presentations jointly developed by the academic department and the student service 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.

Open only to students enrolled in the Business-Business Administration Honors Advisement Track. A case study will be introduced to the students in this course that they will work on throughout the Business Honors Advisement Track.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: (1)
Contact Hours:
Lecture: 1

FORM 108 College Forum

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/department in which it is offered.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: (1)
Contact Hours:
Lecture: 1

FORM 109 College Forum

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/department in which it is offered.

Terms Offered: Fall, Spring
Community Health

CMHL 100 Introduction to Community and Public Health

This course will provide a general introduction to the basic elements of public health, its importance for everybody’s health and its integration in everyday life. The course introduces the concept of health policy as a combination of research and politics. In addition to the basic elements of public health, the course will illustrate community and public health in action discussing how the Delivery System Reform Incentive program (DSRIP) evolved and increased the demand for healthcare navigators.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

CMHL 110 U.S. Healthcare

This course will function as an introduction to how the United States' healthcare system works. It will cover the basics of public and private health systems and discuss healthcare reform as it applies to hospitals and healthcare policy development. The class will be suitable for all students interested in the community/public health and allied health.
Terms Offered: Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): American History
Credits: 3
Contact Hours:
Lecture: 3

CMHL 115 Healthcare Ethics

This course will provide an introduction to a variety of ethical principles as they apply to the healthcare environment. Topics will include medical terminology, confidentiality, professionalism, patient rights and medical ethics.
Terms Offered: Fall
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

CMHL 200 Community Health Navigation

This course will be a synthesis of previous course work preparing students for work as a community health navigator. The course will review and expand on concepts previously explored such as professionalism, ethics, healthcare and social service environment. The class will apply the content learned to practice as a community health navigator.
Pre-requisite(s): ENGL 101 English Composition I; BIOL 109 Biology of The Human Organism or BIOL 139 Anatomy and Physiology for Respiratory Care Students or BIOL 271 Anatomy and Physiology II; HUSV 100 Social Service Systems; CMHL 100 Introduction to Community and Public Health; CMHL 115 Healthcare Ethics.
Pre- or co- requisite(s): CMHL 110 U.S. Healthcare; CMHL 205 Chronic Diseases; ENGL 120 Communication or ENGL 125 Public Speaking; HUSV 240 Professionalism in A Diverse Society.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Other: 6

CMHL 201 Community Health Navigator Practicum

This course will give students first-hand experience in providing navigation services to client populations in the community health setting. The course will allow students to use knowledge gained throughout their studies and apply it to real life situations.
Pre-requisite(s): BIOL 109 Biology of The Human Organism or BIOL 139 Anatomy and Physiology for Respiratory Care Students or BIOL 271 Anatomy and Physiology II; CMHL 100 Introduction to Community and Public Health; CMHL 115 Healthcare Ethics; ENGL 101 English Composition I; HUSV 100 Social Service Systems.
Pre- or co- requisite(s): CMHL 110 U.S. Healthcare; CMHL 200 Community Health Navigation; CMHL 205 Chronic Diseases; ENGL 120 Communication or ENGL 125 Public Speaking; HUSV 240 Professionalism in A Diverse Society.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Other: 6

CMHL 205 Chronic Diseases

This course will discuss the significant burden of chronic disease in American society and cover the basic pathophysiology, epidemiology and medical therapy for various chronic diseases. Additional discussion regarding health
disparities and how they relate to different chronic diseases will be presented.

**Pre-requisite(s):** BIOL 109 Biology of The Human Organism or BIOL 139 Anatomy and Physiology for Respiratory Care Students or BIOL 271 Anatomy and Physiology II.

**Computer Aided Drafting**

**CADD 100 Topics in 2D AutoCAD**

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.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 3

**CADD 110 Advanced Topics in AutoCAD**

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(s):** CADD 100 Topics in 2D AutoCAD or equivalent.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 3

**CADD 115 Machining Processes**

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.

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 3

**CADD 120 Topographical Detailing in CAD**

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(s):** CADD 100 Topics in 2D AutoCAD or equivalent.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 3

**CADD 125 Blueprint Reading and Mechanical Drawing**

This course will cover interpretation and representation of drawings currently used in industry. Selected topics include basic drawing practices, orthographic projection, auxiliary and sectional views, geometric construction, dimensioning practices, representation of threads and application of tolerances. Open only to matriculated Computer Aided Drafting students.

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
- Lecture: 3

**CADD 130 Industrial Psychology**

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.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

Liberal Arts and Sciences Designation: Social Science
Credits: 3
Contact Hours:
Lecture: 3

CADD 200 Architectural Applications in CAD

Utilizing current computer aided drafting (CAD) software and industry add-on software, students will learn additional drafting standards as they apply to the architectural drafting field. Students will apply these standards to stock designs and their own designs.

Pre-requisite(s): CADD 100 Topics in 2D AutoCAD or equivalent.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CADD 207 Computer Aided Drafting II

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(s): CADD 100 Topics in 2D AutoCAD.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CADD 208 Inventor/CAD Basics

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-requisite(s): CADD 105 Microcomputer Drafting – AutoCAD or CADD 100 Topics in 2D AutoCAD or computer drafting experience or permission of instructor.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

CADD 210 Solid Modeling Project in CAD

Utilizing current computer aided drafting solid modeling software, students will apply the drafting and design standards they have learned to solid modeling designs. Applying the required standards, students will design a machine to be assigned by the instructor, and produce detailed drawings, parts lists, assembly instructions, an introduction and an assembly diagram.

Pre-requisite(s): CADD 100 Topics in 2D AutoCAD or equivalent.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

CADD 212 Facilities Layout and Design

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.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CADD 215 CAD Applications in Building Mechanicals

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 produce industry standard drawings.

Pre-requisite(s): CADD 100 Topics in 2D AutoCAD or equivalent.

Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 3
CADD 220 Graphical Analysis

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-requisite(s): MATH 106 Applied Technical Mathematics II or equivalent and IDLT 180, Mechanical Drawing or equivalent.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 1
Lab: 4

CADD 230 Computer Aided Drafting Practicum

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

Computer Information Systems

CISS 100 Introduction to Computing and Information Sciences

This course introduces and develops computing and information sciences concepts that include: emergent and contemporary computer technology and its nomenclature; information and data abstraction, representation, manipulation and storage; operating systems; networking and the internet; programming languages and formal mathematical logic; software engineering and information systems development; decision support systems; database systems management; computer graphics and multimedia; artificial intelligence; computer and network security; and 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.

To provide students with a solid understanding of contemporary interconnected heterogeneous computer systems, every student will be led through the use of the Linux operating system (OS) command line interface (CLI) in a client-server environment. The Linux OS component is comprised of labs that include: file-management, process management, user management, networking and scripting; and will conclude with projects that include advanced scripting, virtualization, security and penetration testing with Kali Linux, implementation of a LAMP stack (Linux Apache, MySQL, PHP) to create a

and agencies that utilize computer aided drafting (CAD.) Open only to matriculated Computer Aided Drafting students.

Pre-requisite(s): Successful completion of all coursework within the Computer Aided Drafting Certificate program.

Terms Offered: Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 2
Other: 4

CADD 240 Geometric Dimensioning and Tolerancing

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(s): MECT 100 Interpreting Engineering Drawings.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 1
Lab: 4

CISS 102 Introduction to The Linux Operating System

This course will cover the basics of the Ubuntu Linux operating system and system virtualization. Topics include the desktop. The terminal and command line environment and virtualization.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Mathematics
Credits: 4
Contact Hours:
Lecture: 4
Lab: 0

CISS 105 IT Essentials (A+): PC Hardware and Software
This course, which maps to the Cisco IT Essentials and CompTIA A+ 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 includes installation, application and troubleshooting fundamentals of PC and mobile computing technology, networking and security. This is a hands-on, career-oriented course with an emphasis on practical experience to prepare students for entry-level ICT career opportunities and the CompTIA A+ certification.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3
Lab: 1

CISS 107 IT Support and Help Desk Fundamentals

This course will provide IT support and help desk professionals with best practices, customer service principles and IT support/help desk methodologies. Customer service skills and techniques are critical to provide exceptional customer service and support to end users and in support center and call center environments. This foundational customer service training is necessary to understand how to assess customer needs while exceeding their expectations. The course will also present IT support/help desk methodologies including troubleshooting and help desk management and the necessary documentation and communication to support these activities.

Pre- or co- requisite(s): CISS 100 Introduction to Computing and Information Sciences or by permission of department chair.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3
Lab: 1

CISS 109 Python Programming

Python is a widely implemented, cross-platform scripting language and has a powerful and increasing set of available libraries and a rich programming environment rendering it useful for a wide range of enterprise, desktop and Web application development that includes: operating systems, programming languages, Internet of Things (IoT), embedded devices, data analysis, visualization and machine learning and rapid prototyping and testing. This course provides an applied introduction to the Python language and will cover functions, data types, file handling, object-oriented programming, simple game construction, automation and Artificial Intelligence using Google’s Tensorflow APIs.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4
Lab: 1

CISS 110 Programming and Logic I

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
SUNY General Education Designation(s): Mathematics
Credits: 4
Contact Hours:
Lecture: 4
Lab: 1

CISS 111 Programming and Logic II – Data Structures

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(s): CISS 109 Python Programming or CISS 110 Programming and Logic I with a final grade of "C" or better or by permission of Department Chairperson.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
SUNY General Education Designation(s): Mathematics
Credits: 4
Contact Hours:
Lecture: 4
Lab: 1

CISS 115 Introduction to Game Design and Development

This course will introduce and develop the design principles, skills and techniques required to create game mechanics, design documents and functioning game prototypes. The coursework includes a focus on opensource development environments, project management, programming, game balancing and interaction, play-testing, interactive storytelling, interface design, community dynamics and critical evaluation.

Pre-requisite(s): CISS 100 Introduction to Computing and
Information Sciences and (CISS 109 Python Programming or CISS 110 Programming and Logic I) with final grades of "C" or better or by permission of Department Chairperson.

Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4

CISS 116 Introduction to Augmented & Virtual Reality

This course is designed for students who are new to augmented and virtual reality (AR/VR). No previous knowledge of programming or AR/VR experience is required. By the end of the course, the student will have learned the history of AR/VR and developed and deployed an AR/VR application. The student will have an understanding of the physical principles involved in creating a user-friendly environment. The student will be knowledgeable of the current state of these technologies and of their many uses in various fields. Students will need to purchase a Google Cardboard for their CISS 116 Development.

NOTE: CISS 100 Introduction to Computing and Information Sciences and (CISS 109 Python Programming or CISS 110 Programming and Logic I) with final grades of "C" or better or by permission of Department Chairperson

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4

CISS 120 Networking I- Intro to Data Communication

This course will introduce the student to the organization and design of data networks, and provide the foundation for the ICND1/CCENT Cisco network certification. Topics include networking applications, network media, Ethernet technology, the TCP/IP protocol suite, network addressing, operation of routed and switched networks and configuring both switched and routed network using simulation tools and live equipment. This hands-on course utilizes both the college's networking laboratories and the Cisco Network Academy resources. Successful completion of CISS 120 and CISS 121 provides the student with all requisite knowledge for the topics covered in the Cisco Certified Network Associate (CCNA) certification exam.

NOTE: The Cisco certification exams are not offered through the college since they are industry-controlled certifications.
Pre-requisite(s): CISS 120 Networking I- Intro to Data Communication.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

CISS 125 Computer and Information Security

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-requisite(s): CISS 100 Introduction to Computing and Information Sciences and (CISS 109 Python Programming or CISS 110 Programming and Logic I) with a final grade of "C" or better or by permission of Department Chairperson.  

Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: Yes  

Credits: 3  
Contact Hours:  
Lecture: 3  

CISS 130 Internet of Things (IoT) Programming  

This course will provide students with both an overarching top-down technical and business perspective of the Internet of Things (IoT) and a bottom-up perspective of programming IoT applications in a Raspberry Pi/Linux/Java environment. From the top-down, this course will look at the IoT and the emergence of physical/real-world things becoming visible and actionable via Internet and web technologies. The top-down exploration of existing IoT applications will allow students to understand what IoT technologies are available and how they are used in present environments. With this top-down understanding, students will program an experimental Linux-based Raspberry Pi platform in Java to implement a prototype that will be presented as a final project.  

**NOTE:** Distance learning students will be required to purchase their own Raspberry Pi.  

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences and (CISS 109 Python Programming or CISS 110 Programming and Logic I) with a final grade of "C" or better or by permission of Department Chairperson.  

Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: Yes  

Credits: 3  
Contact Hours:  
Lecture: 3  

CISS 135 Information Design and Content Management  

This course focuses on the structural, conceptual and heuristic design of information and its Web accessible presentation and management. Course content includes: information architecture; user-centered design (UCD) and human-computer interface (HCI); content management; W3C standard Web design; search engine optimization (SEO); navigation and way-finding; accessibility; and applied integrated digital media. The course will help prepare students for technology based careers in Web design, knowledge management, marketing, communications, and software development. This case-based course will teach students how to think through information-based projects, using the principles of information design, content management and project management to turn theory into practical Web accessible projects using the open source WordPress and Content Management System (CMS).  

Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: Yes  

Credits: 3  
Contact Hours:  
Lecture: 3  

CISS 150 Operating Systems  

This course will further develop the applied operating system, system administration and virtualization concepts introduced in CISS 100. 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 software management and security. Practical application will be applied to the most recent version of VMware VSphere with VCenter managing a HA/DRS cluster. 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 including standard and distributed virtual switches, use of Network Address Translation (NAT), high-availability planning, load balancing using DRS, server software installation and management, account/username maintenance, authentication subsystems and integration, disk and file system maintenance, application installation and configuration, printing and the use of directories (e.g. LDAP and Active Directory).  

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences; (CISS 109 Python Programming or CISS 110 Programming and Logic I); (CISS 111 Programming and Logic II – Data Structures or CISS 121 Networking II- Intro to Network Administration) with a grade of "C" or better or by permission of Department Chairperson.  

Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: Yes  

Credits: 4  
Contact Hours:  
Lecture: 4  

CISS 180 Introduction to Robotics  

This course provides an overview of robotics and embedded systems and focuses on developing the skills, techniques and design principles required to program embedded systems and create functioning and properly documented robotic prototypes. Course topics include: contemporary robotic systems technologies and their social impact and embedded programming that includes: robotic system motion, control dynamics, sensors, autonomous intelligent robotic systems and real time systems. This course is both a theoretical and hands on course with significant programming assignments in Java for the Lego NXT and AR Parrot Drone environments.
CISS 200 COBOL Programming

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(s): CISS 110 Programming and Logic I or permission of department.

Terms Offered: Spring

Offered Distance Learning: Yes

Credits: 4

Contact Hours:
Lecture: 4

CISS 210 Information Systems Analysis and Design

This course presents a practical approach to systems analysis and design topics using traditional development theory with current technologies. It emphasizes the use of modern methods, tools, and group processes to identify the functionality that is necessary to provide end-users with application-specific information systems. Students taking this course should have a thorough background in computer fundamentals as well as programming languages. Open only to Information Systems students.

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences; (CISS 109 Python Programming or CISS 110 Programming and Logic I); ( CISS 111 Programming and Logic II – Data Structures or CMPT 115 Introduction to Business Analytics with Microsoft Excel); CMPT 120 Introduction to Database Concepts with Microsoft Access with a final grade of "C" or better or by permission of the Department Chairperson.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 4

Contact Hours:
Lecture: 4

CISS 211 Information Systems Development

This is a continuation of CISS 210. Students will prototype the system they designed in CISS 210, and will plan and coordinate all systems development phases using recommended project management techniques. They also will participate in group walk-throughs and prepare a formal presentation of their completed system. Open only to Information Systems students.

Pre-requisite(s): CISS 210 Information Systems Analysis and Design.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 4

CISS 215 Project Management

Project management is defined as the application of knowledge, skills, tools and techniques to project activities to meet project requirements. This course will cover project management knowledge areas (PMBOK) and the associated skills, tools and techniques required to complete project activities. The emphasis will be the application of concepts using real world examples and simulations.

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences or CMPT 101 Computer Concepts and Applications I or CMPT 111 Information Processing with Microsoft Word and CMPT 115 Introduction to Business Analytics with Microsoft Excel with a grade of "C" or better or permission of department chair.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 4

Contact Hours:
Lecture: 4

CISS 217 Cloud Computing

This course provides a foundation in cloud computing concepts, models and application. Topics will include: virtualization, outsourcing, service provisioning, shared services, converged infrastructures and cloud computing business costs and benefits. Students will develop cloud applications using the Amazon Web services (AWS) Elastic Compute Cloud (EC2) Free Tier.

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences or by permission of department chair.

Pre- or co-requisite(s): CISS 210 Information Systems Analysis and Design or by permission of department chair.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3
CISS 218 Introduction to Machine Learning and Analytics

This course provides an introduction to machine learning and analytics using contemporary proprietory and open-source tools to quickly and cost-effectively analyze complex data sets. Data analysis will include both traditionally structured and emergent semi-structured or unstructured data types resulting from cloud, social and mobile computing (e.g. Facebook, Twitter, e-mail, SMS, location, etc.) often referred to as "big data". Big data represents an extreme volume of data that is too large and costly to analyze with traditional relational database and statistical methods thereby requiring new and evolving approaches to data analysis that includes machine learning (e.g. Scikit-learn, Google TensorFlow), distributed cloud computing and storage (e.g. Hadoop) and statistical computing (e.g. R) solutions. The goal of this machine learning and analysis is to identify patterns and trends in data, facilitating an increased understanding of complex data sets necessary for quick decision making cost reduction, identification of new opportunities and continuing increases in stakeholder satisfaction.

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences and CMPT 115 Introduction to Business Analytics with Microsoft Excel and (CISS 109 Python Programming or CISS 110 Programming and Logic I) with final grades of "C" or better or by permission of Department Chairperson.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 4
Contact Hours: Lecture: 4

CISS 220 Introduction to Web Design and Development

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-requisite(s): CISS 100 Introduction to Computing and Information Sciences and (CISS 109 Python Programming or CISS 110 Programming and Logic I) with final grade of "C" or better or by permission of Department Chairperson.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CISS 221 Web Design-Client Side Programming with JavaScript

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(s): (CISS 109 Python Programming or CISS 110 Programming and Logic I) and CISS 220 Introduction to Web Design and Development with a final grade of "C" or better or by permission of the Department Chairperson.

Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CISS 225 Web Design - Server- Side Programming with PHP And MySQL

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.

Pre-requisite(s): (CISS 109 Python Programming or CISS 110 Programming and Logic I) and CISS 220 Introduction to Web Design and Development with a final grade of "C" or better or by permission of the Department Chairperson.

Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3
CISS 227 XML and Advanced Web and Information Management

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(s): 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.

Pre- or co- requisite(s): CISS 210 Information Systems Analysis and Design.

Terms Offered: Fall, Spring

Offered Distance Learning: Yes

Credits: 3

Contact Hours:

Lecture: 3

CISS 229 Mobile Computing Technologies

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(s): CISS 100 Introduction to Computing and Information Sciences and (CISS 109 Python Programming or CISS 220 Introduction to Web Design and Development with a final grade of "C" or better or by permission of the Department Chairperson.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 3

Contact Hours:

Lecture: 3

CISS 230 Object Oriented Design with VB.Net

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(s): CISS 111 Programming and Logic II – Data Structures or permission of department.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 4

Contact Hours:

Lecture: 4

CISS 233 C# Programming

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(s): CISS 111 Programming and Logic II – Data Structures or permission of department chair.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 4

Contact Hours:

Lecture: 4

CISS 241 Advanced Java Programming

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 serverside programming with servlets and JavaServer pages. Students should possess a strong fundamental knowledge of object oriented design and Java.

Pre-requisite(s): CISS 111 Programming and Logic II – Data Structures or permission of department chairperson.

Terms Offered: Spring, Summer

Offered Distance Learning: Yes

Credits: 4

Contact Hours:

Lecture: 4

CISS 250 Database Management Systems
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(s): CISS 100 Introduction to Computing and Information Sciences; CISS 111 Programming and Logic II – Data Structures; CMPT 120 Introduction to Database Concepts with Microsoft Access or permission of department.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Credits: 4

Contact Hours:
Lecture: 4

CISS 251 Structured Query Language (SQL) And PL/SQL

This course covers database manipulation using Structured Query Language (SQL) and Procedural Language extensions to SQL (PL/SQL) in accord with relational database management theory to meet end-user and enterprise support activity requirements. This course provides hands-on experience with the Oracle database management system (DBMS) and its procedural language extensions and Open Database Connectivity (ODBC) programming languages (e.g. Java, C/C++, .Net, PHP, COBOL, etc.)

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences; CISS 110 Programming and Logic I; CMPT 120 Introduction to Database Concepts with Microsoft Access or permission of department chair.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3

CISS 260 Internship

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 Transfer 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(s): CISS 210 Information Systems Analysis and Design or permission of department.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 3

Contact Hours:
Lecture: 1
Lab: 6

CISS 270 Advanced Routing and Wide Area Network (WAN) Infrastructure

This course provides an in depth exploration of Wide Area Network (WAN) design through the study of the related protocols and the methods used to optimize data flow. It combines sound theoretical foundations with hands-on lab exercises to provide the students depth and experience in understanding and managing networks. Topics include hierarchal design of scalable networks, advanced features of EIGRP, OSPF and BGP routing protocols for both IPv4 and IPv6, and path control tools such as route maps, policy based routing, and route filtering. Network security concepts are integrated with nearly all topics, and students will be creating secure, authenticated designs. This course builds on the concepts taught in CISS 121, and assumes the student has a working knowledge of standard WAN protocols and the Cisco Internetwork Operating System. This course uses the resources available at the Hudson Valley Community College CCNP networking laboratories and the Cisco Network Academy. The course content aligns with the topics covered in the Cisco routing certification exam (CCNP ROUTE 300-101) and will help prepare students for successful completion of that certification.

Pre-requisite(s): CISS 121 Networking II- Intro to Network Administration.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3

Contact Hours:
Lecture: 3
Lab: 1
CISS 271 Advanced Switching and Network Management

The purpose of this course is to ground students in the concepts of modern LAN design, and to provide an understanding of the growing operational requirements of today's changing networks. These changes are rooted in the continued growth in size and criticality of LANs and by the convergence of voice, streaming applications and data networks on to a common network infrastructure. Students will explore topics including network redundancy, multilayer switching, security, Rapid Spanning Tree, Quality of Service (QoS), queuing, wireless networking, and Voice over IP in depth. These concepts are underscored and reinforced through hands-on labs using relevant 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 Professional-level certification exam (CCNP SWITCH 300-115) and will help prepare students for successful completion of that certification.

NOTE: The Cisco certification exam is not offered through the college since it is an industry-controlled certification.

Pre-requisite(s): CISS 121 Networking II- Intro to Network Administration.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3
Lab: 1

CISS 272 Wireless, VOIP and Advanced Networking Troubleshooting

This course will present applied evolving and emerging topics in networking. The course’s main focal points will be Cisco "advanced technologies" which include the lastest wireless standards and the most current Cisco collaboration architectures (e.g. VOIP) and advanced troubleshooting contained in the Cisco Certified Network curriculum. These components are presented with an integrated approach citing their interdependence using the Enterprise Composite Network Model concepts. The course's troubleshooting component will provide students with applied experience in correcting errors from a fully deployed enterprise network and allow them to use the skills they have learned from the networking curriculum to solve complex routing and switching issues in a production setting. The collaboration component will introduce the concepts of implementing voice and video over a data network, its relationship with Quality of Service (QoS) concepts, and the challenges of deploying these tools in both small and large business environments. The wireless component will focus on the newer 802.11 standard wireless technologies and will give students the knowledge base to survey, analyze, design, implement, configure and deploy a secure wireless infrastructure.

Pre-requisite(s): CISS 121 Networking II- Intro to Network Administration.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

CISS 273 Network Security

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(s): CISS 121 Networking II- Intro to Network Administration and CISS 125 Computer and Information Security.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

CISS 280 Assembly Language and Computer Architecture

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(s): CISS 111 Programming and Logic II – Data Structures with a grade of "C" or better or permission of department chair.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4

CISS 290 C++ Programming

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(s): CISS 111 Programming and Logic II – Data Structures with a grade of "C" or better or permission of

Computer – General

CMPT 101 Computer Concepts and Applications I

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).

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CMPT 110 Document Formatting on Microcomputers

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CMPT 111 Information Processing with Microsoft Word

Students will learn word processing concepts and procedures while using Microsoft Word. This course concentrates on the preparation of the most frequently requested office documents. Various projects will improve students' knowledge and research skills while using the Internet.

NOTE: It is recommended that students without computer and keyboard skills take CMPT 110 Document Formatting on

Department Chair.
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 4
Contact Hours: Lecture: 4

Microcomputers prior to enrolling in CMPT 111.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CMPT 115 Introduction to Business Analytics with Microsoft Excel

This course provides an applied introduction to business analytics using Microsoft Excel spreadsheet software within the Windows environment and maps to the Microsoft Office Specialist (MOS) Excel core level curriculum. Topics include: Microsoft Office, worksheets and workbooks, functions, tables, templates, charts and diagrams, what if analysis, external data and database integration, and collaboration and workbook distribution. Lab time outside of class is required.

NOTE: Previous experience with computing and the Windows operating system required.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CMPT 118 Introduction to Web Design and Content Management

This course provides both a conceptual and applied introduction to web design and content management. Topics include: W3C compliant web design, current WWW architecture, the internet, and content management systems (CMS). Students will create a multimedia rich, accessible W3C compliant website using the open source WordPress Web and Content Management System. Lab time outside of class is required.

NOTE: Previous computing experience required.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

CMPT 119 Multimedia and Graphic Design for The Web
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(s): CMPT 118 Introduction to Web Design and Content Management or permission of department chair. Pre-or co- requisite(s): CISS 100 Introduction to Computing and Information Sciences or permission of department chair.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

CMPT 120 Introduction to Database Concepts with Microsoft Access

This course provides an applied introduction to database concepts using Microsoft Access software within the Windows environment and maps the Microsoft Office Specialist (MOS) Access core level curriculum. Topics include: relational database management system (DBMS) concepts, the creation and maintenance of MS Access databases, the creation of forms, reports and queries, data integration with Excel worksheets, and security. Lab time outside of class is required.

NOTE: Previous experience with computing and the Windows operating system required.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

CMPT 150 Advanced Topics in Office Technology

In this course, students will study the history and evolution of technology in today's automated office. The course also will discuss management styles and theories, electronic communication systems, security, PDA's, scanners, electronic filing systems, records management, an introduction to MS Outlook, time management, ergonomics, career opportunities and professional certification. Students will create representational portfolios.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

CMPT 160 Advanced Integrated Information Processing

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(s): CMPT 111 Information Processing with Microsoft Word; CMPT 115 Introduction to Business Analytics with Microsoft Excel; CMPT 120 Introduction to Database Concepts with Microsoft Access or permission of department chair.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

Construction Technology

CNST 103 Blueprint Reading for Technologies

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.

Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CNST 110 Statics and Strength of Materials

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(s): MATH 110 Intermediate Algebra with a grade of "C" or higher.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CNST 120 Architectural Drawing I

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-requisite(s):** CIVL 110 Engineering Graphics.
**Terms Offered:** Fall, Spring
**Offered Distance Learning:** No
**Credits:** 2
**Contact Hours:**
Lab: 4

**CNST 130 Principles and Practices of Light Construction I**

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.

**Lab fee will be required**
**Terms Offered:** Fall, Spring
**Offered Distance Learning:** No
**Credits:** 3
**Contact Hours:**
Lecture: 2
Lab: 2

**CNST 131 Construction Laboratory I**

This is a practical laboratory course that will allow students to develop skills in residential construction.

**Lab fee will be required**
**Terms Offered:** Fall
**Offered Distance Learning:** No
**Credits:** 2
**Contact Hours:**
Lab: 6

**CNST 132 Construction Laboratory II**

This is a continuation of CNST 131 Construction Laboratory I. Students will continue to develop practical skills in residential construction.

**Pre-requisite(s):** CNST 130 Principles and Practices of Light Construction I and CNST 131 Construction Laboratory I.
**Lab fee will be required**
**Terms Offered:** Spring
**Offered Distance Learning:** No
**Credits:** 2
**Contact Hours:**
Lab: 6

**CNST 133 Principles and Practices of Light Construction II**

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(s):** CNST 130 Principles and Practices of Light Construction I.
**Lab fee will be required**
**Terms Offered:** Fall
**Offered Distance Learning:** No
**Credits:** 4
**Contact Hours:**
Lecture: 3
Lab: 2

**CNST 134 Construction Lab III**

The continuation of CNST 130 Principles and Practices of Light Construction I and CNST 131 Construction Laboratory I, this course further develops the student's practical skills in residential construction. The goal of the course is to prepare the student with the skills required to complete a comprehensive residential new construction or remodeling project.

**Pre-requisite(s):** CNST 130 Principles and Practices of Light Construction I and CNST 131 Construction Laboratory I
**Lab fee will be required**
**Terms Offered:** Spring
**Credits:** 2
**Contact Hours:**
Lab: 6

**CNST 202 Construction Planning and Control**

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(s):** CNST 103 Blueprint Reading for Technologies.
**Terms Offered:** Spring
**Offered Distance Learning:** No
**Credits:** 3
**Contact Hours:**
Lecture: 2
Lab: 2

**CNST 210 Steel Construction**

In this course, students will study steel construction methods, steel detailing, and erection and design. It also covers design and analysis of steel beams, tension and compression members, and an introduction to the theory of connections. Students will participate in the erection of a pre-fabricated structural steel building as part of the class.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisite(s): 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.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CNST 211 Concrete Construction

This course covers placement and curing of concrete, reinforcing bar detailing and placement, reinforced concrete construction methods and practice, and an introduction to form work design.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisite(s): 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.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CNST 230 Construction Management Seminar

Students will learn business ownership and organization, construction contracts, bonding, insurance, labor law, labor relations, project safety, and motivation techniques. Word processing and spreadsheet computer software also will be introduced.
Pre-requisite(s): CIVL 110 Engineering Graphics or CNST 103 Blueprint Reading for Technologies.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CNST 231 Building Service Systems

Students will study materials, equipment and the practice of selection in mechanical and electrical systems for buildings. Concepts used in the design of plumbing, air conditioning and electrical systems also are included.
NOTE: Students should contact the department to determine which pre-requisite would be appropriate based on career goals.
Pre-requisite(s): CNST 103 Blueprint Reading for Technologies and MATH 099 Elementary Algebra I or higher level math, excluding MATH 120 Real World Mathematics and MATH 135 Elementary Statistics.
Pre- or co- requisite(s): MATH 100 Elementary Algebra II.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

CNST 232 Site Development

This course covers the legal regulations for land planning, development, design, and construction of site plans including a review of stormwater, sanitary and road design. In addition, the course will look at the economics of site design as it relates to location, cost and time. A design project will be assigned for either a typical residential subdivision or large commercial project. The final project will include building footprint(s), siting of the building(s), façade studies, a DEIS and construction documents. Cost estimates and project schedules will be developed.
Pre-requisite(s): ( CIVL 101 Surveying I and CNST 103 Blueprint Reading for Technologies) or ( CIVL 102 Architectural Fundamentals of Design I and CIVL 223 Introduction to Building Technology)
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3
Lab: 2

CNST 239 Construction Capstone

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-requisite(s): CIVL 101 Surveying I and CIVL 110 Engineering Graphics.
Pre- or co- requisite(s): CIVL 224 Estimating; CNST 202 Construction Planning and Control; CNST 231 Building Service Systems or CIVL 236 Highway Construction Planning and Methods.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 1
Lab: 4
Craft

CRFT 101 Introduction to Furniture Making
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 and power tools requiring fine motor coordination.  
Materials fee will be required  
Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

CRFT 102 Introduction to Woodcarving
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.  
Materials fee will be required  
Terms Offered: Fall, Spring  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

CRFT 111 Introduction to Pottery
This is an introductory studio course in stoneware ceramics. Through lectures, wheel throwing, and hand-building, 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.  
Materials fee will be required  
Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

CRFT 112 Ceramic Sculpture
This course is designed to introduce clay in a sculptural context. Traditional techniques of solid form manipulation and subtractive and additive methods will be presented. Projects will include an anatomical hand sculpture, an abstract sculpture, and a self-directed project. This course involves the use of hand tools requiring fine motor coordination.  
Pre-requisite(s): CRFT 111 Introduction to Pottery.  
Materials fee will be required  
Terms Offered: Fall, Spring  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

CRFT 131 Beginning Printmaking
This is an introduction to the form of printmaking. Students will learn a variety of techniques for creating images on monotype plates. Students will work on single-pass and multi-pass printing that combines additive, subtractive, tracing, stencil and transfer techniques. Students will make a carborundum plate as a one-of-a-kind collograph that can produce multiple prints. This course involves the use of hand tools requiring fine motor coordination.  
Materials fee will be required  
Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

CRFT 141 Jewelry I
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.  
Materials fee will be required  
Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

CRFT 151 Introduction to Stained Glass Techniques
This course is an introduction to basic stained glass techniques and will explore Tiffany Foil 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, examples and demonstrations. This course involves the use of hand tools requiring fine motor coordination.  
Materials fee will be required
CRFT 200 Advanced Furniture Making

In this course, students will engage in the study and practice of advanced techniques of furniture making. The properties of various woods and inlay processes will be taught and the focus will be on the aesthetics of form as well as function. A final project incorporating learned techniques is required. This course involves the use of hand and power tools requiring fine motor coordination.

Pre-requisite(s): CRFT 101 Introduction to Furniture Making.
Materials fee will be required

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

CRFT 211 Pottery II (Intermediate Pottery)

This course continues the student's development of pottery techniques with a focus on refining both technical and aesthetic pursuits. The emphasis 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. This course involves the use of hand tools requiring fine motor coordination.

Pre-requisite(s): CRFT 111 Introduction to Pottery.
Materials fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

CRFT 241 Jewelry II

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(s): CRFT 141 Jewelry I.
Materials fee will be required

CRFT 251 Stained Glass II

This course is a continuing development of stained glass techniques with refinement in both technical and aesthetic pursuits. The use of glass in the construction of three dimensional forms, especially lamp and terrarium forms will be emphasized. This course involves the use of hand tools requiring fine motor coordination.

Pre-requisite(s): CRFT 151 Introduction to Stained Glass Techniques.
Materials fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

CRFT 271 Advanced Pottery

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. This course involves the use of hand tools requiring fine motor coordination.

Pre-requisite(s): CRFT 211 Pottery II (Intermediate Pottery).
Materials fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

CRFT 291 Advanced Jewelry – Stone Setting

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-requisite(s): CRFT 141 Jewelry I and CRFT 241 Jewelry II.
Materials fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

Criminal Justice
CRJS 101 Introduction to Criminal Justice

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.

**NOTE:** Credit can only be received for CRJS 101 or CRJS 103.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

**Liberal Arts and Sciences Designation:** Social Science

**SUNY General Education Designation(s):** Social Sciences

**Credits:** 3

**Contact Hours:**

Lecture: 3

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CRJS 103 Honors Introduction to Criminal Justice

This is a writing intensive format of CRJS 101 Introduction to Criminal Justice. The course will survey the historical and philosophical development of law enforcement and analyze the major components of criminal justice: police, courts and corrections, the criminal justice process, and current trends in the field.

**NOTE:** Credit can only be received for CRJS 101 or CRJS 103.

**Terms Offered:** Fall

**Liberal Arts and Sciences Designation:** Social Science

**SUNY General Education Designation(s):** Basic Communications

**Credits:** 3

**Contact Hours:**

Lecture: 3

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CRJS 110 Intro to Criminal Law

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.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 3

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CRJS 120 Ethics and Criminal Justice

This course explores the ethical dilemmas present in the criminal justice system. Current issues in policing, corrections, courts and forensic science will be covered.

**Terms Offered:** On demand

**Offered Distance Learning:** No

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CRJS 150 Principles of Criminal Investigation I

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.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**

Lecture: 3

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CRJS 151 Principles of Criminal Investigation II

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(s):** CRJS 150 Principles of Criminal Investigation I.

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 3

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CRJS 190 Introduction to Evidence

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.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**

Lecture: 3

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CRJS 195 Victimology

This course is designed to provide the student with varied perspectives on crime victimization, including history and measurement of victimization, the science of victimology, consequences and forms of victimization, victims' rights and victim advocacy. This course will also familiarize the student with current trends and issues in victimology including underserved populations and new forms of victimization data, the role of the victim and the impact of the victimization on the
CRJS 203 Introduction to Family Violence

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 205 Policing

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

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 221 Terrorism and The Criminal Justice System

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

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 240 Criminal Justice Seminar I

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 250 Criminology

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.

Contact Hours:

Lecture: 3

Credits: 3

Terms Offered: Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science
CRJS 255 Introduction to Juvenile Delinquency

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 care 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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
SUNY General Education Designation(s): Social Science

Credits: 3
Contact Hours: Lecture: 3

CRJS 260 Criminal Justice Administration

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours: Lecture: 3

CRJS 265 Correctional Services

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(s): CRJS 101 Introduction to Criminal Justice.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours: Lecture: 3

CRJS 275 Criminal Justice Reform

This discussion-based course discusses contemporary attempts to improve and reorganize the criminal justice system. Topics will include reform efforts in policing, the court system, and the correctional system, as well as forensic science, victim services, and community relations. Students will learn the role of public opinion and politics in reform efforts in the United States through case studies and class discussions.

Pre-requisite(s): CRJS 101 Introduction to Criminal Justice or CRJS 103 Honors Introduction to Criminal Justice

Terms Offered: Fall, Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Social Science

Credits: 3
Contact Hours: Lecture: 3

CRJS 280 Substantive Criminal Law

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours: Lecture: 3

CRJS 281 Procedural Criminal Law

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes

Credits: 3
Contact Hours: Lecture: 3

CRJS 295 Criminal Justice Capstone Seminar

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-requisite(s): CRJS 101 Introduction to Criminal Justice and CRJS 250 Criminology - These courses must have been completed at Hudson Valley Community College.
Co-requisite(s): CRJS 265 Correctional Services – This course must be completed at Hudson Valley Community College.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Diagnostic Medical Sonography

SONO 252 Sonography Concepts and Physical Instrumentation

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.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

SONO 254 Cross Sectional Anatomy of Abdomen

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.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3
Lab: 1

SONO 256 Cross Sectional Anatomy of Ob-Gyn

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.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 4

SONO 258 Sonography Clinic I

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. Open only to matriculated Diagnostic Medical Sonography students.
NOTE: Students are given either a pass or a fail grade for this course with no quality points awarded.
Course Fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 8
Contact Hours:
Lab: 24

SONO 262 Sonography Physics

This course is an in-depth study of ultrasound physics concepts, mathematical computations, quality assurance, biological effects and artifacts. Open only to matriculated Diagnostic Cardiac Sonography and Diagnostic Medical Sonography Students.
Pre-requisite(s): ECHO 252 Echocardiography Principles and Instrumentation or SONO 252 Sonography Concepts and Physical Instrumentation.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

SONO 264 Pathophysiology of The Abdomen

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.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
SONO 266 Pathophysiology of Ob-Gyn

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.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

SONO 268 Sonography Clinic II

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. Open only to matriculated Diagnostic Medical Sonography students.

NOTE: Student are given either a pass or a fail grade for this course with no quality points awarded.

Pre-requisite(s): SONO 258 Sonography Clinic I.
Co-requisite(s): SONO 262 Sonography Physics; SONO 264 Pathophysiology of The Abdomen; SONO 266 Pathophysiology of Ob-Gyn.
Lab and course fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 8
Contact Hours:
Lab: 24

SONO 278 Sonography Clinic III

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. Open only to matriculated Diagnostic Medical Sonography students.

Pre-requisite(s): Sonography background with vascular scanning experience.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

Digital Media

DART 100 Digital Imaging I

This course emphasizes the use of the computer as a tool in digital image making. Hands-on lectures will introduce students...
to the tools and methods employed in digital imaging using industry standard software as well as current artistic trends in creating digital images. Emphasis will be placed on the formal aspects of composition and structure, image manipulation, retouching, and compositing through raster-based graphics programs. In addition, students will be introduced to the process of inputting and outputting digital images for print production and web graphics. It is expected that students will spend additional time outside of class completing course assignments. Students will also be required to purchase quality inkjet paper and other supplies (such as flash drives and external hard drives) as directed by the instructor. 

**Lab fee will be required**

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

SUNY General Education Designation(s): Arts

**Credits:** 3

**Contact Hours:**

- Lecture: 2
- Lab: 4

### DART 110 Introduction to Graphic Design

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 history of graphic design, compositional principles including grid systems, hierarchy and typography. The course will include practical exercises in visual perception, visual organization and visual communication using industry standard software. It is expected that students will spend additional time outside of class completing course assignments. Students will also be required to purchase quality inkjet paper and other supplies (such as flash drives and/or external hard drives) as directed by the instructor.

**NOTE:** Students will be responsible for costs associated with producing formal prints for a small number of assignments.

**Lab fee will be required**

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

SUNY General Education Designation(s): Arts

**Credits:** 3

**Contact Hours:**

- Lecture: 2
- Lab: 4

### DART 115 Video Art

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 industry standard software. Contemporary video pieces will be discussed through lectures, as well as an overview of the history of video art. 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. It is expected that students will spend additional time outside of class completing course assignments. Students will also be required to purchase or have access to a video camera and other supplies (such as a tripod, flash drives and/or external hard drives) as directed by the instructor.

**NOTE:** Students must have access to and be able to use a video camera, web cam, camera phone, or other video-recording device that can capture moving images of decent quality and upload them to a computer for editing. Students may be responsible for the purchase of some necessary course supplies.

**Pre-requisite(s):** ARTS 140 Television Production I or ARTS 129 Photography I or by permission of the instructor and the Department Chairperson.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

SUNY General Education Designation(s): Arts

**Credits:** 3

**Contact Hours:**

- Lecture: 2
- Lab: 4

### DART 120 Web Art and Design

This studio course will focus on web design fundamentals of building and designing websites. In addition, students will also be introduced to the history, theory and best practices of web design and art through readings, assignments and hands-on lectures. Topics will include compositional principles of the web page, layout and navigation design, color schemes for the web, effective uses of multimedia incorporation non-linear narratives. Through several small-scale projects, students will learn how to implement HTML, CSS and JQuery (or the current industry standards of web design technologies) in website design and creation. It is expected that students will spend additional time outside of class completing course assignments.

**Lab fee will be required**

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

SUNY General Education Designation(s): Arts

**Credits:** 3

**Contact Hours:**

- Lecture: 2
- Lab: 4

### DART 200 Digital Imaging II

This is an intermediate level course that will examine current practices in both fine arts and the design industry through lectures and projects. Building upon image making skills developed in Digital Imaging I (DART 100), the course will include practical exercises with the drawing tablet to introduce digital drawing techniques, 3D modeling, advanced image manipulation using industry standard software and best practices in out-putting for large-scale print production. It is
expected that students will spend additional time outside of class completing course assignments. Students will be required to purchase quality inkjet printing paper and other supplies as directed by the instructor.

**Pre-requisite(s):** DART 100 Digital Imaging I or by permission of the instructor and department chair.

**Lab fee will be required**

**Terms Offered: Fall, Spring**

**Offered Distance Learning: No**

**SUNY General Education Designation(s):** Arts

**Credits:** 3

**Contact Hours:**

Lecture: 2
Lab: 4

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**DART 205 Animation**

This course is an introduction to animation as a contemporary art form. Students will use Adobe Creative Software in addition to other industry standard software 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. It is expected that students will spend additional time outside of class completing course assignments. Students may be responsible for the purchase of some necessary course supplies.

**Pre-requisite(s):** DART 100 Digital Imaging I or by permission of the instructor and the Department Chairperson.

**Terms Offered: Fall, Spring**

**Offered Distance Learning: No**

**SUNY General Education Designation(s):** Arts

**Credits:** 3

**Contact Hours:**

Lecture: 2
Lab: 4

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**DART 220 Interactive Media**

This studio course will focus on learning basic industry standard programming and scripting skills used by artist and designers. Through readings, assignments and hands-on lectures, students will be introduced to interactive media design concepts and practices and the technology that drives them. In addition, students will learn to incorporate programming to further enhance content created in areas such as digital imaging, graphic design, video, animation and web design. This course builds upon skills developed in DART 120 Web Art and Design. It is expected that students will spend additional time outside of class completing course assignments. Students will also be required to purchase quality inkjet paper and other supplies (such as flash drives and/or external hard drives) as directed by the instructor.

**Pre-requisite(s):** DART 120 Web Art and Design.

**Lab fee will be required**

**Terms Offered: Spring**

**Offered Distance Learning: No**

**SUNY General Education Designation(s):** Arts

**Credits:** 3

**Contact Hours:**

Lecture: 2
Lab: 4

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**DART 230 Professional Portfolio Practice**

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 or Digital Media associate degree programs and have completed at least four digital studio courses. Students may be responsible for the purchase of some necessary course supplies.

**Pre-requisite(s):** ARTS 129 Photography I, DART 100 Digital Imaging I, DART 110 Introduction to Graphic Design, and DART 120 Web Art and Design or by permission of the instructor and department chair.

**Pre- or co- requisite(s):** DART 205 Animation or DART 220 Interactive Media.

**Terms Offered: Fall, Spring**

**Offered Distance Learning: No**

**Credits:** 1

**Contact Hours:**

Lecture: 1

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**DART 235 Arts Internship**

Students will engage in a supervised internship in a work environment that requires the skills learned through their fine arts or digital media coursework. Placement assignments will be arranged by the student intern with the consent of the course instructor. Students may consult the course instructor for suggestions or present options of their own.

**Terms Offered: Fall, Spring**

**Offered Distance Learning: No**

**Credits:** 3

**Contact Hours:**

Lecture: 1
Other: 8

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**Dental Assisting**

**DAST 105 Dental Anatomy and Embryology**

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. Open only to matriculated Dental Assisting students.

**NOTE:** There is a clinical rotation required for this course.

**Co-requisite(s):** DAST 110 Dental Assisting Clinical Experience I; DAST 111 Dental Assisting I; DAST 115 Oral Hygiene Education and Nutrition; DAST 118 Dental Office Procedures.

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**
Lecture: 3

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**DAST 107 Dental Assisting Radiology**

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.

**Pre-requisite(s):** DAST 105 Dental Anatomy and Embryology; DAST 110 Dental Assisting Clinical Experience I; DAST 111 Dental Assisting I.

**Co-requisite(s):** DAST 120 Dental Assisting Clinical Experience II.

**Terms Offered:** Spring

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**
Lecture: 3

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**DAST 108 Dental Materials for Dental Assistants**

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. Open only to matriculated Dental Assisting students.

**NOTE:** There is a clinical rotation required for this course.

**Pre-requisite(s):** DAST 105 Dental Anatomy and Embryology; DAST 110 Dental Assisting Clinical Experience I; DAST 111 Dental Assisting I; DAST 118 Dental Office Procedures.

**Co-requisite(s):** DAST 107 Dental Assisting Radiology and DAST 120 Dental Assisting Clinical Experience II.

**Terms Offered:** Spring

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**
Lecture: 3

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**DAST 110 Dental Assisting Clinical Experience I**

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. Open only to matriculated Dental Assisting students.

**NOTE:** 90 clinical hours will be required at the clinical site for this course.

**Co-requisite(s):** DAST 105 Dental Anatomy and Embryology; DAST 111 Dental Assisting I; DAST 115 Oral Hygiene Education and Nutrition; DAST 118 Dental Office Procedures.

**Course fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 2

**Contact Hours:**
Lab: 8

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**DAST 111 Dental Assisting I**

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-requisite(s):** DAST 105 Dental Anatomy and Embryology; DAST 110 Dental Assisting Clinical Experience I; DAST 111 Dental Assisting I; DAST 118 Dental Office Procedures.

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 5

**Contact Hours:**
Lecture: 5

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**DAST 115 Oral Hygiene Education and Nutrition**

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-requisite(s):** DAST 105 Dental Anatomy and Embryology; DAST 110 Dental Assisting Clinical Experience I; DAST 111 Dental Assisting I; DAST 118 Dental Office Procedures.

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 3
Basic principles of nutrition, including the role of nutrients in general health, as well as dental health and disease, are taught. Methods of preventive oral hygiene education including patient motivation will be discussed. Emphasis will be given to the essential role of the dental assistant in counseling the patient in these principles. Skill Competency Assessments for this course are coordinated with Dental Assisting Clinical II. Open only to matriculated Dental Assisting students.

Co-requisite(s): DAST 110 Dental Assisting Clinical Experience I.

Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

DAST 118 Dental Office Procedures

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. Open only to matriculated Dental Assisting students.

NOTE: There is a clinical rotation required for this course.
Co-requisite(s): DAST 105 Dental Anatomy and Embryology; DAST 110 Dental Assisting Clinical Experience I; DAST 111 Dental Assisting I; DAST 115 Oral Hygiene Education and Nutrition.

Terms Offered: Fall

Dental Hygiene

DHYG 105 Tooth Morphology and Occlusion

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-requisite(s): BIOL 135 Oral Histology and Embryology and DHYG 110 Preventive Dentistry I.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 2
Contact Hours:
Lecture: 2

DHYG 110 Preventive Dentistry I

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.

Co-requisite(s): BIOL 135 Oral Histology and Embryology and DHYG 105 Tooth Morphology and Occlusion.

Lab and course fees will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 5
Contact Hours:
Lecture: 3
Lab: 8
DHYG 111 Introduction to Community Dental Services

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 an informative poster presentation designed to apply the principles of community dental services. Open only to matriculated Dental Hygiene students. Open only to matriculated Dental Hygiene students.  
Pre-requisite(s): DHYG 110 Preventive Dentistry I.  
Co-requisite(s): DHYG 120 Preventive Dentistry II and DHYG 121 Clinical Dental Hygiene I.  
Pre- or co- requisite(s): BIOL 125 Nutrition.  
Terms Offered: Spring  
Offered Distance Learning: No  
Credits: 1  
Contact Hours:  
Lecture: 1

DHYG 116 Head and Neck Anatomy

This course is designed to provide students with a comprehensive knowledge of head and neck anatomy through lecture and laboratory experiences. Emphasis is placed on aspects of head and neck anatomy that apply to dental hygiene treatment. Open only to matriculated Dental Hygiene students.  
Pre-requisite(s): BIOL 136 Anatomy and Physiology.  
Lab fee will be required  
Terms Offered: Spring  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 1  
Other: 1

DHYG 117 Dental Radiology

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 exposure, self-assessment and interpretation 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. Open only to matriculated Dental Hygiene students.  
Pre-requisite(s): DHYG 105 Tooth Morphology and Occlusion and DHYG 110 Preventive Dentistry I.  
Co-requisite(s): DHYG 120 Preventive Dentistry II and DHYG 117 Dental Radiology.  
Pre- or co- requisite(s): BIOL 125 Nutrition.  
Lab and course fees will be required  
Terms Offered: Spring  
Offered Distance Learning: No  
Credits: 3  
Contact Hours:  
Lab: 9  
Other: 2

DHYG 120 Preventive Dentistry II

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-requisite(s): BIOL 136 Anatomy and Physiology; DHYG 105 Tooth Morphology and Occlusion; DHYG 110 Preventive Dentistry I.  
Co-requisite(s): DHYG 121 Clinical Dental Hygiene I and DHYG 117 Dental Radiology.  
Terms Offered: Spring  
Offered Distance Learning: No  
Credits: 2  
Contact Hours:  
Lecture: 2

DHYG 121 Clinical Dental Hygiene I

In this course, traditional clinical skills are performed on patients with concentration on oral health education, principles of instrumentation, and patient assessment. Transitional functions also will be performed, and recognition of "normal" and "atypical" oral structures will be emphasized. Open only to matriculated Dental Hygiene students.  
Pre-requisite(s): DHYG 110 Preventive Dentistry I and DHYG 105 Tooth Morphology and Occlusion.  
Co-requisite(s): DHYG 120 Preventive Dentistry II.  
Pre- or co- requisite(s): BIOL 125 Nutrition.  
Lab and course fees will be required  
Terms Offered: Spring  
Offered Distance Learning: No  
Credits: 4  
Contact Hours:  
Lecture: 2  
Lab: 3  
Other: 1

DHYG 206 Pathology

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. Open only to matriculated Dental Hygiene students. Pre-requisite(s): BIOL 135 Oral Histology and Embryology; BIOL 136 Anatomy and Physiology; BIOL 205 Microbiology; DHYG 117 Dental Radiology. Co-requisite(s): DHYG 230 Preventive Dentistry III and DHYG 231 Clinical Dental Hygiene II. Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

DHYG 207 Periodontology

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-requisite(s): BIOL 135 Oral Histology and Embryology; BIOL 205 Microbiology; DHYG 121 Clinical Dental Hygiene I. Co-requisite(s): DHYG 206 Pathology and DHYG 231 Clinical Dental Hygiene II. Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2

DHYG 208 Dental Materials

This course is designed to provide knowledge of the role of the dental hygienist in the specialties and in restorative dentistry. A study of common dental materials used in various office settings is included. Laboratory sessions consist of exercises in dental hygiene functional procedures, including the manipulation and utilization of dental materials. Successful completion of both didactic and laboratory requirements for this course is necessary for continuation in the college's Dental Hygiene program. Open only to matriculated Dental Hygiene students. Pre-requisite(s): DHYG 121 Clinical Dental Hygiene I. Co-requisite(s): DHYG 231 Clinical Dental Hygiene II. Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2

DHYG 211 Advanced Community Dental Services

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-requisite(s): DHYG 111 Introduction to Community Dental Services; DHYG 230 Preventive Dentistry III; and DHYG 231 Clinical Dental Hygiene II. Co-requisite(s): DHYG 216 Oral Care for People Living with Special Needs; DHYG 240 Preventive Dentistry IV; DHYG 241 Clinical Dental Hygiene III. Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

DHYG 216 Oral Care for People Living with Special Needs

Individuals living with special needs may have a higher risk of oral disease due to compromised oral hygiene as a consequence of their impairment, oral manifestations of their particular condition and/or the side effects of drug regimes. This course will explore the concerns for providing and enabling the delivery of oral care for those people whose medical, physical, psychological, developmental, intellectual or social conditions may make it necessary to modify procedures in order to provide dental hygiene treatment for that individual. This course will address the dental hygiene process of care in developing and implementing provisions of multidisciplinary oral health care for a wide variety of patients living with special needs. This course will include effective communication techniques and describe an interdisciplinary and interprofessional approach to establishing a comprehensive and coordinated approach to oral care for individuals living with special needs. Open only to matriculated Dental Hygiene students. Pre-requisite(s): DHYG 206 Pathology; DHYG 207 Periodontology; DHYG 231 Clinical Dental Hygiene II.
DHYG 217 Pharmacology

Pharmacology introduces the dental hygiene student to drugs associated with dentistry. General principles of pharmacology and therapeutics are studied, followed by a detailed study of specific drugs used routinely in dentistry. Drugs prescribed for medical reasons that have dental significance also are described. Knowledge of pharmacology is essential for the dental hygienist in order to understand the drugs he or she is handling, the medications patients may be taking, and the actions of the drugs the dentist prescribes. This knowledge is an integral part of patient management and used to determine the need for medical consultations, modifications of the dental hygiene care plan and in striving for patient-centered care at all times. Open only to matriculated Dental Hygiene students.

Pre-requisite(s): BIOL 136 Anatomy and Physiology; BIOL 205 Microbiology; DHYG 231 Clinical Dental Hygiene II.

Co-requisite(s): DHYG 216 Oral Care for People Living with Special Needs; DHYG 240 Preventive Dentistry IV; DHYG 241 Clinical Dental Hygiene I.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 2

Contact Hours:
Lecture: 2

DHYG 230 Preventive Dentistry III

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-requisite(s): DHYG 120 Preventive Dentistry I and DHYG 121 Clinical Dental Hygiene I.

Co-requisite(s): DHYG 207 Periodontology and DHYG 231 Clinical Dental Hygiene II.

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Credits: 2

Contact Hours:
Lecture: 2

DHYG 240 Preventive Dentistry IV

This is an advanced course intended for students who have completed three semesters of preventive dentistry courses. Topics include: management of medical emergencies in the dental setting, identifying and reporting child abuse and maltreatment/neglect to meet NYS Education Law, and dental practice management. The course also provides the didactic requirement to obtain post-certification in the administration of local infiltration anesthesia and nitrous oxide analgesia in the practice of dental hygiene. The goal of this course is to transition the graduate into the workplace as an oral health professional. Open only to matriculated Dental Hygiene students.

Pre-requisite(s): DHYG 207 Periodontology; DHYG 230 Preventive Dentistry III; DHYG 231 Clinical Dental Hygiene II.

Co-requisite(s): DHYG 216 Oral Care for People Living with Special Needs; DHYG 217 Pharmacology; DHYG 241 Clinical Dental Hygiene III.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 2

Contact Hours:
Lecture: 2

DHYG 241 Clinical Dental Hygiene III

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.
Early Childhood

ECCE 111 Creative Arts for Children

In this course, students will explore the nature of creativity in young children. Art, music and movement activities will be related to principles of child development, and students will explore these curriculum areas as a means of encouraging the child's development and individual expression.

Lab fee will be required

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
SUNY General Education Designation(s): Arts
Credits: 4
Contact Hours:
Lecture: 4

ECCE 115 Developmentally Appropriate Practices for Infant and Toddler Care

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

ECCE 122 Guidance of Young Children

This course is an examination of appropriate guidance techniques for young children. The needs of children in the areas of nutrition, health, sleeping, toileting and self-help skills will be examined in relation to program routines and the crucial elements of the learning environment. Students will learn how to observe systematically and record children's development by completing an in-depth study of one child within their field placement. Open only to matriculated Early Childhood students.

NOTE: Students will need to obtain a flash drive to be used in the construction of their e-portfolio.

Pre- or co- requisite(s): EDUC 100 Child Development.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4
Other: 4

ECCE 123 Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children

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(s): ECCE 122 Guidance of Young Children with a grade of "C" or better or permission of the department chairperson.
Terms Offered: Spring, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4
Other: 4

ECCE 200 Health, Safety & Nutrition for The Young Child

This course introduces students to contemporary issues related to children's health, safety and basic nutrition. An emphasis is placed on the promotion of children's healthy development and wellbeing. The early childhood administrator's role in maintaining systems for monitoring practices relating to health, safety and nutrition will be explored including the assessment of children's health, safety management, management of injuries and acute illness, maltreatment of children, and the planning and serving of nutritious meals to infants, toddlers and young children.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

ECCE 201 Ethics and Leadership in Early Care & Education
This course will introduce the student to the theories, models and styles of leadership in early childhood programs. Students will explore the role of the early childhood administrator and develop their skills in communication, conflict resolution, decision making, and in providing professional development for teachers. This course also reviews ethical principles as they relate to children, families, colleagues, the community and society.

Terms Offered: Spring  
Offered Distance Learning: Yes  
Credits: 3  
Contact Hours:  
Lecture: 3

ECCE 213 Early Intervention and Autism in The Young Child

This course will examine the needs of individuals with Autism, including, but not limited to, the etiology, prevalence, 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.

Terms Offered: Spring, Summer  
Offered Distance Learning: Yes  
Credits: 3  
Contact Hours:  
Lecture: 3

ECCE 214 Intro to The Administration of Early Childhood Programs

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.

Terms Offered: Spring  
Offered Distance Learning: Yes  
Credits: 3  
Contact Hours:  
Lecture: 3

ECCE 226 Appropriate Curriculum Practices for Young Children: A Developmental Approach

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(s): ECCE 122 Guidance of Young Children and ECCE 123 Techniques of Teaching Through Play: Math, Science and Social Studies for Young Children with a grade of "C" or better or permission of department chairperson.

Terms Offered: Fall  
Offered Distance Learning: No  
Credits: 4  
Contact Hours:  
Lecture: 4  
Other: 8

ECCE 227 Educational Theory and Practice in The Early Childhood Setting

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(s): ECCE 122 Guidance of Young Children; ECCE 123 Techniques of Teaching Through Play: 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.

Terms Offered: Spring  
Offered Distance Learning: No  
Credits: 4  
Contact Hours:  
Lecture: 4  
Other: 8
ECCE 231 Home, School and Community: Integrative Approach

This course will explore professional principles and practices that support family involvement in all aspects of children's programs. Students will explore strategies that teachers and administrators can create successful collaborations and partnerships among families, schools and communities to build positive learning experiences for all children. The course will also examine the influences of home, school and community on children's lives, family diversity, and the roles and experiences of parents as an impact on children's education.

Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

ECCE 290 Internship in Early Childhood Administration

Echocardiography

ECHO 252 Echocardiography Principles and Instrumentation

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 Diagnostic Cardiac Sonography students or by permission of department chair.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

ECHO 254 Echocardiography I

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, phonocardiogram, cardiac catheterization, thallium tests, and stress echocardiography also will be discussed. Open only to matriculated Diagnostic Cardiac Sonography students or by permission of department chair.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

ECHO 256 Anatomy and Physiology of The Heart

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 Diagnostic Cardiac Sonography and Invasive Cardiovascular Technology students or by permission of department chair.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2

ECHO 258 Echocardiography Clinic I

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. Open only to matriculated Diagnostic Cardiac Sonography students.

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.

Co-requisite(s): ECHO 252 Echocardiography Principles and Instrumentation; ECHO 254 Echocardiography I; ECHO 256 Anatomy and Physiology of The Heart.

Course fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Credits: 8

Contact Hours:
Lab: 24

**ECHO 266 Echocardiography II**

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 Diagnostic Cardiac Sonography and Invasive Cardiovascular Technology students.

Pre-requisite(s): ECHO 254 Echocardiography I and ECHO 256 Anatomy and Physiology of The Heart.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3

Contact Hours:
Lecture: 3
Lab: 1

**ECHO 268 Echocardiography Clinic II**

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. Open only to matriculated Diagnostic Cardiac Sonography students.

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.

Pre-requisite(s): ECHO 258 Echocardiography Clinic I.

Co-requisite(s): SONO 262 Sonography Physics and ECHO 266 Echocardiography II.

**ECHO 278 Echocardiography Clinic III**

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. Open only to matriculated Diagnostic Cardiac Sonography students.

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.

Pre-requisite(s): ECHO 268 Echocardiography Clinic II.

Terms Offered: Summer

Offered Distance Learning: No

Credits: 13

Contact Hours:
Lab: 40

**ECHO 284 Fetal Echocardiography**

This course explores fetal echocardiography, which has become an integral part of obstetrics sonography. Sonography examinations of the in utero human heart can diagnose congenital heart disease, which may alter clinical care. The sonographer is obligated to perform a basic fetal heart survey on every fetal sonogram. This course follows the basics of fetal echocardiography, not only for the ARDMS examinations, but for the sonographer who is performing obstetrics and cardiac sonography.

Pre-requisite(s): SONO 262 Sonography Physics or by permission of department chair.

Terms Offered: Spring

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3
electrical construction and maintenance field. Topics include electrical units, the concepts of voltage, current, resistance and power, as well as Ohm’s law. The fundamentals of series, parallel and combination circuits are covered in detail. Concepts and theories involving voltage drop, energy, efficiency of electrical systems, and basic electronics are also discussed. Open only to matriculated Electrical Construction and Maintenance students.

**Co-requisite(s):** MATH 105 Applied Technical Mathematics I and ECMN 111 Direct Current Applications Laboratory.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 4
- Lab: 0

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**ECMN 102 Alternating Current Theory**

This course is a continuation of ECMN 101. The focus of the course is on the concepts associated with the generation and application of alternating current systems. The course covers concepts of magnetism, electromagnetic induction, inductance, capacitance, and alternating current circuits. Subject matter including construction and operation of capacitors, inductors, single- and three-phase wire systems, three-phase power systems and transmission and distribution systems are also covered throughout this course. Open only to matriculated Electrical Construction and Maintenance students.

**Pre-requisite(s):** ECMN 101 Direct Current Theory.

**Co-requisite(s):** MATH 106 Applied Technical Mathematics II and ECMN 112 Alternating Current Applications Laboratory.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 4

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**ECMN 111 Direct Current Applications Laboratory**

This course provides a hands-on learning environment where students construct basic DC circuits in a laboratory setting. Students analyze the circuits’ basic function and prove the concepts and theories learned in the co-requisite DC theory course. Students learn to select and install metering devices in the circuits and practice reading these instruments to collect data. While hands-on reinforcement of direct current circuit theory is the main focus of this course, proper selection and use of metering instruments is emphasized throughout. Laboratory experiments closely parallel subject matter in the DC theory course on a weekly basis. Open only to matriculated Electrical Construction and Maintenance students.

**Co-requisite(s):** ECMN 101 Direct Current Theory

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
- Lecture: 2
- Lab: 2

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**ECMN 112 Alternating Current Applications Laboratory**

This course is a continuation of ECMN 111. Emphasis is placed on capacitance and inductance in both series and parallel AC circuits. In addition, course activities allow for further experience in the selection of proper instruments for use in AC circuits. The use of the voltmeter, ammeter, wattmeter and other instruments enables the student to verify theoretical concepts and better understand the principles and characteristics of electrical devices used in AC circuits. Open only to matriculated Electrical Construction and Maintenance students.

**Co-requisite(s):** ECMN 102 Alternating Current Theory.

**Lab fee will be required**

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 1

**Contact Hours:**
- Lecture: 2
- Lab: 2

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**ECMN 120 Electrical Theory for Renewable Energy**

This course is an introduction to the basic principles and theory associated with electricity and electronics as they apply to the electrical trades and renewable energy fields. Topics include electrical units, the concepts of voltage, current, resistance, and power, as well as Ohm’s law. The fundamentals of series and parallel circuits are covered in detail. Concepts and theories involving inductance, capacitance, transformers, single-phase and three-phase power systems are also covered. Students are also provided with a basic overview of photovoltaic and wind power generation. 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 for the entry-level renewable energy technician.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
- Lecture: 2
- Lab: 2

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**ECMN 121 Residential Construction Wiring**

This course provides students with hands-on-training and practical application of electrical codes and theories as they relate to the design, maintenance and installation of residential
electrical systems. Hands-on laboratory activities will replicate actual real world applications as students work through a series of modules/shop jobs, gaining experience in areas which include but are not limited to residential power distribution systems, use of metering instruments, terminals, splices, branch circuit requirements, service installations, power circuits, lighting circuits, switching systems, GFCI protections, AFCI requirements, and applicable National Electrical Code requirements. Electrical, workplace and shop safety are covered in detail, and trouble shooting skills are reinforced throughout the course. The intent of this course is to prepare students for entry-level employment in the electrical construction field. Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite(s): ECMN 101 Direct Current Theory or MECT 130 Electricity.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 8

ECMN 122 Commercial Construction Wiring

This course is a continuation of ECMN 121, with a shift in emphasis to commercial and industrial installations. Topics include conduit and raceway installations, commercial lighting, signal wiring and low voltage switching circuits. All hands-on activities are based on National Electrical Code requirements, and an emphasis is placed on developing troubleshooting skills throughout the semester. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 121 Residential Construction Wiring or ECMN 172 Residential Construction Wiring: Part II.
Pre- or co- requisite(s): ECMN 102 Alternating Current Theory
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 8

ECMN 131 Electrical Blueprint Reading and Estimating I

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.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 1
Lab: 2

ECMN 132 Electrical Blueprint Reading and Estimating II

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(s): ECMN 131 Electrical Blueprint Reading and Estimating I.
Lab fee will be required
Terms Offered: Spring, Alternate Summers
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 1
Lab: 2

ECMN 135 Workplace Safety

This course provides the OSHA 10-hour module "Safety and Health in the Construction Industry" as well as instruction in electrical safety and NFPA 70E. Asbestos awareness is also covered along with instruction in CPR and First Aid. This course, along with the ECMN 140 Labor Relations course provides the New York State Department of Labor Electrician and Electrical Maintenance Technician apprenticeship requirements. Open only to matriculated Electrical Construction and Maintenance students.

Lab fee will be required
Terms Offered: Fall, Summer
Offered Distance Learning: Yes
Credits: 2
Contact Hours:
Lecture: 2

ECMN 140 Labor Relations

This course covers the history of the U.S. labor movement and labor relations both in industry and in government. Current labor laws and practices are also discussed as part of the curriculum. In addition, sexual harassment awareness and prevention are covered along with the laws pertaining to sexual harassment in today's society. This course, along with ECMN 135 Workplace Safety course provides the New York State Department of Labor Electrician and Electrical Maintenance Technician apprenticeship requirements.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 2
Contact Hours:
Lecture: 2

ECMN 151 Direct Current Theory: Part I

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.

Pre-requisite(s): ECMN 161 Direct Current Applications Laboratory: Part I
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

ECMN 152 Direct Current Theory: Part II

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(s): ECMN 151 Direct Current Theory: Part I.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

ECMN 153 Alternating Current Theory: Part I

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(s): ECMN 152 Direct Current Theory: Part II.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

ECMN 154 Alternating Current Theory: Part II

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(s): ECMN 153 Alternating Current Theory: Part I.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2

ECMN 161 Direct Current Applications Laboratory: Part I

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.

Pre-requisite(s): ECMN 151 Direct Current Theory: Part I and MATH 105 Applied Technical Mathematics I.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 0.5
Contact Hours:
Lab: 1

ECMN 162 Direct Current Applications Laboratory: Part II

A continuation of ECMN 161 with emphasis on more complex DC circuits. Further experience is provided for selection of proper instruments and their use in DC circuits. Only open to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 151 Direct Current Theory: Part I and ECMN 161 Direct Current Applications Laboratory: Part I.
Co-requisite(s): ECMN 152 Direct Current Theory: Part II.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 0.5
Contact Hours:
Lab: 1

ECMN 163 Alternating Current Applications Laboratory: Part I

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-requisite(s): ECMN 152 Direct Current Theory: Part II and ECMN 162 Direct Current Applications Laboratory: Part II.
Co-requisite(s): ECMN 153 Alternating Current Theory: Part I.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 0.5
ECMN 164 Alternating Current Applications Laboratory: Part II

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(s): ECMN 153 Alternating Current Theory: Part I and ECMN 163 Alternating Current Applications Laboratory: Part I. 

Co-requisite(s): ECMN 154 Alternating Current Theory: Part II. 

Lab fee will be required 

Terms Offered: Spring 

Offered Distance Learning: No 

Credits: 0.5 

Contact Hours: 

Lecture: 1 

ECMN 171 Residential Construction Wiring: Part I

This course provides students with hands-on training and practical application of electrical codes and theories as they relate to the design, maintenance and installation of residential electrical systems. Hands-on laboratory activities will replicate real-world applications as students work through a series of modules/shop jobs, gaining experience in areas that include residential power distribution systems, use of metering instruments, terminals, splices, power circuits, lighting circuits, and applicable National Electrical Code requirements. Electrical, workplace, and shop safety are covered in detail, and troubleshooting skills are reinforced throughout this course. The intent of this course is to begin to prepare students for entry-level employment in the electrical field. Open only to matriculated Electrical Construction and Maintenance students. 

Pre-requisite(s): ECMN 171 Residential Construction Wiring: Part I. 

Lab fee will be required 

Terms Offered: Fall, Spring 

Offered Distance Learning: No 

Credits: 2 

Contact Hours: 

Lab: 4 

ECMN 172 Residential Construction Wiring: Part II

This course is a continuation of ECMN 171, providing students with hands-on training and practical application of electrical codes and theories as they relate to the design, maintenance, and installation of residential electrical systems. Hands-on laboratory activities will replicate real-world applications as students work through a series of module/shop jobs, gaining experience in areas which include residential power distribution systems, use of metering instruments, terminals, splices, branch circuit requirements, service installations, power circuits, lighting circuits, switching systems, GFCI protections, AFCI requirements, and applicable National Electrical Code requirements. Electrical, workplace, and shop safety is covered in detail, and troubleshooting skills are reinforced throughout the course. The intent of this course is to prepare students for entry-level employment in the electrical construction field. Open only to matriculated Electrical Construction and Maintenance students. 

Pre-requisite(s): ECMN 171 Residential Construction Wiring: Part I. 

Lab fee will be required 

Terms Offered: Spring 

Offered Distance Learning: No 

Credits: 2 

Contact Hours: 

Lab: 4 

ECMN 173 Commercial Construction Wiring: Part I

This course is a continuation of ECMN 172 or ECMN 121 with a shift of emphasis to commercial and industrial installations. Topics include conduit and raceway installations, commercial lighting, signal wiring and low voltage switching circuits. All hands-on activities are based on National Electrical Code requirements and troubleshooting skills are developed throughout the semester. Open only to matriculated Electrical Construction and Maintenance students. 

Pre-requisite(s): ECMN 121 Residential Construction Wiring or ECMN 172 Residential Construction Wiring: Part II. 

Pre- or co- requisite(s): ECMN 102 Alternating Current Theory. 

Lab fee will be required 

Terms Offered: Summer 

Offered Distance Learning: No 

Credits: 2 

Contact Hours: 

Lab: 4 

ECMN 174 Commercial Construction Wiring: Part II

This course is a continuation of ECMN 173 with a shift in emphasis to commercial and industrial installations. Topics include conduit and raceway installations, commercial lighting, signal wiring and low voltage switching circuits. All hands-on activities are based on National Electrical Code requirements and emphasis is placed on developing troubleshooting skills throughout the semester. Open only to matriculated Electrical Construction and Maintenance students. 

Pre-requisite(s): ECMN 173 Commercial Construction Wiring: Part I. 

Lab fee will be required 

Terms Offered: Fall, Spring 

Offered Distance Learning: No
ECMN 180 Safety and Labor Relations: Part I

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 program, which will qualify students to meet the necessary electrical apprentice-related instruction recognized by the State of New York.

ECMN 181 Safety and Labor Relations: Part II

This course is designed to better prepare students for the electrical industry by concentrating on labor relations and required certifications. The course will cover labor relations, including labor history, practices, and laws, as well as sexual harassment, and requires students to obtain certification in First Aid and CPR. Completion of both ECMN 180 and ECMN 181 is a required part of the Electrical Construction and Maintenance Program, which will qualify students to meet the necessary electrical apprentice-related instruction recognized by the State of New York. Open only to matriculated Electrical Construction and Maintenance students.

ECMN 190 Electric Power Systems

This course provides an overview of the electric power system, including generation, transmission, distribution and delivery of electric power. Topics include: methods of generating electricity such as hydro, thermal coal, thermal nuclear, solar and gas turbine; transmission system voltages and construction; wye and delta distribution systems; transformers, single phase and three phase banks for common delivery voltages; electric service construction and building wiring methods and electric safety.
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 procedures, inspection policies and all current changes in the electrical field.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

ECMN 203 Transformers and Motors

This course is a study of the construction, operation, maintenance, and application of transformers and alternating current motors, both single- and three-phase, with an introduction to basic motor control circuitry. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 102 Alternating Current Theory.
Co-requisite(s): ECMN 213 Transformer and Motor Laboratory.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 4

ECMN 204 Industrial Motor Control Theory

This course is designed to expand the student's knowledge of industrial motor control. Students will study the construction, operation, maintenance, and applications of the pilot devices used in control systems and the fundamentals of variable frequency drives and programmable logic controllers. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 203 Transformers and Motors or ECMN 190 Electric Power Systems.
Co-requisite(s): ECMN 214 Industrial Motor Control Laboratory.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 4

ECMN 205 Automation Technology

This course provides the student with insight into the various components, devices and machines used in modern automation systems along with a study of their related electronics. Topics covered include pneumatics, control signal types, control valves, transducers, industrial communication networks, variable frequency drives (VFD), programmable logic controllers (PLC), operator interface terminals (OIT) and HMI/SCADA systems and how these systems integrate within a modern manufacturing environment. Students will learn to interpret schematics and symbology used in various types of automation systems drawings. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 102 Alternating Current Theory and MATH 106 Applied Technical Mathematics II or ECMN 120 Electrical Theory for Renewable Energy and MATH 150 College Algebra with Trigonometry.
Co-requisite(s): ECMN 215 Automation Technology Laboratory.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 4

ECMN 206 Instrumentation and Process Control

This course builds upon the knowledge acquired in ECMN 205 and discusses applications for the use of the components, devices and machines studied in the course. Topics include the study of instruments to measure flow, temperature, level and pressure along with their related electronics, and a discussion of how they are interfaced with the systems and devices covered in ECMN 205. Students will also develop an understanding of how these instruments are used to control a process and how they are represented in piping and instrumentation (P&ID) drawings. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 205 Automation Technology.
Co-requisite(s): ECMN 216 Instrumentation and Process Control Laboratory.

Terms Offered: Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 4

ECMN 210 Photovoltaic Systems Theory and Design

This course is designed to instruct the student in the theory and design of photovoltaic systems and their practical installation and operation. The course includes semi-conductor operational theory, properties of silicon and semi-conductor material, solar cell manufacturing and companies involved, history of solar power and its uses, photovoltaic systems safety, site assessments, system design, and adapting mechanical and electrical design. Layout skills are developed and the National Electrical Code is examined.

Pre-requisite(s): ECMN 102 Alternating Current Theory or ECMN 153 Alternating Current Theory: Part I and ECMN 154 Alternating Current Theory: Part II or MECT 130 Electricity or ECMN 120 Electrical Theory for Renewable Energy, or
permission of Department chair.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

ECMN 211 Photovoltaic Systems Installation and Maintenance

This course is designed to instruct the student in the installation and maintenance of photovoltaic systems. The course includes the installation of components and sub-systems on site, concerns with owners, utilities, and permit agencies, completion of lists of electrical components and material, array alignment based on location, building and roof design, aesthetics, wind loading, equipment support, labeling of equipment and components, methods and procedures for visual system checks, open circuit voltage testing, short circuit tests, system specific tests, calculating efficiency factors, battery maintenance, various test equipment, safety concerning testing of equipment components and batteries, system start up and shut down, and emergency operations.

Pre-requisite(s): ECMN 210 Photovoltaic Systems Theory and Design
Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

ECMN 213 Transformer and Motor Laboratory

This course is designed to complement ECMN 203 and allows the students to connect, test and operate transformers along with single- and three-phase motors. Students will also study basic motor control circuitry following National Electrical Code standards with an emphasis on employing safe work practices. Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite(s): ECMN 203 Transformers and Motors.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lab: 2

ECMN 214 Industrial Motor Control Laboratory

This course is designed to complement ECMN 204 and allows the students to construct, operate and connect motor control circuits and related control components following National Electrical Code standards with an emphasis on employing safe work practices. In addition, students will program and operate various brands of variable frequency drives used in industry. Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite(s): ECMN 204 Industrial Motor Control Theory.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lab: 4

ECMN 215 Automation Technology Laboratory

This laboratory course is complementary to ECMN 205. The series of laboratory experiments allow students to explore the practical aspects of automation technology in support of ECMN 205. Students are required to employ the techniques of testing and troubleshooting normally employed in the industrial control setting. In addition, students will construct a power supply capable of supplying the voltage and current signals required for interfacing with the instruments that will be used in the ECMN 216 Instrumentation and Process Control Laboratory Course. Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite(s): ECMN 205 Automation Technology.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lab: 4

ECMN 216 Instrumentation and Process Control Laboratory

This laboratory course is complementary to ECMN 206. The series of laboratory experiments allows students to explore the practical aspects of instrumentation and process control in support of ECMN 206. Students are required to employ the techniques of testing and troubleshooting normally employed in the industrial control setting. A series of laboratory assignments will help the student progress through the connection, integration, calibration and interfacing of various instruments to measure temperature, flow, pressure and level. Students will also use these instruments to control various processes within the laboratory environment. Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite(s): ECMN 206 Instrumentation and Process Control.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lab: 4
ECMN 223 Industrial Wiring

This course offers students hands-on experience in the principles and practices of single- and three-phase transformer operation and connections. Students will also learn about the connection and operation of three-phase motors as well as their different types of protection and control. Students complete a series of hands-on assignments that pertain to the particular block of material being covered at that time. These in-class assignments will progress from basic to complex and include the most common connections and applications used in today's industry. Assignments will conform to National Electric Code standards, and safe working habits will be stressed at all times including the use of lockout/tagout as defined by OSHA standards. Open only to matriculated Electrical Construction and Maintenance students.

Co-requisite(s): ECMN 203 Transformers and Motors

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lab: 8

ECMN 224 Industrial Motor Control Wiring

This course offers hands-on experience in the basic wiring and circuit design of AC industrial motor control systems. The course will continue to build upon industrial wiring concepts covered in previous program courses. The study of motor control will also continue, and new topics introduced will include programmable logic controllers (PLC), operator interface terminals (OIT), SCADA and pneumatics. Students will learn the design, operation, programming and connections of programmable logic controllers (PLC) and how they are used in current industrial settings.

Students complete a series of hands-on assignments that pertain to the particular block of material being covered at that time. These in-class assignments will progress from basic to complex and include the most common connections and applications used in today's industry. Assignments will conform to National Electric Code standards and safe working habits will be stressed at all times, including the use of lockout/tagout as defined by OSHA standards. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 190 Electric Power Systems, ECMN 223 Industrial Wiring, or ECMN 276 Industrial Wiring: Part II.

Co-requisite(s): ECMN 204 Industrial Motor Control Theory.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lab: 8

ECMN 255 Transformers and Motors: Part I

A study of the construction, operation, maintenance and application of transformers. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 154 Alternating Current Theory: Part II.

Terms Offered: Fall

Offered Distance Learning: No

Credits: 2

ECMN 256 Transformers and Motors: Part II

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(s): ECMN 255 Transformers and Motors: Part I.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 2

ECMN 257 Industrial Motor Control Theory: Part I

This course is designed to expand the student's knowledge of industrial motor control. Students will study the construction, operation, maintenance, and applications of the pilot devices used in control systems. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 256 Transformers and Motors: Part II.

Co-requisite(s): ECMN 267 Industrial Motor Control Laboratory: Part I.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 2

ECMN 258 Industrial Motor Control Theory: Part II

As a continuation of ECMN 257, students will continue working with pilot devices and move on to the fundamentals of motor control using variable frequency drives (VFD). The logic, programming and operation of programmable logic controllers (PLC) will also be covered. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 257 Industrial Motor Control Theory: Part I.

Co-requisite(s): ECMN 268 Industrial Motor Control Laboratory: Part II.

Terms Offered: Summer

Offered Distance Learning: No
ECMN 265 Transformers and Motors
Laboratory: Part I

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(s): ECMN 164 Alternating Current Applications Laboratory: Part II.
Co-requisite(s): ECMN 255 Transformers and Motors: Part I.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

Credits: 0.5
Contact Hours:
Lab: 1

ECMN 266 Transformers and Motors
Laboratory: Part II

A continuation of ECMN 265, Transformers and Motors: Part I. Students will connect, test, and operate alternating current motors, both single and three phase. In addition, students will analyze, connect, and operate the basic components of motor control systems. The National Electric Code and safe work habits are stressed at all times. Open only to matriculated Electrical Construction and Maintenance students.

Pre-requisite(s): ECMN 265 Transformers and Motors Laboratory: Part I.
Co-requisite(s): ECMN 256 Transformers and Motors: Part II.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 0.5
Contact Hours:
Lab: 1

ECMN 267 Industrial Motor Control Laboratory: Part I

This course is designed to complement ECMN 257 and allows the students to construct, operate, and connect motor control circuits and related control components following National Electrical Code standards with an emphasis on employing safe work practices.

Pre-requisite(s): ECMN 266 Transformers and Motors Laboratory: Part II.
Co-requisite(s): ECMN 257 Industrial Motor Control Theory: Part I.
Lab fee will be required
Terms Offered: Spring

Credits: 2
Contact Hours:
Lab: 4

ECMN 268 Industrial Motor Control Laboratory: Part II

A continuation of ECMN 267, students will continue to construct, operate and connect motor components and circuits, employing safe work habits. Students will also have the opportunity to program and operate various brands of variable frequency drives (VFD) used in industry.

Pre-requisite(s): ECMN 267 Industrial Motor Control Laboratory: Part I.
Co-requisite(s): ECMN 258 Industrial Motor Control Theory: Part II.
Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No

Credits: 0.5
Contact Hours:
Lab: 1

ECMN 275 Industrial Wiring: Part I

This course offers students hands-on experience in the principles and practices of single- and three-phase transformer operation and connections. Students complete a series of hands-on lab assignments that pertain to the particular block of material being covered at that time. These assignments will progress from basic to complex and include the most common connections and applications used in today's industry. The assignments are based upon the National Electric Code, and safe working habits will be stressed at all times.

Pre-requisite(s): ECMN 255 Transformers and Motors: Part I.
Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No

Credits: 2
Contact Hours:
Lab: 4

ECMN 276 Industrial Wiring: Part II

This course offers students hands-on experience in the principles and practices of single- and three-phase transformer operation and connections. This course will continue to build upon its prerequisite, ECMN 275. Students will also learn about the connection and operation of three-phase motors as well as their different types of protection and control. Students complete a series of hands-on lab assignments that pertain to the particular block of material being covered at that time. These assignments will progress from basic to complex and include the most common connections and applications used in today's industry. The assignments are based upon the
National Electric Code, and safe working habits will be stresses at all times.

Pre-requisite(s): ECMN 275 Industrial Wiring: Part I.
Co-requisite(s): ECMN 256 Transformers and Motors: Part II.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

Credits: 2
Contact Hours:
Lab: 4

ECMN 277 Industrial Motor Control Wiring: Part I

This course offers hands-on experience in the basic wiring and circuit design of AC industrial motor control systems. The course will build upon the concepts of industrial wiring covered within the prerequisite courses. The study of motor control will continue and become more in depth. Students complete a series of hands-on lab assignments that pertain to the particular block of material being covered at the time. These assignments will progress from basic to complex and include the most common connections and applications used in today's industry. The assignments are based upon the National Electric Code, and safe working habits will be stressed at all times.

Pre-requisite(s): ECMN 276 Industrial Wiring: Part II or ECMN 223 Industrial Wiring.
Co-requisite(s): ECMN 257 Industrial Motor Control Theory: Part I.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Economics

ECON 100 Principles of Macroeconomics

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

ECON 101 Principles of Microeconomics

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

Education

EDUC 100 Child Development

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.

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

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

SUNY General Education Designation(s): Social Science

Credits: 3

Contact Hours:

Lecture: 3

EDUC 101 Introduction to Secondary Education

This course will examine the foundations, philosophy, methods and materials used in middle, junior high and high school classrooms. The course will review the wide range of responsibilities of secondary teachers, including lesson planning, unit planning, assessment of learning, meeting the needs of a diverse student population, developing a repertoire of teaching strategies, the use of educational technology and developing professionalism in the field through supervised weekly field experiences.

Terms Offered: Spring

Offered Distance Learning: Yes

Credits: 3

Contact Hours:

Lecture: 3

EDUC 108 Individuals with Exceptionalities in The School and Community

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.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

SUNY General Education Designation(s): Social Sciences

Credits: 3

Contact Hours:

Lecture: 3

EDUC 110 Foundations of Education in America

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.

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

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

SUNY General Education Designation(s): Social Sciences

Credits: 3

Contact Hours:

Lecture: 3

EDUC 120 Classroom Management

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.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 3

Contact Hours:

Lecture: 3

EDUC 215 Introduction to Assistive Technology

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.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3

Contact Hours:

Lecture: 3
EDUC 216 Inclusive Learning Designs

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

EDUC 217 Technology in The Classroom

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.

Electrical Engineering Technology

ELET 100 Electricity I

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(s): Basic algebra and trigonometry or high school math I and II.
Co-requisite(s): MATH 150 College Algebra with Trigonometry.

Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 101 Electricity II

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(s): ELET 100 Electricity I and MATH 150 College Algebra with Trigonometry.
Pre- or co- requisite(s): MATH 165 Basic Calculus with Analytic Geometry.

Lab fee will be required

Terms Offered: Spring, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 105 Electronics I

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, smallsignal amplifiers using both BJT and FET transistors and cascaded amplifiers.

Pre- or co- requisite(s): ELET 100 Electricity I.
ELET 115 C/C++ For Technologies

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 120 Personal Computer Hardware Essentials

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 3

ELET 206 Elements of Communications Electronics

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-requisite(s): ELET 101 Electricity II and ELET 215 Operational Amplifiers.
students.
Pre-requisite(s): ELET 105 Electronics I
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 225 Electromechanical Devices and Systems

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-requisite(s): ELET 210 Digital Electronics.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 230 Electronic Design

A study of the techniques used for the design of electronic circuits and the methods employed in their fabrication.
Pre-requisite(s): ELET 210 Digital Electronics and ELET 215 Operational Amplifiers.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lab: 3

ELET 245 Introduction to Microcontrollers

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(s): ELET 210 Digital Electronics.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 250 Vacuum and Power RF

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-requisite(s): ELET 101 Electricity II; MATH 150 College Algebra with Trigonometry; PHYS 135 Technical Physics I.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 255 Semiconductor Manufacturing and Nanofabrication Processes

This course is designed to train the student in the practical and theoretical aspects of the semiconductor and nano device manufacturing process.
Pre-requisite(s): ELET 101 Electricity II and MATH 165 Basic Calculus with Analytic Geometry or equivalent.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

ELET 260 Introduction to Computer Networking

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.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3
ELET 261 Semiconductor and Nanotech Overview

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-requisite(s): 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.

Terms Offered: Fall, Spring

Offered Distance Learning: Yes

Contact Hours:
Lecture: 2

ELET 270 Fundamentals of Fiber Optic Communications

This course examines the nature and application of fiber optic communications systems as they are used today. Topics include decibel notation, the nature of light signal, modulation methods, optical transmission lines, optical transmitters, receivers and the limitations and advantages of fiber communications networks. The student will develop an understanding of the basic elements (both theoretical and practical) of fiber optic communications systems. This will provide a foundation for the appropriate technical knowledge and skills required to support the many kinds of fiber communications networks that exist today.

Pre-requisite(s): MATH 106 Applied Technical Mathematics II and PHYS 100 Physical Science.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lecture: 3
Lab: 3

ELET 285 Semiconductor Metrology and Process Control

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(s): MATH 165 Basic Calculus with Analytic Geometry.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3

Contact Hours:
Lecture: 2
Lab: 3

ELET 290 Wireless Networks

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-requisite(s): CISS 120 Networking I- Intro to Data Communication; ELET 120 Personal Computer Hardware Essentials; PHYS 100 Physical Science; TLMG 100, Principles of Telecommunications I.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lecture: 3
Lab: 3

EMT - Paramedic

EMSP 100 Emergency Medical Technician Basic

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.

NOTE: Students who are not 17 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.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 7
Contact Hours:
Lecture: 7

EMSP 101 Emergency Medical Technician Internship

This course is designed to be offered to the EMT-Basic who has not yet gained sufficient field experience to begin the paramedic program courses. This course will provide the student with supervised riding time as an EMT-Basic as well as three case review sessions to discuss what the student has been exposed to in the field experience. Field rotations place the student in the role of the EMT-Basic on actual emergency calls and expect them to integrate history taking, physical exam, and cognitive knowledge into the total management of the patient. The student’s schedule is developed based upon the BLS unit assignment location and shift times, and preceptor availability. The student must maintain records of all patient contacts and will be required to submit documentation of all their activities and the feedback they receive from the preceptor to the Hudson Valley Community College clinical coordinator prior to completion of this course.
Pre-requisite(s): EMSP 100 Emergency Medical Technician Basic with a final grade of "C" or better and a current NYS EMT-Basic certification.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 7

EMSP 103 EMT Refresher

This course is designed to meet New York State Health Department (Bureau of Emergency Medical Services) requirements for EMT Refresher. New laws, policies and changes in patient care will be reviewed, as well as any new technology which has been introduced during the past three years.
NOTE: Some Saturday sessions are required in addition to regularly scheduled class hours. Current NYS EMT certification due to expire within 18 months or lapsed NYS EMT certification or permission letter for reciprocity or permission letter after failure of NYS EMT practical skills or written exams is required.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lab: 8

EMSP 201 Clinical for The Preparatory, Airway and Assessment

This course is designed to introduce the paramedic student to the clinical environment. This introductory course will place the student in the emergency department as well as in the operating suite. Two scheduled classroom sessions will be conducted to cover case presentations. Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre- or co-requisite(s): EMSP 202 Intro to Paramedicine with a final grade of "C" or better.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lab: 8

EMSP 202 Intro to Paramedicine

This is an introductory course designed to introduce the student to the fundamentals of prehospital paramedic care. Topics include well being of the paramedic, pathophysiology, the clinical decision making process, communications, and documentation. Students must possess valid New York State Department of Health EMT-Basic certification. Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre-requisite(s): Valid NYSDOH EMT-Basic Certification.
Pre- or co-requisite(s): BIOL 130 Concepts of Human Anatomy and Physiology with a final grade of "C" or better.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4
Lab: 0.5

EMSP 204 Airway and Assessment for The Paramedic

This course is designed to reinforce the basic airway knowledge and skills of an EMT and progress to advanced invasive procedures utilized in the prehospital environment. This course also covers advanced patient assessment and development of differential diagnoses. Open only to matriculated Emergency Medical Technician-Paramedic students.
Pre-requisite(s): EMSP 202 Intro to Paramedicine with a final grade of "C" or better.
Terms Offered: Fall
Offered Distance Learning: Yes
EMSP 205 Operations for The Paramedic

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(s): EMSP 100 Emergency Medical Technician Basic with a final grade of "C" or better.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3
Lab: 1

EMSP 206 Pharmacology for The Paramedic

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(s): EMSP 202 Intro to Paramedicine with a final grade of "C" or better.

Terms Offered: Fall
Offered Distance Learning: Yes

Credits: 2
Contact Hours:
Lecture: 2

EMSP 210 Trauma Management for The Paramedic

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(s): EMSP 204 Airway and Assessment for The Paramedic with a final grade of "C" or better.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 4
Lab: 2

EMSP 216 Paramedicine I

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(s): BIOL 130 Concepts of Human Anatomy and Physiology with a final grade of "C" or better and EMSP 206 Pharmacology for The Paramedic with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: Yes

Credits: 4
Contact Hours:
Lecture: 4
Lab: 1

EMSP 217 Paramedicine II

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(s): EMSP 216 Paramedicine I with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: Yes

Credits: 4
Contact Hours:
Lecture: 4
Lab: 1

EMSP 218 Paramedicine III

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(s): EMSP 217 Paramedicine II with a final grade of "C" or better.*

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**
- Lecture: 2.5
- Lab: 1

### EMSP 221 Clinical for Medical and Special Considerations

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(s): EMSP 217 Paramedicine II with a final grade of "C" or better.*

*Pre- or co-requisite(s): EMSP 218 Paramedicine III with a final grade of "C" or better.*

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** No

**Credits:** 2

**Contact Hours:**
- Lab: 5

### EMSP 222 Pediatrics and Geriatrics for The Paramedic

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(s): EMSP 218 Paramedicine III with a final grade of "C" or better.*

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**
- Lecture: 3
- Lab: 8

### EMSP 223 Special Certifications for The Paramedic

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-requisite(s): EMSP 210 Trauma Management for The Paramedic with a final grade of "C" or better; EMSP 218 Paramedicine III with a final grade of "C" or better; EMSP 222 Pediatrics and Geriatrics for The Paramedic with a final grade of "C" or better.*

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**
- Lecture: 3
- Lab: 1

### EMSP 230 Critical Applications for Paramedicine

This course is designed for the paramedic student to use information learned in the classroom, lab skills setting and hospital clinical to assess a patient, formulate a field diagnosis, perform appropriate interventions and modify the treatments as necessary. The interactive course utilizes simulation, programmed patients and case studies along with written and oral debriefing. A comprehensive written exam similar in design and scope to state and national certification exams is also required. Students must achieve a grade of "C" or better to successfully meet program requirements. Open only to matriculated Emergency Medical Technician-Paramedic students.

*Pre- or co-requisite(s): EMSP 210 Trauma Management for The Paramedic; EMSP 218 Paramedicine III with a final grade of "C" or better; EMSP 221 Clinical for Medical and Special Considerations.*

**Lab fee will be required**

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lab: 8

### EMSP 240 Internship, Final Evaluation Phase

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 EMS responses. 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. NYS DOH Basic EMT Certification is needed and must be sustained throughout the length of the
course. Travel outside of the Capital District may be required. Occasionally hours may need to be exceeded to achieve these goals. Open only to matriculated Emergency Medical Technician Paramedic students. Pre-requisite(s): EMSP 230 Critical Applications for Paramedicine with a final grade of "C" or better and current NYS DOH Basic EMT Certification is needed and must be sustained throughout the length of the course.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

English

ENGL 092 English Fundamentals I

Designed for students whose placement test scores indicate the need for review in the fundamentals of communications, this course concentrates on grammar, mechanics, spelling, and the writing process to prepare the student for Composition I. Credits earned in this course cannot be applied toward an associate degree.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 3ND
Contact Hours:
Lecture: 3

ENGL 100 Enhanced English Composition I

This course is designed to give students guided practice in critical reading, pre-writing, drafting, revising, and editing essays. It offers an extra hour for necessary developmental writing instruction and individualized support toward the creation of college-level essays. Collaboration in the writing process is stressed. 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 100 Enhanced English, ENGL 101 English Composition I, ENGL 107 Honors Composition I or ESLS 101 English Composition I for English as a Second Language Students.

Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communication
Credits: 3
Contact Hours:
Lecture: 3

ENGL 101 English Composition I

This course is designed to help students improve their writing ability through concentration on the writing processes: pre-writing, writing and revision. Other concerns of the writer, particularly audience, diction and correctness, will be addressed. Research techniques, library orientation, and oral presentation of student writing are also included. Research paper required.

NOTE: This course satisfies the English Composition I requirement. Credit can only be received for one of the following: ENGL 101, English Composition I, ENGL 107 Honors Composition I or ESLS 101 English Composition I for English as a Second Language Students.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communication
Credits: 3
Contact Hours:
Lecture: 3

ENGL 102 English Composition II

This course expands on the processes and techniques begun in Composition I, with additional focus on oral presentation and technical writing/communication. Also included throughout is the reading of relevant, professional writing which will promote student awareness of the role of written expression in both the world at large and in academic and professional life.

NOTE: This course satisfies the English Composition II requirement. Credit can only be received for one of the following: ENGL 102, English Composition II, ENGL 104 English Composition II: Writing About Literature, ENGL 106 English Composition II: Writing for Technicians, ENGL 108 Honors Composition II or ESLS 102 English Composition II for English as a Second Language Students.

Pre-requisite(s): ESLS 100 Enhanced English Composition I for English as a Second Language Students, ESLS 101 English Composition I for English as a Second Language Students, ENGL 100 Enhanced English Composition I, or ENGL 101 English Composition I or approval by department chair

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communication
Credits: 3
Contact Hours:
Lecture: 3
ENGL 104 English Composition II: Writing About Literature

This course develops student skills in the critical reading, analysis, discussion, and writing about literature. Students read, discuss, and write about ideas generated by various works of short fiction, drama, and poetry. Organizational patterns, research and writing techniques and oral presentation skills studied in Composition I are strengthened and refined.

NOTE: This course satisfies the English Composition II requirement. Credit can only be received for one of the following: ENGL 102 English Composition II, ENGL 104, English Composition II: Writing About Literature, ENGL 106 English Composition II: Writing for Technicians, ENGL 108 Honors Composition II or ESLS 102 English Composition II for English as a Second Language Students.

Pre-requisite(s): ESLS 100 Enhanced English Composition I for English as a Second Language Students, ESLS 101 English Composition I for English as a Second Language Students, ENGL 100 Enhanced English Composition I, or ENGL 101 English Composition I or approval by department chair.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Basic Communications, Humanities

Credits: 3

Contact Hours:

Lecture: 3

ENGL 106 English Composition II: Writing for Technicians

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 English as a Second Language Students.

Pre-requisite(s): ESLS 100 Enhanced English Composition I for English as a Second Language Students, ESLS 101 English Composition I for English as a Second Language Students, ENGL 100 Enhanced English Composition I, or ENGL 101 English Composition I or approval by department chair.

Terms Offered: Offered on demand

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Basic Communications

Credits: 3

Contact Hours:

Lecture: 3

ENGL 107 Honors Composition I

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 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 100 Enhanced English Composition I, ENGL 101 English Composition I, ENGL 107, Honors Composition I or ESLS 101 English Composition I for English as a Second Language Students.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Basic Communications

Credits: 3

Contact Hours:

Lecture: 3

ENGL 108 Honors Composition II

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 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 English as a Second Language Students.

Pre-requisite(s): ENGL 107 Honors Composition I or permission of English Department Chairperson.

Terms Offered: Fall, Spring
ENGL 110 Technical Communication

This course is designed to introduce students to the principles and practices of technical writing.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communications
Credits: 3
Contact Hours:
Lecture: 3

ENGL 115 Library Skills for Research

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
Credits: 1
Contact Hours:
Lecture: 1

ENGL 117 Mastering Essentials of Grammar and Punctuation

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. Please note: This course is intended for students who have successfully completed at least one college-level composition course (or equivalent) and would like in-depth study of correct English grammar and punctuation.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communications
Credits: 3
Contact Hours:
Lecture: 1

ENGL 120 Communication

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communications
Credits: 3
Contact Hours:
Lecture: 3

ENGL 125 Public Speaking

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communications
Credits: 3
Contact Hours:
Lecture: 3

ENGL 130 Journalism

Elements of news style, the structure of news stories, news gathering methods, evaluating and analyzing written news, and practice in reporting, writing, and editing will be included in this introductory course in journalism.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Basic Communications
Credits: 3
Contact Hours:
Lecture: 3

ENGL 134 Journalism Internship

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(s): ENGL 101 English Composition I and ENGL 130 Journalism and/or approval by department chair.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

ENGL 136 Media and Culture

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 137 Writing for The Media

This course introduces students to the diverse styles of writing for the media. Students will produce texts appropriate for a variety of media outlets including print media, broadcast media, the web, social media, and public relations. The history and laws related to mass media will also be covered.

NOTE: It is recommended that if a student takes ENGL 130, it is completed before taking ENGL 137. The two courses should not be taken simultaneously.

Pre-requisite(s): ENGL 101 English Composition I or by permission of department chair.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 151 Creative Writing: Short Fiction

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.

Terms Offered: Fall
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 152 Creative Writing: Poetry and Song

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 153 Creative Writing: Stage and Screen

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 154 Creative Writing: Non-Fiction

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3
ENGL 156 Creative Writing Workshop

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. This course is open to all students, but it is recommended that students have previous creative writing experience.

Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 3

ENGL 200 English Literature I

A survey course in the development of English literature from the Old English epic tale through the 18th century.

Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 202 English Literature II

A survey of the major forms of English literature from the Romantic period to the present, employing representative selections from major English authors.

Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 203 Shakespeare

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.

Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities

Credits: 3
Contact Hours:
Lecture: 3

ENGL 204 American Literature I

A survey of the major forms and representative writers of American literature from the colonial period through the mid-19th century.

Terms Offered: Fall, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 206 American Literature II

A survey of the major forms and representative writers of American literature from the age of realism through contemporary literature.

Terms Offered: Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 210 The Short Story

A comparative study of representative stories from the diverse literary traditions with special emphasis on conventional, modern and experimental techniques of artistic unity.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 212 Poetry

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3
ENGL 216 Contemporary Novel

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.

Terms Offered: Fall
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 220 Literature into Film

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 222 Gender and Literature

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 224 Graphic Literature

This course examines graphic literature for the purpose of understanding the medium's impact on culture, communication, and the arts. Students will read, discuss, and write about selected novels, comics, and other graphic texts.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 230 Multicultural Perspectives in Literature

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 232 African American Literature

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 234 Native American Literature

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.

Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 235 Latino Literature and Culture
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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

ENGL 236 Women in Literature

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

Engineering Science

ENGR 110 Engineering Tools

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, spreadsheets, CAD, and CAS.

Pre- or co- requisite(s): MATH 170 Precalculus or higher level math course.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 4

ENGR 120 Introduction to Engineering Design

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 4

ENGR 211 Engineering Statics

This course will cover statics of particles and rigid bodies, vector and linear algebra methods, centroids and centers of gravity, analysis of structures, forces in beams and cables, moments of inertia, and dry friction. Students may not receive credit for both ENGR 210 and ENGR 211.

NOTE: A graphing calculator may be required and will be discussed in class.
Pre-requisite(s): MATH 190 Calculus II and PHYS 150 Physics I.
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4

ENGR 215 Engineering Materials

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 in class.
Pre-requisite(s): CHEM 110 General Chemistry I or CHEM 120 Chemistry I and ENGR 110 Engineering Tools.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4  
Contact Hours:  
Lecture: 3  
Lab: 2

**ENGR 218 Strength of Materials**

This course will cover strength of materials, stresses and strains, axial load, transverse loading, torsion, beam loading and deflection, 2D transformation of stress and strain, Mohrs circle analysis, and columns.  
**NOTE:** A graphing calculator may be required and will be discussed in class.  
Pre-requisite(s): ENGR 211 Engineering Statics; MATH 190 Calculus II; PHYS 150 Physics I.  
Terms Offered: Fall, Spring  
Offered Distance Learning: No

Credits: 4  
Contact Hours:  
Lecture: 4

**ENGR 220 Engineering Dynamics**

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 in class.  
Pre-requisite(s): ENGR 211 Engineering Statics.  
Terms Offered: Fall, Spring  
Offered Distance Learning: No

Credits: 4  
Contact Hours:  
Lecture: 4

**ENGR 222 Thermodynamics**

This is a first course in classical thermodynamics. First law and second law for open and closed systems, energy, and power and refrigeration cycles will be discussed. Students will gain a basic understanding of energy interactions in different devices and cycles. It is assumed that students entering this course are familiar with the fundamentals of thermometry and calorimetry. Students will not receive credit for both ENGR 222 and ENGR 223.  
**NOTE:** A graphing calculator may be required and will be discussed in class.  
Pre-requisite(s): MATH 190 Calculus II; high school physics and chemistry or equivalent.  
Pre- or co- requisite(s): ENGR 210 Engineering Statics and Strength of Materials or ENGR 211 Engineering Statics.  
Terms Offered: Fall, Spring  
Offered Distance Learning: Yes

Credits: 4  
Contact Hours:  
Lecture: 4

**ENGR 223 Thermal Fluid Science**

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 in class.  
Pre-requisite(s): MATH 190 Calculus II; high school physics and chemistry or equivalent.  
Pre- or co- requisite(s): ENGR 210 Engineering Statics and Strength of Materials or ENGR 211 Engineering Statics.  
Terms Offered: Fall, Spring  
Offered Distance Learning: Yes

Credits: 4  
Contact Hours:  
Lecture: 4

**ENGR 225 Electric Circuits**

This course explores the fundamentals of passive and active circuit theory, with an emphasis on analysis techniques at the level of applied differential equations and basic complex variable analysis. The subject matter also introduces discrete system theory. Concepts presented include: resistive circuits, circuits dealing with energy and storing elements, Kirchhoff's laws, transfer function theory, system stability, frequency response and an introduction to discrete systems. Laboratory experiments include resistive circuits, OP-Amp Circuitry, real time first and second order systems and frequency response.  
**Lab fee will be required**  
Terms Offered: Spring  
Offered Distance Learning: No

Credits: 4  
Contact Hours:  
Lecture: 3  
Lab: 3

Entrepreneurship

**ENTR 110 Introduction to Entrepreneurship**

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.

**Terms Offered:** Fall, Spring, Summer  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**ENTR 120 Entrepreneurial Process**

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.

**Terms Offered:** Fall, Spring, Summer  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**ENTR 150 Legal Issues in Entrepreneurship**

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(s):** ENTR 120 Entrepreneurial Process  
**Terms Offered:** Spring  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**ENTR 210 Entrepreneurial Finance**

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(s):** ENTR 120 Entrepreneurial Process  
**Terms Offered:** Fall  
**Offered Distance Learning:** Yes  
**Credits:** 4  
**Contact Hours:**  
Lecture: 4

**ENTR 290 Entrepreneurial Strategy**

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(s):** ENTR 120 Entrepreneurial Process  
**Pre- or co- requisite(s):** ENTR 150 Legal Issues in Entrepreneurship and ENTR 210 Entrepreneurial Finance  
**Terms Offered:** Fall, Spring  
**Offered Distance Learning:** Yes  
**Credits:** 4  
**Contact Hours:**  
Lecture: 4

**ENTR 295 Entrepreneurial Internship**

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(s): ENTR 150 Legal Issues in Entrepreneurship or ENTR 210 Entrepreneurial Finance.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 1
Other: 6

English as a Second Language

ESLS 092 Fundamentals of English As a Second Language I

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 and is not intended for beginners.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4ND
Contact Hours:
Lecture: 4

ESLS 093 Fundamentals of English As a Second Language II

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 advisement. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English and is not intended for beginners. Students do not need to have completed ESLS 092 to take this course.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 4ND
Contact Hours:
Lecture: 4

ESLS 094 Reading for English As a Second Language Students I

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 advisement. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English and is not intended for beginners.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4ND
Contact Hours:
Lecture: 4

ESLS 096 Speaking and Listening for English As a Second Language Students I

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 advisement. Credits earned in this course may not be applied toward an associate degree. Open only to non-native speakers of English and is not intended for beginners.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3ND
Contact Hours:
Lecture: 3

ESLS 098 Conversation for English As a Second Language Students I

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. Not intended for beginners. Placement is determined by testing and/or

Contact Hours:

advisement. Open only to non-native speakers of English.

Terms Offered: Offered on demand

Offered Distance Learning: No

Credits: 4ND

Contact Hours:

Lecture: 4

ESLS 100 Enhanced English Composition I for English as a Second Language Students

This course is designed to give students guided practice in critical reading, pre-writing, drafting, revising and editing essays. It offers an extra hour for necessary developmental writing instruction and individualized support toward the creation of college-level essays. In addition, intensive instruction will be given on those elements of English grammar and syntax that present difficulties for ESL students. Reading and writing content will focus on American life and culture. Collaboration in the writing process is stressed. Research techniques, library orientation and oral presentation of student writing are also included. Research paper required. Open only to non-native speakers of English.

NOTE: This course satisfies the English Composition I requirement. Credit can only be received for one of the following: ENGL 100 Enhanced English Composition I, ENGL 101 English Composition I, ENGL 107 Honors Composition I, ESLS 101 English Composition I for ESL Students or ESLS 100 Enhanced English Composition I for ESL Students.

Terms Offered: Fall, Spring

Liberal Arts and Sciences Designation: Humanities

Credits: 3

Contact Hours:

Lecture: 3

ESLS 101 English Composition I for English as a Second Language Students

This course is designed to help students improve their writing ability through concentration on the writing processes: prewriting, writing and revision. Other concerns of the writer, particularly audience, diction and correctness, will be addressed. In addition, intensive instruction will be given on those elements of English grammar and syntax that present difficulties for ESL students. Research techniques, library orientation, and oral presentation of student writing are also included. Research paper required. Open only to non-native speakers of English.

NOTE: This course satisfies the English Composition I requirement. Credit can only be received for one of the following: ENGL 101 English Composition I, 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 English as a Second Language Students.

Pre-requisite(s): ESLS 101 English Composition I for English as a Second Language Students or ENGL 101 English Composition I.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Basic Communications

Credits: 3

Contact Hours:

Lecture: 3

ESYS 100 Introduction to Wind Power

This course introduces students to the history of wind power and the basic concepts and terminology of wind, energy, energy conversion, turbine types and applications. Open only to matriculated Clean Energy Management program students, or by permission of department chair.

Pre- or co-requisite(s): PHED 145 Adventure or permission of department chair.

Terms Offered: Fall

Offered Distance Learning: No

Credits: 1
ESYS 105 Tower and Turbine Safety

This course will prepare the wind technician to identify and properly prepare for safety hazards that would typically be found performing routine work activities. The primary areas of focus include: ladders, fall protection, lock out/tag out, HAZCOM, PPE, environmental hazards, confined space, cranes and rigging, maintenance hazards, guarding and accident prevention. Open only to matriculated Wind Technician certificate program students only or by permission of department chair.

Pre- or co- requisite(s): PHED 250 Physical Fitness Conditioning or permission of department chair.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 1

ESYS 200 Turbine Mechanical Systems

This course introduces the student to the complex and diverse nature of modern mechanical power systems. Through this course, students will learn necessary service information and gain instruction on how to safely use the proper tools. Skills gained through this course will help students successfully meet each performance objective. Open only to matriculated Wind Technician certificate program students or by permission of department chair.

Co-requisite(s): ESYS 205 Direct Current Devices and ESYS 210 Protective Systems.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

ESYS 205 Direct Current Devices

This course will introduce students to the types of direct current motors currently used in the wind turbine industry. Applications to the blade pitch and nacelle yaw systems will be discussed. Devices that control and monitor system applications will also be discussed. Open only to matriculated Wind Technician Certificate Program students or by permission of the department chair.

Co-requisite(s): ESYS 100 Introduction to Wind Power; ESYS 200 Turbine Mechanical Systems; ESYS 210 Protective Systems.
Pre- or co- requisite(s): PHED 145 Adventure; PHED 141 Weight Training/Personal Fitness or PHED 149 Circuit Fitness or permission of department chair.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

ESYS 210 Protective Systems

In wind turbines, proper grounding and bonding is necessary to ensure the safety of the general public and service personnel as well as ensuring the protection of expensive equipment and structures. In this class, the student will study the industry standard bonding and grounding methods in use. These methods are used to protect against short circuits, lightning, static charges, and induced (stray) voltages. Students will also look at Federal Aviation Administration requirements for anti-collision beacons and the use of the weather stations mounted on commercial scale wind turbines as an active part of the protective systems. Open only to matriculated Wind Technician certificate program students or by permission of the department chair.

Co-requisite(s): ESYS 200 Turbine Mechanical Systems and ESYS 205 Direct Current Devices.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

ESYS 215 Turbine Generation Systems

This course is designed to provide the student with the knowledge and understanding of doubly fed generators, power converters and associated automatic control systems used in a large wind turbine driven generating systems. The course will discuss the construction, operation and maintenance of synchronous and asynchronous three phase alternating current generators. Additional course topics include discussion of the use and operation of the four quadrant frequency converters in the operation of the wind turbine doubly fed generating system and the integrated automatic control and protection systems that they employ. By incorporating lab activities into the course structure, it will provide the student with the didactic learning necessary for employment in this developing area of the energy supply industry. Open only to matriculated Wind Technician certificate program students or by permission of the department chair.

Pre-requisite(s): ESYS 200 Turbine Mechanical Systems; ESYS 205 Direct Current Devices; ESYS 210 Protective Systems.
Co-requisite(s): ESYS 220 Comparative Schematics, Metrics, And Fault Analysis.

Lab fee will be required
Terms Offered: Spring
ESYS 220 Comparative Schematics, Metrics, And Fault Analysis

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 known 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-requisite(s): ESYS 100 Introduction to Power; ESYS 200 Turbine Mechanical Systems; ESYS 205 Direct Current Devices.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

Exercise Studies

EXER 100 Concepts of Exercise Training

This introductory course is for individuals who are interested in the field of personal training, fitness and/or performance. The course will focus on training methods and principles and the latest fitness technology. Modern training techniques designed to enhance all components of fitness, including resistance training, flexibility, aerobic performance and agility will be discussed.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

EXER 101 Introduction to Exercise Science

This course will provide an overview of the sub-disciplines of exercise science, including but not limited to, personal training, biomechanics, exercise physiology, exercise nutrition, sports medicine and occupational therapy. The course also will provide information on certifications and professional associations within the field, ethical considerations and the future of exercise science as a discipline.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

EXER 110 Exercise for Special Populations

This course provides a framework for developing exercise programs for individuals with disease, disabilities or special health issues. The course prepares fitness professionals to work with people with a variety of diseases and special health issues such as asthma, diabetes, hypertension, cardiovascular disease, obesity, as well as exercise for youth and seniors. It includes a review of basic principles of exercise testing and exercise prescription and builds on that foundation. The course will explore an exercise specialist's job and scope of practice, including designing, implementing and managing the exercise programs of individuals following medical treatment as specified by healthcare professionals.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

EXER 200 Fitness Assessment, Evaluation and Program Design

This course will examine various health screening and fitness assessment techniques. It will teach students how to utilize this information and apply it in designing fitness programs to meet the needs of various populations. This course also provides a field experience in local communities.

Pre-requisite(s): EXER 100 Concepts of Exercise Training with a grade of "C" or better or by permission of department chair.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Other: 3
ARTS 100 Survey of Art History I

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ARTS 101 Survey of Art History II

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ARTS 104 History of Fashion

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours:
Lecture: 3

ARTS 107 Art Appreciation

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.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 3

ARTS 110 Drawing I

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 4

ARTS 111 Drawing II

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(s): ARTS 110 Drawing I, or by permission of the instructor and department chair.

Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 4

ARTS 115 Two-Dimensional Design

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 4
ARTS 120 Painting I

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(s): ARTS 110 Drawing I and ARTS 115 Two-Dimensional Design or by permission of the instructor and department chairperson.
Terms Offered: Fall
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 4

ARTS 121 Painting II

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(s): ARTS 120 Painting I.
Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 4

ARTS 125 Black and White Photography

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.
Lab fee will be required
Terms Offered: Spring, Summer
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3

ARTS 129 Photography I

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.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 4

ARTS 133 Intro to Digital Photography

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.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 3

ARTS 135 Introduction to Photography

This course is a hands-on introduction to both traditional and digital photography that is grounded in the conceptual,
historical and practical developments in the field of photography. Students will acquire experience in the use of digital and film cameras, the use of computers in photography, and basic black and white darkroom procedures. The technical and aesthetic possibilities of photography will be examined through lectures, demonstrations, supervised class work, and assignments. Students will spend additional time outside of class completing course assignments. Digital and 35mm SLR cameras are required; students are also required to purchase film, enlarging paper and other supplies as directed by the instructor.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

ARTS 139 Photography II

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(s): ARTS 129 Photography I or by permission of instructor and department chair.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

ARTS 140 Television Production I

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

ARTS 150 Introduction to Gallery Management

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-requisite(s): ARTS 100 Survey of Art History I or ARTS 101 Survey of Art History II or ARTS 202 Modern Art History.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

ARTS 151 Gallery Practicum - Exhibition Planning and Preparation

This course is a hands-on introduction to art and artifact handling, exhibition planning and design, artist relations, and public relations. Students will be responsible for the installation and de-installation of exhibitions in the Teaching Gallery. In addition to coursework, students will be responsible for weekly monitoring of the Teaching Gallery and are expected to attend all teaching gallery artist lectures and exhibition openings.

Pre- or co- requisite(s): ARTS 150 Introduction to Gallery Management or ARTS 115 Two- Dimensional Design.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Other: 4

ARTS 152 Gallery Practicum - Museum Practices and Theory

Through field trips, tutorials with visiting artists and hands-on work in the teaching gallery, students will explore art and artifact handling, exhibition design, artist relations, and public relations. Reading and group discussions will pursue additional studies addressing the history and theory of the establishment and ongoing development of museums and exhibition venues. Students will be responsible for weekly monitoring of the college’s Teaching Gallery, the installation and de-installation of gallery exhibitions and are expected to attend all Teaching Gallery artist lectures and exhibit openings.

Pre- or co- requisite(s): ARTS 115 Two- Dimensional Design or ARTS 150 Introduction to Gallery Management.

Terms Offered: Fall, Spring
Offered Distance Learning: No
ARTS 153 Internship in Arts Management

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(s): ARTS 152 Gallery Practicum - Museum Practices and Theory.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 1
Other: 8

ARTS 202 Modern Art History

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours: Lecture: 3

ARTS 205 History of Western Architecture

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours: Lecture: 3

ARTS 212 Advanced Study in Drawing and Painting I

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 will be responsible for purchasing some required course supplies.

Pre-requisite(s): ARTS 111 Drawing II, ARTS 121 Painting II, ARTS 131, Photography II and/or written permission of instructor and department chair.
Terms Offered: Fall
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours: Lecture: 2
Lab: 4

ARTS 213 Advanced Study in Drawing and Painting II

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(s): ARTS 212 Advanced Study in Drawing and Painting I and/or written permission of instructor and department chair
Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours: Lecture: 2
Lab: 4

ARTS 225 Experimental Drawing in Italy I

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(s): ARTS 110 Drawing I or permission of department chairperson.
Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No
ARTS 226 Experimental Drawing in Italy II

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(s): ARTS 225 Experimental Drawing in Italy I.

Lab fee will be required

Terms Offered: Summer

Offered Distance Learning: No

SUNY General Education Designation(s): Arts

Credits: 3

Contact Hours: 
Lecture: 2
Lab: 4

ARTS 236 Independent Study in Photography

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 on 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(s): Prior photography coursework at the college level is required or permission of instructor and department chairperson.

Lab fee will be required

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: No

SUNY General Education Designation(s): Arts

Credits: 3

Contact Hours: 
Lecture: 2
Lab: 4

ARTS 270 History of Photography

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.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Arts, Humanities

Credits: 3

Contact Hours: 
Lecture: 3

ARTS 272 History of American Cinema

This course offers a survey of the rich history of American Cinema concentrating on classic, influential, creative films from the 1930s to the 1970s. While some international influences will be addressed, the primary focus will be the huge domestic industry deriving from Hollywood, which will give the course greater clarity and pertinence. This class will appeal to movie lovers, "film buffs," and amateur filmmakers, as well as to a wide range of other interested students. The formal aesthetics, cultural and intellectual content and controversy, and expressive components of the medium are traced through its key decades of development. Readings will include popular and critical reviews. The actual film list will vary semester by semester.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Arts, Humanities

Credits: 3

Contact Hours: 
Lecture: 3

ARTS 273 Documentary Film: History and Theory

This course examines the history and development of documentary film from its roots in 19th century art forms to the present. Students examine the many sub-genres, styles, techniques and methods used by documentary filmmakers in their cinematic representation of their vision and version of reality. Through weekly readings, screenings and discussions, students will develop critical standards as they analyze the impact of documentaries.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Arts, Humanities

Credits: 3
Forensic Science

FSCI 131 Forensic Assessment of Animal Cruelty Investigations

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

FSCI 155 Concepts in Forensic Science

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.

Terms Offered: Offered on demand
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

FSCI 244 Digital Forensics

This course examines digital evidence procedures, focusing on techniques and emerging trends among various crimes within our society, and the challenges digital devices pose during crime scene investigation.

Pre-requisite(s): CISS 100 Introduction to Computing and Information Sciences.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

FSCI 245 Forensic Science I

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No

SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

FSCI 246 Forensic Science II

This course offers further applications in forensic science. A thorough understanding of the concepts in FSCI 245 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(s): FSCI 245 Forensic Science I.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

FSCI 247 Medicolegal Investigation of Death

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.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

FSCI 252 Forensic Psychology

This course provides an overview of forensic psychology and its integration within the framework of the criminal justice system. This course will focus on the three foundational elements of the criminal justice system, police, courts, and corrections. This course will address topics specific to a systems-oriented approach to forensic psychology, including testimony, crisis-response teams, interrogation, and correctional services.
French

FREN 100 French Language and Culture I

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

FREN 101 French Language and Culture II

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(s): Primarily designed for students who have completed French I or no more than two years in high school.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

FREN 200 French Language and Culture III

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(s): Primarily designed for students who have completed French II or no more than three or four years in high school.

Lab fee will be required
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

FREN 201 French Language and Culture IV

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(s): Primarily designed for students who have completed French III or no more than three or four years in high school.

Lab fee will be required
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

German

GERM 100 German Language and Culture I

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

GERM 101 German Language and Culture II

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(s): Primarily designed for students who have completed German I or no more than two years in high school.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

GERM 200 German Language and Culture III

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(s): Primarily designed for students who have completed German II or no more than three or four years in high school.
Lab fee will be required
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

GERM 201 German Language and Culture IV

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(s): Primarily designed for students who have completed German III or no more than three or four years in high school.
Lab fee will be required
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

History

HIST 100 Western Civilization and The World I

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities, Western Civilization
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

HIST 101 Western Civilization and The World II

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities, Western Civilization
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

HIST 110 Interpretations of American History I

Issues and problems in American history through Civil War period.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): American History, Humanities
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

HIST 111 Interpretations of American History II

Issues and problems in American history from the Reconstruction period to the present day.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): American History, Humanities
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

HIST 112 History Of New York State I

The history of the state from colonial times to the 19th century.
Terms Offered: Fall
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

HIST 113 History Of New York State II

The history of the state from the 19th century to recent times.
Terms Offered: Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

HIST 115 Intro to African-American History

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): American History, Humanities
Credits: 3
Contact Hours:
Lecture: 3

HIST 120 History of Africa I

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.
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities, Other World Civilizations
Credits: 3
Contact Hours:
Lecture: 3

HIST 121 History of Africa II

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.
Terms Offered: Offered on Demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities, Other World Civilizations
Credits: 3
Contact Hours:
Lecture: 3

HIST 130 Medieval History

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.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities, Western Civilization
Credits: 3
Contact Hours:
Lecture: 3

HIST 131 Ancient History

An in-depth study of the Ancient Near Eastern, Indo-European and Roman cultures inclusive of recent historical research concerning Hittites, Assyrians, Etruscans, Persians and Celts from pre-historical times to the 5th century A.D.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Other World Civilizations, Social Science
Credits: 3
HIST 135 History of The Twentieth Century

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

HIST 137 History of World War II

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Humanities, Western Civilization
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

HIST 139 Introduction to The Vietnam War

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): American History, Other World Civilizations
Credits: 3
Contact Hours:
Lecture: 3

HIST 140 Modern China

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Other World Civilizations
Credits: 3
Contact Hours:
Lecture: 3

HIST 145 Modern India

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Other World Civilizations
Credits: 3
Contact Hours:
Lecture: 3

HIST 150 Modern Japan

This course will examine Japan's relatively recent modern origin, its connections to the mainland and its indebtedness to China for many historical, cultural and literate characteristics, as it began to develop its own uniqueness. Japan has become a leading and modern nation but never abandoned its ancient traditions.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Other World Civilizations, Social Science
Credits: 3
Contact Hours:
Lecture: 3

HIST 201 American Revolution

How are modern debates about rights, equality, oppression, freedom, and identity shaped by the American Revolution? This course will explore this question by considering the factors that gave rise to the American war for independence as well as social, political, and economic life in the American colonies. Topics will also include the causes of the conflict, the rise of American government, and the aftermath and legacy of the war, including the ratification of the Constitution and the war's impact on American life today.
HIST 205 Native American Cultures Of New York And New England

This course is a survey course in Native American cultures of New York and New England that focuses on their interaction with various European/Colonial cultures from the fifteenth century to the twentieth century (1493 to 1995). Topics will include culture, health, social issues, and the political and historical chronology of the Native American communities in New York and New England.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

**Liberal Arts and Sciences Designation:** Social Science

**SUNY General Education Designation(s):** American History, Other World Civilizations

**Credits:** 3

**Contact Hours:** Lecture: 3

HIST 210 Honors Film as History

This course will treat films as texts requiring the same critical thinking and analysis as any other sources used within a history course. Students will study films as valid historical sources that offer a glimpse into the social, political and cultural historical moment in which they were created. Further inquiry will be accomplished through the use of interpretation and research of additional materials. This course is open only to students in one of the Honors tracks or by permission of the Department Chair.

**Terms Offered:** On Demand

**Offered Distance Learning:** No

**Liberal Arts and Sciences Designation:** Social Science

**SUNY General Education Designation(s):** American History, Arts, Humanities

**Credits:** 3

**Contact Hours:** Lecture: 3

Health Information Technician

HITC 100 Introduction to Medical Office Procedures

Students develop the necessary skills and concepts of the administrative duties of an administrative medical assistant. Topics include medical office management, legal and ethical issues in medical practice, communicating and interacting with patients, families and coworkers, electronic medical records and software and applied to record maintenance, insurance claim processing, billing, accounts payable and payroll. Upon registering for this course, the student must have a working knowledge of the windows operating system and MS Word.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

**Credits:** 4

**Contact Hours:** Lecture: 4

HITC 110 Medical Coding

The student will learn principles of medical coding related to the three main code books: CPT, ICD-10-CM code set, and HCPCS level II. The course is recommended for anyone preparing for a career in medical coding for a physician's office, and strongly recommended for anyone who is preparing for American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) certification exam.

**Pre-requisite(s):** BIOL 115 Medical Terminology; HITC 100 Introduction to Medical Office Procedures; one of: BIOL 109 Biology of The Human Organism, BIOL 130 Concepts of Human Anatomy and Physiology, BIOL 136 Anatomy and Physiology, BIOL 139 Anatomy and Physiology for Respiratory Care Students, BIOL 230 Anatomy and Physiology I, BIOL 234 Anatomy and Physiology II, BIOL 270 Anatomy and Physiology I or BIOL 271 Anatomy and Physiology II or by permission of department chair.

**Terms Offered:** Fall, Spring, Summer

**Offered Distance Learning:** Yes

**Credits:** 6

**Contact Hours:** Lecture: 6

HITC 200 Medical Billing, Insurance and Health Record Review

Students will explore the practical applications of medical coding relative to delivery system, health insurance and reimbursement mechanisms. 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 various third-party carriers (governmental and commercial), and will examine different reimbursement methods including DRGs, APCs, RBRVSs, chargemasters, coding compliance as well as the importance of encoding and grouping software. Health records will be analyzed in order to properly fill out insurance claim forms.

**Pre-requisite(s):** HITC 110 Medical Coding or by permission of department chair.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4

HITC 210 Health Information and Physician Practice Management

This course serves as a capstone class for those students studying for an A.A.S. in Health Information Management and Technology and integrates previous course work to present best practices approach to health information and physician practice management. The course is also recommended for anyone who is preparing for a career in practice management of a physician's office and strongly recommended for anyone who is preparing for the American Academy of Professional Coders’ Certified Physician Practice Manager (CPPM) certification examination. Topics include health care business processes and workflow, physician reimbursement, health care revenue cycle management, medical office accounting, health care reform, electronic medical records, IT and interoperability, HIPAA, fraud and abuse, corporate compliance, marketing and business, space planning and operational flows, and business continuity.

Pre-requisite(s): HITC 100 Introduction to Medical Office Procedures; HITC 110 Medical Coding; HITC 200 Medical Billing, Insurance and Health Record Review; ACTG 100 Applied Accounting or higher or by permission of department chair.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 4
Contact Hours:
Lecture: 4

Health

HLTH 130 Creating Healthy Relationships

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

HLTH 131 Stress and Health

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 lifelong skills for a healthier and more meaningful life.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

HLTH 135 Self-Improvement

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

HLTH 140 Drug Studies: Intervention and Prevention

This course is designed to cover the basic issues confronting drug use, abuse and addiction. Emphasis also will be placed on drug prevention and intervention. This course deals with current problems, views and attitudes surrounding the use of psychoactive drugs. Students also will explore the effects of drug use on human physiology and interpersonal functioning. Each student will be expected to take an active roll in the learning process through class discussions and activities, as well as completing out-of-class assignments and research when appropriate.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

HLTH 145 Philosophy of Traditional & Alternative Medicine

This course is an introductory examination of the cultural perspectives and core concepts of alternative and traditional medicine. The aim is to offer the student a valuable exploration through all existing dimensions of traditional, complementary and alternative medicine, including potential efficacy and safety issues. The course is intended to provide the student with various learning experiences designed to stimulate critical thinking.
among the similarities and differences of the two philosophies. Students will learn about and discuss many wellness therapies that collectively impacting contemporary medicine. Each student will be expected to take an active role in the learning process through class discussions and activities, completing out of class assignments, as well as conducting out of class research, when appropriate.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

HLTH 150 Weight Management

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

HLTH 151 Consumer Health

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

HLTH 152 First Aid

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."

Lab fee will be required
Terms Offered: Fall, Spring, Summer

Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

HLTH 153 Women's Health Issues

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 2
Contact Hours:
Lecture: 2

HLTH 155 Wilderness and Remote First Aid

This is a course designed for individuals who enjoy outdoor activities, outdoor group leaders, scout leaders and others who may find themselves in a remote emergency situation where professional help could be delayed. The course content will prepare students to recognize emergencies, make first aid decisions and provide care in a wilderness or remote setting. Evacuation procedures, extreme first aid skills and pre-trip planning will be discussed. This course is not a replacement for standard first aid, as the skills and information go beyond traditional emergency scenarios. After successful completion of this course, a student will obtain adult CPR/AED and Wilderness and Remote First Aid certification from the American Red Cross.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

HLTH 160 Personal and Community Health

This course is designed to stimulate healthy decision making in the areas of personal and community wellness and safety. Students will discuss critical and contemporary health issues including holistic health, fitness and weight management, chemical abuse, human sexuality, parenting, aging, death and dying, the environment and health care.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

HLTH 170 Health and Wellness Promotion
Health and Wellness Promotion serves as an introductory exploration of the core concepts of overall health and wellness promotion. The focus of this course is on the development of a wellness oriented and health literate lifestyle, with emphasis on self-responsibility, behavior modification, self-improvement, nutrition, physical fitness and stress management.  
Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: Yes  
Credits: 2  
Contact Hours:  
Lecture: 2

HLTH 200 Foundations of Health Education

This course is designed to examine the philosophical, ethical and theoretical foundations of the professional practice of health education in school, community, work-site settings, as well as in health promotion consultant activities. Students will gain a greater understanding of the theories, elements, practices and principles that contribute to the need for and the successful implementation of a wide range of health education activities designed to enhance health promotion and disease prevention.  
Terms Offered: Fall, Spring, Summer  
Offered Distance Learning: Yes

Honors

HONR 190 Honors Seminar I

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 in one of the honors tracks or by permission of department chair.  
Terms Offered: On Demand  
Offered Distance Learning: No  
Liberal Arts and Sciences Designation: Social Science  
SUNY General Education Designation(s): Social Science  
Applied Learning Type: OSL  
Credits: 3  
Contact Hours:  
Lecture: 3

HONR 290 Honors Seminar II

Human Services

HUSV 100 Social Service Systems

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.  
Terms Offered: Fall, Spring  
Offered Distance Learning: Yes  
Credits: 3  
Contact Hours:  
Lecture: 3
HUSV 105 Human Development and The Family

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Credits: 3
Contact Hours:
Lecture: 3

HUSV 109 Orientation to Fieldwork

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

HUSV 110 Human Service Skills

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(s): HUSV 109 Orientation to Fieldwork with a grade of "C" or better.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3
Other: 6

HUSV 115 Perspectives on Disability

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.

Terms Offered: Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
Credits: 3
Contact Hours:
Lecture: 3

HUSV 120 Problems of Adolescence

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.

Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
Credits: 3
Contact Hours:
Lecture: 3

HUSV 125 Older Adults and The Social Environment

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Social Science
Credits: 3
Contact Hours:
Lecture: 3

HUSV 200 Interviewing and Techniques of Communication

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

HUSV 205 Introduction to Social Group Work

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.

Terms Offered: Fall, Spring
**HUSV 210 Human Sexuality**

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.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

**Credits:** 3

**Contact Hours:**

Lecture: 3

**HUSV 215 Psychology and History of Poverty**

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.

**Terms Offered:** Spring

**Offered Distance Learning:** No

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): American History, Social Science

**Credits:** 3

**Contact Hours:**

Lecture: 3

**HUSV 225 Social Services Interviewing in Spanish**

To provide social services professionals basic conversational skills in Spanish. This course is a combination of grammar, everyday situations and practical conversation that students may encounter as they interact with consumers.

**Pre-requisite(s):** HUSV 200 Interviewing and Techniques of Communication or permission of department chairperson.

**Terms Offered:** Offered on demand

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 3

**HUSV 240 Professionalism in A Diverse Society**

This course will provide a culturally competent approach to professional interactions with diverse populations. Topics include personal, professional, and institutional racism and prejudice. Specific information about working with a variety of different cultures is examined.

**Terms Offered:** Offered Distance Learning: No

**Credits:** 3

**Contact Hours:**

Lecture: 3

**HUSV 250 Human Services Practicum**

Sixteen hours per week of work experience and seminars. The goal of the course is to integrate course theory learned throughout the curriculum with practical, beginning clinical work and community service networking. Field experience will occur at clinics, child caring institutions, social service agencies, residential facilities, facilities for older adults and individuals with disabilities. Four hours of seminar, group discussion and lecture.

**Pre-requisite(s):** HUSV 105 Human Development and The Family; HUSV 110 Human Service Skills with a grade of "C" or better; 2.00 grade point average; permission of department chairperson.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 8

**Contact Hours:**

Lecture: 4

Other: 12

**HUSV 255 Case Management**

This course will provide an advanced understanding and development of skills needed to coordinate, assess, and plan for services in our current human service delivery system.

**Pre-requisite(s):** HUSV 250 Human Services Practicum with a grade of "C" or better and permission of department chairperson.

**Co-requisite(s):** HUSV 256 Case Management Internship.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**

Lecture: 3

**HUSV 256 Case Management Internship**

This course is an internship experience which utilizes the knowledge and skills acquired in HUSV 250 Human Services Practicum and allows students to develop case management skills. Students will participate in nine hours a week of an internship during the semester in an assigned agency.

**Pre-requisite(s):** HUSV 250 Human Services Practicum with a grade of "C" or better and permission of department chairperson.

**Co-requisite(s):** HUSV 255 Case Management.

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 3
HVAC 110 Refrigeration Principles I

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 111 Refrigeration Principles II

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(s): HVAC 110 Refrigeration Principles I.
Terms Offered: Spring, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 120 Refrigeration Lab I

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.

Pre- or co- requisite(s): HVAC 130 Electricity For HVAC/R and HVAC 110 Refrigeration Principles I.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 8

HVAC 121 Refrigeration Lab II

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(s): HVAC 120 Refrigeration Lab I.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 8

HVAC 130 Electricity For HVAC/R

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 131 HVAC/R Electrical Systems Application

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-requisite(s): HVAC 130 Electricity For HVAC/R.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 140 Heat Transfer Systems I

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.
HVAC 203 HVAC/R Systems Design I

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.

Pre-requisite(s): HVAC 130 Electricity For HVAC/R.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 211 Refrigeration and AC Systems Applications I

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-requisite(s): HVAC 111 Refrigeration Principles II.
Terms Offered: Fall, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 212 Refrigeration and AC Systems Applications II

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 psychrometrics, air distribution and balancing, chilled water systems, and a variety of specialized refrigeration and air conditioning systems.

Pre-requisite(s): HVAC 211 Refrigeration and AC Systems Applications I.
Terms Offered: Spring, Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

HVAC 213 HVAC/R Systems Design II

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-requisite(s): HVAC 203 HVAC/R Systems Design I
Pre- or co- requisite(s): HVAC 240 Heat Transfer Systems II
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 2
Lab: 4

HVAC 220 Heat Transfer Lab

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(s): HVAC 240 Heat Transfer Systems II.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 8

HVAC 221 Diagnosing and Servicing Lab

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(s): HVAC 220 Heat Transfer Lab.
Pre- or co- requisite(s): HVAC 212 Refrigeration and AC Systems Applications II.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 8

HVAC 230 HVAC/R Control Systems

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-requisite(s): HVAC 130 Electricity For HVAC/R and HVAC 131 HVAC/R Electrical Systems Application.

Terms Offered: Spring, Summer
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 4

HVAC 240 Heat Transfer Systems II

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(s): HVAC 140 Heat Transfer Systems I.

Terms Offered: Fall
Offered Distance Learning: No

HVAC 250 Introduction to Geothermal Heat Pump Systems

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 methods, heat exchangers, well drilling, trenching and grouting.

Pre-requisite(s): HVAC 211 Refrigeration and AC Systems Applications I or by permission of department chair.

Lab fee will be required
Terms Offered: Spring, Summer
Offered Distance Learning: No

Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

Individual Studies

INDS 100 Career Planning and Decision Making

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

Credits: 3
Contact Hours:
Lecture: 3

INDS 101 Career Development: Self-Assessment

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 1

INDS 105 Intro to Academic and Personal Effectiveness

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Social Science

Credits: 3
Contact Hours:
Lecture: 3

INDS 106 College Mindset for the Successful Learner

This course will enable students to discover themselves as a learner while developing different thinking and behavioral habits that will help them to become more successful college students. Through personal assessment, self-reflection, and the introduction of academic success strategies, students will develop behavioral objectives to become successful, self-initiating learners. This course is designed to be an addition to
any course sequence or content area where a content-specific remedial course is not otherwise recommended.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1
Lab: 0
Other: 0

INDS 107 College Skills for the Successful Student

This course will introduce students to specific learning skills needed to become more successful college students. Ideally suited for any student who wishes to improve one or more academic skills typically required in collegiate learning, this course will develop note-taking and other study strategies that will assist them in all of their learning experiences. This course is designed to be an addition to any course sequence or content area where a content-specific remedial course is not otherwise recommended.

Terms Offered: Fall, Spring
Credits: 1
Contact Hours:
Lecture: 1
Lab: 0
Other: 0

INDS 110 Community Service Seminar I

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.

NOTE: Evaluation by the placement supervisor is also required.

Terms Offered: Offered on Demand
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1
Lab: 0
Other: 0

INDS 111 Community Service Seminar II

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.

NOTE: Evaluation by the placement supervisor is also required.

Terms Offered: Offered on Demand
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 1
Lab: 5
Other: 0

INDS 112 Community Service Seminar III

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.

NOTE: Evaluation by the placement supervisor is also required.

Terms Offered: Offered on Demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 1
Lab: 8
Other: 0

Invasive Cardiovascular Technology

ICVT 125 Fundamentals of Invasive Cardiovascular Technology and Electrophysiology

This is an introductory course to the monitoring and interventional techniques used for cardiac patients. Content includes patient monitoring techniques, EKG performance, catheterization equipment and sterile patient preparation.

Pre-requisite(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better or BIOL 271 Anatomy and Physiology II with a final grade of "C" or better, MATH 135 Elementary Statistics or MATH 150 College Algebra with Trigonometry, PHYS 110 Physics for The Health Sciences with a final grade of "C" or better and RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better.

Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4
Lab: 8
ICVT 200 Introduction to Health Care

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

ICVT 210 Principles of Invasive Cardiovascular Technology I

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-requisite(s): RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better or equivalent experience; American Heart Association Basic Life Support, Course C for Health Care Providers.

Co-requisite(s): ICVT 211 Invasive Cardiovascular Technology Clinic I.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

ICVT 211 Invasive Cardiovascular Technology Clinic I

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-requisite(s): RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better; American Heart Association Basic Life Support, Course C for Health Care Providers.

Co-requisite(s): ICVT 210 Principles of Invasive Cardiovascular Technology I.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 8
Contact Hours:
Lab: 18

ICVT 215 Electrophysiology Clinic I

This is an introductory course to the mapping and treatment of electrophysiology disturbances in cardiac patients.

Pre-requisite(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better or BIOL 271 Anatomy and Physiology II with a final grade of "C" or better; MATH 135 Elementary Statistics or MATH 150 College Algebra with Trigonometry; PHYS 110 Physics for The Health Sciences with a final grade of "C" or better; RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better; ICVT 125 Fundamentals of Invasive Cardiovascular Technology and Electrophysiology with a final grade of "C" or better.

Pre- or co-requisite(s): ECHO 256 Anatomy and Physiology of The Heart with a final grade of "C" or better; ICVT 210 Principles of Invasive Cardiovascular Technology I with a final grade of "C" or better; ICVT 211 Invasive Cardiovascular Technology Clinic I with a final grade of "C" or better.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lab: 6

ICVT 220 Principles of Invasive Cardiovascular Technology II

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-requisite(s): ICVT 200 Introduction to Health Care with a final grade of "C" or better or equivalent experience; ICVT 210 Principles of Invasive Cardiovascular Technology I with a final grade of "C" or better; ICVT 211 Invasive Cardiovascular Technology Clinic I with a final grade of "C" or better.

Co-requisite(s): ICVT 221 Invasive Cardiovascular Technology Clinic II.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
ICVT 221 Invasive Cardiovascular Technology Clinic II

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-requisite(s): ICVT 200 Introduction to Health Care with a final grade of "C" or better or equivalent experience; ICVT 210 Principles of Invasive Cardiovascular Technology I with a final grade of "C" or better; ICVT 211 Invasive Cardiovascular Technology Clinic I with a final grade of "C" or better.

Co-requisite(s): ICVT 220 Principles of Invasive Cardiovascular Technology II.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 8

Contact Hours:
Lecture: 3
Lab: 18

ICVT 225 Electrophysiology Clinic II

This course introduces the student to interventional treatment of electrophysiology disturbances in cardiac patients.

Pre-requisite(s): ICVT 210 Principles of Invasive Cardiovascular Technology I with a final grade of "C" or better; ICVT 211 Invasive Cardiovascular Technology Clinic I with a final grade of "C" or better; ICVT 215 Electrophysiology Clinic I with a final grade of "C" or better.

Pre- or co-requisite(s): ICVT 220 Principles of Invasive Cardiovascular Technology II with a final grade of "C" or better.

Terms Offered: Spring

Offered Distance Learning: No

Credits: 2

Contact Hours:
Lab: 6

Italian

ITAL 100 Italian Language and Culture I

This course is designed to introduce the student to the Italian sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Italian culture. Classroom instruction is supplemented with exercises in the language laboratory. Recommendation: Primarily designed for students with no previous knowledge of Italian.

Lab fee will be required

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Foreign Language

Credits: 3

Contact Hours:
Lecture: 3

ITAL 101 Italian Language and Culture II

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(s): Primarily designed for students who have completed Italian I or no more than two years in high school.

Lab fee will be required

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Foreign Language

Credits: 3

Contact Hours:
Lecture: 3

Japanese

JAPN 100 Japanese Language and Culture I

This course is designed to introduce the student to the Japanese sound system and grammatical structure in an effort to give the student a basic understanding of the language, including listening comprehension, reading, speaking and writing skills. In addition to language skills, the course offers the student insight into Japanese culture. Classroom instruction is supplemented with exercises in the language laboratory. Recommendation: Primarily designed for students with no previous knowledge of Japanese.

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities

SUNY General Education Designation(s): Foreign Language
Credits: 3  
Contact Hours:  
Lecture: 3  

**JAPN 101 Japanese Language and Culture II**  
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(s): Primarily designed for students who have completed Japanese I.  
Lab fee will be required  
Terms Offered: Spring  
Offered Distance Learning: No  
Liberal Arts and Sciences Designation: Humanities  
SUNY General Education Designation(s): Foreign Language  
Credits: 3  
Contact Hours:  
Lecture: 3

**Lab Studies**

**LABR 170 Women at Work**  
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.  
*Terms Offered: Offered on demand*  
Offered Distance Learning: No  
Credits: 3  
Contact Hours:  
Lecture: 3

**LABR 175 Quality of Worklife**  
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.  
*Terms Offered: Offered on demand*  
Offered Distance Learning: No  
Credits: 3  
Contact Hours:  
Lecture: 3

**LABR 180 Labor History**  
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.  
*Terms Offered: Spring*  
Offered Distance Learning: No  
Liberal Arts and Sciences Designation: Social Science  
SUNY General Education Designation(s): American History, Humanities  
Credits: 3  
Contact Hours:  
Lecture: 3

**LABR 185 Labor Law**  
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.  
*Terms Offered: Fall, Spring*  
Offered Distance Learning: No  
Credits: 3  
Contact Hours:  
Lecture: 3

**LABR 190 Collective Bargaining**  
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.  
*Terms Offered: Spring*  
Offered Distance Learning: No  
Credits: 3
LABR 195 Contract Administration

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 205 Health and Safety in The Workplace

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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 210 Contemporary Labor Issues

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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 213 Labor and The Media

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.

Terms Offered: Offered on demand
Offered Distance Learning: No

LABR 215 Labor's Changing Role in The American Economy

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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 220 Union Leadership and Administration

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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 230 Intro to Industrial Hygiene

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-requisite(s): 1 unit academic math.
Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 250 Dispute Resolution
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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 253 Arbitration

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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 255 Public Sector Collective Bargaining

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.

Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 260 Occupational Safety and Health Law

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 265 Employment Discrimination and The Law

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 270 Public Sector Labor Law

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 275 New York Workers' Compensation Law

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours: Lecture: 3

LABR 281 Health Hazards Identification and Evaluation in The Workplace
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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 282 Safety Hazards Identification and Evaluation in The Workplace

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

LABR 283 Organizational Strategies for Occupational Safety and Health

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

Latin

LATN 100 Latin Language and Culture I

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

LATN 101 Latin Language and Culture II

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(s): LATN 100 Latin Language and Culture I or equivalent.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

Learning Assistance Center

LRAC 090 LAC/Reading and Study Skills Lab

This is an individually programmed service to improve student’s vocabulary, reading comprehension, reading rate,
LRAC 091 LAC/Math

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 0
Contact Hours: Lecture: 2

LRAC 092 Math Strategies for Essentials of Mathematics I

This is a supplemental hour of instructional support for students enrolled in designated sections of course MATH 099 Elementary Algebra I. Emphasis is placed on the study strategies needed for success in mathematics.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 0
Contact Hours: Lecture: 1

Mathematics

MATH 095 Basic Mathematics with Study Skills

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4ND
Contact Hours: Lecture: 4

MATH 099 Elementary Algebra I

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3ND
Contact Hours: Lecture: 3

MATH 100 Elementary Algebra II

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.

Pre-requisite(s): MATH 099 Elementary Algebra I.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
Credits: 3
MATH 105 Applied Technical Mathematics I

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. A scientific calculator is required for this course.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 106 Applied Technical Mathematics II

The following topics are covered with an emphasis on technical and industrial applications: right triangle trigonometry, solving oblique triangles, graphing, solving systems of linear equations and quadratic equations. A scientific calculator is required for this course.

Pre-requisite(s): MATH 105 Applied Technical Mathematics I.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 110 Intermediate Algebra

This course is a review of the principles of algebra and introductory trigonometry. Topics include operations with 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.

Pre-requisite(s): One course in algebra plus an additional course in geometry or algebra II at the high school or college level.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 120 Real World Mathematics

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-30xIIIS) and may include use of additional technology.

Pre-requisite(s): One course in algebra at the high school or college level.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 125 Mathematics for Teaching and Learning

This course is recommended for students entering any teaching field involving mathematics, including early childhood, childhood, middle childhood, and adolescent education. It emphasizes the mathematics treatment of the fundamental concepts of problem solving, reasoning, arithmetic, numeration systems, number theory, and developmentally appropriate strategies and activities as they relate to the current learning standards in mathematics. Appropriate uses of technology will be incorporated.

Pre-requisite(s): One course in algebra at the high school or college level.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 130 Mathematical Structures

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(s): One course in algebra plus an additional course in geometry or algebra II at the high school or college level.
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 132 Math for Health Science

This course emphasizes mathematical fundamentals and their application to health science. Topics may include, but are not
limited to: pre-algebra, geometry, body mass index and surface area, 24-hour time, drug dosages, weights and measures, IV drip rates, conversions, illustrations of syringes, prescriptions, medication labels, and IV bags, the metric system, ratio and proportion and dosage calculations. Students will practice real-life health care skills that require mathematics. A scientific calculator is required and will be discussed at the first class.

Pre-requisite(s): One course in algebra at the high school or college level

Terms Offered: Fall, Spring

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Mathematics

SUNY General Education Designation(s): Mathematics

Credits: 4

Contact Hours:

Lecture: 4

MATH 135 Elementary Statistics

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 Elementary Statistics and BADM 220 Statistics.

Pre-requisite(s): One course in algebra at the high school or college level.

Terms Offered: Fall, Spring

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Mathematics

SUNY General Education Designation(s): Mathematics

Credits: 4

Contact Hours:

Lecture: 4

MATH 150 College Algebra with Trigonometry

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 170 Precalculus or MATH 165 Basic Calculus with Analytic Geometry.

Pre-requisite(s): One course in algebra plus an additional course in geometry or algebra II at the high school or college level.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

MATH 165 Basic Calculus with Analytic Geometry

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 in class.

Pre-requisite(s): MATH 150 College Algebra with Trigonometry or equivalent.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Mathematics

SUNY General Education Designation(s): Mathematics

Credits: 4

Contact Hours:

Lecture: 4

MATH 170 Precalculus

This course explores the study of algebraic and transcendental functions and their graphs, complex numbers, and applications of these concepts.

NOTE: A graphing calculator may be required and will be discussed in class.

Pre-requisite(s): Three math courses including at least two courses in algebra at the high school or college level.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Mathematics

SUNY General Education Designation(s): Mathematics

Credits: 4

Contact Hours:

Lecture: 4

MATH 178 Honors Mathematical Reasoning and Applications

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 track of the Liberal Arts and Science Program or by permission of department chair.
MATH 180 Calculus I

Topics covered include but are not limited to: limits, continuity, differentiation and integration of elementary functions (including transcendental), with applications to curve sketching, optimization problems, related rates, area under a curve problems, and solutions to elementary differential equations.  

NOTE: A graphing calculator may be required and will be discussed in class.

Pre-requisite(s): MATH 170 Precalculus or the equivalent.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 4
Contact Hours:
Lecture: 4

MATH 183 Discrete Mathematics

This course is designed for math-science and computer science majors to discuss many topics applicable to their field of study, but can also be beneficial to engineering science majors. Topics include: set theory, logic, methods of proof, relations, functions, partial order, equivalence relations, lattices, Boolean algebra, graph theory, and predicate calculus.

Pre- or co- requisite(s): MATH 180 Calculus I.
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 4
Contact Hours:
Lecture: 4

MATH 190 Calculus II

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 in class.

Pre-requisite(s): MATH 180 Calculus I.
Terms Offered: Fall, Spring, Summer

MATH 200 Linear Algebra

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 in class.

Pre- or co- requisite(s): MATH 180 Calculus I.
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 3
Contact Hours:
Lecture: 3

MATH 205 Mathematical Statistical Analysis

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-requisite(s): MATH 176, Calculus with Precalculus II or MATH 180 Calculus I.
Pre- or co- requisite(s): MATH 190 Calculus II.
Terms Offered: Offered on demand
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Mathematics
SUNY General Education Designation(s): Mathematics
Credits: 4
Contact Hours:
Lecture: 4

MATH 210 Calculus III: Multivariable Calculus with Linear Algebra

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 in class.

**Pre-requisite(s):** MATH 190 Calculus II.  
**Terms Offered:** Fall, Spring, Summer  
**Offered Distance Learning:** Yes  
**Liberal Arts and Sciences Designation:** Mathematics  
**SUNY General Education Designation(s):** Mathematics  
**Credits:** 4  
**Contact Hours:**  
Lecture: 4

### MATH 220 Calculus IV: Differential Equations

**Mechanical Engineering Technology**

### MECT 100 Interpreting Engineering Drawings

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.  

**Lab fee will be required**  
**Terms Offered:** Fall, Spring  
**Offered Distance Learning:** No  
**Credits:** 3  
**Contact Hours:**  
Lecture: 2  
Lab: 3

### MECT 105 Engineering Materials

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-requisite(s):** MATH 105 Applied Technical Mathematics I or MATH 150 College Algebra with Trigonometry.  
**Lab fee will be required**  
**Terms Offered:** Fall, Spring  
**Offered Distance Learning:** No  
**Credits:** 4  
**Contact Hours:**  
Lecture: 3  
Lab: 3

### MECT 115 Computer Graphic Applications

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.  

**Term Offered:** Spring  
**Offered Distance Learning:** No  
**Credits:** 3  
**Contact Hours:**  
Lecture: 1  
Lab: 4

### MECT 120 Manufacturing Processes

This course will cover the construction, purpose and operation of all standard machine tools and special high-production type machine tools and include a survey of their primary processes. Laboratory sessions will include demonstration and use of various manufacturing process equipment.  

**Lab fee will be required**  
**Terms Offered:** Spring  
**Offered Distance Learning:** No  
**Credits:** 3  
**Contact Hours:**  
Lecture: 2  
Lab: 3

### MECT 125 Statics and Dynamics

Topics covered include: basic methods for solving first-order and higher-order differential equations with emphasis on linear vs non-linear. Modeling is presented. LaPlace Transforms are developed and used to solve differential and integral equations. Linear systems of differential equations are solved using Eigenvector analysis. Power series as solutions to differential equations are discussed. Optional topics may include, but are not limited to, Fourier Series and Partial Differential Equations.  

**NOTE:** A graphing calculator may be required and will be discussed in class.  
**Pre-requisite(s):** MATH 210 Calculus III: Multivariable Calculus with Linear Algebra.  
**Terms Offered:** Fall, Spring, Summer  
**Offered Distance Learning:** No  
**Liberal Arts and Sciences Designation:** Mathematics  
**SUNY General Education Designation(s):** Mathematics  
**Credits:** 4  
**Contact Hours:**  
Lecture: 4
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-requisite(s):** MATH 150 College Algebra with Trigonometry or higher-level math with a grade of "C" or higher.

**Co-requisite(s):** PHYS 135 Technical Physics I.

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 3

## MECT 130 Electricity

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.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
- Lecture: 2
- Lab: 2

## MECT 210 Industrial Instrumentation

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(s):** PHYS 136 Technical Physics II and MECT 130 Electricity or permission of instructor.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 2

## MECT 215 Statistical Quality and Process Control

This course will provide an overview of topics in quality and process control, including problem solving techniques, statistical method and quality management practices. Topics covered include Total Quality Management (TQM) principles, ISO 9000, Failure Mode Effects and Analysis (FMEA), cause and effect analysis, statistical methods including histograms, distributions, measures of dispersion, probability, and the application and use of control charts.

**Pre-requisite(s):** MATH 150 College Algebra with Trigonometry.

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 3

**Contact Hours:**
- Lecture: 2
- Lab: 2

## MECT 225 Strength of Materials

Strength of Materials deals with the relationship between forces applied to bodies and the resulting stresses and deformations. It involves the determination of proper sizes to satisfy strength and deformation requirements. The lecture is supplemented by problem solving sessions. In the laboratory, students perform ASTM testing and reporting on a chosen material, after which they design and construct a product to perform to given requirements using that material. Included in the course are data acquisition, analysis, and presentation methods using the latest software packages. Contact the Civil, Construction, Industrial and Mechanical Technologies department to confirm current software.

**Pre-requisite(s):** MATH 165 Basic Calculus with Analytic Geometry; MECT 105 Engineering Materials; MECT 125 Statics and Dynamics with a grade of "C" or higher.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 3

## MECT 230 Introduction to Computer Aided Manufacturing

In this hands-on course, students will utilize learned skills within a team-based environment to create and present a cumulative project that incorporates design, engineering documentation, analysis and production. Students will utilize several computer-based technologies including solid modeling design software, rapid prototyping, CNC machine tools and other systems, as available.

**Pre-requisite(s):** MECT 120 Manufacturing Processes.
Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3

Contact Hours:
Lecture: 2
Lab: 3

MECT 240 Design of Machine Elements

Kinematics and dynamics as related to industrial machinery. Theory will be applied during the laboratory. The creation,

Marketing

MKTG 120 Principles of Marketing

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.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3

MKTG 125 Honors Principles of Marketing

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. Students will enrich their academic experience by applying theories and material learned in the course to a specific business project. Open only to students enrolled in the Business- Business Administration Honors Advisement Track.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3

MKTG 200 Advertising

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.

Terms Offered: Fall, Spring, Summer

MKTG 210 Digital Marketing

Students will gain a working knowledge of the principles related to marketing and selling products and services in the ever-changing, dynamic, digital environment. This course will provide an introduction to the use and application of digital communication tools, and students will learn applicable marketing strategies and tactics. Topics to be covered include social media, mobile marketing, email marketing, content marketing, pay-per-click, search engine optimization, conversion optimization and analytics.

Pre-requisite(s): MKTG 120 Principles of Marketing.

Pre- or co- requisite(s): CISS 135 Information Design and Content Management.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3

MKTG 212 Human Resource Management

A study of personnel policies and activities. Procuring, testing, training, remuneration, union-management relationships, activities and functions of the human resources department covered.

Terms Offered: Fall, Spring

Offered Distance Learning: Yes

Credits: 3

Contact Hours:
Lecture: 3

MKTG 214 Selling and Sales Management

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.

Terms Offered: Offered on demand
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

MKTG 216 Small Business Management

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

MKTG 240 Business Ethics

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

MKTG 295 Marketing Management and Strategy

Students will be provided with a comprehensive framework for creating and implementing competitive marketing strategies that achieve organizational objectives and build competitive advantage. Students will apply the knowledge and comprehension they have acquired in general marketing, digital marketing and computer information courses.

Pre-requisite(s): MKTG 210 Digital Marketing.

Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

Mortuary Science

BRVT 205 Funeral Service Counseling

This course offers a survey of counseling techniques as well as an overview of the functions of the counselor. Students will learn basic counseling skills to help plan and facilitate personalized funerals and memorial services and their role in planning a meaningful end-of-life tribute for loved ones.

Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

MTSC 100 Funeral Service Orientation

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.

Terms Offered: Fall, Spring

MTSC 105 Burial Customs

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.

Terms Offered: Fall, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3
MTSC 120 Hygiene and Sanitary Science

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(s): MTSC 134 Anatomy.
Co-requisite(s): MTSC 130 Embalming Theory and Practice I.
Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

MTSC 130 Embalming Theory and Practice I

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-requisite(s): MTSC 134 Anatomy.
Co-requisite(s): MTSC 120 Hygiene and Sanitary Science.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 4

MTSC 134 Anatomy

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. Open only to matriculated Mortuary Science students.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

MTSC 207 Funeral Service Grief and Counseling

This required course for all Mortuary Science students will explain current concepts in grief, bereavement and counseling techniques used by the funeral director with the bereaved. It will explore death and dying issues as they relate to children, adolescents, the middle aged and the elderly as well as unique grief situations found in sudden deaths, suicide, disaster, SIDS, and others. The basic skills of funeral service counseling will be explored. Open only to matriculated Mortuary Science students

Pre-requisite(s): PSYC 100 General Psychology.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

MTSC 210 Funeral Service Management

Funeral Service Management is designed to introduce the student to the basic principles of management. The curriculum is divided into two main sections. The first covers general management technique and theory. The second section examines specific areas of funeral service and management guidelines for those areas. This course focuses upon the responsibilities and functions of a manager, with special emphasis on managerial guidelines specific to funeral service including a discussion of business and financial 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 and accounts receivable. Open only to matriculated Mortuary Science students.

Pre-requisite(s): MKTG 216 Small Business Management.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

MTSC 215 Funeral Directing and Merchandising

This course introduces the student to the role of the funeral director, specifically in educating the families they serve of the various choices they have available. The curriculum is divided into two main sections. The first half of the course covers: basic services performed by the funeral director from first call to final disposition of the deceased; survey of ceremonies and procedures of various religious, fraternal and other organized groups; interprofessionals relationships with clergy, medical personnel and public agencies; the dual role of the funeral director as an effective caregiver and manager; business, social and ceremonial etiquette. The second half of the curriculum examines caskets, outer burial containers, and other funeral related products, methods of purchasing, pricing, display, and sale of funeral merchandise. Open only to matriculated Mortuary Science students.

Pre-requisite(s): BADM 200 Business Communications, BADM 110 Legal and Ethical Environment of Business I (Business Law I), MTSC 210 Funeral Service Management.
Co-requisite(s): ACTG 100 Applied Accounting.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: Yes
MTSC 220 Pathology

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(s): MTSC 230 Embalming Theory and Practice II.
Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3
Lab: 4

MTSC 225 Restorative Art

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(s): MTSC 130 Embalming Theory and Practice I.
Co-requisite(s): MTSC 230 Embalming Theory and Practice II.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

MTSC 226 Color and Cosmetics

Instruction covers every aspect of the knowledge and skills necessary to carry out the application of cosmetics. The importance and use of color in its application to restorative art and funeral services is studied, including the Prang System of color combinations and harmonies both in pigments and illumination. Open only to matriculated Mortuary Science students.
Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 2
Contact Hours:
Lecture: 2

MTSC 230 Embalming Theory and Practice II

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(s): MTSC 130 Embalming Theory and Practice I.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 4

MTSC 250 Pre-Professional Mortuary Seminar

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.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

MTSC 260 Grieving Adolescents

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.
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

MTSC 261 Grieving Children

This course focuses on the special needs of children who are grieving because of any loss. Loss is presented as part of attachment theory and is broadly defined. This course is designed to help teachers, parents, nurses, clergy, and all other caregivers to be more effective in enabling children to grieve.
Terms Offered: Fall, Spring
Offered Distance Learning: No
MTSC 262 Understanding Grief and Loss for Helping Professionals

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.  
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours: Lecture: 1

Music

MUSC 100 Music Appreciation I

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.  
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours: Lecture: 3

MUSC 101 Music Appreciation II

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.  
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours: Lecture: 3

MTSC 270 Mortuary Law

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(s): BADM 110 Legal and Ethical Environment of Business I (Business Law I).
Terms Offered: Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours: Lecture: 3

MUSC 105 The History of Jazz

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.  
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities
Credits: 3
Contact Hours: Lecture: 3

MUSC 106 The History of Rock and Roll

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.  
Terms Offered: Fall, Spring
Offered Distance Learning: No
MUSC 110 Music in World Cultures

This course examines how the music of diverse world cultures is inseparable from their respective communities: their history, ideas, languages, social behavior, economies, religion, ethnicities, and material culture. Students are introduced to music cultures through an analysis of rhythm, meter, melody and harmony. No prior knowledge of music is required.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes

Natural Science

NSCI 250 Honors Natural Science

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 track of the Liberal Arts and Science Program or by permission of department chair.

Pre-requisite(s): BIOL 150 General Biology I or CHEM 110 General Chemistry I or PHYS 140 General Physics I or higher.
Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

Nursing

NURS 100 Foundations of Nursing

This is a required course for all beginning nursing students. This course begins its focus on orientation, campus resources, rules and regulations, study habits, professional behaviors and changes as they occur in the field of nursing. Foundations of the profession of nursing are examined through concepts, principles, exploration of nursing history, nursing roles, educational, legal and ethical basis for practice. Open only to matriculated Nursing students.

Co-requisite(s): NURS 101 Nursing I.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

NURS 101 Nursing I

The course introduces the study of human dynamics in health and illness. Focus is placed on the theory of stress-adaption within the intrapersonal, interpersonal and social systems. Fundamental nursing principles and techniques necessary for basic patient care are introduced in clinical settings. Unsatisfactory application of theory in the clinical laboratory experience will result in student failing the course. Successful completion of the course is required for entrance into NURS 102. Open only to matriculated Nursing students.

Co-requisite(s): NURS 100 Foundations of Nursing and NURS 105 Bridging Education and Practice Simulation I.
Pre- or co- requisite(s): ENGL 101 English Composition I; BIOL 205 Microbiology; BIOL 270 Anatomy and Physiology I.
Lab and course fees will be required

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lab: 2
Other: 6

NURS 102 Nursing II

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-requisite(s): NURS 101 Nursing I and NURS 105 Bridging Education and Practice Simulation I.
Co-requisite(s): NURS 106 Bridging Education and Practice Simulation II.

NURS 106 Bridging Education and Practice Simulation II

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 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-requisite(s): NURS 101 Nursing I and NURS 105 Bridging Education and Practice Simulation I.
Co-requisite(s): NURS 106 Bridging Education and Practice Simulation II.

NURS 105 Bridging Education and Practice Simulation I

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.

NURS 105 Pharmacology

This course will provide information for safe, effective care related to pharmacology. This course covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes.

NURS 201 Nursing III

Principles of human dynamics in relation to loss are studied. Emphasis on nursing care is on the person experiencing loss in the intrapersonal, interpersonal and social systems. Clinical experience is provided in general hospitals, public and private agencies. Unsatisfactory application of the theory in the clinical laboratory experience will result in student failing the course. Successful completion of the course is required for entrance into NURS 202 Nursing IV. Open only to matriculated Nursing students.

Pre-requisite(s): NURS 102 Nursing II and NURS 106 Bridging Education and Practice Simulation II.
Co-requisite(s): NURS 205 Bridging Education and Practice Simulation III.

NURS 202 Nursing IV

Principles of human dynamics during crisis situations are studied. Emphasis is on crisis theory and techniques in complex nursing situations. A weekly seminar focuses on
personal crisis management. Such topics as role change from student to graduate and moral, legal and ethical nursing dilemmas are discussed. Clinical experience is provided in maternity, psychiatric and other specialized units of general hospitals, public and private settings. Unsatisfactory application of theory in the clinical laboratory experience will result in student failing the course. Open only to matriculated Nursing students.

**Pre-requisite(s):** NURS 201 Nursing III and NURS 205 Bridging Education and Practice Simulation III.

**Co-requisite(s):** NURS 206 Bridging Education and Practice Simulation IV.

**Pre- or co- requisite(s):** Humanities elective.

Lab and course fees will be required

**Terms Offered: Spring**

**Offered Distance Learning: No**

**Credits: 9**

**Contact Hours:**

Lecture: 2
Lab: 14
Other: 3

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**NURS 205 Bridging Education and Practice Simulation III**

This course is designed around the work of Christine Tanner and Patricia Benner from a competent to proficient framework. The focus is on the student being able to notice, interpret and respond to complex problems leading to physical or psychological losses. This course will provide simulations that give students practice in planning and coordinating multiple, complex patient care demands. This course is built on the information and skills from NURS 102 and NURS 106. This interactive course utilizes simulation and case studies, computerized testing and practice, didactic, debriefing and online discussions. Open only to matriculated nursing students.

**Pre-requisite(s):** NURS 201 Nursing III and NURS 205 Bridging Education and Practice Simulation III.

**Co-requisite(s):** NURS 202 Nursing IV.

Lab fee will be required

**Terms Offered: Spring**

**Offered Distance Learning: No**

**Credits: 1**

**Contact Hours:**

Lab: 2

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**Public Administration Studies**

**PADM 100 Introduction to Public Administration**

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.

**Terms Offered: Fall**

**Offered Distance Learning: Yes**

**Credits: 3**

**Contact Hours:**

Lecture: 3

**PADM 130 Legal Issues for Animal Control**

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.

**Terms Offered: On Demand**

**Offered Distance Learning: Yes**

**Credits: 3**

**Contact Hours:**

Lecture: 3

**PADM 132 Shelter and Rescue Management**

This course will examine shelter and rescue regulations and policies, facility design and function, as well as shelter/ rescue animals' needs.

**Terms Offered: On Demand**

**Offered Distance Learning: Yes**

**Credits: 3**

**Contact Hours:**

Lecture: 3

**PADM 133 Introduction to Animal Advocacy**

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This course will analyze the various facets of advocating for animals from the perspectives of both welfare and rights at local, national and global levels. The basics of advocacy, as well as advocacy techniques, will be discussed.

**Terms Offered:** On Demand  
**Offered Distance Learning:** Yes

**Credits:** 3  
**Contact Hours:**  
Lecture: 3

### PADM 135 Animal Policy Seminar I

This seminar-based course explores contemporary issues in animal policy. The seminar will provide an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.  

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No

**Credits:** 1  
**Contact Hours:**  
Lecture: 1

### PADM 136 Animal Policy Seminar II

This seminar-based course explores contemporary issues in animal policy. The seminar will provide an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.  

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No

**Credits:** 2  
**Contact Hours:**  
Lecture: 2

### PADM 137 Animal Policy Seminar III

This seminar-based course explores contemporary issues in animal policy. The seminar will provide an in-depth understanding of a chosen topic. The particular area of focus will be announced each term.  

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No

**Credits:** 3  
**Contact Hours:**  
Lecture: 3

### PADM 180 Principles of Supervision

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.  

**Terms Offered:** Fall  
**Offered Distance Learning:** Yes

**Credits:** 3  
**Contact Hours:**  
Lecture: 3

### PADM 205 Public Personnel Administration

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.  

**Terms Offered:** Spring  
**Offered Distance Learning:** Yes

**Credits:** 3  
**Contact Hours:**  
Lecture: 3

### PADM 210 Labor Relations

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.  

**Terms Offered:** Fall  
**Offered Distance Learning:** Yes

**Credits:** 3  
**Contact Hours:**  
Lecture: 3

### PADM 220 Courts, Justice and Public Administration

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(s):** PADM 100 Introduction to Public Administration or POLS 105 American National Government or POLS 110 State and Local Government.  
**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No

**Liberal Arts and Sciences Designation:** Social Science

**Credits:** 3  
**Contact Hours:**  
Lecture: 3

### PADM 230 Public Policy and Domestic Violence

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.

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**PADM 235 Lobbying and Legislation for Animal Policy**

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 issues. This course requires a basic knowledge of animal policy and legal issues.  
**Pre- or co- requisite(s):** PADM 238 Animal Law II.  
**Terms Offered:** Spring  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**PADM 236 Animal Abuse, Interpersonal Violence and The Justice System**

A strong connection has been documented between animal abuse and interpersonal and/or family violence. This course will provide students with an opportunity to learn about why this connection exists and how to address it within the criminal justice system. Definition, statistics, warning signs, theories and possible solutions to the problem will be critiqued and examined.

**Terms Offered:** Fall  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**PADM 237 Animal Law I**

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 anticruelty laws, animal fighting, the social movement of animals in the legal system, and constitutional issues raised in cases involving animals.

**Terms Offered:** Fall  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**PADM 238 Animal Law II**

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(s):** PADM 237 Animal Law I.  
**Terms Offered:** Spring  
**Offered Distance Learning:** Yes  
**Credits:** 3  
**Contact Hours:**  
Lecture: 3

**PADM 240 Public Affairs Seminar I**

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.

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No  
**Credits:** 1  
**Contact Hours:**  
Lecture: 1

**PADM 241 Public Affairs Seminar II**

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.

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No  
**Credits:** 2  
**Contact Hours:**  
Lecture: 2

**PADM 242 Public Affairs Seminar III**

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.

**Terms Offered:** Offered on demand  
**Offered Distance Learning:** No
Physical Education

PHED 100 Beginning Ice Skating

This course is designed to teach the student to understand the principles and mechanics of basic ice skating; to become familiar with the terms associated with the activity; and, to achieve a degree of competency in the skills outlined in the topical outline.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3

Contact Hours:

Lecture: 3

PHED 131 Tennis/Volleyball

This course is designed to teach the basic skills necessary to enjoy playing tennis and volleyball; to teach the rules and basic strategies of each activity; to develop an appreciation of the values of physical exercise and to show how each activity contributes to the overall well being of each student.

Terms Offered: Fall

Offered Distance Learning: No

Credits: 1

Contact Hours:

Lecture: 1

PHED 132 Weight Training I

This is an introductory weight training class designed to enhance student physical fitness with progressive resistance exercise. Students will practice traditional approaches to weight training utilizing the Universal Gym along with selected Life Fitness apparatus.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 1

Contact Hours:

Lecture: 2

PHED 133 Volleyball

This course is designed to teach the basic skills necessary to enjoy playing volleyball; to teach the rules and basic strategy of volleyball; to develop an appreciation of the values of physical exercise and to show how volleyball contributes to the overall well being of each student.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 1

Contact Hours:

Lecture: 2

PHED 134 Basketball

This course is designed to allow the student to experience the basic fundamentals as they relate to both current philosophies and carryover aspects of basketball. Overall, each student will be encouraged to further his/her skills, appreciation of, and interest in basketball by taking an active part during class sessions.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 1

Contact Hours:

Lecture: 2

PHED 136 Beginning Golf

This course is designed to provide students with the knowledge, terminology, rules, etiquette, skills and safety precautions involved in the game of golf and to develop a carry over appreciation for the game of golf as a lifetime, leisure time recreational activity.

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 1

Contact Hours:

Lecture: 2

PHED 138 Aerobic Dancercise

This course is designed to teach the student to know and understand his/her physical make-up and potential; tone and stretch; adjust intensity; target heart rate; to understand and know what is meant by aerobic fitness; to develop needed endurance, strength, coordination, flexibility and balance; and, to establish a reason for continued exercise.

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 1

Contact Hours:

Lecture: 2

PHED 139 Racquetball

This course is designed to teach the basic skills necessary to enjoy playing racquetball; to teach the rules and basic strategy of racquetball; to develop an appreciation of the values of
physical exercise and to show how racquetball contributes to the overall well being of each student.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 141 Weight Training/Personal Fitness

This course is designed to teach the basic fundamentals of weight training. In addition, the students will earn the components and principles of physical fitness. The student will also take part in various fitness assessments to develop a personal fitness program and assess their progress.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 142 Physical Conditioning/Self Defense

This course is designed to teach the training methods necessary to enjoy physical conditioning and self-defense; to teach skills and basic strategies of these; to develop an appreciation of the values of exercise and to show how these activities contribute to the overall well being of each student.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 144 Weight Lifting

This course is designed to introduce students to safely develop an understanding of and proficiency in the activities of free-weight lifting. The methods and safety procedures, along with the value of weightlifting in maintaining and/or improving an individual's fitness level will be stressed. Various training systems will be introduced to emphasize strength, power, hypertrophy, and muscular endurance.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 145 Adventure

This course is designed to be an active, moving, and fun-filled experience. This is an experimental learning process and will include the following types of activities: 1) Ice breakers; 2) Initiatives; 3) Trust; 4) Problem solvers; and, 5) high and low ropes.

PHED 146 Lifetime Fitness and Wellness

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 148 Aerobic Boxing

Aerobic boxing is a course which will give the student both the knowledge and the hands-on experience of boxing technique and conditioning. Students will receive instruction on the boxing stance, jab, cross, hook, body shots, and combinations. Students will also gain extensive experience in using boxing equipment and training techniques including the heavy bag, speed bag, shadow boxing, jump rope, punch mitts and calisthenics.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 149 Circuit Fitness

This course will provide the student with a variety of fitness exercises designed to strengthen muscles and improve cardiovascular fitness. Each station will be comprised of an exercise that will be done for a specific period of time. Students will move from one exercise to the next until the circuit is complete. Since this course is strenuous, it is intended for individuals who are currently involved in some form of fitness training (e.g. weight training, step aerobics, running, jogging, etc.).

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
PHED 150 Fitness Walking

This course will give the student a practical understanding of the cardiovascular fitness acquired by walking. Participation in the class will enhance the student's understanding of the benefits of participating in a balanced aerobic fitness program, utilizing walking as the primary activity.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 154 Pickle Ball/Table Tennis

This course is designed to cover the basic rules, skills and playing strategies of Pickle-Ball and Table Tennis.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 155 Introduction to Geocaching

Geocaching is an outdoor recreational activity where individuals use Global Positioning System (GPS) techniques to "hide" and "seek" containers. This course will introduce students to this activity which combines basic orienteering, hiking, and technology with the adventure of an outdoor treasure hunt. The word Geocaching refers to GEO for geography and to CACHING, the process of hiding items in an inconspicuous location. Using a navigation device and a set of coordinates, students will attempt to find geocaches at different locations within their local area. Basic orienting, directional navigation, geocaching terminology and hiking etiquette will be covered. Students must possess or have access to a smartphone prior to enrolling in the course and be willing to download a fee-based application once enrolled.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 1
Contact Hours:
Lecture: 2

PHED 156 Flag Football/Cross-Training

This course covers introductory rules, fundamental skills, trends and strategies in flag football and cross-training. Cross-training activities may include but are not limited to: plyometrics, core conditioning, weight training, interval training, basketball, and flexibility exercises.

Terms Offered: Fall, Spring

PHED 157 Tennis/Table Tennis

This course will focus on the development of tennis and table tennis skills, knowledge of rules, strategies and positional elements of the game(s) for beginners and future educators.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lab: 2

PHED 158 Soccer

This course will focus on the development of soccer skills, knowledge of rules, small group/team tactics and positional elements of the game for beginners and future educators.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lab: 2

PHED 159 Zumba

Zumba mixes body sculpting movements with dance steps derived from cumbia, merengue, salsa, reggeaton, hip hop, mambo, rumba, flamenco, calypso and salsation. The class will focus on aerobic interval training with a combination of fast and slow rhythms. The movements involved are meant to target the glutes, legs, arms, abdominals and the heart. Zumba is meant for all fitness levels, and there is no need for an prior dance experience.

Terms Offered: Fall, Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 2

PHED 160 Fitness Infusion

This course introduces students to current and special interest fitness activities and trends that they may not otherwise experience. It exposes students to different and exciting activities that promote healthier lifestyles. Course activities will vary each semester based on current popular trends in the fitness industry.

Terms Offered: Fall, Spring
Credits: 1
Contact Hours:
Lecture: 2
PHED 170 Soccer/Badminton

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.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 1
Contact Hours:
Lecture: 3

PHED 171 Physical Exercise/Track and Field

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 1
Contact Hours:
Lecture: 3

PHED 180 Intro to Physical Education

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

PHED 205 Cuing Concepts for Fitness Specialists

This course will examine the fundamental anatomical techniques used in the fitness industry for the purpose of demonstrating and cuing proper body movements for clients served in a variety of settings. The course is designed for the student to be an active participant and to be able to safely demonstrate proper form as well as recognize improper form. At the conclusion of the course, students will be able to properly cue clients in several fitness categories including balance, agility, core work, plyometrics, speed, strength and stretching utilizing any number of modalities such as free weights, cable systems, full body, kettle bells, weight machines and aerobic equipment.

Terms Offered: Fall, Spring
Offered Distance Learning: No

PHED 236 Intermediate Golf

This course is designed to assist the intermediate golfer, improve various skills in the golf game.

Lab fee will be required

Terms Offered: Spring
Offered Distance Learning: No

Credits: 1
Contact Hours:
Lecture: 2

PHED 248 Advanced Aerobic Boxing

This course will give the student advanced training in boxing conditioning and technique. Students will train to improve their cardiovascular and muscular endurance at an advanced level. They will learn advanced training techniques with the heavy bag, speed bag, jump rope, punch mitts and equipment they became familiar with in the Aerobic Boxing class. This is a non-contact course designed to be a continuation of the basic Aerobic Boxing class.

Pre-requisite(s): PHED 148 Aerobic Boxing or permission of instructor.

Lab fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No

Credits: 1
Contact Hours:
Lab: 2

PHED 250 Physical Fitness Conditioning

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 1
Contact Hours:
Lecture: 2

PHED 270 Elementary and Secondary Games

This course is designed to provide future physical education teachers with the knowledge and techniques to teach games to elementary and secondary students.

Terms Offered: Fall, Spring
PHED 280 Introduction to Sports Medicine

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 in the practice of licensed professions regarding evaluation, treatment and athletic rehabilitation in a sports medicine setting.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

Philosophy

PHIL 100 Intro to Philosophy

This course introduces students to the field of philosophy by studying and discussing some of the most important works of classical Western philosophical thought. Emphasis is placed on the metaphysical, epistemological, social/political and ethical teachings of the ancient Greeks (especially Socrates, Plato and Aristotle), while relating these teachings to those of medieval and modern philosophers. The power of these philosophical teachings to benefit the present-day approach to issues and questions is stressed.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

PHIL 110 Comparative Religion

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

PHIL 120 Existentialism

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

PHIL 265 Honors Ideas Past and Present

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 has shaped the power of ideas emanating from both the past and the present. Open to students enrolled in the Liberal Arts & Science Honors Track or by permission of department chair.

Terms Offered: On Demand
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Humanities
Credits: 3
Contact Hours:
Lecture: 3

Physics

PHYS 095 Foundations of Physics I

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.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 096 Foundations of Physics II

In a continuation of PHYS 095, Foundations of Physics I, the student will investigate DC electricity, magnetism, and the spectrum of electromagnetic waves. In addition, the student will learn about some of the more recent physical phenomena such as radioactivity, x-rays, the photoelectric effect, fission, fusion and the present day applications of each of these. Credits earned in this course may not be applied toward an associate degree.

Lab fee will be required
Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 100 Physical Science

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 2
Other: 1

PHYS 105 Introduction to Astronomy

This course 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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3

PHYS 110 Physics for The Health Sciences

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2
PHYS 115 Physics

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.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 135 Technical Physics I

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(s): MATH 150 College Algebra with Trigonometry.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 136 Technical Physics II

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, magnetism, and selected topics in modern physics.

Pre-requisite(s): PHYS 135 Technical Physics I and MATH 150 College Algebra with Trigonometry.
Pre- or co-requisite(s): MATH 165 Basic Calculus with Analytic Geometry.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4

PHYS 140 General Physics I

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(s): MATH 170 Precalculus.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 141 General Physics II

A continuation of PHYS 140 General Physics I. Topics include: thermodynamics, electricity, magnetism, and modern physics.

(Formerly entitled Physics II.)

Pre-requisite(s): PHYS 140 General Physics I.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 143 Introduction to Meteorology

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
PHYS 145 Introductory Geology

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.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science

Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 146 Evolution of The Earth

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(s): PHYS 145 Introductory Geology.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science

Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 150 Physics I

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(s): MATH 180 Calculus I.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science

Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

PHYS 151 Physics II

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(s): PHYS 150 Physics I.
Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science

Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

PHYS 210 Fundamentals of GIS

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(s): MATH 150 College Algebra with Trigonometry.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science

Credits: 4
Contact Hours:
Lecture: 3
Lab: 2
PHYS 240 Atmospheric Structure and Circulation

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(s): MATH 180 Calculus I and PHYS 150 Physics I.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PHYS 250 Physics III

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(s): PHYS 151 Physics II.
Pre- or co- requisite(s): MATH 210 Calculus III: Multivariable Calculus with Linear Algebra.
Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

PHYS 251 Modern Physics

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(s): PHYS 250 Physics III.
Pre- or co- requisite(s): MATH 220 Calculus IV: Differential Equations.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
SUNY General Education Designation(s): Natural Science
Credits: 4
Contact Hours:
Lecture: 3
Lab: 3

PHYS 252 Methods of Theoretical Physics

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(s): PHYS 250 Physics III.
Pre- or co- requisite(s): MATH 220 Calculus IV: Differential Equations.
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Science
Credits: 4
Contact Hours:
Lecture: 4

PHYS 255 Research Reading in Physics

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-requisite(s): PHYS 250 Physics III (Fall Semester) and PHYS 251 Modern Physics (Spring Semester).
Terms Offered: Offered on demand
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

PHYS 256 Experimental Research in Physics

An independent laboratory course for mathematics or physical science majors who are taking PHYS 250 Physics III or PHYS 251 Modern Physics 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-requisite(s): PHYS 250 Physics III (Fall Semester) and PHYS 251 Modern Physics (Spring Semester).

Political Science

POLS 100 Introduction to Political Science

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. 

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

POLS 101 Introduction to International Politics

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. 

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

POLS 102 Introduction to Political Theory

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. 

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Western Civilization
Credits: 3

POLS 105 American National Government

An in-depth examination of the principles, procedures, institutions and theories of American National Government. 

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): American History, Social Science
Credits: 3
Contact Hours:
Lecture: 3

POLS 110 State and Local Government

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. 

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Credits: 3
Contact Hours:
Lecture: 3

POLS 200X Internship in Politics and Government

Students will gain practical experience in the policy-making process through approved internships in government institutions or related organizations. This course may be repeated for credit provided students participate in different internship placements. The course is typically offered for four (4) credits but students may earn up to 6 credits under certain circumstances with permission of faculty. 

Specific courses include:
200A State Government Internship
200B Government Research Internship
200C Federal Government Internship
200D Local/Other Government Internship
Pre-requisite(s): POLS 100 Introduction to Political Science or POLS 105 American National Government or POLS 110 State
POLS 205 Mass Media and American Politics

What impact does "fake news" have on political campaigns, elections, and governing? How does it impact democracy and the functioning of government? This course examines these questions and many others about the political influence of the American news media and the relationship between the media and the American political system. We'll explore the major roles of the media today in providing news, informing voters, shaping public opinion, and influencing public policy. We'll also look at how government officials use the media to both campaign and govern. Some attention will be devoted to government regulation of the media, the constitutional protection of a free press, and ethical issues concerning the media in the political environment.

Terms Offered: Fall
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Sciences
Credits: 4
Contact Hours:
Lecture: 1
Other: 15

POLS 215 Current Issues in Politics

This course will analyze a major, contemporary political topic. Students will learn a political science analytic framework and apply this framework to develop a deeper understanding of the issue. At the discretion of the course instructor and as current events warrant, topics will change with each course offering. Potential topics include race and American politics, religious rights under the Constitution, free speech, Presidential elections and the Electoral College, the politics of gun control, and others.

Pre-requisite(s): Any Political Science POLS course
Terms Offered: Spring
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Sciences
Credits: 3
Contact Hours:
Lecture: 3

PSGT 100 Applied Pharmacology

This course is designed to familiarize the student with medications commonly used by patients requiring neurodiagnosis 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(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better or BIOL 271 Anatomy and Physiology II with a final grade of "C" or better.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 1
Contact Hours:
Lecture: 1

PSGT 120 Fundamentals of Neurodiagnostics I

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-requisite(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better; MATH 135 Elementary Statistics; PHYS 110 Physics for The Health Sciences with a final grade of "C" or better.
Co-requisite(s): PSGT 100 Applied Pharmacology and RESP 110 Human Anatomy and Physiology.
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 5
Contact Hours:
Lecture: 3
Lab: 4

PSGT 200 Fundamentals of Neurodiagnostics II

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-requisite(s): ICVT 200 Introduction to Health Care with a final grade of "C" or better; PSGT 100 Applied Pharmacology with a final grade of "C" or better; PSGT 120 Fundamentals of Neurodiagnostics I with a final grade of "C" or better; RESP 110 Human Anatomy and Physiology with a final grade of "C" or better.

Pre- or co- requisite(s): PSYC 200 Child Psychology or PSYC 205 Developmental Psychology.

Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 2
Lab: 4

PSGT 205 Sleep and Neurological Disorders

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-requisite(s): ICVT 200 Introduction to Health Care with a final grade of "C" or better; PSGT 200 Fundamentals of Neurodiagnostics II with a final grade of "C" or better; RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better.

Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3
Lab: 4

PSGT 210 Polysomnography Data Analysis and Recording

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-requisite(s): PSGT 225 Polysomnography Clinical I with a final grade of "C" or better.

Pre- or co- requisite(s): PSGT 220 Electroencephalography Clinical with a final grade of "C" or better and PSGT 235 Polysomnography Clinical II with a final grade of "C" or better.

Terms Offered: Spring
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 3

PSGT 220 Electroencephalography Clinical

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-requisite(s): ICVT 200 Introduction to Health Care with a final grade of "C" or better; PSGT 100 Applied Pharmacology with a final grade of "C" or better; PSGT 200 Fundamentals of Neurodiagnostics II with a final grade of "C" or better; RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better; RESP 110 Human Anatomy and Physiology with a final grade of "C" or better.

Co-requisite(s): PSGT 225 Polysomnography Clinical I.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 0.5
Lab: 8

PSGT 225 Polysomnography Clinical I

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-requisite(s): ICVT 200 Introduction to Health Care with a
final grade of "C" or better; PSGT 100 Applied Pharmacology with a final grade of "C" or better; PSGT 200 Fundamentals of Neurodiagnostics II with a final grade of "C" or better; RESP 101 Basic Interpretation and Performance of The Electrocardiogram with a final grade of "C" or better; RESP 110 Human Anatomy and Physiology with a final grade of "C" or better.

Co-requisite(s): PSGT 220 Electroencephalography Clinical.

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: Yes

Credits: 9

Contact Hours:

Lab: 25

PSGT 230 Electroencephalography Clinical II

The student will spend time in an affiliate EEG laboratory performing advanced EEG testing techniques to include Evoked Potential Studies. For matriculated Polysomnography students, a grade of "C" or better is required to meet graduation requirements.

Pre-requisite(s): PSGT 220 Electroencephalography Clinical with a final grade of "C" or better and PSGT 225 Polysomnography Clinical I with a final grade of "C" or better.

Co-requisite(s): PSGT 235 Polysomnography Clinical II.

Lab fee will be required

Terms Offered: Spring

Psychology

PSYC 100 General Psychology

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.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Applied Learning Type: OSL

Credits: 3

Contact Hours:

Lecture: 3

PSYC 105 Honors Exploring the Human Mind

This course will provide students with an in-depth understanding of the complexities of the human mind. The course will cover the history of neuroscience knowledge and research, the current neuroscience understanding of the many facets of the human mind, the mind-brain-body connection and the implications and uses of such knowledge including brain computer interfaces and the creation of artificial intelligence.

NOTE: The course is open to all students in either the Liberal Arts and Sciences Honors Track or Psychology Track, or by permission of the instructor or department chair.

Terms Offered: On Demand

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Credits: 3

Contact Hours:

Lecture: 3

PSYC 200 Child Psychology

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.

Pre-requisite(s): PSYC 100 General Psychology or permission of department chair.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Applied Learning Type: OSL

Credits: 3

Contact Hours:

Lecture: 3

PSGT 235 Polysomnography Clinical II

The student will spend scheduled clinical time in an affiliate sleep laboratory during both the day- and night-time hours. Through observation and supervised direct patient care, the student will perform the procedures required to obtain valid polysomnographic diagnostic and titration studies. Scoring of studies and daytime diagnostic procedures will also be performed. For matriculated Polysomnography students, a grade of "C" or better is required to meet graduation requirements.

Pre-requisite(s): PSGT 225 Polysomnography Clinical I with a final grade of "C" or better.

Pre- or co-requisite(s): PSGT 220 Electroencephalography Clinical with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: Yes

Credits: 9

Contact Hours:

Lab: 25
PSYC 205 Developmental Psychology

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.

Pre-requisite(s): PSYC 100 General Psychology or permission of the department chairperson.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL

Credits: 3
Contact Hours: Lecture: 3

PSYC 208 Adolescent Psychology

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.

Pre-requisite(s): PSYC 100 General Psychology.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science

Credits: 3
Contact Hours: Lecture: 3

PSYC 209 Adulthood and Aging

This is a developmental psychology course that examines changes related to adulthood, from emerging adulthood until death. Physical, cognitive and psychosocial milestones will be discussed, including issues related to health, social roles and relationships, work and retirement, personality, stress and coping, and dying.

Pre-requisite(s): PSYC 100 General Psychology.

Terms Offered: Offered on Demand

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science

Credits: 3
Contact Hours: Lecture: 3

PSYC 210 Abnormal Psychology

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(s): PSYC 100 General Psychology or equivalent or permission of department chair.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science

Applied Learning Type: OSL

Credits: 3
Contact Hours: Lecture: 3

PSYC 216 Health Psychology

This course is a survey of psychological theory and research in the patient-provider relationship and communication, the biopsychosocial aspects of pain management, the psychosocial aspects of specific illnesses such as cancer, heart disease, diabetes, and HIV/AIDS and the improvement of health care delivery.

Pre-requisite(s): PSYC 100 General Psychology.

Terms Offered: Offered on Demand

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science

Credits: 3
Contact Hours: Lecture: 3

PSYC 220 Psychology of Women

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(s): PSYC 100 General Psychology.

Terms Offered: On Demand

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science

Credits: 3
Contact Hours: Lecture: 3

PSYC 225 Sport Psychology

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,
PSYC 230 African American Psychology

This comprehensive and integrated coverage of the field of African American psychology will address both African and American cultural perspectives. The four major themes of the courses are: an introduction to and the foundational framework of African American psychology; social systems and structures that include such topics as family, community, educational and work institutions; individual and developmental process that include a focus on interpersonal and close relationships, cognition, learning and language, religion and spirituality, and lifespan development; adjustments in adaptation, which include a focus on health, illness, disability, psychosocial adaptation and mental health, drug use and abuse, and prosocial and antisocial behavior.

Pre-requisite(s): PSYC 100 General Psychology
Terms Offered: Offered on Demand
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Credits: 3
Contact Hours:
Lecture: 3

PSYC 235 Positive Psychology

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(s): PSYC 100 General Psychology.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Credits: 3
Contact Hours:
Lecture: 3

PSYC 240 Cognitive Psychology

This course is a study of how humans perceive, attend to, recognize, learn and remember information. Applied topics that will be covered include eyewitness testimony, memory failures, language, consciousness and creativity. Emphasis will be placed on empirical research findings that provide a theoretical understanding of mental processes.

Pre-requisite(s): PSYC 100 General Psychology.
Terms Offered: Offered on Demand
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Credits: 3
Contact Hours:
Lecture: 3

PSYC 250 Educational Psychology

This course involves the study of psychology as it applies 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 experiential work in a school setting. This work will involve observation of educational environments and interviews with educational professionals.

Pre-requisite(s): PSYC 100 General Psychology.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Credits: 3
Contact Hours:
Lecture: 3

PSYC 270 Social Psychology

A study of how the situations individuals are in influence how we think about, influence and relate to one another. Topics will include beliefs; judgements; behavior and attitudes; gender and culture; conformity and obedience; persuasion and group processes; prejudice and aggression; attraction; intimacy; and liking.

Pre-requisite(s): PSYC 100 General Psychology or SOCL 100 Sociology or permission of Department Chairperson
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
Credits: 3
Contact Hours:
Lecture: 3
PSYC 275 Statistics for the Behavioral Sciences

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 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(s): MATH 110 Intermediate Algebra or higher.

Terms Offered: Fall, Spring

Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Mathematics, Social Science
Credits: 3
Contact Hours:
Lecture: 3

PSYC 280 Experimental Psychology

Plant Utilities Technology

PUTL 110 Blueprint Reading

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

PUTL 120 Boiler and Steam Systems

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.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PUTL 200 Heating, Ventilating and Air Conditioning (HVAC)

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PUTL 201 Utility Refrigeration Mechanics

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.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

PUTL 202 Industrial Electricity
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.

Terms Offered: Fall  
Offered Distance Learning: No

Credits: 4  
Contact Hours:  
Lecture: 3  
Lab: 2

**PUTL 210 Electrical Utility Systems**

Students will examine the electrical transmission, distribution, and utilization systems used by large industrial and institutional consumers. Topics include overhead, and underground feeder equipment; interfacing with utility company facilities; switchgear and overcurrent protection; single phase, and three phase circuits; interior lighting fundamentals; interior branch circuits. This course will approach the subject matter from the operational, rather than the abstract, point of view.

Terms Offered: Spring  
Offered Distance Learning: No

Credits: 4  
Contact Hours:  
Lecture: 3  
Lab: 2

**PUTL 211 Plant Operations and Maintenance**

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.

Terms Offered: Spring  
Offered Distance Learning: No

Credits: 3  
Contact Hours:  
Lecture: 3  
Lab: 2

**Radiologic (X-Ray) Technology**

**XRAY 102 Radiographic Positioning I**

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(s): XRAY 106 Clinical Education I.  
Lab fee will be required

Terms Offered: Fall  
Offered Distance Learning: No

Credits: 3  
Contact Hours:  
Lecture: 2  
Lab: 2

**XRAY 104 Radiographic Image Production and Evaluation I**

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-requisite(s): XRAY 102 Radiographic Positioning I and XRAY 106 Clinical Education I.  
Lab fee will be required

Terms Offered: Fall  
Offered Distance Learning: No

Credits: 3  
Contact Hours:  
Lecture: 3  
Lab: 1

**XRAY 106 Clinical Education I**
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. Open only to matriculated Radiologic Technology students. 

**NOTE:** A grade of "C" or better is required for program completion and must be obtained to meet the pre-requisite requirement for entrance into sequential XRAY courses. 

**Co-requisite(s):** XRAY 102 Radiographic Positioning I and XRAY 104 Radiographic Image Production and Evaluation I. 

Lab and course fees will be required 

**Terms Offered:** Fall 

**Offered Distance Learning:** No 

**Credits:** 4 

**Contact Hours:** 
- Lecture: 1 
- Lab: 16 

**XRAY 110 Nuclear Medicine Radiation Safety** 

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(s):** XRAY 114 Radiographic Image Production and Evaluation II or permission of instructor or Medical Imaging Department Chairperson. 

**Terms Offered:** Spring 

**Offered Distance Learning:** No 

**Credits:** 2 

**Contact Hours:** 
- Lecture: 2 

**XRAY 112 Radiographic Positioning II** 

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(s):** XRAY 102 Radiographic Positioning I. 

**Co-requisite(s):** XRAY 116 Clinical Education II. 

Lab fee will be required 

**Terms Offered:** Spring 

**Offered Distance Learning:** No 

**Credits:** 3 

**Contact Hours:** 
- Lecture: 2 
- Lab: 2 

**XRAY 114 Radiographic Image Production and Evaluation II** 

This course presents the fundamentals of radiographic equipment operation and digital radiography, image and equipment analysis and proper exposure selection. 

**Pre-requisite(s):** XRAY 104 Radiographic Image Production and Evaluation I. 

**Co-requisite(s):** XRAY 112 Radiographic Positioning II and XRAY 116 Clinical Education II. 

**Terms Offered:** Spring 

**Offered Distance Learning:** No 

**Credits:** 3 

**Contact Hours:** 
- Lecture: 3 

**XRAY 116 Clinical Education II** 

This course provides the student with practical learning experiences in all phases of basic radiologic technology through active participation in radiology departments at area hospitals and in classroom lecture. At the clinical site, students will begin to document proficiency with clinical competencies required for licensure and will learn how to analyze and evaluate radiographic images for overall quality. Classroom lectures expand on patient care, dealing with emergent situations and imaging outside of the radiology department. If a student's clinical performance is unsatisfactory or if at any time the student's performance compromises the safety of the patient, the student will be terminated from the program. Open only to matriculated Radiologic Technology students. 

**NOTE:** A grade of "C" or better is required for program completion and must be obtained to meet the pre-requisite requirement for entrance into sequential XRAY courses. 

**Pre-requisite(s):** XRAY 106 Clinical Education I. 

**Co-requisite(s):** XRAY 112 Radiographic Positioning II and XRAY 114 Radiographic Image Production and Evaluation II. 

**Course fee will be required** 

**Terms Offered:** Spring 

**Offered Distance Learning:** No 

**Credits:** 5 

**Contact Hours:** 
- Lecture: 2 
- Lab: 16 

**XRAY 126 Clinical Education III** 

This course provides the student with a practical learning experience in all phases of basic radiologic technology by active participation in the radiology departments of area hospitals. Students continue to develop proficient skills in order to pass clinical competencies required by the American Registry of Radiologic Technologists (ARRT). Group sessions will focus on image analysis, professional attitudes and ethics. Open only to matriculated Radiologic Technology students. 

**NOTE:** The student is given either a pass or fail grade for this
XRAY 200 Radiological Health

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-requisite(s): XRAY 104 Radiographic Image Production and Evaluation I and XRAY 114 Radiographic Image Production and Evaluation II.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

XRAY 202 Advanced Radiographic Procedures I

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(s): XRAY 206 Clinical Education IV.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 2
Contact Hours:
Lecture: 2

XRAY 206 Clinical Education IV

Through classroom lecture and clinical rotations, this course provides students with knowledge and learning experiences in the practice of radiologic technology, enabling them to develop the proficiency needed to complete the clinical competencies required for licensure. Students will transfer to their second clinical site at an area hospital, where they will be exposed to new equipment, protocols, and techniques. During the course of the year, they will attend limited rotations at orthopedic and pediatric centers. Coursework will focus on image analysis; age group characteristics and age appropriate imaging techniques and care; and pathology pertinent to radiographers, the disease process, including changes which occur in the body and their application to radiography. The foundation built in this course will aid students in decisions regarding patient care and radiography. 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(s): XRAY 202 Advanced Radiographic Procedures I.

Co-requisite(s): XRAY 212 Advanced Radiographic Procedures II.

Lab and course fee will be required

Terms Offered: Spring
Offered Distance Learning: No

Credits: 6
XRAY 226 Clinical Education VI

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. Open only to matriculated Radiologic Technology students.

NOTE: The student is given either a pass/fail grade for this course with no quality points awarded.

Pre-requisite(s): XRAY 216 Clinical Education V.

Course fee will be required

Terms Offered: Summer

Offered Distance Learning: No

Respiratory Care

RESP 100 Basic Interpretation of The Electrocardiogram

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(s): High school biology.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Credits: 1

Contact Hours:

Lecture: 1

RESP 101 Basic Interpretation and Performance of The Electrocardiogram

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 dysrythmias. 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(s): High school biology.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: No

Credits: 2

Contact Hours:

Lecture: 1

Lab: 2

RESP 105 Phlebotomy Practices

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.

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 2

Contact Hours:

Lecture: 1

Lab: 2

RESP 110 Human Anatomy and Physiology

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(s): BIOL 139 Anatomy and Physiology for
Respiratory Care Students OR BIOL 271 Anatomy and Physiology II with a final grade of "C" or better.

Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Natural Science
Credits: 3
Contact Hours:
Lecture: 3

RESP 115 Cardiopulmonary Pharmacology

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-requisite(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better or BIOL 271 Anatomy and Physiology II with a final grade of "C" or better or ICVT 210 Principles of Invasive Cardiovascular Technology I with a final grade of "C" or better.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

RESP 120 Fundamentals of Respiratory Care I

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-requisite(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better or BIOL 271 Anatomy and Physiology II with a final grade of "C" or better or CHEM 100 General Chemistry/Health Sciences with a final grade of "C" or better; PHYS 110 Physics for The Health Sciences with a final grade of "C" or better.

Co-requisite(s): RESP 110 Human Anatomy and Physiology.
Pre- or co- requisite(s): RESP 115 Cardiopulmonary Pharmacology with a final grade of "C" or better.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2
Lab: 3

RESP 125 Fundamentals of Respiratory Care II

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-requisite(s): RESP 115 Cardiopulmonary Pharmacology with a final grade of "C" or better and RESP 120 Fundamentals of Respiratory Care I with a final grade of "C" or better.

Co-requisite(s): RESP 200 Advanced Respiratory Life Support.
Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 1
Lab: 4

RESP 130 Ethics and Administration

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.

Terms Offered: Summer
Offered Distance Learning: No
Credits: 2
Contact Hours:
Lecture: 2

RESP 200 Advanced Respiratory Life Support

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-requisite(s): RESP 115 Cardiopulmonary Pharmacology with a final grade of "C" or better and RESP 120 Fundamentals of Respiratory Care I with a final grade of "C" or better.

Co-requisite(s): RESP 125 Fundamentals of Respiratory Care II.
Lab fee will be required
Terms Offered: Summer
Offered Distance Learning: No
Credits: 4
Contact Hours:
RESP 205 Diseases of The Cardiopulmonary System

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-requisite(s): BIOL 139 Anatomy and Physiology for Respiratory Care Students with a final grade of "C" or better and RESP 110 Human Anatomy and Physiology with a final grade of "C" or better.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

RESP 210 Current Concepts in Respiratory Care

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lecture: 3

RESP 220 Clinical Education I - Clinical Therapeutics for Respiratory Care

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lab: 8

RESP 225 Clinical Education II - Introduction to Critical Care

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-requisite(s): RESP 110 Human Anatomy and Physiology with a final grade of "C" or better; RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better; RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lab: 8

RESP 230 Clinical Education IV - Neonatal and Pediatric Respiratory Care

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Lab fee will be required
Terms Offered: Fall, Spring
RESP 235 Clinical Education V - Clinical Management of Cardiovascular Disease

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 3
Contact Hours: Lab: 8

RESP 240 Clinical Education III - Pulmonary and Diagnostic Medicine

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Pre- or co- requisite(s): RESP 205 Diseases of The Cardiopulmonary System with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3
Contact Hours: Lab: 8

RESP 245 Clinical Education VI – Pulmonary Rehabilitation and Home Care

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Fall, Spring

Offered Distance Learning: No

Credits: 3
Contact Hours: Lab: 8

RESP 250 Clinical Education VII - Advanced Critical Care

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(s): RESP 225 Clinical Education II - Introduction to Critical Care with a final grade of "C" or better.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 3
Contact Hours: Lab: 8

RESP 255 Clinical Education VIII - Independent Study

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-requisite(s): RESP 125 Fundamentals of Respiratory Care II with a final grade of "C" or better and RESP 200 Advanced Respiratory Life Support with a final grade of "C" or better. Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No
Credits: 3
Contact Hours:
Lab: 8

Russian

RUSN 100 Russian Language and Culture I

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.
Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language
Credits: 3
Contact Hours:
Lecture: 3

Sociology

SOCL 100 Sociology

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.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

SOCL 110 Understanding Social Problems

A study of major American social problems/civic issues with emphasis on their nature, scope, causes, consequences and possible solutions. Students will also learn how social change occurs and what they might do to make a positive difference concerning these problems.
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Social Science
SUNY General Education Designation(s): Social Science
Applied Learning Type: OSL
Credits: 3
Contact Hours:
Lecture: 3

SOCL 112 Engaging Social Problems

Through instructor mentorship, this course will help students develop a deep knowledge of a particular social problem/civic issue that affects themselves, their community, their region, their state or the nation. Students will work with key stakeholders to define the problem as well as make use of the literature within the social sciences. They will research relevant solutions and determine the best solutions whether they be local, regional, state or national. They will determine best
strategies and tactics in which they can affect social change at the appropriate level and execute those strategies and tactics. They will reflect on this experience, including their own growth, their understanding of social problems/civic issues, their experience working with key stakeholders, and their experience of working toward positive social change.

**NOTE:** Prefer but not required: Understanding Social Problems

SOCL 110

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Credits: 3-6

Contact Hours:

Lecture: 1

Other: 90-225 practicum hours

**SOCL 115 African-American Experience**

This course provides an analysis of the effects of social institutions on family life, educational problems, political apathy, and economic dislocation.

Terms Offered: Fall, Spring, On Demand

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Credits: 3

Contact Hours:

Lecture: 3

**SOCL 120 Cultural Diversity in American Society**

Cultural Diversity in American Society is a course designed to strengthen student awareness of cultural pluralism and cultural diversity. This course focuses on the analysis of a wide spectrum of selected minority groups and their relationship to the dominant society and culture. The socio-psychological components which have brought about the group's unique ethnic identity will be investigated. Heavy emphasis will be placed on examining the positive consequences of cross-cultural awareness as a means of lessening intergroup tensions and conflicts.

Terms Offered: Fall, Spring, Summer

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): American History, Social Science

Applied Learning Type: OSL

Credits: 3

Contact Hours:

Lecture: 3

**SOCL 250 Honors Introduction to Social Inquiry**

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 applied research projects. The point of departure for the projects will be current social issues from a behavioral and social science perspective. The purpose of the research projects is to provide students experience doing practical applied research and investigating a current societal issue from multiple perspectives. Open only to students in one of the Honors tracks or by permission of department chair.

Pre-requisite(s): HONR 190 Honors Seminar I.

Terms Offered: On Demand

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Credits: 3

Contact Hours:

Lecture: 3

**SOCL 255 Honors Technology and Society**

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 open only to students in one of the Honors tracks or by permission of the Department Chair.

Terms Offered: On Demand

Offered Distance Learning: No

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Credits: 3

Contact Hours:

Lecture: 3

**SOCL 260 Honors American Architecture in Its Social Context**

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 landscape around them and how to participate in influencing their environments. Coursework relies heavily on slides, maps, plans and other visual data. This course is open only to students in one of the Honors tracks or by permission of Department Chair.

Terms Offered: On Demand

Offered Distance Learning: Yes

Liberal Arts and Sciences Designation: Social Science

SUNY General Education Designation(s): Social Science

Credits: 3
Spanish

SPAN 100 Spanish Language and Culture I

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.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language

Credits: 3
Contact Hours:
Lecture: 3

SPAN 101 Spanish Language and Culture II

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(s): Primarily designed for students who have completed Spanish I or no more than two years in high school.

Lab fee will be required
Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language

Credits: 3
Contact Hours:
Lecture: 3

SPAN 200 Spanish Language and Culture III

A continuation of Spanish Language and Culture II, this course offers a review and extension of first year grammar, concentrating on expanding vocabulary, conversational fluency, writing and reading skills, and cultural understanding through the discussion of selected readings in Spanish. Classroom discussions are conducted primarily in Spanish and are supplemented with computer enhanced exercises.

Pre-requisite(s): Primarily designed for students who have completed Spanish II or no more than three or four years in high school.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language

Credits: 3
Contact Hours:
Lecture: 3

SPAN 201 Spanish Language and Culture IV

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(s): Primarily designed for students who have completed Spanish III or no more than three or four years in high school.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Foreign Language

Credits: 3
Contact Hours:
Lecture: 3

Sport

SPRT 100 Philosophy, Principles and Organization of Athletics in Education

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 related 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.

*Terms Offered: Fall, Spring, Summer*

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**

Lecture: 3

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**SPRT 101 Health Sciences Applied to Coaching**

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.

*Terms Offered: Fall, Spring, Summer*

**Offered Distance Learning:** Yes

**Credits:** 3

**Contact Hours:**

Lecture: 3

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**SPRT 102 Theory and Techniques of Coaching**

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.

*Terms Offered: Fall, Spring, Summer*

**Offered Distance Learning:** Yes

**Credits:** 2

**Contact Hours:**

Lecture: 2

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**SPRT 103X Successful Coaching: Additional Sport Certification**

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**Surgical Technology**

**SURG 101 Surgical Technology I - Fundamentals for Surgical Technology**

This course is a comprehensive study of the operative environment, as well as the professional roles, communication techniques and ethical responsibilities of a surgical
technologist. Lecture topics will include historical perspectives of perioperative services and medical terminology. The course also will provide theoretical knowledge for the application of essential operative skills during the perioperative phase. It will introduce the student to the practice of surgical technology with a focus on those skills necessary to function in the role of first scrub. The course will have a lecture and campus lab component. Open only to matriculated Surgical Technology students.

**Pre- or co- requisite(s):** BIOL 270 Anatomy and Physiology I.

**Lab fee will be required**

**Terms Offered:** Fall

**Offered Distance Learning:** No

**Credits:** 8

**Contact Hours:**
- Lecture: 3
- Lab: 10

**SURG 102 Surgical Technology II - Principles of Surgical Technology**

This course provides an introduction to surgical pharmacology, anesthesia and wound healing physiology. It also discusses the medical legal aspects of perioperative practice in relation to patients’ rights and surgical hazards. This course will offer an introduction to surgical procedures. Open only to matriculated Surgical Technology students.

**Pre-requisite(s):** BIOL 270 Anatomy and Physiology I and SURG 101 Surgical Technology I - Fundamentals for Surgical Technology.

**Pre- or co- requisite(s):** BIOL 271 Anatomy and Physiology II.

**Lab fee will be required**

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 10

**Contact Hours:**
- Lecture: 2
- Lab: 4
- Other: 18

**SURG 201 Surgical Technology III**

This course serves as an orientation to various other surgical specialties including: gynecology; urology; ear, nose and throat surgery; plastic and hand surgery; pediatric surgery; eye surgery; thoracic surgery; and vascular surgery. This course will introduce students to each anatomical system with a focused review of pathology specific to the procedures performed. The instrumentation specific to each specialty will be discussed, and the course will also include simulated surgical setups specific to each surgical specialty. Open only to matriculated Surgical Technology students.

**Pre-requisite(s):** BIOL 271 Anatomy and Physiology II and SURG 102 Surgical Technology II - Principles of Surgical Technology.

**Pre- or co- requisite(s):** BIOL 205 Microbiology.

**Lab fee will be required**

**Terms Offered:** Fall, Summer

**Offered Distance Learning:** No

**Credits:** 10

**Contact Hours:**
- Lecture: 2
- Other: 6

**SURG 202 Surgical Technology IV**

This course serves as an orientation to various other surgical specialties including: neurosurgery, orthopedic, cardiac, trauma and emergency surgery. The course will introduce students to each anatomical system with a focused review of pathology specific to the procedures performed. The instrumentation specific to each specialty will be discussed. The course will include simulated surgical setups specific to each surgical specialty. The course will review content for the certification exam and offer students the tools needed to succeed in the workforce. Student also will be exposed to resume writing and interview techniques. Open only to matriculated Surgical Technology students.

**Pre-requisite(s):** BIOL 205 Microbiology and SURG 201 Surgical Technology III.

**Lab fee will be required**

**Terms Offered:** Fall, Spring

**Offered Distance Learning:** No

**Credits:** 12

**Contact Hours:**
- Lecture: 4
- Other: 24

**Telecommunications Technology**

**TELT 100 Electrical Circuits**

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-requisite(s):** TELT 102 Computer Applications in Telecommunications and MATH 141, Mathematical Applications II.

**Terms Offered:** Spring

**Offered Distance Learning:** No

**Credits:** 4

**Contact Hours:**
- Lecture: 3
- Lab: 2
TELT 102 Computer Applications in Telecommunications

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.

Terms Offered: Fall
Offered Distance Learning: Yes
Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

TELT 105 Introduction to Electronics

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-requisite(s): PHYS 125, Physics for Telecommunications Technology - Verizon and TELT 100 Electrical Circuits.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

TELT 110 Digital Systems for Telecommunications I

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-requisite(s): MATH 140, Mathematical Applications I and TELT 102 Computer Applications in Telecommunications.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 3
Lab: 2

TELT 203 Network Infrastructure

Students practice the analysis 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(s): PHYS 125, Physics for Telecommunications Technology - Verizon and TELT 105 Introduction to Electronics.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

TELT 205 Electronic Communications

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(s): TELT 105 Introduction to Electronics.

Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

TELT 207 Digital Systems for Telecommunications II

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(s): TELT 110 Digital Systems for Telecommunications I.

Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

TELT 210 Telecommunications I

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(s): TELT 100 Electrical Circuits.
Terms Offered: Fall
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

TELT 220 Telecommunications II

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(s): TELT 210 Telecommunications I.
Terms Offered: Spring
Offered Distance Learning: No
Credits: 4
Contact Hours:
Lecture: 4

Theatre

THEA 100 Introduction to The Theatre

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.

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: Yes
Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 3

THEA 110 Acting I

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.

Terms Offered: Fall, Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
Credits: 3
Contact Hours:
Lecture: 3

THEA 111 Acting II

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.

Pre-requisite(s): THEA 110 Acting I or by permission of department chair.
Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts
THEA 120 Theatre Internship

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(s): Approval of Fine Arts, Theatre Arts and Digital Media department chairperson.

Terms Offered: Fall, Spring
Offered Distance Learning: No

SUNY General Education Designation(s): Arts

Credits: 3
Contact Hours:
Lecture: 3

THEA 130 Introduction to Technical Theatre

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.

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

THEA 170 Introduction to Improvisational Theatre

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 necessary for effective interpersonal communication in work, school and social situations.

Terms Offered: Fall, Spring
Offered Distance Learning: No

SUNY General Education Designation(s): Arts

Credits: 3

THEA 180 Introduction to Stage Management

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(s): THEA 100 Introduction to The Theatre or permission of department chair.

Lab fee will be required

Terms Offered: Fall, Spring, Summer
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 3

THEA 200 Theatre Production Practicum

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 Digital Media 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(s): THEA 100 Introduction to The Theatre or permission of department chair.

Lab fee will be required

Terms Offered: Fall
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 1
Other: 6

THEA 201 Technical Theatre Practicum

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 crew member, 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 Digital Media 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-requisite(s): THEA 100 Introduction to The Theatre and THEA 130 Introduction to Technical Theatre or permission of department chair.

Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 1
Other: 6

THEA 210 Acting III

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-requisite(s): THEA 111 Acting II or permission of department chairperson.

Terms Offered: Spring
Offered Distance Learning: No
SUNY General Education Designation(s): Arts

Credits: 3
Contact Hours:
Lecture: 3

Welding

WELD 103 Introduction to Welding Lab I

This course will introduce students to welding theory and practice. Safety particular to the welding shop will be covered. OxyFuel welding and cutting theory, safety and best practices will be covered. Students will gain hands-on experience in the use of hand tools. Shielded Metal Arc Welding (SMAW) will be covered.

Lab fee will be required
Terms Offered: Fall
Offered Distance Learning: No

Credits: 8
Contact Hours:
Lecture: 4
Lab: 8

THEA 230 Introduction to Theatrical Design

This course offers an initial exploration of the creative and historical processes and principles and practices of design for the theatre arts. Specifically, the role scenery and costumes play in the visual interpretation and representation of a script is examined. This course will examine elements of composition and incorporate projects, exercises and classroom discussion to help students develop visual awareness and imagination. Students will be introduced to the use of materials and techniques in the preparation of set renderings, models and costume pieces, and will become familiar with period styles and the significance of cultural preferences throughout history. Students may be responsible for the purchase of some necessary course supplies.

Pre-requisite(s): THEA 100 Introduction to The Theatre and THEA 130 Introduction to Technical Theatre or permission of department chair.

Lab fee will be required
Terms Offered: Fall, Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 2

THEA 240 Theatre History I

This course examines the history, practitioners and relevant sociocultural conditions of theatre from ancient times to the 1700s.

Terms Offered: Spring
Offered Distance Learning: No

Liberal Arts and Sciences Designation: Humanities
SUNY General Education Designation(s): Arts, Humanities

Credits: 3
Contact Hours:
Lecture: 3

WELD 104 Introduction to Welding Lab II

This course will introduce new welding processes to students. Welding symbology will be explored and used in the classroom, and students will engage in projects requiring the use of hand tools, power tools and machine tools to aid in their welding education. In this course, Gas Metal Arc Welding (GMAW) will be explored more fully.

Pre-requisite(s): WELD 103 Introduction to Welding Lab I
Lab fee will be required
Terms Offered: Spring
Offered Distance Learning: No

Credits: 3
Contact Hours:
Lecture: 2
Lab: 2
WELD 203 Applied Welding Techniques Lab I

This course will introduce students to American Welding Society (AWS) standards. They will practice inspecting welds and interpreting blueprints. Students will prepare for an AWS certification in plate steel. The actual certification will be optional and off campus.

Pre-requisite(s): WELD 104 Introduction to Welding Lab II

Lab fee will be required

Terms Offered: Fall

Offered Distance Learning: No

Credits: 8

Contact Hours:
Lecture: 4
Lab: 8

WELD 204 Applied Welding Techniques Lab II

This course will continue with the study of American Welding Society (AWS) standards. The students will prepare for an AWS certification in Pipe. The actual certification will be optional and off campus.

Pre-requisite(s): WELD 104 Introduction to Welding Lab II

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 7

Contact Hours:
Lecture: 2
Lab: 10

WELD 213 Fixture Design for Sheet Metal

This course will combine lecture and laboratory to introduce students to fabrication techniques. Fixtures will be designed and built by the students to use in the fabrication processes. Sheet metal work will be covered.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 2

Contact Hours:
Lecture: 1
Lab: 2

WELD 223 Repair Welding Techniques

This course will introduce students to repair welding, brazing, soldering and non-ferrous welding. Students will gain hands-on experience in the repair and maintenance environment, brazing and braze welding principles, special soldering procedures and non-ferrous welding applications.

Lab fee will be required

Terms Offered: Spring

Offered Distance Learning: No

Credits: 4

Contact Hours:
Lecture: 2
Lab: 4

Workforce Development

Special Note: The Office of Workforce Development adheres to all HVCC campus-wide policies as promulgated elsewhere in this catalog, except for these policies:

Academic Calendar

Most Workforce Development courses are shorter than a full semester. Our schedule of classes is listed separately for each course. Our schedule is frequently updated to reflect new course offerings. The most up-to-date listing of our courses’ schedules can be found at https://www.hvcc.edu/programs/workforce-development/index.html

Refund Policy

The request for a refund must be submitted in writing. E-mail is acceptable. All refunds will be in the form of a check. Refunds typically take 14 to 21 days to be processed.

Courses may be canceled due to insufficient enrollment. Every effort will be made to notify students of cancellations and full refunds will be made if a class is cancelled.
Refund/Cancellation Schedule

Courses nine weeks or more:

Prior to first class: 100% refund  
During first week of classes: 75% refund  
During second week of classes: 50% refund  
During third week of classes: 25% refund  
After third week of classes: no refund

Courses eight weeks or less:

Prior to first class: 100% refund  
During first week of classes: 25% refund  
After first week of classes: no refund

Enrollment Dates

Students may enroll in Workforce classes up to one week prior to the first class. For online classes, allow an additional week to set up a college computer account.

Grading Policy

All Workforce courses are Pass/Fail based on instructor's criteria. Factors that can contribute to grades include tests, quizzes, hands-on projects, attendance, class participation, and task performance. Students who do not complete a course receive a grade of Fail. They may take the course over again the next time it is offered, at full price. Workforce courses are listed on a student's official HVCC transcript, but do not compute in the GPA.

Tuition and Fees

Each Workforce course description lists its own tuition, expenses for books and tools (if applicable) and fees. Other college fees are not assessed.

Facilities

Workforce Development courses use the same classrooms and laboratories that other degree courses use. Workforce has no facilities of our own.

Courses

Aviation Maintenance Technician

This 2040-hour course runs for 60 weeks, eight hours per day five days a week. The course provides the knowledge and experience to take the Federal Aviation Administration’s FAR Part 147 written, oral and practical exams. A student who successfully completes all three exams becomes a certificated (licensed) Aircraft Airframe and Powerplant Mechanic.

By completing the course, you will understand:
Aircraft structures  
Reciprocating and turbine engines  
Flight control systems  
Hydraulics  
Airframe repair  
Fuel systems
Aircraft electrical systems
Aircraft safety systems
Aircraft maintenance procedures and records keeping
And many more aviation topics

Tuition:
$22,500 (Does not include testing)

Delivery of Course:
In-person classroom and lab. Students must be able to lift 50 pounds, have sufficient manual dexterity to operate hand and power tools, and be able to climb on, under and inside aircraft.

Schedule:
Sixty weeks, five days per week, eight hours per day. Holidays and college vacations are off.

BPI Building Analyst – Online

This course is designed to provide you with the necessary knowledge and skills to obtain the Building Analyst certification from the Building Performance Institute. The fully online content includes lectures, videos and other resources to help you understand and evaluate the building science components of the home. The House-As-A-System concept is taught with an emphasis on health and safety.

You will be introduced to diagnostic techniques and tests that are used to analyze the performance of a home and how to use this knowledge to reduce energy use and increase comfort and health.

This course consists of approximately 20 hours of online instruction.

By completing the course, you will understand:
Basics of Building Science
Interaction between the thermal and pressure boundaries
BPI standards and Task Knowledge Lists to understand audit requirements
Indoor Air Quality (IAQ) assessment
Indoor moisture solutions
Duct diagnostics and procedures
Blower door techniques and applications
Work scope prioritization
Test-in and Test-out procedures.

Tuition:
$1,099 (Does not include testing)

Delivery of Course:
Self-paced with instructor support (Online)
20 hours, 5.0 BPI CEUs, Non-Credit

Schedule:
Students must complete the course within 90 days of registration.

BPI Building Analyst – Classroom Instruction

This course will provide you with the knowledge and skills to obtain the Building Analyst certification from the Building Performance Institute (BPI). The course will help you understand and evaluate the building science components of the home. The "House-As-A-System" concept is taught with an emphasis on health and safety.

You will be introduced to diagnostic techniques and tests that are used to analyze the performance of a home and how to use this knowledge to reduce energy use and increase comfort and health.
This course consists of approximately 28 hours of instruction.

**By completing the course, you will understand:**
- Basics of Building Science
- Interaction between the thermal and pressure boundaries
- BPI standards and task knowledge lists to understand audit requirements
- Indoor Air Quality (IAQ) assessment
- Indoor moisture solutions
- Duct diagnostics and procedures
- Blower door techniques and applications
- Work scope prioritization
- Test-in and test-out procedures

**Tuition:**
$1,250 (Does not include testing)

**Delivery of Course:**
In-person classroom instruction with hands-on labs
28 hours, 5.0 BPI CEUs, Non-Credit

**Schedule:**
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

### BPI Building Analyst and Envelope Professional Combined – Online

This course is designed to provide you with the necessary knowledge and skills to obtain both the Building Analyst and Envelope Professional certifications from the Building Performance Institute. The fully online content includes lectures, videos and other resources to help you understand and evaluate the building and its components, as well as the importance of pressure and thermal boundaries and their treatment. The House-As-A-System concept is taught with an emphasis on health and safety.

You will be introduced to diagnostic techniques and tests used to analyze the performance of a home and how to use this knowledge to reduce energy use and increase comfort and health.

This course consists of approximately 25 hours of online instruction.

**By completing the course, you will understand:**
- Basics of Building Science
- Interaction between the thermal and pressure boundaries
- About materials and interactions with building systems
- How to estimate insulation quantities
- BPI standards and Task Knowledge Lists to understand audit requirements
- Indoor Air Quality (IAQ) assessment
- Indoor Moisture Solutions
- Duct diagnostics and procedures
- Blower door techniques and applications
- Work scope prioritization
- Test-in and Test-out Procedures

**Tuition:**
$1,250 (Does not include testing)

**Delivery of Course:**
Self-paced with instructor support (Online)
25 hours, 6.25 BPI CEUs, Non-Credi
Schedule:
Students must complete the course within 90 days of registration.

**BPI Building Science Principles – Online**

This course is for anyone entering the clean/renewable energy and building performance industries, whether you are a veteran contractor, sales or support staff, supervisor, distributor or manufacturer.

You will learn the knowledge and skills needed to obtain a Certificate of Knowledge in Building Science from the Building Performance Institute. Training consists of online curriculum that covers heat transfer, insulation and appliances. You will learn how to analyze the performance of a home and how energy efficiency measures can reduce energy use and increase comfort and health.

This course consists of eight hours of online instruction.

**Upon course completion, you will understand:**
- Basics of Building Science
- House-As-A-System
- Principles of energy
- Anatomy of a building
- Air movement
- Moisture management
- Basics of mechanical systems
- Lighting and appliances
- Water heating
- Concepts of energy modeling
- Health and safety management

**Tuition:**
$250 (Does not include testing)

**Delivery of Course:**
Self-paced with instructor support (Online)
8 hours, Non-Credit

Schedule:
Students must complete the course within 90 days of registration.

**BPI Building Science Principles – Classroom Instruction**

This course is for anyone entering the clean/renewable energy and building performance industries, whether you are a veteran contractor, sales or support staff, supervisor, distributor or manufacturer.

You will learn the knowledge and skills needed to obtain a Certificate of Knowledge in Building Science from the Building Performance Institute (BPI). Training consists of lessons that cover heat transfer, insulation and appliances. You will learn how to analyze the performance of a home and how energy efficiency measures can reduce energy use and increase comfort and health.

This course consists of 21 hours of in-person instruction.

**Upon course completion, you will understand:**
- Basics of Building Science
- The House-As-A-System concept
- Principles of energy
- Anatomy of a building
- Air movement
- Moisture management
- Basics of mechanical systems
- Lighting and appliances
BPI Envelope Professional – Online

This course is designed to provide you with the necessary knowledge and skills to obtain the Envelope Professional certification from the Building Performance Institute. The fully online content includes lectures, videos and other resources to help you understand and evaluate the envelope of the home. The House-As-A-System concept is taught with an emphasis on health and safety.

You will be introduced to diagnostic techniques and tests used to analyze the performance of a home and how to use this knowledge to reduce energy use and increase comfort and health.

This course consists of 20 hours of online instruction.

By completing the course, you will understand:
- Basics of Building Science
- Interaction between the thermal and pressure boundaries
- About materials and interactions with building systems
- How to estimate insulation quantities
- BPI standards and Task Knowledge Lists to understand audit requirements
- Indoor Air Quality (IAQ) assessment
- Indoor moisture solutions
- Duct diagnostics and procedures
- Blower door techniques and applications
- Work scope prioritization
- Test-in and Test-out procedures

Tuition:
$1,125 (Does not include testing)

Delivery of Course:
Self-paced with instructor support (Online)
20 hours, 5.0 BPI CEUs, Non-Credit

Schedule:
Students must complete the course within 90 days of registration.

BPI Envelope Professional – Classroom Instruction

This course will provide you with the necessary knowledge and skills to obtain the Envelope Professional certification from the Building Performance Institute (BPI). The content includes lectures, videos and other resources to help you understand and evaluate the envelope of the home. The "House-As-A-System" concept is taught with an emphasis on health and safety.

You will be introduced to diagnostic techniques and tests used to analyze the performance of a home and how to use this knowledge to reduce energy use and increase comfort and health.
The course consists of 28 hours of in-person instruction.

By completing the course, you will understand:
Basics of Building Science
Interaction between the thermal and pressure boundaries
About materials and interactions with building systems
How to estimate insulation quantities
BPI standards and task knowledge lists to understand audit requirements
Indoor Air Quality (IAQ) assessment
Indoor moisture solutions
Duct diagnostics and procedures
Blower door techniques and applications
Work scope prioritization
Test-in and test-out procedures

Tuition:
$1,250 (Does not include testing)

Delivery of Course:
In-person classroom instruction
28 hours, 5.0 BPI CEUs, Non-Credit

Schedule:
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

BPI Infiltration and Duct Leakage - Online

This course is for those looking to provide required energy code testing and certification of new construction.

You will learn the knowledge and skills needed to conduct duct leakage and blower door tests in compliance with IECC and New York State building codes. Training consists of interactive classroom sessions that cover basic building science, energy codes and testing processes and standards. You will also learn how to analyze the results of blower door and duct leakage tests and determine reporting requirements.

This course consists of approximately 11 hours of online instruction.

Upon course completion, you will understand:
Fundamentals of Building Science
Energy codes (IECC)
Building assessment
Blower door technology and testing
Duct leakage and testing
Analysis and reporting

Tuition:
$449 (Does not include testing)

Delivery of Course:
Self-paced with instructor support (Online)
11 hours, Non-Credit

Schedule:
Students must complete the course within 90 days of registration.

BPI Infiltration and Duct Leakage - Classroom Instruction

This course is for those looking to provide required energy code testing and certification of new construction.
You will learn the knowledge and skills needed to conduct duct leakage and blower door tests in compliance with IECC and New York State building codes. Training consists of interactive classroom sessions that cover basic building science, energy codes and testing processes and standards. You will also learn how to analyze the results of blower door and duct leakage tests and determine reporting requirements.

This course consists of 8 hours of classroom and lab instruction.

**Upon course completion, you will understand:**
Fundamentals of Building Science
Energy codes (IECC)
Building assessment
Blower door technology and testing
Duct leakage and testing
Analysis and reporting

**Tuition:**
$600 (Does not include testing)

**Delivery of Course:**
In-person classroom instruction and lab hours
8 hours, Non-Credit

**Schedule:**
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

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**BPI Heating Professional – Online**

This course is designed to provide you with the necessary knowledge and skills to obtain the Heating Professional certification from the Building Performance Institute (BPI). The fully-online content includes lectures, videos and other resources to help you understand and evaluate the building science and heating components of the home. As with all BPI courses, the “House-as-a-System” concept is taught, with an emphasis on health and safety. Prior to becoming a certified Heating Professional you must hold at least one other BPI certification.

You will be introduced to the many different heating systems found in homes. You will also learn the diagnostic techniques and tests that are used to analyze the performance of the house as a whole, and specifically heating systems and equipment. You will be able to use this knowledge to reduce energy usage, increase occupant comfort, and most importantly, occupant health.

This course consists of approximately 10 hours of online instruction.

**By completing the course, you will understand:**
Basics of building science
Combustion basics
BPI standards and task knowledge lists
Byronic heating systems
Steam boiler systems
Forced air systems
Domestic hot water systems
Venting and drafting of appliances
Duct diagnostics and procedures
Diagnostic procedures
System sizing
Work scope prioritization
Test-in and test-out procedures

**Tuition:**
$750 (Does not include testing)
Delivery of Course:
Self-paced with instructor support (Online)
10 hours, 2.5 BPI CEUs, Non-Credit

Schedule:
Students must complete the course within 90 days of registration.

BPI Heating Professional - Classroom Instruction

This course will provide you with the knowledge and skills to obtain the Heating Professional certification from the Building Performance Institute (BPI). Content includes lectures, videos and other resources to help you understand and evaluate the building science and heating components of the home. As with all BPI courses, the "House-as-a-System" concept is taught, with an emphasis on health and safety. Prior to becoming a certified Heating Professional, you must hold at least one other BPI certification.

You will be introduced to the many different heating systems found in homes. You will also learn the diagnostic techniques and tests that are used to analyze the performance of the house as a whole, and specifically heating systems and equipment. You will be able to use this knowledge to reduce energy usage, increase occupant comfort, and most importantly, occupant health.

This course consists of 28 hours of instruction.

By completing the course, you will understand:
- Basics of building science
- Combustion basics
- BPI standards and task knowledge lists
- Byronic heating systems
- Steam boiler systems
- Forced air systems
- Domestic hot water systems
- Venting and drafting of appliances
- Duct diagnostics and procedures
- Diagnostic procedures
- System sizing
- Work scope prioritization
- Test-in and test-out procedures

Tuition:
$1,250 (Does not include testing)

Delivery of Course:
In-person classroom instruction and lab hours
28 hours, 2.5 BPI CEUs, Non-Credit

Schedule:
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

BPI Healthy Housing Principles – Online

This introductory building science course is for anyone; we all live in homes and should know how to keep them healthy. Whether you are a veteran contractor, sales or support staff, supervisor, distributor, manufacturer, homeowner or renter, the knowledge you will gain in this course will help keep you and your loved ones healthier at home.

You will learn the knowledge and skills needed to obtain a certificate of knowledge in Healthy Housing from the Building Performance Institute. Training consists of online curriculum that covers the "Keep It" principles, noted below. You will learn to understand how building systems work together to keep a home healthy, and where breakdowns can occur.

This course consists of approximately 11 hours of online instruction.
Upon course completion, you will understand:
House-as-a-System concept
Principles related to keeping a home:
  clean
dry
pest-free
contaminant-free
safe
ventilated
comfortable
maintained
Tuition: $250 (Does not include testing)

Delivery of Course:
Self-paced with instructor support (Online)
11 hours, Non-Credit

Schedule:
Students must complete the course within 90 days of registration.

BPI Healthy Housing Principles – Classroom Instruction

This introductory building science course is for anyone; we all live in homes and should know how to keep them healthy. Whether you are a veteran contractor, sales or support staff, supervisor, distributor, manufacturer, homeowner or renter, the knowledge you will gain in this course will help keep you and your loved ones healthier at home.

You will learn the knowledge and skills needed to obtain a certificate of knowledge in Healthy Housing from the Building Performance Institute (BPI). Training consists of lessons that covers the "Keep It" principles, noted below. You will learn how building systems work together to keep a home healthy and where breakdowns can occur.

This course consists of approximately 21 hours of in-person classroom instruction.

Upon course completion, you will understand:
House-as-a-System concept
Principles related to keeping a home:
  clean
dry
pest-free
contaminant-free
safe
ventilated
comfortable
maintained
Tuition: $300 (Does not include testing)

Delivery of Course:
In-person classroom instruction
21 hours, 11 BPI CEUs, Non-Credit

Schedule:
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

BPI Certification/Recertification Field Exam Review
This training/review session will help prepare the student for the Building Performance Institute's Field Exam. Participants will receive one-on-one, hands-on training. The training will cover the proper use of equipment utilized in the completion of home energy efficiency assessments. This is a preparatory review session, not a BPI certification exam.

The Field Exam Review is a great way for trainees to gain additional hands-on practice with the testing equipment and develop a stronger understanding of the process of analyzing a home.

To prepare for the Field Exam Review, the candidate should review documents and materials pertinent to the Field Exam and contact the instructor with any questions or clarifications they may have. The candidate is expected to provide the following items for the review session:

- Personal Protective Equipment (Clean Bag)
- A copy of the "Field Guide in Walk-Through Order" document for the certification being pursued (from student training manual or BPI website).
- Notepad and pen/pencil
- Tape Measure
- Calculator

**Training Topics:**
Proper set up and use of home diagnostic equipment in order to prepare for the BPI Field Exam

**BPI Testing Information:**
Following completion of this review session, participants will be better prepared to take any of the BPI Field Exams. The cost of the Field Exam is not included in the review session fee. The Field Exam satisfies the second component of the BPI certification requirements. The first component is the Written/Online Exam. The cost of the Written/Online exam is not included in the review session fee. Candidates must pass both exams in order to become BPI Certified. Visit www.bpi.org for more information or call BPI at (877) 274-1274.

**Training Location:** Energy Efficiency and Sustainability Programs Training Lab, located on the corner of Morrison Avenue and Vandenburgh Avenue in Troy, NY

**Review class tuition:**
$350

**Delivery of Course:**
Instructor-Led (Classroom)
Non-Credit

**Schedule:**
Two field practicum/review hours per designation.

**BPI Certification/Recertification Field Test**

Hudson Valley Community College, as a BPI Test Center, will conduct BPI field certification testing on an individual basis. Candidates should contact the college's Workforce Development at the number(s) below to register and make arrangements for their Field Exam. Field testing is available for Building Analyst, Envelope Professional, Heating Professional and AC Heat Pump (Cooling).

**Prerequisites:**
This testing is for individuals who need to take their initial Field Exam for BPI certification.
OR
This testing is for individuals who have been previously certified by BPI and need to renew their certification requirements.

**Time Allowed (Per Exam):**
In accordance with BPI standards (normally two hours)
Location:
Energy Efficiency and Sustainability Programs Training Lab, located on the corner of Morrison Avenue and Vandenberg Avenue in Troy, NY

BPI Field Exam Tuition:
$575

Note:
Field Reviews must be conducted at least 24 hours prior to any certification exam.

BPI Testing Information:
This Field Exam satisfies the second component of the BPI certification requirements. The first component is the Written/Online Exam. Candidates must pass both exams in order to become BPI Certified.

Visit www.bpi.org for more information or call BPI at (877) 274-1274.

Candidates interested in applying for the field portion of their certification may contact Workforce Development at (518) 629-4111 or workforce@hvcc.edu.

BPI Certification/Recertification Written Test

Hudson Valley Community College, as a BPI Test Center, will conduct Written/Online BPI Exams for Building Analyst, Envelope Professional, Heating Professional, Healthy Home Evaluator and AC Heat Pump (Cooling), for those candidates who are recertifying or require the Online Exam.

Prerequisites:
This testing is for individuals who need to take their initial written/online exam for BPI certification.
OR
This testing is for individuals who have been previously certified by BPI and need to renew their certification requirements.

Time Allowed (Per Exam): 50 Questions: 1.5 Hour Limit; 100 Questions: 2.0 Hour Limit

Location:
TBA

BPI Written Exam Tuition:
$350

BPI Testing Information:
This Written/Online exam satisfies the first component of the BPI certification requirements. Candidates must also pass a field performance exam before receiving certification.

Visit www.bpi.org for more information or call BPI at (877) 274-1274.

Candidates should bring to the test room, writing material, calculators and the BPI National Standards.

Candidates should review any training material (for example, the Krigger/Dorsi Residential Energy book) before sitting for the test.

NABCEP PV-Associate Exam

Hudson Valley Community College is a registered provider of the North American Board of Certified Energy Practitioners’ (NABCEP) PV Associate Exam for those who successfully complete an approved PV-Associate course.

Passing the exam and earning the NABCEP Associate Certificate is a way for candidates to demonstrate that they have achieved a basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tied and stand-alone PV Systems.

By passing this industry-sponsored Associate Exam, individuals may find that their employment opportunities in the solar energy field are enhanced, especially as the market for solar power grows, since they will be starting the job with an understanding of the basic terms and operational aspects of a PV system.
The NABCEP PV-Associate Exam should not be confused with the NABCEP PV Installers Exam. Passing the NABCEP PV-Associate Exam does not qualify individuals as NABCEP-Certified PV Installers, who are required to pass a much more rigorous examination and to demonstrate the capability to supervise complete PV system installations. For more information, please visit NABCEP.org.

This course can be used to complete the Photovoltaic Systems Certificate.

**PLEASE NOTE:** A government issued ID is required to be admitted into the exam.

**Prerequisite:**
Proof of Completion of NABCEP-approved PV-Associate course.

**Location for Written Exam:**
Hudson Valley Community College Main Campus

**Exam Fee:**
Written Exam $180; Online Exam $150

**Delivery of Course:**
Instructor-Led (Classroom or Online)
2 hours, Non-Credit

**Schedule**
TBA

**PV-Advanced Solar Power Systems with Installer Workshop**

**PV-Advanced** is designed for individuals who are preparing for the North American Board of Certified Energy Practitioners (NABCEP) PV Installer certification process. The course follows the NABCEP Study Guide for Photovoltaic System Installers, and includes both theory and hands-on experience.

**The course curriculum covers the following major job/task areas:**
- Working Safely with Photovoltaic Systems
- Conducting a Site Assessment
- Selecting a System Design
- Adapting the Mechanical Design
- Adapting the Electrical Design
- Installing Subsystems and Components at the Site
- Performing a System Checkout and Inspection
- Maintaining and Troubleshooting a System

The Installer Workshop provides hands-on experience in the basic processes, equipment, system checks and tools required for installing a roof-mounted solar panel array, and includes the following:

**PV Systems Checks:** Identify PV components and use measurement devices to determine system performance.

**Sizing PV Arrays:** Determine the size of the solar array required for the project.

**PV Energy Calculation:** Determine the energy generated and how it relates to the NYSERDA application process to secure rebate funds.

**Roof Mount Systems:** How to mount, wire and ground solar panels for a roof project.

This course can be used to complete the Photovoltaic Systems Certificate.

**Prerequisites:**
Completion of PV-Associate Photovoltaics (Solar Power)

**Textbooks:**
*Photovoltaic Systems* by James Dunlop, and *National Electric Code, 2021* will be available for purchase at the Viking's Cove Bookstore.

**Location:**
Hudson Valley Community College Main Campus
Tuition:
$800

Delivery of Course:
Instructor-Led (Classroom)
40 hours, 4.0 CEUs, Non-Credit

Schedule
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

PV-Associate (Solar Power) Online

This online version of the PV-Associate Photovoltaics (Solar Power) course covers the fundamentals of photovoltaic (PV) systems design and installation.

The objective of the course is to prepare students for the North American Board of Certified Energy Practitioners (NABCEP) PV Associate Exam. The course curriculum complies with NABCEP’s Job Task Analysis for the Associate exam.

Some of the critical topics covered include:
Introduction to PV Systems
General and PV System Safety
Solar Radiation
System Components and Configurations
Cells, Modules and Arrays
Inverters
Batteries
Charge Controllers
Site Surveys and Preplanning
System Sizing
Mechanical Integration
Electrical Integration
Utility Interconnection
Permitting and Inspections
Commissioning and Maintenance
Economic Analysis
Firefighters’ Concerns

An instructor is available to provide feedback on assignments and to discuss technical questions.

Prerequisites:
Minimum 10th grade-level reading and math skills; previous electrical training/experience helpful.

Textbook:
Photovoltaic Systems by James Dunlop, will be available for purchase at the Viking's Cove Bookstore.

Tuition:
$775

NABCEP PV-Associate Exam (Optional):
$150 for Hudson Valley Community College PV Students

Delivery of Course:
Self-paced with instructor support (Online)
40 hours, 4.0 CEUs, Non-Credit

Schedule
Students must complete the course within 10 weeks of registration.
PV-Associate (Solar Power) Blended

The PV-Associate Photovoltaics (Solar Power) course covers the fundamentals of photovoltaic (PV) systems design and installation.

The objective of the course is to prepare students for taking the North American Board of Certified Energy Practitioners (NABCEP) PV Associate Exam.

The course curriculum complies with NABCEP's Job Task Analysis for the Associate exam.

Major topics covered include:
- Introduction to PV Systems
- General and PV System Safety
- Solar Radiation
- System Components and Configurations
- Cells, Modules and Arrays
- Inverters
- Batteries
- Charge Controllers
- Site Surveys and Preplanning
- System Sizing
- Mechanical Integration
- Electrical Integration
- Utility Interconnection
- Permitting and Inspections
- Commissioning and Maintenance
- Economic Analysis, Firefighters’ Concerns

The class meets one day each week and has 24/7 access to the online component of the course.

This course meets the 40 hour education requirement to sit for NABCEP’s PV Associate Exam. This course can be used to complete the Photovoltaic Systems Certificate.

Prerequisites:
Minimum 10th grade-level reading and math skills; previous electrical training/experience helpful.

Textbook:
Photovoltaic Systems by James Dunlop, will be available for purchase at the Viking’s Cove Bookstore.

Tuition:
$775, NABCEP PV-Associate Exam (Optional): $150 for HVCC PV Students

Delivery of Course:
Instructor-Led (Blended: Classroom / Online)
40 hours, 4.0 CEUs, Non-Credit

Schedule
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

PV-Installation Basics

As an introduction to Solar Energy, students will learn to safely and effectively perform installation tasks as a trained, entry-level worker does in the field.

Course topics will include:
- Basic electrical safety
- Basic measuring
- Construction safety
Electrical grounding and bonding
Hand-held power tools
PV racking systems
PV module handling and installation
Rooftop safety
Weather proofing
Students are required to bring to class:
Safety glasses with side panels
Work boots
Work gloves

This course can be used to complete the Photovoltaic Systems Certificate.

Prerequisites:
Minimum 10th grade-level reading and math skills.

Tuition:
$375

Delivery of Course:
Instructor-Led (Classroom)
20 Hours, 2.0 CEUs, Non-Credit

Schedule
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

Pharmacy Technician - Online/Remote or In Person

Pharmacy technicians are in great demand both locally and nationally and credentialed technicians have a solid career path. The role of the pharmacy technician is to dispense medications, interact with patients and many may soon be administering COVID 19 tests and vaccines. This is an exciting opportunity to enter a high-demand medical field.

This course provides students the preparation needed for the Pharmacy Technician Certification Board's (PTCB.org) exam. There is an increasing demand from pharmacies for those who have passed the certification exam. Coursework focuses on the retail pharmacy industry and emphasizes the importance of customer service. Those who wish to work in hospital or veterinary pharmacies will generally receive additional on-the-job training specific to those environments.

This course is conducted exclusively online to provide you with the flexibility to learn on your own schedule. You will have access to the instructor and you will participate in discussion boards with fellow students. All students also are required to attend two mandatory three-hour synchronous (real time) remote classes per week with the instructor.

Prerequisites:
Minimum 10th grade reading and math skill levels; basic computer skills; access to a personal computer with internet access.

Textbooks:
Books, costing approximately $190, will be available for purchase at the Viking's Cove Bookstore.

Tuition:
$1,750

Additional Cost (optional): The National Pharmacy Technician Exam (PTCE) is not administered by the college, and the fee is not included in the tuition. Students who elect to take the exam should make arrangements with the testing organization, to register for the test and to pay the organization’s testing fee (approximately $130).

Delivery of Course:
Instructor-Led (Online/Remote)
14 Weeks, 12.6 CEUs, Non-Credit

OR
Water Treatment Plant Grade I - Advanced Operations

The Water Treatment Plant Grade I - Advanced Operations course is one of the modules required by the New York State Department of Health (NYSDOH) to become certified as a Grade IA or Grade IB water treatment plant operator in New York State; (the second module is on Management and Supervision and is a separate course). The Grade IA certificate is required at water treatment plants with filtration that were designed for 2.5 MGD and over. The Grade IB is required for water treatment plants that are designed for 2.5 MGD or over, without filtration.

There is also a 10-year experience requirement for the certification. Generally the course is taken by those operators already possessing a Grade IIA or Grade IIB water operator certificate. The course is an in-depth course in water treatment, with a heavy emphasis on math, chemistry, biology, the intricacies of water treatment, water treatment plant optimization and the rules, regulations and legal requirements of operating a water treatment plant.

Note: For NYSDOH-approved water treatment courses, 100 percent attendance is required. In order to satisfactorily complete the course, students who miss any hours of the class will be required to make up those hours by arrangement with the instructor.

Prerequisites: Completion of approved Grade A or Grade B Water Treatment Plant Operators course; 10th grade reading and math levels

Textbooks:

Tuition: $1,250

Delivery of Course:
Instructor-Led (Classroom)
60 hours, 6 CEUs, Non-Credit

Schedule
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

Water Treatment Plant Operator Grade A/B

This course covers the practices and processes involved in the operation of a modern water treatment plant. Topics covered will include, but not be limited to, legal requirements, chemistry, hydraulics, laboratory analyses, coagulation, flocculation, sedimentation, filtration and disinfection. The course meets minimal New York State Department of Health training requirements for certification as either a IIA or IIB water treatment plant operator. Tuition includes materials but does not include the required textbooks.

Note: For NYSDOH approved water treatment courses, 100 percent attendance is required. In order to satisfactorily complete the course, students who miss any hours of the class will be required to make up those hours by arrangement with the instructor(s). A Validated Examination will be given as part of the course.

Prerequisites:
Strong math and science skills recommended

Per Subpart 5-4 of Chapter 1 of the State Sanitary Code, to receive NYSDOH certification as a IIA operator, one (1) year of operating experience at a water treatment plant with facilities for filtration and for a IIB operator, one (1) year operating experience at a water treatment plant, is required.
Wastewater Treatment Plant Operator Courses

These courses cover the practices and processes involved in the operation of a modern waste water treatment plant. Courses are focused on Basic Operations Course, Basic Laboratory Course, and Grades 1, 1A, 2, 2A, 3, 3A, 4 and 4A. Topics covered will include, legal requirements, chemistry, hydraulics, activated sludge, laboratory analyses, sedimentation, filtration and disinfection. The course meets minimal New York State Department of Environmental Conservation training requirements for certification as specific to each course.

Note: For NYSDEC approved water treatment courses, 100 percent attendance is required. In order to satisfactorily complete the course, students who miss any hours of the class will be required to make up those hours by arrangement with the instructor(s). A Validated Examination will be given as part of the course.

Prerequisites:
Strong math and science skills recommended. High School diploma or GED required.

Textbook:
The required textbook will be available for purchase at the Vikings Cove Bookstore.

Location:
Hudson Valley Community College Main Campus

Tuition:
$1,250

Delivery of Course:
Instructor-Led (Classroom)
60 hours, 6 CEUs, Non-Credit

Schedule
Contact Office of Workforce Development at Workforce@HVCC.edu for next scheduled class.

Judicial System

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 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 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 College's codes and regulations and the procedures for enforcing them and acting accordingly.

Article III. Definitions

3.1 "Campus Judicial 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 Judicial Coordinator may also mean a designee of that office. The Campus Judicial Coordinator may also act as an investigator in any case.

3.2 "Code of Conduct" means the list of prohibited conduct established by the College, as more fully set forth in Article V and VII 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, security guard or Public Safety 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 Student Affairs" means the Vice President for Student Affairs or their 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 "Investigator" means the individual designated to investigate any allegation of a violation of this Code of Conduct.

3.14 "Reporting Student" means a Student who is the alleged victim of an act of domestic violence, dating violence, stalking or sexual assault, regardless of how the incident was reported to the College.
3.15 "Responding Student" means any Student who is accused of violating this Code of Conduct.

3.16 "Respondent" means any Student for whom probable cause has been found that he or she violated this Code of Conduct.

3.17 "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.

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.

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, or when required by law. Students are responsible for, and may be subject to discipline for, the conduct of their guests. The college will, generally, only take jurisdiction over cases that occurred within the last calendar year.

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 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. Temporary delays requested by external municipal entities while law enforcement gathers evidence may be granted, but temporary delays should not exceed 10 (ten) days, except when law enforcement specifically requests and justifies a longer delay. 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 that indicated a violation of the College's Code of Conduct were dismissed, reduced, or resolved in favor of or against the criminal 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.

4.3 Conduct proceedings are governed by the procedures set forth herein as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions. The processes herein will not be conducted by individuals with a legal conflict of interest.

This policy will not apply if the allegation is deemed covered by the HVCC Title IX Grievance Policy pursuant to Federal Law.

Article V. Code of Conduct for Campus Regulations and Computer Ethics

5.0 Campus Regulations for Students, Visitors, College Personnel and Organizations

The College is charged by its sponsoring agency and by the State University of New York 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 of Conduct. However, in cases where the Campus Judicial Coordinator or their 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 themselves or the College or its community, they 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. Any Student or Organization upon which temporary action has been taken has the right to have that action reviewed by the Campus Judicial Coordinator or the Vice President for Student Affairs at any time.

Any individual who believes they are victim of a crime, has the right to make a report to the College's Public Safety department, local law enforcement, and/or State Police, or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College. Adjournments and delays in Hudson Valley Community College's Judicial System to resolve criminal or civil cases will not, generally, be entertained. Hudson Valley Community College does assist and participate with local law enforcement, and records kept by the College may be exchanged with law enforcement in accordance with applicable laws.

Prohibited Conduct

5.1 Bias Related Crimes

General Policy: Many individuals become targets of hateful or harassing acts because others are unable to accept differences based on race, gender, sexual orientation, gender identity, religion, age, ethnicity, national origin 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 differences, 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, threatening or harassing comments, gestures, jokes, phone calls, electronic communications or e-mails are not uncommon. Some bias incidents that do not violate criminal law do violate the College’s Code of Conduct prohibiting harassment and discrimination.

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 regarding race, gender, sexual orientation, gender identity, religion, age, ethnicity, national origin or disability.

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

Any individual who believes they may be the victim of a bias-related crime or incident, or that they may be a victim of domestic violence, dating violence, stalking or sexual assault, is directed to refer to the College's Anti-Discrimination and Enough is Enough policies.

5.2 Violence Against Women and Other Forms of Domestic Violence

Hudson Valley Community College respects the freedom of all Students to learn in an environment free of harassment, intimidation or violence in any form. The College supports victims of sexual assault, stalking, dating violence and domestic violence by strictly enforcing its Code of Conduct against offenders, and by providing support services to victims. These incidents will not be tolerated on College Premises and must be investigated if they allegedly occur between one or more Students enrolled at the College while off campus as well. For a complete description of College Policy, please refer to the SaVE Provisions of the Violence Against Women Act in the following section of the catalog.

Domestic Violence is defined by Hudson Valley Community College as any act which would constitute a violation of the penal law, including, but not limited to: loud disruptive arguing; threats of violence; assaults; harassment, including through social media or electronic communication; any non-consensual sexual activity; damaging property; theft; unwanted physical activity of any kind;
stalking; or any other unwanted or unwelcomed activity if the incident occurs between spouses, intimate partners, former spouses or former intimate partners.

**Dating Violence** is defined by Hudson Valley Community College as any act as articulated above that occurs between individuals who are or were engaged in a social relationship of a romantic or intimate nature.

**Sexual Assault** is defined by Hudson Valley Community College as physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape" (including what is commonly called "date rape" and "acquaintance rape"); fondling; statutory rape; and incest. The age of consent in New York State is 17 years old; any consensual or non-consensual sexual contact with a minor under the age of 17 is considered statutory rape in New York State.

**Stalking** is defined by Hudson Valley Community College as intentionally engaging in a course of conduct, directed at a specific person, that is likely to cause a reasonable person to fear for his or her safety or the safety of others. Examples include, but are not limited to, repeatedly following such person(s); repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s), and that serve no legitimate purpose; and repeatedly communicating by any means, including electronic means, with such person in a manner likely to intimidate, annoy, or alarm them. Such acts may be considered stalking by the College at any time, but particularly when there has been clear communication that this contact is unwanted.

**Affirmative Consent** is defined by Hudson Valley Community College as a knowing, informed, voluntary and mutual decision among all participants to engage in sexual activity. Affirmative Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate Affirmative Consent. The definition of Affirmative Consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Affirmative Consent must be clear and unambiguous. Seeking and securing Affirmative Consent is the responsibility of the person(s) initiating each specific sexual act, regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Affirmative Consent to any sexual act or prior consensual sexual activity, between or with any party, does not constitute Affirmative Consent to any other sexual act. Affirmative Consent may be initially given, but withdrawn at any time. When Affirmative Consent is withdrawn or cannot be given, all sexual activity must stop. Affirmative Consent cannot be given when a person is incapacitated and thus cannot knowingly choose to participate in sexual activity. Incapacitation occurs when an individual lacks the ability to fully and knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary); lack of consciousness or being asleep; being involuntarily restrained; if any of the parties are under the age of 17; or if and individual otherwise cannot provide Affirmative Consent. Affirmative Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Sexual Activity** is defined in 18 USC 2246 (2) and 18 USC 2246 (3).

Victims of Sexual Violence, Domestic Violence or Dating Violence should seek immediate assistance. Counseling and support services can be accessed by contacting the appropriate Campus Judicial Coordinator or Title IX Coordinator. Assistance and counseling services may also be obtained by contacting:

Department of Public Safety by dialing 911 from any campus phone or by calling (518) 620-7210 from any cell phone or off-campus phone.

College Health Services (518) 629-7468
College Wellness Center (518) 629-7320

Rensselaer County 24-Hour Rape Crisis Center at Samaritan Hospital, Troy, NY (518) 271-3257 or

Sexual Assault and Crime Victim's Assistance at Samaritan Hospital, Troy, NY (518) 271-3639

By contacting any local law enforcement agency or hospital emergency room.
An order of protection may be obtained through a local criminal court if a criminal charge is pending, or through family court if the incident occurred between family members or intimate partners. On-campus directives to stay away or limit contact may be obtained through the Campus Judicial Coordinator or their designee.

5.3 Other Prohibited Conduct

5.3.1 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.

5.3.2 Harassment of a Student or Students, Faculty Member, other 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 a 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.

5.3.3 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 or the College Code of Conduct.

5.3.4 No firearms of any kind (including pellet guns, BB 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 College Premises. Duly authorized peace officers or police officers are exempted.

5.3.5 No cutting instruments, knives, or 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.

5.3.6 Possession, transportation, and/or the use of any illegal drug on College Premises is prohibited.

No alcoholic beverage may be brought, possessed, or consumed on College Premises. The President of the College is the only person who can approve events at which alcoholic beverages can be consumed on campus. Information regarding alcohol or drug abuse or addiction treatment can be obtained through the Wellness Center.

5.3.7 Gambling of any kind is prohibited.

5.3.8 Unauthorized use of the College’s duplicating or reproduction equipment, public address systems, buildings, grounds, offices, email or radio station is prohibited. Authorization for such use may be granted only by the College President or their designee.

5.3.9 Any and all official information related to the College and its operation shall be transmitted to news media only through the College’s Communications and Marketing Office. Arrangements for reporters and/or radio or television station representatives to report or televise events on College Premises shall be made only by the Communications and Marketing Office. Any other arrangements are unauthorized, and the College reserves the right to bar or remove unauthorized news media representatives from the College Premises.

5.3.10 Defacing, damaging, or maliciously destroying the property of the College, or of any Faculty, other College Personnel, or Student, is prohibited.

5.3.11 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. Loss of an ID card must be reported to the Department of Public Safety immediately.

(a) All Visitors must be on the College Premises for a legitimate purpose. Visitors should request temporary Visitor Identification Cards and temporary parking permits at the Department of Public Safety. The College reserves the right to determine whether the purpose of the visit is legitimate. If it is not, Visitors will be asked to leave and those individuals or organizations that invited unapproved Visitors may be sanctioned.
(b) Visitors are required to park in designated lots and show identification when requested to do so by the Department of Public Safety, 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.

5.3.12 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.

5.3.13 Reckless or intentional actions which endanger the mental or physical health of Students, Faculty or other College Personnel are prohibited. The forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

5.3.14 Threats of harm to the safety or security of the College or the College community are prohibited whether made in person, online, via social media or in any way that causes alarm to any member of the College community. Inciting others toward acts of violence is prohibited.

5.3.15 Hudson Valley Community College is a smoke-free campus. Chewing tobacco or using any product or similar product or device, such as pipes, cigars or cigarettes, or personal vaporizers, is prohibited on College Premises and in vehicles on College Premises, and in buildings, grounds or vehicles owned, leased, operated, controlled or supervised by the College, including any buildings or grounds located off campus. The use or possession of marijuana on College Premises is strictly prohibited.

5.3.16 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.

5.3.17 Unlawful behavior that is motivated in the selection of the victim or commission of an offense by a perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability, sexual identity, or sexual orientation is prohibited and may result in the imposition of more severe penalties.

5.3.18 Certain violations of the Academic Code of Ethics at the discretion of the Vice President for Student Affairs can be pursued as violations of Campus Regulations and the College Code of Conduct.

5.3.19 Willfully failing to comply with the directives of College Personnel is prohibited. Students must comply with any and all directives to meet with Investigators and must comply with the directives of Public Safety officers at all times.

5.3.20 Intentionally furnishing the College with false information is prohibited.

5.3.21 Any activity that would be a violation of any federal, state or local statute is prohibited on College Premises.

5.3.22 Self-propelled vehicles on Campus: Skateboarding, roller skating, rollerblading, or the use of foot-operated recreational scooters is prohibited on College Premises. Bicycles are permitted on College roadways and in College parking areas but must be walked on College walkways and sidewalks. The College reserves the right to determine the use of other devices or self-propelled vehicles on College Premises.

5.3.23 Students are prohibited from operating or using unmanned aerial devices (including, but not limited to drones) or hover boards on campus. Instructors who make use of unmanned aerial devices on campus shall register the information with public safety. Students seeking exceptions for the use of such devices for curricular purposes, other than when the use is required by the course or instructor, must apply to the Vice President for Academic Affairs. Students seeking exceptions for co-curricular use must apply to the Vice President for Enrollment Management and Student Development. Visitors must seek approval from the Director of Public Safety.

5.3.24 Violation of published College policies or regulations is prohibited, including, without limitation, violation of the following:

(a) Parking and traffic regulations
(b) Smoke-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.

5.3.25 Bullying of a Student or Students, Faculty Member, College Personnel, College Official, or Visitor by a Student or Students, or by a non-student or non-students is prohibited. Bullying includes, but is not limited to, ridiculing, insulting, or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to another person; attempting to exploit an individual's known intellectual or physical vulnerabilities; physical bullying such as pushing, shoving, kicking, poking, and/or tripping
another person; damaging a person's work area, personal property, or work product; nonverbal gestures that convey threatening messages; and cyberbullying.

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.

**GOOD SAMARITAN POLICY:** The health and safety of every Student at Hudson Valley Community College is of utmost importance. Hudson Valley Community College recognizes that Students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence occurs, including but not limited to domestic violence, dating violence, stalking, or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages Students to report any act of violence, including domestic violence, dating violence, stalking, or sexual assault, to College Officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of violence, domestic violence, dating violence, stalking or sexual assault to College Officials or law enforcement will not be subject to College Code of Conduct disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the act of violence, domestic violence, dating violence, stalking or sexual assault.

Hudson Valley Community College supports Students who reach out for assistance in the case of a medical emergency and supports the Student who is helped. Therefore, a Student or Student Organization will not be subject to disciplinary sanctions related to their own violation of College Code of Conduct alcohol and/or drug use policies, on or off campus, when seeking medical treatment for:

- Themselves or;
- Any other Student who is in immediate medical need or;
- Any Student who is the recipient of the emergency medical help, particularly if the Student is seeking medical help for any Student who is the victim of a crime.

The College strongly encourages bystanders to respond to potentially dangerous situations by reporting the incident promptly, without fear of reprisal. However, if the circumstances dictate, the College reserves the right to notify parents of Students under the age of 21, or to encourage counseling for Students at any time if the well-being of the Student is at risk.

### 5.4 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, Faculty, and other 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**

5.4.1 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.

5.4.2 No attempt will be made to electronically transmit or post any material which is sexually explicit, hateful, harassing or deemed prohibited.

5.4.3 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.

5.4.4 No attempt will be made to connect to or use College computers with a user ID which was not assigned to the user by the College. Use of another person's user ID or password is prohibited. Allowing another individual to use one's user ID or password is prohibited.

5.4.5 No attempt will be made to gain access to a password belonging to another person or place a password other than the user's 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.
5.4.6 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.

5.4.7 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 the user does not have a legal right to do so.

5.4.8 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.

5.4.9 No attempt will be made to impersonate any person, including other Students, Faculty or other 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.

5.4.10 No unauthorized attempt will be made to use, modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.

5.4.11 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 Faculty and other College Personnel conducting College business and Students completing required College course assignments.

5.4.12 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.

5.4.13 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.

5.4.14 No food or drink is permitted in any computer classroom or computer learning center, with the exception of the Computer Cafe.

5.4.15 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.

5.4.16 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 College-based Organizations.

5.4.17 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.

5.4.18 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.

5.4.19 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.

5.4.20 Web site services for the entire College community are provided on a centralized server by the Information Technology Services office. Use of any other College computer for the purpose of serving a website is prohibited.

**Article VI. Procedure for Processing Complaints Involving Alleged Violations of Campus Regulations and Computer Ethics.**

6.1 If a Student is disruptive in class or on the College Premises or is believed to be in violation of any College Regulation or the College Code of Conduct, Faculty or other College Personnel may remove the Student from class or from the location of the disruption.
The Faculty Member or other College Personnel may either direct the Student to see the Department Chair or another appropriate member of the College community, or to meet with the Faculty Member or other College Personnel, the Campus Judicial Coordinator, or the Department of Public Safety before returning to class or the location, or allow the Student to return the following day, at the discretion of the Faculty Member or other College Personnel who witnessed the incident or oversees the department.

6.2 Campus Regulations for Students, Visitors, and Organizations - In cases of alleged violations of Computer Ethics and/or Campus Regulations, any Faculty, other College Personnel or Student shall notify the College's Department of Public Safety or the Campus Judicial Coordinator and the complaint shall be processed consistent with the procedures set forth in Article VII.

6.3 All formal charges must be submitted in writing.

6.4 It is strongly recommended that any party exercising their rights under this system or any party accused of violating any of the College Codes of Conduct consult with the Campus Judicial Coordinator as soon as possible so rights, remedies and procedures can be explained.

6.5 The Reporting Student shall meet with the Campus Judicial Coordinator or other appointed Investigator within five (5) days of receiving notice of an investigation.

6.6 The Campus Judicial Coordinator or other appointed Investigator will conduct an investigation. They may also meet with the Reporting Student, Public Safety officers and/or any witnesses on or off campus, review and collect evidence, and perform other duties they may deem necessary to complete the investigation at their discretion.

6.7 In any case where there has been an allegation of domestic violence, dating violence, stalking or sexual assault, the case will be responded to promptly and it will be investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in sexual assault, domestic violence, dating violence and stalking. Both the Reporting and Responding Students are entitled to be accompanied by advisors in keeping with the parameters of §9.2 at every stage of the proceeding.

6.8 If, at the conclusion of the investigation, it is determined that cause exists to believe the accused individual did violate one or more provisions of the Campus Regulations and/or Computer Ethics, or the College Code of Conduct, the Campus Judicial Coordinator may impose one or a combination of the following sanctions:

6.8.1 Letter of Warning.

6.8.2 Letter of Warning to be placed in an individual's permanent record file for a stated period of time.

6.8.3 Restitution.

6.8.4 Community Service.

6.8.5 Counseling Services provided by the College.

6.8.6 Mandatory Course requirements (in civility, human relations, anger management, race or gender relations or a similar course designed to raise consciousness or awareness).

6.8.7 Disciplinary Removal from a Curriculum.

6.8.8 Disciplinary Probation.

6.8.9 Disciplinary Suspension (Current or deferred, subject to conditions).

6.8.10 Disciplinary Dismissal.

6.8.11 Disciplinary Expulsion – Termination of Student status without the possibility of readmission.

6.8.12 Restricted Access to classrooms or buildings.

6.8.13 Restricted Access to or loss of Computer Accounts.

6.8.14 Transcript Notation: Pursuant to statute, Hudson Valley Community College must note the transcript of any individual found to have committed any act of Homicide, Sexual Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Thefts, Arson, Possession or Use of Weapons, Drug Abuse violations or Liquor Law violations, as well as any act of larceny, simple assault,
intimidation, destruction or vandalism of property that is designated at as Hate Crime. Definitions used for these acts can be found in
the FBI Uniform Crime Reporting Handbook. If a Student is suspended for any of the aforementioned acts, the transcript will be noted,
"Suspended after a finding of responsibility for a Code of Conduct violation" and shall remain noted for a minimum of one (1) year after
the conclusion of the suspension. If a Student is expelled for any of the aforementioned acts, the transcript will be noted, "Expelled after
a finding of responsibility for a Code of Conduct violation" and that notation cannot be removed. If a Student withdraws from classes
during the disciplinary process, the transcript will be noted, "Withdrew with Code of Conduct charges pending."

6.8.15 Any other sanction uniquely designed for the particular infraction.

6.9 The sanction imposed shall constitute a final resolution of the matter unless the Respondent submits a request for a Hearing
through the office of the Campus Judicial Coordinator as set forth in Article IX within five (5) days from the date the sanction was
imposed. The Campus Judicial Coordinator may also defer the imposition of any sanction and refer any matter directly to a Review
Board pursuant to Article IX.

6.10 During the pendency of any proceeding under the Code of Conduct, whether a sanction was imposed or whether the sanction was
deferred for a Review Board, the Campus Judicial Coordinator may impose an interim sanction or accommodation or have the
Respondent removed from the College Premises and enforce the restraint of the Respondent's access to the College Premises in
whole or in part, until their presence is required for the adjudication of the case if they view 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. Temporary sanctions, removals or accommodations or the lack thereof may be reviewed by the Vice President
of Student Affairs. Either the Responding Student or the Reporting Student may request a review and may submit evidence on behalf of
their position.

6.11 Disciplinary suspension, dismissal, or expulsion from the College will most likely be imposed for, among others, the following: (1)
Bias or Hate-related incidents (2) Sexual Assault (3) permitting or engaging in hazing (4) setting fires or intentionally causing a false fire
alarm (5) possession of or threats involving weapons or explosives (including knives and firearms) (6) possession or sale of illegal
drugs (7) physical abuse, violence, or threats directed toward anyone on the College Premises or any member of the College
community, on or off College Premises (8) serious forms of computer misconduct (9) repeated violations of the College Code of
Conduct.

Article VII. Code of Conduct for Academic Ethics

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 Code of Conduct for Academic Ethics guidelines and are
therefore unacceptable. Commission 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 its particular circumstance. While Faculty Members are encouraged to distinguish
between a Student's unintentional failure to follow the Code of Conduct for Academic Ethics 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.

7.1 Plagiarism.
A Student is guilty of plagiarism any time they attempt to obtain academic credit by presenting someone else's ideas as their 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 email, chat room, and instant messaging
- Photographs, video, audio

7.2 Cheating on Examinations.

A Student is guilty of cheating any time they attempt 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.

7.3 Multiple Submission.

Submitting all or some portion of the same work for credit more than once, without the prior explicit consent of the instructor to whom the material is being (or has in the past been) submitted.

7.4 Forgery.

Imitating another person's signature or mark on academic or other official documents (e.g., the signing of a Faculty Member's name to a College document).

7.5 Impersonation.

Assuming someone else's identity and/or pretending to be someone else for the purpose of gaining academic credit.

7.6 Sabotage.

Destroying, damaging, or stealing of another's work or working materials (e.g., lab experiments, computer programs, term papers, or projects). Sabotage also includes logging into another's computer account to revise or delete any file or folder.

7.7 Unauthorized Collaboration.
Collaborating on projects, papers, or other academic exercises deemed inappropriate by the instructor(s). Although the usual Faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual Faculty. Faculty Members are expected, therefore, to establish explicit expectations and standards. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor's expectations and standards.

7.8 Falsification.

Misrepresenting materials or fabricating information in an academic exercise or assignment, including laboratory assignments (e.g., the 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.

7.9 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, which appear under Computer Ethics.

Article VIII. Informal Procedures for Processing Violations of the Code of Academic Ethics

8.1 Academic Ethics

A Student shall inform the Faculty Member responsible for the course or program when they acquire knowledge of violations of the Academic Ethics Code. Any College Official or Faculty Member of a course or program for which they are responsible who has information that a Student may have violated the Academic Ethics Code may follow the procedures established in this Article VIII. The Chair of the Department responsible for the course may act on behalf of a Faculty Member.

8.2 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, they shall immediately contact the Faculty Member to discuss the matter. If the Faculty Member finds probable cause that the Student did violate one or more of the provisions of the Academic Ethics Code, the Faculty Member may impose one (1) or a combination of the following sanctions:

8.2.1 Warning without further penalty

8.2.2 Retaking a test/examination; redoing a written assignment or laboratory assignment

8.2.3 Lowering a grade on a project, written assignment, laboratory assignment, or test/examination

8.2.4 Issuing a failing grade on a project, written assignment, laboratory assignment, or test/examination

8.2.5 Lowering a final course grade

8.2.6 Issuing a failing grade for the course (may not be used in cases of unintentional plagiarism)
8.2.7 Removal from a course (Academic Withdrawal), course of study, major or program, with the approval of the Department Chair

8.2.8 Imposing a penalty uniquely designed for the particular infraction.

If, after the imposition of the sanction, 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 Judicial Coordinator as set forth in Article IX within ten (10) days from the date the Faculty Member informed the Student of the violation and sanction. The Faculty Member is expected to inform the Student of the right to a hearing through the office of the Campus Judicial Coordinator if the sanction is unacceptable or if the Student insists they are not responsible.

8.3 Reporting

Whenever a Faculty Member sanctions a Student for a violation of the Academic Ethics Code, the Faculty Member is expected to notify the Campus Judicial Coordinator, copying in the Department Chair, of the course and the Student's program, advising that office of the Student's name, violation, and the sanction imposed.

8.4 Multiple Violations

In the event a Student violates the Academic Ethics Code more than once, either within a single course or across multiple courses, the Vice President for Student Affairs or the Campus Judicial Coordinator may initiate proceedings under Article VII to impose additional disciplinary sanctions, including removal from degree or certificate Program, suspension or expulsion from the College, or any other sanction available under Article VI and under the process therein. The provisions of this article do not preclude a Faculty Member or the Department Chair from pursuing additional sanctions under Article VIII against Students who have committed multiple violations, including removal from a course (Administrative Withdrawal), course of study, major or program, with the approval of the Department Chair.

Article IX. Hearing Procedures Under the Code of Conduct

9.1 In the event the Respondent timely files a written request for a Review Board hearing ("Hearing"), ten (10) days after receiving notice of any sanction or finding of a violation of the Academic Ethics Code or five (5) days after receiving notice of any sanction or finding of the Campus Regulations Code, or if the matter is immediately referred for a Review Board hearing by the Campus Judicial Coordinator, the procedure set forth in this Article IX shall apply to any alleged violation of the Code of Conduct.

9.2 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 be a parent or child of the Responding Student, a spouse or partner, a member of the College community, or any individual of the Student's choosing.

Advisors and individuals entitled to advisors may remain during the entire hearing. However, advisors may only act in an advisory capacity. No advisor represents a Student or any party at a disciplinary hearing. The advisor can pass notes to or speak quietly to the Student but cannot speak directly to the review board or give evidence or testimony to be taken into the record unless otherwise mandated by law.

9.3 The Campus Judicial Coordinator, once advised by a Respondent that a Hearing has been requested, shall immediately notify the Committee on Ethics and Conduct and an impartial Review Board will be convened.

9.4 Within twenty (20) days of the notification, a Hearing shall be held. Reasonable requests for adjournments will be entertained and schedules will be accommodated to the extent possible.
9.5 The Review Board will be comprised of three members of the Ethics and Conduct Committee. It shall not contain more than one (1) College 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.

9.6 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.

9.7 The Respondent, the Reporting Student, any Faculty Member who has imposed a sanction, and any Investigator shall be notified of the time, date and location of the hearing and shall have access to the case file for review. If any of the parties listed above would like to have other witnesses come on their behalf, that party should notify those witnesses of the time, date and location of the hearing. If the Respondent does not appear for the Review Board Hearing and was properly notified of its date, time and place, the Respondent shall be deemed to have forfeited their right to a Hearing and the sanction imposed by the Campus Judicial Coordinator or Faculty Member shall be automatically upheld unless the sanction would warrant a mandated transcript notation. In that event, the Hearing will be conducted without the presence of the Respondent, who will be deemed to have waived their appearance.

9.8 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; however, an individual's prior sexual conduct with other persons or prior mental health history is always irrelevant in the case of an allegation of sexual assault. Prior disciplinary records or prior criminal records of the Respondent may be admitted as to the sanction, if they are relevant to the facts at hand. The weight to be given to any evidence shall be determined solely by the Review Board.

9.9 The Review Board adjudication shall be transcribed or taped and those witnesses appearing before the Review Board shall be sworn.

9.10 Only the primary parties in interest, Reporting Students (and their advisors, if any), the transcriber, the members of the Review Board, an Investigator, if any, and the Campus Judicial Coordinator shall be present throughout the Hearing. The Hearing shall be conducted in private. The College reserves the right to ask any participant in the Review Board Process to be removed from a hearing if they cannot maintain order and respect for the proceedings and procedures herein.

9.11 Conduct of the Hearing

9.11.1 The Campus Judicial Coordinator or any party 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 to the extent possible, but no party shall be limited to such documents. A Reporting Student shall also be entitled to those documents if they are introduced into evidence.

9.11.2 The Chairperson will read the accusation and the sanction.

9.11.3 Each party may make an opening statement, beginning with the individual bringing the charge.

9.11.4 The Investigator, whether it be (a) a Faculty Member or (b) a College Official who has found cause of a violation of the Code of Academic Ethics, or the Campus Judicial Coordinator, or another Investigator who has found cause that a Student or Organization has violated Campus Regulations or the College Code of Conduct, will read, summarize, or identify all of the material information which has been submitted. They may testify to their findings or present further information and present witnesses. A Reporting Student may testify by alternative means available to ensure their safety and confidentiality.

9.11.5 The presenting party, the Respondent and any Reporting Student, as well as the members of the Review Board, may ask questions of any witness. Alternative means for the asking of questions may be arranged in accordance with relevant state and federal law, College policy, or practicality. After the submitted materials and evidence have been read, the Respondent will have the opportunity to refute or explain the materials or evidence or add information. The Respondent may choose to remain silent and not make any statements or participate in the discussion. The Respondent may call witnesses.

9.11.6 The presenting party, the Respondent, and the Reporting Student may make a final statement.

9.11.7 The Chairperson will conclude the Hearing when he or she is satisfied that all information has been submitted.

9.11.8 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 Judicial Coordinator, if required.

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9.11.9 If the Review Board finds that a preponderance of the evidence confirms the infraction did occur, it shall state so in its written opinion.

9.11.10 If the Review Board finds the preponderance of the evidence shows the infraction did occur, the sanction imposed must be upheld unless clear and convincing evidence shows that it is arbitrary or capricious. If the sanction is found to be arbitrary or capricious, the new sanction imposed must be based on substantial evidence in the record, and the rationale shall be included in their opinion.

9.11.11 The decision of the Review Board as to whether a preponderance of the evidence showed the alleged infraction occurred and whether the sanction imposed is valid shall be made based on the information presented at the Hearing. The decision shall be in writing and delivered to the Campus Judicial Coordinator, who will forward it to the presenting party, the Responding party and the Reporting Student either personally or through their advisor.

**Article X. Appeals**

10.1 Within seven (7) days of the delivery of the decision of the Review Board, the presenting party, the Responding Student or the Reporting Student may appeal the decision, in writing, and submit the appeal to the Campus Judicial Coordinator. An appeal may be taken from either the finding or from the sanction imposed.

**Grounds for Appeal are limited to:**

An appeal may be made on any of the following grounds:
1. A procedural error occurred which affected the outcome of the case.
2. Newly discovered evidence has materialized that would have affected the outcome of the case.
3. The finding of the Review Board was arbitrary or capricious.

10.2 They will forward the appeal to the other party or parties and any Reporting Student, any of whom 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.

10.3 Within seven (7) days of receiving the appeal, the Campus Coordinator will present it to an Appellate Board which will be comprised of three members of the Ethics and Conduct Committee. No member of the Appellate Board may have any conflict of interest in hearing the appeal. No member of the original Review Board may sit on the Appellate Board.

10.4 The Appellate Board, after receipt of such appeal, shall make a final adjudication and determination in the matter based solely on the record and the written appeal and responses. The Appellate Board may either amend the decision of the Review Board if they find their decision to have been arbitrary or capricious, or they may return the matter to the Review Board if they have found that newly-discovered evidence should be considered or if they have found a procedural error that must be corrected.

10.5 The Responding individual, the presenting Faculty Member or College Official, as well as any Reporting Student, shall be notified of the final decision as permitted by law. There shall be no further appeals.

1*Applicable Laws and Criminal Penalties for Bias and Hate Related Crimes. The federal government and more than 40 states, including New York, have hate crime statutes.*

1) Federal Laws

   a) 10 USC 245 Hate Crimes Prevention Act of 1999-This act prohibits persons from interfering with and 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 identity, 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-A part of the 1994 Crime Act, the Hate Crime 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 USC 534 Crime Statistics Act of 1990—this act requires the Department of Justice to collect data on hate crimes. Hate crimes are defined as “manifest prejudice based on race, religion, sexual orientation or ethnicity.” These statistics are compiled by the FBI using the Uniform Crime Reporting system. The Crime Act of 1994 also requires the FBI to collect data on hate crimes based on disability.

2) New York State Law

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

b) NY 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 a person’s race, color, national origin, ancestry, gender, religion, religious practice, age sexual orientation, regardless of whether the perception is correct.”

d) NYS Penal Law § 240.31—Enhances penalty for aggravated harassment.

SUNY Model of Decorum for Hearings

Purpose of the Rules of Decorum

Title IX hearings and other student disciplinary hearings, generally, are not civil or criminal proceedings, and are not designed to mimic formal trial proceedings. They are primarily educational in nature, and the U.S. Department of Education, writing about Title IX in the Final Rule “purposefully designed these final regulations to allow recipients to retain flexibility to adopt rules of decorum that prohibit any party, advisor, or Decision Maker from questioning witnesses in an abusive, intimidating, or disrespectful manner.” 85 Fed. Reg. 30026, 3031 (May 19, 2020). The Department has determined that institutions “are in a better position than the Department to craft rules of decorum best suited to their educational environment” and build a hearing process that will reassure the parties that the institutional “is not throwing a party to the proverbial wolves.” Id.

To achieve this purpose, institutions may provide for reasonable rules of order and decorum, which may be enforced through the removal of an advisor who refuses to comply with the rules. Id., at 30320. As the Department explains, the removal process “incentivizes a party to work with an advisor of choice in a manner that complies with a recipient’s rules that govern the conduct of a hearing, and incentivizes colleges and universities to appoint advisors who also will comply with such rules, so that hearings are conducted with respect for all participants.” Id.

At base, these Rules of Decorum require that all parties, advisors of choice, and institutional staff treat others who are engaged in the process with respect.

The rules and standards apply equally to all Parties and their Advisors regardless of sex, gender, or other protected class, and regardless of whether they are in the role of Complainant or Respondent.

Rules of Decorum

The following Rules of Decorum are to be observed in the hearing and applied equally to all parties (meaning the complainant and respondent) and advisors:

1. The dissemination, copying, publication or preservation of any evidence at any time is prohibited.
2. Questions must be conveyed in a neutral tone.
3. Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
4. No party may act abusively or disrespectfully during the hearing toward any other party or to witnesses, Advisors, or Decision Makers.

5. While an advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.

6. The advisor may not yell, scream, badger, or physically "lean in" to a party or witness's personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Decision Maker.

7. The Advisor may not use profanity or make irrelevant ad hominem attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understanding a fact; they may not include accusations within the text of a question.

8. The Advisor may not ask repetitive questions. This includes questions that have already been asked by the Decision Maker, the Advisors in cross-examination, or the party or advisor in direct testimony. When the Decision Maker determines a question has been "asked and answered" or is otherwise not relevant the advisor must move on.

9. Parties and advisors may take no action at the hearing that a reasonable person in the shoes of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

**Warning and Removal Process**

The Decision Maker shall have sole discretion to determine if the Rules of Decorum have been violated. The Decision Maker will notify the offending person of any violation of the Rules.

Upon a second or further violation of the Rules, the Decision Maker shall have discretion to remove the offending person or allow them to continue participating in the hearing or other part of the process.

Where the Decision Maker removes a party's advisor, the party may select a different advisor of their choice, or accept an advisor provided by the institution for the limited purpose of cross-examination at the hearing. Reasonable delays, including the temporary adjournment of the hearing, may be anticipated should an advisor be removed. A party cannot serve as their own advisor in this circumstance.

The Decision-Maker shall document any decision to remove an advisor in the written determination regarding responsibility.

For flagrant, multiple, or continual violations of this Rule, in one or more proceedings, advisors may be prohibited from participating in future proceedings at the institution in the advisor role on a temporary or permanent basis. Evidence of violation(s) of this agreement will be gathered by the Title IX Coordinator, Campus judicial Coordinator, or a designee of either and presented to the Vice President of Student Affairs for cases involving students, Director of Human Resources for cases involving employees, or another appropriate staff member. The Advisor accused may provide an explanation or alternative evidence in writing for consideration by the Vice President for Student Affairs for cases involving student or the Director of Human Resources for cases involving employees or another appropriate staff member who will make the final determination regarding the continued role of the Advisor, if any.

**Relevant Questions Asked in Violation of the Rules of Decorum**

Where an Advisor asks a relevant question in a manner that violates the Rules, such as yelling, screaming, badgering, or leaning-in to the witness or party's personal space, the question may not be deemed irrelevant by the Decision maker simply because of the manner it was delivered. Under that circumstance, the Decision Maker will notify the Advisor of the violation of the Rules, and, if the question is relevant, will allow the question to be re-asked in a respectful, non-abusive manner by the advisor (or a replacement advisor, should the advisor be removed for a violation of the Rules). See, 85 Fed. Reg. 30331

**Anti-Discrimination and Harassment**
Non-Discrimination/Affirmative Action Policy Statement

It is the policy of Hudson Valley Community College and the Educational Opportunity Center not to discriminate against any employee or applicant for employment on the basis of their race, color, religion, age, sex, national origin, marital status, disability, protected Veteran Status, sexual orientation and gender identity, genetic information, victims of domestic violence and stalking, familial status, sexual and reproductive health decisions and all other categories covered by law. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training at all levels of employment.

The College is very committed to EEO and Affirmative Action in all aspects of its business and will utilize affirmative action to make employment decisions so as to further the principle of equal employment opportunity. Personnel decisions are based only on valid job requirements, and we will make all reasonable accommodations necessary to employ and advance in employment-qualified persons with disabilities, newly separated veterans, protected veterans, and disabled veterans.

Employees of and applicants to Hudson Valley Community College and the Educational Opportunity Center 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.

If you would like to review our Affirmative Action Plans for veterans and individuals with disabilities, or feel you have been harassed or discriminated against, please contact the Affirmative Action Compliance Officer during normal business hours in the Administration Building, room 270 or by telephone, 518-629-8110.

As the President of Hudson Valley Community College, I wish to add my personal note of commitment to assuring that our organization carries out our Equal Employment Opportunity policy and fulfills the obligations of our Affirmative Action Plan. 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.

Hudson Valley Community College is determined to be in full compliance with the provisions of the Law and of the Affirmative Action Program.

Dr. Roger A. Ramsammy
President, Hudson Valley Community College

Anti-Discrimination and Harassment Policy

Hudson Valley Community College is committed to maintaining a workplace free from harassment. Sexual harassment is a form of workplace discrimination and 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.

The following policy and procedure includes sexual harassment and also includes our Policy against harassment based on race, color, religion, age, sex, national origin, marital status, disability, protected Veteran Status, sexual orientation and gender identity, genetic information, victims of domestic violence and stalking, familial status, and all other categories covered by law.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
Such conduct is made either explicitly or implicitly a term or condition of employment; or Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment. A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance. A third-party may also be offended when they witness any remarks that are derogatory or are of a sexual nature, including unwelcome comments regarding one's body.

Sexual harassment is unacceptable and in conflict with the mission and interests of the College. Sexually harassing conduct between supervisors and staff members or between faculty and students unfairly exploits the power inherent in the supervisor or faculty's role. Through salary increases, performances appraisals, academic advisement and academic evaluation, a supervisor or faculty member can have a decisive influence on a staff member's career or a student's academic development. Sexual harassment in this context exhibits a lack of decency and integrity, and is considered an abuse of power. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.

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 interactions, staff-staff and staff-faculty.

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 any forms of harassment including sexual harassment. The College will act promptly and equitably, within the framework of due process, to investigate alleged harassment and to affect a remedy when such allegations are determined valid. Further, this Harassment Policy and the complaint procedures provided herein, shall be distributed campus-wide and internal training sessions may be made available and mandatory to employees and students pertaining to sexual harassment.

No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of harassment, provides information, or otherwise assists in any investigation of a sexual harassment, or any other types of harassment based complaint. Hudson Valley Community College has a zero-tolerance for such retaliation against anyone who, in good faith, complains or provides information about suspected sexual harassment. Any employee of Hudson Valley Community College who retaliates against anyone involved in a harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Affirmative Action Officer.

All employees are encouraged to report any harassment or behaviors that violate this policy. Hudson Valley Community College will provide all employees and students a complaint form to report harassment and file a complaint. The form can be found on the Hudson Valley Web-site under Human Resources.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Affirmative Action Officer. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Sexual harassment takes many forms, ranging from sexual innuendoes made in the context of humor to physical assault. The key to determining whether 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:

- Physical assaults of a sexual nature, such as: Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body; Rape, sexual battery, molestation or attempts to commit these assaults.
Unwanted sexual advances or propositions, such as:
- Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities;
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.

Sexual or discriminatory displays or publications anywhere in the workplace, such as:
- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Where You Can Go For Help

You have the right to make a report to public safety, local law enforcement, and/or state police or choose not to report; to report the incident to the college; to be protected by the college from retaliation for reporting an incident; and to receive assistance and resources from the college.

To file a complaint of discrimination or harassment against an employee of HVCC, please contact:

Affirmative Action Officer, Scott Ely
Administration Building, Room 270
(518) 629-8110
s.ely@hvcc.edu

If you wish to file a complaint of discrimination or harassment against a student at HVCC, please refer to the Judicial System section of the Catalog and contact either:

Public Safety
Campus Center, Room 100
(518) 629–7210

or

Vice President for Student Affairs
Room 159
Guenther Enrollment Services Center
(518) 629–7307

For a list of further resources for student victims of sexual assault, domestic violence, dating violence or stalking please refer to the SaVE and Violence Against Women provisions of the Catalog.

Procedure for Filing a Complaint of Discrimination

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 by an employee of 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, gender identity, disability, veteran status, familial 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.

Complainant - An employee, applicant for employment, or student of the College or student applicant who believes that he or she has been the victim of unlawful discrimination or harassment by a faculty member, staff member or employee of the college and submits a complaint.

Discriminatory Harassment - Discriminatory harassment is based on race, color, national origin, religion, age, sex, sexual orientation, gender identity, disability, veteran status, or marital status or other protected characteristics, that rises above petty slights or trivial consequences, which is verbal, written, graphic or physical conduct. A person's actions are considered discriminatory or harassing when it subjects an individual to inferior terms, conditions or privileges of employment 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 a 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 employee of the school or an entity that answers 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, religion, age, sex, national origin, marital status, disability, protected Veteran Status, sexual orientation and gender identity, genetic information, victims of domestic violence and stalking, familial status or any other protected class under State or Federal Law;
- 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, gender identity, disability, veteran or marital status or any other protected class under State or Federal Law; 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 be used even 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 continue regardless of whether 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.

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. The cost for legal council is at the expense of the employee.
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 AAO.

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 or termination.

Retaliation

Reprisal actions and encouraging others to retaliate against anyone involved in the investigation of an unlawful discrimination or harassment complaint is prohibited. This includes anyone who reports, is thought to have reported or cooperates in the investigation process. The College considers retaliation to be a violation of College policy and may be subject to sanctions as provided herein.

False Charges of Discrimination

Filing a false charge of unlawful discrimination or harassment is a serious offense. If an investigation reveals that a complainant knowingly filed false charges, appropriate actions and sanctions as provided herein may be taken.

PART A: Investigation

The AAO 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 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 300 calendar days that is applicable under this paragraph.

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 for investigation and resolution by that administrator, manager, or supervisor.

A written complaint must be filed with the AAO within 300 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 AAO.

If the AAO 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 in that specific complaint.

The complaint shall contain:

The name, local and permanent address(es) and telephone number(s) of the Complainant. (In appropriate cases, this information may be redacted from complaints before they are forwarded to the respondent.)

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.

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 if known to the complainant.
Identification of the status of the person(s) charged, whether faculty, staff, or employee.

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.

Such other or supplemental information as may be requested.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the AAO may terminate any further processing of the complaint or extend the deadline for filing if good cause can be shown for the delay.

The AAO shall investigate the complaint and shall review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent, if desirable.

PART B: The Determination

Upon conclusion of the investigation, the AAO makes a determination as to whether any state, federal or local laws, rules or regulations, or any collective bargaining agreement or any other contract or policy or procedure of HVCC was violated. If AAO determines such a violation occurred, (s)he will recommend an appropriate sanction to the Executive Director of Human Resources.

If the Executive Director of Human Resources is in agreement the employee will be disciplined accordingly.

Both the complainant and the respondent will receive written notification of the findings of AAO.

This procedure does not supplant any procedures available to any employee under their collective bargaining agreement or contract or any other right or remedy any student or employee may have available to them under the law.

In addition, a complaint alleging harassment in violation of the Human Rights Law may be filed either with New York State Division of Human Rights or in New York State Supreme Court, or the United States EEOC.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at New York State Division of Human Rights, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court. DHR's main office contact information is:

NYS Division of Human Rights
One Fordham Plaza, Fourth Floor
Bronx, New York 10458
(718) 741-8400
www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.
If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

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, gender identity, disability, veteran status, or marital status or any other category protected by 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.

SaVE and Violence Against Women

Policies and Programming pursuant to the Campus SaVE Provisions of the Violence Against Women Act, Title IX and NYS EDU 129B

Administered by The Office of the Vice President for Enrollment Management and Student Development, Title IX Coordinator.

I. Introduction

Hudson Valley Community College respects the freedom of all students to learn in an environment free of harassment, intimidation or violence in any form. The College Community supports victims of sexual assault, stalking, dating violence and domestic violence by strictly enforcing its code of conduct against offenders and by providing support services to victims. These incidents will not be tolerated on the College Campus.

**Domestic Violence** is defined by Hudson Valley Community College as any act which would constitute a violation of the penal law, including, but not limited to loud disruptive arguing, threats of violence, assaults, harassment including through social media or electronic communication, any non-consensual sexual activity, damaging property, theft, unwanted physical activity of any kind, stalking or any other unwanted or unwelcomed activity if the incident occurs between spouses, intimate partners, former spouses or intimate partners.

**Dating Violence** is defined by Hudson Valley Community College as any act as articulated above that occurs between individuals who are or were engaged in a social relationship of a romantic or intimate nature.
Sexual Assault: A physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape" (including what is commonly called "date rape" and "acquaintance rape"), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

Stalking is defined by Hudson Valley Community College as intentionally engaging in a course of conduct, directed at a specific person that is likely to cause a reasonable person to fear for his or her safety or the safety of others. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose and repeatedly communicating by any means, including electronic means, with such person in a manner likely to intimidate, annoy, or alarm him or her. Such acts may be considered stalking by the college at any time but particularly where there has been clear communication that this contact is unwanted.

Affirmative Consent is defined by Hudson Valley Community College as a knowing, informed, voluntary and mutual decision between all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Affirmative consent must be clear and unambiguous. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully and knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Pursuant to Federal and NYS Law, Hudson Valley Community College adopts and uses the following definitions found in 18 USC §2446:

(1) the term "sexual act" means—

(A) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;

(B) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;

(C) the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or

(D) the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

(2) the term "sexual contact" means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

As articulated in paragraph 4.1 Hudson Valley Community College reserves the right to prosecute certain violations of the Code of Conduct even if they occur off-campus.

II. Where to Go for Help

Victims of Sexual Violence, Domestic Violence or Dating Violence should seek immediate assistance. Counseling and support services can be accessed by contacting the appropriate Title IX Coordinator as articulated in the College's Anti-Discrimination and Harassment Policy. Assistance and counseling services may also be obtained by contacting:

TITLE IX COORDINATOR: Sandra J. McCarthy, JD
24 hour hotline: (518) 275-2089
24 hour email: s.mccarthy@hvcc.edu

501
Office hours: M-Th 1:30-5:30; F 9-12
Office phone: (518) 629-4816
Office location: CTR 293
* Reports may also be received by email or phone anonymously.

Public Safety by dialing 911 from any campus phone or by calling (518) 629-7210 from any cell phone or off-campus phone.
College Health Service (518) 629-7468
The Center for Counseling and Transfer (518) 629-7320
Rensselaer County 24 hour Rape Crisis Center at Samaritan Hospital, Troy, NY (518) 271-3257 or Sexual Assault and Crime Victim's Assistance at Samaritan Hospital, Troy, NY (518) 271-3639
By contacting any local law enforcement agency or hospital emergency room.

For resources in your area or to have this provisions translated in your native language or for other resources, please contact the SUNY SAVR website at https://www.suny.edu/violence-response/.

Confidentiality:

Options for Confidentially Disclosing Sexual Violence
The State University of New York and HVCC want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

Privileged and Confidential Resources

Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At HVCC this includes:

- Counseling Services (518) 629-7320
- College Ministry (518) 629-7168
- Health Office (518) 629-7468

Off-Campus options to disclose sexual violence, dating violence and domestic violence confidentially include (note that these outside options do not provide any information to the campus):

- Unity House (518) 272-5917
- Rensselaer County 24 hour Rape Crisis Center at Samaritan Hospital, Troy, NY (518) 271-3257 or Sexual Assault and Crime Victim's Assistance at Samaritan Hospital, Troy, NY (518) 271-3639

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

Privacy versus Confidentiality:

Even Hudson Valley Community College offices and employees that cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Hudson Valley Community College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Reports of certain crimes occurring in certain geographic locations will be included in the Hudson Valley Community College's Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the victim.

Requesting Confidentiality: How Hudson Valley Community College Will Weigh the Request and Respond:
If you disclose an incident to a Hudson Valley Community College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution’s request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless the Hudson Valley Community College’s failure to act may result in harm to you or other members of the Hudson Valley Community College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

We will assist you with accommodations regardless of your reporting choices. The Title IX Coordinator can assist any victim/survivor with services available on Campus. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

**Factors Considered in Weighing a Request for Confidentiality:**

In determining whether Hudson Valley Community College must proceed with a report of sexual violence, domestic violence or dating violence despite a request for confidentiality, the College will consider many factors, including but not limited to:

- The increased risk that the accused will commit additional acts of violence
- Whether the accused has a history of violent behavior or is a repeat offender
- Whether the accused used a weapon
- Whether the victim is a minor
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.
- An official who can offer privacy may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to, the Title IX Coordinator.

GOOD SAMARITAN POLICY: The health and safety of every student at Hudson Valley Community College is of utmost importance. Hudson Valley Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. HVCC strongly encourages students to report domestic violence, dating violence stalking, or sexual assault to institutional officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to HVCC officials or law enforcement will not be subject to HVCC code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence stalking or sexual assault.

Hudson Valley Community College supports students who reach out for assistance in the case of a medical emergency, as well as supports the student whom is helped. Therefore, a student or student organization seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of the emergency medical help particularly if the student is seeking medical help for any student who is the victim of a crime or may need immediate medical attention due to the use of alcohol or other drugs, will not be subject to disciplinary sanctions related to their own violation of using or possessing alcohol or other drugs on or off campus. The college strongly encourages bystanders to respond to potentially dangerous situations by reporting the incident promptly without fear of reprisal. However, if the circumstances dictate, the school reserves the right to notify parents of students under the age of 21 or to encourage counseling for students at any time if the well-being of the student is at risk.

**ORDERS OF PROTECTION:** An order of protection may be obtained through your local criminal court if a criminal charge is pending or through family court if the incident occurred between family members or intimate partners. On campus directives to stay away or limit contact may be obtained through the Vice President for Enrollment Management and Student Development or his designee. Any student may contact Public Safety or the Title IX Coordinator for advice regarding the violation and enforcement of an order of protection issued by a court or an on campus directive.

**III. Sexual Violence Victim/Survivor’s Bill of Rights**
The State University of New York and Hudson Valley Community College are committed to providing options, support and assistance to victims and survivors of sexual assault, domestic violence, dating violence and stalking to ensure that they can continue to participate in college-wide and campus employment, programs and activities. All victims and survivors of these crimes and violations regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity, or expression sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights regardless of whether the crime or violation occurs on campus or off campus.

**All Students have a right to:**

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by and advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

**Options in Brief**

Victims/survivors should be aware that you have the right to make a report to Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution. You have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidently or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy please refer to the Confidentiality Policy-above);
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or Human Resources employee;
  - A Public Safety Officer;
  - Local law enforcement; and/or
  - Family Court or Civil Court.

**IV. Sexual Violence Response Policy**
In accordance with the Victim/Survivor Bill of Rights, victims/survivors shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

A. Reporting

To report confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the section on Confidentiality-above):

- Anonymously via an internet or telephone anonymous reporting;
- Through the counseling office ((518) 629-7320))

To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines:
http://www.opsv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: http://www.opdv.ny.gov/help/index.html (or by calling 1-800-942-6906), and assistance can also be obtained through:
- Sexual Assault and Crime Victim's Assistance at Samaritan Hospital, Troy, NY (518) 271-3639
- Rensselaer County 24 hour Rape Crisis Center at Samaritan Hospital, Troy, NY (518) 271-3257
- SurvJustice: http://www.survjustice.org/our-services/civil-rights-complaints;
- Legal Momentum: https://www.legalmomentum.org;
- NYSCASA: http://nycasa.org/responding;
- NYSCADV: http://www.nycadv.org/;
- Pandora's Project: http://www.pandys.org/lgbtsurvivors.html;
- GLBTQ Domestic Violence Project: http://www.glbtqdvp.org; and
- RAINN: https://www.rainn.org/get-help;
- Safe Horizons: http://www.safehorizon.org/

(note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/Survivors are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

To report the incident to one of the following college officials who can offer privacy and can assist in obtaining resources (note that an official who can offer privacy may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator):

- Title IX Coordinator;
- Public Safety
- Counseling

To file a criminal complaint with Public Safety and/or with local law enforcement:
- Public Safety
- Local Law Enforcement through 911

To file a report of sexual assault, domestic violence, dating violence, and/or stalking talk to Public Safety or the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with HVCC policy. If a victim/survivor wishes to keep his/her identity private, he or she may call the Title IX Coordinator at (518)629-7307 anonymously to discuss the situation and available options.

When the accused is an employee, a victim/survivor may also report the incident to Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the victim/survivor, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

You may withdraw your complaint or involvement from the HVCC process at any time

B. Resources

To obtain effective intervention services.

- Center for Counseling (518) 629-7320 – no fee
- College Health Services (518) 629-7468 – no fee

Sexual Assault and Crime Victim's Assistance at Samaritan Hospital, Troy, NY (518) 271-3639
Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information can be found at http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf or by calling 1-800-247-8035. Options are explained at http://www.ovs.ny.gov/helpforcrimevictims.html.

C. Protection and Accommodations:

When the accused is a student, to have the college issue a "No Contact Order", issued by the school, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person.

To have assistance from Public Safety or other college officials in obtaining an Order of Protection or, if outside of New York State, and equivalent protective or restraining order.

To receive instructions on how to obtain a copy of the Order of Protection issued by a court and have an opportunity to meet or speak with college officials who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charge, and interim suspension.

To have assistance from Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of Public Safety or, if outside of the jurisdiction or local law enforcement in effecting an arrest for violating such an order.

When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process.

When the accused is not a member of the college community, to have assistance from Public Safety or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.

To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangement in order ensure safety, prevent retaliation, and avoid an ongoing hostile environment. While victims/survivors may request accommodation through any of the offices referenced in this policy, the following office can serve as a point to assist with these measure:

- Vice President for Enrollment Management and Student Development.
- Public Safety

V. 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.

For information about Hudson Valley’s Sexual Harassment Policy, see the Anti-Discrimination Policy.

**Access to the New York State Sex Offender Registry**

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

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

**Prevention**

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

With its high number of dating and social activities, the campus setting can offer opportunities for date rape to occur. When the relationship with the offender or when the circumstances that are involved make a victim hesitant to report a sexual crime, the term "date rape" or "acquaintance rape" is frequently used.

In date rape, the offender may be a friend or an acquaintance. Also, the victim may have consumed drugs or alcohol. Regardless of the circumstances, when sexual activity beyond a mutually agreed upon point is forced on a partner, date rape occurs.

**What to do if you are attacked:**

After an attack, it is extremely important that the victim take appropriate action promptly.
- Try to be as calm as possible.
- Get to a safe place.
- 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.
- Remain in the same condition as when the attacker left. Do not change, wash, or destroy any clothing. Do not wash yourself, douche, or comb your hair.
- 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.
- 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 assailant.
Any noticeable speech patterns used by the assailant - 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 Services: (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
Any Local Law Enforcement Agency or Hospital Emergency Room

*Please refer to the Judicial System for Procedures for On-Campus Discipline

VI. Student Conduct Process Rights

Conduct proceedings are governed by the procedures set forth in the Hudson Valley Community College catalog in the Judicial System and as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

Throughout conduct proceedings, the accused and the victim/survivor will have:

The same opportunity to have access to an advisor of their choice. Participation of the advisor in any proceeding is governed by federal law and the HVCC Judicial System

The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma and other issues related to sexual assault, domestic violence, dating violence and stalking.

The right to an investigation and process conducted in a manner that recognized the legal and policy requirements of due process.

The right to receive written or electronic notice of any meeting or hearing they are required to or are eligible to attend.

The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.

The right to review available evidence in the case file.

The right to a range of options for providing testimony via alternative arrangements, including telephonic testimony or testifying with a room partition.

The right to exclude prior sexual history or past mental health history from admittance in college disciplinary stage that determines responsibility. Past sexual violence findings may be admissible in the disciplinary stage that determines sanction.

The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanction.

The right to simultaneous (among parties) written or electronic notification of the outcome of a conduct proceeding, including the sanction(s).

The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.

The right to choose whether to disclose or discuss the outcome of the hearing.

The Coordinator for Judicial Services can be reached at (518) 629-8173. The Vice President for Enrollment Management and Student Development can be reached at (518) 629-7307 and Public Safety can be reached at (518) 629-7210

**What is a Sexual Crime?**

Article 130 of the New York State Law contains the following legal provisions defining crimes related to sexual assault. A copy of Article 130 is available in the Public Safety Department, located on the first floor of the Siek Campus Center.

**Section 130.20 - Sexual Misconduct.** This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

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

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

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

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

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

**Sexual Harassment**

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

Hudson Valley Community College and Title IX of the Educational Amendments of 1972 prohibits any discrimination on the basis of sex in any educational program receiving federal assistance. This prohibition bars any form of sexual harassment or sexual violence that interferes with a student's ability to equally access our educational programs and opportunities.

If you feel you are the victim of a crime, you have the right to make a report to Public Safety, local law enforcement, and/or state police or choose not to report; to report the incident to the college; to be protected by the college from retaliation for reporting the incident and to receive assistance and resources from the college.

If you feel you have been discriminated against on the basis of sex at Hudson Valley Community College due to any incident of sexual harassment, dating violence, stalking or sexual assault, please take advantage of our grievance process. This grievance process is applicable regardless of the sex, sexual orientation, gender identity, gender expression, or any other protected classes covered by federal or state law of the Complainant, Respondent, or any Witness. If your situation does not fit the definitions of this process, please consult the Judicial System in the online catalog as many acts that do not technically meet the definitions below will still be violations of our Campus Regulations at Hudson Valley Community College or contact the Title IX Coordinator.

TITLE IX COORDINATOR:

Sandra J. McCarthy, JD

24 hour hotline: (518) 257-2089
24 hour email: s.mccarthy@hvcc.edu
Office Hours: M-Th 1:30-5:30; F: 9-12
Office phone: (518) 629-4816
Office location: CTR 293
* Reports may also be received by email or phone anonymously.

I. TIME LIMITS

All days shall be counted as days the college is in session and shall exclude Saturdays, Sundays, holidays and both the winter and summer recess. However, every effort will be made to expedite disputes even over the winter or summer recess if evidence is available and this grievance procedure can be followed without prejudice to either the complainant or the respondent.

Any time frames articulated in this grievance process may be extended for good cause upon written notice to both the complainant and the respondent. Brief good cause adjournments will most like be afforded in cases where a party, a party's advisor or a witness is unavailable, if requested by law enforcement or if necessary to accommodate a party's disability. However, time frames will generally only be extended for 10 days.

II. DEFINITIONS

Actual knowledge of sexual harassment on the part of the college means actual notice to the Title IX Coordinator or another official of the college who has the authority to institute corrective measures on the part of the college.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This individual may also be referred to as the reporting student.

Consent is defined by Hudson Valley Community College using the NYS definition of consent found in EDU 129B. Affirmative Consent is defined by Hudson Valley Community College as a knowing, informed, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Affirmative consent must be clear and unambiguous. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual
Act. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated and thus cannot knowingly choose to participate in sexual activity. Incapacitation occurs when an individual lacks the ability to fully and knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if and individual otherwise cannot sent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Sexual Activity** is defined in 18 USC 2246 (2) and 18 USC 2246 (3).

(2) the term "sexual act" means—

- contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

(3) the term "sexual contact" means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

**Formal Complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. At the time of the filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the college. A formal complaint must be filed with the Title IX Coordinator in person, by mail or by electronic mail, by using the contact information above. The complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complaint is the person filing the formal complaint. The Title IX Coordinator is not the complainant at any time, even if s/he files the complaint on behalf of the complainant.

**Respondent** is an individual who has been purported to be the perpetrator of conduct that could constitute sexual harassment. This individual may also be referred to as the responding student.

**Sexual harassment** is conduct perpetrated on the basis of sex that satisfies one or more of the following:

- An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college's educational program or activity; or
- Sexual assault, dating violence, domestic violence or stalking:
  - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse by persons who are dating.
  - Domestic Violence includes a felony or misdemeanor crime of violence committed by:
    - A current or former spouse or intimate partner of the victim; or
    - A person with whom the victim shares a child in common; or
    - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or
    - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the New York State, or
    - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New York State.
  - Sexual Assault is rape, fondling, incest or statutory rape or any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent as defined above.
    - Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
    - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim as defined above, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
    - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent in the State of New York.
  - Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through other parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identifiers to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the college's educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the college's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The college will endeavor to maintain as confidential any supportive measures provided to the complainant or the respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supporting measures. All supportive measures shall be provided free of charge.

Decision Maker is the individual or Review Board that hears the evidence and makes the decision. The Decision Maker may be a single individual or a Review Board.

Relevant evidence and questions are evidence and questions that tend to make an allegation more or less likely to be true and cannot include evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless (1) they are offered to show that someone other than the respondent committed the act or (2) they include only activities between the complainant and the respondent and are introduced regarding the element of consent. Evidence that seeks the disclosure of information protected by any legally-recognized privilege without the consent of the protected party is not relevant. Evidence or material that is repetitive, prejudicial or incendiary may also be deemed irrelevant.

Educational Program or Activity is an activity that occurs on campus premises or on any off campus premises if the buildings or property are owned or controlled by the college or a recognized student organization. Activity can also include use of the computers, internet networks, digital platforms and computer hardware or software owned or operated by the college.

### III. COLLEGE RESPONSE TO SEXUAL HARASSMENT

Anytime the college has actual knowledge of sexual harassment, the college will promptly respond. The college will advise the complainant of this grievance process and offer the complainant and the respondent appropriate supportive measures. If the complainant chooses not to file a formal complaint, supportive measures will still be offered.

Retaliation for the filing of a Title IX grievance is strictly prohibited. The college, nor any other person, may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Such actions will result in further conduct charges either under this part or under the Judicial System.

GOOD SAMARITAN POLICY: The health and safety of every Student at Hudson Valley Community College is of utmost importance. Hudson Valley Community College recognizes that Students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence occurs, including but not limited to domestic violence, dating violence, stalking, or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages Students to report any act of violence, including domestic violence, dating violence, stalking, or sexual assault, to College Officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of violence, domestic violence, dating violence, stalking or sexual assault to College Officials or law enforcement will not be subject to College Code of Conduct disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the act of violence, domestic violence, dating violence, stalking or sexual assault.

Hudson Valley Community College supports Students who reach out for assistance in the case of a medical emergency and supports the Student who is helped. Therefore, a Student or Student Organization will not be subject to disciplinary sanctions related to their own violation of College Code of Conduct alcohol and/or drug use or possession policies, on or off campus, when seeking medical treatment for:
Themselves or;
Any other Student who is in immediate medical need or;
Any Student who is the recipient of the emergency medical help, particularly if the Student is seeking medical help for any Student who is the victim of a crime.

The College strongly encourages bystanders to respond to potentially dangerous situations by reporting the incident promptly, without fear of reprisal. However, if the circumstances dictate, the College reserves the right to notify parents of Students under the age of 21, or to encourage counseling for Students at any time if the well-being of the Student is at risk.

IV. RESPONSE TO FORMAL COMPLAINTS

The filing of a formal complaint is a prerequisite to the college's formal response as articulated below. However, if a formal complaint is not filed the college may still proceed against an individual if another appropriate disciplinary process is applicable. The college will generally proceed on any Title IX Grievance if the alleged behavior occurred in the last calendar year but reserves the right to proceed on older allegations, particularly if the alleged behavior could be construed as an ongoing situation or a course of conduct.

Emergency Removal: The College may remove a respondent from its educational program or activity on an emergency basis provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment justifies removal. A respondent who has been removed on an emergency basis may challenge that emergency removal.

Administrative Leave: The College may place any non-student employee on administrative leave during the pendency of the grievance process.

Service: Service of any documents or notices under these provisions shall be made by HVCC email even if it is also made by another method. The date of service shall be the date of personal service or the date of email transmission.

Complainants and Respondents shall be treated equitably. Remedies that that are designed to restore or preserve equal access to education at the college will be imposed and/or sanctions will be imposed on a respondent only after a determination has been made that the respondent is responsible for the sexual harassment alleged. This does not prohibit the college from offering supportive measures to either the complainant or the respondent regardless of the outcome of any disciplinary action.

Upon receipt of a formal complaint, the college will provide written notice of the allegation and the commencement of an investigation to the parties who are known. The notice must include a copy of this grievance procedure, the date, time, and location of the alleged sexual harassment and sufficient detail as to the conduct alleged and the identities of the parties for the respondent to understand the allegation.

Complainants and Respondents are entitled to have advisors. Advisors can be anyone of the student's choice and can be present at any meeting or hearing.

All complaints shall be thoroughly investigated by an impartial investigator. All evidence, both inculpatory and exculpatory, will be evaluated and credibility determinations will be made regardless of the person's status as complainant, respondent or witness.

All investigators, Title IX Coordinators, and Decision Makers shall be free of bias and conflicts of interest and shall be trained on the definition of sexual harassment, how to conduct an investigation, this grievance procedure and how to maintain impartiality and make decisions free of prejudgment or bias.

All Decision Makers will be trained on all relevant issues including but not limited to technological issues and the relevance of questions and answers including that evidence regarding a complainant's sexual predisposition or prior sexual behavior is not relevant unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct or to prove consent.

All investigators will be trained on how to conduct impartial investigations and how to weigh the relevance of evidence and how to create a report that fairly summarizes the evidence.

Any respondent in the grievance process is entitled to the presumption of 'not responsible' until found responsible in this grievance process.

The burden of collecting evidence will rest with the college. The college may not access, consider, disclose or otherwise use a party's records retained by a physician, psychiatrist, psychologist or other professional subject to privilege without the express consent of the party.

Either party has an equal opportunity to present witnesses, experts and any other evidence they wish to have considered by the investigator.

Investigations should be concluded within 90 days of the receipt of the formal grievance except in unusual circumstances. Once an investigation is complete, the investigator will provide the report to each party and each party's advisor. The report will contain all evidence in the possession of the college, whether inculpatory or exculpatory. Each party shall have 10 days to
inspect the report and the evidence in the possession of the college. Each party may file a written response to the report within those 10 days and may submit any additional proof. No party shall be allowed to duplicate, photograph, post, publish, remove or otherwise preserve evidence provided in this report or the report itself. Any documents provided to the parties or their advisors shall be returned without duplication, preservation, photography posting or publication or any other manner of maintenance by the party, witness, advisor, decision maker, investigator or any other individual. Violations of this policy will most likely result in the removal of the advisor from the process and/or further disciplinary actions against the sharing or duplicating party which could include expulsion from the college. The college will maintain the only record of the contents of the investigative file. Either party, advisor or third person may add additional materials to the investigative packet during this 10 day review. It is expected that absent extraordinary circumstances, all evidence either party will submit at the hearing will be contained in the investigative packet.

Pursuant to statute, a complaint must be dismissed if it does not meet the definition of sexual harassment as articulated in Section II, Paragraph 6, if it did not occur within the United States or on college grounds or if did not occur within the college’s educational program or activity. However, that conduct may still constitute a violation of Campus Regulations and may be pursued by the college under the Judicial System. The college may dismiss a complaint if the complainant formally withdraws or becomes so uncooperative that the college is prevented from meaningfully gathering evidence or if the respondent is no longer employed at the college or is no longer a student* (Please refer to Section V, Paragraph 22 for an explanation of mandatory transcript notations for students who withdraw with conduct actions pending). The dismissal of a complaint may be appealed as articulated below.

An investigative report may include conclusions and/or recommendations of the investigator or others relevant to the case.

V. THE INFORMAL RESOLUTION

At any time, upon the written consent of both parties, the parties may engage in an informal resolution process with the assistance of the Title IX Coordinator, the investigator and/or other relevant members of the college community. At any time during the informal resolution process either party may request the matter be restored to the formal grievance process provided a formal written agreement has not yet been executed to resolve the matter. An informal resolution is not available when a student has filed a Title IX grievance against any employee.

VI. THE HEARING PROCESS

The college adopts the SUNY model decorum policy for Title IX hearings.

During the hearing process and the investigative process, supportive measures to the complainant and the respondent may continue.

Until a finding is made by the decision maker, the respondent is entitled to a presumption of 'not responsible'.

In any allegation against a staff or faculty member, the Decision Maker shall be a single individual or board of up to three qualified members appointed by the Director of Human Resources.

In any allegation against a student, the Decision Maker shall be a Review Board. The Review Board will be composed of up to 3 members of the college community who have been trained pursuant to statute. A Review Board may also contain a trained professional from an outside agency.

Hearings will be attended by the Campus Judicial Coordinator, the Title IX Coordinator and the Title IX Investigator. The roles of Campus Judicial Coordinator and Title IX Coordinator may be absorbed by the same individual provided they remain impartial and free of bias or conflicts of interest. At certain times, the roles of Campus Judicial Coordinator, Title IX Coordinator and Title IX Investigator may be absorbed by the same individual provided they remain impartial, and free of bias or conflicts of interest. The Review Board Members or other Decision Maker, the parties, their advisors and a stenographer, when appropriate, will also be present during the entire hearing. Decision Makers and any college appointed advisors shall be free of bias and shall receive proper training. Witnesses will be called individually and cannot be present during the entire hearing. Hearings cannot have any other spectators present pursuant to 20 USC 1232g and 34 CFR part 99. Neither the Title IX Coordinator nor the investigator can act as Decision Maker in the same case but will be present at any hearing.

A Review Board presentation or a presentation to another Decision Maker will occur with 10 days of the expiration of the inspection period. Decisions will be rendered within 10 days of the presentation. All parties and their advisors will be advised of the time, date and location of the hearing.

Any witnesses or evidence that the Investigator will not be presenting but which either party feels may be relevant to the finding, shall be the responsibility of the party to present and should have been included in the investigative packet during the review period.
All hearings should be recorded by a stenographer or electronic recording. Technical difficulties may result in an alternative record of the hearing.

All evidence in the possession of the college will be available to the parties for the hearing.

If a Complainant or a Respondent cannot afford an advisor at the hearing, the college shall provide an advisor free of charge.

Any party or witness may appear in a separate room or separate location using available technology provided they are subject to simultaneous cross-examination.

CONDUCT OF THE HEARING:

The complainant and the respondent may each make an opening statement.

The investigator will present the investigative report which may include documents, statements and other physical, testimonial or demonstrative evidence. It may also include treatise evidence and other expert testimony when relevant. The investigator may be asked questions by either advisor or the Decision Maker(s). The investigator may make conclusions or recommendations to the Decision Maker or share the recommendations or conclusions of other relevant individuals. However, ultimately, conclusions are made by the Decision Maker.

The investigator may call witnesses.

The investigator will ask the witnesses questions. Each of the advisors and the Decision Maker(s) may ask the witnesses questions.

The complainant may testify. The complainant will be cross-examined by the advisor to the respondent and by the Decision Maker(s). Decision Maker(s) will determine the relevance of any questions including whether the questioning is prohibited by Section IV, paragraph 6 or if it is subject to privilege or other legal protection and other issues of relevance before any question is answered by a complainant.

The complainant may introduce any other documents or call other witnesses that were not introduced by the Investigator. These witnesses will be questioned by the advisors and by the Decision Maker(s).

The respondent may also testify. The respondent will be cross-examined by the advisor to the complainant and by the Decision Maker(s). Decision Maker(s) will determine the relevance of any questions including whether the questioning is subject to privilege or other legal protection and other issues of relevance before any question is answered by the respondent.

The Decision Maker may also call witnesses if it feels the witness is necessary to understand the issues presented in the case.

Though statements made by parties or witnesses cannot be relied on by the Decision Maker if the party or witness will not submit to cross-examination, no adverse inference will be drawn from the party or witnesses' refusal to submit to cross-examination.

If, after a review of the evidence the Decision Maker finds that a preponderance of the evidence does show that the respondent committed an act of sexual harassment, dating violence, domestic violence, stalking or sexual assault within the college's definitions of those terms, they will proceed to impose a sanction. The Decision Maker may take into consideration any sanction recommended by the Title IX Coordinator, Investigator, the complainant, an expert or any other relevant person or witness in determining the sanction. If the Decision Maker finds that a preponderance of the evidence does not show that the respondent committed an act of sexual harassment, domestic violence, dating violence, stalking or sexual assault within the college's definitions of those terms, the Title IX grievance will be dismissed. If the Decision Maker dismisses the grievance but finds another violation of the Code of Conduct (Campus Regulation, Computer Ethics Violation or Academic Ethics Violation) occurred, they may proceed to impose a sanction in keeping with the Judicial System.

Sanctions imposed in a Title IX proceeding may be punitive but also must be primarily fashioned to restore the complainant's ability to access their education, free of sexual harassment.

Such remedies or sanctions could include:

- Dismissal from the college*; and/or
- Suspension from the college for 10 days, 20 days, 30 days or 60 days or 1 semester, 2 semesters, 3 semesters, 4 semesters or 5 semesters*; and/or
- Removal from a course, course of study or major; and/or
- Removal from a club or organization; and/or
- Removal from a work study or other employment position at the college; and/or
- Complete denial of access to college buildings, locations, or areas for a period of 1 day through 4 years; and/or
- Complete denial of access to college sponsored activities or programs for a period of 1 day through 4 years; and/or
- The writing of essays; and/or
- Community Service; and/or
- Letters of Apology; and/or
- Financial Restitution.

*Transcript Notation. Pursuant to statute, HVCC must note the transcript of any individual found to have committed any act of homicide, sexual offenses, robbery, aggravated assault, burglary, motor vehicle thefts, arson, possession or use of weapons, drug abuse violations or liquor law violations as well as any acts of larceny, simple assault, intimidation, destruction or vandalism of property that is designated as Hate Crime. Definitions used for these acts can be found in the FBI Uniform Crime Reporting Handbook. If a student is suspended for any of the aforementioned acts, the transcript will be noted, "Suspended after a finding of responsibility for a
code of conduct violation” and shall remain noted for a minimum of 1 year after the conclusion of the suspension. If a student is expelled for any of the aforementioned acts, the transcript will be noted, “Expelled after a finding of responsibility for a code of conduct violation” and that notation cannot be removed. If a student withdraws from classes during the disciplinary process, the transcript will be noted, “Withdrew with conduct charges pending.”

Within 10 days of the close of all proof, the Decision Maker will publish its written decision to the Title IX Coordinator. The Title IX Coordinator will disseminate the decision simultaneously to each of the parties and to their advisors. The Title IX Coordinator shall be responsible to ensure that any disciplinary sanctions are imposed on the respondent. Supportive measures continue to be available to the respondent and the complainant regardless of the outcome of any hearing when possible.

The decision shall be in writing and shall contain:

- A statement of the conduct committed that was alleged to have been sexual harassment.
- A brief description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding whether a preponderance of the evidence demonstrated the respondent did or did not commit the act(s) of sexual harassment or any other violations of the Code of Conduct (either Campus Regulations, Computer Ethics or Academic Ethics).
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed and how the remedies are designed to restore or preserve equal access to the college for the complainant.

The decision need not be unanimous but the minority may write its own decision.

The decision of the Decision Maker is final only after the time to file an appeal is exhausted or the parties have completed the college’s appeal process.

VII. APPEALS

Both parties have an equal opportunity to appeal a determination of a Decision Maker or the dismissal of a Title IX grievance. An appeal may be filed on any of the following grounds:

- A procedural irregularity affected the outcome of the matter; and/or
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- The Title IX Coordinator, investigator or Decision Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or
- The finding was against the clear weight of the evidence; and/or
- The sanction was disproportionate to the seriousness of the infraction.

Once an appeal is filed, the other party shall be notified. Appeals shall be in writing and shall specifically state the grounds. Appeals may be dismissed if they do not state grounds. The other party may file objections to the appeal. Appeals must be received by the Title IX Coordinator within 7 days of the delivery of the decision. Objections must be filed within 7 days of the service of the appeal on the opposing party.

Appeal Decision Makers shall be comprised of a board of up to 3 individuals if the respondent is a student and a board of up to 3 individuals or a single individual if the respondent is an employee. No Appeal Decision Maker shall have a conflict of interest or bias and cannot be the Title IX Coordinator, the Investigator, or any of the original Decision Maker(s). Decision Maker(s) for appeals will receive training as described in Section IV, Paragraphs 5 and 6 and may include members from inside or outside the HVCC community.

A written decision will be rendered by an Appeal Decision Maker within 10 days of receiving the appeal and objections. The written decision will state whether the appellant has shown by clear and convincing evidence that one of the criteria in Paragraph 2 of this Section exists. The Decision should state the appeal ground or grounds that was considered and the rationale for granting or denying the appeal based on each of the grounds considered. The Appeal Decision Maker should remit the matter for the error to be corrected whenever possible. If a sanction is modified or if any other determination is made by the Appeal Decision Maker, that rationale shall be stated in the written opinion and shall be based on substantial evidence in the record. If it is found that the sanction was disproportionate to the seriousness of the infraction, the Appeal Decision Maker may impose a greater or lesser sanction. The written decision will be provided to the Title IX Coordinator who will simultaneously distribute it to both parties and the advisors of the parties.

There are no further remedies available at the college for the resolution of this complaint.
HVCC Consensual Relationship Policy

I. Policy Statement:

Hudson Valley Community College is committed to ensuring that our students, faculty, and staff can learn and work in an environment that is free from nepotism, harassment, exploitation, and conflicts of interest. HVCC is also committed to promoting fairness in grading, evaluation, and career opportunities. In order to achieve this, it is vital that all college personnel maintain professional boundaries with students, and with employees over whom there is or will be a supervisory relationship.

HVCC professional staff and other college personnel exercise power and authority over HVCC students and employees for whom they have current supervisory, instructional, or other professional responsibility, which creates a power imbalance. This makes consent within any romantic relationship between a supervisor and employee or between a professional staff or other college personnel and a student problematic and may impede the real or perceived freedom of the student or employee to terminate or alter the relationship. Further, it may cause individuals outside of that relationship to believe that they are treated in an unequal manner during such a relationship or after it terminates, or it may cause individuals to feel that entering such a relationship is necessary or assistive in attaining their academic or career goals. Such a relationship may damage the credibility or reputation of the student, employee, the department or unit, the campus and College as a whole and may expose individuals or the institution to legal action and liability.

In the academic context, romantic relationships that might be appropriate in other circumstances have inherent dangers when they occur between professional staff or other college personnel and students. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students and employees there is an element of power.

Because inherent power differentials exist, professional staff or other college personnel are prohibited from entering romantic relationships with students for whom such staff or personnel have current supervisory, instructional or other professional responsibility.

Consensual romantic relationships between professional staff or other college personnel and any students for whom such staff or personnel have no current supervisory, instructional or other professional responsibility are strongly discouraged. It is understood that any intimate activity between HVCC professional staff/other college personnel and another employee or a student shall never take place while the HVCC professional staff/other college personnel is on duty or on campus. In regard to HVCC Public Safety, such relations shall also never occur while the officer is in uniform.

In the case of pre-existing relationships, professional staff or other college personnel shall be required to recuse themselves from any evaluation of the student and from any activity or decision which may appear to reward, penalize, or otherwise affect the student or student employee and to otherwise take appropriate action to minimize any potential preferential or adverse consequences to the student or other members of the College community.

In the employment context, there is a presumption against romantic relationships between employees where there is a current supervisory or authority imbalance. In cases where there is or has been a consensual romantic relationship between two individuals employed by the college, it is important that any sphere of influence or authority by one such employee over another be removed. Where one person is in the direct line of supervision over the other, the supervisor must notify college administration so that alternative arrangements for supervision can be made.

Where neither individual is in the direct line of supervision over the other, but authority exists wherein one individual could impact any employment related decision regarding the other, such as participating in decisions regarding hiring, termination, appointment, reappointment, promotion, assignment of duties, evaluation or changes in compensation or benefits for the other individual, such person must either recuse themselves from the decision-making process or, in the alternative, notify college administration so that they can be removed from the decision-making process.

Non-consensual relationships are always prohibited and may implicate other policies or laws.

II. Definitions:

**Department or Unit**: an academic department or unit or a professional department or unit.

**Academic Department or Unit**: Department or unit devoted to a particular academic discipline or operational area.
Professional Department or Unit: Department or unit devoted to providing professional services to students. This includes, but is not limited to, dining services, facilities services, student life/activities, financial aid, registrar, bursar, career services, library services, residential life, athletics, academic advisement, disability services, counseling services, health center, information technology, environmental safety, and public security.

Other College Personnel: Any person with an employment relationship with the college that is not covered by the definition of professional staff. This would include all employees in the classified service pursuant to New York State Civil Service laws, rules and regulations as well as student employees on the state payroll.

Professional Responsibility: For the purposes of this policy only, professional staff and other college personnel shall be deemed to have professional responsibility to a student when that person has a job related duty that can impact the student's educational or professional career; specifically, where they have decision-making authority that may impact student learning, student life or student welfare, they have professional responsibility.

In addition, a Public Safety Officer shall be deemed to have a professional responsibility at any time that they are on duty, or when the member is directly involved in an ongoing investigation in which the student is a target, witness, person of interest or subject of an investigation, criminal matter, inquiry, or campus administrative action, or when the member is involved in an open case or action in which the student or other staff is either the plaintiff/complainant/ defendant or potential plaintiff/complainant/defendant.

A health care professional working in a campus student health services/wellness center shall not commence a romantic relationship with a student for whom they are providing direct patient medical care. In addition, such health care provider shall not provide direct patient medical care to a student with whom they have had or are having a consensual romantic relationship (unless it is an emergency and no other health care provider is available on campus).

Professional Staff: All persons occupying positions designated as being in the unclassified service. This includes academic employees, professional employees, and management/confidential employees.

Romantic Relationship: An intimate, sexual and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long-term. Such a relationship exists in a marriage, a domestic partnership, or outside of marriage or domestic partnership between two persons who have a sexual union or who engage in a romantic partnering or courtship that may or may not have been consummated sexually.

Student: An individual whose primary relationship to the campus is in their role as a matriculated or non-matriculated student in an Associate or other level program, including certificates and other traditional and non-traditional academic programs. This definition does not include employees who are taking a non-matriculated course that is not part of an academic program. Status begins at payment of deposit to enroll or equivalent and continues through completion of all academic requirements and graduation. This applies regardless of the age of the student and age of the faculty or staff member.

Supervisory Relationship: A relationship in which an employee has the authority to make, recommend, or impact decisions regarding hiring, termination, appointment, reappointment, promotion, assignment of duties, evaluation, or changes in compensation or benefits for another individual.

III. Employee Applicability:

This policy governs professional staff or other college personnel, whether employed full- time, part-time, or in volunteer status, whether or not they receive monetary compensation. This policy does not apply to student employees on the college worker or college work study payroll. Conflicts of interest and limitations on supervisory relationships by student employees may be covered separately by the Code of Conduct or other policy.

IV. Policy:

A. Students:

HVCC professional staff or other college personnel, are prohibited from entering romantic relationships with any students for whom such staff or personnel have current supervisory, instructional, or other professional responsibility.

B. Employees in a Supervisory Role:
HVCC professional staff or other college personnel are prohibited from supervising any employee with whom they are currently engaged or in the past have been engaged in a romantic relationship. Professional staff or other college personnel who enter a romantic relationship with any employee for whom they provide direct line supervision must notify their direct supervisor or department/unit head, and Director of Human Resources or designee. The employee’s supervisor or department/unit head, in concert with the Director of Human Resources or designee, shall determine whether an alternative supervisory structure is possible and, if so, shall direct the employees to the alternative supervisory structure. The conclusion of the relationship (whether amicably or not), does not change the prohibition stated herein.

There is no prohibition or reporting requirement for HVCC professional staff or other college personnel who enter, are currently engaged in, or in the past have been engaged in romantic relationships with other faculty and staff where there is no direct line supervisory relationship. However, where a romantic relationship exists or has existed, professional staff or other college personnel shall recuse themselves from any personnel decisions regarding the other individual including hiring, termination, appointment, reappointment, promotion, assignment of duties, evaluation or changes in compensation or benefits for the other individual or, in the alternative, notify college administration so that they can removed from the decision-making process.

There are no prohibitions or reporting requirements for consensual social interactions between HVCC professional staff or other college personnel, regardless of supervisory relationships, that are not romantic in nature.

C. Pre-Existing Relationships:

Relationships between professional staff or other college personnel and a student, or employee for whom the employee will have supervisory, instructional, or other professional responsibility that pre-date enrollment as a student, the existence of a supervisory, instructional or professional responsibility, or hire as staff are permissible provided that employee notifies their direct supervisor or department/unit head and the Director of Human Resources or designee. The supervisor or department/unit head and the Director of Human Resources or designee will work with the covered individuals to ensure that they are not in a direct supervisory or instructional relationship (and, if so, will develop a management plan for the employee), but there is no prohibition on maintaining the relationship. Individuals with hiring or admission authority may not be directly responsible for hiring or admitting an employee or student of any level, with whom they are currently engaged or have in the past been engaged in a romantic, intimate, and/or sexual relationship.

V. Reports and Investigation:

While the primary reporting office for violations of this policy is the Office of Human Resources, reports of violations of this policy may be brought to the campus Title IX Coordinator, the Director of Human Resources or their designee, or the Office of the Vice President for Administration and Finance.

Monitoring the status of alternative supervision is the responsibility of the Director of Human Resources or designee. All documentation under this policy shall be maintained in the Office of Human Resources.

Retaliation for making a report or participating in a process under this policy is prohibited. The College prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct. If an investigation results in a finding that a person who has accused another of sexual misconduct has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

VI. Discipline:

Violations of this policy may result in disciplinary charges up to and including termination. Any disciplinary action shall be taken pursuant to the applicable collective bargaining agreement.

Administrative and Instructional Staff

Board of Trustees
Administration

Roger A. Ramsammy, Ph.D.
President of the College

George J. Raneri
Secretary to the Board of Trustees

Suzanne Kalkbrenner
Assistant Secretary to the Board of Trustees

College Administration

Roger A. Ramsammy, Ph.D. (2018)
President
Ph.D., Howard University
M.S., Howard University
B.S., University of DC

Jonathan Ashdown, Ph.D. (2011)
Dean of Science, Technology, Engineering and Mathematics
Ph.D., M.B.A., M.S., B.S., Rensselaer Polytechnic Institute

Jonathan R. Brennan (2016)
Chief Information Officer
M.S., Post University
B.S., The Sage Colleges

Donal Christian (2020)
Chief Financial Officer
M.B.A., University at Miami
M.A., B.A., CUNY City College

Louis Coplin II (1987)
Vice President for Student Affairs
M.A., Empire State College
B.A., SUNY College Fredonia

Judith DiLorenzo (1993)
Vice President for Academic Affairs
M.A., SUNY Empire State College
B.S., Northeastern University
A.A.S, Forsyth School of Dental Hygiene

Margaret Geehan, Ph.D. (1997)
Dean of Institutional Assessment

Gayle Healy (2008)
Dean of Student Development
Ed.D., Northeastern University
M.S.Ed., College of St. Rose
B.A., Russell Sage College
A.A., Hudson Valley Community College

Penny Hill (2011)
Dean, Economic Development and Workforce Initiatives
M.B.A., The Sage Colleges
B.S., SUNY Albany
A.A.S., Hudson Valley Community College

Patricia Klimkewicz, Ph.D. (2000)
Dean, School of Health Sciences
Ph.D., Walden University
M.B.A., M.S., B.S., The Sage Colleges
A.A.S., Mohawk Valley Community College

Ian LaChance (2005)
Dean of Enrollment Services and Registrar
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B.A., Roger Williams University

Regina LaGatta '73 (2014)
Executive Director for External and Government Affairs
M.S.Ed., College of Saint Rose
B.S.Ed., SUNY Brockport
A.S., Hudson Valley Community College
Lucille A. Marion, Ph.D. (1983)
Vice President, Executive Director, Capital District Educational Opportunity Center
Ph.D., M.S., B.A., Ed Specialist University Certificate, SUNY Albany

Kathleen Petley (1987)
Executive Director of Institutional Effectiveness
M.S., SUNY Albany
B.A., SUNY Binghamton

Ainsley Thomas (2017)
Chief Diversity Officer
M.A., SUNY Albany
B.A., LeMoyne College

Ronalyn Wilson (2019)
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M.S., B.A., SUNY Albany

Administrative Staff

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Technical Assistant, High School Programs
A.A.S., Hudson Valley Community College

Vaidehi Agashe (2018)
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M.S., B.S., SUNY Albany

David Alber (2011)
Senior Information Technology Specialist
A.A.S., Hudson Valley Community College

Fred Aliberti (2007)
Director of Public Safety
M.S., B.S., SUNY Albany

Enas Alnaseri (2018)
Human Resource Generalist

Elissa Baker (2006)
Director for Distance and Online Learning
M.S., SUNY Potsdam
B.S., Clarkson University

Alfredo Balarin (2009)
Director for Student Life
M.S., B.A., SUNY Albany

Howard Bancroft (2007)
Associate Registrar
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Gail Barber (1991)
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Nurse Practitioner
M.S., B.S., Russell Sage College

Tara Bocketti (2014)
Director of Community & Professional Education
M.B.A., B.S., SUNY Albany

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Multimedia Technician
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Comptroller
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Scheduling Coordinator
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Ph.D., University at Albany
M.S. in Ed., SUNY College Oneonta
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Lead Web Developer, Information Technology Services
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Network Field Technician

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Project Manager
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Larraine Ellis (1996)
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M.S., B.S., SUNY at Plattsburgh

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B.S., Siena College
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Director of Creative Services
B.A., Texas Tech University

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Human Resources Administrator
M.B.A., SUNY Empire State College
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M.S., John Hopkins University
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M.A., Empire State College
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Executive Assistant to the President and Assistant Secretary to the Board of Trustees
B.A., Fordham University
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M.S., Russell Sage College
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Assistant Director, TEC SMART
M.S., Old Dominion University
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Nursing and Surgical Technology Department
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Engineering, Architecture and Manufacturing Department

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Medical Imaging Department
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Fine Arts, Theatre Arts and Digital Media
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Cardiorespiratory and Emergency Medicine Department
M.Ed., University of Phoenix
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Ph.D., SUNY Albany
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Human Services and Chemical Dependency Counseling Department
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D.U.E.S., C.E.S., M.M.D, M.S.T., Ivory Coast University
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Instructor  
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D.V.M., Michigan State University
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M.B.A., University of California
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Vincent Carnevale (2002)
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B.S., Russell Sage College
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M.S., The College of Saint Rose
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M.S., Union College
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B.B.A., Siena College
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B.S., Sage College of Albany
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Ph.D., Rutgers University College (New Brunswick)
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D.D.S., University at Buffalo, School of Dental Medicine
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John VanOort (2009)  
Instructor  
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Instructor  
M.A., Western New England University  
B.S., Empire State College  
A.A., Hudson Valley Community College  

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Instructor  
B.S., Clarkson University  

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Instructor  
M.S., University of Pennsylvania  
B.A., Brooklyn College  

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Instructor  
M.S., Rensselaer Polytechnic Institute  
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Jill Yener (2014)  
Instructor  
M.S., SUNY Albany  
M.P.A., Columbia University  
B.S., SUNY Binghamton  

English, Foreign Languages, and English As a Second Language Department  

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Instructor  
M.A., B.A., Universite de Bordeaux III  

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Instructor  
M.A., SUNY Albany  
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Instructor  
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Instructor  
M.A., B.A., SUNY Albany  

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Instructor  
M.A., SUNY Albany  
B.A., Siena College  

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Instructor  
Ph.D., SUNY Binghamton  
M.A., University of Hawaii  
B.A., The City College of NY  

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Instructor  
M.A., University Connecticut  
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M. Ed., College of St. Rose  
B.S., Manhattan College  

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Instructor  
M.A., B.A., The College of Saint Rose  
A.A., Columbia-Greene Community College  

Mary Jo Downey, Ph.D. (2009)  
Instructor  
Ph.D., University at Buffalo  
M.Re., Unification Theological Seminary  
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Instructor  
M.F.A., West Virginia University  
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M.A., The College of St. Rose  
B.A., Hartwick College  

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Ed.D., SUNY Albany  
M.S., Siena College  

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Instructor  
M.S., SUNY Albany  
M.S., Florida International University  
B.S., Cornell University  

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Instructor  
M.A., B.A., SUNY Albany  

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B.A., SUNY Geneseo
A.A., SUNY SCCC

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M.F.A., Goddard College
B.A., Castleton State College
A.A., Adirondack Community College

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M.A., Hunter College
B.A., Oberlin College

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B.A., SUNY Oneonta

Instructor
Ph.D., University of Illinois
M.A., Virginia State University
B.S., Elizabeth City State University

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A.A.S., Adirondack Community College

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B.S., Hunter College

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M.S.N., Waynesburg University
B.S.N., Medical University of South Carolina
DIP., Robert Packer Hospital School of Nursing

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M.S., Russell Sage College
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Instructor
M.S., University Phoenix
B.S. in Nursing, SUNY Institute of Technology at Utica/Rome

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Professor
M.S., Russell Sage College
B.S., Cornell University

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Professor
Nursing Department
D.N.S., Russell Sage College
M.S., Russell Sage College
B.S.N., Molloy College

Instructor
M.S., SUNY Institute of Technology
B.S., Regents College

Marie Ostoyich (2009)
Instructor
M.S., Russell Sage College
B.S., University of Vermont

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Instructor
M.S., B.S., Syracuse University
B.A., West Virginia University

Laura Perrault (2009)
Instructor
M.S., The Sage Colleges
B.S., Alfred University
A.A.S., SUNY Farmingdale

Judith Poissant, MSN, RN
M.S.N., Excelsior College
B.A., State University at Albany
A.A.S., Memorial School of Nursing
A.A., Schenectady County Community College

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B.S., Excelsior College
A.A.S., Hudson Valley Community College

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M.S., Sage Graduate School
B.S. SUNY Plattsburgh

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B.A., SUNY University at Albany
A.A.S., Hudson Valley Community College

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M.S.N., Saint Paul University Philippines
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B.A.N., University of Santo Tomas

Mary Therriault (2008)
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M.S., B.S., Excelsior College
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Instructor
Post Masters CNS, University of Detroit Mercy
M.S.N.(CNE), Kaplan University
B.S.N., St. Joseph's College-Brooklyn

Samantha Vining (2009)
Instructor
M.S., B.S., The Sage Colleges

Advisory Boards

Admissions

Colleen Abbale, Guidance Counselor, Ballston Spa High School, Ballston Spa, NY
Peter A. Andersen, Guidance Counselor, Wahconah Regional High School, Dalton, MA
Marty Anderson, Guidance Counselor, Albany High School, Albany, NY
Tara Arsenault, Guidance Counselor, Averill Park High School, Averill Park, NY
Megan Beauchamp, Guidance Counselor, Cohoes High School, Cohoes, NY
Brandy Cenci, Guidance Counselor, Rensselaer High School, Rensselaer, NY
Karen Corso, Guidance Counselor, Berne-Knox-Westerlo High School, Berne, NY
Todd Crandall, Guidance Counselor, LaSalle Institute, Troy, NY
Sarah Cursio, Guidance Counselor, Schenectady High School, Schenectady, NY
Thomas Dvorscak, Guidance Counselor, Guilderland High School, Guilderland, NY
Peter Dwyer, Guidance Counselor, Ravena-Coeymans Selkirk High School, Ravena, NY
Amelia Hajjar, Guidance Counselor, Niskayuna High School, Niskayuna, NY
Lisa Harrington-Redding, School Counselor, Mount Anthony Union High School, Bennington, VT
Nicholas Healy, Guidance Counselor, Granville Junior/Senior High School, Granville, NY
Joanne R. Honeywell, High School Counselor, Bethlehem Central High School, Delmar, NY
Amy Huczsa, Guidance Counselor, Mohonasen High School, Schenectady, NY
Christy Knapp, Guidance Counselor, Ballston Spa High School, Ballston Spa, NY
Kelly Konsul, Guidance Counselor, Catskill High School, Catskill, NY
Jennifer D. LaFleche, Guidance Counselor, Mechanicville High School, Mechanicville, NY
Kimberly Leva, Director of Counseling, Colonie Central High School, Albany, NY
Geoff Loiacono, Guidance Counselor, Saratoga Springs High School, Saratoga Springs, NY
Gretchen Lynch, Guidance Counselor, Shenendehowa High School, Clifton Park, NY
Patricia Maloney, Guidance Counselor, Tamarac High School, Troy, NY
Lisa Miller, Counselor, Stillwater Central School District, Stillwater, NY
Ann Marie Mutz, Director of Guidance, Pittsfield High School, Pittsfield, MA
Colleen O'Flaherty, Guidance Counselor, Troy High School, Troy, NY
Jan M. Reilly, Guidance Counselor, Shenendehowa High School, Clifton Park, NY
Ashley Rickson, Guidance Counselor, Columbia High School, East Greenbush, NY
Patricia Russell, Guidance Counselor, Shaker High School, Latham, NY
Erin Russo, Director of Guidance, Germantown Central School District, Germantown, NY
Darleen J. Sampson, Guidance Counselor, Lansingburgh Central High School, Troy, NY
Rene Sheehan, Guidance Counselor, Guilderland High School, Guilderland, NY
Kelli Torelli, Guidance Counselor, Scotia-Glenville High School, Scotia, 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
Leah Wertz, Guidance Counselor, Niskayuna High School, Niskayuna, NY
Dana Zeppieri, Guidance Counselor, Heatly Senior High School, Green Island, NY

School of Business and Liberal Arts

Accounting, Entrepreneurship and Marketing

Carmino, Basile, Watervliet, NY
Joseph Catalina, Retired, NYS Dept. of Taxation & Finance, Valatie, NY
Patricia F. Coney, Clifton Park, NY
Charles Dollard, Director of Marketing, U.W. Marx, Inc., Troy, NY
William H. Frank, Jr., CPA, NYS Dept. of Taxation & Finance, Schenectady, NY
Keith Halpin, Chief Financial Officer, U.W. marx, Inc., Troy, NY
Barry Hughes, Director of Accounting, College of Saint Rose, Albany, NY
David Kiner, Professor, School of Business, Russell Sage College, Troy, NY
Allison Lauenstein, News Plaza, Albany, NY
Tina Lombardi, CPA, Teal, Becker, Chiaramonte, Albany, NY
Nicholas Marchese, CPA, Nicholas J. Marchese & Co., Albany, NY
Robert McHugh, NYS Dept. of Taxation & Finance, Valatie, NY
Mark Mesick, Principal CPA, UHY Associates Inc., Albany, NY
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Karen Tanski Hewison, Senior Director of Marketing & Creative Services, Saratoga, NY
Michele Vennard, President/CEO, Albany, County Convention & Visitors Bureau, Albany, NY
James J. Williams, CEO/Chief Investment Officer, Williams Financial Management, LLC, Bennington, VT
Russell Zwanka II, Wynantskill, NY

Arts
Sandra Boynton, Theatrical Freelance and Adjunct Teaching, Schenectady, NY
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Peter Ensel III, Associate Professor, Communications Studies, State University of New York at Plattsburgh, Plattsburgh, NY
Tammi Groff, Director, Albany Institute of History and Art, Albany, NY
Sean Hovendick, Program Director, Graphic & Media Design Program, The Sage Colleges, Albany, NY
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John Kenific, Owner, Keniscope Moving Pictures/GO Advertising Design, Rexford, NY
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Business Administration
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Sandra Malloy, Member/Educator, Capital District Homeschool Cooperative, Albany, NY
Susan Maloney, Assistant to the Dean for Student Services, University at Albany, Albany, NY
Bryan White, Assistant Vice President, Chemical Bank, Troy, NY

Criminal Justice, Forensic Science and Public Administration
The Honorable Helena Heath, Albany City Court Judge, Albany, NY
Warren McGreevey, Schaghticoke, NY
Marilyn McKee, Division of Forensic Services-Office of Mental Health, Albany, NY
Frank Risler Jr., CFE, CPP, NYS Department of Taxation and Finance, Latham, NY
Vivian Tortorici, Malta, NY

Human Services and Chemical Dependency Counseling
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Lori Becker, LMSW, Albany, NY
Jessica M. DeJesus, Community Services Coordinator, Albany Community Action Partnership, Albany, NY
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Shavina R. Richardson, Director of Shelter Operations, St. Paul's Center, Rensselaer, NY
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Individual Studies and Liberal Arts
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Education and Social Sciences

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School of Health Sciences

Dental Hygiene

Jeffrey Adams, D.D.S., Troy, NY
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Diagnostic Cardiac Sonography

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Mortuary Science

George Amato, Frank E. Campbell—The Funeral Chapel, New York, NY
Timothy J. Copeland, Copeland Funeral Home, Inc., New Paltz, NY
Thomas F. Flynn, Flynn Funeral Home and Cremation Memorial Service, Monroe, NY
Vernie R. Fountain, Fountain National Academy, Springfield, MO
Michael Moylan, George Moylan Funeral Home, Rosendale, NY
Susan Olsen, Woodlawn Cemetery, Bronx, NY
David Parente, McVeigh Funeral Home, Inc., Albany, NY
Todd Purda, TS Purta Funeral Home, Pine Island, NY
Jeanne Quarters, Latham, NY
Jeff Smith, Howard B. Tate & Son Funeral Home, Troy, NY
William J. Villanova, Port Chester, NY
Marshall Wagner, Wm. J. Rockefeller Funeral Home, Rensselaer, NY

Nursing

Mary Jane Araldi, Director, Memorial School of Nursing, Albany, NY
Marie Kaye, M.S., RN, Education Specialist, Albany Medical Center, Albany, NY
Mary Jo LaPosta, Vice President, Chief Nursing Officer, Saratoga Hospital, Saratoga Springs, NY
Mary Ellen Plass, Schenectady, NY
Denise Ringer, Director of Education and Organizational Development, St. Peter’s Health Care Services, Albany, NY
Barbara Ann Smith, Nursing Education Consultant, Glenmont, NY

Paramedic

Richard Cellucci, Battalion Chief/Paramedic/EMS Coordinator, City of Troy Bureau of Fire, Troy, NY
Erin Kelly, Assistant Chief, Colonie EMS, Latham, NY
Sean Donovan, M.D., Albany Medical Center, Albany, NY
Donald Doynow, M.D., Medical Director Paramedic Program, Hudson Valley Community College, Troy, NY
Jonathan S. Halpert, M.D., FACEP, REMT-P, Delmar, NY
Scott B. Heller, Director of Regional Resource Center, Albany Medical Center, Clifton Park, NY
David Massaro, Fire Captain, Schenectady Fire Department, Scotia, NY
Michael Gillespie, Assistant Chief, Schenectady Fire Department, Schenectady, NY
Dale G. Lingenfelter, Niskayuna Fire Department, Niskayuna, NY
Sandra J. Mahoney, Fort Edward, NY
Tim Mirabile, Executive Director, Regional Emergency Medical Organization, Colonie, NY
Dean R. Romano, Amsterdam, NY
Scott R. Skinner, Watervliet Fire Department, Watervliet, NY
Catherina L. Stevens, Schenectady, NY

Polysomnography

Heather C. Comora, RPSGT, St. Peter's Sleep Center, Albany, NY
Nancy A. Finn, R.EEG T., Clinical Neurophysiology Lab Manager, Albany Medical Center, Albany, NY
Danielle Govel, RPSGT, Adjunct Faculty, Hudson Valley Community College, Troy, NY
Barbara Hildebrand, RRT, Director of Respiratory Care, Veterans Medical Center, Albany, NY
Patricia Hyland, RRT, Department Chairperson Cardiorespiratory and Emergency Medicine, Hudson Valley Community College, Troy, NY
Erika Just, RPSGT, AMC Faculty Physicians Sleep Lab, Albany, NY
Siobhan Kuhar, M.D., Ph.D., Medical Director, Albany ENT and Allergy Services, Albany, NY
Winnie McConaghy, RRT, Tech Valley Sleep Center, Niskayuna, NY
Amanda Nuccio, RRT, RPSGT, CCSH, Polysomnography Program Coordinator, Hudson Valley Community College, Troy NY
Ken Plowman, RRT, Saratoga Hospital Sleep Lab, Saratoga Springs, NY
Paula Raymond, RRT, RPSGT, Clinical Supervisor, St. Peter's Sleep Center, St. Peter's Hospital, Albany, NY
John Rzeszuto, Albany, NY
Kerry Sumner, RRT, Director of Respiratory Care, Sleep Lab and Neurodiagnostics, Glens Falls Hospital, Corinth, NY
David TenEyck, RRT, Faculty, Hudson Valley Community College, Troy, NY
Denise Whitehouse, RRT-SDS, Ellis Medicine, Sleep Disorders Center, Schenectady, NY

Radiologic Technology

Scott Dexter, OB-GYN Physician High Risk, Albany Medical Center, Saratoga Springs, NY
Mary Flagg, Radiology Manager, Samaritan Hospital, Troy, NY
Michael Gabor, M.D., Chief Radiologist, Capital Imaging Associates, Latham, NY
Kevin Hiscock, Radiology Assistant, Medical Imaging, Millenium Radiology, Rotterdam Junction, NY
Rhonda Makoske, Manager of Medical Imaging, Columbia Memorial Hospital, Hudson, NY
Michael Masone, Operations Manager, Capital Imaging Associates, Latham, NY
Howell Morris, Patient Care Services Director, Albany Medical Center, Albany, NY
Patti Nazarko, Administrative Director Medical Imaging, St. Mary's Hospital, Troy, NY
Amy Waylett, Manager, Ellis Healthcare, Schenectady, NY

Respiratory Care

Damian R. Compa, M.D., Wellpoint Health Care, Clifton Park, NY
Larry Dack, Albany, NY
Maureen Dixon, Director of Cardiorespiratory Services, Albany Medical Center, Albany, NY
Brandi L. Ewing, Manager of Respiratory Therapy, St. Peter's Hospital, Clifton Park, NY
Tina Gentile, Education Specialist Respiratory Care, Pathways Rehab Center, Niskayuna, NY
Thomas Harvie, Director of Respiratory Care, Northeast Center for Special Care, Menands, NY
Scott B. Heller, Director of Regional Resource Center, Albany Medical Center, Clifton Park, NY
Barbara Hildebrand, Director of Respiratory Care, Veterans Medical Center, Albany, NY
James Hotaling, Director, Mary Immogene Basset Hospital, Cooperstown, NY
James Keeley, Supervisor of Respiratory Care, Glens Falls Hospital, Glens Falls, NY
Surgical Technology

Meredith Gilchrist, Living Resources Corporation, Albany, NY
Bernadette LaJeunesse, RN, MSN, CNOR, Nurse Manager, Operating Room, Albany Medical Center, Albany, NY
Dennis D. Latham Jr., CST, STBC, Operating Room Technician, St. Peter's Hospital, Albany, NY
Dorothy Maria Mannella Urschel, MS, RNFA, CCRN, Vice President, Operations, Albany Memorial Hospital, Albany, NY
Eric S. VanDenburgh, Installation Technician, Wells Communications, Inc., Waterford, NY

School of Science, Technology, Engineering and Math (STEM)

Advanced Manufacturing Technology

Louise K. Aitcheson, Program Director, Center for Economic Growth, Inc., Albany, NY
Samuel G. Chiappone, Jr., Manager, Fabrication and Prototyping Resources, Rensselaer Polytechnic Institute, Troy, NY
Michael J. Dagle, Vice President, Zak Incorporated, Green Island, NY
David W. Davis, President and Chief Operating Officer, Simmons Machine Tool Corporation, Albany, NY
David W. Dussault, President/CEO, P1 Industries, LLC, Schenectady, NY
Vern Estes, Manager, New Initiatives-Steam Turbine Production, General Electric-STGD, Schenectady, NY
Ryan Lombardo, Machine Shop Manager, Precision Valve and Automation, Cohoes, NY
Robert V. Mann, Mechanical Technology Instructor, WSWHE BOCES Myers Education Center, Fort Edward, NY
Marty McGill, Vice President, Allendale Machinery Systems, Upper Saddle River, NJ
William Ross, Ross Enterprises II LLC, Troy, NY

Automotive Technical Services

Deborah Landau Dorman, President and Chief Operating Officer, ENYCAR, Albany, NY
Automotive Technical Services-Autobody Repair
Donald Reckner, President, Elmo's Auto Body, Ballston Lake, NY
John Schultz, PRO Manager, Allstate Insurance, Albany, NY

Automotive Technical Services-General Motors

Richard Bellizzi, Latham, NY
Richard Gendron, Vice President, Gendron's Truck Center, Troy, NY
Theresa Russell, Assistant Part & Services Director, DeNooyer Chevrolet, Inc., Albany, NY
Mark Russman, Service and Parts Director, Gendron's Truck Center, Troy, NY

Building Systems Technologies

Donald Abbruzzee, Retired, Northeast Refrigeration & Air Conditioning, Albany, NY
Terrence Bikowicz, Residential HVAC Manager, Crisafulli Bros. Plumbing & Heating, Burnt Hills, NY
Steve Borkowski, Quad Graphics, Saratoga Springs, NY
Tom Carrigan, Training Coordinator, UA Local 7 Steamfitters and Pipefitters, Latham, NY
Civil Engineering Technology/Construction Technology

Kurt Anderson, Ph.D., Associate Dean for Undergraduate Studies, Rensselaer Polytechnic Institute School of Engineering, Troy, NY
Kim Boyer, Dean of Engineering & Applied Sciences, University at Albany, Albany, NY
Michael Dunn, Vice President, D.A. Collins Companies, Wilton, NY
William Hardin, Professor, Department of Mathematics, The College of Saint Rose, Albany, NY
John Lewyckyj, Deputy Director, NYS OGS, Waterford, NY
Paul Male, Town of Stillwater, Saratoga Springs, NY
Peter Marx, EM Marx Construction Co., Troy, NY
Mark Mattson, Instructor & Coordinator, SUNY Polytechnic Institute, Utica, NY
Paul McCoy, Project Executive, Kirschhoff Consigil, Albany, NY
Chek Beng Ng, Civil Engineer, NYS Department of Labor, Selkirk, NY
Lindon Paul, Assistant Coordinator, SUNY Construction Fund, Albany, NY
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Ronald Vaughn, Director, Northeast Solite Corporation, Saugerties, NY
Nicholas Viscio, Manufacturing Engineer, Phillips Healthcare, Latham, NY
Ken Wersted, Associate, Creighton Manning Engineering, Albany, NY

Clean Energy Management

Mark D. Richardson, Vice President of Operations, U.S. Light Energy, Latham, NY
Brian T. Stanley, Vice President of Engineering, NYREER, LLC, Clifton Park, NY
David Verner, Renewable Energy Consultant, Albany, NY
Rodney G. Wiltshire, Jr., Sustainability Engineer, Wiltshire Renewable Energy Systems, LLC, Troy, NY

Computer Information Systems

John Avitabile, Associate Professor, Department of Computer Services, College of Saint Rose, Albany, NY
Jennifer Barber, Manager-Service Delivery Desktop Support, Office of the State Comptroller, Division of the Chief Information Officer, Albany, NY
Paul Burke, Project Manager, PSI International, Schenectady, NY
Jakov Crnkovic, Clinical Professor, Information Technology Management, University at Albany, Albany, NY
Dawit H. Demissie, Albany, NY
Brian Gidley, Information Technology Department, Shenendehowa Central Schools, Clifton Park, NY
Sanjay Goel, Director of Cyber Security, University at Albany, Albany, NY
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Peter Lutz, Professor and Director of Information Assurance, Rochester Institute of Technology, Rochester, NY
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David Prescott, Glenmont, NY
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Daniel Shyne, Chief Information Officer, Center for Disability Services, Albany, NY
Jon Street, Clifton Park, NY
Computer Integrated Technology/Mechanical Engineering Technology

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Joseph Calzolari, Mechanical Engineering Consultant, Albany, NY
Keith A. Demarest, Jr., Principal Engineer, Bechtel Marine Propulsion Corp., Clifton Park, NY
Al Gaudreau, Intertech, Troy, NY
Stephen Keel, Ducommun, Athens, NY
David John Kukulka, P.E., Department of Technology, State University of New York, Buffalo, NY
Andrew S. Rigney, Feura Bush, NY

Electrical Engineering Technologies

Andrew Rudack, Operations Manager/Project Engineer, SEMATECH-North, Albany, NY
Michael Tangora, President, Tangora Technologies, Delmar, NY
Thomas VanWert, Lockheed Martin, Schenectady, NY

Information Technician

Michelle Blanchard, RHIA, Assistant Director of Medical Records, Four Winds Hospital, Glens Falls, NY
Anthony Capece Jr., Executive Director, Central Business Improvement District, Inc., Albany, NY
Ellen Herritt, Home Telehealth Care Coordinator, Stratton VA Medical Center, Albany, NY
Susan Snowdon, IT Director, Four Winds Hospital, Saratoga, NY

Mathematics and Engineering Science

Kurt Anderson, Associate Dean for Undergraduate Studies, School of Engineering, Rensselaer Polytechnic Institute, Troy, NY
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Michael Carpenter, Interim Dean of the College of Nanoscale Engineering and Innovation, SUNY Polytechnic Institute
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Workforce Development

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David Hollander, President, Sano-Rubin Construction Services, Albany, NY
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Bob Vittengl, Sales Representative, APEX Solar, Queensbury, NY

Capital District Educational Opportunity Center (EOC)

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Gary Emery, Director of Patient Support Associate Department, Albany Medical Center, Albany, NY
Karen Ferrer-Muñiz, Associate VP for Enrollment Management, Utica College, Utica, NY
Steven Goodyear, Community Relations Specialist, Fidelis Care, Clifton Park, NY
Penny Hill, Dean of Economic Development and Workforce Initiatives, Hudson Valley Community College, Troy, NY
Jenn Hyde, Executive Director, Catholic Charities Tri-County Services, Hoosick Falls, NY
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Jonathan Scherzer, Director of Marketing, Capital District Transportation Authority (CDTA), Delmar, NY
Ainsley Thomas, Chief Diversity Officer, Hudson Valley Community College, Troy, NY
Brian J. Williams, Commissioner of Employment and Training, Rensselaer County Department of Employment & Training, Troy, NY

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