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Statement on Non-Discrimination

Monroe Community College does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, gender identity, pregnancy, religion, predisposing genetic characteristics, marital status, or domestic violence victim status in admissions, employment, and treatment of students and employees or in any aspect of the business of the College.

Inquiries regarding the application of Title IX should be directed to:
Susan Baker
Monroe Community College
1000 East Henrietta Road
Rochester, NY 14623
(585)292-2124 or sbaker@monroecc.edu

Inquiries regarding other laws, regulations and policies prohibiting discrimination should be directed to:
Melissa Finger
Monroe Community College
1000 East Henrietta Road
Rochester, NY 14623
(585)292-2117 or mfinger@monroecc.edu

The Monroe Community College Catalog/Student Handbook does not constitute a contract between the College and its students on either a collective or individual basis.

The College may find it necessary to make changes in the curriculum, administration, policies, tuition and fees or any other phase of College activity, and reserves the right to make such changes or to delete any program or course described in this Catalog.

For a list of the latest catalog updates/corrections: www.monroecc.edu/go/catalog
The first time you open a college catalog or read any college publication, you’ll find terms that may be unfamiliar to you. The following common college terms are ones that you’ll need to know as an MCC student.

**2+2 Transfer Degree Programs**
A way to get your associate’s degree at MCC with guaranteed admission to a participating four-year college as a junior. The 2+2 Program is intended for first-time, full-time MCC students who already know which participating four-year college they want to attend. You complete one application to MCC and pay one application fee. If you meet the entrance requirements, you’re concurrently admitted to MCC and the 2+2 college you’ve chosen.

**Advisement Key**
A six-digit alternate PIN number used to “unlock” online registration access for students required to meet with an academic advisor.

**Articulation Agreements**
Agreements signed between MCC and participating four-year colleges and universities outlining the requirements for transferring to parallel programs at those institutions. Articulation Agreements ensure that after you graduate from MCC, you can transfer with junior status and complete most baccalaureate degree programs in two years. Each participating college has its own admission and course requirements.

**Audit**
To take a course without receiving a grade or credit. You also don’t have to take the exams. Any student may audit a course with permission from the instructor, assuming seats are available. You must fill out the appropriate audit form and return it to the Registration and Records Office by the end of the course add period (typically the first week of the course in a full-term section). Full tuition is required and the course appears on your transcript with a grade of “AU.”

**Blended/Hybrid Courses**
See [Hybrid/Blended Courses](#) entry.

**CAPP Compliance (Degree Audit)**
A report that indicates your progress toward completing a particular certificate or degree program. It details what you have completed and courses you still need to fulfill curriculum requirements.

**Career Programs**
Programs for students who plan to enter the job market immediately after graduating from MCC. These lead to an A.A.S. degree (Associate in Applied Science degree).

**Credit Hours**
Each course at MCC carries a certain number of credit hours. These credit hours are listed in the course description section of this catalog. You need a specific number of credit hours in the appropriate courses to earn a degree or certificate. The number of credit hours a student is registered for is also used to determine full-time status and financial aid eligibility.

**Cumulative Grade-Point Average**
Also known as your GPA. This is the overall average from the grades and grade points you receive and the credits you earn in all the courses you take. Grade points range from 4.00 for an “A” to 0.00 for an “F.” You must have at least a 2.00 (a “C” average) to graduate from MCC.

**Course Information Sheet**
Each faculty member provides the enrolled students with information about that particular course during the first week of class. This document includes course learning outcomes, class policies, and grading information. This is sometimes referenced at MCC as a syllabus.

**Credit by Examination**
Earn up to 36 semester hours of credit toward your degree by taking different types of examinations, which include department, CLEP and DANTES exams. The cost for Credit by Examination is equal to the rate for one credit hour.

**Certificate Programs**
Programs for students who want to gain a high degree of specialization through a short program of instruction. While required credit hours vary, most certificates are approximately 30 college credits.

**Certificate of Residence**
While you are attending MCC, you must file a “Certificate of Residence” once each academic year (September-August). See instructions on page 26 to certify you’ve been a legal resident of New York state for the past year and a resident of Monroe County for the past six months. The Certificate of Residence is submitted to the Student Accounts Office.
Curriculum
A curriculum is a program of courses approved for a specific degree or certificate. To earn a degree or certificate in a specific program, you must complete the curriculum for that program.

Dean’s List
To make the Dean’s List, you must be a full-time or part-time student who is matriculated in a program and has earned a grade point average of 3.5 or higher with no grades of “I” or “F” for the semester. Full-time students must complete 12 credit hours for the semester; part-time students must complete 6 credit hours.

The Dean’s List letter and a media release form will be emailed to recipients approximately four weeks after the semester has ended. The designation of Dean’s List will appear on the student’s academic transcript.

For further information, you may contact the Registration & Records Office at: registration@monroecc.edu or call 585.292.2300.

Drop for Non-Payment of Tuition
If you do not pay your tuition bill by the due date, your classes may be cancelled. If that occurs, you may be able to re-register but your original classes may not be available. In addition, you will be charged a Re-registration Fee of $25.00. Contact Student Accounts for more information.

Distance Learning
See Online Courses entry.

Drop-Add
Scheduled times when you can drop a course you’re registered for and/or add a new one.

Electives
Many programs include electives, which are credit courses of the student’s choice that can be applied toward the requirements of the degree or certificate.

Email (electronic mail)
MCC considers your MCC e-mail system (Microsoft Windows Live) an official means of communication. MCC will use the system to conduct and notify students of college-related business and important general information. All students receive an email address to access from a home computer or the on-campus computer labs. Using your campus email address, faculty can send you electronic messages and you can send messages to classmates, faculty, and staff, as well as to any external email address. To set up your email account, visit MCC’s web site, www.monroecc.edu.

Email is the primary method of communication with the College. Read your email regularly.

EOP (Educational Opportunity Program)
A state-funded program to help students who are educationally and economically disadvantaged. Contact the Admissions Office for more information: 585.292.2200.

24 Credit Equivalency Diploma (G.E.D.) Program
If you don’t have a high school diploma, you can earn a New York State High School Equivalency Diploma by successfully completing 24 credit hours of courses in specific areas.

Full-Time Student
A student who is enrolled for 12 or more credit hours in a Fall or Spring semester.

Green Slip
After the drop-add period has ended, only the course instructor can allow a student into their course. The term refers to a green colored piece of paper given to students which in turn was given to the Registration office as proof the student was allowed in the class. Instructors can now electronically update their class roster to “green slip” a student into the class.

Honors Sections (HON)
Honors sections of MCC courses include the same material covered in regular sections of a course, but in greater depth, with opportunities for students to pursue individual interests. For new students, eligibility is based on prior academic records, courses taken, grades, class standing and/or letters of recommendation. For continuing MCC students, eligibility is based on completion of at least 12 credit hours, with a minimum grade-point average of 3.25 and/or recommendation by a professor. Students who meet this requirement will automatically be sent an honors application prior to class registration.

Hybrid/Blended Courses
Courses that are taught partly online and partly on campus. The on-campus component may occur weekly or as little as once or twice a semester.

Independent Study
An opportunity to work independently under the guidance of a faculty sponsor. Designed for students who want to extend their education beyond the standard course structure of classroom activity. Not intended as a substitute for an existing course.

Intent to Graduate
If you are a candidate for a degree or certificate, you must complete and submit an “Intent to Graduate” application prior to your final semester of study. Forms and deadline dates can be obtained online or from Advisement and Graduation Services, Bldg. 1-231.

Internet Courses
See Online Courses entry.

Intersession
An abbreviated session offered in January that lets you complete a credit-bearing course between Fall and Spring semesters.
Learning Centers
On-site centers where you can get help from faculty tutors, videos, and interactive software. There are special learning centers for accounting, computer graphics, computer-related curricula, computing information systems, dental hygiene, economics, languages, transitional studies, mathematics, writing, nursing, psychology, natural sciences and physics.

Learning Community Courses (LC)
A Learning Community is a group of students who take two or more courses together in the same semester. The courses are coordinated by two or more faculty who work closely together under a common educational theme. Course content and assignments are linked to connect the courses and increase students’ learning.

Master Class Schedule
The list of courses being taught during the semester. The master schedule is printed in the current semester class schedule, displayed in various campus locations, and posted on MCC’s web site (www.monroecc.edu.)

Matriculated Student
A student who has applied for and been formally accepted as a candidate for a degree in a specific curriculum. You must be matriculated in a degree program before you are eligible for a degree or certificate from the College. You must also be a matriculated student to receive financial aid.

Non-Matriculated Student
A student who is taking courses without applying for candidacy for a degree.

Online Courses
Internet or online courses let you attend classes any time, any place. Each semester, MCC offers over 100 online courses through the SUNY Learning Network. In an online course the instructor and students are connected to each other through an Internet-based network. Students receive instruction, compose and submit assignments, ask questions of the instructor and other students, discuss issues, and actively participate in the class from their homes, offices or the nearest campus computer lab.

Orientation
Designed to help new students become part of the College community. There are two types: College Orientation and Academic Orientation.
College Orientation introduces you to campus life, helps you make connections with other members of the community, and teaches you about College facilities, services and resources. It also includes the SUNY photo ID process. Academic Orientation describes a specific program of study and its requirements.

Part-Time Student
A student who is taking fewer than 12 credit hours in a Fall or Spring semester.

Priority Registration
A three-week registration period when students who have more than one cumulative semester of college credits can register for classes before anyone else. Open registration for all other students, including new, re-admitted, transfer, and second-degree students follows.

Program Change
If you want to change your program (curriculum), you must apply for a program change through the Counseling, International and Veteran Services Office on the Brighton Campus or the Student Services Office on the Damon City Campus.

Registration
The process of selecting and signing up for courses you want to take for the semester.

Service Learning Courses (SV)
Students enrolled in service learning sections of courses combine civic engagement with academic coursework in a way that benefits both the student and the community. Service projects can range from 5 to 135 hours and can be an option or requirement. Students who complete 200 hours of service learning will receive a special diploma distinction upon graduation from MCC.

Student Number
Your student number is your permanent, official college identification number.
Summer Session

There are two Summer Sessions offered each year. Summer credit courses are offered days and evenings at both MCC campuses (Brighton and Damon City Campus) as well as online and at satellite sites. Enrollment is open to any student who has satisfied course prerequisites.

SUNY (State University of New York)

SUNY is a system of 64 public campuses (colleges and universities) across New York state. MCC is a unit of the SUNY system and one of 30 community colleges.

Open SUNY

Open SUNY is a SUNY-wide collaboration that offers world-wide online-enabled learning opportunities. All credits earned are fully transferable. MCC currently offers more than 100 classes and 40 degree programs through Open SUNY.

Sustainability Courses (GR)

Sustainability is grounded on the conviction that societies should develop ways to meet their present needs without compromising the ability of future generations to provide for their own needs. Sustainability is a field of concern and inquiry that overlaps a vast array of MCC disciplines. Courses at MCC that deal with sustainability are designated “GR” on the Class Schedule, and can be used to fulfill requirements toward the Sustainability Certificate.

Syllabus

See Course Information Sheet entry.

Transcript

An official record of the courses you’ve taken and the grades you’ve received. Official transcripts will not be issued if there is a balance due on your account.

Transfer Programs

Designed for students who plan to transfer to a four-year college or university and earn a bachelor’s degree after they complete their first two years of study at MCC. Transfer programs lead to an A.A. (Associate in Arts) or A.S. (Associate in Science) degree.

Wait List

Many high-demand courses have electronic wait lists available. Wait lists are activated when a course’s maximum enrollment has been reached and the course is closed. As seats become available, wait listed students are moved into the course.

Students should be aware that common scheduling errors cannot be resolved when wait listing a course. For example:
- Don’t register and wait list for different sections of the same course. Once you are placed in a section, you will be dropped from the wait lists of all other sections.
- Don’t register and wait list for courses that have a time conflict.
- Don’t wait list for a course if it will exceed the number of credits you are permitted to take in a specific semester.

Students are not charged tuition while wait listing courses. When a seat becomes available and the student moves into the course, tuition charges are generated.

Writing-Intensive Courses (WR)

Courses that emphasize learning the course content through both formal and informal writing assignments. Writing-intensive courses may be in any discipline. These courses are indicated by a “WR” on the master schedule.

Withdrawal from Courses

After the drop/add period and up to approximately 80% of the course has been completed, you can withdraw from individual courses via the web or by completing a “Withdrawal” form. NO REFUND is given. After the deadline (which is published each term for full-term courses), you cannot withdraw from individual courses. You may, however, withdraw completely from the College prior to final exams. If you withdraw completely, you will have to reapply for admission to register for future terms.
GENERAL INFORMATION
The College

Mission
Monroe Community College is a dynamic learning community where access, excellence, and leadership are the College’s hallmarks. Our mission is to educate and prepare diverse learners to achieve scholarly, professional, and individual success within a local and global context. The College serves as a catalyst for innovation, economic development, lifelong learning, and civic engagement.

Philosophy and Purpose
Monroe Community College is a teaching institution, a college that has developed in response to community needs. Providing the best possible educational opportunities to all students is the first priority of the College. MCC offers a wide variety of unique opportunities in preparation for further study, career education, student support, developmental education, non-traditional education and part-time study.

Accreditation
Monroe Community College is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104, (267) 284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Curricula are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees, as well as certificates, as established by the Board of Regents of the University of the State of New York. All curricula are approved by the New York State Department of Education for the training of veterans and other eligible persons under Public Law 634 (Children of Deceased Veterans), Public Law 894 (Disabled Veterans), Public Law 89-358 (Veterans Administration Readjustment Benefits of 1966) and Public Law 93-508 (Vietnam Era Veterans’ Readjustment Act of 1974). See specific individual accredited programs listed under Programs of Study.
Brighton Campus

1000 East Henrietta Road
Rochester, New York 14623
585.292.2000

The Brighton Campus consists of 12 interconnected academic buildings, a child care center, residence halls and an expansive physical fitness facility.

Regular college business hours are:
Mon. – Fri. 8:45 am – 4:45 pm. The Brighton Campus is closed from midnight – 6 am. Please note: Hours may vary during breaks and summer.

Building 1: Peter A. Spina Administration Building:
- Administrative offices
- Admissions
  Hours of Operation
  Mon. – Fri. 8 am – 4:45 pm
- Advisement & Graduation Services
  Hours of Operation
  Mon. – Fri. 9 am – 4:30 pm
- Information Desk
- Java’s Coffee Bar, first floor
  Hours of Operation
  Mon.-Thurs., 7:30 am – 8:30 pm. Friday, 7:30 am – 4 pm
- Public Safety Dispatch Center

Building 2: The LeRoy V. Good Library:
- Numerous collaborative and individual study rooms
- A library instruction classroom
- Veteran Resource Center
- Special collection include the Holocaust, Genocide and Human Rights Resource Center and the College Archives

Building 3: R. Thomas Flynn Campus Center
- Bookstore
- Campus Center Service Desk
  Hours of Operation
  Mon.-Thurs. 9 am-5 pm & Fri. 9 am- 4 pm
- Career and Transfer Center
- Counseling Center & Veteran Services
- EOP Program Office
- Gilman Lounge, ground floor
  Hours of Operation
  Mon.-Thurs., 7:30 am – 2 pm. Closed Friday
- Global Education & International Services Office
- Health Services Office
- Information and Services Desk
- MarketPlace, main dining area, 2nd floor
  Hours of Operation
  Mon.-Thurs., 7:30 am-6 pm & Fri., 7:30 am-3 pm
- Peer Assistance Resource Center
- Photo ID office
- Services for Students with Disabilities Office
- Student Clubs/Organizations offices
- Warshof Conference Center

Building 4: Communications/ Theater
- Faculty offices and classrooms
- Theatre

Building 5 & 8: Faculty Towers
- Faculty offices
- Lecture halls

Building 6: Registration/ Financial Aid
- Classrooms & faculty offices
- Financial Aid
- Human Resources & Organizational Development
- Registration & Records
- Student Accounts

Building 7: Sciences Building
- Classrooms
- Dental Hygiene Clinic
- Labs for anatomy, biology, chemistry, general science, microbiology, physics, physiology
- Public Safety Office

Building 9: Gleason Hall of Science & Technology
- Classrooms
- Labs for computer, civil, drafting, electronic, engineering, health information, industrial instrumentation, mechanical, optical, radiologic
- Louis S. and Molly B. Wolk Center for Excellence in Nursing

Building 10: Samuel J. Stabins Physical Education Complex
- Classrooms & coaches/faculty offices
- Dance Studio
- Exercise/Weight rooms
- Human Performance labs
- Gym
- Locker rooms
- PAC Center
- Pool
- Racquetball Courts
- Outside features include: baseball, softball, soccer and lacrosse fields; disc golf course, fitness and nature trails, tennis courts, a quarter-mile track and an obstacle course

Services to students include: borrowing material, interlibrary loan, leisure reading/media collection, printing/photocopying, research coaching/consultations, research & course guides.
Hours are listed on the library web page: www.monroecc.edu/go/library
**Building 11: Learning Centers**
- Classrooms & faculty offices
- Electronic classrooms
- Learning center
- Learning labs: accounting, math, psychology, transitional studies, writing
- Geology labs

**Building 12: Fine Arts**
- Art studios
- Classrooms & faculty offices
- Mercer Gallery
  *Hours of Operation*
  Mon., Wed., Fri. 10 am- 5 pm and Thurs. 10 am- 7 pm
- Music rooms
- Sorelle Expresso Bar Café
  *Hours of Operation*
  Mon.-Fri., 7 am– 2:30 pm

**Building 22: Richard M. Guon Child Care Center**

**Alice Holloway Young Commons — Residence Halls**
- Alexander Hall
- Canal Hall
- Tribune Hall
- Pioneer Hall

**Economic & Workforce Development Center**
1057 East Henrietta Rd., Rochester, NY 14623
585.292.3770
- Training rooms for non-credit/corporate courses

**Building 23: Applied Technologies Center**
2485 West Henrietta Rd., Rochester, NY 14623
585.292.3700
55,000 square-foot high tech facility
- **HVAC Labs:**
  - Stand-alone energy audit building
  - Off the grid Solar Thermal Training dwelling
  - Siemens Energy Management lab
- **Precision Machining Labs:**
  - Metrology Measurement & Inspection Lab
  - New Metrology Lab
  - 3 optical comparators
  - 3 coordinate measurement machines
  - 2 fully-equipped manual machining labs
  - CNC, Computer Numerical Control, Machining Lab with 7 CNC machines & 12 simulators
- **Automotive Lab:**
  - Toyota Training lab
  - General Motors Training lab
- Faculty offices
- Classrooms & faculty offices
- Computer lab
- Automotive lab

**Public Safety Training Facility**
1190 Scottsville Rd., Rochester, NY 14624
585.753.3800
- Aircraft simulator & burn buildings
- Crime scene, TEAM/Tac & firing range simulator
- Classrooms & faculty offices

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**Damon City Campus**
228 East Main Street
Rochester, New York 14604
585.262.1600

**McC’s downtown campus is located on the corner of Main Street and Clinton Avenue in the heart of Rochester.**

**Regular college business hours are:**
Mon. – Thurs. 7 am – 10 pm, Fri. 7 am – 5 pm, Sat. 8 am– 4 pm and closed on Sunday. Please note: Hours may vary during breaks and summer.

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**Fourth Floor**
- ATM Machine
- Center for Advising, Career & Transfer
- Bookstore
- Classrooms & faculty offices
- Fitness Center
- Food/beverage service
- Integrated Learning Center/Tutoring Center
- Learning Commons: computer resource center, library, student technology help desk

**Fifth Floor**
- Campus Life Office
- Classrooms & faculty offices
- Fax, copy machine
- Registration & Financial Services
- Student Services Center
### Academic Calendar 2015 - 2016

#### Fall Semester 2015 (September 8 - December 23, 2015)

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>LABOR DAY – COLLEGE CLOSED</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>September 7*</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, September 4)*</td>
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</tr>
<tr>
<td>September 8</td>
<td>CLASSES BEGIN – Late Registration Fee Required</td>
<td></td>
</tr>
<tr>
<td>September 14</td>
<td>Last Day for 75% Refund of Tuition and Fees</td>
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<tr>
<td>September 14</td>
<td>Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)</td>
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<tr>
<td>September 21</td>
<td>Last Day for 50% Refund of Tuition and Fees</td>
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<tr>
<td>September 28</td>
<td>Last Day for 25% Refund of Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>September 28</td>
<td>Last Day Students May Drop Course(s)</td>
<td></td>
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<tr>
<td>September 29</td>
<td>Course Withdrawal Period Begins</td>
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<tr>
<td>November 11</td>
<td>VETERANS DAY-COLLEGE CLOSED</td>
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<tr>
<td>November 25</td>
<td>Last Day for Students to Withdraw from an Individual Course with a Grade of “W”</td>
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</tr>
<tr>
<td>November 25</td>
<td>Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance</td>
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<tr>
<td>November 25</td>
<td>Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)</td>
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<tr>
<td>November 26-29</td>
<td>THANKSGIVING RECESS – COLLEGE CLOSED – NO CLASSES</td>
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<tr>
<td>November 30</td>
<td>CLASSES RESUME</td>
<td></td>
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<tr>
<td>December 18</td>
<td>Last Day of Classes</td>
<td></td>
</tr>
<tr>
<td>December 18</td>
<td>Last Day for Students to Process a Complete Withdrawal from the College with a Grade of “W”</td>
<td></td>
</tr>
<tr>
<td>December 19-23</td>
<td>FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES</td>
<td></td>
</tr>
<tr>
<td>December 28</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
<td></td>
</tr>
<tr>
<td>December 25-January 3</td>
<td>COLLEGE CLOSED</td>
<td></td>
</tr>
</tbody>
</table>

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**NOTE:** All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

**NOTE:** Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
Intersession 2016 (January 4 - January 22, 2016)

January 1 Friday NEW YEAR’S DAY – COLLEGE CLOSED
January 3* Sunday Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, December 24)*
January 4 Monday CLASSES BEGIN – Late Registration Fee Required
January 5 Tuesday Last Day for 90% Refund of Tuition and Fees
January 6 Wednesday No Refund of Tuition and Fees
January 6 Wednesday Last Day Students May Drop Course(s)
January 7 Thursday Course Withdrawal Period Begins
January 14 Thursday Last Day for Students to Withdraw From an Individual Course with a Grade of “W”
January 14 Thursday Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 18* Monday MARTIN LUTHER KING, JR. DAY – COLLEGE CLOSED
January 22 Friday Last Day of Classes
January 25 Monday Final Grades Due by 12:00 noon – ALL COURSES

Spring Semester 2016 (January 25 - May 26, 2016)

January 24* Sunday Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, January 22)*
January 25 Monday CLASSES BEGIN - Late Registration Fee Required
January 29 Friday Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)
January 29 Friday Last Day for 75% Refund of Tuition and Fees
February 5 Friday Last Day for 50% Refund of Tuition and Fees
February 13* Saturday Last Day Student May Drop Course(s) and for 25% Refund of Tuition and Fees
February 13 Saturday WINTER RECESS BEGINS AT CLOSE OF SATURDAY CLASSES
February 14 Sunday Course Withdrawal Period Begins
February 14-21** Sun-Sun WINTER RECESS – NO CLASSES**
February 22 Monday CLASSES RESUME
March 26 Saturday SPRING RECESS BEGINS AT CLOSE OF SATURDAY CLASSES
March 27 - April 3** Sun-Sun SPRING RECESS - NO CLASSES**
April 4 Monday CLASSES RESUME
April 30 Friday Last Day for a Student to Withdraw From an Individual Course With a Grade of “W”
April 30 Friday Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
May 20 Friday Last Day of Classes
May 20 Friday Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of “W”

May 21-26 Sat - Thurs FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
May 30 Monday MEMORIAL DAY - COLLEGE CLOSED
May 31 Tuesday Final Grades Due by 12:00 noon - ALL COURSES
TBA COMMENCEMENT

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**Dates adjusted to match Monroe County Public School Calendars.

***Dates are during Winter Recess

NOTE: All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

NOTE: Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
## Summer Session 2016

### Session I

**First 5-Week Day Session (May 31 – July 1, 2016)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>MEMORIAL DAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>May 30*</td>
<td>Monday</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, May 27)*</td>
</tr>
<tr>
<td>May 31</td>
<td>Tuesday</td>
<td>CLASSES BEGIN – Late Registration Fee Required</td>
</tr>
<tr>
<td>June 1</td>
<td>Wednesday</td>
<td>Last Day for 90% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>June 2</td>
<td>Thursday</td>
<td>No Refund of Tuition and Fees</td>
</tr>
<tr>
<td>June 6</td>
<td>Monday</td>
<td>Last Day Students May Drop Course(s)</td>
</tr>
<tr>
<td>June 7</td>
<td>Tuesday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
<td>June 27</td>
<td>Monday</td>
<td>Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”</td>
</tr>
<tr>
<td>June 27</td>
<td>Monday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance</td>
</tr>
<tr>
<td>July 1</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>July 5</td>
<td>Tuesday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
</tbody>
</table>

### Session I

**First 6-Week Evening Session (May 31 – July 8, 2016)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>MEMORIAL DAY – COLLEGE CLOSED</td>
</tr>
<tr>
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<tr>
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<td>Thursday</td>
<td>No Refund of Tuition and Fees</td>
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<td>Tuesday</td>
<td>Last Day Students May Drop Course(s)</td>
</tr>
<tr>
<td>June 8</td>
<td>Wednesday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
<td>July 1</td>
<td>Friday</td>
<td>Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”</td>
</tr>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>INDEPENDENCE DAY OBSERVED – COLLEGE CLOSED</td>
</tr>
<tr>
<td>July 8</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
</tbody>
</table>

### Session II

**Second 5-Week Day Session (July 11 – August 12, 2016)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10*</td>
<td>Sunday</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, July 8)*</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>CLASSES BEGIN – Late Registration Fee Required</td>
</tr>
<tr>
<td>July 12</td>
<td>Tuesday</td>
<td>Last Day for 90% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>July 13</td>
<td>Wednesday</td>
<td>No Refund of Tuition and Fees</td>
</tr>
<tr>
<td>July 16*</td>
<td>Saturday</td>
<td>Last Day Students May Drop Course(s) via the Web (Preceding Business Day is Friday, July 15)*</td>
</tr>
<tr>
<td>July 17</td>
<td>Sunday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
<td>August 6*</td>
<td>Saturday</td>
<td>Last Day for Students to Withdraw from Individual Courses in this Session via the Web with a Grade of “W” (Preceding Business Day is Friday, August 5)*</td>
</tr>
<tr>
<td>August 6*</td>
<td>Saturday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance via the Web (Preceding Business Day is Friday, August 5)*</td>
</tr>
<tr>
<td>August 12</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>August 15</td>
<td>Monday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
</tbody>
</table>

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**NOTE:** All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

**NOTE:** Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
**Session II**

**Second 6-Week Evening Session (July 11 - August 19, 2016)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10*</td>
<td>Sunday</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, July 8)*</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>CLASSES BEGIN – Late Registration Fee Required</td>
</tr>
<tr>
<td>July 12</td>
<td>Tuesday</td>
<td>Last Day for 90% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>July 13</td>
<td>Wednesday</td>
<td>No Refund of Tuition and Fees</td>
</tr>
<tr>
<td>July 19</td>
<td>Tuesday</td>
<td>Last Day Students May Drop Course(s)</td>
</tr>
<tr>
<td>July 20</td>
<td>Wednesday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
<td>August 12</td>
<td>Friday</td>
<td>Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”</td>
</tr>
<tr>
<td>August 12</td>
<td>Friday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance</td>
</tr>
<tr>
<td>August 19</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
<td>Final Grades Due by 12:00 noon — ALL COURSES</td>
</tr>
</tbody>
</table>

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**NOTE:** All students who wish to receive a degree from Monroe Community College must file an "Intent to Graduate Application" upon registering for their last semester.

**NOTE:** Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
Admissions

Applying to the College (Matriculation)

Students interested in pursuing a degree or certificate at MCC apply to a particular program through the Admissions Office and must meet all entrance requirements for that program. It is recommended that you submit a complete application and transcript(s) to ensure time for processing before the registration deadline.*

*Application to Dental Assisting/Hygiene, Nursing, Surgical Technology, Clinical Laboratory Technician/Medical Laboratory Technician and Radiologic Technology have earlier application deadlines. Many other programs fill to capacity prior to these recommended deadlines.

Admission Categories

A. HIGH SCHOOL GRADUATES

Students who will earn or have earned a local or Regents high school diploma.

B. EARLY ADMISSION

Recognizing that certain high-achieving high school students may benefit by beginning college earlier than their scheduled college entry date, MCC offers an Early Admission Program for qualified high school students. The student is admitted to a specific degree program on a full-time basis at MCC before completing formal course work for the high school diploma. Successful completion of the freshman year at MCC and prior agreement with the student’s high school entitles the student to their high school diploma.

Students may apply for early admission to all programs except Dental Assisting, Dental Hygiene, Nursing, Surgical Technology, Clinical Laboratory Technician/Medical Laboratory Technician and Radiologic Technology.

Please note: early admission students are not eligible to receive federal Title IV Financial Aid.

Requirements for Early Admission

- Applicants for early admission must demonstrate strong academic preparation through the eleventh grade and meet the admission requirements for the particular program.
- Applicants must be recommended by their high school counselor and must complete an interview with an MCC admissions counselor.
- An early admission contract must be signed by the student and the high school counselor, and be submitted to the MCC Admissions Office.
- Before acceptance, all early admission candidates must take the MCC placement test and receive a score that is at the college level.
- Deadline for Fall is August 1 and for Spring is December 1

C. HONORS INSTITUTE ADMISSION

High achieving students who meet the following criteria are automatically accepted into MCC’s Honors Institute and are invited to enroll in specialized Honors coursework with the opportunity to earn an Honors Advanced Studies Certificate or an Honors Advanced Studies Certificate with Thesis:

- 87% or better high school GPA
- top 10-15% of high school class
- 550 Math or Verbal SAT

D. STUDENTS WHO HAVE EARNED A HIGH SCHOOL EQUIVALENCY DIPLOMA (GED/TASC)

E. TRANSFER STUDENTS AND ADVANCED STANDING CREDIT

A candidate for admission who has completed previous college coursework is required to follow the regular application procedure. The candidate must also request that the registrar of the college(s) previously attended send an official transcript of his or her academic record to the MCC’s Admissions Office. Transfer credit is awarded from colleges and universities that are recognized by an appropriate accrediting agency, such as Middle States Association of Colleges and Schools or the American Council of Education (ACE).

F. READMITTED STUDENT

A student who has previously attended MCC but has stopped out for more than one semester or is returning to a different program must reapply. Students who stopped out for one semester and are returning to the same program don’t need to reapply.

G. SECOND DEGREE CANDIDATES

A student wishing to pursue a second degree at MCC must reapply for admission.

H. HOME-SCHOOLED STUDENTS

Monroe Community College welcomes home schooled students who wish to enroll at the College. There are two categories of enrollment for home-schooled students: matriculated (formally accepted to the College and working toward a degree) and non-matriculated (not formally accepted to the College).

For home-schooled students to become officially matriculated, MCC must follow the New York State Department of Education regulations. According to the regulations of the Commissioner of Education, section 100.10, “Students instructed at home are not awarded a high school diploma. A high school diploma may only be awarded to a student enrolled in a registered secondary school who has completed all program requirements set by the Regents, the school or the district.”

Home-schooled students who intend to matriculate into the college must meet one of the following criteria:
1. Have passed the General Education Development (GED) exam or Test Assessing Secondary Competency (TASC) or
2. Provide a letter from their school district superintendent verifying they have completed the equivalent of a 4-year high school course of study or
3. Be at least 17 years old and able to provide documentation of a home-schooled program such as home-schooled transcript and individual home instruction plans (IHIP).

Please note: Home-schooled students matriculating under criterion 3 may not be eligible to receive federal Title IV financial aid.

Home-schooled students wishing to begin their studies as non-matriculated are encouraged to meet with an admissions counselor prior to registering for classes and to complete placement testing to ensure proper course selection. Previously earned credits as a non-matriculated student may be applicable toward a degree or certificate, once the student is matriculated.

All home-schooled students are strongly encouraged to meet with an admissions counselor prior to enrolling at MCC to be advised on the policies for home-schooled students. Policies are subject to change.

I. CORRESPONDENCE HIGH SCHOOL DIPLOMAS

Students from other states possessing non-traditional high school diplomas, such as correspondence schools, must provide proof that the Department of Education from the state the student lives in recognizes this diploma as indication of high school graduation.

Note: New York state doesn’t recognize correspondence school diplomas as completion of high school for New York state residents.

J. COMPETITIVE ADMISSIONS PROGRAMS

Clinical Laboratory Technician/Medical Laboratory Technician, Nursing, Dental Assisting, Dental Hygiene and Radiologic Technology and Surgical Technology are competitive admissions programs. Please contact the Admissions Office regarding current program criteria and/or geographic limitations. Visit www.monroecc.edu/go/heathrelatefor more information.

Admitted students who do not register within a provided deadline will be dropped.

K. INTERNATIONAL STUDENTS

Any student seeking an F-1 student visa must apply to the College via SUNY Application for Admission (www.suny.edu/applysuny/). Applicants must demonstrate graduation/completion from high school and satisfactory academic achievement in any previous college work (if applicable).

Application Procedures for International Students

1. Download the International Student Application Instructions at www.monroecc.edu.
2. Meet program of study requirements as outlined in this catalog. Programs of study that are available to International Students are listed in the International Student Application Instructions.
3. All applicants from countries where English is not the primary language or the language of education must submit the results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS). Minimum score for consideration is 55 on the Internet-based TOEFL and minimum score band is 5.0 for IELTS.
4. Submit translated official high school and college transcripts. International students seeking transfer credit should have their foreign credentials evaluated by World Education Services (WES) at: info@wes.org, 1.800.937.3899.
5. Submit documented evidence of adequate financing to cover cost of tuition, fees, books, room, board and other living expenses. Complete the SUNY FSA-4 form (International Student Financial Statement) to accompany your evidence of financial support. Financial aid is not available to international students.
6. International students who hold an F-1 or J-1 visa are required to have accident and illness insurance. It is necessary to purchase health insurance to receive care when you are sick or injured. The health insurance requirement can be met through the purchase of the student health insurance plan available through the college. Further information about the plan is available online at A J Flood website: http://www.ajfusa.com/ajfusa/help_college_students_user.php?ID=59

The cost of the insurance is added to your student bill. Insurance is also available for dependents of students.

Students who submit proof of alternate comparable U.S. insurance coverage may be eligible for a waiver to decline the college health plan. Requests for a waiver from the college health insurance should be submitted in writing to the Health Services Department, Building 3, Room 165, within 30 days of the start of the semester. Please include a copy of the insurance identification card and verification of the benefits.

The alternate insurance must include comprehensive benefits for doctor and dentist visits, diagnostic tests, medications, emergency care and hospitalization.

Application Deadline for International Students

Applicants for January admission must complete admissions procedures by November 15. Applicants for September admission must complete admissions procedures by June 1. Final evaluation will take place when all admissions credentials have been submitted. Accepted students will be issued an I-20.

L. ADMISSION OF EX-OFFENDERS

SUNY policy requires applicants for admission to report whether they have been convicted of a felony or have been dismissed from an institution of higher education for disciplinary reasons. Applications for prospective students who respond affirmatively to the felony/dismissal question are required to take the steps to release their criminal record to MCC (through the Department of Criminal Justice Services). Until a positive recommendation is received from the Campus Safety Review Committee, the application for admissions will not be reviewed.

The College may deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to safety/welfare of the college community. The College will consider an application for admission from an ex-offender if it is received at least 35 days prior to the start of the semester.
NON-DIPLOMA HIGH SCHOOL EXITING CREDENTIALS

New York State offers two credentials, the Career Development and Occupational Studies Commencement Credential and Skills and Achievement Commencement Credential. If a student receives one of these credentials, and it is not accompanied by a regular diploma, the student is not eligible for matriculation at MCC using this credential. Formerly, the state offered IEP diplomas, which also were not an indicator of successful completion of high school study and these students were/are not eligible for matriculation using this credential alone.

Registering for Courses for Personal Enrichment (Non-Matriculated)

A non-matriculated student is one who is taking courses to satisfy personal needs and interests without applying for candidacy for a degree or certificate. Students attending non-matriculated are not eligible to receive financial aid.

The College reserves the right to require placement testing and/or a personal interview for anyone wishing to register for classes. Non-matriculated students required to take placement testing must score at a satisfactory level according to Monroe Community College in order to register. MCC will deny registration privileges to any student who does not comply with this procedure.

Application Process (Matriculation)

A matriculated student is one who has applied for and been accepted into a degree or certificate program. You must be admitted into a degree program (“matriculated”) to be eligible to receive financial aid, receive a degree or register for more than 11 credits in a semester. Students cannot be matriculated at more than one college at the same time.

Why apply?

- Lock in degree requirements
- Apply for financial aid
- Receive advisement information for your program
- Preferential registration
- Develop closer ties to department faculty
- Attain full-time status

Choosing a program

If the career you want to pursue is not listed, contact the Admissions Office or Career and Transfer Center for advisement. MCC can also provide the appropriate academic foundation to transfer to bachelor’s degree programs in most pre-professional fields. If you are undecided about a program, you can choose the Undeclared option. This allows you time to explore different career options and discuss opportunities with appropriate College faculty.

When to Apply

Applications are accepted on a rolling basis. Typically, an early application helps assure qualified applicants of acceptance to their program of choice. Certain programs such as Automotive Technology, Culinary Arts and many health degree programs are high-demand programs. These programs fill early in the application year. Applicants to these programs are encouraged to apply as soon as possible. Applications for Clinical Laboratory Technician, Dental Assisting, Dental Hygiene and Radiologic Technology, and Surgical Technology must be submitted by January 31. Applications for Nursing must be submitted by January 31 for the Fall semester and October 31 for the Spring semester.

To Apply

1. Complete the Application for Admission
2. Submit transcripts from high school and colleges (if applicable) directly to MCC. Applicants with High School Equivalency Diplomas must also send their score reports.
3. Complete Placement testing, if required. The results of standardized tests, such as the American College Test (ACT) or the SAT, assist the Admissions Committee with admissions decisions but are not a requirement for admission.

Conditional Acceptance

An applicant may be accepted conditionally. This means that the student must satisfy certain requirements before or during the first semester. Examples of conditional acceptance include:

- Submission of transcripts.
- Completion of entrance requirements during the summer or first semester.
- A minimum grade-point average for the first semester of enrollment.
- Limited credit hours during the first semester of enrollment.

Failure to satisfy admission conditions can forfeit your matriculation or result in academic suspension.
**Student Medical Requirements**

All college applicants are required to submit the MCC Health History form. This form must be completed and returned to Health Services, Building 3 – Room 165, prior to the beginning of classes.

All students enrolled in Health Career Programs or participating on athletic teams are required to submit a health history and physical examination (available on the Health Services website under Forms) completed by their health care provider to Health Services for review prior to the start of their program or sport. The Health Career Programs include: Nursing, Radiologic Technology, EMT, Dental Assisting & Hygiene, Health Information Technology (second semester), Surgical Technology, and Clinical Medical Laboratory Technician. Students enrolled in Medical Career programs or planning to participate in sports teams have additional immunization requirements: current tetanus immunization (within 10 years), Hepatitis B vaccine or waiver and tuberculosis testing (PPD) completed yearly and proof of varicella disease or two varicella vaccinations for all medical programs.

**Student Immunization Requirements**

Immunization requirements must be submitted prior to the start of classes. Students who fail to meet the NYS requirements will be withdrawn from classes after 30 days.

New York State Public Health Law requires all post-secondary students attending colleges and universities to demonstrate proof of immunity, immunization or history of disease to measles, mumps, and rubella. This law applies to students born on January 1, 1957 or later and taking six or more credit hours. A student’s health care provider records, health department records, military records and/or high school immunization records must be submitted to Health Services for proof of NYS compliance requirements. Student account holds will be placed 30 days following the start of classes for those who fail to meet the NYS requirement.

1. **MEASLES, MUMPS, RUBELLA**
   - Students must submit medical documentation of having received two measles vaccinations, one mumps vaccination and one rubella vaccination. All the vaccines must be live vaccine and must be given on or after your first birthday.

2. **MENINGITIS**
   - NYS Public Health Law 2167 requires all students regardless of age or number of credit hours to submit: Medical record documenting meningitis immunization in the past 10 years.
   - OR
   - Signed waiver form which reflects the student is informed of the risks of meningitis and chooses to refuse the vaccination. Waiver forms are available online through the Health Services webpage www.monroecc.edu/go/health or can be obtained at the Health Services Office and the Damon City Campus Student Services Office. The Monroe County Health Department provides clinics to receive the meningitis vaccination throughout the year. The meningitis vaccination may also be available through your primary care provider.
Interrupted Attendance ("Stopping Out")

You **MUST** re-apply through the Admissions Office if:

- You stopped out for more than one semester and want to be matriculated.
- You stopped out one semester but want to change your major.
- You did a complete withdrawal and want to return the next semester in a different major.
- You did a complete withdrawal, missed the following semester, and want to return in a new program.

You do **NOT** need to re-apply through the Admissions Office if:

- You wish to attend as a non-matriculated (not eligible for Financial Aid) and take fewer than 12 credit hours.
- You stopped out one semester and are returning to the same program.
- You did a complete withdrawal and want to return the next semester in the same major.
- You did a complete withdrawal, missed the following semester and want to be matriculated in the same program.

**Note:** Students in high demand and 2+2 programs cannot be matriculated back into their program after stopping out or withdrawing.

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Cross Registration

Monroe Community College participates in two cross-registration programs. These programs allow full-time, matriculated students (minimum of 12 credit hours) to take classes tuition free at any one of the 63 SUNY schools across the state or any regional college/university participating in the Rochester Area College (RAC) program. Students may register for up to two courses on a space-available basis. The MCC student’s tuition bill must be paid in full prior to registration and students will be responsible for course and college fees. Cross registration applies to spring and fall terms only.

To learn more about the cross registration program, visit our web site at www.monroecc.edu/go.registration and click on the “Cross Registration” link. You may also contact the Registration & Records office for more information at 292-2300 or via e-mail at Registration@monroecc.edu.
Financial Information/Aid

Tuition and Fees

Full-time students: 12 credit hours or equivalent per semester

<table>
<thead>
<tr>
<th>Category</th>
<th>Non-Matriculated</th>
<th>Matriculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, New York State residents</td>
<td>$1,900.00</td>
<td>$3,800.00</td>
</tr>
<tr>
<td>Tuition, non-residents</td>
<td>$5,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$5.00 per semester</td>
<td>$10.00 per semester</td>
</tr>
<tr>
<td>Mandatory non-refundable, accident fee</td>
<td>$3.00 Fall semester</td>
<td>$6.00 Spring semester</td>
</tr>
<tr>
<td></td>
<td>$5.00 Summer semester</td>
<td>$10.00 Summer semester</td>
</tr>
</tbody>
</table>

Part-time students: Fewer than 12 credit hours or equivalent per semester

<table>
<thead>
<tr>
<th>Category</th>
<th>Non-Matriculated</th>
<th>Matriculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, New York State residents</td>
<td>$159.00 per credit hour</td>
<td>$318.00 per credit hour</td>
</tr>
<tr>
<td>Tuition, non-residents</td>
<td>$318.00 per credit hour</td>
<td>$636.00 per credit hour</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$5.00 per semester</td>
<td>$10.00 per semester</td>
</tr>
</tbody>
</table>

* Residence certificate affidavit must be on file to receive resident tuition rate.
** Accident insurance is required for all students registered for 9 or more credit hours or equivalent, students in nursing and other health-related clinical courses, and students in physical education courses. (Fall - $3.00; Spring - $5.00)

Other Fees

- Re-registration Fee: $25.00
- Laboratory/Service Fees: $15.00 - $405.00
- Enrollment Records Fee: $8.00
- Returned Check Fee: $20.00
- Deferred Payment Fee: $20.00 - $50.00
- Late Registration Fee: $25.00

Health Insurance Fee: Required of all international students holding non-immigrant visas, (includes repatriation and emergency evacuation coverage) and all students without coverage in clinical courses related to nursing, dental studies and clinical lab technician programs. Annual $1,679.00
- Fall $770.00
- Spring $910.00
- Summer $280.00

Online Course Fee: $16/course
- Fall/Spring $75.00 per term
- Summer $50.00

GreenSaver Rideshare: $50.00

Technology Fee (per applicable session)

<table>
<thead>
<tr>
<th>Category</th>
<th>Non-Matriculated</th>
<th>Matriculated</th>
<th>Non-Matriculated</th>
<th>Matriculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more credit hours or equivalent</td>
<td>$175.00</td>
<td>$350.00</td>
<td>$175.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>9-11 credit hours or equivalent</td>
<td>$118.00</td>
<td>$236.00</td>
<td>$118.00</td>
<td>$236.00</td>
</tr>
<tr>
<td>5-8 credit hours or equivalent</td>
<td>$59.00</td>
<td>$118.00</td>
<td>$59.00</td>
<td>$118.00</td>
</tr>
<tr>
<td>1-4 credit hours or equivalent</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$30.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Off-Peak and Dual Credit

Tuition for off-peak classes is $106.00 per credit hour. These classes are listed under “Sunrise Semester.” Tuition for high school students taking college credit classes (dual credit classes) at their high schools is $53.00 per credit hour. Please note: both off-peak and dual credit rates apply only to part-time students (students enrolled in less than 12 credit hours). For students who do not qualify for NYS residency as described under “Residency Information”, the tuition rate is doubled.

The fee for Credit-by-Examination is equal to the cost of one credit hour.

Additional insurance fees may be required by some programs.

Residency Requirements

New York state law requires that all students file proof of residence each academic year. For New York state residents, the proper form should be submitted upon registration. Until you comply with this requirement, you will be billed the non-resident tuition rate (twice the resident rate).

Residents of Monroe County

If you have been a permanent legal resident of New York state for the past year, and a resident of Monroe County for the last six months, complete a Residency Certificate/Affidavit, sign it, and submit it with your registration.

Students who have been a permanent resident of Monroe County for at least the previous year need to fill out the Certificate of Residence affidavit and submit it directly to the Student Accounts Office. It does not need to be notarized. The form can be found at www.monroecc.edu/go/studentaccounts.

Residents of Other New York State Counties

If you have been a permanent legal resident of New York State for the past year, but you have lived outside of Monroe County, please:

2. Have your signature notarized.
3. Take or mail the Affidavit to your County Treasurer. The Treasurer will keep the Affidavit and give you a Certificate of Residence.
4. Submit that form with your registration.
5. Certificates must be submitted to the college within the first 30 days of the semester. Failure to meet these deadlines will result in double tuition charges.
6. Certificates of Residence CANNOT be dated more than sixty (60) days prior to the start of the semester.

If you have questions about obtaining the Certificate, call your County Treasurer.

Residence Hall Charges

<table>
<thead>
<tr>
<th>Category</th>
<th>Non-Matriculated</th>
<th>Matriculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>$6,994 ($3,497/semester)</td>
<td>$13,988 ($6,994/semester)</td>
</tr>
<tr>
<td>Doubles:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>$6,170 ($3,085/semester)</td>
<td>$12,340 ($6,170/semester)</td>
</tr>
</tbody>
</table>

Cost of housing is subject to change.
Non-New York State Residents
If you have not been a permanent legal resident of New York State for the year preceding registration, you must pay non-resident tuition. Non-residents include:
- International students (holding an F-1 Visa)
- Temporary residents (those with short-term job assignments or out-of-state residents attending another local college, for example).
- Any person who is in the United States on a Visa.

Immigrants must have and be able to prove permanent resident status (official INS documentation) as well as residence within New York State (for one year prior to enrollment) to qualify for resident tuition. Providing the College with proof of residency is an important step in your registration process. Please call the Student Accounts Office if you have questions about the proper way to complete this requirement.

Student Accounts Office
Brighton Campus - 585.292.2015
Damon City Campus - 585.262.1670

MCC Pay Plan
Monroe Community College is pleased to provide a payment plan for students who do not have resources to pay the bill in full or who may not qualify for sufficient financial aid to cover the entire bill.

YOU MUST PAY YOUR BILL IN FULL OR ENROLL IN THE PAYMENT PLAN BY THE DUE DATE ON YOUR BILL IN ORDER TO SECURE YOUR REGISTRATION.

Follow these steps to log in to your student account to view/pay your bill or enroll in the payment plan:
- Go to www.monroecc.edu
- Click on Current Students
- Log in with your username and password
- Click on the MyAccount tab

Automatic Payment Plan Payment Methods are as follows:
- Automatic bank payment (ACH)
- Credit/Debit Card

Cost to Participate
- $35 nonrefundable enrollment fee

The payment schedule and the appropriate percentages are as follows:

Payment schedule for students living in the residence halls:

<table>
<thead>
<tr>
<th>Percent of bill due</th>
<th>Fall Semester Due Date</th>
<th>Spring Semester Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>July 20</td>
<td>December 15</td>
</tr>
<tr>
<td>25%</td>
<td>August 20</td>
<td>January 20</td>
</tr>
<tr>
<td>25%</td>
<td>September 20</td>
<td>February 20</td>
</tr>
<tr>
<td>25%</td>
<td>October 20</td>
<td>March 20</td>
</tr>
</tbody>
</table>

For all other students:

<table>
<thead>
<tr>
<th>Percent of bill due</th>
<th>Fall Semester Due Date</th>
<th>Spring Semester Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>July 20</td>
<td>December 15</td>
</tr>
<tr>
<td>20%</td>
<td>August 20</td>
<td>January 20</td>
</tr>
<tr>
<td>20%</td>
<td>September 20</td>
<td>February 20</td>
</tr>
<tr>
<td>20%</td>
<td>October 20</td>
<td>March 20</td>
</tr>
<tr>
<td>20%</td>
<td>November 20</td>
<td>April 20</td>
</tr>
</tbody>
</table>

Tuition Refund Schedule

Fall and Spring Semesters:
- Drop before the start of classes: 100% of tuition and refundable fees
- Drop before the end of the first week of classes: 75% of tuition and fees
- Drop before the end of the second week of classes: 50% of tuition and fees
- Drop before the end of the third week of classes: 25% of tuition and fees
- Withdrawal after the end of the third week of classes: no refund

Summer Sessions:
- Drop before the start of the semester: 100% of tuition and fees
- Drop before the end of the second day of classes: 90% of tuition and fees
- Withdrawal after the end of the second day of classes: no refund

Courses which are less than a full semester in duration, either credit or non-credit:
- Drop before the first class day: 100% of tuition and fees
- Withdrawal as of the first class day: no refund
Monroe Community College participates in Federal Title IV and New York State financial aid programs and has institutional grant/scholarship monies available. Annually, over 12,000 students receive financial aid totaling approximately $100 million dollars. Students who need financial aid to attend MCC should carefully read all of the information in this catalog. The Financial Aid Office is open 8:45 am-4:45pm, Monday-Friday (when the College is open). Students are encouraged to ask questions. You can receive in-person assistance at the Brighton office (Building 6, Room 207), the Damon City Campus (5th Floor), by calling 292-2050, by visiting www.monroecc.edu/go/finaid, or by e-mailing financialaid@monroecc.edu.

How To Find Out About Financial Aid Programs

The MCC Catalog tells you about Federal, New York State and college financial aid that may be available to matriculated students at MCC and how to apply for these programs. Other sources that you can use to research financial aid include:

- You can find out about Federal Title IV financial aid programs for which you may be eligible, by calling 1-800-4-Fed-Aid (1-800-433-3243) or on the internet at www.studentaid.ed.gov. New York State residents can also find out about New York State programs by calling 1-888-NYSHESC (1-888-697-4372) or on the internet at www.hesc.com.

MCC’s website provides links to a number of free scholarship searches at www.monroecc.edu/go/scholarships. Many companies and labor unions have programs to help pay the cost of post-secondary education for employees, members, or their children. Students should also check foundations, fraternities or sororities, town or city clubs to see if financial assistance is offered. Be sure to include community organizations.

All financial aid information can be obtained at no charge to the student. If you inquire about financial aid and are asked to pay a fee by any organization please contact the MCC Financial Aid Office with details.

If you or your spouse are a veteran or the dependent of a veteran, veterans educational benefits may be available. Check with MCC’s Veteran’s Office located in MCC’s Counseling Center and Veteran Services (Building 3, Room 105).

General Information

Monroe Community College participates in the following financial aid programs:

Federal Title IV Programs:
- William D. Ford Federal Direct Student Loan Program: Federal Stafford, subsidized and unsubsidized, Federal Parent Loan for Students - FDSL
- Federal Supplemental Educational Opportunity Grant - FSEOG
- Federal Work Study - FWS
- Aid to Native American Students
- Scholarships for Academic Excellence: Contact NYSHESC or a high school guidance office.

New York State Programs:
- Tuition Assistance Program-TAP (full-time students only); TAPP - part time (restrictions apply)
- Aid for Part-Time Study (APTS) (Part-time students only)
- New York State Veterans Award
- State Special Scholarships such as Children of Deceased or Disabled Veterans, Children of Deceased or Disabled Police Officers or Firefighters, World Trade Center Memorial Scholarship, and others. For more information on New York state special scholarships contact: New York State Higher Education Services Corporation (NYSHESC), Office of Grants and Scholarships, Albany, NY 12212-5097, or call 1-518-473-7087, or go to www.hesc.ny.gov
- Scholarships for Academic Excellence: Contact NYSHESC or a high school guidance office.
MCC offers a number of criteria based scholarships. There is a general financial aid scholarship application and brochure, as well as information on other scholarships available from outside sources. You may contact the Financial Aid Offices at the Brighton or Damon City Campus for further information or go to www.monroecc.edu/go/scholarships

Please Note: Grant and scholarship awards are usually funds you do not have to pay back. The Federal Work-Study program allows you to work on campus and earn money to help pay your school expenses. Loans are money that you borrow and you must repay with interest.

**Student Eligibility**

To receive consideration for financial aid from the Federal Title IV programs you must:

1. Complete the Free Application for Federal Student Aid (FAFSA) or Renewal Application.
2. Have a high school diploma or General Equivalency Diploma. Effective July 2012 federal regulations no longer allow new students to be eligible under ability to benefit standards. Students who have previously enrolled as Federal Ability to Benefit students prior to July 2012 will be able to continue to be eligible for Federal Title IV Aid.
3. Be accepted for admission into a program of the College approved for Federal financial aid pursuing a degree or certificate (matriculated*). If you graduate from one program, you must admit to a different program in order to be considered matriculated.
4. Be a U.S. Citizen or eligible non-citizen.
5. Have a valid social security number.
6. Sign a statement of Educational Purpose and a certification statement on overpayment and default (found on the FAFSA).
7. Register with Selective Service (males age 18-25) if required to do so by law.
8. Complete all verification and federal reject codes requirements. Students may be selected for verification or clarification of application information. No aid eligibility can be processed until the student provides required information. If provided information varies from the application information, the student’s record may have to be submitted to the Federal Central Processor for corrections before any aid is processed.
9. Maintain satisfactory academic progress in your degree or certificate program to continue receiving funds. See the Title IV satisfactory academic progress section of this catalog.
10. Not be in default on any prior educational loans.
11. Not have borrowed in excess of Federal aggregate loan limits.

*Students must be matriculated in order to receive funding from any financial aid program. Contact MCC’s Admission’s Office for applications and information, 292-2200.

**Financial Need**

Financial Aid from most of the major federal programs is based on financial need (except 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. Congress 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. Your EFC is also used in an equation to determine how much funding you may need to attend school.

**Cost of Attendance - EFC = Estimated Financial Need to Attend School**

The Financial Aid Office subtracts your EFC from your cost of attendance. You can get further information on the EFC formula by contacting the U.S. Department of Education at 1-800-4FEDAID, or their internet site at www.studentaid.ed.gov.

**Special Conditions**

Sometimes a family may have extenuating circumstances that are not reflected on the FAFSA. Examples are a change in income or loss of a job; separation, divorce, or death of a family member, high medical or dental expenses, or other situations. In such instances a student can request the MCC Financial Aid Office to use professional judgement to re-evaluate their federal aid eligibility. In all cases, students must first file a FAFSA. Once the results are received by MCC, the student can fill out a Special Conditions form and attach required documents.
Cost of Attendance (COA)

This is the amount that the Financial Aid Office estimates it will cost you to attend MCC 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, supplies, transportation, loan fees, purchase or lease of a computer, dependent care costs, costs related to disability and miscellaneous expenses. Note that students must supply documentation of computer costs, dependent care costs, and costs related to disability to have these included in the COA. This is required as expenses for these areas do not apply to all students and may vary significantly from student to student. For students who attend less than six semester hours each semester, the COA includes only tuition and fees and an allowance for books, supplies, and transportation. 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 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 available to cover such adjustments.

### Estimated 2015-2016 Cost of Attendance

<table>
<thead>
<tr>
<th></th>
<th>Living with Parents</th>
<th>Not Living with Parents</th>
<th>Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$4400</td>
<td>$4400</td>
<td>$4400</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1200</td>
<td>$1200</td>
<td>$1200</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$6700</td>
<td>$11200</td>
<td>$11200</td>
</tr>
<tr>
<td>Total</td>
<td>$12300</td>
<td>$16800</td>
<td>$16800</td>
</tr>
</tbody>
</table>

All expenses are estimated and subject to change without notice.

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24 General Information/Financial Information/Aid
### Federal Financial Aid Programs

<table>
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<tr>
<th>Federal Financial Aid Programs **</th>
<th>Who is Eligible?</th>
<th>Eligibility Criteria</th>
<th>Award Amounts *</th>
<th>Application Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Undergraduate students who are pursuing their first bachelor’s degree and meet federal need criteria. There is a lifetime limit of equivalent of 12 full time semesters effective July 1, 2012.</td>
<td>An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.</td>
<td>Annual awards may range from $626 to $5,775, depending on the cost of attendance and the amount of money appropriated in the federal budget.</td>
<td>Must file the Free Application for Federal Student Aid. (FAFSA) available on-line at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Undergraduate students who are pursuing their first bachelor’s degree, and meet federal need criteria. Students with high financial need. (Normally those who qualify for Federal Pell Grant.)</td>
<td></td>
<td>Awards may range from $100 to $2000 depending on the cost of attendance and the amount of need per student.</td>
<td>Must file the FAFSA.</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>College students in degree programs with financial need. Most jobs provided through departments on campus.</td>
<td>An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.</td>
<td>Varies, depending on hours and wage rate. MCC wage scale begins at minimum wage.</td>
<td>Must file the FAFSA. Eligible students will be offered Work Study on their award letters with instructions on how to accept and find a job.</td>
</tr>
<tr>
<td>Federal Direct Loan Program(1) Subsidized</td>
<td>Based on demonstrated need. There is no interest charged while you attend school on at least a half-time basis and for six months afterward (grace period). Interest rate is currently 3.4% but could be lower if Congress authorizes it.</td>
<td>An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.</td>
<td>Undergraduates limited to $3,500 for first year (0-23 credits), $4,500 for second year (24 + credits); cumulative borrowing limit of $23,000. Independent undergraduates may have additional unsubsidized eligibility of $4,000 for first and second years.</td>
<td>Must file a FAFSA and indicate interest in a student loan on the FAFSA; eligible students will be offered loans in the award letter with instructions to accept and sign a promissory note.</td>
</tr>
<tr>
<td>(2) Unsubsidized</td>
<td>Available to those unable to demonstrate need, but will accumulate interest during periods of enrollment. Current interest rate is 3.4%.</td>
<td>Cost of attendance minus other financial aid.</td>
<td>Undergraduates limited to $3,500 for first year or $4,500 for second year minus subsidized loan. Dependent students can borrow an additional $2,000 annually (cumulative limit of $31,000 minus subsidized). Independent students can borrow an additional $6,000 annually (cumulative limit of $57,500 minus subsidized).</td>
<td>Must file a FAFSA and indicate interest in a student loan on the FAFSA; eligible students will be offered loans in the award letter with instructions to accept and sign a promissory note.</td>
</tr>
<tr>
<td>Federal Direct Parent Loan for Undergraduate Students (PLUS)</td>
<td>Parents of dependent undergraduate students. Interest rate is 7.9%.</td>
<td>Good credit histories.</td>
<td>Student’s total cost of attendance minus financial aid.</td>
<td>Go to <a href="http://www.monroecc.edu/go/finaid/forms">www.monroecc.edu/go/finaid/forms</a> to download a Federal Direct Parent Loan Request Form.</td>
</tr>
</tbody>
</table>
**Federal Financial Aid Programs (continued)**

<table>
<thead>
<tr>
<th>Federal Financial Aid Programs **</th>
<th>Who is Eligible?</th>
<th>Eligibility Criteria</th>
<th>Award Amounts *</th>
<th>Application Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans Administration &amp; Montgomery G.I. Bill</td>
<td>Eligible veterans and children of deceased veterans or service-connected disabled veterans.</td>
<td>Contact any regional Veterans Administration Office for information, details and forms or contact MCC’s Veterans Counselor at 292-2294.</td>
<td>Varies.</td>
<td>Contact any regional Veterans Administration Office in your area or call 1-888-838-7697.</td>
</tr>
<tr>
<td>Aid to Native American Indians</td>
<td>U.S. Bureau of Indian Affairs offers grants to needy applicants who are at least 1/4 American Indian, Eskimo or Aleut.</td>
<td>Must meet eligibility requirements.</td>
<td>Awards may vary depending on need and availability of funds.</td>
<td>Applications are available from: U.S. Department of Interior, Bureau of Indian Affairs, Federal Bldg. Room 523, 100 South Clinton Street, Syracuse, New York 13202</td>
</tr>
</tbody>
</table>

** Additional information covering Federal financial aid programs is provided in U.S. Department of Education Student Guide. **
<table>
<thead>
<tr>
<th>State of New York Financial Aid Programs</th>
<th>Who is Eligible?</th>
<th>Eligibility Criteria</th>
<th>Award Amounts *</th>
<th>Application Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Assistance Program (TAP)</td>
<td>U.S. citizen or permanent resident and also N.Y. State resident enrolled (matriculated) for 12 credits or more in degree program; cannot be in default on any NYS guaranteed education loan. Part-time students in 6-11 credits who: began college in 2006-07 or later, earn at least 12 credits in each of 2 prior semesters; have a 2.0 or higher GPA; and meet all other TAP eligibility requirements may also be considered.</td>
<td>Undergraduate students who are dependent or independent and married OR have tax dependents: $80,000 NYS net taxable income or less. Single independent with no dependents: $10,000 NYS net taxable income or less. Income adjusted for number of family members in full-time college attendance.</td>
<td>TAP awards based on NYS net taxable income. Awards for first-time recipients range from $500 to full MCC tuition per year for dependent undergraduates or independent students with dependents. Single independent students’ (without dependents) awards range from $500 - full MCC tuition</td>
<td>In addition to the FAFSA, you must file a N.Y. State TAP application. The TAP application can be filed on-line from a link on the on-line FAFSA confirmation page, or by going to <a href="http://www.tapweb.org">www.tapweb.org</a> after the FAFSA is processed. If you do not have an e-mail address HESC will mail you the Tap Application.</td>
</tr>
<tr>
<td>Aid for Part Time Study Program (APTS)</td>
<td>U.S. citizen or permanent resident and also NYS resident enrolled (matriculated) for 3-11 credits in a degree program; can not be in default on any NYS guaranteed education loan. Students who are dependent or independent and have tax dependents other than a spouse: $50,550 NYS net taxable income or less. Single or married independents with no dependents: $34,250 NYS net taxable income or less.</td>
<td>APTS awards based on NYS net taxable income and the number of credits registered for. Award amounts range from $100 to $500 per semester based on the amount of APTS funds available.</td>
<td>Applications are available at the Financial Aid Office, or at the financial aid website at <a href="http://www.monroecc.edu/go/finaid/forms">www.monroecc.edu/go/finaid/forms</a></td>
<td></td>
</tr>
<tr>
<td>Regents Award for Child of Veterans (CV) and Child of Correction Officer Awards (CO)</td>
<td>Children of veterans who are deceased, disabled or missing in action as a result of service during World War I, World War II, Korean Conflict or Vietnam (CV) or who died as a result of injuries sustained in line of duty (CO).</td>
<td>Must meet eligibility requirements. Contact your local Division of Veterans Affairs for information or call 1-800-635-6534 (N.Y. State Div. of Veteran Affairs).</td>
<td>$450 per year, for up to five years, depending on the normal length of the program.</td>
<td>Same as TAP above. In addition, file the CV or CO Award Supplement available on request from NYSHEC: 518-473-7087.</td>
</tr>
<tr>
<td>Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters World Trade Center Memorial Scholarship and New York State Flight 3407 Memorial Scholarship</td>
<td>Child or spouse of person who died in service. Child, spouse, and financial dependents of victims who died or were severely and permanently disabled or survivors who were severely and permanently disabled.</td>
<td>Must meet eligibility requirements. Must submit documentation supporting eligibility as noted in special supplement.</td>
<td>Award amounts are based on tuition and non-tuition costs of attendance. In combination with certain other state and federal grants, may equal the average cost of attendance at the State University of N.Y.</td>
<td>Same as TAP above. In addition, file the appropriate award supplement, available on request from NYSHEC: 518-473-7087.</td>
</tr>
</tbody>
</table>
### State of New York Financial Aid Programs (continued)

<table>
<thead>
<tr>
<th>State of New York Financial Aid Programs</th>
<th>Who is Eligible?</th>
<th>Eligibility Criteria</th>
<th>Award Amounts *</th>
<th>Application Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid to Native Americans</td>
<td>Member on the official tribal roll of a N.Y. State tribe or child of a member.</td>
<td>Must provide documentation.</td>
<td>Up to $875 per year for a maximum of four years or five years in certain programs.</td>
<td>Contact: Native American Indian Education Unit, N. Y. State Education Dept. Education Building Annex, Rm. 374, Albany, NY 12234, 518-474-0537.</td>
</tr>
<tr>
<td>Veterans Tuition Awards</td>
<td>Recipients must meet New York residency requirements and have served in the armed forces during specified periods of hostility.</td>
<td>Students complete all eligibility requirements including filing for TAP and Pell grants</td>
<td>Awards are up to full tuition.</td>
<td>Same as TAP above. In addition, file the Veterans Tuition Award Supplement to establish eligibility. Call NYSHESC at 518-473-7087 for information.</td>
</tr>
</tbody>
</table>
Monroe Community College Financial Aid Programs

MCC offers several scholarships through the Financial Aid Office and various academic departments. Annually, nearly 800 students receive MCC scholarships totaling approximately $1,000,000.

Students who wish to be considered for scholarships available through the Financial Aid Office must file a FAFSA and MCC Scholarship Application. Scholarship awards are usually made in the late Spring, depending on eligibility requirements and the amount of funds available.

Students must be matriculated to be considered for any scholarship funds available. Most scholarships are awarded for one year. Students must apply each year for consideration for a scholarship. Scholarship programs may be added or discontinued without notice.

For a complete list of all the scholarships available at Monroe Community College, and an application and brochure, contact the Financial Aid Office or www.monroecc.edu/go/scholarships.

Satisfactory Academic Progress For Federal Title IV Financial Aid Programs

Students who wish to receive funding from the Federal Title IV financial aid programs must maintain satisfactory academic progress toward their degree or certificate program. Students who fail to maintain satisfactory academic progress will lose their eligibility for Federal Title IV funds. Please carefully read all of the following information. Any questions should be directed to the Financial Aid Office. You are responsible for registering for and completing your courses in accordance with the following criteria.

Students will be evaluated at the end of each Spring semester for Federal Title IV satisfactory academic progress. The evaluation will include any courses attempted during the preceding Summer, Fall, Intersession, and Spring semesters (in that order). For example, at the end of Spring, students will be evaluated for courses attempted during the previous Summer, Fall, Intersession, and Spring.

Evaluation of academic eligibility for Federal Title IV funds includes qualitative and quantitative components:

1. **Qualitative Component**: Students must maintain certain Grade Point Average requirements in order to continue federal financial aid eligibility. These standards are consistent with the college’s standards for academic suspension. Program changes will not assist the student in raising the GPA for Title IV purposes. See Chart #1 which details the GPA information. No students on academic suspension are eligible for financial aid. The grades received in non-credit remedial courses are not counted in this calculation.

2. **Quantitative Component**: The quantitative component consists of two elements:

   A. **Earned Credits**: Students must complete with a passing grade (D- or better) a certain percentage of their semester hours which they attempt during the academic year (Summer, Fall, Intersession, and Spring). See Chart #1 which details the number of semester hours that must be completed with passing grades in comparison to the number of semester hours attempted. Each year students must successfully complete 2/3 of attempted hours, including non-credit remedial courses.

   B. **Maximum Time Frame**: Students may attempt semester hours equal to 150% of the published time frame for the program in which the student is enrolled at the time of evaluation. Please see Chart #2. The calculation is based on the published required number of semester hours for the program, as it appears in this catalog. For example, if the program requires 60 semester hours to complete, the student may attempt 90 semester hours in this program. When the student’s attempted hours are equal to or exceed 150% of the published length of the student’s current program (see Programs of Study), the student is no longer eligible for Federal Title IV financial aid.

---

**Chart 1**

<table>
<thead>
<tr>
<th>CUMULATIVE EARNED HOURS</th>
<th>% EARNED ANNUAL</th>
<th>GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>66.6%</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 23</td>
<td>66.6%</td>
<td>1.75</td>
</tr>
<tr>
<td>24 - 44</td>
<td>66.6%</td>
<td>1.80</td>
</tr>
<tr>
<td>45 or more</td>
<td>66.6%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Federal Satisfactory Academic Progress Chart - GPA**

General Information/Financial Information/Aid
* Please note, there is also a lifetime limit of Federal Pell Grants of 12 full time semesters.

The quantitative component includes all semesters that a student has attended MCC, whether or not Title IV aid was received and regardless of when the courses were taken.

**Incomplete Grades (I):** Incomplete grades in any class will not be counted toward completed semester hours. They will always be counted as attempted semester hours. When the incomplete is changed to a letter grade, it will be counted toward completed hours if the grade is a D- or better. The student is responsible for notifying the Financial Aid Office that the incomplete is changed and requesting a re-evaluation of Title IV eligibility.

**Withdrawals:** Withdrawals (W’s, WI’s) will not be counted as completed semester hours. They will always be counted as attempted semester hours.

**Repeated Courses:** If a student repeats a course in which a passing (D- or better) grade was earned in a prior semester, the repeated course will not be counted in the total completed semester hours. It will always be counted in the total attempted semester hours. A repeated course generally does not count toward full time status unless the prior grade was not passing or designated as an allowable repeat.

**Non-Credit Remedial Courses:** Students who are required to take non-credit remedial courses may attempt up to 30 semester hours of non-credit remedial courses. These attempted hours will not be counted toward the 150% maximum time frame, but they do count toward the percent earned for annual hours. After attempting 30 semester hours of remedial courses, the student will be ineligible for any Federal Title IV assistance for non-credit remedial courses attempted in excess of 30 hours.

**Application of Standards:** These standards will be applied to all full and part-time students who may be eligible to receive Federal Title IV funding. At the end of each Spring semester, student academic records will be evaluated for both the qualitative and quantitative components. Students who fail to make satisfactory academic progress for Federal Title IV funding will be notified by letter sent to the mailing address on record with the College.

**Reinstatement of Eligibility for Federal Programs:** Students who fail to achieve Satisfactory Academic Progress for federal programs have several options for reinstatement of eligibility.

First, the student may attempt to make up their academic deficiencies by taking courses without the benefit of Federal aid. If successful in their coursework, they may contact the Financial Aid Office to see if their aid can be reinstated for a future semester. Students who choose this option are required to raise their GPA up to eligible standards.

Second, the student can apply for an Appeal of Satisfactory Academic Progress. Appeals of Satisfactory Academic Progress: Students who fail to make satisfactory academic progress during an academic year may apply for an appeal of satisfactory academic progress standards for the next academic year. Appeal applications and information are available in the Financial Aid Office. Appeals or academic progress for Title IV will be considered for extraordinary circumstances. Extraordinary circumstances include death of a close relative of the student; injury or illness of the student, student’s spouse, student’s parents or student’s children, and other special circumstances. The student must document the circumstance and document that the situation is either under control or will not occur again. The appeal applies only to the academic term for which it is granted and reinstatement of eligibility becomes effective in the term in which the appeal is approved. Students on appeal must complete 2/3 of attempted hours and earn 2.0 GPA in that term to regain eligibility for future terms.

Students who apply for the appeal due to exceeding 150% of the program should detail their situation including why they are at this point, and include a plan of action for completing the program.

### Good Academic Standing For New York State Financial Aid Programs

Students who wish to receive funding from the New York State financial aid programs must maintain good academic standing. Good academic standing consists of Pursuit of Program (POP), which the New York State Education Department defines as receiving a passing or failing grade in a certain percentage of a full-time course load. Passing grades are grades of D- or better. A failing grade is an “F.” Grades of “W,” “I,” and “WI” are not passing or failing grades. The percentage increases for each year of attendance. See the TAP Eligibility Charts for details.

The second element of good academic standing is Satisfactory Academic Progress (SAP). SAP is the number of credits the student earned toward their certificate or degree at the end of each semester, and the cumulative grade point average. Transitional studies courses that students may be required to take do not count toward SAP requirements. See the TAP Eligibility Charts
General Information/Financial Information/Aid

BEFORE BEING CERTIFIED FOR 6 12 18 24 30 36
THIS PAYMENT Paypoints Paypoints Paypoints Paypoints Paypoints Paypoints
FIRST SECOND THIRD FOURTH FIFTH SIXTH

A STUDENT MUST HAVE COMPLETED THIS MANY CREDITS LAST SEMESTER WITH GRADES OF A,B,C,D,F (POP)

<table>
<thead>
<tr>
<th>Paypoints</th>
<th>6</th>
<th>12</th>
<th>18</th>
<th>24</th>
<th>30</th>
<th>36</th>
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<tr>
<td>SECOND</td>
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<td>6</td>
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<td>9</td>
<td>9</td>
<td>12</td>
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<tr>
<td>THIRD</td>
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<td>SIXTH</td>
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</table>

and

A STUDENT MUST HAVE ACCRUED THIS MANY CREDITS TOWARD SATISFACTORY ACADEMIC PROGRESS (SAP)

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<tr>
<th>Paypoints</th>
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<th>15</th>
<th>27</th>
<th>39</th>
<th>51</th>
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</tbody>
</table>

and

A STUDENT MUST HAVE EARNED THIS GRADE POINT AVERAGE (GPA)

<table>
<thead>
<tr>
<th>Paypoints</th>
<th>0</th>
<th>1.3</th>
<th>1.5</th>
<th>1.8</th>
<th>2.0</th>
<th>2.0</th>
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<td>FIRST</td>
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<tr>
<td>SECOND</td>
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</tbody>
</table>

This chart is for all students defined as non-remedial students by N.Y. State or received their first TAP award Fall 2010 or later.
4. When a course may be repeated and credit earned toward the degree or certificate each time it is taken. For example, as with physical education courses.

**Reinstatement of Eligibility for New York State Programs:** Students who fail to achieve good academic standing for state programs have several options for reinstatement of eligibility.

First, the student may attempt to make up their academic deficiencies by taking courses without the benefit of New York State aid. If successful, the student could have their aid reinstated for a future semester.

Second, the student can sit out from school for at least one calendar year. Upon returning to school, the student could be eligible in their first term for state financial aid. However, if the student has already utilized the equivalent of four TAP payments, 24 paypoints and has less than a 2.0 GPA, sitting out one year will not reinstate eligibility.

Third, the student can request a one time Waiver of Good Academic Standing for POP and/or SAP.

**Waiver of Good Academic Standing for POP and/or SAP:** Students who fail to achieve good academic standing during a semester may apply for a waiver of good academic standing for the next semester. For New York state programs, students may be granted only one waiver as an undergraduate student. Waiver applications and information are available in the Financial Aid Office. Waivers will be considered only for extraordinary circumstances. Extraordinary circumstances include the death of a parent, child or spouse; injury or severe illness of the student, student's spouse, parents or children; or other special circumstances. The student will have to provide proof of the circumstance and document that the situation is either under control or will not occur again.

**Waiver of C Average Requirement for New York State Programs:** Students who fail to achieve a cumulative GPA of 2.0 or better at the end of a semester (beginning 24th paypoint) may apply for a waiver for the next semester. Waivers will be considered as noted in the above section. Program changes will not assist students in making the C average requirement for the first semester in a new program.

**Academic Suspension**

Students placed on academic suspension at the end of a semester are not eligible for federal or state financial aid for the next semester. Future eligibility is based on satisfactory progress standards for federal and state programs.

**Attendance and Registered Classes**

You must be a registered student to be eligible for financial aid in any semester. The Financial Aid Office considers a registered student as one who is actively engaged in the requirements for their courses, including class attendance. Any changes to the number of credit hours for which you are registered can impact financial aid eligibility for that semester and future semesters. Changes in registered courses may be student initiated by a withdrawal or drop, or can be instructor initiated due to lack of class attendance. The student is responsible for maintaining themselves as registered students for financial aid purposes.

---

**TAP ELIGIBILITY CHART 2**

<table>
<thead>
<tr>
<th>BEFORE BEING CERTIFIED FOR THIS PAYMENT</th>
<th>6 Paypoints FIRST</th>
<th>12 Paypoints SECOND</th>
<th>18 Paypoints THIRD</th>
<th>24 Paypoints FOURTH</th>
<th>30 Paypoints FIFTH</th>
<th>36 Paypoints SIXTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>A STUDENT MUST HAVE COMPLETED THIS MANY CREDITS LAST SEMESTER WITH GRADES OF A,B,C,D,F (POP)</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
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<td></td>
</tr>
<tr>
<td>A STUDENT MUST HAVE ACCRUED THIS MANY CREDITS TOWARD SATISFACTORY ACADEMIC PROGRESS (SAP)</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>A STUDENT MUST HAVE EARNED THIS GRADE POINT AVERAGE (GPA)</td>
<td>0</td>
<td>.5</td>
<td>.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

This chart is for all students defined as remedial students by N.Y. State or who first had a TAP award prior to Fall 2010.
Method and Frequency of Disbursement

Financial aid is credited to eligible student accounts through the computer system that links financial aid to the student’s account in the Student Accounts Office. Eligible student accounts are credited by the Financial Aid Office on an on-going basis after attendance in classes has been verified after the drop/add period ends. If your tuition and fee bill is completely paid and you have a credit balance, you will be issued a refund by mail or through EFT. The Student Accounts Office normally sends refund checks on a bi-weekly basis, or EFT semi-weekly, no sooner than the fifth week of classes. Students are expected to pay for their indirect educational related expenses with their own funds until refunds are distributed.

William D. Ford Federal Direct Student (Subsidized and Unsubsidized) loan proceeds will be disbursed in two or more equal installments, (i.e. one in fall, one in spring) after the drop/add period ends each semester. Federal regulations require that the first disbursement of Direct Subsidized and Unsubsidized Stafford loans be held for 30 days after the beginning of the loan period for all first year, first-time borrowers at MCC. All students must be registered and in attendance in at least 6 credits when the loan funds are disbursed. If not, the loan is canceled.

Federal Return of Federal Title IV Funds Policy

The Financial Aid Office recalculates federal financial aid* eligibility for any student who completely withdraws, stops attending classes, or is dismissed during the semester, prior to 60% of the semester being completed. Recalculation is based on the percent of earned federal financial aid using the following formula:

\[
\% \text{ earned} = \frac{\text{number of days completed up to the withdrawal date}\,*}{\text{total days in the semester}}
\]

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

\[
\text{aid to be returned} = \text{amount of Federal Title IV Aid disbursed minus Federal Title IV aid earned}
\]

When federal financial aid is returned, the student may owe money to MCC and may also owe funds to the federal government. Students should contact the Student Accounts office regarding any money owed to MCC.

*Federal financial aid for this calculation at MCC includes Federal Pell Grant, FSEOG, Federal Direct Student Loans and Federal Plus Loans.

**Withdrawal date is defined as the actual date the student began the withdrawal process (Please see the MCC catalog for official withdrawal procedure), the student’s last date of recorded attendance or the midpoint of the semester for a student who leaves without notifying MCC.
*** For students who receive all F’s or a combination of F’s and W’s, the Financial Aid Office will confirm the last date a student attended and will return funds if the last date of attendance is prior to the 60% point of the semester. The return of funds in this case would occur after the semester is over and students will be notified via e-mail if they have had a recalculation performed, and if so, will be billed by the Student Accounts Office.

Student Right To Know, Consumer Information, and Disclosures

Federal regulations require that MCC make available to prospective and current students statistics that reflect graduation, completion rates, financial aid, and educational costs for students who have attended the College over a period of time. This information is available on the MCC website under prospective students section and www.monroec.edu/depts/research/consumer.htm..
# Academic Information

## 2+2 Degree Programs

2+2 Degree Programs are dual admissions programs of study offered by MCC and the colleges listed below. Students admitted to these programs will, upon completion of a prescribed sequence of courses leading to an associate’s degree, be assured transfer with full junior status.

Academic profiles of 2+2 program candidates should include an 85 or better high school average in a college preparatory program, and completion of specific program entrance requirements, such as: 4 years of English, 3 years of social studies, 3-4 years college preparatory mathematics, and 2 years of science.

### Clarkson University
- Biology
- Engineering (All majors except computer)
- Environmental Health Science
- Financial Information & Analysis
- Global Supply Chain Management
- Information Systems and Business Processes
- Innovation and Entrepreneurship

### Daemen College
- Accounting
- Business Administration
- Education – Childhood/Special Ed
- Education – Early Childhood/Special Ed
- Health Care Studies

### Keuka College
- Accounting
- Criminal Justice
- Education – Adolescence
- Education – Childhood with Special
- Education – Early Childhood with Special
- Liberal Arts
- Liberal Arts/Theater Minor
- Mathematics
- Management
- Marketing
- Social Work
- Theatre

### LeMoyne College
- Accounting
- Business Administration

### Morgan State University (Baltimore, Maryland)
- Business Administration
- Communication Studies
- Computer Information Systems
- Computer Science

### Nazareth College
- Accounting
- Business Administration/Marketing
- Communication Sciences and Disorders
- Education - Adolescence
- Education – Inclusive Early Childhood/Childhood
- Liberal Arts
- Mathematics
- Social Work
- Theatre

### Niagara University
- Accounting
- Communication Studies
- Computer and Information Science
- Criminology and Criminal Justice
- Economics
- Education - Adolescence
- Education - Childhood
- Finance
- Food Service Management/Restaurant Entrepreneurship
- Hotel/Restaurant Management - Planning & Control
- Management
- Marketing
- Sports Management
- Tourism and Recreation Management

### Rensselaer Polytechnic Institute
- Engineering - All majors

### Roberts Wesleyan College
- Accounting & Information Management
- Business Administration
- Communication
- Criminal Justice
- Economic Crime Investigation
- Education - Adolescence with Middle School
- Education - Childhood with Special
- Education - Early Childhood with Special
- Education - Music
- Education - Visual Arts
- Forensic Science
- Liberal Arts
- Music Performance
- Mathematics
- Nursing
- Physical Education
- Social Work

### Rochester Institute of Technology
- Accounting
- Advertising and Public Relations
- Applied Mathematics
- Applied Statistics
- Biochemistry
- Biology
- Biotechnology
- Business Administration
- Chemistry
- Communication
- Computer Engineering Technology
- Computer Science
- Criminal Justice
- Diagnostic Medical Sonography
- Electrical Engineering Technology
- Engineering – Computer, Electrical, Industrial, Microelectronics, Mechanical
- Environmental Sustainability, Health and Safety
- Environmental Science
- International Hospitality Service Management/Food & Beverage
- Management
- International Hospitality Service Management/International Hotel Resort Management
Academic Information/Dual Admission Programs

International Hospitality Service
  Management/Entertainment & Event Management
Imaging Science
Information Technology
International Business
International and Global Studies
Management Information Systems
Mechanical Engineering Technology
Museum Studies
Networking & Systems Administration
Nutrition Management
Packaging Science
Physics
Psychology
Public Policy
Sociology and Anthropology

St. Bonaventure
  Accounting
  Elementary Education
  Finance/Management/Marketing
  Journalism/Mass Communication
  Liberal Arts
  Mathematics
  Music
  Strategic Communication & Digital Media
  Theater

St. John Fisher College
  Accounting/Corporate Finance
  Computer Science
  Education - Inclusive Adolescence
  Education - Inclusive Childhood
  Liberal Arts & Science
  Management/Marketing/Human Resource Management
  Mathematics
  Media & Communication
  Nursing
  Sport Management

Syracuse University
  Engineering Science
  Information Management & Technology
  Public Health

University of Rochester
  Engineering, Biomedical, Chemical, Electrical & Mechanical
  Liberal Arts & Science
    African American History
    Anthropology
    Art History
    Biology
  English
  History
  Mathematics
  Political Science
  Psychology
  Religion
  Studio Arts
  Optics

SUNY Alfred State
  Electrical Engineering Technology
  Information Technology

SUNY Brockport
  Accounting
  Business Administration
  Communication and Journalism/Broadcasting
  Computer Science
  Criminal Justice
  Education - Adolescence Inclusive w/Middle School Extension
  Education - Childhood Inclusive
  Health Science
  Liberal Arts
  Mathematics
  Physical Education
  Social Work
  Studio Art
  Theatre

SUNY Buffalo State College
  Business Administration
  Computer Information Systems
  Criminal Justice
  Education - Adolescence
  Education - Childhood/Exceptional
  Electrical Engineering Technology
  Hospitality Administration
  Mechanical Engineering Technology
  Nutrition & Dietetics
  Social Work

SUNY Cortland
  Business Economics
  Community Health
  Communication Studies
  Criminology
  Education - Adolescence
  Education - Childhood
  Education - Early Childhood
  Human Services
  Physical Education
  Recreation
  Speech & Hearing Science

SUNY Delhi
  Business & Professional Golf Management

SUNY Fredonia
  Accounting
  Business Administration
  Communication
  Communication Disorders and Sciences
  Computer Information Systems
  Criminal Justice
  Education - Adolescence
  Education - Childhood Inclusive
  Education - Early Childhood
  Liberal Arts
  Mathematics
  Public Relations
  Sport Management
  Theatre

SUNY Geneseo
  Accounting
  Business Administration
  Education - Adolescence
  Education - Early Childhood & Childhood, Childhood/Special
  Liberal Arts
  Mathematics
  Theatre

University of Rochester
  African American History
  Anthropology
  Art History
  Biology

SUNY College of Environmental Science & Forestry
  Biotechnology
  Liberal Arts
  Aquatics & Fisheries Science
  Bioprocess Engineering
  Chemistry
  Conservation Biology
  Construction Management
  Environmental Biology
  Environmental Education Interpretation
  Environmental Resources Engineering
  Environmental Science
  Environmental Studies
  Forest Ecosystem Science
  Forest Health
  Forest Resources Management
  Natural Resource Management
  Paper Engineering
  Paper Science
  Wildlife Science

Academic Information/Dual Admission Programs
SUNY Maritime College
International Transportation and Trade

SUNY Oswego
Accounting
Business Administration
Cinema and Screen Studies
Communication and Social Interaction
Computer/Information Science
Education - Adolescence
Education - Childhood
Liberal Arts
Marketing
Mathematics
Public Justice
Technology Education
Theatre

SUNY University at Albany
Accounting
Art
Business Administration
Criminal Justice
Social Welfare
Liberal Arts
Mathematics
Theatre

SUNY University at Buffalo
Accounting
Biotechnology
Business Administration
Engineering (All Majors)
Environmental Design
Film Studies
Nuclear Medicine Technology

SUNY Upstate Medical University (Syracuse)
Medical Biotechnology
Medical Imaging Science
Medical Technology
Nursing
Radiation Therapy
Respiratory Care

OTHER COOPERATIVE PROGRAMS
2 + 2 + 1 Dual Enrollment Programs
St. John Fisher College — B.S. Business Administration/Accounting/M.B.A
Daemen College — B.S. Accounting/M.S. Professional Accountancy

1 + 1 Cooperative Programs
Forest Technology — SUNY College of Environmental Science & Forestry
Land Surveying Technology

3 + 1 Cooperative Program
Nursing — University of Rochester
Academic Information
Alternative Learning Options

MCC provides a variety of alternative methods for students to meet the requirements of the College’s degree programs. In some cases, the actual time spent in class is reduced.

AP Courses
More than 1400 institutions nationwide, including MCC, recognize the rigor of Advanced Placement courses and award transfer credit to students who complete AP exams successfully with a score of three or higher. Transfer credit evaluations will be done on a course-by-course basis by the Admissions Office.

Dual Enrollment
585.292.2135
This MCC program allows area high school students to enroll in selected MCC courses at a substantially reduced tuition rate.* The courses are taught at the student’s high school by high school faculty in partnership with a designated MCC faculty member and are equivalent to an MCC course. Students who successfully complete the course receive both high school and MCC transcript credit. Both high school and college faculty are involved in the development and implementation of Dual Enrollment courses such as: Accounting Principles I, Art Essentials, Introduction to Business, Calculus III, Introduction to Criminal Justice, Introduction to Economics, Electronic Technology I, Elementary French II, Intermediate Spanish I, Statistics I, Technical Graphics and Machine Shop Print Reading I, and several others. Contact your high school for a complete course listing.

* Note: The reduced tuition rate is only available to those Dual Enrollment students registered for no more than 11 MCC credit hours per semester.

CLEP (College Level Examination Program)
585.292.3219
CLEP, a nationally recognized testing program, allows individuals to receive college credit for learning acquired outside the classroom. More than 2900 colleges and universities award college credit to those who perform well on any of 34 administered CLEP tests.
Information is available at the Office of Experiential and Adult Learning located in the Career and Transfer Center Office or online at: www.clep.collegeboard.org.

Credit for Military Experience
Veterans Services
Brighton Campus
585. 292.2030
If you are or were in the armed services, you may be eligible for college credit at MCC from courses and other educational opportunities that have been evaluated by the American Council on Education (ACE) and summarized in their military guides. To begin the evaluation process at MCC you must provide your military transcript from the Joint Services Transcript web site (jst.doded.mil) or the Community College of the Air Force (www.au.af.mil/au/ccaf) along with your DD-214 to the Veteran Services Office.

Veterans Services
Veterans Services is located in the Counseling, International and Veteran Services Office and provides a variety of services including:
- Assistance with document certification as required by the Department of Veterans Affairs
- Tuition and educational benefits information
- Veteran specific academic advising
- Assistance to disabled veterans

DSST (DANTES Subject Standardized Tests)
585. 292.3219
Like CLEP, DANTES is a nationally recognized testing program that allows individuals to receive college credit for learning acquired outside the traditional classroom. The two programs provide credit-by-examination testing on subjects not covered by the other. DANTES allows you to choose from over 38 test titles in a wide variety of subject areas.

Departmental (Proficiency/Challenge) Examinations
A student who can demonstrate knowledge in a particular subject may earn credit for certain courses without enrolling in them by taking a special examination through the appropriate department. Department examinations are offered for college credit at the discretion of the individual department.

A. Program
1. Eligibility of candidates to take an examination and the degree of proficiency required will be determined by the department.
2. Candidates may not take an examination at a lower level of proficiency in a subject that the candidate has already passed.
3. Candidates may not repeat examinations they have failed.
4. Candidates may not usually take department examinations in courses they have already failed at MCC or any other college.

B. Grading
1. A grade will be assigned by the department chairperson after review of examination or examination report.
2. No grade lower than “C” will be recognized for credit.

C. Credit
1. Grades and credits awarded through examination will not be used in computing student’s quality and cumulative grade-point average.
2. Credits will be recorded on a student’s performance record with the notation “Credit By Examination.”
3. Credit by examination cannot be used to fulfill residence requirements.

Distance Learning Programs
Many MCC students take some coursework at a distance. Some distance learning involves Internet-based assignments in courses that meet in traditional classrooms each week. We call such courses “web-enhanced.” Other courses are mostly online, requiring students to come to campus only occasionally; for example, for laboratory work or for testing purposes only. We call these courses “hybrids.” Still others are offered entirely at a distance via the web. Through Open SUNY, MCC offers more than 100 courses and 40 degree programs for which students are never required to come to campus. Each of these distance learning options is offered to be sure courses are available in the ways and at the times students learn best. For more information, find Distance Learning in the A-Z Index on our website at: www.monroec.edu.

International Baccalaureate (IB) Courses
MCC will consider transfer credit for those students who have completed HL (Higher Level) courses and earned a grade of 4 or higher on the respective exam. Transfer credit evaluations are completed on a course-by-course basis by the Admissions Office.

International Studies
The MCC international course offerings may vary from year to year, depending on student demand. These courses are open to MCC students, students from other colleges and adults interested in experiencing education in international settings. They may be taken for college credit (3 credits each course) or audited. (Auditors are charged the same tuition as students earning credits.) Students must be at least 18 years old by departure date.

Intersession
Intersession is an abbreviated session offered in January that gives students a chance to complete a three-credit course between Fall and Spring semesters.

Special Studies Courses
Sequential Course Numbers 080-089, 180-189 and 280 through 289 are Special Studies Courses. Sequential Course Numbers 080-089 represent inputed credit.
Special Studies is a general heading for experimental courses or those for which the demand is untested, unknown, immediate or temporary. A Special Studies course may be a general elective or an elective in the areas of Humanities, Social Science, Mathematics, Natural Science or Health/Physical Education, with the approval of the respective division.

Summer Sessions
Summer credit courses start at various dates and are offered days and evenings at both MCC campuses and at our off campus sites in Greece and Webster. Enrollment is open to any student who has satisfied course prerequisites. Summer Session courses are taught at an accelerated pace.

Time-Shortened Courses
Time shortened courses maintain the same academic standards, in-class instructional hours and cover the same content as courses taught in the traditional 15-week semester, but in fewer weeks.

Transfer Credit
MCC will consider for transfer credit coursework which has been satisfactorily completed with a grade of “C” or higher at a regionally accredited college or university. Students must submit transcripts from all colleges attended, regardless of whether credit was received at the college(s). Failure to submit all transcripts may result in a change to awarded financial aid. Transfer credit from institutions on a quarter or trimester system will be adjusted accordingly.

After a student has been admitted, and submitted an official transcript(s), a review of credits will be done. Students will be notified by email or mail of the applicable credits to an MCC degree or certificate. Transfer credit cannot be removed from a student’s MCC transcript once the credit has been awarded.
Co-ops and Internships

Frequently Asked Questions

What is the difference between co-ops and internships?
Co-ops are more formal and provide work experience that directly supports curriculum learned in the program. Co-ops can be paid or unpaid.

What programs require a co-op?
Accounting A.A.S. - BUS 275  
Automotive Technology A.A.S. - ATP 140, ATP 141, ATP 142, ATP 143, ATP 144, ATP 145  
Computer Information Systems A.A.S. - BUS 275  
Entrepreneurial and Applied Business Studies A.A.S. - BUS 275  
Heating, Ventilating and Air Conditioning - HVAC A.A.S. - HVA 271  
Hospitality A.A.S. - CE260  
Interior Design A.A.S. - CE263  
Office Technology A.A.S. - CE270* 
*Available but not required. See course descriptions.

Internships
Internships are more exploratory and a good way to develop a hands-on understanding of various careers. Students must have completed 20 credits with a minimum of 2.0 GPA. A good candidate for an internship is someone who is interested in a specific career field and would like to explore it such as; financial planning, law, journalism, etcetera. Internships are usually unpaid.

Can I complete a co-op or internship in my first year?
Generally, co-ops must be completed in the student’s final semester. An exception is automotive technology. Hospitality students may complete a co-op in their third semester by permission of the department but the fourth semester is preferred.

How many work hours are required?
- 135 work hours are required for an Internship
- 180 work hours are required for a co-op 
Work experience must be in conjunction with a class seminar.

If I am interested in pursuing either a co-op or an Internship, what is my first step?
You need an updated resume before you begin the process of pursuing a co-op or Internship. If you already have one, send an e-mail to coops-internships@monroecc.edu, providing your name, student number, phone number and whether you are seeking a co-op for your program or are interested in exploring an Internship.

What if I don’t have an updated resume?
If you need assistance, contact the Career and Transfer Center (building 3-108) at 292-2248 for information on how to assist you with resume writing.

What are some tips to consider when beginning searching for a Co-op or Internship?
First, the process can be time consuming (particularly in this economy). Begin your search early.
- Search using MCC’s Job Connection (www.monroecc.edu, A-Z index, click J)  
- Faculty in your own discipline are a great reference  
- Friends and/or acquaintances in your field of interest  
- Consider where you’d desire to work if an internship blossomed into something long-term later on  
- Web (Google “Rochester, NY jobs”)
If you’ve tried all these approaches, keep track of where you have tried and contact: Coops-internships@monroecc.edu for other possible suggestions or referrals.
Non-Traditional Baccalaureate Degree Programs for Adult and Experiential Learning

For information on the following programs, contact:

MCC’s Office of Adult and Experiential Learning
Career and Transfer Center
Brighton Campus
585.292.2016

Credit for Prior Learning Experiences
Credit for Prior Learning (PL) allows you as a matriculated student to earn college credit toward your MCC studies for what you have already learned outside the classroom. Prior Learning (PL) is acquired by offering proof through documentation that you have acquired learning from significant life and work experiences. Some of the more common experiences that qualify for credit are: full or part-time jobs, company in service training programs, professional licenses or certificates, certificates of achievement from employers, correspondence courses, volunteer work, military service, non-credit courses, apprenticeship training and hobbies. English composition, math, and human services courses are generally not eligible for prior learning credit. Of course, your learning experiences outside the classroom may be used only if they reflect college-level learning. To apply prior learning credit toward your college program, it must first be approved by the academic department from which you seek credit.

Walt Disney World College Internship Program
The Disney College Internship Program is an exciting opportunity for students of all majors and backgrounds. It is a paid internship that will stand out on a resume. MCC is among 400 colleges and universities nationwide who send students to Walt Disney World in Florida, and Disneyland in California each fall or spring semester to participate in the Disney World College Program. Selection into the program is limited to those who have the passion, personality and desire to learn more about one of the most successful entertainment companies in the world. While all degree programs are acceptable, students who commonly apply are in these programs: Business Administration, Communications and Performing Arts, Hospitality/Tourism/Culinary Arts, Criminal Justice, Education, Liberal Arts and Engineering. A computer interview as well as a telephone interview with a Disney College Relations representative is required for acceptance into the program. You must also meet MCC’s enrollment and academic requirements. The College Program may not serve as your first semester in college.

Experienced Based Learning (EBL) Career Work Experience
If you desire to get involved in a short term credit bearing work experience (paid or unpaid) to help identify a future career, you have the option to enroll in MCC’s Experienced Based Learning (EBL) program for one semester, fall, spring, or summer. EBL will be a perfect alternative to more formal ways of seeking a career work experience such as co-op or internship. It is a practical work experience, uncomplicated, and unattached to any other required option. If you wish to participate in EBL, seek out a business or organization interested in sponsoring you. At the conclusion of a successful work experience (112.5 hrs.), and the completion of the programs academic activities, you will be awarded three elective credits. One major advantage of this program is that it will assist you to acquire a record of work experience for your resume. This work based learning option may not be repeated for credit.

Independent Study
Independent Study at MCC is a credit bearing study done by an individual student under the sponsorship of a faculty member who provide initial guidance, criticism, review and final evaluation of student performance. Students do most of their work independently and meet periodically with their instructor. Existing courses in this Catalog/Handbook cannot be offered as Independent Studies. Independent Study may be taken as a (1) Program requirement; (2) Program elective; (3) General elective.
Credit
No more than 15 independent study credits may be granted toward a degree. Credit for a project will be determined jointly by the student, faculty sponsor and department chairperson to accurately reflect the time and work involved. A recommended guide for credit allocation is one credit hour for the equivalent of every forty-five sessions of student academic activities of 50 minutes duration each (37.5 clock hours).

Grade
The grade for Independent Study projects will be in accordance with the College’s credit hours and quality points.

Approval
An interested student should first meet with the sponsoring faculty member who will initiate the approval process.

Cost and Process
Part-time students (less than 12 credits) will be assessed at the regular credit hour rate. No additional charge will be made for students carrying 12 credits or more. A student may obtain an application form from the Office of Adult and Experiential Learning and then should meet with the sponsoring faculty member who will initiate the approval process. The proposal must then gain the approval of the department chairperson, the Director of Adult and Experiential Learning, and the Dean of Curriculum.

Options for Adult Students on a Fast Track to a Degree
MCC reaches out to its large population of nontraditional students by offering a variety of educational options to those adults interested in working at an accelerated pace. For more information, call or stop by the Adult Learning Office, 585-292-3219, located in the Admissions Office, on the Brighton Campus.

Summer Sessions. Summer credit courses are 6 week sessions (instead of 15 weeks) starting in May and July. They are offered days and evenings at both MCC Campuses and at our two off-campus sites in Greece and Webster.

Intersession. An abbreviated session (3 weeks instead of 15 weeks) offered between Fall and Spring semesters. You are able to earn three credits in three weeks.

Online Courses. Offered at a distance via the web. Some distance learning courses do require occasional on-campus classroom participation.

Credit by Examination. Students who demonstrate knowledge in a particular subject may earn credit by testing out either through national standardized tests (CLEP/DANTES) or through departmental exams offered by some MCC departments for these reasons:
1. prior knowledge gained outside the classroom;
2. a course was cancelled in year student needed the credit to graduate;
3. student took a course “on location”;
4. individual circumstances as they arise.

Credit for Learning Outside the Classroom. Earn credit for verifiable college-level learning acquired by offering proof that you acquired learning from significant life and work experience.

Credit Earned for Learning in the Military. Educational experiences gained in the military may translate into academic credit.

Credit transferred in from other colleges. Transfer credit you bring in from other accredited colleges may be recognized by the MCC Admissions Office for application to MCC courses required in your degree program.

Nontraditional Bachelor’s Programs.
At least two local colleges have bachelor’s degree completion programs especially designed for adult students.

Roberts Wesleyan College (www.roberts.edu) offers degrees in Organizational Management (completion time 15 months) and Health Administration (completion time 15 months).

Medaille College (www.medaille.edu) offers a degree in Business Administration (completion time 24 months).

At each institution, you will attend part time but be considered full time for financial aid purposes.

Empire State College (www.esc.edu) allows adult students to enter a bachelor’s degree program with full junior status (bringing up to 80 credits with you from MCC) in one of twelve major areas of study.

Charter Oak State College (www.charteroak.edu), a credentialing college, allows you to transfer from MCC to one of approximately 15 majors with 90 MCC credits.

Franklin University (www.franklin.edu) allows you to earn your bachelor’s completely online in one of 23 bachelor’s degree programs. The college will accept 80 plus MCC credits.

Excelsior College (www.excelsior.edu) allows you to earn your bachelor’s degree completely online in several degree programs. The college will accept up to 105 transfer credits toward your degree.
Educational Opportunity Program

Brighton Campus
Room 3-101
585.292.2028
Damon City Campus
585.262.1745

1. Be a New York state resident for 12 months prior to enrollment.
2. Be a first-time, full-time day college student (or a transfer student previously enrolled in a similar opportunity program such as EOP, HEOP, SEEK, and College Discovery); or a readmit student previously enrolled in EOP at Monroe Community College.
3. Show promise of academic achievement but not have demonstrated strong academic success in the past. The MCC Admissions Office will determine if you are academically eligible.
4. Qualify as economically disadvantaged according to the guidelines indicated below (for students entering college on or after July 1, 2015).

**EOP Financial Guidelines 2015-2016**

*For students first entering college on or after July 1, 2015*

<table>
<thead>
<tr>
<th>Household Size (including head of household)</th>
<th>Total Annual Income Previous Calendar Year**</th>
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<tr>
<td>1</td>
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<td>$67,951</td>
</tr>
<tr>
<td>8</td>
<td>$75,747**</td>
</tr>
</tbody>
</table>

*Income guidelines are subject to change.*

*Does not include student’s income unless he/she is independent.*

**Plus $7,696 for each additional family member in excess of eight.
Priority is given to applicants from historically disadvantaged backgrounds.

**Exceptions to Income Guidelines:**
The student’s family is a recipient of Family Assistance and Safety Net payments through the New York State Office of Temporary and Disability Assistance, or through the county Department of Social Services; or Family Day Care payments through New York State Office of Children and Family Assistance.
The student lives with foster parents who do not provide support for college and the student’s natural parents provide no support.
The student is a ward of the state or county.

**EOP support services include:**

- 4-week pre-freshman summer program (First-time college students entering in Fall semester)
- Ongoing counseling (individual and group)
- Academic advisement
- Educational and career planning
- Financial advisement
- Tutoring Assistance
- Study skills/orientation
- Financial assistance (the amount of assistance is based on need)
- Academic Excellence Seminar

Students interested in applying for the Educational Opportunity Program must submit a Monroe Community College application, as a full-time day student, and indicate in the space provided an interest in EOP. Applicants will be contacted upon receipt of the MCC Letter of Admissions. Students who meet the academic requirement will receive further information to determine the program eligibility. *(Students accepted to Monroe Community College are not automatically accepted to EOP.)*

There are a limited number of openings in EOP. Please start your application process early. Students who have completed all of the application steps will be the first considered for acceptance.

**Deadline to Apply**
Fall semester – May
Spring semester – December

*Subject to change based on the number of applications received each semester.*
Courses Fulfilling MCC General Education Requirements

Courses listed below will fulfill degree requirements in the following categories: HUMANITIES, SOCIAL SCIENCE, NATURAL SCIENCE, MATHEMATICS, and HEALTH/PHYSICAL EDUCATION. Check your Program of Study description for allowable electives, particularly in transfer programs. Special Studies Courses, (numbers 180-189 and 280-289) MAY fulfill one or more general education requirement, even if they do not appear below. Consult an academic advisor to determine category fulfilled.

LIBERAL ARTS

Some programs require a liberal arts elective. To satisfy this requirement, a student may select any course listed under the following areas on this page:

HUMANITIES
SOCIAL SCIENCES
MATHEMATICS (With exceptions noted under "Mathematics" below)
NATURAL SCIENCES (With exceptions noted under "Natural Science" below)

HUMANITIES
AAD 105 Typography
ART All Courses
CIN All Courses
COM 101 Introduction to Mass Media
COM 120 Media Literacy
COM 130 Media Writing
COM 131 Principles of Journalism
COM 270 Media and Society
EDU 150 Performance and Presentation Skills for Educators
ENGLISH - All Courses
FOREIGN LANGUAGE - All Courses INCLUDING the following:
ASL 101 American Sign Language I
ASL 102 American Sign Language II
ASL 103 American Sign Language III
ASL 104 American Sign Language IV
ASL 201 American Deaf Culture and Community
*HIS 200 formerly HIS 257 Women in the United States: A Historical Perspective
HSM 107 Social Media, Issues and Impacts
HUMANITIES - All Courses
MUSIC - All Courses
PHILOSOPHY - All Courses
PHO 101 Photography for Non-Majors I
PHO 106 Photography I
PHO 135 Survey of Digital Photography
**PHO 140 History of Photography: Early
**PHO 145 History of Photography: Modern
REA 101 Critical Reading
SPEECH COMMUNICATION - All Courses
THEATRE - All Courses

SOCIAL SCIENCE
AAD 107 A History of Graphic Design
ANTHROPOLOGY - All Courses
**ART 118 Perspectives of Art History I: Ancient
**ART 119 Perspectives of Art History II: Modern
**ART 121 Perspectives of Art History III: Non-Western Art
**ART 240 Women, Art and Society
**ART 271 Twentieth Century Art and Ideas
ECE 250 Infant and Toddler Development
ECE 251 Family and Culture
ECONOMICS - All Courses
EDU 208 Guided Observations in Education
GEG 102 Human Geography
GEG 135 Business GIS
GEG 201 Geography of the United States and Canada
GEG 211 Economic Geography
GEG 215 Geography of Tourist Destinations
GEG 218 Political Geography
GEG 220 Geography of Genocide
HISTORY - All Courses
**HIS 220 Western Humanities I
**HIS 221 Western Humanities II
HSM 103 Historical and Contemporary Perspectives on Terrorism and Homeland Security
HUM 210 Disability Across the Lifespan
Strategies for the Human Services Worker
LAW - All Courses
**MUS 119 Music in World Cultures
**MUS 120 Jazz in American Society
**MUS 150 History of Rock ‘n Roll
**MUS 155 African-American Music in America
**MUS 201 History of Music I
**MUS 202 History of Music II
**PHL 108 World Religions: Western Traditions
**PHL 109 World Religions: Eastern Traditions
**PHO 140 History of Photography: Early
**PHO 145 History of Photography: Modern
POLITICAL SCIENCE - All Courses
PPE 275 Physiology of Exercise
PSYCHOLOGY - All Courses
SOCIAL AND BEHAVIORAL SCIENCES - All Courses
THEATRE - All Courses

MATHEMATICS

For A.S. and A.A degree programs: MTH 150 or higher unless specified differently in your program of study. Check your program of study for specific mathematics courses that fulfill the mathematics requirement for your program.

NATURAL SCIENCE

For A.S. degree programs: All courses listed below fulfill the Natural Science elective requirement.

AGS 101 Introduction to Agriculture
AGS 110 Introduction to Greenhouse Management
AGS 150 General Microbiology for Food and Agriculture
BIOLOGY - All courses
CHEMISTRY - All courses
FSA 117 Basic Consumer Nutrition
GEG 100 Physical Geography I Laboratory
GEG 101 Physical Geography I
GEG 103 Extreme Weather Lab
GEG 104 Extreme Weather
GEG 110 Physical Geography II Lab
GEG 111 Physical Geography II
GEG 130 Digital Earth
GEG 133 Introduction to Remote Sensing
GEG 203 Extreme Climate Lab formerly GEG 252
GEG 204 Extreme Climate formerly GEG 253
GEOLOGY - All courses
PPE 275 Physiology of Exercise
PHYSICS - All courses EXCEPT the following:
PHY 100 Preparatory Physics (cannot count toward A.A. & A.S.)
PHY 143 Physics for Automotive Technologies (cannot count toward A.A. & A.S.)
SCIENCE - All courses

HEALTH/PHYSICAL EDUCATION

All courses with the following prefixes:
HED, PE, PEC, PEH, PEJ, PEM, PEW, PFT, PPE

* Satisfies the requirement of a literature course, a humanities elective, or a social science elective.

** Satisfies the requirement of a humanities or social science elective.
MCC General Education Requirements (MCC-GER):

Every student earning an associate degree (A.A., A.S., or A.A.S) will have taken and passed a minimum of 17 credits in the following six (6) knowledge and skill areas and two (2) competencies. These requirements are included in the Distribution Requirements of each program printed in the catalog. Students who meet all of the program requirements will satisfy the MCC-GER.

**Basic Communication (3 credits)**

Students will produce coherent texts within common college-level written forms and demonstrate the ability to revise and improve such texts. Additionally, students will research a topic, develop an argument and organize supporting detail. Students will also develop proficiency in oral discourse and acquire the skills to evaluate an oral presentation according to established criteria.

The Basic Communication requirement is satisfied by: ENG 101 or ENG 200.

**Humanities (3 credits)**

Students will demonstrate knowledge of the conventions and methods of at least one of the humanities in addition to or at a different level from the knowledge and skills encompassed by Basic Communication.

The humanities requirement is satisfied by any MCC Humanities course, as defined in the 2015-2016 MCC Catalog and Student Handbook. Students planning to transfer to a SUNY four-year school should select a humanities course that also meets the SUNY General Education Requirements (see 2015-2016 Knowledge and Skills Areas - SUNY General Education Requirements in the 2015-2016 MCC Catalog and Student Handbook for a list of courses fulfilling SUNY General Education Requirements).

**Social Science (3 credits)**

Students will demonstrate knowledge of the major concepts, models and issues of at least one discipline in the social sciences. Additionally, students will demonstrate a knowledge and understanding of such things as opposing points of view, ethical conflicts and cultural and/or ethnic contributions and traditions that are part of that discipline. The student will demonstrate the ability to react responsibly and respectfully to these differences.

The social science requirement is satisfied by any MCC social science course, as defined in the 2015-2016 MCC Catalog and Student Handbook. Students planning to transfer to a SUNY four-year school should select a social science course that also meets the SUNY General Education Requirements (see 2015-2016 Knowledge and Skills Areas - SUNY General Education Requirements MCC Catalog and Student Handbook for a list of courses fulfilling SUNY General Education Requirements).

**Mathematics (3 credits)**

Students will demonstrate competence in Arithmetic and Algebra. Additionally, students will demonstrate the ability to interpret and solve problems using quantitative analysis.

The mathematics requirement is satisfied by MTH 104 or any higher level mathematics course for A.A.S. degrees and by MTH 150 or higher for A.S. or A.A. degrees unless specified differently in your program of study.

Check your program of study for specific mathematics courses that fulfill the mathematics requirement. Students planning to transfer to a SUNY four-year school should select a mathematics course that also meets the SUNY General Education Requirements (see 2015-2016 Knowledge and Skills Areas - SUNY General Education Requirements MCC Catalog and Student Handbook for a list of courses fulfilling SUNY General Education Requirements).

**Natural Science (3 credits)**

Students will demonstrate knowledge of major concepts, models and issues of at least one discipline in the natural sciences.

The natural science requirement is satisfied by any MCC natural science course, as defined in the 2015-2016 MCC Catalog and Student Handbook. Students planning to transfer to a SUNY four-year school should select a natural science course that also meets the SUNY General Education Requirements (see 2015-2016 Knowledge and Skills Areas - SUNY General Education Requirements MCC Catalog and Student Handbook for a list of courses fulfilling SUNY General Education Requirements).
Health/Physical Education (2 credits)
Students will have the ability to understand issues of health and fitness in order to develop such skills as teamwork, leadership and lifestyle management leading to the development of a balance among the various aspects of wellness.
The health/physical education requirement is satisfied by any MCC health/physical education course, as defined in the 2015-2016 MCC Catalog and Student Handbook.

Critical Thinking (Reasoning)
Students will identify, analyze and evaluate arguments as they occur in their own or others, work and develop well-reasoned arguments. Additionally, students will demonstrate the ability to define, interpret and solve problems using such methods as creative thinking, comparative reasoning, analysis, synthesis and evaluation.
No specific course requirement. Critical thinking is an infused competency, which students will learn throughout their college experiences.

Information Management
Students will perform the basic operations of personal computer use and understand and use basic research techniques. In addition, students will locate, evaluate and synthesize information from a variety of sources.
No specific course requirement. Information management is an infused competency, which students will learn throughout their college experiences.
The SUNY General Education Requirement (SUNY-GER) enables students to acquire knowledge and skills that are useful and important for all educated persons, regardless of their jobs or professions. (SUNY Board of Trustees Resolution, January 2010).

The SUNY-GER is required for all bachelor’s degree candidates.* Every four-year SUNY campus has a general education curriculum that reflects the SUNY-GER and is designed to provide a solid foundation for your college education and make transfers within SUNY as smooth and seamless as possible.

MCC students who plan to transfer and complete a baccalaureate degree at a SUNY four-year campus are responsible for meeting SUNY General Education Requirements (SUNY-GER). Students must complete the 30 credit SUNY-GER from at least seven (7) of the Knowledge and Skills areas below and must include Basic Communications and Mathematics and demonstrate two competencies.

Knowledge and Skill areas:
- American History (AH)
- Western Civilization (WC)
- Other World Civilizations (OWC)
- Humanities (H)

Mathematics (required) (M)

Natural Sciences (NS)

Social Sciences (SS)

the Arts (A)

Foreign Language (FL)

Basic Communication (BC)

Competencies:
The following two competencies are infused throughout the General Education program:

Critical Thinking (Reasoning) (required)

Information Management (required)

Completion of the SUNY General Education Course Plan is not a requirement to graduate from MCC with an Associate in Applied Science degree (A.A.S.)

How to Fulfill Your SUNY General Education Requirements:
Your academic advisor can help you plan a path to meet your SUNY-GER, as well as any other MCC general education requirements.

Specific Courses and Grade Requirements:
General education requirements vary by campus and by major. However, if you satisfy a SUNY-GER area at one SUNY campus with a grade of C or higher, you will have met that SUNY-GER area at every other SUNY campus. Campuses may make some exemptions to general education requirements because of AP, IB, CLEP, DANTES or ACTFL exams, or prior college credits. Visit Campus Requirements to determine the areas required by each campus and major, and the courses available within those areas.

Course Grades Required:
In general, if you earn a grade of C or higher in a SUNY-GER course, you will have satisfied the general education component for that course at every SUNY campus.

Notes for Transfer Students:
Students who know where they wish to transfer within SUNY should seek advisement on the best set of courses to take as many individual SUNY campuses also have local general education requirements which could significantly impact optimal course selection. In general, if you earn a grade of C or higher in a SUNY-GER course, you will have satisfied the general education component for that course at every SUNY campus.

Some requirements may be met based upon high school course work such as, AP, IB, CLEP, DANTES or ACTFL exams, or prior college credits. Students who have completed 3 years of sequential Regents level foreign language in high school with 85% or above on the Regents exams may qualify for a waiver in the foreign language knowledge and skill area. If you qualify for a foreign language waiver you should contact the MCC Admissions Office.

Courses meeting SUNY General Education requirements are identified in the catalog course descriptions. Use the grid, circle courses you have completed, and maintain this document as a record of requirements that have been fulfilled.
### 2015-2016 Knowledge and Skills Areas — SUNY General Education Requirements

<table>
<thead>
<tr>
<th>Required</th>
<th>The most recent version of this document can be found at <a href="http://www.monroecc.edu">www.monroecc.edu</a>, A-Z Index, SUNY General Education</th>
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<tr>
<td><strong>Mathematics (SMAT)</strong></td>
<td><strong>Natural Sciences (SNSC)</strong></td>
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<td>CHE 124</td>
<td>PHY 131</td>
<td>POS 102/120*</td>
</tr>
<tr>
<td>CHE 136</td>
<td>PHY 141</td>
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<td>CHE 145</td>
<td>PHY 145</td>
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<td>PHY 146</td>
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<tr>
<td>CHE 152</td>
<td>PHY 154</td>
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<tr>
<td>GEG 100</td>
<td>PHY 155 &amp; GEG 101</td>
<td>POS</td>
</tr>
<tr>
<td>GEG 103</td>
<td>SCI 131</td>
<td>POS</td>
</tr>
<tr>
<td>GEG 104</td>
<td>SCI 200</td>
<td>POS</td>
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<tr>
<td>GEG 110</td>
<td>PHY 201</td>
<td>POS</td>
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<tr>
<td>GEG 111</td>
<td>PHY 205</td>
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<td>GEG 112</td>
<td>SCI 220</td>
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<td>SBS 125</td>
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<td>SOC 203</td>
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<tr>
<td>SOC 211/130</td>
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<td></td>
</tr>
</tbody>
</table>

* This course appears in more than one knowledge and skill area, but can only be used to fulfill one requirement at MCC.  
+ Can only be used for education, health, social work or human services programs.
Academic Programs

All academic programs offered by Monroe Community College have been approved by the State University of New York and registered with:
New York State Board of Regents
New York State Department of Education
Room 110EB
Albany, NY 12234
(518) 474-5889
www.regents.nysed.gov

The State University of New York has authorized the College to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and specified certificates. The College itself is fully accredited by:
Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104-2680
(215) 662-5606

Transfer Programs

These two year programs of study leading to an A.A. or A.S. Degree provide an opportunity to complete the first two years of study toward a baccalaureate degree. The third and fourth years of study would be completed at the four-year college or university a student transfers to after completion of the MCC program. Because each four-year institution has its own requirements, any student planning to transfer is advised to select courses in consultation with a transfer counselor, department chairperson or faculty member.

These programs are designed for students who plan to transfer to a baccalaureate degree program. If you are interested in pursuing a course of study not listed, contact an admissions counselor to plan a program that meets your educational goals.

<table>
<thead>
<tr>
<th>Program</th>
<th>HEGIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addictions Counseling - Associate in Science (A.S.) Degree</td>
<td>5506</td>
</tr>
<tr>
<td>African-American Studies (A.S.) Degree</td>
<td>5699</td>
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<tr>
<td>Advertising: Commercial Art - Associate in Science (A.S.) Degree</td>
<td>5012</td>
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<tr>
<td>Biology (A.S.) Degree</td>
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<td>Business:</td>
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<tr>
<td>Business Administration - Associate in Science (A.S.) Degree</td>
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<tr>
<td>International Business - Associate in Science (A.S.) Degree</td>
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<tr>
<td>Chemistry (A.S.) Degree</td>
<td>5619</td>
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<tr>
<td>Cinema and Screen Studies - Associate in Science (A.S.) Degree</td>
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<tr>
<td>Communication and Media Studies - Associate in Science (A.S.) Degree</td>
<td>5606</td>
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<tr>
<td>Computer Information Systems - Associate in Science (A.S.) Degree</td>
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</tr>
<tr>
<td>Computer Science - Associate in Science (A.S.) Degree</td>
<td>5101</td>
</tr>
<tr>
<td>Criminal Justice - Associate in Science (A.S.) Degree</td>
<td>5505</td>
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<tr>
<td>Engineering Science - Associate in Science (A.S.) Degree</td>
<td>5609</td>
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<tr>
<td>Fine Arts - Associate in Science (A.S.) Degree</td>
<td>5610</td>
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<tr>
<td>Gender and Sexuality Studies (A.S.) Degree</td>
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<tr>
<td>Global Studies (A.S.) Degree</td>
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<tr>
<td>Health Studies - Associate in Science (A.S.) Degree</td>
<td>5299</td>
</tr>
<tr>
<td>Human Services - Associate in Science (A.S.) Degree</td>
<td>5506</td>
</tr>
<tr>
<td>Information Technology - Associate in Science (A.S.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences:</td>
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<tr>
<td>Adolescence Education (Teacher Education Transfer) (A.A.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer) (A.A.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences: Early Childhood Education (Teacher Education Transfer) (A.A.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences: General Studies - Associate in Science (A.S.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences: Humanities - Associate in Arts (A.A.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences: Humanities and Social Science - Associate in Arts (A.A.) Degree</td>
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<tr>
<td>Liberal Arts and Sciences: Science - Associate in Science (A.S.) Degree</td>
<td>5649</td>
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<tr>
<td>Mathematics - Associate in Science (A.S.) Degree</td>
<td>5617</td>
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<tr>
<td>Music Performance - Associate in Science (A.S.) Degree</td>
<td>5610</td>
</tr>
<tr>
<td>Physical Education and Exercise Science - Associate in Science (A.S.) Degree</td>
<td>5299.30</td>
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<tr>
<td>Public Relations - Associate in Science (A.S.) Degree</td>
<td>5004</td>
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<tr>
<td>Sport Management - Associate in Science (A.S.) Degree</td>
<td>5299.30</td>
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<tr>
<td>Sustainability Studies - Associate in Science (A.S.) Degree</td>
<td>5649</td>
</tr>
<tr>
<td>Theatre Arts - Associate in Science (A.S.) Degree</td>
<td>5610</td>
</tr>
<tr>
<td>Urban Studies (A.S.) Degree</td>
<td></td>
</tr>
</tbody>
</table>

www.monroecc.edu/go/academicprograms

A.A. & A.S. degrees are designed for students who plan to transfer to a baccalaureate degree program.

A.A.S. degree prepares the student for immediate entry into a specific technical or paraprofessional career field.

A.A. degree requires completion of 45 credits in Liberal Arts and Sciences. Evidence of transferability into compatible programs at two baccalaureate-granting institutions.

A.S. degree requires completion of 30 credits in Liberal Arts and Sciences. Evidence of transferability into compatible programs at two baccalaureate-granting institutions.

A.A.S. degree requires completion of 20 credits in Liberal Arts and Sciences. Validated by documentation from an Advisory Group review team.

Certificate a credential issued by an institution in recognition of the completion of a curriculum other than one leading to a degree; offered for a particular purpose to meet a local or immediate need. Every credit bearing course is applicable to a registered degree program at the College.
Certificate Programs

Certificate programs are offered to students who desire a rather high degree of specialization in a short program of instruction. Programs vary in length from 20 to 55 college credits. All courses may be applied toward a degree should certificate students later decide to complete the associate degree requirements within their field of study. Those interested in such programs should contact the Office of Admissions, the academic field department chairperson, or a college counselor in the counseling center.

<table>
<thead>
<tr>
<th>Program</th>
<th>HEGIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>5002</td>
</tr>
<tr>
<td>Air Conditioning Technology - Heating &amp; Ventilation</td>
<td>5317</td>
</tr>
<tr>
<td>Applied Integrated Technology</td>
<td>5301</td>
</tr>
<tr>
<td>Apprentice Training: Automotive</td>
<td>5306</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>5205</td>
</tr>
<tr>
<td>Clinical Laboratory Technician/Technical Laboratory</td>
<td>5205</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>5101</td>
</tr>
<tr>
<td>Computer Systems Technology</td>
<td>5104</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>5317</td>
</tr>
<tr>
<td>Criminal Justice:</td>
<td></td>
</tr>
<tr>
<td>Institutional Corrections</td>
<td>5505</td>
</tr>
<tr>
<td>Police</td>
<td>5505</td>
</tr>
<tr>
<td>Dental Hygiene*</td>
<td>5203</td>
</tr>
<tr>
<td>Electrical Engineering Technology - Electronics*</td>
<td>5310</td>
</tr>
<tr>
<td>Entrepreneurial and Applied Business Studies</td>
<td>5004</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>5507</td>
</tr>
<tr>
<td>Health Information Technology/Medical Records*</td>
<td>5213</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>5404</td>
</tr>
<tr>
<td>Human Services</td>
<td>5501</td>
</tr>
<tr>
<td>Information and Network Technology</td>
<td>5104</td>
</tr>
<tr>
<td>Interior Design</td>
<td>5012</td>
</tr>
<tr>
<td>Mechanical Technology</td>
<td>5315</td>
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<tr>
<td>Nursing*</td>
<td>5208.10</td>
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<tr>
<td>Office Technology - Office Administrative Assistant</td>
<td>5005</td>
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<tr>
<td>Optical Systems Technology</td>
<td>5212</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>5099</td>
</tr>
<tr>
<td>Paramedic Certificate</td>
<td>5299</td>
</tr>
<tr>
<td>Precision Machining: Optical Fabrication</td>
<td>5212</td>
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<tr>
<td>Precision Tooling</td>
<td>5312</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>5004</td>
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<tr>
<td>Solar Thermal Technology</td>
<td>5317</td>
</tr>
<tr>
<td>Radiologic Technology*</td>
<td>5207</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>5211</td>
</tr>
<tr>
<td>Visual Communications Technology</td>
<td>5211</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>5012</td>
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<tr>
<td>Photography/Television</td>
<td>5008</td>
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</tbody>
</table>

This page represents the most current listing and status of degree and certificate programs approved for MCC. Enrollment in other than registered and approved programs may jeopardize a student’s eligibility for certain student financial aid awards.

Accredited Programs

The following programs are accredited by the specific accreditation agencies:

<table>
<thead>
<tr>
<th>Program</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene, A.A.S.*</td>
<td>Commission on Dental Accreditation of the American Dental Association</td>
</tr>
<tr>
<td>Dental Assisting, Certificate*</td>
<td>Commission on Dental Accreditation of the American Dental Association</td>
</tr>
<tr>
<td>Electrical Engineering Technology - Electronics A.A.S.*</td>
<td>Accreditation Board for Engineering and Technology - Engineering Technology</td>
</tr>
<tr>
<td>Health Information Technology/Medical Records A.A.S.*</td>
<td>Commission on Accreditation of Allied Health Informatics and Informational Management Education</td>
</tr>
<tr>
<td>Clinical Laboratory Technician/Technical Laboratory</td>
<td>National Accrediting Agency for Clinical Laboratory Sciences</td>
</tr>
<tr>
<td>Nursing A.A.S.*</td>
<td>Accreditation Commission for Education in Nursing</td>
</tr>
<tr>
<td>Paramedic A.A.S.*</td>
<td>Commission on Accreditation of Allied Health</td>
</tr>
<tr>
<td>Radiologic Technology A.A.S.*</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
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</tbody>
</table>

Accreditation

Monroe Community College is accredited by the Middle States Commission on Higher Education.

www.monroecc.edu/go/academicprograms
ACC 202 Payroll Accounting ................................................................................................ 2

SPC 143 Small Group Communication ................................................................................ 3

SPC 142 Public Speaking

SPC 141 Interpersonal Speech Communication

SPC 140 Introduction to Speech Communication

ACC 101 Principles of Accounting I

BUS 275 Business Cooperative Education  .........................................................................4

FIN 210 Financial Management ......................................................................................... 3

MTH 112 College Algebra or higher (NOT MTH 150 Survey of Mathematics) *... 3

MTH 220 Statistics I

ACC 220 Cost Accounting ....................................................................................................3

ACC 230 Accounting Systems and Applications ................................................................ 3

ENG 275 Public Speaking

ENF 301 Advanced Communication

English Composition I

Total 16

* Students with strong math skills should consult with their advisor to select the appropriate math course.

** CRC 125 or the combination of CRC 113, 115, 116, 117

*** May be waived

ACC 201 Accounting Applications ....................................................................................3

ACC 102 Principles of Accounting II ..................................................................................4

BUS 220 Business Applications OR

CRC 125 Computer Applications Software** 3-4

PHYSICAL/HEALTH EDUCATION  ....................................................................................... 1

OR

ACC 101 Principles of Accounting I

ENG 275 Public Speaking

ENF 301 Advanced Communication

English Composition I

Total 16

** CRC 125 or the combination of CRC 113, 115, 116, 117

*** May be waived

ENG 250 Professional Communication  .............................................................................. 3

Private Business Communication

Total 16

TOTAL CREDITS 63-64

51.1501

CIP Code: MCC Program Code:

52.0302

NYSED Code (BRI): NYSED Code (DCC): 27626 27627

Description

This program is designed to prepare students for a future in addictions counseling after completing the baccalaureate in Social Work or another relevant field. Addictions counseling is a challenging and rewarding field for which entry-level employees are often not well prepared. In New York State, oversight of treatment for substance use disorder is by the New York Office of Alcohol & Substance Abuse Services (OASAS). The credential for drug and alcohol counselors is the Certified Alcohol & Substance Abuse Counselor, commonly known as the CASAC. Completion of the full CASAC involves three components: education, an exam, and experience working in the field. This program when successfully completed provides the education component, following which the student is eligible to apply for the designation of Certified Alcohol & Substance Abuse Counselor-in-Training (CASAC-T). The program is designed around the 12 Core Functions designated as essential by the New York State Office of Alcohol & Substance Abuse Services. These core functions are addressed in seven substance abuse treatment (ACD) counseling classes. Six of these are 3-credit courses; the seventh is a 6-credit course that includes a 300 hour internship.

(Housed in the Human Services Department)

Program Learning Outcomes

1. Initial screening of potential clients as to their need for further evaluation and diagnosis.
2. Intake: collecting of necessary personal information, explanation of confidentiality laws, obtaining of appropriate release of information signatures.
3. Orientation: clarify rights and responsibilities of both client and treatment facility, facility rules, tour appropriate areas, explain treatment process, help client to understand what is expected, and what s/he may expect.
4. Assessment, Evaluation and Intervention: Take an appropriate psychosocial history; develop a diagnosis based on current DSM criteria, help client to understand the damage that addiction may be doing to physical, family and career life.
5. Referral: Be able to appropriately match client diagnosis and symptoms to treatment facility and program level. Be familiar with other area programs and

www.monroecc.edu/go/academicprograms

Academic Programs 51
facilities that client may need beyond substance abuse treatment and be able to make appropriate referrals.

6. Treatment Planning: Be able to: develop client treatment plans, including long-term and short-term goals and the areas of life specified by OASAS; involve client in the development of the treatment plan; keep treatment plans updated.

7. Counseling: Be able to: select the appropriate counseling model(s) for a situation; use one-on-one and group counseling skills, including empowering clients, focusing on strengths, and keeping the focus on the client’s agenda, not the counselor’s.

8. Crisis Intervention: recognize and appropriately respond to signs of relapse, suicidality, depression. Be able to appropriately call on others for assistance when the situation is beyond his/her abilities to handle.

9. Patient Education: Counselor will be able to: help client to understand the processes of addiction, withdrawal, relapse, and recovery; be able to convey this information in terms understood by clients and in one-on-one, in group or in front-of-the-room environments.

10. Case Management: Be able to understand, and where appropriate assist client with, processes in which the client may be involved in the areas of social services, legal, health care, and mental health care.

11. Reporting and Record Keeping: Be able to keep succinct but complete and coherent records regarding all client interactions for the well-being of both client and agency. Be capable of objective reporting and of knowing what should be included.

12. Consultation with Other Professionals: Be able to work in the substance abuse field as a team member. Discern when to call on supervisor or other experienced staff for assistance. Develop a file of others who can be called on as needed, within appropriate confidentiality procedures.

Requirements for Program Entrance

MTH 080 with a grade of B- or higher, OR MTH 104 with a grade of C or higher, OR MCC Level 8 Mathematics Placement.

Distribution Requirements

FIRST SEMESTER: 17 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACD 140 Alcohol/Chemical Dependency &amp; the Human Service Worker</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101 Introduction to Human Services</td>
<td>4</td>
</tr>
<tr>
<td>HUM 111 Field Work in Human Services I</td>
<td>2</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
<td>2</td>
</tr>
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</table>

Total 17

SECOND SEMESTER: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACD 142 Alcohol/Chemical Dependency &amp; the Family</td>
<td>3</td>
</tr>
<tr>
<td>ACD 143 Alcohol/Chemical Dependency - Independent Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>ACD 144 Alcohol/Chemical Dependency - Group Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 133 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 132 Laboratory to Accompany Human Biology</td>
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Total 16

THIRD SEMESTER: 15 Credit Hours

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<tr>
<td>SUNY GENERAL EDUCATION HUMANITIES ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>MTH 160 Statistics I or higher</td>
<td>3</td>
</tr>
<tr>
<td>ACD 241 Alcohol/Chemical Dependency - Treatment Modalities</td>
<td>3</td>
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<tr>
<td>SUNY GENERAL EDUCATION, OTHER WORLD CIVILIZATIONS, OR WESTERN CIVILIZATIONS ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION AMERICAN HISTORY ELECTIVE</td>
<td>3</td>
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Total 15

FOURTH SEMESTER: 15 Credit Hours

<table>
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<th>Course</th>
<th>Credit Hours</th>
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</thead>
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<tr>
<td>ACD 245 Alcohol/Chemical Dependency - Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>ACD 246 Alcohol/Chemical Dependency - Internship &amp; Seminar</td>
<td>3</td>
</tr>
<tr>
<td>SUNY ARTS OR FOREIGN LANGUAGE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15

TOTAL CREDITS 63

* ELECTIVES: Students should seek advisement regarding elective depending on their transfer plans.

Students planning to transfer to a SUNY college or university must also fulfill the SUNY General Education Requirement.

** If below 85 on U.S. History Regents Exam, choose from: HIS 111, HIS 112.
If 85 or above on U.S. History Regents Exam, choose from: HIS 103, HIS 110, HIS 111, HIS 112, HIS 200, HIS 211, HIS 240, HSM 102, POS 100.

ADDITIONS COUNSELING

CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>MCC Program Code:</th>
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<tbody>
<tr>
<td>34.0104</td>
<td>AS02</td>
</tr>
<tr>
<td>34167</td>
<td>34168</td>
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</tbody>
</table>

Description

This certificate program is mainly intended for students who already have a Bachelor’s or Master’s degree in an associated field, and is designed to qualify graduates to apply for the CASAC-T, the Certified Alcohol and Substance Abuse Counselor-in-Training designation. This is the first step toward obtaining the CASAC itself, which in New York State is the appropriate qualification for a career in the substance abuse counseling field. Included in this certificate is course work covering all core functions of an addictions counselor as specified by the New York Office of Alcohol & Substance Abuse Services (OASAS). Also included is a 300 hour internship in a Rochester area addiction-related agency.

(Housed in the Human Services Department)

Program Learning Outcomes

1. Initial screening of potential clients as to their need for further evaluation and diagnosis.

2. Intake: collecting of necessary personal information, explanation of confidentiality laws, obtaining of appropriate release of information signatures.

3. Orientation: clarify rights and responsibilities of both client and treatment facility, facility rules, tour appropriate areas, explain treatment process, help client to understand what is expected, and what s/he may expect.

4. Assessment, Evaluation and Intervention: Take an appropriate psychosocial history, develop a diagnosis based on current DSM criteria, help client to understand the damage that addiction may be doing to physical, family and career life.

5. Referral: Be able to appropriately match client diagnosis and symptoms to treatment facility and program level. Be familiar with other area programs and facilities that client may need beyond substance abuse treatment and be able to make appropriate referrals.

6. Treatment Planning: Be able to: develop client treatment plans, including long-term and short-term goals and the areas of life specified by OASAS, involve client in the development of the treatment plan; keep treatment plans updated.

7. Counseling: Be able to: select the appropriate counseling model(s) for a situation; use one-on-one and group counseling skills, including empowering clients, focusing on strengths, and keeping the focus on the client’s agenda, not the counselor’s.

8. Crisis Intervention: recognize and appropriately respond to signs of relapse, suicidality, depression. Be able to appropriately call on others for assistance when the situation is beyond his/her abilities to handle.
9. Patient Education: Counselor will be able to: help client to understand the processes of addiction, withdrawal, relapse, and recovery; be able to convey this information in terms understood by clients and in one-on-one, in group or in front-of-the-room environments.

10. Case Management: Be able to understand, and where appropriate assist client with, processes in which the client may be involved in the areas of social services, legal care, and mental health care.

11. Reporting and Record Keeping: Be able to keep succinct but complete and coherent records regarding all client interactions for the well-being of both client and agency. Be capable of objective reporting and of knowing what should be included.

12. Consultation with Other Professionals: Be able to work in the substance abuse field as a team member. Discern when to call on supervisor or other experienced staff for assistance. Develop a file of others who can be called on as needed, within appropriate confidentiality procedures.

Requirements for Program Entrance

1. Those who wish to add addictions counseling education to pre-existing Bachelor’s or Master’s degrees in a field related to addiction counseling, and (less frequently)

2. Those who have an Associates degree and already worked in the field of addictions counseling for an extended period of time (minimum 4 years) but do not have a pre-existing advanced degree. Such students would be required to have Accuplacer scores—at minimum—at the MCC level 8 Mathematics placement AND placement into English 101 or higher.

Distribution Requirements

** Or 6 credits relevant electives with permission of Department Chair.

ADOLESCENCE EDUCATION (TEACHER EDUCATION TRANSFER)

A.A. DEGREE

Description

See Liberal Arts and Sciences: Adolescence Education

ADVANCED STUDIES (HONORS STUDIES)

CERTIFICATE PROGRAM

CIP Code: 24.0199
NYSED Code (BRI): 32513
NYSED Code (DCC): 32514

MCC Program Code: ASC1

Description

This program is designed to prepare students to transfer to a four-year college or university offering majors in commercial art, commercial illustration, and media arts. Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the college and major to which they plan to transfer.

Recommended preparation: High schools sequential Math I and one year of science are required. Art courses and sequential Math II are recommended. A portfolio is recommended but not required for placement.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

1) Illustrate a story and/or create visually engaging and conceptually meaningful imagery
2) Illustrate using various forms of media (such as paint ink watercolor wash etc.)
3) Construct a complete portfolio showing the progression of personal work to support applications for employment or transfer
4) Create illustrations that exhibit proper artistic technique using the elements of art and principles of design

ADVERTISING: COMMERCIAL ART

A.S. DEGREE

CIP Code: 50.0402
NYSED Code (BRI): 22237

MCC Program Code: AD01

Description

This program is designed to prepare students to transfer to a four-year college or university offering majors in commercial art, commercial illustration, and media arts. Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the college and major to which they plan to transfer.

Recommended preparation: High schools sequential Math I and one year of science are required. Art courses and sequential Math II are recommended. A portfolio is recommended but not required for placement.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

1) Illustrate a story and/or create visually engaging and conceptually meaningful imagery
2) Illustrate using various forms of media (such as paint ink watercolor wash etc.)
3) Construct a complete portfolio showing the progression of personal work to support applications for employment or transfer
4) Create illustrations that exhibit proper artistic technique using the elements of art and principles of design
6. Explain the intersection of race, gender and class in American society
7. Analyze the various ways of achieving racial justice in the U.S.
8. Develop a practical personal plan for social change
9. Articulate strategies for promoting effective public discourse on race
10. Write effectively to communicate an understanding, application, analysis or evaluation of African-American life and history.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC). Art courses and a portfolio recommended.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition OR
ENG 200 Advanced Composition ................................................................. 3
ART 104 Drawing I ......................................................................................... 3
ART 109 Two Dimensional Design ................................................................. 3
MTH 150 Survey of Mathematics (or higher) .................................................. 3
SOCIAL SCIENCE ELECTIVE ........................................................................ 3
TOTAL 15

SECOND SEMESTER: 15 Credit Hours
AAD 104 Introduction to Graphic Design, 2D .................................................. 3
ART 204 Drawing II ......................................................................................... 3
NATURAL SCIENCE ELECTIVE ..................................................................... 3
PROGRAM ELECTIVE ................................................................................... 3
SOCIAL SCIENCE ELECTIVE ........................................................................ 3
TOTAL 15

THIRD SEMESTER: 16 Credit Hours
ART 118 Perspectives of Art History I* OR
ART 119 Perspectives of Art History II* ......................................................... 3
ART 205 Drawing I ........................................................................................ 3
ART 154 Drawing the Human Figure .............................................................. 3
SOCIAL SCIENCE ELECTIVE ........................................................................ 3
LITERATURE ELECTIVE ................................................................................ 3
TOTAL 16

FOURTH SEMESTER: 15 Credit Hours
ART 231 Art Seminar ..................................................................................... 3
ART 206 Commercial Illustration II ................................................................. 4
PROGRAM ELECTIVE ................................................................................... 3
PHYSICAL/HEALTH EDUCATION ................................................................. 2
NATURAL SCIENCE ELECTIVE ..................................................................... 3
TOTAL 15

TOTAL CREDITS 61

Program Electives:
AAD 105 Typography
AAD 160 Graphic Illustration, Vector Drawing
AAD 187 Web Design: Graphics
AAD 256 Motion Graphics
AAD 260 Applied Imaging: Raster Graphics+
ART 110 Comics and Sequential Art
ART 125 Three Dimensional Design
PHO 135 Survey of Digital Photography

* ART 118 and/or ART 119 fulfill a Humanities or Social Science requirement.

AFRICAN-AMERICAN STUDIES
A.S. DEGREE
CIP Code: MCC Program Code: A01
NYSED Code (BRI): NYSED Code (DCC): 37564 37563

Description
The African-American studies program aims to provide students with a broad-based interdisciplinary education, enabling the participants to explore and integrate knowledge related to African-American studies for eventual transfer and/or future organizational leadership roles. It strives to provide fresh ideas, new perspectives and possible solutions to historical and contemporary African-American issues. The program will appeal to anyone who wants to understand the historical and contemporary injustices of racial oppression as well as those who desire to acquire the capabilities of transcending oppression, building environments of unity in diversity, and championing social justice.

Program Learning Outcomes
1. Explain the history of African Americans from slavery to current times
2. Discuss theories of African-American progress
3. Describe the contributions of African Americans in U.S. culture
4. Explain the influence of African Americans in a global context
5. Distinguish between attitudinal and institutional racism
6. Explain the intersection of race, gender and class in American society
7. Analyze the various ways of achieving racial justice in the U.S.
8. Develop a practical personal plan for social change
9. Articulate strategies for promoting effective public discourse on race
10. Write effectively to communicate an understanding, application, analysis or evaluation of African-American life and history.

Requirements for Program Entrance
Algebra (1 year high school math or placement into level 4 math at MCC).
FOURTH SEMESTER: 15 Credit Hours

LIBERAL ARTS ELECTIVE .......................................................... 3
SOC 205 African-American Family - WR .................................... 3
PROGRAM ELECTIVE ................................................................ 3
PROGRAM ELECTIVE ................................................................ 3
SUNY GENERAL EDUCATION - HUMANITIES ELECTIVE ........... 3

Total 15

TOTAL CREDITS 62

PROGRAM ELECTIVES:
ANT 201, 202, 216; BIO 116; ENG 216, 230; GEG 102, 211, HIS 111, 112, 211, 216, 240;
HNN 106; HON 195; IDC 255; MUS 120, 150, 155; PHL 103, POS 102, 210, 216, 234;
SOC 102, 202, 203, 206, 210, 18, 216; SUS 101.

AGRICULTURE AND FOOD STUDIES

C ertificate Program

CIP Code: 01.0401
NYSED Code (BRI): 36397
MCC Program Code: AGS02

Description
The certificate offers students the fundamental knowledge and skills required to perform tasks and responsibilities that support the agricultural and food related industry from farm to fork. Task and responsibilities include food quality, food safety, supervision, communication, inventory management, documentation, team skills, and problem solving skills.

(Housed in the Biology Department)

Program Learning Outcomes
1. Identify and describe a variety of educational and career opportunities in the agriculture and food related industry.
2. Identify and explain the presence and impact of food pathogens and contaminants at various points of food production.
3. Explain and apply principles of food safety and sanitation.
4. Describe and assess issues related to food quality assurance.
5. Communicate effectively using terms and knowledge related to agriculture and food production.
6. Solve problems related to agriculture and food production.
7. Work effectively in team building environments.
8. Document work related information involving agriculture and food related processes.

Requirements for Program Entrance
High school graduate or high school equivalency diploma.

Distribution Requirements

FIRST SEMESTER: 12 Credit Hours
AGS 150 General Microbiology for Food and Agriculture ......................... 4
ENG 101 College Composition OR ENG 200 Advanced Composition .......... 3
CRC 125 Microsoft Office .................................................................. 4
AGS 101 Introduction to Agriculture ..................................................... 1

Total 12

SECOND SEMESTER: 12 Credit Hours
BUS 135 Supervising for the 21st Century ............................................. 3
SPC 141 Interpersonal Speech Communication ..................................... 3
SUS 101 Introduction to Sustainability ................................................. 3
AGS 200 Food and Agriculture Problem Solving - Behavioral Applications 3

Total 12

TOTAL CREDITS 24

AIR CONDITIONING TECHNOLOGY: HEATING AND VENTILATION

A.A.S. DEGREE

CIP Code: 47.0201
NYSED Code (BRI): 91114

Description
The Air Conditioning Technology Associate Degree prepares students for a career in the HVAC industry in such positions as field service technician, construction field estimator, service representative, systems detailer/designer, and sales representative. Emphasis is placed on the practical application of HVAC systems. This program will also be of benefit to those people who are already employed in the field and desire advancement. Students interested in this program may also be interested in the Solar Thermal Technology Certificate and the Heating, Ventilating, Air Conditioning program.

(Housed in the Applied Technologies Department)

Program Learning Outcomes
1) Install new HVAC/R equipment to manufacturer OEM standards.
2) Perform testing and adjustment of HVAC/R equipment for proper operation to manufacturer OEM standards.
3) Perform service and maintenance on HVAC/R equipment to manufacturer OEM standards.
4) Diagnose common malfunctions and perform corrective repairs for HVAC/R equipment to manufacturer OEM standards.
5) Interpret electrical control wiring diagrams for HVAC/R control systems.
7) Select HVAC/R systems for appropriate applications.
8) Outline strategies to increase energy efficiency and reduce energy consumption of HVAC/R equipment.
9) Demonstrate the use of soft skills to gain employment, and as required within the HVAC/R industry.
10) Work effectively alone or in team environments as required within the HVAC/R industry.
11) Demonstrate effective oral skills for successful employment within the HVAC/R industry.
12) Demonstrate effective written communication skills for successful employment within the HVAC/R industry.

Requirements for Program Entrance
Elementary Algebra with Geometry (or Math 098 at MCC).

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours
HVA 101 Basic Refrigeration Theory .................................................. 3
HVA 105 Electric and Motor Controls .................................................... 3
MATHMATICS ELECTIVE OR
PROGRAM ELECTIVE OR
HEATING, VENTILATION, AIR CONDITIONING ELECTIVE ...................... 3
PHY 100 Preparatory Physics ............................................................... 4
PHYSICAL/HEALTH EDUCATION ....................................................... 2

Total 15

SECOND SEMESTER: 16 Credit Hours
MTH 140 Technical Mathematics I OR
MTH 164 Introduction to Trigonometry AND MTH 165 College Algebra OR
MTH 175 Precalculus Mathematics with Analytic Geometry OR
MTH 210 Calculus I or higher ............................................................ 3
PHY 131 Applied Physics I ................................................................. 4
HVA 102 Air Conditioning Theory ...................................................... 3
HVA 104 Commercial Air Conditioning and Heat Pumps ......................... 3
ENG 101 College Composition OR
ENG 200 Advanced Composition ....................................................... 3

Total 16

TOTAL CREDITS 62
### Third Semester: 15-17 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 251 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective**</td>
<td>4-4</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total 15-17</strong></td>
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</tbody>
</table>

### Fourth Semester: 15-16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Eng 251 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective**</td>
<td>4-4</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3</td>
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<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total 15-16</strong></td>
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</tr>
</tbody>
</table>

**Note:**
- Program Electives include CE 271, CRC 101, ELT 121, ELT 130, MET 101, STT 101, STT 102, STT 201.
- HVA electives are any course numbered HVA 200 or higher.
- Students who score below Math Level 8 for math placement must take either MTH 135 or MTH 104 for this elective.
- PHY 131 and PHY 132 OR PHY 145 and PHY 146 OR PHY 154 and PHY 155 OR PHY 161 and PHY 162.
  (Note: Prerequisite math courses for each physics sequence)

### Applied Integrated Technology

**A.A.S. Degree**

<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>MCC Program Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.0403</td>
<td>AI01</td>
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</tbody>
</table>

**NYSED Code (BRI):** 34321

**Description**

The Applied Integrated Technology degree offers a unique, interdisciplinary program which prepares students for positions in high technology fields applying the principles of science, engineering, and mathematics to solve technical problems. The comprehensive curriculum addresses the impact of technology on engineering and manufacturing processes, and carefully integrates machining, optical, electrical, mechanical, and manufacturing technologies. Students are provided with extensive hands-on laboratory experience and work on team projects which simulate industry scenarios. Upon completion of the program students can be placed directly in careers as technicians in product design, system troubleshooting, manufacturing process development, evaluation of components and systems, and translating engineering designs into end-products.

Alternatively, students who may want to transfer to a four year baccalaureate degree may need to complete additional bridge courses. Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the program and their career choices. Recommended preparation: Three years of high school mathematics are required through Sequential Math III (Regents level strongly recommended), and one-half year of physics or physical science is recommended.

(Out in the Engineering Technologies Department)

**Program Learning Outcomes**

1. Develop a manufacturing plan to produce a product that includes workflow material requirements and distribution.
2. Use SolidWorks to design components and assemblies from concept to prototype.
3. Use Mastercam to develop machining programs.

**Requirements for Program Entrance**

- Intermediate Algebra with Trigonometry (or Math 104 at MCC). Placement into ENG 101.

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester: 16 Credit Hours</td>
<td></td>
</tr>
<tr>
<td>ELT 130 System Electricity</td>
<td>3</td>
</tr>
<tr>
<td>MTH 140 Technical Math I* or higher</td>
<td>3</td>
</tr>
<tr>
<td>OPT 131 Optical Elements and Ray Optics</td>
<td>4</td>
</tr>
<tr>
<td>TEK 101 Computer Applications for Technicians</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Second Semester: 17 Credit Hours</td>
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</tr>
<tr>
<td>ELT 232 System Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MET 122 Advanced Modeling with SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>MTH 141 Technical Mathematics I*</td>
<td>3</td>
</tr>
<tr>
<td>OPT 135 Measurement and Analysis</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total 17</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Third Semester: 16 Credit Hours</td>
<td></td>
</tr>
<tr>
<td>CEL 200 General Internship OR</td>
<td>3</td>
</tr>
<tr>
<td>MFG 201 Computer Aided Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>OPT 235 Advanced Optical Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>PHY 131 Applied Physics I OR</td>
<td>4</td>
</tr>
<tr>
<td>PHY 145 College Physics I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
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<tr>
<td><strong>Total 16</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fourth Semester: 13-15 Credit Hours</td>
<td></td>
</tr>
<tr>
<td>CEL 200 General Internship OR</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective**</td>
<td></td>
</tr>
<tr>
<td>ENR 259 Engineering Design Lab</td>
<td>1</td>
</tr>
<tr>
<td>MET 206 Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Tek 206 Special Topics in Engineering Technology</td>
<td>1-3</td>
</tr>
<tr>
<td>Physical/Health Education</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total 13-15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits: 62-64**

**Note:**
- MTH 140 and MTH 141 is a sequence. Students who plan to transfer to a four-year program may wish to substitute the three course sequence MTH 180 (3 cr.), MTH 184 (1 cr.) and MTH 185 (3 cr.). Students not proficient in algebra or trigonometry should take MTH 135 preferably in Summer Session prior to starting Applied Integrated Technology. Students with excellent high school math records may wish to select a more advanced math program following consultation with the Mathematics Department.

**Technical Elective:** Any course in CIT, ELT, MET, OPT, or see department chairperson for a substitution waiver.
APPRENTICE TRAINING: AUTOMOTIVE

SECOND SEMESTER: 18 Credit Hours

MTH 175 Precalculus Mathematics with Analytic Geometry (or higher) ........................................ 4
AND
MTH 135 Introduction to Technical Mathematics* OR
MTH 104 Intermediate Algebra

THIRD SEMESTER: 16 Credit Hours

SOCIAL SCIENCE ELECTIVE .................................................................................................................. 3
HUMANITIES ELECTIVE .................................................................................................................... 3
ATP 107 Automatic Transmission and Transaxle - Automotive .................................................. 4
ATP 109 Heating and Air Conditioning - Automotive ......................................................... 3
ATP 144 Automotive Technology - Coop IV ................................................................................ 2

Total 15

FOURTH SEMESTER: 14 Credit Hours

LIBERAL ARTS ELECTIVE .................................................................................................................. 3
ATP 106 Steering and Suspension - Automotive ........................................................................ 5
ATP 112 Engine Performance - Automotive .............................................................................. 4
ATP 145 Automotive Technology - Coop V ................................................................................ 2

Total 14

TOTAL CREDITS GM - Automotive Service Educational Program (ASEP) 69.5

OPTION 2 - TOYOTA/Scion/Lexus Technical Educational Network (T-TEN)

FIRST SEMESTER: 17.5 Credit Hours

ATP 101 Introduction to Automotive Technology ................................................................. 5
ATP 102 Electrical/Electronic Systems 1 - Automotive .................................................... 3
ATP 105 Brakes - Automotive ................................................................................................. 4.5
HEALTH/PHYSICAL EDUCATION .......................................................................................... 2
ENG 101 College Composition OR ENG 200 Advanced Composition ................................................. 3

Total 17.5

SECOND SEMESTER: 17 Credit Hours

MTH 104 Intermediate Algebra OR
MTH 135 Introduction to Technical Mathematics* OR
MTH 164 Introduction to Trigonometry AND MTH 165 College Algebra OR
MTH 175 Precalculus Mathematics with Analytic Geometry (or higher) ......................... 4

PHYS Preparatory Physics OR
PHY 131 Applied Physics I (or higher) ...................................................................................... 4
ATP 103 Electrical 2 - Automotive ............................................................................................ 4
ATP 108 Engine Repair - Automotive ...................................................................................... 4
ATP 140 Automotive Technology Coop Seminar ................................................................. 1

Total 16

SUMMER SEMESTER: 3 Credit Hours

ATP 143 Automotive Technology - Coop III ........................................................................ 3

Total 3

HUMANITIES ELECTIVE .................................................................................................................. 3
ATP 107 Automatic Transmission and Transaxle - Automotive ............................................ 4
ATP 109 Heating and Air Conditioning - Automotive ............................................................... 3
ATP 104 Emissions Controls, Computer Fuel Systems .......................................................... 3

Total 16

HEALTH/PHYSICAL EDUCATION .......................................................................................... 2

Total 19.5

ENG 200 Advanced Composition ................................................................................................. 3

Total 19.5

ATP 106 Steering and Suspension - Automotive ................................................................. 5
ATP 112 Engine Performance - Automotive .............................................................................. 4
ATP 145 Automotive Technology - Coop V ................................................................................ 2

Total 14

TOTAL CREDITS GM - Automotive Service Education Program (ASEP) 69.5

www.monroec.edu/go/academicprograms
**FOURTH SEMESTER: 9 Credit Hours**

- **LIBERAL ARTS ELECTIVE**
- **ATP 109 Heating and Air Conditioning - Automotive**
- **ATP 174 Automotive Technology - Coop IV**
- **PHY 100 Preparatory Physics OR PHY 131 Applied Physics OR (higher)**

**TOTAL CREDITS**

**TOTAL CREDITS APPRENTICE TRAINING - AUTOMOTIVE PROGRAM (A-TAP) 70.5**

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**FOURTH SEMESTER: 4 Credit Hours**

- **LIBERAL ARTS ELECTIVE**
- **ATP 112 Engine Performance - Automotive**
- **ATP 145 Automotive Technology - Coop V**

**TOTAL 14**

**TOTAL CREDITS TOYOTA/Scion/Lexus Technical Educational Network (T-TEN) 67.5**

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**OPTION 3 - Apprentice Training - Automotive Program (A-TAP: A.A.S. EVENING)**

**FIRST SEMESTER: 9 Credit Hours**

- **ATP 101 Introduction to Automotive Technology**
- **ATP 140 Automotive Technology Coop Seminar**
- **ENG 101 College Composition**

**SECOND SEMESTER: 9 Credit Hours**

- **ATP 102 Electrical/Electronic Systems 1 - Automotive**
- **MTH 104 Intermediate Algebra OR MTH 135 Introduction to Technical Mathematics* OR MTH 164 Introduction to Trigonometry AND MTH 165 OR MTH 175 Precalculus Mathematics with Analytic Geometry (or higher)**
- **ATP 171 Automotive Technology - Coop I**

**TOTAL 9**

**SUMMER SEMESTER: 11.5 Credit Hours**

- **ATP 105 Brakes - Automotive**
- **ATP 106 Steering and Suspension - Automotive**
- **ATP 173 Automotive Technology - Coop III**
- **SOCIAL SCIENCE ELECTIVE**

**TOTAL 10**

**SUMMER SEMESTER: 9 Credit Hours**

- **ATP 104 Emission Controls, Computer Fuel Systems I Theory**
- **HUMANITIES ELECTIVE**

**TOTAL 6**

**FIFTH SEMESTER: 7 Credits**

- **ATP 112 Engine Performance - Automotive**
- **LIBERAL ARTS ELECTIVE***

**TOTAL 7**

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*Two years of high school Regents algebra are recommended. Students with math deficiencies have to enroll in an extra preparatory math course(s).*

**Apprentice Training - Automotive Program (A-TAP: A.A.S., Evening)**

Its demanding nature means the student must be willing to make a major commitment to both work and study for the three-year period. The apprentice works full time during the day in the industry and attends MCC at night. Classes will be offered during spring, fall, and summer sessions. Graduating on time requires registration in all three semesters.

**General Motors Automotive Service Educational Program - (GM-ASEP):**

This is a two-year, five-semester program. It combines college instruction with on-the-job GM dealership training. General Motors and Monroe Community College have joined forces to provide appropriate “high tech” instruction and a cooperative work experience at participating GM dealers in the Western New York region. Identification of a sponsoring dealership is part of the acceptance process in this program. A valid New York State driver’s license is required for participation in this program.

**Toyota/Scion/Lexus Technical Educational Network - (T-TEN):**

This is a two-year, five-semester program. It combines college instruction with on-the-job Toyota/Scion/Lexus dealership training. Toyota Motor Sales and Monroe Community College are working together to provide this “high tech” instruction and cooperative work experience at participating Toyota/Scion/Lexus dealers in the Western New York State region. Identification of a sponsoring dealership is part of the acceptance process in this program. A valid New York State driver’s license is required for participation in this program.

Those wishing more information on the programs listed above should contact the Applied Technologies Department at 585-292-3725, or the Admissions Office at 585-292-2000.

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**AUTOMOTIVE TECHNOLOGY**

**CERTIFICATE PROGRAM**

**CIP Code:** 47.0104  
**MCC Program Code:** AT02  
**NYSED Code (BRI):** 26473

**Description**

The Certificate in Automotive Technology is a two-year program for students who do not wish to pursue a degree. This program is designed for students who are currently working or would prefer to enter the work force as soon as possible. Each specialized subject is dealt with in the classroom and the hands-on laboratory. The courses in this certificate program are the same credit bearing courses offered in the degree program and are applicable should the student decide at a later date to pursue the AAS degree in Automotive Technology at MCC. Monroe Community College is offering this program to students in the western region of New York State (Rochester, Syracuse and Buffalo). Automotive Technology - Coop Seminar: Career related seminar of offered on hour per week (15 hours); prepares students for their coop in-dealership experience. One credit.

(Housed in the Applied Technologies Department)

**Program Learning Outcomes**

1. Demonstrate the use of soft skills necessary for successful employment within the automotive service industry.
2. Communicate effectively in an automotive service setting.
3. Apply mathematical skills as appropriate to fullfill job responsibilities.
4. Demonstrate competency in OSHA safety practices through the successful completion of S/P2’s Pollution and Safety exams.
5. Perform current vehicle engine service to NATEF standards.
6. Perform current vehicle brake service to NATEF standards.
Two years of high school Regents algebra are recommended. Students with math deficiencies have to enroll in extra preparatory math course(s).

### Requirements for Program Entrance
- Valid driver’s license. Placement into ENG 101.
- Math placement at the level 9 OR MTH 165 at MCC with a grade of “C” or higher.
- 2) Regents chemistry examination score of 70 or higher OR Chemistry 145 at MCC
- 3) English placement at the English 101 level or higher, 4) Math placement at the level 9 OR MTH 165 at MCC with a grade of “C” or higher.

### Program Learning Outcomes
1) Summarize major biological concepts common to college-level study of the discipline.
2) Communicate effectively concepts related to college-level study of the biological sciences.
3) Apply the scientific method to questions common to the biological sciences.
4) Apply biological concepts to solve biology-oriented problems.
5) Evaluate scientific information.
6) Perform biological laboratory or field techniques correctly while meeting safety standards.

### Requirements for Program Entrance
- Students who plan to complete this program in two years should have, 1) Completed high school biology with a grade of B or higher and a Regents biology examination score of 80 or higher OR completed Biology 120 at MCC with a grade of “C” or higher,
- 2) Regents chemistry examination score of 70 or higher OR Chemistry 145 at MCC with a grade of “C” or higher, 3) English placement at the English 101 level or higher, 4) Math placement at the level 9 OR MTH 165 at MCC with a grade of “C” or higher.

### AUTOMOTIVE TRAINING APPRENTICE PROGRAM (A-TAP) CERTIFICATE - EVENING

#### Description
See Automotive Technology

#### BIOLOGY A.S. DEGREE

#### Description
See Liberal Arts and Sciences Program - Science Transfer Opportunities

#### BIOLOGY ADVISEMENT SEQUENCE

#### Certificate - Evening

#### CIP Code: 26.0101
#### NYSED Code (BRI): LSB1
#### NYSED Code (BRI): 37136

#### Description
The Biology program is recommended for individuals with a strong interest in biology-related fields. The purpose of the Biology program is to prepare students for transfer to a four-year university with junior status. The curriculum provides students with a broad based biology education enabling them to explore a variety of biological science disciplines before declaring the field they will pursue. Because of the rigor associated with this program, a potential student should not only have demonstrated a desire for the biological sciences, but also successfully completed a variety of science-intensive high school courses in areas such as, biology, chemistry, physics, and mathematics.

Students who plan to complete this program in two years should have, 1) Completed high school biology with a grade of B or higher and a Regents biology examination score of 80 or higher OR completed Biology 120 at MCC with a grade of “C” or higher,
- 2) Regents chemistry examination score of 70 or higher OR Chemistry 145 at MCC with a grade of “C” or higher, 3) English placement at the English 101 level or higher, 4) Math placement at the level 9 OR MTH 165 at MCC with a grade of “C” or higher.

(Housed in the Biology Department)

### Program Learning Outcomes
1) Summarize major biological concepts common to college-level study of the discipline.
2) Communicate effectively concepts related to college-level study of the biological sciences.
3) Apply the scientific method to questions common to the biological sciences.
4) Apply biological concepts to solve biology-oriented problems.
5) Evaluate scientific information.
6) Perform biological laboratory or field techniques correctly while meeting safety standards.

### Requirements for Program Entrance
- Students who plan to complete this program in two years should have, 1) Completed high school biology with a grade of B or higher and a Regents biology examination score of 80 or higher OR completed Biology 120 at MCC with a grade of “C” or higher,
- 2) Regents chemistry examination score of 70 or higher OR Chemistry 145 at MCC with a grade of “C” or higher, 3) English placement at the English 101 level or higher, 4) Math placement at the level 9 OR MTH 165 at MCC with a grade of “C” or higher or permission of the Monroe Community College Biology Department. Recommended high school courses: Mathematics, Biology, Chemistry, English Composition.
**BIOLOGY**

**A.A.S. DEGREE**

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| FIRST SEMESTER | 17      | BIO 155 General Biology I .................................. 4  
CHE 151 General College Chemistry I .................................. 4  
MTH 175 (or higher): Precalculus Mathematics with Analytic Geometry .................................. 4  
ENG 101/200: English Composition or Advanced Composition .................................. 3  
PHYSICAL/HEALTH EDUCATION .................................. 2  |
| SECOND SEMESTER| 14      | BIO 156 General Biology II ..................................... 4  
CHE 152 General College Chemistry II ..................................... 4  
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE ..................................... 3  
SUNY GENERAL EDUCATION HUMANITIES ELECTIVE ..................................... 3  |
| THIRD SEMESTER | 14      | COGNATE ELECTIVE** .................................................. 4  
SUNY GENERAL EDUCATION AMERICAN HISTORY ELECTIVE .................................................. 3  
SUNY GENERAL EDUCATION OTHER WORLD CIVILIZATIONS OR WESTERN CIVILIZATIONS ELECTIVE .................................................. 3  
PROGRAM ELECTIVE** .................................................. 4  |
| FOURTH SEMESTER| 17      | COGNATE ELECTIVE** .................................................. 4  
COGNATE ELECTIVE** .................................................. 3  
PROGRAM ELECTIVE* .................................................. 4  
ELECTIVE*** .................................................. 3  |

**TOTAL CREDITS 62**

* Program Elective: Choose two courses from the following: BIO 208, BIO 230, and BIO 260.

** Cognate Elective: Choose 3 courses from the following list:

- CHE 251
- CHE 252
- MTH 160 PHY 145 or 154 PHY 146 or 155

***General elective credits - Any credit bearing course. The student must complete a minimum of 6 general elective credits in order to meet the necessary credit requirement to transfer to a four-year college/university as a junior (minimum 60 credits not counting MCC PE/HED requirement). Which courses to take depends upon where the student is transferring.

**Program Learning Outcomes**

1. Communicate effectively in writing.
2. Demonstrate effective oral communication skills.
3. Solve problems related to biological topics.
4. Utilize appropriate computer skills effectively for routine laboratory applications.
5. Discuss foundational concepts in the discipline of molecular biology.
6. Discuss foundational concepts in the discipline of biochemistry.
7. Apply the principles of core molecular biology techniques commonly employed in a research/industry laboratory.
   - Conduct appropriate experiment protocols.
   - Analyze and interpret experimental data.
   - Operate laboratory equipment commonly used in a research/industry setting.

**Requirements for Program Entrance**

Intermediate Algebra with Trigonometry (or MTH 104 at MCC). Biology, Chemistry.

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| FIRST SEMESTER | 17      | BIO 155 General Biology I .................................. 4  
CHE 151 Principles of Chemistry I .................................. 4  
ENG 101 College Composition OR ENG 200 Advanced Composition .................................. 3  
MATHEMATICS ELECTIVE* .................................. 3  
SOCIAL SCIENCE ELECTIVE .................................. 3  |
| SECOND SEMESTER| 15      | BIO 156 General Biology II ..................................... 4  
CHE 152 Principles of Chemistry II ..................................... 4  
HUMANITIES ELECTIVE ..................................... 3  
MATHEMATICS ELECTIVE* ..................................... 3  
PHYSICAL/HEALTH EDUCATION ..................................... 1  |
| THIRD SEMESTER | 16      | BIO 221 Principles of Biochemistry ..................................... 4  
BIO 209 General Microbiology ..................................... 4  
PROGRAM ELECTIVE** ..................................... 3  
PHYSICAL/HEALTH EDUCATION ..................................... 1  |
| FOURTH SEMESTER| 15      | BIO 230 Molecular Genetics ..................................... 4  
BIO 225 Bioanalytical Techniques II ..................................... 4  
BIO 227 Biotechnology Seminar ..................................... 1  
SOCIAL SCIENCE ELECTIVE ..................................... 3  
PROGRAM ELECTIVE** ..................................... 3  |

**TOTAL CREDITS 63**

* MTH 160 or MTH 165 or higher.

** PROGRAM ELECTIVES to be chosen from the following: CHE 251, CHE 252, CRC 101 or CRC 125 or equivalent, PHY 145, PHY 146 or higher. Final selection of courses should be made only after consulting with program advisor.
BUSINESS ADMINISTRATION
A.S. DEGREE

CIP Code: 52.0201
MCC Program Code: BU01
NYSED Code (BRI): 01210
NYSED Code (DCC): 19248

Description
The Business Administration degree is a university-parallel program equivalent to the first two years of a bachelor degree program. This program prepares students for majors in such areas as accounting, finance, management, marketing, human resources, economics, entrepreneurship, E-Business, small business management, and other business-related fields.

The Business Administration Program includes business and general education courses to provide a sound background for further study and a career in business.

Please note that this program includes nine credit hours of business electives and general electives. This permits the student to pursue either of two alternate courses of action:

1) Build a concentration in a specific business area by taking courses with the following prefixes: ACC, BUS, ECO, MAR OR
2) Acquire up to six credit hours of non-business course work with a view toward imparting the greatest measure of transfer potential for upper-level programs elsewhere. Students who are planning on transferring to a SUNY school should use these credits towards completion of the SUNY General Education requirements.

Program Learning Outcomes
1) Utilize identified accounting concepts to make informed decisions about the operating performance and financial position of an organization.
2) Explain the major concepts of management theory and organizational behavior which could include motivation, leadership, team processes, communication, decision making, organizational structure, organizational culture, or organizational change.
3) Describe core marketing concepts used to successfully market an organization.
4) Identify and explain laws that are relevant to the operation of a modern business organization.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry (or Math 104 at MCC).

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition OR
ENG 200 Advanced Composition ....................................................3
MTH 165 College Algebra (or higher)* ..............................................3
BUS 104 Introduction to Business ..................................................3
ACC 101 Accounting Principles I** .................................................3
PHYSICAL/HEALTH EDUCATION ..................................................2

Total 15

SECOND SEMESTER: 16 Credit Hours
LITERATURE ELECTIVE* ...............................................................3
MTH 160 Statistics I .................................................................3
MAR 200 Principles of Marketing ..................................................3
ACC 102 Accounting Principles II .................................................4
SUNY-GENERAL EDUCATION AMERICAN HISTORY OR WESTERN CIVILIZATION OR OTHER WORLD CIVILIZATIONS ELECTIVE* .........................................3

Total 16

THIRD SEMESTER: 18 Credit Hours
ECO 111 Principles of Microeconomics ........................................3
BUS 201 Business Law I .................................................................3
BUS 204 Management Theory and Practice OR
BUS 208 Organizational Behavior* ...............................................3
HUMANITIES ELECTIVE* ..........................................................3
SOCIAL SCIENCE ELECTIVE .........................................................3
ELECTIVE* ....................................................................................3

Total 18

FOURTH SEMESTER: 15 Credit Hours
ECO 112 Principles of Macroeconomics ......................................3
SUNY-GENERAL EDUCATION NATURAL SCIENCE ELECTIVE* ........3 or higher
MATHEMATICS* .........................................................................3
ELECTIVE* ....................................................................................3
BUSINESS ELECTIVE* ...............................................................3

Total 15

TOTAL CREDITS 64

* The student should first consult with his/her adviser to insure the appropriate selection of electives to meet the student’s transfer and career goals. Refer to existing 2+2 Dual Admission Programs (available on the MCC website) OR Articulation Agreements (available in the MCC Career and Transfer Center), OR contact the receiving institution for guidance. The department recommends the student consider the following electives:
- Mathematics: MTH 161, MTH 200 or MTH 210
- Natural Science: a laboratory science
- Business Elective (Recommended): BUS 220 or any course with the prefix: ACC, BUS, or MAR.

** May take ACC 110 and ACC 111
BUSINESS: INTERNATIONAL BUSINESS

A.S. Degree

CIP Code: 52.1101
NYSED Code (BRI): 19714
NYSED Code (DCC): 19715

Description

This program is designed to prepare students to transfer to a four-year college or university offering majors in business, international business, marketing, economics, finance, or a related area. The curriculum provides the student who is considering a career in international business, commerce or diplomacy with a solid background in language, culture, international politics, and business. The program will provide the student with a better understanding of global political, social, economic, and trade relationships by blending elements of liberal arts and business curricula.

Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the college and major to which they plan to transfer.

Recommended Preparation: Three years of high school mathematics through intermediate algebra are required. Applicants should have enough background in a foreign language to enter MCC courses at the intermediate level. Information concerning foreign language placement is available in the Business Department and the World Language and Cultures Department. Students not meeting these requirements may need more than two years to complete this degree.

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

1) Utilize identified accounting concepts to make informed decisions about the operating performance and financial position of an organization.

2) Explain the major concepts of management theory and organizational behavior which could include motivation, leadership, team processes, communication, decision making, organizational structure, organizational culture, or organizational change.

3) Describe core marketing concepts used to successfully market an organization.

4) Identify and describe laws that are relevant to the operation of a modern business organization.

5) Identify and describe the major factors related to a global business enterprise which could include management, marketing, entry strategies, and global trade or investment.

Requirements for Program Entrance

Please contact the Admissions Office.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ECO 111</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 165</td>
<td>College Algebra (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Introduction to Business</td>
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Total 15

SECOND SEMESTER: 17 Credit Hours

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<th>Course Code</th>
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<tr>
<td>LITERATURE ELECTIVE**</td>
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</tr>
<tr>
<td>ECO 112</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 160</td>
<td>Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 210</td>
<td>Global Interdependence</td>
<td>3</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>MAR 200</td>
<td>Principles of Marketing I</td>
<td>3</td>
</tr>
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</table>

Total 17

THIRD SEMESTER: 16 Credit Hours

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>FOREIGN LANGUAGE*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I***</td>
<td>4</td>
</tr>
<tr>
<td>BUSINESS ELECTIVE****</td>
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<tr>
<td>GEG 211</td>
<td>Economic Geography</td>
<td>3</td>
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<tr>
<td>NATURAL SCIENCE ELECTIVE**</td>
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Total 16

FOURTH SEMESTER: 16 Credit Hours

<table>
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<th>Course Code</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREIGN LANGUAGE*</td>
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</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
<td>4</td>
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<tr>
<td>SOCIAL SCIENCE ELECTIVE**</td>
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<tr>
<td>BUS 250</td>
<td>International Management and Marketing Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE**</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total 16

TOTAL CREDITS 64

* Foreign language level to be determined by World Languages and Cultures Department. Students lacking high school language will take introductory 101 and 102 courses.

** Students should first consult with their advisor to ensure the appropriate selection of electives to meet their transfer and career goals. Refer to existing 2+2 articulation agreements (available on the MCC website), or contact the receiving institution for guidance. The Department recommends you consider the following electives:

- SOCIAL SCIENCES: ANT 102, ANT 230, GEG 102, HIS 114, POS 206
- MATHEMATICS: MTH 200 or MTH 210
- NATURAL SCIENCE: A laboratory science

*** May take ACC 110 and ACC 111

**** BUSINESS ELECTIVES: BUS 204 or BUS 220

BUSINESS: OFFICE TECHNOLOGY-OFFICE ADMINISTRATIVE ASSISTANT

A.A.S. Degree

Description

See Office Technology - Office Administrative Assistant
CHEMISTRY
A.S. DEGREE

CIP Code: 40.0501
NYSED Code (BRI): 37105

Description
The Liberal Arts and Sciences: Chemistry A.S. degree program prepares students to transfer and earn a Baccalaureate degree in Chemistry or a related area, by providing both chemistry and general education courses that parallel the first two years at a four-year institution.

Program Learning Outcomes
1. Discuss key principles of atomic and molecular structure, chemical bonding, conformational analysis, and stereochemistry.
2. Use dimensional analysis to perform unit conversions and stoichiometry problems.
3. Discuss fundamental concepts of dynamics, equilibrium, thermochemistry, and electrochemistry.
4. Assign IUPAC names to simple inorganic and organic compounds.
5. Predict products of a chemical reaction from given starting materials and reagents.
6. Propose reaction mechanisms for a given reaction using curved arrow notation.
7. Design multistep synthesis (less than ten steps) for organic compounds using retrosynthetic analysis.
8. Record observations in an organized manner.
9. Synthesize a hypothesis based on experimental observations.
10. Demonstrate beginning laboratory skills, such as keeping a lab notebook, use of electronic balances and volumetric glassware, preparation of solutions, and chemical measurements using pH electrodes and spectrophotometers.
11. Demonstrate intermediate laboratory techniques, such as those involved in the synthesis and characterization of organic compounds.
12. Analyze and interpret laboratory results.
13. Write formal lab reports to convey results of experiments in a clear, logical manner.

Requirements for Program Entrance
Math requirement: Regents Algebra 2/Trigonometry (exam score >/= 83) OR Level 9 Math at MCC OR MTH 165 (grade of C or better).
Chemistry requirement: Regents Chemistry (exam score >/= 70) OR CHE 145 (grade of C or better).

Distribution Requirements

FIRST SEMESTER: 16 CREDIT HOURS
CHE 151 General College Chemistry I ................................................................. 4
MTH 210 Calculus I .................................................................................................. 4
ENG 101 English Composition OR ENG 200 Advanced English Composition ......................................................... 3
PHYSICAL/HEALTH EDUCATION .................................................................................. 2
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE .............................................. 3
TOTAL 16

SECOND SEMESTER: 17 CREDIT HOURS
CHE 152 General College Chemistry II ................................................................. 5
PHY 161 University Physics I ..................................................................................... 4
SOCIAL SCIENCE ELECTIVE ..................................................................................... 3
SUNY GENERAL EDUCATION LITERATURE HUMANITIES ELECTIVE ................................ 3
TOTAL 15

THIRD SEMESTER: 15 CREDITS
CHE 251 Organic Chemistry I .................................................................................. 5
PHY 161 University Physics I ..................................................................................... 4
SOCIAL SCIENCE ELECTIVE ..................................................................................... 3
SUNY GENERAL EDUCATION LITERATURE HUMANITIES ELECTIVE ................................ 3
TOTAL 15

FOURTH SEMESTER: 15 CREDITS
CHE 252 Organic Chemistry II ............................................................................... 5
PHY 261 University Physics II ..................................................................................... 4
SOCIAL SCIENCE ELECTIVE ..................................................................................... 3
GENERAL ELECTIVE ...................................................................................................... 3
TOTAL 15

TOTAL CREDITS 63

CHEMISTRY ADVISEMENT SEQUENCE
A.S. DEGREE

Description
See Liberal Arts and Sciences Program - Science Transfer Opportunities

CHILD CARE PRACTITIONER ADVISEMENT SEQUENCE
A.S. DEGREE

Description
See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER)
A.A. DEGREE

Description
See Liberal Arts and Sciences: Childhood Education
CINEMA AND SCREEN STUDIES
A.S. DEGREE

CIP Code: 50.0901
NYSED Code (BRI): 31437

MCC Program Code: CN01
NYSED Code (DCC): 31436

Description
The Cinema and Screen Studies Program offers a strong Liberal Arts perspective on motion picture and television history, culture, theory, and production. Students are introduced to cinema as a medium of mass communication which combines two art forms, photography and theater, to communicate powerful stories with vivid pictures and strong emotion. Students investigate cinema and television through critical studies and create images of their own through scriptwriting and introductory production opportunities. Finally, students gain an appreciation for cinema and television from a commercial standpoint since these media exist not only in the marketplace of ideas but also as end products of an industrial enterprise.

Upon completion of this degree, students are able to continue their studies at baccalaureate film or mass media degree programs where they apply what they have learned at MCC to more advanced studies in this or related fields.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes
1) Demonstrate a knowledge and perspective of the history of cinema.
2) Demonstrate a knowledge and perspective of the theories employed in storytelling to a mass audience.
3) Ability to critically analyze cinema/television or web-based content.
4) Demonstrate introductory proficiency in scriptwriting.
5) Demonstrate introductory proficiency in production of moving images.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC). Placement into ENG 101 or ENG 200.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition* .............................................. 3
HIS 105 Western Civilization: Ancient to Medieval ........................................................................... 3
COM 120 Media Literacy ....................................................................................................................... 3
CIN 120 The Movies ............................................................................................................................... 3
HUMANITIES ELECTIVE** .................................................................................................................. 3

Total 15

SECOND SEMESTER: 16-17 Credit Hours

SOC 101 Introduction to Sociology OR
PSY 101 Introductory Psychology ........................................................................................................ 3
MTH 150 Survey of Mathematics or higher ......................................................................................... 3
CIN 122 Cinema Drama ........................................................................................................................ 3
PROGRAM ELECTIVE .......................................................................................................................... 3
NATURAL SCIENCE ELECTIVE ......................................................................................................... 3-4
PHYSICAL/HEALTH EDUCATION ....................................................................................................... 1

Total 16-17

THIRD SEMESTER: 16 Credit Hours

HIS 112 History of the United States Since 1865 .............................................................................. 3
CIN 121 Cinema Comedy ...................................................................................................................... 3
CIN 221 The Movie Business .............................................................................................................. 3
HUMANITIES ELECTIVE** .................................................................................................................. 3
ELECTIVE** .......................................................................................................................................... 3
PHYSICAL/HEALTH EDUCATION ....................................................................................................... 1

Total 16

FOURTH SEMESTER: 15-16 Credit Hours

CIN 222 Topics in Cinema and Screen Studies .................................................................................. 3
COM 230 Scriptwriting .......................................................................................................................... 3
PROGRAM ELECTIVE .......................................................................................................................... 3
NATURAL SCIENCE ELECTIVE .......................................................................................................... 3-4
ELECTIVE* ............................................................................................................................................. 3

Total 15-16

TOTAL CREDITS 62-64

CLINICAL LABORATORY TECHNICIAN/MEDICAL LABORATORY TECHNICIAN
A.A.S. DEGREE

CIP Code: 51.1094
NYSED Code (BRI): 34458

MCC Program Code: CL01

Description
This program is designed to prepare Clinical Laboratory Technicians/Medical Laboratory Technicians, under the supervision of Clinical Laboratory Scientists/Medical Technologists, to perform medical laboratory procedures. The CLT/MLT graduate will be competent in applying theory to practice and employ laboratory strategies in recording and analyzing data/results. The program includes instruction in general laboratory procedures and skills; laboratory mathematics; medical computer applications; interpersonal and communications skills; the basic principles of hematology; medical microbiology; immunohematology; immunology; serology; clinical chemistry, and body fluids/urinalysis. Graduates of the program can expect a favorable job market with increasing needs and growth opportunities.

Fall admission only.

The graduate of this program will be eligible to sit for the New York State Medical Laboratory Technician Licensing exam and for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) certification exam.*

* The NYS Office of Professions has agreed to use the ASCP BOC exam. Graduates will need to go through two application processes and pay two application fees, but they will only have to pass one exam.

(Housed in the Biology Department)

Program Learning Outcomes
1) Recognize the role, scope of practice and responsibilities of health care personnel.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 134 Human Anatomy and Physiology I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CHE 145 Preparation for General College Chemistry</td>
<td>4</td>
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<tr>
<td>CLT 100 Introduction to Medical Laboratory Technology</td>
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<td>ENG 101 College Composition</td>
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<tr>
<td>MTH 175 Precalculus Mathematics with Analytical Geometry OR higher</td>
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<tr>
<td>PHL 103 Introduction to Ethics</td>
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</tbody>
</table>

**FIRST SEMESTER: (Fall) 18-19 Credit Hours**
COMMUNICATION AND MEDIA STUDIES
A.S. DEGREE

CIP Code: 09.0101
NYSED Code (BRI): 84485

Description
The Communication and Media Studies program provides an excellent foundation in liberal arts and sciences, emphasizing courses in writing, speaking, and the media. This program prepares students for transfer in areas such as journalism, media, public relations, corporate communications, and advertising.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes
1) Demonstrate competency in the speaking and listening communication skills expected of a future professional to inform, persuade and engage others.
2) Demonstrate competency in written communication skills to produce professional communication documents for specific audiences and situations that inform, promote or entertain.
3) Produce and evaluate communication messages through a variety of critical and creative approaches.
4) Employ the ability to process information in a variety of contexts.
5) Explain the historical development of the mass media in the United States placing that history in context to its current trends.
6) Explain the influence that the mass media has in shaping society.
7) Practice the ethical and legal standards in the mass media and other professional communication practices.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC).

Distribution Requirements

FIRST SEMESTER: 15 CREDIT HOURS
- ENG 101 College Composition OR ENG 200 Advanced Composition ...................................................... 3
- SPC 141 Interpersonal Communication .................................................................................................... 3
- SUNY GENERAL EDUCATION - MTH 150 Survey of Mathematics or higher ........................................ 3
- COM 101 Introduction to Mass Media ..................................................................................................... 3
- SOC 101 Introduction to Sociology - WR .................................................................................................. 3

TOTAL 15

SECOND SEMESTER: 15 CREDIT HOURS
- ENG 250 Professional Communications .................................................................................................. 3
- SPC 142 Public Speaking .......................................................................................................................... 3
- COM 120 Media Literacy .......................................................................................................................... 3
- SUNY GENERAL EDUCATION FOREIGN LANGUAGE ............................................................................. 3
- SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ............................................................. 3

TOTAL 15

THIRD SEMESTER: 17 CREDIT HOURS
- COM 130 Media Writing .......................................................................................................................... 3
- SOCIAL SCIENCE ELECTIVE .................................................................................................................. 3
- SUNY GENERAL EDUCATION HUMANITIES ELECTIVE ....................................................................... 3
- ELECTIVE** ............................................................................................................................................. 3
- ELECTIVE** ............................................................................................................................................. 3
- PHYSICAL/HEALTH EDUCATION ........................................................................................................... 2

TOTAL 17

FOURTH SEMESTER: 15 CREDIT HOURS
- COM 131 Principles of Journalism ........................................................................................................... 3
- COM 142 Broadcast Performance ............................................................................................................. 3
- COM 270 Media and Society ...................................................................................................................... 3
- ELECTIVE* ................................................................................................................................................ 3
- SOCIAL SCIENCE ELECTIVE .................................................................................................................... 3

TOTAL 15

TOTAL CREDITS 62

PUBLIC RELATIONS TRACK
FIRST SEMESTER: 15 CREDIT HOURS
- ENG 101 College Composition OR ENG 200 Advanced Composition ...................................................... 3
- SPC 141 Interpersonal Communication .................................................................................................... 3
- MTH 180 Statistics I .................................................................................................................................... 3
- COM 101 Introduction to Mass Media ..................................................................................................... 3
- SOC 101 Introduction to Sociology - WR .................................................................................................. 3

TOTAL 15

SECOND SEMESTER: 15 CREDIT HOURS
- ENG 250 Professional Communications .................................................................................................. 3
- SPC 142 Public Speaking .......................................................................................................................... 3
- COM 120 Media Literacy .......................................................................................................................... 3
- SUNY GENERAL EDUCATION FOREIGN LANGUAGE ............................................................................. 3
- SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ............................................................. 3

TOTAL 15

TOTAL CREDITS 62

SPEECH COMMUNICATION TRACK
FIRST SEMESTER: 15 CREDIT HOURS
- COM 130 Media Writing .......................................................................................................................... 3
- SOCIAL SCIENCE ELECTIVE .................................................................................................................... 3
- SUNY GENERAL EDUCATION HUMANITIES ELECTIVE ....................................................................... 3
- ELECTIVE* ................................................................................................................................................ 3
- ELECTIVE* ................................................................................................................................................ 3
- PHYSICAL/HEALTH EDUCATION ........................................................................................................... 2

TOTAL 17

SECOND SEMESTER: 15 CREDIT HOURS
- ENG 250 Professional Communications .................................................................................................. 3
- SPC 142 Public Speaking .......................................................................................................................... 3
- COM 120 Media Literacy .......................................................................................................................... 3
- SUNY GENERAL EDUCATION FOREIGN LANGUAGE ............................................................................. 3
- SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ............................................................. 3

TOTAL 15

TOTAL CREDITS 62

Housed in the Visual and Performing Arts Department.
THIRD SEMESTER: 17 CREDIT HOURS

SPC 143 Small Group Communication ................................................................. 3
SOCIAL SCIENCE ELECTIVE .............................................................................. 3
SUNY GENERAL EDUCATION HUMANITIES ELECTIVE ........................................ 3
ELECTIVE ............................................................................................................. 3
ELECTIVE* ......................................................................................................... 3
PHYSICAL/HEALTH EDUCATION ..................................................................... 2

TOTAL 17

FOURTH SEMESTER: 15 CREDIT HOURS

SPC 241 Advanced Public Speaking ................................................................. 3
SPC 242 Advanced Interpersonal Communications ........................................... 3
COM 270 Media and Society ............................................................................. 3
ELECTIVE* ......................................................................................................... 3
SOCIAL SCIENCE ELECTIVE ............................................................................ 3

TOTAL 15

TOTAL CREDITS 62

* As recommended by advisor.
** COM 150 and COM 267 recommended for broadcast journalism students transferring to SUNY Brockport
+ SPC 143 recommended for Public Relations students

COMPUTER AIDED DESIGN AND DRAFTING

CERTIFICATE PROGRAM

CIP Code: 15.1302
NYSED Code (BRI): 33719

NYSED Code (DCC): 33720

Description

The outcomes of this certificate program will prepare a student for employment in the field of Computer Aided Design and Drafting. The curriculum covers a broad base of current Computer Aided Design and Engineering skills necessary for success and productivity in modern industry. Course content covers basic geometric creation, geometric data management, communications, manufacturing process interfaces, rapid prototyping, design optimization and design analysis.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

1) Generate 3-view drawings and pictorial sketches
2) Interpret fully-dimensioned drawings
3) Design and create their own drawings using AutoCAD software
4) Create a prototype using a 3D printer
5) Demonstrate competence in material selection and design optimization techniques necessary for today’s modern manufacturing and assembly processes
6) Apply Computer Aided Design tools to analyze the functional parameters of parts and assemblies.
7) Communicate ideas in a graphical format with the understanding and use of a 2D and 3D CAD program (AutoCAD)
8) Create 3D models that emphasize important design principles, which may include: design intent, proper dimensioning, tolerancing, multiple configurations and relations with proper 2D orthographic projections

Requirements for Program Entrance

High school graduate or high school equivalency diploma, Elementary Algebra with Geometry or MTH 098 at MCC.

COMPUTER INFORMATION SYSTEMS

A.A.S. DEGREE

CIP Code: 11.0201
NYSED Code (BRI): 01227

MCC Program Code: C01

Description

This program will develop the skills and knowledge needed by students who plan to seek employment as technical support specialists, help desk technicians, and customer service support associates. Students will obtain an understanding of programming, networks and databases as well as basic knowledge of business fundamentals such as accounting, marketing, economics and management. The core courses within this program provide students with a solid base of communication, interpersonal, analytical and problem solving skills.

This program is not designed as a transfer program. Students who plan to transfer to a four-year college to earn their Bachelor's degree should discuss their plans with an advisor as early as possible to identify the appropriate program.

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

1. Identify and describe the function and interaction of computer system components.
2. Diagnose and resolve computer system problems.
3. Develop a system proposal to satisfy user requirements, including system customization.
4. Write a computer program using an object-oriented language, which applies structured design and programming principles, and includes comprehensive documentation.
5. Develop a computer program that satisfies user requirements.
6. Communicate ideas, user-specifications, system documentation, and research results in a professional manner, both orally and in writing.
7. Participate as a member of a collaborative team.
8. Assess key ethical issues as they relate to the responsibilities of computing professionals.
9. Use office software applications to solve business problems.
10. Develop queries of relational databases to satisfy users’ needs in a business environment.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC). Typing or keyboarding recommended.
### Distribution Requirements

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER: 14 Credit Hours</strong></td>
</tr>
<tr>
<td>ENG 101 College Composition <strong>OR</strong> ENG 200 Advanced Composition</td>
</tr>
<tr>
<td>BUS 104 Introduction to Business</td>
</tr>
<tr>
<td>CIS 100 Information Processing Fundamentals</td>
</tr>
<tr>
<td>MTH 165 College Algebra or higher</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION <strong>OR</strong> PHL 102 Introduction to Logic</td>
</tr>
</tbody>
</table>

**Total 14**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>SECOND SEMESTER: 14 Credit Hours</strong></td>
</tr>
<tr>
<td>CIS 200 Programming for Information Systems</td>
</tr>
<tr>
<td>BUS 220 Applied Business Applications</td>
</tr>
<tr>
<td>CIS 110 A+ PC Repair and Operating Systems</td>
</tr>
<tr>
<td>PHL 105 Technology and Values <strong>OR</strong> PHL 102 Introduction to Logic</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
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**Total 14**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>THIRD SEMESTER: 16 Credit Hours</strong></td>
</tr>
<tr>
<td>ACC 101 Accounting Principles I <strong>AND</strong> ACC 110 Fundamentals of Accounting II</td>
</tr>
<tr>
<td>CIS 201 Introduction to Web Site Programming and Design</td>
</tr>
<tr>
<td>CIS 211 Applied Database Concepts</td>
</tr>
<tr>
<td>SPC 141 Interpersonal Speech Communication <strong>OR</strong> SPC 142 Public Speaking</td>
</tr>
<tr>
<td>NATURAL SCIENCE ELECTIVE**</td>
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**Total 16**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>FOURTH SEMESTER: 16 Credit Hours</strong></td>
</tr>
<tr>
<td>BUS 275 Business Cooperative Education</td>
</tr>
<tr>
<td>CIS 209 Systems Analysis and Design</td>
</tr>
<tr>
<td>ENG 251 Technical Writing</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE**</td>
</tr>
<tr>
<td>MTH 160 Statistics I</td>
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</tbody>
</table>

**Total 16**

**TOTAL CREDITS 60**

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* Recommended Social Science Elective: ECO 101, ECO 103, or ECO 111
** Recommended Natural Science Elective: GEG 130

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### COMPUTER INFORMATION SYSTEMS

**A.S. DEGREE**

**CIP Code:** 11.0401  
**MCC Program Code:** C02  
**NYSED Code (BRI):** 87429

#### Description

Information systems professionals play a key and vital role in the management and growth of an organization. They are the creative problem-solving innovators who define the information and technology needs to help businesses in virtually any field achieve their goals and objectives.

The Computer Information Systems program includes courses in technology and business to prepare students for transfer to a Bachelor degree program. Programs in this academic discipline go by a wide variety of names such as computer information systems, management information systems, information systems technology, and information management.

The CIS curriculum is based on recommendations of professional computing associations and includes courses in information systems fundamentals, computer programming, database design, systems analysis and design, accounting, management, economics, and marketing. Students also develop their communication, collaboration, analytical, and problem solving skills. (Housed in the Business Administration and Economics Department)

#### Program Learning Outcomes

1. Describe a computer system.
2. Diagnose and resolve computer system problems.
3. Demonstrate the ability to communicate in a professional manner.
4. Prepare for conducting independent research in the field.
5. Capable of designing and implementing object oriented programs from user specifications.
6. Capable of designing and implementing structured programs from user specifications.
7. Capable of designing and implementing business oriented programs from user specifications.
8. Demonstrate their knowledge of business functional departments in the development of a system proposal to satisfy user requirements.

#### Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC). Typing or keyboarding recommended.

#### Distribution Requirements

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER: 14 Credit Hours</strong></td>
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<tr>
<td>ENG 101 College Composition <strong>OR</strong> ENG 200 Advanced Composition</td>
</tr>
<tr>
<td>CIS 110 Information Processing Fundamentals</td>
</tr>
<tr>
<td>BUS 104 Introduction to Business</td>
</tr>
<tr>
<td>ACC 101 Accounting Principles I</td>
</tr>
<tr>
<td>MTH 165 College Algebra or higher</td>
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**Total 17**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>SECOND SEMESTER: 15 Credit Hours</strong></td>
</tr>
<tr>
<td>CIS 200 Programming for Information Systems</td>
</tr>
<tr>
<td>ECO 111 Principles of Microeconomics</td>
</tr>
<tr>
<td>ACC 102 Accounting Principles II</td>
</tr>
<tr>
<td>LITERATURE ELECTIVE <strong>OR</strong> PHL 105 Technology and Values <strong>OR</strong> PHL 102 Introduction to Logic</td>
</tr>
<tr>
<td>HEALTH/PHYSICAL EDUCATION</td>
</tr>
</tbody>
</table>

**Total 15**
THIRD SEMESTER: 16 Credit Hours

CIS 211 Applied Database Concepts ................................................................. 3
MTH 160 Statistics I ............................................................................................. 3
ECO 112 Principles of Macroeconomics ........................................................ 3
ENG 250 Professional Communication OR ENG 251 Technical Communication .................................................. 3
SUNY GENERAL EDUCATION ELECTIVE AMERICAN HISTORY, OTHER WORLD CIVILIZATIONS, WESTERN CIVILIZATIONS .................................................. 3
HEALTH/PHYSICAL EDUCATION .................................................................... 1

Total 16

FOURTH SEMESTER: 15 Credit Hours

CIS 209 Systems Analysis and Design ................................................................. 3
BUS 204 Management Theory and Practice OR BUS 208 Organizational Behavior .................................................................................. 3
PROGRAM ELECTIVE** .................................................................................... 3
SUNY GENERAL EDUCATION ELECTIVE*** .................................................... 3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE .............................. 3

Total 15

TOTAL CREDITS 63

* Recommended Natural Science Electives: BIO 116, BIO 120, CHE 110, GEO 105 & 115, GEG 130, PHY 120 & 121.
** Program Elective: BUS 220, CIS 201, MTH 161
*** Choose a SUNY General Elective from any area.

COMPUTER SCIENCE

A. S. DEGREE

CIP Code: 11.0701
MCC Program Code: CS01
NYSED Code (BRI): 82312

Description

The program includes the study of the underlying principles as well as the specific applications of information manipulation. Offering both theoretical and applied courses designed to develop the creativity and other patterns of thought required of the professional computer scientist.

This curriculum is recommended for students preparing to transfer into a baccalaureate degree program in Computer Science.

Completion of CSC 101 (or CIS 100 and CSC 101) with a grade of C or higher is required before taking any other CSC course.

As a basic transfer program intended to accommodate students with varied career goals in the computer science field, the curriculum makes available several elective options in the second year. They include courses in computer science, mathematics, and natural science. Such flexibility will allow the student to pursue a course of study consistent with his or her needs.

RECOMMENDED PREPARATION: Students who plan to complete this program in two years should have successfully completed four years of high school mathematics (including Precalculus), and two years of laboratory sciences. Three years of laboratory sciences are recommended.

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

1) Apply the techniques of the software development life cycle.
2) Explain computer architecture implementation as a collection of digital circuitry.
3) Write computer programs that implement common data structures.
4) Develop practical systems by programming embedded microcontrollers.
5) Design software using the principles of object-oriented programming.
6) Implement software systems using the principles of object-oriented programming.
7) Combine mathematical concepts and algorithms to engineer computerized solutions.
8) Explain the ethical behavior to be used in the computing profession and in society.
9) Communicate effectively on topics relating to computer technologies.
10) Work effectively on collaborative team projects and activities.

Requirements for Program Entrance

Pre-calculus (Pre-calculus in high school with an 85 or Math 175 at MCC). Physics recommended.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition ................................................................. 3
PHL 105 Technology and Values OR PHL 103 Introduction to Ethics OR PHL 250 Professional Ethics .................................................................................. 3
MTH 210 Calculus I .............................................................................................. 4
CSC 101 Introduction to Computer Science ........................................................................... 4
PHYSICAL/HEALTH EDUCATION .............................................................................. 1

Total 15

SECOND SEMESTER: 17 Credit Hours

SUNY GENERAL EDUCATION THE ARTS OR FOREIGN LANGUAGE ELECTIVE ........... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCES OR AMERICAN HISTORY ELECTIVE ... 3
MTH 211 Calculus II ............................................................................................... 4
CSC 103 Introduction to Data Structures .......................................................................... 4
CSC 223 Computer Programming - “C++” ........................................................................ 3

Total 17

THIRD SEMESTER: 17-18 Credit Hours

MTH 212 Calculus III * OR MTH 160 Statistics I ** .................................................................................. 3-4
SUNY GENERAL EDUCATION NATURAL SCIENCES ELECTIVE ................................. 4
CSC 202 Programming Embedded Microcontrollers in C and Assembly ............................................ 4
CSC 206 Digital Computer Organization .................................................................................. 4
SUNY GENERAL EDUCATION WESTERN CIVILIZATIONS OR OTHER WORLD CIVILIZATIONS .......................................................... 3

Total 17-18

FOURTH SEMESTER: 13-14 Credit Hours

ENG 251 Technical Writing OR MTH 230 Linear Algebra* ................................................. 3-4
MTH 220 Discrete Mathematics ...................................................................................... 3
NATURAL SCIENCE ELECTIVE .................................................................................. 3
COMPUTER SCIENCE ELECTIVE .................................................................................. 3
PHYSICAL/HEALTH EDUCATION .............................................................................. 1

Total 13-14

TOTAL CREDITS 62-64

* Required for students transferring to the Rochester Institute of Technology
** Required for students transferring to SUNY College at Broome

NOTES: For any elective, consideration should be given to the requirements of the four-year institution to which the student plans to transfer.
COMPUTER SYSTEMS TECHNOLOGY

A.A.S. DEGREE

CIP Code: 15.1202
MCC Program Code: CP01
NYSED Code (BRI): 85365

Description
This program is designed with the 21st century technician in mind, providing students with the skills necessary to work with state-of-the-art embedded systems that include mobile and remote sensing devices. All of the core courses in the curriculum have practical laboratory components that provide students with hands-on experience utilizing essential diagnostic hardware and software development tools. The curriculum focuses on building critical thinking and problem solving skills with an emphasis on practical applications. Flexible elective options in Math, Science and Computer Systems allow the student to fine tune their skills in the areas of networking, programming, or systems design and integration to suit their particular background and future needs. This added flexibility provides students with the option to continue their education and obtain an AS degree with transfer options in Computer Science or Computer Engineering within an additional semester or two of study. (Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

1. Apply knowledge of computing and mathematics appropriate to the discipline.
2. Analyze a problem critically, and then identify and define the computing requirement appropriate to its solution.
3. Solve problems (programming, networking) utilizing characteristic diagnostic tools.
4. Function effectively on teams to accomplish a common goal.
5. Demonstrate effective communication skills (oral, written) with a range of audiences.
6. Demonstrate strong programming skills (write, debug, test computer programs).
7. Sustain (setup, maintain, and evaluate) network environments.
8. Identify and analyze user needs and take them into account in the selection, creation, evaluation or administration of computer-based systems.
9. Create (design, program and implement) an embedded autonomous control system.
10. Operate effectively (work with, setup, or evaluate) both basic analog and digital electronic test equipment.
11. Assist in the creation of an effective project plan.
12. Integrate hardware/software based solutions into the user environment effectively.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry (or Math 104 at MCC). Typing or keyboarding recommended.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENG 101 College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>CPT 114 Problem Solving and Robotics</td>
<td>3</td>
</tr>
<tr>
<td>CPT 115 Introduction to Networks</td>
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<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
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</tr>
<tr>
<td>MATHEMATICS ELECTIVE*</td>
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<td>Total</td>
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SECOND SEMESTER: 15 Credit Hours

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CPT 101 Python Programming</td>
<td>4</td>
</tr>
<tr>
<td>COMPUTER SYSTEMS ELECTIVE**</td>
<td>3</td>
</tr>
<tr>
<td>ENR 157 Digital Electronics and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>MATHEMATICS ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
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<td>Total</td>
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THIRD SEMESTER: 16 Credit Hours

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CSC 202 Programming Embedded Microcontrollers in C and Assembly</td>
<td>4</td>
</tr>
<tr>
<td>CPT 211 Android App Design for Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SYSTEMS ELECTIVES**</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
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<td>Total</td>
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FOURTH SEMESTER: 17 Credit Hours

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CPT 210 Operating Systems and Peripherals</td>
<td>3</td>
</tr>
<tr>
<td>CPT 212 Wireless and Remote Sensor Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251 Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SYSTEMS ELECTIVE***</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SYSTEMS CAPSTONE ELECTIVE***</td>
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<tr>
<td>NATURAL SCIENCE ELECTIVE</td>
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<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
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</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 63

* Mathematics Electives: MTH 160, MTH 165, MTH 172, MTH 175, MTH 210, MTH 211, MTH 220
** Computer Systems Electives:
   Networking Skills Options: CPT 215, CPT 216, CPT217, CPT 218
   Programming Skills Options: CSC 200, CSC 101, CSC 223, CSC 225
   Specialized Skills Options: CSC 214, CSC 215
*** Computer Systems Capstone Electives:
   ENR 259 Engineering Design Lab OR CPT 213 Computer Systems Design Lab

CONSTRUCTION TECHNOLOGY

A.A.S. DEGREE

CIP Code: 15.1001
MCC Program Code: CT01
NYSED Code (BRI): 91113

Description
Graduates of Construction Technology will be part of a team responsible for the coordination and implementation of construction projects. Some of the duties performed would include cost estimating, project management, and project scheduling. This specialization combines these courses with knowledge of core technical courses such as elementary structures, soils, concrete, and surveying; and integrates them with their applications in the construction of buildings, roads and other projects. (Housed in the Engineering Technologies Department)

Program Learning Outcomes

1) Perform necessary surveys for construction site layout
2) Interpret construction drawings and perform quantity surveys and estimates
3) Plan, schedule and coordinate residential, commercial or heavy construction projects
4) Update drawings for a residential, commercial or heavy construction projects
5) Interpret and apply appropriate building and structural codes
6) Perform shop and field calculations
7) Perform basic computer applications required for basic construction management
8) Prepare and interpret materials technical and general specifications
9) Apply construction management principles to a construction project
10) Select appropriate construction equipment and production control techniques for site work
11) Perform fundamental design calculations based on building, scaffolding, concrete form, or shoring loads
12) Communicate the technical requirements of a construction project to all parties involved in the construction process
13) Plan and implement a construction safety program

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC).

<table>
<thead>
<tr>
<th>Distribution Requirements</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>FIRST SEMESTER: 16 Credit Hours</td>
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</tr>
<tr>
<td>CIT 101 Surveying</td>
<td>4</td>
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<tr>
<td>CIT 122 Construction I: Elements of Building Construction</td>
<td>4</td>
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<tr>
<td>ENG 101 College Composition OR</td>
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</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
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</tr>
<tr>
<td>MTH 140 Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>TEK 101 Computer Applications for Technicians</td>
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SECOND SEMESTER: 16-17 Credit Hours

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 123 Construction II: Heavy, Highway and Site Construction</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
</tr>
<tr>
<td>MET 203 Technical Mechanics Statics</td>
</tr>
<tr>
<td>MATHEMATICS ELECTIVE</td>
</tr>
<tr>
<td>PHY 131 Applied Physics I</td>
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</table>

THIRD SEMESTER: 15-16 Credit Hours

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIT 112 CAD for Construction</td>
</tr>
<tr>
<td>CIT 206 Soil and Concrete Testing</td>
</tr>
<tr>
<td>ENG 250 Professional Communication OR</td>
</tr>
<tr>
<td>ENG 251 Technical Writing</td>
</tr>
<tr>
<td>ELECTIVE</td>
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<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
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FOURTH SEMESTER: 15 Credit Hours

<table>
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<tr>
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<tbody>
<tr>
<td>CIT 204 Strength of Materials</td>
</tr>
<tr>
<td>CIT 217 Construction Management</td>
</tr>
<tr>
<td>CIT 221 Construction Cost Estimating</td>
</tr>
<tr>
<td>CIT 232 Construction Contracts and Specifications</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
</tr>
</tbody>
</table>

Distribution Requirements

Intermediate Algebra with Trigonometry (or Math 104 at MCC) or MCC level 8 Mathematics placement.

CRIMINAL JUSTICE
A.S. DEGREE

CIP Code: 43.0103
NYSED Code (DCC): 84495

Description

This is the preferred program for students who are planning to pursue careers as a federal law enforcement agent, lawyer, probation officer, parole officer, public safety planner, legal researcher, or paralegal. Graduates who meet certain physical and moral standards may qualify for positions at the federal, state, county, and municipal levels. The program provides the opportunity for preparation in the law process and science of criminal justice. This program includes an internship component. Readmitted students who have not attended for 3 years (6 semesters) will be readmitted under the current program requirements. (Housed in the Law and Criminal Justice Department)

Program Learning Outcomes

1) Describe the structure and functions of the law enforcement component of the criminal justice system.
2) Describe the structure and functions of the courts component of the criminal justice system.
3) Describe the structure and functions of the corrections component of the criminal justice system.
4) Explain the interactions of law enforcement courts corrections and the community in addressing crime in society.
5) Explain core principles of law and justice as they apply to the roles of citizen and criminal justice professional.
6) Apply the appropriate principles of law and justice to situations that are encountered in the criminal justice professions.
7) Identify appropriate responses to ethical issues encountered in the criminal justice professions.
8) Identify criminal justice career options and their required qualifications.
9) Develop career-related competencies through workplace experience.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC) or MCC level 8 Mathematics placement.

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER: 16 Credit Hours</td>
</tr>
<tr>
<td>ENG 101 College Composition OR</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE</td>
</tr>
<tr>
<td>POS 102 American National Government</td>
</tr>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CRJ 103 Constitutional Law and Rights of People</td>
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SECOND SEMESTER: 17 Credit Hours

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<tr>
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<td>HUMANITIES ELECTIVE</td>
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<tr>
<td>LITERATURE ELECTIVE</td>
</tr>
<tr>
<td>CRJ 104 Criminal Law</td>
</tr>
<tr>
<td>CRJ 204 Juvenile Justice</td>
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<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
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</table>
**Criminal Justice: Law Enforcement**

**Certificate Program**

**Description**
See LAW ENFORCEMENT

**Criminal Justice: Institutional Corrections**

**A.A.S. Degree**

<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>MCC Program Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.0102</td>
<td>CJO2</td>
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</table>

**NYSED Code (DCC):**
87442

**Description**

The Institutional Corrections option of the Criminal Justice Program is designed to meet the needs of individuals interested in pursuing a career in corrections. It emphasizes correctional theory, law and procedure, as well as applied social and behavioral science. Graduates may qualify for employment at federal, state, and county correctional facilities as correctional officers or supervisors, provided they meet standard physical and moral standards. These positions may also require graduates to pass a qualifying civil service exam for employment. This program includes an internship component.

Readmitted students who have not attended for 3 years (6 semesters) will be readmitted under the current program requirements.

(housed in the Law and Criminal Justice Department)

**Program Learning Outcomes**

1) Describe the structure and functions of the law enforcement component of the criminal justice system.

2) Describe the structure and functions of the courts component of the criminal justice system.

3) Describe the structure and functions of the corrections component of the criminal justice system.

4) Explain post-conviction options in the corrections system.

5) Explain the impact of various correctional philosophies in the corrections system.

6) Explain the interactions of law enforcement courts corrections and the community in addressing crime in society.

7) Explain core principles of law and justice as they apply to the roles of citizen and criminal justice professional.

8) Apply the appropriate principles of law and justice to situations that are encountered in the criminal justice professions.

9) Identify appropriate responses to ethical issues encountered in the criminal justice professions.

10) Identify criminal justice career options and their required qualifications.

11) Develop career-related competencies through workplace experience.

**Requirements for Program Entrance**

Algebra (1 year high school math or placement into Level 4 Math at MCC).

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL CREDITS 64</strong></td>
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</tr>
<tr>
<td>+ <strong>CRIMINAL JUSTICE ELECTIVES</strong>: CRJ 102, CRJ 105, CRJ 170, CRJ 171, CRJ 172, CRJ 201, CRJ 203, CRJ 207, CRJ 209, CRJ 217, LAW 101, LAW 110.</td>
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</table>

NOTE TO STUDENTS: NOTE TO STUDENTS: Students with a TRS 200 placement must register for the CRJ Learning Community: CRJ 101, CRJ 103, TRS 200 and COS 101 if not previously taken. Students with a TRS 105 placement must register for the CRJ Learning Community: CRJ 101, CRJ 103, TRS 105 and COS 101 if not previously completed.

**First Semester: 13 Credit Hours**

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CRJ 101 Criminal Justice Education Internship</td>
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<tr>
<td>CRJ 102 Constitutional Law and Rights of People</td>
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<tr>
<td>CRJ 103 Criminal Law</td>
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<tr>
<td>CRJ 170 Introduction to Corrections</td>
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<tr>
<td>CRJ 171 Legal Aspects of Corrections</td>
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<tr>
<td>CRJ 201 Juvenile Justice</td>
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<tr>
<td>CRJ 203 Community Values and the Administration of Justice</td>
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<tr>
<td>CRJ 204 Juvenile Justice</td>
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<tr>
<td>CRJ 207 Community Based Corrections</td>
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<tr>
<td>CRJ 209 Criminal Justice</td>
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</tr>
<tr>
<td>CRJ 217 Community Based Corrections</td>
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**Second Semester: 15 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CRJ 101 Criminal Justice Education Internship</td>
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<tr>
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<td>CRJ 170 Introduction to Corrections</td>
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<td>CRJ 171 Legal Aspects of Corrections</td>
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<tr>
<td>CRJ 201 Juvenile Justice</td>
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<tr>
<td>CRJ 203 Community Values and the Administration of Justice</td>
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<tr>
<td>CRJ 204 Juvenile Justice</td>
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<td>CRJ 207 Community Based Corrections</td>
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<td>CRJ 209 Criminal Justice</td>
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**Third Semester: 15 Credit Hours**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>CRJ 101 Criminal Justice Education Internship</td>
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<td>CRJ 170 Introduction to Corrections</td>
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<td>CRJ 171 Legal Aspects of Corrections</td>
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<td>CRJ 203 Community Values and the Administration of Justice</td>
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<td>CRJ 204 Juvenile Justice</td>
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<td>CRJ 207 Community Based Corrections</td>
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<td>CRJ 209 Criminal Justice</td>
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**Fourth Semester: 15 Credit Hours**

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<th>Course</th>
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<tr>
<td>CRJ 101 Criminal Justice Education Internship</td>
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</tr>
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<td>CRJ 103 Criminal Law</td>
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</tr>
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<td>CRJ 170 Introduction to Corrections</td>
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<td>CRJ 171 Legal Aspects of Corrections</td>
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<td>CRJ 201 Juvenile Justice</td>
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<td>CRJ 203 Community Values and the Administration of Justice</td>
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<td>CRJ 204 Juvenile Justice</td>
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<td>CRJ 207 Community Based Corrections</td>
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<tr>
<td>CRJ 209 Criminal Justice</td>
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<tr>
<td>CRJ 217 Community Based Corrections</td>
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<tr>
<td>TOTAL CREDITS 15</td>
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</table>

**Total Credits 62**
NOTE TO STUDENTS: Students with a TRS 200 placement must register for a CRJ Learning Community: CRJ 101, CRJ 103, TRS 200 and COS 101 if not previously taken. Students with a TRS 105 placement must register for the CRJ Learning Community: CRJ 101, CRJ 103, TRS 105 and COS 101 if not previously completed.

CRIMINAL JUSTICE: POLICE
A.A.S. DEGREE

CIP Code: 43.0107
NYSED Code (DCC): 01253

Description
The Police option of the Criminal Justice program is designed to meet the needs of state, county, and municipal law enforcement agencies, as well as those of selected federal departments. It emphasizes the skills, knowledge, and attitudes needed to be an effective professional law enforcement agent in a democratic society.

The program provides the opportunity for preparation in the law process and science of criminal justice. This program includes an internship component. Graduates who meet certain physical and moral standards may qualify for positions at the federal, state, county, and municipal level. Graduates may also be required to pass a qualifying civil service exam for employment.

Readmitted students who have not attended for 3 years (6 semesters) will be readmitted under the current program requirements.

(Housed in the Law and Criminal Justice Department)

Program Learning Outcomes
1) Describe the structure and functions of the law enforcement component of the criminal justice system.
2) Describe the structure and functions of the courts component of the criminal justice system.
3) Describe the structure and functions of the corrections component of the criminal justice system.
4) Explain the interactions of law enforcement courts corrections and the community in addressing crime in society.
5) Explain core principles of law and justice as they apply to the roles of citizen and criminal justice professional.
6) Apply the appropriate principles of law and justice to situations that are encountered in the criminal justice professions.
7) Identify appropriate responses to ethical issues encountered in the criminal justice professions.
8) Discuss principles related to the acquisition preservation and presentation of evidence in a criminal case.
9) Identify criminal justice career options and their required qualifications.
10) Develop career-related competencies through workplace experience.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC).

Distribution Requirements

FIRST SEMESTER: 15-16 Credit Hours

Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<td>ENG 200</td>
<td>Advanced Composition</td>
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<td>POS 102</td>
<td>American National Government</td>
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<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
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<td>CRJ 103</td>
<td>Constitutional Law and Rights of People</td>
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SECOND SEMESTER: 17 Credit Hours

Credit Hours

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<th>Credit Hours</th>
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<td>PSY 100</td>
<td>Psychology of Interpersonal Relationships OR</td>
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<td>PSY 101</td>
<td>Introductory Psychology</td>
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<tr>
<td>CRJ 104</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 201</td>
<td>Criminal Investigations OR</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 209</td>
<td>Forensic Science I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 204</td>
<td>Juvenile Justice</td>
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<tr>
<td>PEJ 101</td>
<td>PHYSICAL FITNESS I - CRIMINAL JUSTICE</td>
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THIRD SEMESTER: 15 Credit Hours

Credit Hours

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<td>MTH 130</td>
<td>Modern Business Mathematics+ (or higher)</td>
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<td>SOC 101</td>
<td>Introduction to Sociology</td>
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<td>HUMANITIES ELECTIVE**</td>
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<tr>
<td>CRJ 207</td>
<td>Criminal Evidence</td>
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<tr>
<td>CRIMINAL JUSTICE ELECTIVE++</td>
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FOURTH SEMESTER: 15-16 Credit Hours

Credit Hours

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<tr>
<td>SOC 203</td>
<td>Criminology</td>
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<tr>
<td>CRJ 211</td>
<td>Community Values and the Administration of Justice</td>
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<td>CRIMINAL JUSTICE ELECTIVE++</td>
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<td>ELECTIVE</td>
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<tr>
<td>CRJ 121</td>
<td>Criminal Justice Education Internship I</td>
<td>3</td>
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<tr>
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<td>Total</td>
<td>15-16</td>
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</tbody>
</table>

TOTAL CREDITS 62-64

* ENG 105 recommended
** SPC 141 or SPC 144 highly recommended
*** PSY 101 highly recommended if student intends to transfer to a four-year college
+ MTH 160 highly recommended if student intends to transfer to a four-year college
(note prerequisites)
++ CRJ 102, 105, 170, 171, 172, 201, 203, 209, 217, LAW 101, 110

NOTE TO STUDENTS:
Students with a TRS 200 placement must register for a CRJ Learning Community: CRJ 101, CRJ 103, TRS 200 and COS 101 if not previously taken. Students with a TRS 105 placement must register for the CRJ Learning Community: CRJ 101, CRJ 103, TRS 105 and COS 101 if not previously completed.

www.monroecc.edu/go/academicprograms
**Culinary Arts Certificate Program**

**CIP Code:** 12.0505  
**NYSED Code (BRI):** 01246

**MCC Program Code:** HM09

**Description**

The Culinary Arts Certificate program is for the student who is primarily interested in a Culinary Arts concentration without the broad liberal arts background. A graduate of the Culinary Arts Certificate program will have established a basis for a career in the food service industry, and will qualify for a position as an entry-level culinary professional in a commercial or institutional food service operation. (Housed in the Hospitality Department)

**Program Learning Outcomes**

1. Demonstrate the ability to apply proper food handling techniques.
2. Apply different cooking techniques and predict their outcome.
3. Discuss current trends in the food service industry from a menu planning perspective.
4. Assess the factors that influence healthy food choices throughout the life cycle.
5. Demonstrate the basic fundamentals of cooking in a professional kitchen.

**Requirements for Program Entrance**

Algebra (1 year high school math or placement into Level 4 Math at MCC).

**Distribution Requirements**

**FIRST SEMESTER: 16 Credit Hours**

- FSA 103 Culinary Arts I: Fundamentals of Food Preparation ........................................ 5
- FSA 106 Food Safety and Sanitation .............................................................................. 1
- FSA 107 Menu Planning .................................................................................................. 3
- HSP 102 Hospitality Service ............................................................................................ 4
- FOOD SERVICE ADMINISTRATION ELECTIVE* .......................................................... 3

**SECOND SEMESTER: 15 Credit Hours**

- FSA 107 Basic Consumer Nutrition .............................................................................. 3
- FSA 203 Culinary Arts II: Advanced Food Production ..................................................... 5
- CE 260 Cooperative Education-Hospitality Management* .......................................... 4
- FOOD SERVICE ADMINISTRATION ELECTIVE** ......................................................... 3

**TOTAL CREDITS 31**

* CE 260 can be taken during the summer  
** Food Service Administration Elective Options: FSA 108, FSA 110, FSA 111, FSA 205, FSA 207, FSA 208, FSA 209.

*NOTE: Please see the Hospitality Management A.A.S. Degree - Food Service and Culinary Arts, for a degree option to the Certificate program.*

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**Cybersecurity Certificate**

**CIP Code:** 11.1003  
**NYSED Code (BRI):** 36395  
**NYSED Code (DCC):** 36396

**MCC Program Code:** CY02

**Description**

This program provides students with comprehensive knowledge and training in the implementation and management of the security measures required to protect computer resources from unauthorized access or attack. In particular, this program is designed to provide students with the technical expertise needed to protect enterprise information and computing assets connected to the Internet. Classroom work provides students with extensive hands-on experience and training using state-of-the-art security tools and techniques. This certificate is designed to meet the needs of Information Technology practitioners, law enforcement personnel, and anyone else interested in pursuing a career in Cybersecurity.

Although a basic understanding of computers is expected, this program is designed for students with no previous experience in Cybersecurity. Several of the courses in the certificate parallel the training developed by the SysAdmin, Audit, Network, and Security (SANS) Institute and can be used to help prepare students to sit for the Global Information Assurance Certification (GIAC) examinations. (Housed in the Information and Computer Technologies Department)

**Program Learning Outcomes**

1. Identify security risks to computing resources.
2. Assess potential threats to computing resources.
3. Develop effective countermeasures aimed at protecting data.
4. Develop effective countermeasures aimed at protecting computer assets.

**Requirements for Program Entrance**

High school graduate or high school equivalency diploma. Algebra (1 year high school math or placement into Level 4 Math at MCC).

**Distribution Requirements**

**FIRST SEMESTER: 16 Credit Hours**

- CPT 115 Introduction to Cybersecurity ........................................................................... 4
- CSC 215 Introduction to Linux ...................................................................................... 3
- CPT 115 Introduction to Networks .................................................................................. 3
- SCR 211 Computer Security I ......................................................................................... 3
- CRC 133 Cloud Computing Design and Implementation .............................................. 3

**SECOND SEMESTER: 17 Credit Hours**

- CPT 115 Introduction to Cybersecurity ........................................................................... 4
- SCR 212 Computer Security II OR CRC 132 A Global Perspective on Mobile and Cloud Computing ................................................................. 4
- CPT 125 Physical Security ................................................................................................ 3
- CPT 225 Network Perimeter Security ............................................................................ 4
- CRC 230 Cloud Security ............................................................................................... 4

**TOTAL CREDITS 33**
DENTAL ASSISTING
CERTIFICATE PROGRAM

CIP Code: 51.0901
NYSED Code (BRI): 21311

Description

This one-year dental assisting program prepares graduates for entry-level employment within the dental industry. Students are taught to perform chairside assisting, related laboratory and office procedures and all delegable expanded functions permitted by the State Education Department. Instruction includes lectures/laboratory coursework, hands-on clinical experience and formal clinical internships. The program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Chicago, IL, 60611; phone (312)440-4653, and is registered with the State Education Department. Graduates will be eligible to take the National Certification Exam offered by the Dental Assisting National Board or a New York State specific certification exam.

Recommended preparation includes high school chemistry and biology. Admission requirements include CPR for health professionals (adult, child, and infant CPR - no on-line courses), a high school diploma or high school equivalency, and CPR certification. ESOL and Transitional Studies courses must be completed prior to matriculation.

Admission to this program is conditional upon meeting medical requirements, clearance of existing problem(s), and ability to meet technical standards (physical demands) of the program.

No student may progress to the next Dental Studies course level without successful completion of all courses in the previous level. A student who has been previously enrolled in Dental Studies and earned a grade below passing as described in the note below or a W in the course will not be eligible for admission/re-admission to Dental Studies, unless there are documented extenuating circumstances that warrant consideration. A student who believes that there is an extenuating circumstance should speak with an advisor in the Admissions Office or the Advisement Center. Re-admission of students after an unsuccessful attempt requires permission of the Dental Studies Program for the following year after completing the Dental Assisting program. A student who believes that there is an extenuating circumstance should speak with an advisor in the Admissions Office or the Advisement Center. Re-admission of students after an unsuccessful attempt requires permission of the Dental Studies Program for the following year after completing the Dental Assisting program.

Studies is a high-demand, competitive program; therefore, re-admission to the Dental Studies program is rare. Any student who is re-admitted to the Dental Studies program and fails to achieve a passing grade (as outlined for that program) a second time is ineligible to continue in the Dental Studies program. Admission/re-admission is always on a space-available basis.

Currently enrolled MCC Dental Assisting students who apply for admission into the Dental Hygiene Program for the following year after completing the Dental Assisting program will be given quality points for the Dental Hygiene courses they complete by January 31, in addition to the quality points that are calculated using the same courses as regular admission into Hygiene. Admission using this pathway will be contingent on successfully completing the Dental Assisting program. In addition, those Dental Assisting students who wish to be considered for Dental Hygiene will need to meet the algebra, chemistry, and biology prerequisites by the application deadline of January 31. To practice in New York State, MCC Dental Assisting students must take the Dental Assisting National Board examination after graduation. (Housed in the Health Professions Department)

Program Learning Outcomes

1) providing patient education
2) taking preliminary medical histories and vital signs to be reviewed by the dentist
3) place and remove rubber dams
4) select and prefit provisional crowns
5) select and prefit orthodontic bands
6) remove orthodontic arch wires and ligature ties
7) place and remove matrix bands
8) take impressions for study casts or diagnostic casts
9) remove periodontal dressings
10) remove sutures placed by a licensed dentist
11) take impressions for space maintainers, orthodontic appliances, and occlusal guards
12) remove temporary cement
13) apply topical anticariogenic agents to the teeth
14) apply desensitizing agents to the teeth
15) place and remove temporary separating devices
16) place orthodontic ligatures
17) take dental x-rays in accordance with Public Health Law
18) perform such other dental supportive services authorized by the dentist and consistent with New York State laws, rules and regulations.

Requirements for Program Entrance

Completed physical examination. High school graduate or high school equivalency diploma. CPR certification. The online option is for currently employed Dental Assistants with a sponsoring dentist.

Distribution Requirements

<table>
<thead>
<tr>
<th>FALL SEMESTER: 17-18 Credit Hours</th>
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<tbody>
<tr>
<td>DEN 111 Dental Radiography I</td>
<td>2</td>
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<tr>
<td>DEN 112 Oral Anatomy and Physiology I</td>
<td>2</td>
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<tr>
<td>DEN 113 Barrier Precautions and Infection Control Measures</td>
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<tr>
<td>DEN 211 Dental Materials</td>
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<td>DAS 110 Preclinical Dental Assisting</td>
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<td>BIOLOGY ELECTIVE*</td>
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<tr>
<th>SPRING SEMESTER: 14 Credit Hours</th>
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<tbody>
<tr>
<td>DAS 110 Preclinical Dental Assisting</td>
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<tr>
<td>DEN 115 Orientation to Clinical Dental Assisting Practice</td>
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</table>

**Total Credits 32-33**

* Required Biology courses include: BIO 133, 134, or 142, or their equivalent.
** Students will need to recruit patients to meet requirements.

NOTE TO STUDENTS: To remain in the program students must receive a grade of C or better in all courses prefixed DAS and a grade of C- in all courses prefixed DEN. Students who are considering entering the Dental Hygiene Program must receive a grade of C or better in courses prefixed DEN for the courses to transfer. Didactic and skill testing is necessary in DEN 111 and 211 for on-line students. Once entered into the hygiene program, students will be required to audit DEN 121.
DENTAL ASSISTING RAPID TRACK - D.A.R.T.

CIP Code: 51.0901
NYSED Code (BRI): 31856

Description
This program will provide didactic education and clinical training in chairside dental assisting procedures, manipulation of dental materials, laboratory procedures, radiographic techniques, specialty assisting procedures, infection control procedures and expanded functions permitted by state regulations for an individual that is currently employed as a Dental Assistant in New York state. The program will offer units in the biomedical sciences content areas, oral histology and embryology, pathology, therapeutics, the legal and ethical aspects of dentistry and coursework in and oral and written communications and behavioral concepts. This program will include at least 500 hours of relevant clinical experience in the practice of dental assisting. The D.A.R.T. certificate program is not financial aid eligible.

NOTE TO STUDENTS: To remain in the program students must receive a grade of C or better in all courses prefixed DAS and a grade of C- in all courses prefixed DEN.
(Housed in the Health Professions Department)

Program Learning Outcomes
1) providing patient education
2) taking preliminary medical histories and vital signs to be reviewed by the dentist
3) place and remove rubber dams
4) select and prep provisional crowns
5) select and prep orthodontic bands
6) remove orthodontic arch wires and ligature ties
7) place and remove matrix bands
8) take impressions for study casts or diagnostic casts
9) remove periodontal dressings
10) remove sutures placed by a licensed dentist
11) take impressions for space maintainers, orthodontic appliances, and occlusal guards
12) remove temporary cement
13) apply topical anticariogenic agents to the teeth
14) apply desensitizing agents to the teeth
15) place and remove temporary separating devices
16) place orthodontic ligatures
17) take dental x-rays in accordance with Public Health Law
18) perform such other dental supportive services authorized by the dentist and consistent with New York State laws, rules and regulations.

Requirements for Program Entrance
Completed physical examination. High school graduate or high school equivalency diploma. CPR certification. The online option is for currently employed Dental Assistants with a sponsoring dentist.

Distribution Requirements

<table>
<thead>
<tr>
<th>FALL SEMESTER: 7 Credit Hours</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>DAS 110 Preclinical Dental Assisting</td>
<td>4</td>
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<tr>
<td>DEN 111 Dental Radiography I</td>
<td>2</td>
</tr>
<tr>
<td>DEN 113 Barrier Precautions and Infection Control Measures</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER: 8 Credit Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DAS 117 Biomedical Foundations for Dental Assisting Practice</td>
<td>3</td>
</tr>
<tr>
<td>DAS 121 Dental Assisting Clinical Experience</td>
<td>1*</td>
</tr>
<tr>
<td>DAS 227 Dental Specialties Procedures</td>
<td>2</td>
</tr>
<tr>
<td>DEN 211 Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 15**
**TOTAL EQUIVALENT CREDITS 24**
4) Provide individualized care (and will be prepared to manage medical emergencies) that include accepted infection control procedures and appropriate education preventive therapeutic and referral services to assist the patient in achieving and maintaining optimal oral health.
5) Evaluate the effectiveness of educational preventive therapeutic and referral services and modify those services if necessary to assist the client in achieving and maintaining optimal health
6) Assess plan implement and evaluate community-based oral health programs to a diverse population including health promotion and disease prevention activities.
7) Analyze scientific literature and use an evidence-based approach to patient care
8) Support the profession of dental hygiene through participation and affiliation with professional and community organizations

Requirements for Program Entrance
High school Algebra or MTH 098 at MCC with a grade of C or better. Biology and Chemistry with a grade of C or better.
Competitive Admission — Please contact the Admissions Office regarding current admission criteria and/or geographic limitations.

Distribution Requirements Credit Hours

FIRST SEMESTER*: 17-18 Credit Hours
BIO 134 Human Anatomy and Physiology OR
BIO 142 Human Anatomy ................................................................................. 3-4
DEN 110 Dental Health Education ................................................................. 1
DEN 111 Dental Radiography I ................................................................. 2
DEN 112 Oral Anatomy and Physiology I ...................................................... 2
DEN 113 Barrier Precautions and Infection Control Measures ...................... 1
DEN 114 Dental Hygiene I ............................................................................. 2
DEN 115 Clinical Dental Hygiene I ............................................................... 2
ENG 101 College Composition OR
ENG 200 Advanced Composition ................................................................ 3
PHYSICAL/HEALTH EDUCATION ................................................................ 1

Total 17-18

SECOND SEMESTER*: 21-22 Credit Hours
BIO 135 Anatomy and Physiology II OR
BIO 143 Human Physiology ........................................................................... 3-4
BIO 202 Microbiology ................................................................................. 4
DEN 121 Dental Radiography II ** ................................................................. 2
DEN 122 Oral Anatomy and Physiology II .................................................... 2
DEN 123 Oral Pathology I ............................................................................. 1
DEN 124 Dental Hygiene II .......................................................................... 1
DEN 125 Clinical Dental Hygiene II ** .......................................................... 4
DEN 129 Periodontics I ................................................................................. 1
MTH 150 Survey of Mathematics or higher+ ................................................. 3

Total 21-22

THIRD SEMESTER*: 19 Credit Hours
BIO 217 Nutrition .......................................................................................... 3
DEN 211 Dental Materials .............................................................................. 2
DEN 212 Community Dentistry I ................................................................. 1
DEN 213 Oral Pathology II ............................................................................ 1
DEN 214 Dental Hygiene III ........................................................................... 2
DEN 215 Clinical Dental Hygiene III ** .......................................................... 4
DEN 216 Dental Therapeutics I ..................................................................... 1
DEN 217 Dental Specialties .......................................................................... 1
DEN 219 Periodontics II ................................................................................. 1
SPC 141 Interpersonal Communication OR
SPC 143 Small Group Communication OR
SPC 144 Communication and Crisis ................................................................ 3

Total 19

FOURTH SEMESTER*: 16 Credit Hours
DEN 222 Community Dentistry II ................................................................. 1
DEN 224 Dental Hygiene IV ........................................................................... 1
DEN 225 Clinical Dental Hygiene IV ** .......................................................... 4
DEN 226 Dental Therapeutics II ..................................................................... 1
DEN 228 Dental Office Management/Business Practice .................................. 1
DEN 229 Periodontics III ............................................................................... 1
PSY 101 Introductory Psychology .................................................................. 3
SOC 101 Introduction to Sociology ............................................................... 3
PHYSICAL/HEALTH EDUCATION ................................................................ 1

Total 16

TOTAL CREDITS 73-75

* Completion of all previous semester dental hygiene courses with a grade of C, and passing grades in biology are required for advancement to the next semester. Students may complete BIO courses prior to the sequence listed in the catalog. Students must complete BIO and DEN courses following the semester sequence.
** Enrollment in DEN 121, DEN 125, DEN 215 and DEN 225 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s). Students are required to recruit patients to meet course requirements.
+ MTH 160 recommended

DIRECT DISABILITY SUPPORT SERVICES
Certiﬁcate Program

CIP Code: 19.0707 DD02
NYSED Code (BRI): 36367
NYSED Code (DCC): 36368

Description
The Certiﬁcate Program is designed for individuals who want to learn the skills necessary to work in the ﬁeld of disabilities and/or who may possess entry level positions in the disability ﬁeld and want to further their education and training in this area. Certiﬁcate holders may go on to earn the A.A.S. Degree in Human Services or the A.S. Degree in Human Services by adding to their program courses appropriately distributed according to the requirements for the degree they are seeking.

Program Learning Outcomes
1. Describe various contemporary issues in the ﬁeld of direct disability support services in order to provide support that is responsive to these issues to individuals with disabilities.
2. Identify and discuss community, natural, and systemic support services for people with significant disabilities.
3. Explain the differences in the roles and responsibilities of professionals in disability services systems and describe how care is provided to clients/consumers in various care settings.
4. Describe and defend the important role of compliance and regulations in the ﬁeld of direct disability support services.

Direct Disability Support Services

Certiﬁcate Program

CIP Code: 19.0707 DD02
NYSED Code (BRI): 36367
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Description
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Program Learning Outcomes
1. Describe various contemporary issues in the field of direct disability support services in order to provide support that is responsive to these issues to individuals with disabilities.
2. Identify and discuss community, natural, and systemic support services for people with significant disabilities.
3. Explain the differences in the roles and responsibilities of professionals in disability services systems and describe how care is provided to clients/consumers in various care settings.
4. Describe and defend the important role of compliance and regulations in the field of direct disability support services.

www.monroecc.edu/go/academicprograms
5. Employ individualized assessments and develop plans using a person centered approach to determine services needed by consumers.
6. Select and report the necessary information to complete documentation procedures and materials for individuals in various systems of the direct disability support services field.
7. Develop positive behavior support planning for individuals with disabilities that facilitates communication, relationship-building, and independent decision-making in the community.
8. Examine the relationship between his/her own values and behaviors, including professional boundaries, ethics, and confidentiality and analyze how this relationship impacts the support of individuals with disabilities

Requirements for Program Entrance
High school graduate or high school equivalency diploma. Placement into ENG 101.

FIRST SEMESTER: 15 Credit Hours
HUM 101 Introduction to Human Services ................................................................. 2
HUM 111 Fieldwork in Human Services I ................................................................. 3
HUM 130 Introduction to the Disability Support Services Field ......................... 3
HUM 135 Roles and Responsibilities in Disability Support Services ................. 3
HUM 210 Disability Across the Lifespan ..................................................................... 3
Total 15

SECOND SEMESTER: 15 Credit Hours
HUM 102 Basic Human Services Skills ................................................................. 4
HUM 112 Fieldwork in Human Services II ............................................................. 2
HUM 230 Individualized Planning and Documentation for Disability Support Services 3
HUM 235 Supporting and Communicating with People with Significant Disabilities 3
HUM 236 Contemporary Issues in the Field of Disability Support Services .......... 3
Total 15

TOTAL CREDITS 30

Program Learning Outcomes
1) Articulate the basic needs of young children and how they will successfully provide developmentally appropriate support and guidance.
2) Demonstrate understanding of child development at the particular ages and stages of infant, toddler, preschool and early school age children.

Requirements for Program Entrance
High school graduate or high school equivalency diploma.

Distribution Requirements
ENG 101 College Composition OR
ENG 200 Advanced Composition .......................................................................... 3
HED 116 Issues in Child Development and Health ...................................................... 3
HED 118 Introduction to Safety and Emergency Care .................................................. 3
HUM 101 Introduction to Human Services ................................................................. 4
HUM 111 Fieldwork in Human Services I ................................................................. 2
PSY 101 Introductory Psychology ............................................................................. 3
PSY 201 Developmental Psychology - Child .............................................................. 3
EDU 150 Performance and Presentations SKills for Educators ................................. 3
Any four ECE courses ......................................................................................... 9-12

TOTAL CREDITS 33-36

EARLY CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER)
A.A. DEGREE

Description
See Liberal Arts and Sciences: Early Childhood Education

CIP Code: 19.0708
NYSED Code (BRI): 21970
CIP Code: EE02
NYSED Code (DCC): 21971

Description
This one year childhood education program provides coursework for those who work with or plan to work with young children in preschool and pre-kindergarten settings of all kinds. Students will receive a basic understanding of principles of early care education, child growth and development, and will develop specific skills in planning and implementing the curriculum for young children. Upon completion of the program, graduates will be prepared to assume positions in child care classrooms, as well as home-based or center-based child care facilities. The certificate program may also allow further advancement within the day care setting.

Recommended preparation includes a high school diploma or equivalent including courses in mathematics and science. All college placement test recommendations must be completed prior to full admission to the program.

Students may choose to continue their studies and complete an Associate in Science, Liberal Arts degree, or an Associate in Arts Education degree, leading to successful transfer to a four-year school. Graduates of this certificate are not qualified for NYS Teacher Certification (requires a baccalaureate degree).

In cooperation with the Child Care Council and NYAEYC, the program is designed to meet the education coursework requirements for either the Child Development Associate Credential (CDA) or the Infant Toddler Care and Education Credentialing. (Housed in the Education Department)

Academic Programs

Electrical Engineering Technology - Electronics
A.A.S. Degree

CIP Code: 15.0303
NYSED Code (BRI): 77436

MCC Program Code: ET01

Description
Program Objectives: The Electrical Engineering Technology – Electronics program offers our diverse community with a high quality-learning environment and many training opportunities. After successfully completing the requirements of this program, the graduate will be capable of:

STUDENT LEARNING
1. Functioning as a technically qualified electrical/electronics technician, fully capable of working with electrical, electronic, instrumentation, communication, control, and computer hardware and software based applications. Such activities may include the collection and analysis of data, the troubleshooting and repair of defective equipment and circuitry, the translation of engineering designs into projects and test procedures, and the preparation of technical reports for an engineering or sales team.

PROGRAM LEVEL SUCCESS
2. Successfully transferring to a four or five year baccalaureate program in electrical, computer, or telecommunications engineering technology. This allows the graduate to continue to participate in life-long learning if she/he desires.
3. Displaying employability in a qualified technical environment with a variety of constituencies such as clients, co-workers, supervisors, customers utilizing skills acquired in the program. Such skills include professional oral and written
communication, critical-thinking and team working skills.

4. Engaging in professional development activities and building upon her/his initial technical background and achieved degree.

Monroe Community College’s Electrical Engineering Technology -- Electronics program is accredited by the Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC of ABET). For further information regarding accreditation, contact: Accreditation Director for Engineering Technology, Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012. Telephone: (410) 347-7700.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

1) Collect and analyze data associated with an electrical engineering technology project.
2) Troubleshoot and repair defective equipment and circuitry.
3) Translate engineering designs into projects and test procedures.
4) Prepare technical reports for an engineering or sales team.
5) Apply knowledge of electrical engineering technology principles and standards (hardware and software) to the construction or functioning of electrical/electronics systems (ETAC-ABET Outcome A).
6) Apply principles of physics or chemistry with mathematical rigor (at or above the level of algebra and trigonometry) to problems associated with electronics (ETAC-ABET Outcome B).
7) Conduct and interpret standard tests and measurements associated with electronics experiments (ETAC-ABET Outcome C).
8) Conduct experiments applying electronic principles (ETAC-ABET Outcome C).
9) Analyze experimental data using electronic principles (ETAC-ABET Outcome C).
10) Function effectively as a member of a technical team (ETAC-ABET Outcome D).
11) Identify and solve electrical engineering problems (ETAC-ABET Outcome E).
12) Communicate effectively regarding narrowly-defined electrical engineering technology activities (ETAC-ABET Outcome F).
13) Identify and discuss issues related to professional development and continuing education and training within the field of electrical engineering technology (ETAC-ABET Outcome G).
14) Discuss issues associated with electrical engineering professions including those related to diversity and ethics (ETAC-ABET Outcome H).
15) Demonstrate professional behaviors which may include timeliness dedication to quality or continuous improvement (ETAC-ABET Outcome I).

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC).

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101 College Composition</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ELT 101 Electric Circuit Analysis I OR</td>
<td>4</td>
</tr>
<tr>
<td>ELT 121 AC/DC Circuit Analysis***</td>
<td></td>
</tr>
<tr>
<td>ELT 111 Introduction to Digital Electronics</td>
<td>3</td>
</tr>
<tr>
<td>MATHEMATICS ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td>TEK 101 Computer Applications for Technicians**</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
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</table>

SECOND SEMESTER: 17 Credit Hours

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<th>Course</th>
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<tbody>
<tr>
<td>MATHEMATICS ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td>ELT 102 Electric Circuit Analysis II***#</td>
<td>5</td>
</tr>
<tr>
<td>ELT 112 Linear Circuits</td>
<td>5</td>
</tr>
<tr>
<td>PHY 145 College Physics I</td>
<td>4</td>
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<tr>
<td><strong>Total 17</strong></td>
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</table>

THIRD SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ELT 201 Linear Systems</td>
<td>4</td>
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<tr>
<td>ELT 202 Pulse and Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>MATHEMATICS ELECTIVE*</td>
<td>4</td>
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<tr>
<td>PHL 105 Technology and Values</td>
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FOURTH SEMESTER: 17 Credit Hours

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<tr>
<td>ELT 204 Industrial Electronics and Control</td>
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<tr>
<td>ELT 205 Communications Systems</td>
<td>5</td>
</tr>
<tr>
<td>ELT 206 Digital Systems and Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 17</strong></td>
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</table>

TOTAL CREDITS 64

*A specific calculator is required for ELT courses. Certain math courses recommend or require a specific calculator. Contact the department for details.

** ELT 101 or ELT 121 may serve as the prerequisite.

NOTE: Students in “2+2” Agreements should meet with their faculty advisor to make certain the courses they have selected meet the requirements of the college to which they plan to transfer.

NOTE: Electronics courses are normally offered only one semester per year, and have as a prerequisite certain lower numbered ELT courses. Failure to complete ELT courses in a properly planned sequence may result in a delay of graduation. Most other courses in this program are available Fall, Spring and Summer sessions.

NOTE: Students with less academic preparation will need three years to complete the Electronics program. The first year, the student could select from among MTH 098, MTH 104, MTH 135 and/or MTH 164 in preparation for the required technical math or transfer math sequence.

** A specific calculator is required for ELT courses. Certain math courses recommend or require a specific calculator. Contact the department for details.

Students with less academic preparation will need three years to complete the Electronics program. The first year, the student could select from among MTH 098, MTH 104, MTH 135 and/or MTH 164 in preparation for the required technical math or transfer math sequence.

NOTE: Students who are not proficient in algebra and trigonometry should consult a math advisor about taking MTH 125, MTH 098, MTH 104 and/or MTH 164 in preparation for the required technical math or transfer math sequence.

Electro-Optics Technology

A.A.S. Degree

Description

See Optical Systems Technology

www.monroecc.edu/go/academicprograms
ELECTRONICS TECHNOLOGY
CERTIFICATE PROGRAM

CIP Code: 15.0303
NYSED Code (BRI): 01240

Description
The Electronics Technology Certificate Program provides an intermediate recognition for those pursuing the A.A.S. degree, as well as for those desiring only some special groups of Electronics courses.

Program Learning Outcomes
1) Collect and analyze data associated with an electrical engineering technology project.
2) Troubleshoot and repair defective equipment and circuitry.
3) Translate engineering designs into projects and test procedures.
4) Prepare technical reports for an engineering or sales team.
5) Apply knowledge of electrical engineering technology principles and standards (hardware and software) to the construction or functioning of electrical/electronics systems (ETAC-ABET Outcome A).
6) Apply principles of physics or chemistry with mathematical rigor (at or above the level of algebra and trigonometry) to problems associated with electronics (ETAC-ABET Outcome B).
7) Conduct and interpret standard tests and measurements associated with electronics experiments (ETAC-ABET Outcome C).
8) Conduct experiments applying electronic principles (ETAC-ABET Outcome C).
9) Analyze experimental data using electronic principles (ETAC-ABET Outcome C).
10) Function effectively as a member of a technical team (ETAC-ABET Outcome D).
11) Identify, analyze, and solve electrical engineering problems (ETAC-ABET Outcome E).
12) Communicate effectively regarding narrowly-defined electrical engineering technology activities (ETAC-ABET Outcome F).
13) Identify and discuss issues related to professional development and continuing education and training within the field of electrical engineering technology (ETAC-ABET Outcome G).
14) Discuss issues associated with electrical engineering professions, including those related to diversity and ethics (ETAC-ABET Outcome H).
15) Demonstrate professional behaviors, which may include timeliness, dedication to quality, or continuous improvement (ETAC-ABET Outcome I).

Requirements for Program Entrance
Intermediate Algebra with Trigonometry (or Math 104 at MCC).

EMERGENCY MEDICAL SERVICES
CERTIFICATE PROGRAM

CIP Code: 51.0904
NYSED Code (BRI): 21707

Description
This certificate is designed for students interested in preparing for entry into the emergency medical services field and to prepare them academically for progression to the level of paramedic. Students will be able to seek to obtain certification to become a New York State Emergency Medical Technician after completion of EMS 110. Students will prepare themselves for work in the EMS field with courses regarding EMS management. MCC is recognized by the Department of Health as an authorized sponsor of EMS Certification Programs.

Program Learning Outcomes
1) Perform a comprehensive patient assessment
2) Deliver medications according to protocols
3) Deliver life-saving interventions according to protocols
4) Manage patient care while providing safe transportation to appropriate facilities
5) Communicate effectively with a variety of audiences which could include: patients, families, friends, or other public safety and medical professionals

Requirements for Program Entrance
Required Pre-requisite(s). Elementary Algebra with Geometry (or Math 098 at MCC).

Distribution Requirements
Credit Hours
FIRST SEMESTER: 12 CREDITS
ENG 101 College Composition OR ENG 200 Advanced Composition ........................................... 3
EMS 110 Emergency Medical Technician ...................................................................................... 6
SPC 144 Communication in Crisis ................................................................................................ 3
Total 12
SECOND SEMESTER: 12 - 13 CREDITS
PSY 101 Introductory Psychology ................................................................................................. 3
BIO 133 Human Biology ............................................................................................................... 3
MTH 150 Survey of Mathematics or Higher .................................................................................. 3
*PROGRAM ELECTIVE .................................................................................................................. 3-4
Total 12-13
*PROGRAM ELECTIVES: 3 - 4 Credit Hours from:
ASL 101 American Sign Language I .................................................................................................. 1
BIO 132 Laboratory to Accompany Human Biology ...................................................................... 2
BIO 142 Human Anatomy .............................................................................................................. 4
CHE 100 Preparatory Chemistry .................................................................................................. 4
EMS 141 Operational Management for EMS ................................................................................. 3
EMS 142 Administrative Management for EMS ......................................................................... 3
HED 115 Death and Dying ............................................................................................................ 3
HIM 104 Medical Terminology .................................................................................................... 3
MTH 160 Statistics I ....................................................................................................................... 3
PEC 253 Stress Management ........................................................................................................ 2
PPE 170 Introduction to Sport Medicine ....................................................................................... 3
SPA 141 Spanish for the Health Professions .................................................................................. 3
TOTAL CREDITS 24-25

TOTAL CREDITS 28-30
* or MTH 164 AND MTH 165, or MTH 175, or MTH 210 or higher.

Academic Programs
www.monroecc.edu/go/academicprograms
**ENGINEERING SCIENCE**

**A.S. DEGREE**

**CIP Code:** 14.0101  
**MCC Program Code:** EN101  
**NYSED Code (BRI):** 01211

**Description**

The purpose of the Engineering Science program is to prepare students for transfer to a four-year engineering school with junior status. Input from several four-year engineering schools in New York State and the Two Year Engineering Science Association of New York has been incorporated into the curriculum design to ensure transferability of the courses. The curriculum provides students with a broad based engineering education enabling them to explore a variety of engineering disciplines before declaring the field they will pursue. Several courses in the program include design and build experiences that allow students to apply what they learn to create working models.

NOTE: Credit earned or transfer credit received (e.g., dual credit courses) for engineering technology courses (e.g., CIT, CPT, ELT, MET, MFG, OPT) are NOT applicable to the Engineering Science degree.

(Housed in Engineering Science & Physics Department)

**Program Learning Outcomes**

1. Solve various problems by applying a fundamental understanding of the basic principles of mathematics science and engineering  
2. Practice effective team-building skills  
3. Display effective presentation/communication skills  
4. Apply knowledge of the engineering design and development process in practical situations  
5. Design and conduct experiments  
6. Analyze and interpret the results of experiments  
7. Discuss sustainability issues in engineering  
8. Develop computational skill and capability using computer hardware and software  

**Requirements for Program Entrance**

Pre-calculus (Pre-calculus in high school with an 85 or Math 175 at MCC). Three years of science, including Chemistry and Physics.

**Distribution Requirements**

**FIRST SEMESTER: 18 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MTH 210 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 151 General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENR 161 Computing with Microsoft Excel and LabVIEW</td>
<td>3</td>
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<tr>
<td>ENR 153 Mechanical Design and Prototyping * #</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 18**

**SECOND SEMESTER: 18 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>MTH 211 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 161 University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>ENR 157 Digital Electronics and Microcontrollers * +</td>
<td>4</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 18**

**THIRD SEMESTER: 18 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>MTH 212 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHY 261 University Physics 2</td>
<td>4</td>
</tr>
<tr>
<td>ENR 251 Statics OR CSC 202 * # ***</td>
<td>3</td>
</tr>
<tr>
<td>ENR 253 Circuit Analysis 1+</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 18**

**FOURTH SEMESTER: 16-17 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
<td>2</td>
</tr>
<tr>
<td>MTH 225 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>ENR 252 Dynamics +***</td>
<td>3-4</td>
</tr>
<tr>
<td>ENR 261 Engineering Computing 2</td>
<td>3</td>
</tr>
<tr>
<td>ENR 254 Circuit Analysis 2 OR</td>
<td></td>
</tr>
<tr>
<td>ENR 256 Mechanics of Materials**</td>
<td>3</td>
</tr>
<tr>
<td>ENR 259 Engineering Design Laboratory*</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total 16-17**

**TOTAL CREDITS 70-71**

* Denotes courses containing a design and build experience.

**RECOMMENDED ELECTIVES:**

Chemical Engineering: **Choose ENR 256. Replace +ENR 157, ENR 253, and ENR 252 with CHE 152, CHE 251, and CHE 252.**

Computer Engineering: **Choose ENR 254. Replace ENR 153, ENR 251, and ENR 252 with CSC 101, CSC 103, and CSC 202.**

Electrical Engineering: **Choose ENR 254. Choose ENR 251 or CSC 202 and replace ENR 252 with PHY 262 (formerly PHY 252).**

Mechanical/Civil/Aeronautical Engineering: **Choose ENR 156. Choose ENR 157 or CHE 152.**

Optics: Choose ENR 254. In addition, ENR 251 and ENR 252 should be replaced with cross-registration into OPT 241 and OPT 261 at the University of Rochester.

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**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

**NON-DEGREE**

**CIP Code:**  
**MCC Program Code:**

**NYSED Code (BRI):**

**Description**

Courses are offered for limited English proficient students who wish to prepare themselves linguistically and culturally so they can successfully complete an academic program of study or pursue their career goals.

Courses range from an intensive program at the intermediate level to courses for general language development and specific skills at the higher levels. Placement in these courses is made on the basis of objective testing, a written evaluation, and an interview with an ESOL faculty member. Students, after evaluation, may be considered for admission into this program only if their skill level is appropriate for the courses offered. After the initial semester, students are expected to progress through the sequence of courses as listed. However, students must receive a grade of C or higher to advance to the next level. ESOL courses may be used to fulfill general elective requirements in degree programs if approved by the student’s advisor.

Support services are available for students enrolled in ESOL courses. These include use of the Learning Assistance Center, tutoring, and advisement, both academic and personal.

NOTE: International students requiring F-1 visas are not eligible for admission into the ESOL program.

(Housed in the ESOL/Transitional Studies Department )

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www.monroec.edu/go/academicprograms
Program Learning Outcomes
1. Interpret works of Standard American English, which could include unsimplified newspaper or magazine articles, or level appropriate fiction or non-fiction books.
2. Summarize newspaper, magazine, or academic articles.
3. Make text to text, text to self, or text to world connections.
4. Respond appropriately to teacher instructions or classmates’ comments.
5. Discuss course materials in various sized groups.
6. Write at the skill level needed to enter ENG 101.
7. Employ appropriate strategies for handling unfamiliar vocabulary words.
8. Apply computer skills at a basic level for purposes that may include word processing, email, online research, or using library databases.

Requirements for Program Entrance
Please contact the Admissions Office.

Courses

ESL 100 Intermediate II: Reading Focus ................................................................. 4
ESL 120 Intermediate II: Integrated Skills ............................................................ 7
ESL 130 Advanced I: Integrated Skills ................................................................. 7
ESL 201 Advanced II: Reading/Writing ................................................................. 4

Elective Courses:
ESL 138 ESOL: Pronunciation ........................................................................... 2
ESL 158 ESOL: Oral Communication ................................................................. 3

Evening Offerings:
ESL 125 ESOL: Multi-Skills I ............................................................................... 3
ESL 145 ESOL: Multi-Skills II ................................................................................ 4
ESL 201 ESOL: Advanced II: Reading/Writing .................................................. 4

ENTREPRENEURIAL AND APPLIED BUSINESS STUDIES

A.A.S. DEGREE

CIP Code: 52.0701
NYSED Code (BRI): 31838
NYSED Code (DCC): 26915

Description
This program will develop the skills and knowledge needed by students who plan to start their own business ventures, work in a family business, expand their present business, or seek employment in a small business after receiving their Associates degree. The core courses within this degree provide students with a solid base of business, personal, analytical, and problem solving skills. Additionally, this program will provide basic knowledge in the fields of accounting, law, marketing, management, and customer service.

Program Learning Outcomes
1) Utilize identified accounting concepts to make informed decisions about the operating performance and financial position of a company.
2) Apply leadership and workplace relationship skills to effectively deal with various organizational stakeholders.
3) Communicate effectively using multiple forms of communication.
4) Identify and describe major issues modern business organizations encounter which may include legal ethical or social issues.
5) Apply information management skills including the use of Microsoft Office software to business related tasks.
6) Utilize identified successful marketing efforts to market a business in the areas of product price place or promotion.
7) Develop a comprehensive business plan.

8) Apply critical thinking skills to develop business strategies that result in profitable business operations.
9) Identify and describe important business development principles which could include forms of ownership operations or business management.
10) Demonstrate effective teamwork skills that enhance team processes.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry (or Math 104 at MCC).

Distribution Requirements

FIRST SEMESTER: 14-15 Credit Hours
ENG 101 College Composition OR ENG 200 Advanced Composition .................................................. 3
SOCIAL SCIENCE ELECTIVE* ........................................................................... 3
BUS 104 Introduction to Business ........................................................................ 3
PHYSICAL/HEALTH EDUCATION ........................................................................ 2
MTH 104 Intermediate Algebra or higher (except MTH 130 of MTH 150)** ............. 3-4

Total 14-15

SECOND SEMESTER: 16 Credit Hours
ENG 250 Professional Communications ............................................................. 3
BUS 110 Entrepreneurial Studies I ....................................................................... 3
BUS 135 Supervising for Quality ......................................................................... 3
BUS 200 Legal Environment of Business ........................................................... 3
ACC 130 Introductory Accounting and Financial Analysis*** .............................. 4

Total 16

THIRD SEMESTER: 15 Credit Hours
SPC 141 Interpersonal Speech Communications OR SPC 143 Small Group Communication .................................................. 3
ECO 101 Introduction to Economics OR ECO 111 Principles of Microeconomics .................................................. 3
MAR 200 Principles of Marketing ........................................................................ 3
BUS 220 Applied Business Applications ............................................................ 3
TCD 103 Personal Money Management ................................................................ 3

Total 15

FOURTH SEMESTER: 16 Credit Hours
BUS 210 Entrepreneurial Studies II ...................................................................... 3
BUS 275 Business Cooperative Education .......................................................... 4
NATURAL SCIENCE ELECTIVE ........................................................................... 3
MAR 201 Dynamics of Selling ............................................................................... 3
BUS 207 Human Resources Management ............................................................ 3

Total 16

TOTAL CREDITS 61-62

* Recommended Social Science Elective: PSY 100, SOC 101 or ANT 102
** Students with strong math skills should consult with their advisor to select the appropriate math course
*** Students who have completed ACC 101 and ACC 102 may substitute that sequence for ACC 130
ENGLISH \!

ENVIRONMENTAL SCIENCE ADVISEMENT SEQUENCE
A.S. DEGREE

Description
See Liberal Arts and Sciences Program - Science Transfer Opportunities

FINE ARTS
A.S. DEGREE

CIP Code: 50.0701
MCC Program Code: FA01
NYSED Code (BRI): 22249

Description
The mission of the Fine Arts Program at Monroe Community College is to prepare students for transfer to four-year institutions, where degree programs are available that provide entry into a variety of art related professions.

It is the goal of the Fine Arts degree program to provide students with the fundamental skills and concepts necessary for a solid foundation in the visual arts. We believe that the core curriculum that we have structured will offer students the opportunity to become proficient in a variety of studio art procedures and practices. Courses in drawing, two-dimensional design, painting, figure drawing, three-dimensional design, art history and sculpture are coupled with a strong liberal arts curriculum, so students will be well prepared for advanced coursework in their chosen disciplines.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes
1) Utilize the elements and principles of art and design in the creation of two-dimensional works.
2) Utilize the elements and principles of art and design in the creation of three-dimensional works.
3) Demonstrate proficiency in perceptual drawing translating observation to image.
4) Create works of art using a range of art materials.
5) Analyze works of art and design including their own using formal art terminology verbally and in writing.
6) Identify a range of basic art historical periods and styles.

Requirements for Program Entrance
Pre-Algebra (1 year high school math or Placement into Level 3 Math at MCC). Art courses recommended.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition .......................................................... 3
MTH 150 Survey of Mathematics (or higher) .................................................................................. 3
ART 102 Fine Arts: Theory and Practice .................................................................................. 3
ART 104 Drawing I ............................................................................................................. 3
ART 109 Two Dimensional Design ......................................................................................... 3

Total 15

SECOND SEMESTER: 15 Credit Hours

SUNY GENERAL EDUCATION LITERATURE ELECTIVE .......................................................... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE OR OTHER WORLD CIVILIZATIONS ELECTIVE .......................................................... 3
ART 118 Perspectives of Art History I: Ancient ...................................................................... 3
ART 125 Three Dimensional Design ..................................................................................... 3
ART 154 Drawing the Human Figure ...................................................................................... 3

Total 15

THIRD SEMESTER: 16 Credit Hours

SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ................................................. 3
ELECTIVE .............................................................................................................................. 3
ART 119 Perspectives of Art History II: Modern ..................................................................... 3
ART 120 Painting I .................................................................................................................. 3
ART 130 Sculpture I .............................................................................................................. 3
HEALTH/PHYSICAL EDUCATION ...................................................................................... 1

Total 16

FOURTH SEMESTER: 16 Credit Hours

SOCIAL SCIENCE ELECTIVE .................................................................................................. 3
HUMANITIES ELECTIVE ....................................................................................................... 3
ELECTIVE .............................................................................................................................. 3
ART 204 Drawing II .............................................................................................................. 3
ART 220 Painting II OR ART 230 Sculpture II ...................................................................... 3
HEALTH/PHYSICAL EDUCATION ....................................................................................... 1

Total 16

TOTAL CREDITS 62

HUMANITIES [HM01]: AAD 105; ART; CIN; COM 101, 120, 130, 131, 270; EDU 150; ENG: FOR, LA; HIS 257; HMN; MUS; PHL; PHO 101, 106, 135, 140, 145; REA 101; SPC; THE
SOCIAL SCIENCES [SS01]: AAD 107; ANT, ART 118, 119, 121, 240, 271; ECE 250, 251; ECO; EDU 208; GEG (except 100, 101, 104, 110, 111, 130, 252, 253); HIS; LAW; MUS 119, 120, 150, 155, 201, 202; PHO 140, 145; POS; PPE 208; PSY; SBS; SOC; SVL 101, 106

FIRE PROTECTION TECHNOLOGY
A.A.S. DEGREE

CIP Code: 43.0201
MCC Program Code: FR01
NYSED Code (BRI): 01736

Description
Fire Protection Technology AAS degree is designed to explore the application of technology to the field of fire protection. The curriculum prepares students to meet the challenges of contemporary problems in the fire protection disciplines. Employment and advancement opportunities for graduates are found in both the municipal and industrial fire protection field, marketing and support of fire suppression and detection systems, and safety departments of mid to large size companies. Most Fire Protection courses meet in the evening.

(Housed in the PSTF-Emergency Management)

Program Learning Outcomes
1) Explain the history of the Fire Service from its inception and identify key events that have impacted the development of the present day Fire Service
2) Describe the basic science of fire
3) Compare the different types of building construction and explain the characteristics of each and how they affect fire protection
4) Characterize and operate fire detection and suppression systems
5) Perform a basic fire inspection and outline steps to increase life safety
6) Apply theoretical knowledge of hydraulic principles as they relate to the fire service
7) Promote health and wellness in the fire service
8) Initiate and employ the Incident Command System
9) Apply the basic principles of fire investigation and evidence preservation

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Academic Programs 83
10) Formulate an incident action plan utilizing fire suppression strategy and tactics.
11) Apply principles of occupational health and safety to the fire service.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC).

Distribution Requirements
Credit Hours

FIRST SEMESTER: 15 Credit Hours
FPT 101 Fire Behavior and Combustion ................................................................. 3
FPT 102 Fire Prevention and Inspection ................................................................. 3
ENG 101 College Composition .................................................................................. 3
MTH 150 Survey of Mathematics ........................................................................... 3
LIBERAL ARTS ELECTIVE ....................................................................................... 3
Total 15

SECOND SEMESTER: 16 Credit Hours
FPT 103 Building Materials and Construction ........................................................ 3
FPT 105 History of the Fire Service ......................................................................... 3
SOCIAL SCIENCE ELECTIVE ................................................................................. 3
NATURAL SCIENCE ELECTIVES ............................................................................ 3
PUBLIC SAFETY ELECTIVE ..................................................................................... 3
HEALTH/PHYSICAL EDUCATION ............................................................................. 1
Total 16

THIRD SEMESTER: 15 CREDIT HOURS
FPT 211 Fire Investigation: Cause and Origin ......................................................... 3
FPT 215 Hazardous Materials Technical ................................................................. 3
FPT 216 Fire Service Instructor I .............................................................................. 3
ELECTIVE* .................................................................................................................. 3
ELECTIVE* .................................................................................................................. 3
Total 15

FOURTH SEMESTER: 16 CREDIT HOURS
FPT 212 Fire Service Hydraulics ............................................................................ 3
FPT 204 Fire Service Strategy and Tactics ............................................................... 3
PSY 101 Introduction to Psychology ....................................................................... 3
PHL 103 Introduction to Ethics ................................................................................ 3
PUBLIC SAFETY ELECTIVE ..................................................................................... 3
HEALTH/PHYSICAL EDUCATION ELECTIVE ....................................................... 1
Total 16

TOTAL CREDITS 62

* Students should select electives based on individual career goals and advisement. For example, students seeking a bachelor degree should use the electives to meet entrance requirements for the school/program they desire admission to. Some students may wish to strengthen their management skills, meet NFPA firefighter certification(s) requirements, meet NFPA officer certification(s) requirements, or concentrate in specific disciplines.

Total 17

TOTAL CREDITS 35

* CE 260 can be taken during the summer

NOTE: Please see Hospitality Management A.A.S. Degree – Food Service and Culinary Arts, for a degree option to the Certificate program.
GENDER AND SEXUALITY STUDIES
A.S. DEGREE

CIP Code: 05.0299
NYSED Code (BRI): 37565
NYSED Code (DCC): 37566

Description
The Gender and Sexuality Studies program is a transfer degree program which defines gender and sexuality as fundamental categories of social and cultural analysis. This program is an interdisciplinary program that employs the analytical frameworks of the social sciences and other disciplines of the liberal arts. Working from the premise that gender and sexuality are social and cultural constructions, this program will examine how they are categories of social organization and power relations. This program utilizes cross-cultural and historical scholarship to examine social institutions, social inequalities, and the intersections of gender and sexuality with other social identities.

Program Learning Outcomes
1. Define gender and sexuality.
2. Explain the social construction of gender and sexuality.
3. Describe and explain how gender and sexuality are the basis for social organization on both micro and macro levels.
4. Analyze social hierarchies and inequalities based on gender and sexuality in the US and globally.
5. Compare and contrast the intersections of gender and sexuality with other social identities.
6. Describe the micro and macro level processes of inclusion and exclusion.
7. Apply theoretical principles of historical and contemporary scholarship.
8. Apply research skills to examine gender and sexuality.
9. Apply theoretical knowledge of social justice to promote an equitable social order.

Requirements for Program Entrance
Algebra (1 year high school math or placement into level 4 math at MCC).

FIRST SEMESTER: 15 CREDIT HOURS
ENG 101 College Composition OR 3
ENG 200 Advanced Composition ............................................................... 3
SOC 101 Introduction to Sociology ............................................................ 3
ANT 102 Cultural Anthropology ................................................................. 3
SUNY GENERAL EDUCATION - SOCIAL SCIENCE ELECTIVE ................ 3
SUNY GENERAL EDUCATION - HUMANITIES ELECTIVE ........................... 3

SECOND SEMESTER: 15 CREDIT HOURS
ENG 217 Women in Literature ................................................................. 3
HIS 200 Women in the United States: A Historical Perspective – WR ... 3
PSY 150 Psychology of Human Sexuality ................................................. 3
SOC 208 Sociology of Gender and Sexuality – WR ................................. 3
SUNY GENERAL EDUCATION – NATURAL SCIENCE ELECTIVE ......... 3

TOTAL 15

THIRD SEMESTER: 15 CREDIT HOURS
MTH 180 Statistics I .................................................................................... 3
PSY 202 Developmental Psychology – Adolescence ................................. 3
PROGRAM ELECTIVE .................................................................................. 3
SUNY GENERAL EDUCATION - SOCIAL SCIENCE ELECTIVE ............. 3
SUNY GENERAL EDUCATION - HUMANITIES ELECTIVE ....................... 3
HEALTH/PHYSICAL EDUCATION ............................................................... 2

TOTAL 17

FOURTH SEMESTER: 15 CREDIT HOURS
SOC 211 Sociology of Work – WR OR SBS 125 Women’s Issues ............. 3
SOC 204 Sociology of the Family – WR .................................................... 3
PROGRAM ELECTIVE .................................................................................. 3
PROGRAM ELECTIVE .................................................................................. 3
PROGRAM ELECTIVE .................................................................................. 3
LIBERAL ARTS ELECTIVE ........................................................................... 3

TOTAL 15

TOTAL CREDITS 62

GEOSCIENCES ADVISEMENT SEQUENCE
A.S. DEGREE

CIP Code: 30.2001
NYSED Code (BRI): 33775
NYSED Code (DCC): 33776

Description
See Liberal Arts and Sciences Program - Science Transfer Opportunities

GLOBAL STUDIES
A.S. DEGREE

CIP Code: 05.2001
NYSED Code (BRI): 37565
NYSED Code (DCC): 37566

Description
The Global Studies program provides students with the educational tools to better understand the diversity and complexities of the global community. The conceptual approach employed includes the systematic examination of the people, cultures, government, and institutions that comprise the world system, as well as the study of interdependence on a global level. Students will also be prepared for additional studies in four-year colleges and universities and a range of career opportunities in government, non-profit, and private sector institutions and activities.

Program Learning Outcomes
1. Explain the importance of being a global citizen in a complex and interdependent world.
2. Apply theories and concepts to global phenomena.
3. Identify the variety of international actors in the global system.
4. Analyze the political, economic, social, and cultural issues within a global framework.
5. Explain the role of identity in global politics.
6. Employ effective communication skills with respect to global issues.
7. Plan research involving the gathering and analysis of data related to global studies.

Requirements for Program Entrance
Algebra (1 year high school math or placement into level 4 math at MCC).

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition OR 3
ENG 200 Advanced Composition ................................................................. 3
SOC 101 Introduction to Sociology ............................................................ 3
ANT 102 Cultural Anthropology ................................................................. 3
SUNY GENERAL EDUCATION - NATURAL SCIENCE ELECTIVE .......... 3
SUNY GENERAL EDUCATION - FOREIGN LANGUAGE ELECTIVE ......... 3

Total 15

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### SUNY GENERAL EDUCATION - SOCIAL SCIENCE ELECTIVE
- 3

### HEALTH/PHYSICAL EDUCATION
- 2

### PROGRAM ELECTIVE
- 3

### SOCI 209 Environmental Sociology
- 3

### SUNY GENERAL EDUCATION - HUMANITIES ELECTIVE
- 3

### TOTAL CREDITS 62

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### GOLF MANAGEMENT CERTIFICATE PROGRAM

**CIP Code:** 31.0302  
**NYSED Code (BRI):** 36523  
**MCC Program Code:** HM13

**Description**  
The Certificate for the Golf Management Program introduces the student into the business aspect of the golf industry. Graduates of the Golf Management Certificate will establish a basis for a career within the various elements of the game of golf. Completion of this certificate program will qualify the student for entry level positions in the golf industry.

The Certificate in Golf Management program provides an excellent foundation for students seeking employment in the Golf industry. The curriculum covers specific instruction on the rules of golf, design, fitting and repair of equipment and golf course maintenance. Students also learn golf shop policies and services, human resource management and entrepreneurial studies, giving them a broader understanding of the business aspect of the golf industry. Completion of this certificate program will qualify the student for entry level positions in the golf industry.

(Housed in the Hospitality Department)

**Program Learning Outcomes**

1. Identify and describe the numerous job descriptions within the golf industry
2. Interpret and communicate rules decisions in the theater of formal competition
3. Design a comprehensive business plan for retail purposes
4. Create a viable revenue stream through structuring a thorough lesson program
5. Take a customer’s specifications and fit them into the proper equipment
6. Classify requirements of nutrition for turf grass
7. Produce a policies and procedures manual

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### REQUIREMENTS FOR PROGRAM ENTRANCE

- Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC). Placement into TRS 200, English 101 or higher.

### DISTRIBUTION REQUIREMENTS CREDIT HOURS

**FIRST SEMESTER: 17 CREDIT HOURS**

- GLF 115 Introduction to Golf Management
- GLF 117 The Rules of Golf
- GLF 118 Golf Shop Operation
- GLF 126 Introduction to Golf Equipment
- HSP 201 Hospitality Human Resources Management
- HSP Elective

**SECOND SEMESTER: 16 CREDIT HOURS**

- GLF 122 Golf Fundamentals and Methods
- GLF 130 Golf Course Maintenance
- GLF 138 Golf Shop Policies and Services
- BUS 110 Entrepreneurial Studies I
- CE 260** Cooperative Education - Hospitality Management

**TOTAL CREDITS 33**

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**HEALTH INFORMATION TECHNOLOGY/MEDICAL RECORDS A.A.S. DEGREE**

**CIP Code:** 51.0707  
**NYSED Code (BRI):** 01235  
**MCC Program Code:** H101

**Description**  
The individual holding an associate degree in health information technology is the technical expert in health data collection, analysis, monitoring, maintenance, and reporting activities in accordance with established data quality principles, legal and regulatory standards, and professional best practice guidelines. These functions encompass, among other areas, processing and using health data for coding, billing, compliance, and surveillance purposes. In an e-health environment, this individual performs these functions through the use of various electronic systems.

Registered Health Information Technicians (RHIT) are employed in managerial or technical capacities in health information departments of hospitals, health clinics, long term care facilities, and other health care facilities. Opportunities are available in quality improvement programs, hospital associations, industries, governmental agencies, health information systems, insurance companies, financial auditing firms, and consulting.

Admission and continuation in the HIT program is conditional upon completion of the following requirements:

- A grade of C or better in High School Biology.
- All college placement test recommendations must be completed prior to full admission to the program.
- Completion of medical requirements, clearance of existing health problem(s), and ability to meet essential functions (physical and mental demands) of the program.
D. A grade of C or better is required in all BIO and HIM courses, as well as MTH 150 and CRC 120 in order to meet degree requirements.

1. A grade of C or better is required, first time, in HIM 100 and HIM 103 for continued matriculation in the program.

2. A student who fails to achieve a grade of C or better in BIO, other HIM courses, as well as MTH 150 and CRC 120, will be given the opportunity to repeat the course once. This option may be elected for a maximum of two courses. No HIM course may be taken more than twice.

3. Successful completion of each Professional Practice internship is required in order to remain in the program.

Readmission to the program is not automatic. Students seeking readmission to the program should contact the Program Director for Health Information Technology for information. Readmission, if approved, is always on a space available basis.

The program of study must be completed within five years of matriculation. The student is responsible for arranging transportation to and from the College and local professional practice sites when required.

Graduates of this program are eligible to take the certification examination for the designation of Registered Health Information Technician (RHIT), offered by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800; phone 312-233-1100; fax 312-233-1090; web site ahima.org.

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Informatics and Information Management Education.

The Health Information Technology Program Student Outcome Data (as reported in CATHIM Annual Program Assessment Report 2012-2013). Monroe Community College student Certification Exam Pass Rate for all students taking the examination during the reporting period was 86%. The AHIMA Nation Mean Pass Rate for the same reporting period was 76%.

(Housed in the Health Professions Department)

Program Learning Outcomes

1) Manage healthcare data appropriately in accordance with its intended use.
2) Apply sound principles of confidentiality and security to health information as prescribed by law.
3) Utilize strategies in health information technologies to enable decision making by healthcare professionals.
4) Apply healthcare reimbursement principles in accordance with established requirements in a healthcare environment.
5) Assist healthcare professionals in maintaining documented compliance with health information regulations and standards.
6) Demonstrate leadership skills at strategic, tactical or operational levels.
7) Identify and discuss key medical terms and associated concepts underpinning the health information technology profession.
8) Apply critical thinking skills within the context of the health information profession.
9) Practice behaviors consistent with strong personal branding standards.

Requirements for Program Entrance

A grade of “C” or better in High School Biology. Program applicants should be proficient using personal computers, internet browsers, and word processing programs. Admission to this program is September only.

Distribution Requirements

FIRST SEMESTER: 18 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 134 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 100 Introduction to Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HIM 103 Health Care Documentation</td>
<td>3</td>
</tr>
<tr>
<td>HIM 104 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 150 Survey of Mathematics (or higher)*</td>
<td>3</td>
</tr>
<tr>
<td>Total 18</td>
<td></td>
</tr>
</tbody>
</table>

SECOND SEMESTER: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BIO 139 Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 110 ICD-10 Diagnostic and Procedural Classifications</td>
<td>4</td>
</tr>
<tr>
<td>HIM 111 CPT Procedural Coding System</td>
<td>2</td>
</tr>
<tr>
<td>HIM 115 Medical Office Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE (recommend SPT)</td>
<td>3</td>
</tr>
<tr>
<td>CRC 120 Introduction to Medical Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>Total 16</td>
<td></td>
</tr>
</tbody>
</table>

THIRD SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BIO 239 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 204 Health Records in Alternate Care</td>
<td>3</td>
</tr>
<tr>
<td>HIM 205 Professional Practice Experience II*</td>
<td>4</td>
</tr>
<tr>
<td>HIM 208 Total Quality Management, Legal and Compliance Issues for the Health Information Practitioner</td>
<td>5</td>
</tr>
<tr>
<td>Total 15</td>
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FOURTH SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIM 206 Professional Practice Experience II**</td>
<td>4</td>
</tr>
<tr>
<td>HIM 209 Management, Supervision &amp; Personal Development in Health Care</td>
<td>2</td>
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<tr>
<td>HIM 211 Health Care Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM 213 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUMANITIES ELECTIVE (recommend SPT)</td>
<td>3</td>
</tr>
<tr>
<td>Total 15</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDITS 64

HEALTH STUDIES

A.S. DEGREE

CIP Code: 51.9999

MCC Program Code: HS01

NYSED Code (BRI): 28560

Description

The Health Studies program prepares students for transfer to a four-year college or university offering health-related degrees. The Health Studies program assists students interested in preparing for health careers including, but not limited to, community health education, school health education, substance abuse counseling, social work, health care administration, medical technology, nursing, recreation and leisure, or wellness promotion.

The program includes courses in liberal arts, biology, psychology, social science, humanities and mathematics. The core program requirements include introductory health education courses in drug use and abuse, chronic and communicable diseases, first aid and safety, as well as personal and emotional wellness.

Students planning to transfer into health education, counseling, health care administration, or other non-medical bachelor’s degree programs should take BIO 134 and 135. Students who plan to transfer into a medical-related bachelor’s degree program such as nursing or medical technology should take BIO 142 and 143. It is recommended that students who are undecided take BIO 142 and 143 to maximize transfer options. Students who are transferring to Brockport or into any nursing program should take BIO217. Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the four-year college and major to which they plan to transfer.

(Housed in the Health and Physical Education)

www.monroec.edu/go/academicprograms
Program Learning Outcomes

1) Describe specific personal health behaviors that align with the dimensions of health as outlined by the National Wellness Institute.
2) Identify and access resources that provide accurate evidence-based health information.
3) Use critical thinking skills to analyze information related to health and wellness.
4) Describe strategies to identify prevent or control common injuries addictions diseases disabilities or death.
5) Respond appropriately to people's needs within diverse cultures and communities.
6) Communicate effectively in various formats which may include written oral and technology-related methods.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC). Biology and Chemistry recommended.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours

- ENG 101 College Composition OR ENG 200 Advanced Composition ...................................................... 3
- MTH 160 Statistics I OR Higher ...................................................... 3
- HED 118 Introduction to Safety and Emergency Care ...................................................... 3
- HED 130 Foundations of Personal Health and Wellness ...................................................... 3
- HED 209 Drugs and Behavior ....................................................................................... 3

Total 15

SECOND SEMESTER: 15 Credit Hours

- PSY 101 Introductory Psychology ....................................................................................... 3
- SOCIAL SCIENCES ELECTIVE* ....................................................................................... 3
- LITERATURE ELECTIVE* ............................................................................................... 3
- BIO 134 Human Anatomy and Physiology I+ OR BIO 142 Human Anatomy and Physiology II++ OR BIO 143 Human Physiology+++ ...................................................... 3 or higher
- HED 207 Emotional Wellness .............................................................................................. 3

Total 15

THIRD SEMESTER: 15 Credit Hours

- PSY 201 Developmental Psychology-Child OR PSY 202 Developmental Psychology-Adolescence OR PSY 212 Developmental Psychology-Lifespan ...................................................... 3
- BIO 135 Human Anatomy and Physiology II+ OR BIO 136 Human Anatomy and Physiology II+ OR BIO 137 Human Physiology+++ ...................................................... 3 or higher
- SPC or LANGUAGE ELECTIVE ....................................................................................... 3
- HED 209 Chronic/Communicable Disease OR HED 210 Complementary, Alternative and Integrative Approaches to Health and Wellness ...................................................... 3
- SOCIAL SCIENCES ELECTIVE* ....................................................................................... 3

Total 15

FOURTH SEMESTER: 18 Credit Hours

- BIO 117 Basic Consumer Nutrition OR BIO 217 Nutrition ...................................................... 3
- BIO 202 Microbiology ........................................................................................................ 4
- ELECTIVES ....................................................................................................................... 9
- PHYSICAL/HEALTH EDUCATION ELECTIVE ................................................................................................................................. 2

Total 18

TOTAL CREDITS 63

Prerequisite:

+ Grade of C or better in high school biology or BIO 120 or higher with a grade of C- or better
Prerequisite:

++ BIO 134
Prerequisite:

+++ BIO 142 and high school chemistry or CHE 100 or CHE 124

* Students planning to transfer to a SUNY school must fulfill 7 of 10 of the SUNY General Education Requirements.
**HISTORY ADVISEMENT SEQUENCE**

**A.S. DEGREE**

**Description**
See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

---

**HOMELAND SECURITY**

**CERTIFICATE PROGRAM**

<table>
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**Description**
The Homeland Security Certificate Program provides training that prepares students for career opportunities in the public and private sectors related to homeland security to include safety and compliance, enforcement, investigations, computer security, emergency response and other related safety and security fields. It is designed to equip students with the knowledge and skill sets needed to effectively deal with the challenges facing America in the arena of homeland security. This certificate provides an introduction and expands to specific areas in the advanced level courses stressing detection, protection and recovery issues for government, health care providers, businesses, citizens and first responders.

(Housed at Public Safety Training Facility)

**Program Learning Outcomes**
1. Identify security risks and assess potential threats to homeland security.
2. Develop effective countermeasures aimed at protecting our nations resources and infrastructures.

**Requirements for Program Entrance**
Placement at MCC Math Level 4 or above.

**FIRST SEMESTER: 13 Credits**

- HSM 101 Introduction to Emergency Management .................................................. 3
- HSM 102 Introduction to Homeland Security ......................................................... 3
- CPT 120 Introduction to Cybersecurity ................................................................. 4
- CPT 125 Physical Security .................................................................................... 3

**Total 13**

**SECOND SEMESTER: 12 Credits**

- HSM 103 Historical and Contemporary Perspectives on Terrorism and Homeland Security .................................................. 3
- HSM 104 Public Safety Communications ............................................................... 3
- HSM 202 Organizational and Facility Security ....................................................... 3
- SCR 211 Computer Security I ............................................................................... 3

**Total 12**

**TOTAL CREDITS 25**

---

**HOSPITALITY MANAGEMENT**

**A.A.S. DEGREE**

**Certificate Program**

**Description**
This program prepares students for a wide variety of career opportunities within the hospitality industry. Such career choices include, but are not limited to, culinary arts, food service administration, supermarket management, health care and nutrition, hotel technology, golf management, and travel and tourism.

The curriculum emphasizes a broad base of industry skills such as technical knowledge, communication and customer relations skills, and creative problem solving. Cooperative Education provides work-based experience to expand students' learning opportunities.

Graduates of the Hospitality Management program can begin their careers as manager trainees or supervisors. With experience, they will qualify for such positions as Restaurant Manager, Caterer, Sous Chef, Front Office Manager, Convention Sales Representative, Meeting Planner, Tour Operator, Tourism Consultant, and Golf Facilities Manager. Transfer and 2+2 programs are available in all areas.

(Housed in the Hospitality Department)

**Program Learning Outcomes**
1) Work effectively as a member of a team
2) Demonstrate critical thinking problem-solving and decision making skills.
3) Demonstrate effective communication skills.
4) Demonstrate the ability to effectively interact with customers.
5) Perform career planning strategies

**Requirements for Program Entrance**
Algebra (1 year high school math or placement into Level 3 TRS 094 or MTH 130 or higher.) English placement (TRS 200) or higher.

**FIRST SEMESTER: 16 CREDIT HOURS**

- HSP 101 Introduction to the Hospitality Industry ................................................. 3
- HSP 202 Introduction to Conference and Event Planning ................................. 3
- FSA 107 Menu Planning ..................................................................................... 3
- ENG 101 College Composition OR ENG 200 Advanced Composition ............. 3
- SOCIAL SCIENCE ELECTIVE ............................................................................. 3
- PHYSICAL/HEALTH EDUCATION ................................................................. 1

**TOTAL 16**

**SECOND SEMESTER: 15 CREDIT HOURS**

- SOCIAL SCIENCE ELECTIVE ............................................................................. 3
- NATURAL SCIENCE ELECTIVE ........................................................ ............... 3
- HSP 211 Hospitality Law .................................................................................. 3
- CRC/CIS ELECTIVE ....................................................................................... 2
- MTH 104/130/160/165 or higher ................................................................. 3
- PHYSICAL/HEALTH EDUCATION ................................................................. 1

**TOTAL 15**

---

* MTH 104 or MTH 135 or MTH 140 or MTH 165 or MTH 175 or higher

[www.monroecc.edu/go/academicprograms](http://www.monroecc.edu/go/academicprograms)
### Hospitality Management, A.A.S. Degree, Golf Management Track

#### FIRST SEMESTER: 16 CREDIT HOURS
- HSP 101 Introduction to the Hospitality Industry .............................................. 3
- GLF 115 Introduction to Golf Management ....................................................... 3
- HSP 102 Hospitality Service ............................................................................... 4
- ENG 101 College Composition OR ENG 200 Advanced Composition ............. 3
- SOCIAL SCIENCE ELECTIVE ........................................................................... 3
- PHYSICAL/HEALTH EDUCATION ................................................................... 3

#### TOTAL 16

#### SECOND SEMESTER: 15 CREDIT HOURS
- HSP 201 Hospitality Human Resources Management ...................................... 3
- MTH 104/130/160/165 or higher ....................................................................... 3
- GLF 122 Golf Fundamentals and Methods ......................................................... 3
- HSP 201 Hospitality Human Resources Management ...................................... 3
- ENG 101 College Composition OR ENG 200 Advanced Composition ............. 3
- SOCIAL SCIENCE ELECTIVE ........................................................................... 3
- PHYSICAL/HEALTH EDUCATION ................................................................... 3

#### TOTAL 15

#### THIRD SEMESTER: 17 CREDITS
- ENG 105 Introduction to Literature OR ENG 250 Professional Communication OR ENG ELECTIVE ................................................................. 3
- HSP 201 Hospitality Human Resources Management ...................................... 3
- GLF 126 Introduction to Golf Equipment ........................................................... 3
- HSP 130 Golf Course Maintenance .................................................................. 3
- ACC 101 Accounting Principles I OR ACC 130 Introductory Accounting and Financial Analysis ................................................................. 4

#### TOTAL 17

#### FOURTH SEMESTER: 16 CREDIT HOURS
- HSP 204 Advanced Conference and Event Planning ....................................... 4
- HSP 260 Cooperative Education – Hospitality Management ............................... 4
- CE 255/FSA/GLF/HSP/HTL/TVL ELECTIVE ....................................................... 3

#### TOTAL 17

#### TOTAL CREDITS 62

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### Hospitality Management, A.A.S. Degree, Hotel Track

#### FIRST SEMESTER: 16 CREDIT HOURS
- HSP 101 Introduction to the Hospitality Industry .............................................. 3
- FSA 106 Food Safety and Sanitation .................................................................. 1
- HTL 105 Hotel Operations ............................................................................... 1
- ENG 101 College Composition OR ENG 200 Advanced Composition ............. 3
- SOCIAL SCIENCE ELECTIVE ........................................................................... 3
- PHYSICAL/HEALTH EDUCATION ................................................................... 1

#### TOTAL 16

#### SECOND SEMESTER: 16 CREDIT HOURS
- HSP 102 Hospitality Service ............................................................................... 4
- HTL 105 Hotel Operations ............................................................................... 1
- ENG 101 College Composition OR ENG 200 Advanced Composition ............. 3
- MTH 104/130/160/165 or higher ....................................................................... 3
- SOCIAL SCIENCE ELECTIVE ........................................................................... 3

#### TOTAL 16

#### THIRD SEMESTER: 16 CREDITS
- LIBERAL ARTS ELECTIVE ................................................................................. 3
- ENG 105 Introduction to Literature OR ENG 250 Professional Communication OR ENG ELECTIVE ................................................................. 3
- HSP 201 Hospitality Human Resources Management ...................................... 3
- GLF 126 Introduction to Golf Equipment ........................................................... 3
- GLF 130 Golf Course Maintenance .................................................................. 3
- ACC 101 Accounting Principles I OR ACC 130 Introductory Accounting and Financial Analysis ................................................................. 4

#### TOTAL 16

#### FOURTH SEMESTER: 16 CREDIT HOURS
- HSP 102 Hospitality Service ............................................................................... 4
- GLF 136 Golf Shop Policies and Services ........................................................... 3
- CE 260 Cooperative Education – Hospitality Management .................................. 4
- CE 255/FSA/GLF/HSP/HTL/TVL ELECTIVE ....................................................... 3

#### TOTAL 16

#### TOTAL CREDITS 64

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### Academic Programs

[www.monroecc.edu/go/academicprograms]
<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOTEL MANAGEMENT</td>
<td>16</td>
</tr>
<tr>
<td>FOOD MANAGEMENT</td>
<td>15</td>
</tr>
</tbody>
</table>

All course requirements in these certificate programs lead into the Hospitality Management AAS Degree program (listed alphabetically).

### HOTEL MANAGEMENT Certificate Program

<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>MCC Program Code:</th>
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<tr>
<td>52.0904</td>
<td>HM10</td>
</tr>
<tr>
<td>NYSED Code (BRI):</td>
<td>28192</td>
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</table>

**Description**

This program is designed for the student who is primarily interested in a travel and tourism concentration without the broad liberal arts background. A graduate of this program will have established a basis for a career in the travel and tourism industry, and will be qualified for at least entry-level positions in tour companies, travel agencies, tourism bureaus, cruise lines, car rental companies, and hotels. Cooperative Education provides work-based experience to expand students’ learning opportunities. (Housed in the Hospitality Department)

**Program Learning Outcomes**

1. Identify regulations relevant to the operation of hospitality facilities to ensure compliance with the law.
2. Articulate the necessary steps to executing a successfully-planned event.
3. Describe the basic operating requirements of all the areas in a hotel.
4. Identify and discuss sales and marketing principles and procedures.
5. Demonstrate the ability to apply proper food handling techniques.
6. Apply different cooking techniques and predict their outcome.

**Requirements for Program Entrance**

Placement into ENG 101, TRS 094 or MTH 130 or higher.

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER: 15 Credit Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>ENG 101 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSA 106 Food Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>FSA 103 Culinary Arts I: Fundamentals of Food Preparation</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101 College Composition OR ENG 200: Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MTH 104/130/160/165 or higher</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
<td>1</td>
</tr>
<tr>
<td>SECOND SEMESTER: 16 Credit Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>FSA 107 Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>CRC/CIS ELECTIVE</td>
<td>2</td>
</tr>
<tr>
<td>FSA 103 Culinary Arts I: Fundamentals of Food Preparation</td>
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<tr>
<td>FSA/BIO 117 Basic Consumer Nutrition</td>
<td>3</td>
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<td>ENG 101 College Composition OR ENG 200: Advanced Composition</td>
<td>3</td>
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<tr>
<td>MTH 104/130/160/165 or higher</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
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<tr>
<td>THIRD SEMESTER: 16 Credit Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>ENG 105 Introduction to Literature OR ENG 250 Professional Communication OR ENG ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>FSA 205 Purchase, Storage and Handling</td>
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<tr>
<td>ACC 101 Accounting Principles I OR ACC 130 Introductory Accounting and Financial Analysis</td>
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<td>CE/255/FSA/GLF/HSP/HTL/TVL ELECTIVE</td>
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<tr>
<td>FOURTH SEMESTER: 15 Credit Hours</td>
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<tr>
<td>FSA 203 Culinary Arts II: Advanced Food Preparation</td>
<td>3</td>
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<tr>
<td>HSP 201 Hospitality Human Resources Management</td>
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</tr>
<tr>
<td>CE 260 Cooperative Education – Hospitality Management</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 63**

* Students can take the Cooperative Education course during a semester or during the summer.

**NOTE**: Please see the Hospitality Management A.A.S. Degree – Hotel, for a degree option to the Certificate program.

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www.monroecc.edu/go/academicprograms
HUMAN SERVICES
CERTIFICATE PROGRAM

CIP Code: 44.0000
NYSED Code (DCC): 01250

Description
The Certificate program in Human Services is designed for men and women who want to learn the skills and attitudes that are needed for employment and for upgrading in human service positions, but who do not want to undertake the supporting academic courses required for the college degree.

The Certificate is awarded to people who complete three seminar courses in Human Services and the Field Work that accompanies each of these seminars plus six hours of Human Services electives listed above. Four semesters are required to complete the program.

Certificate holders may go on to earn the A.A.S. Degree in Human Services or the A.S. Degree in Liberal Arts and Science. General Studies by adding to their programs Liberal Arts courses appropriately distributed according to the requirements for the degree they are seeking.

Students must be qualified (by Accuplacer) to take ENG 101 in order to register for HUM 101 and HUM 111. There is an extended option for students taking Transitional Studies courses in reading/writing.

(Housed in the Human Services Department)

Program Learning Outcomes
1) Identify generic helping skills utilized in the Human Services field.
2) Demonstrate as appropriate the helping skills utilized in the Human Services field.
3) Assess when the various applications of the Human Services helping skills are used effectively in an agency setting.
4) Apply good judgment and professionalism as supported in the "Ethical Standards of Human Services Professionals" in areas similar to but not necessarily: basic client rights to privacy, effective treatment, or ethical issues.
5) Document behaviors accurately in cogently written statements.
6) Develop an action-oriented Human Services assessment.
7) Conduct a thorough study of a community agency (including mission statement, agency history, organizational structure, and funding).
8) Define the various roles of a Human Services worker in providing services to clients in community agencies.

Requirements for Program Entrance
By completion of Elementary Algebra with Geometry (or Math 098 at MCC). Placement into English 101.

FIRST SEMESTER: 6 Credit Hours
HUM 101 Introduction to Human Services* AND HUM 111 Field Work In Human Services I* 

Total 6

SECOND SEMESTER: 6 Credit Hours
HUM 102 Basic Helping Skills** AND HUM 112 Field Work In Human Services II**

Total 6

THIRD SEMESTER: 6 Credit Hours
HUM 201 Models of Helping** AND HUM 211 Field Work In Human Services III**

Total 6

FOURTH SEMESTER: 6 Credit Hours
HUMAN SERVICES ELECTIVE***

Total 6

TOTAL CREDITS 24

* A minimum grade of C- or higher is required in all HUM courses to graduate from the program.
** HUM 106, HUM 116 can be substituted for HUM 102, HUM 112 or HUM 201, HUM 211.
*** Select 2 of the following electives totaling 6 credits: Any ACD, ECE courses and HUM electives with the exception of HUM 100.

HUMAN SERVICES
A.A.S. DEGREE

CIP Code: 44.0000
NYSED Code (DCC): 01249

Description
This program prepares students for employment in agencies, schools and centers that value paraprofessionals who bring to the job a combination of college course work and human services field experience.

Human Services graduates assist professionals in all kinds of positions where people help people. These include community and social welfare agencies, mental health and social service agencies, community organizations, habilitation and rehabilitation agencies, day care centers and nursery schools, elementary and secondary schools, and geriatric services.

The A.A.S. program is flexible so that the students may choose the courses that are most appropriate to their interests and career goals.

Students must be qualified (by Accuplacer) to take ENG 101 in order to register for HUM 101 and HUM 111. There is an extended option for students taking Transitional Studies courses in reading/writing.

A minimum grade of C- or higher is required in all HUM courses to graduate from the program.

(Housed in the Human Services Department)

Program Learning Outcomes
1) Identify generic helping skills utilized in the Human Services field.
2) Demonstrate as appropriate the helping skills utilized in the Human Services field.
3) Assess when the various applications of the Human Services helping skills are used effectively in an agency setting.
4) Apply good judgment and professionalism as supported in the “Ethical Standards of Human Services Professionals” in areas similar to but not necessarily: basic client rights to privacy, effective treatment, or ethical issues.
5) Document behaviors accurately in cogently written statements.
6) Develop an action-oriented Human Services assessment.
7) Conduct a thorough study of a community agency (including mission statement, agency history, organizational structure, and funding).
8) Define the various roles of a Human Services worker in providing services to clients in community agencies.

Requirements for Program Entrance
By completion of Algebra (1 year high school math or placement into Level 4 Math at MCC). Placement in English 101.
**Program Learning Outcomes**

1. Identify generic helping skills utilized in the Human Services field.
2. Demonstrate as appropriate the helping skills utilized in the Human Services field.
3. Assess when the various applications of the Human Services helping skills are used effectively in an agency setting.
4. Apply good judgment and professionalism as supported in the "Ethical Standards of Human Services Professionals" in areas similar to but not necessarily: basic client rights to privacy, effective treatment, or ethical issues.
5. Document behaviors accurately in cogently written statements.
7. Conduct a thorough study of a community agency (including mission statement, agency history, organizational structure, and funding).
8. Define the various roles of a Human Services worker in providing services to clients in community agencies.

**Requirements for Program Entrance**

Algebra (1 year high school math or placement into Level 4 Math at MCC). Placement into ENG 101 or higher.

**Academic Programs**

**HUMAN SERVICES**

**A.S. DEGREE**

**Description**

The Human Services A.S. degree program prepares students to transfer and earn a Baccalaureate degree in Social Work, Human Services, or a related area, by providing both professional and general education courses that parallel the first two years in a four-year institution. Students will explore the helping professions in the classroom and gain practical experience through internships at area agencies. Human Services/Social Work professionals find employment with various types of social agencies including child protection agencies, senior citizen centers, agencies serving handicapped persons, family counseling centers, hospitals, schools and probation departments.

(Housed in the Human Services Department)

**For transfer to SUNY College, choose courses approved as meeting SUNY General Education Requirements.**

* Recommended Courses: PSY 101, SOC 101
** Program requirements are a passing grade of C- or higher.
*** HUM 106, 116 can be substituted for HUM 102,112 or HUM 201,211.
****Select 2 of the following electives totaling 6 credits: Any ACD, ECE courses and HUM electives with the exception of HUM 100.

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**FIRST SEMESTER: 17 Credit Hours**

<table>
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<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101 College Composition OR</td>
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<tr>
<td>HUM 101 Introduction to Human Services <strong>AND</strong></td>
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<tr>
<td>HUM 111 Field Work in Human Services I **</td>
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<tr>
<td>MTH 104 Intermediate Algebra or higher</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
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<td>SOCIAL SCIENCE ELECTIVE*</td>
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**SECOND SEMESTER: 15 Credit Hours**

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</tr>
<tr>
<td>HUM 102 Basic Helping Skills *** AND</td>
<td>4</td>
</tr>
<tr>
<td>HUM 112 Field Work in Human Services II ***</td>
<td>2</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE*</td>
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**THIRD SEMESTER: 15 Credit Hours**

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</tr>
<tr>
<td>HUM 201 Models of Helping *** AND</td>
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<td>HUM 211 Field Work in Human Services III ***</td>
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<td>NATURAL SCIENCE ELECTIVE</td>
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**FOURTH SEMESTER: 15 Credit Hours**

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<td>HUMAN SERVICES ELECTIVE***</td>
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</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE*</td>
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<tr>
<td>ELECTIVE</td>
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<tr>
<td><strong>Total 15</strong></td>
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</tbody>
</table>

**TOTAL CREDITS 62**

For transfer to SUNY College, choose courses approved as meeting SUNY General Education Requirements.

CIP Code: 44.0201

NYSED Code (DCC): 33158

NYSED Code (DCC): 44.0201 HU10

MCC Program Code: HU10

Academic Programs
FOURTH SEMESTER: 14 Credit Hours

ELECTIVES ......................................................................................................................... 6
HUMAN SERVICES ELECTIVES* ....................................................................................... 3
HUMAN SERVICES ELECTIVES** ..................................................................................... 3
PHYSICAL/HEALTH EDUCATION ................................................................................... 2

Total 14

TOTAL CREDITS 64

* For transfer to SUNY College, choose courses approved as meeting SUNY General Education Requirements.
** Program requirements are a passing grade of C- or higher.
*** HUM 106, HUM 116 can be substituted for HUM 102,112 or HUM 201,211.
****Select 2 of the following electives totaling 6 credits : Any ACD, ECE courses and HUM electives with the exception of HUM 100.

INFORMATION AND NETWORK TECHNOLOGY

A.A.S. DEGREE

CIP Code: 11.9999
MCC Program Code: IN01
NYSED Code (BRI): 275400
NYSED Code (DCC): 275410

Description

The Information and Network Technology A.A.S. degree program is designed to meet the needs of students interested in beginning their technical careers after two years of study and focuses on the application of information technology across multiple domains. This program is designed to assist students in the development of skills and knowledge in technical areas that have practical value in the global workplace. This program provides students with a broad-based foundation in information technology and includes specializations in cybersecurity, computer networking, cloud computing. Curricula in this program teaches students problem solving, critical thinking, communication and teamwork skills. The courses in this program provide students with opportunities for practical applications of classroom theory in a project-based lab environment that encourages them to apply their classroom instruction. Using a core-specialization framework the program encourages students to first, develop a solid foundation in information technology and second, to develop workplace competencies in the context of a specific technical area.

Program Learning Outcomes

1. Use information technology components to design and build information systems.
2. Apply critical thinking skills to design, develop, implement, analyze, and operate complex information systems.
3. Design and implement security measures related to the processing and transfer of information using industry recognized methodologies.
4. Utilize networking concepts and frameworks in the design, implementation, and maintenance of sophisticated information transfer systems.
5. Utilize cloud computing concepts and frameworks in the design, implementation, and maintenance of traditional and cloud-based computing solutions.

Requirements for Program Entrance

High school diploma, GED, or equivalent. Algebra (1 year high school math or placement into Level 5 Math at MCC). English proficiency.

CYBERSECURITY

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition ............................................................................................. 3
MTH 140 Technical Mathematics I or MTH 165 College Algebra (or higher) ................... 3
CRC 101 Practical Computer Literacy .................................................................................. 3
CPT 115 Network Fundamentals ...................................................................................... 3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ................................... 3

Total 15

SECOND SEMESTER: 16 Credit Hours

CPT 215 Routing Fundamentals ......................................................................................... 3
CRC 133 Cloud Computing Design and Implementation .................................................... 3
CPT 114 Problem Solving and Robotics .......................................................................... 3
ENG 251 Technical Writing ............................................................................................... 3
CPT 120 Introduction to Cybersecurity ............................................................................. 4

Total 16

THIRD SEMESTER: 16 Credit Hours

CPT 125 Physical Security .................................................................................................. 3
SCR 211 Computer Security I ............................................................................................ 3
PHL 105 Technology and Values ....................................................................................... 3
CRC 132 A Global Perspective on Mobile and Cloud Computing .................................... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE ...................................... 3
PHYSICAL/HEALTH EDUCATION .................................................................................. 1

Total 16

FOURTH SEMESTER: 15 Credit Hours

CPT 220 Applied Security Concepts .................................................................................. 4
CPT 225 Network Perimeter Security ................................................................................ 4
CRC 230 Cloud Security ..................................................................................................... 3
SPC 143 Small Group Communication ............................................................................. 3
PHYSICAL/HEALTH EDUCATION .................................................................................. 1

Total 15

TOTAL CREDITS 62

NETWORKING

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition ............................................................................................. 3
MTH 140 Technical Mathematics I or MTH 165 College Algebra (or higher) ................... 3
CRC 101 Practical Computer Literacy .................................................................................. 3
CPT 115 Network Fundamentals ...................................................................................... 3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ................................... 3

Total 15

SECOND SEMESTER: 16 Credit Hours

CPT 114 Problem Solving and Robotics .......................................................................... 3
CPT 120 Introduction to Cybersecurity ............................................................................. 3
CRC 215 Advanced Networking ........................................................................................ 3
CRC 217 LAN Switching .................................................................................................... 3
PHL 105 Technology and Values ....................................................................................... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE ...................................... 3
PHYSICAL/HEALTH EDUCATION .................................................................................. 1

Total 16

THIRD SEMESTER: 16 Credit Hours

CPT 218 Advanced Networking ......................................................................................... 3
CPT 217 LAN Switching .................................................................................................... 3
CRC 231 Mobile Computing ............................................................................................... 3
CRC 133 Cloud Computing Design and Implementation .................................................... 3
ENG 251 Technical Writing ............................................................................................... 3

Total 16

FOURTH SEMESTER: 15 Credit Hours

CPT 218 WAN Systems ..................................................................................................... 3
CPT 220 Applied Security Concepts .................................................................................. 4
CPT 225 Network Perimeter Security ................................................................................ 4
SPC 143 Small Group Communication ............................................................................. 3
PHYSICAL/HEALTH EDUCATION .................................................................................. 1

Total 15

TOTAL CREDITS 62
CLOUD AND MOBILE COMPUTING

FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition ..........................................................3
MTH 140 Technical Mathematics I or MTH 165 College Algebra (or higher)...............3
CRC 101 Practical Computer Literacy ...............................................3
CPT 115 Network Fundamentals ......................................................3
SPC 1143 Small Group Communication .........................................3
Total 15

SECOND SEMESTER: 16 Credit Hours
CPT 114 Problem Solving and Robotics ...........................................3
CPT 120 Introduction to Cybersecurity .........................................4
CRC 125 Cloud Computing Design and Implementation ..................3
ENG 251 Technical Writing ............................................................3
Total 16

THIRD SEMESTER: 16 Credit Hours
CPT 216 Advanced Networking .....................................................3
CRC 132 A Global Perspective on Mobile and Cloud Computing .......3
CRC 231 Mobile Computing ..........................................................3
PHL 105 Technology and Values ..................................................3
Total 16

FOURTH SEMESTER: 15 Credit Hours
CPT 220 Applied Security Concepts ..............................................4
CPT 225 Network Perimeter Security ............................................4
CRC 230 Cloud Security ..............................................................3
SPC 143 Small Group Communication .........................................3
Total 15

TOTAL CREDITS 62

INFORMATION TECHNOLOGY

A.S. DEGREE

CIP Code: 11.0103
NYSED Code (BRI): 20194
MCC Program Code: IT01

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC). Typing or keyboarding recommended.

Distribution Requirements

FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition ........................................................3
CPT 115 Introduction to Networks ................................................3
CRC 230 Cloud Computing Design and Implementation ..................3
Total 15

SECOND SEMESTER: 16 Credit Hours
CPT 215 Data Communications and Networking .........................3
CSC 101 Introduction to Computer Science ....................................3
MTH 160 Statistics .......................................................................3
Total 16

THIRD SEMESTER: 16 Credit Hours
CSC 209 Systems Analysis and Design .........................................3
CSC 223 Computer Programming “C++” .....................................3
CSC 225 Advanced JAVA Programming .....................................3
ENG 251 Technical Communication ............................................3
MTH 161 Statistics II ...................................................................3
Total 16

FOURTH SEMESTER: 16 Credit Hours
CSC 211 Applied Database Concepts ............................................3
CSC 221 Applied Database Concepts with an Oracle Database .......3
CSC 209 Digital Computer Organization ......................................3
CSC 215 Introduction to Linux ......................................................3
Total 16

TOTAL CREDITS 63

NOTES

1) Apply knowledge of computing and mathematics appropriate to the discipline
2) Use the Systems Analysis Design paradigm to critically analyze a problem
3) Solve problems (programming networking database and Web design) in the Information Technology environment.
4) Function effectively on teams to accomplish a common goal
5) Demonstrate professional behavior
6) Demonstrate ethical conduct
7) Explain legal codes and standards associated with information technology
8) Discuss IT-oriented security issues and protocols

* SUNY Social Science Electives: ECO 111 or ECO 112 recommended.
** PROGRAM ELECTIVE: Choose one of CSC 110, CRC 125, CSC 206, CSC 214, CSC 215, CSC 223, CSC 225, MTH 161 or higher.

NOTE: See SUNY General Education requirements for students transferring to a four-year SUNY school.

www.monroecc.edu/go/academicprograms
INTERIOR DESIGN
A.A.S. DEGREE

CIP Code: 50.0408
NYSED Code (BRI): 92159

Description
The Interior Design program combines a study of the creative process with the practical requirements of materials, space planning, and building codes. Emphasis is placed upon using a variety of tools, including drawings and computer processes, to explore and communicate the solutions to design problems. Projects addressing both residential and commercial needs are incorporated into the program to provide a broad understanding of the field of interior design.

Admission and continuation in the interior design program is conditional upon completion of the following requirements:
A) A grade of C or better in High School Geometry or Math A exam.
B) Completion of required ESOL or Transitional Studies courses.
In addition, an understanding of the use of computers is expected. Those students who do not have such knowledge are encouraged to complete AAD 104 - Intro to Graphic Design, 2D prior to enrolling in IDE160- CAD for Interiors.
(Housed in Visual and Performing Arts Department)

Program Learning Outcomes
1) Explain the contributions and requirements of the practice of design in contemporary society.
2) Identify the social political and physical influences affecting historical changes in design of the built environment.
3) Read and interpret construction drawings and documents.
4) Incorporate the elements and principles of design and color theory into design decisions.
5) Apply a broad range of materials and products that include consideration of sustainability
6) Produce competent presentation materials and apply both oral and visual material to the presentation of ideas.
7) Design solutions that consider structural and mechanical systems vertical circulation systems and methods of construction.
8) Develop design solutions in a collaborative environment.

Requirements for Program Entrance
Algebra (one-year high school math or placement into Level 4 Math at MCC).

Distribution Requirements Credit Hours
FIRST SEMESTER: 15 Credit Hours
IDE 101 Introduction to Interior Design I ................................................................. 3
IDE 131 Building Information Modeling ................................................................. 3
ART 104 Drawing I .................................................................................................. 3
ART 109 Two Dimensional Design .......................................................................... 3
ENG 101 College Composition OR
ENG 200 Advanced Composition ........................................................................... 3

SECOND SEMESTER: 17 Credit Hours
IDE 102 Introduction to Interior Design II ............................................................... 3
IDE 132 Digital Visualization Techniques ............................................................... 3
AAD 104 Introduction to Graphic Design 2D .......................................................... 3
ART 125 Three Dimensional Design ...................................................................... 3
MTH 150 Survey of Mathematics (or higher) ......................................................... 2
PHYSICAL/HEALTH EDUCATION ........................................................................ 2

Total 17

THIRD SEMESTER: 15 Credit Hours
IDE 201 Interior Design III ........................................................................................ 3
ART 118 Perspectives of Art History I: Ancient .................................................... 3
IDE 270 Interior Design Seminar ............................................................................ 3
SOCIAL SCIENCE ELECTIVE ................................................................................. 3
PROGRAM ELECTIVE* ............................................................................................ 3

Total 15

FOURTH SEMESTER: 15 Credit Hours
IDE 203 Interior Design IV ........................................................................................ 3
ART 119 Perspectives of Art History II: Modern .................................................... 3
IDE 250 Color and Light ............................................................................................ 3
PROGRAM ELECTIVE** .......................................................................................... 3
NATURAL SCIENCE ELECTIVE .............................................................................. 3

Total 15

** PROGRAM ELECTIVES (complete one sequence):

For Transfer:
ART 130 Sculpture I ................................................................................................. 3
AAD 160 Graphic Illustration: Vector Drawing ......................................................... 3

For Professional Study:
FPT 107 Introduction to the NYS Building Codes .................................................. 3
SPC 142 Public Speaking .......................................................................................... 3

INTERNATIONAL BUSINESS
A.S. DEGREE

Description
See BUSINESS: INTERNATIONAL BUSINESS
LAW ENFORCEMENT
CERTIFICATE PROGRAM

CIP Code: 43.0107
NYSED Code (DCC): 01252
MCC Program Code: LE02

Description
This certificate program in law enforcement develops the knowledge, skills and abilities in the law, the process of the criminal justice system, the scientific method of criminal investigation, applied psychology, report writing, interpersonal communication skills, human interaction techniques, and career specific physical and judgmental skills necessary for law enforcement agents operating in a free society. Enrollment is limited to recruit officers employed or sponsored by law enforcement agencies attending the New York State Basic Course for Police offered at the Public Safety Training Center.
(Housed in Public Safety Training Center)

Program Learning Outcomes
1) Successfully complete all mandated requirements as prescribed by the New York State Division of Criminal Justice Services: Basic Course for Police Officers.

Requirements for Program Entrance
Enrollment is limited to recruit officers employed or sponsored by law enforcement agencies attending the NY State Basic Course for Police.

Distribution Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLE 101 Fundamentals of Policing</td>
<td>14</td>
</tr>
<tr>
<td>PLE 102 Police Proficiencies and Procedures</td>
<td>18</td>
</tr>
<tr>
<td>PLE 103 The Community and Policing: Serving Special Populations</td>
<td>14</td>
</tr>
<tr>
<td>PLE 104 Practicum in Policing</td>
<td>1 or 9</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 47-55

NOTE: MCC has developed two courses to respond to field-based training: a one-credit option (PLE 104) and a nine-credit option (PLE 204). Students must meet with their faculty advisor to select the correct course to meet the field training hours required by their employers.

NOTE: An articulation agreement exists with the Department of Law and Criminal Justice in which the certificate program courses are awarded credit in the A.A.- Criminal Justice/Police Science and the A.S.-Criminal Justice degrees upon matriculation. In some cases this credit is contingent upon successful completion of capping courses.

LIBERAL ARTS AND SCIENCES: ADOLESCENCE EDUCATION
(TEACHER EDUCATION TRANSFER)

A.A. DEGREE

CIP Code: 24.0199
NYSED Code (BRI): 29445
NYSED Code (DCC): 29449

MCC Program Code: EA01

Description
This program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification for students interested in pursuing teaching as a career. The Liberal Arts and Sciences: Adolescence Education (Teacher Education Transfer) degree is specifically for students interested in teaching grade levels 7 through 12.

Preparing to become a teacher is an exciting and challenging endeavor. This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom, while studying various integral aspects of the profession. The course of study also provides students with a balance of coursework between completing Education classes, General Education requirements, and pursuing courses within the students’ selected academic major.

MCC students also have the opportunity to apply for membership into Pi Lambda Theta, the International Honor Society and Professional Association in Education. MCC is the first community college in the nation invited to join this honor society.
(Housed in the Education Department)

Program Learning Outcomes
1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance
Pre-Algebra or TRS 094 at MCC (Level 3).

Distribution Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>EDU 100 Introduction to the Teaching Profession</td>
<td>1</td>
</tr>
<tr>
<td>PSY 101 Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR/CONCENTRATION ELECTIVE++++</td>
<td>3</td>
</tr>
<tr>
<td>MTH 150 Survey of Mathematics OR HIGHER</td>
<td>3</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 16

FIRST SEMESTER: 16 Credit Hours

SECOND SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 200 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 202 Developmental Psychology-Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR/CONCENTRATION ELECTIVE++++</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE OR SUNY GENERAL EDUCATION-WESTERN CIVILIZATION**</td>
<td>3</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15
LIBERAL ARTS AND SCIENCES: CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER) 

A.A. DEGREE

CIP Code: 24.0199
NYSED Code (BRI): 29448
NYSED Code (DCC): 29450

Description
This program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification for students interested in pursuing teaching as a career. The Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer) degree is specifically for students interested in teaching grades 1-6. Preparing to become a teacher is an exciting and challenging endeavor. This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom, while studying various integral aspects of the profession. The course of study also provides students with a balance of course work between completing Education classes, General Education requirements, and pursuing courses within the students' selected academic major.

MCC students also have the opportunity to apply for membership into Pi Lambda Theta, the International Honor Society and Professional Association in Education. MCC is the first community college in the nation invited to join this honor society. (Housed in the Education Department)

Program Learning Outcomes
1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry or MTH 104 (Level 6).

Distribution Requirements
FIRST SEMESTER: 16 Credit Hours
ENG 101 College Composition + OR
ENG 200 Advanced Composition ....................................................... 3
EDU 100 Introduction to the Teaching Profession ................................ 1
PSY 101 Introductory Psychology ....................................................... 3
MAJOR/CONCENTRATION ELECTIVE+++ .............................................. 3 or higher
MTH 180 Mathematics for Elementary Teachers I .............................. 3
NATURAL SCIENCE ELECTIVE**** ...................................................... 3

SECOND SEMESTER: 15 Credit Hours
EDU 200 Foundations of Education .................................................... 3
PSY 201 Developmental Psychology-Child ........................................ 3
MAJOR/CONCENTRATION ELECTIVE+++ .............................................. 3 or higher
MTH 185 Mathematics for Elementary Teachers II ........................... 3

THIRD SEMESTER: 16 Credit Hours
EDU 208 Guided Fieldwork in Education ............................................. 3
HUMANITIES ELECTIVE + OR
SUNY GENERAL EDUCATION - THE ARTS** .................................... 3
HIS 111 United States History I - to 1865 - WR OR
HIS 112 United States History II - since 1865 - WR ......................... 3
MAJOR/CONCENTRATION ELECTIVE+++ .............................................. 2
FOREIGN LANGUAGE ELECTIVE .......................................................... 3
PHYSICAL/HEALTH EDUCATION++ ...................................................... 2

FOURTH SEMESTER: 15 Credit Hours
LIBERAL ARTS AND SCIENCES ELECTIVE+ ......................................... 3
SOCIAL SCIENCE ELECTIVE OR
SUNY GENERAL EDUCATION-WESTERN CIVILIZATION*** ............. 3
LITERATURE ELECTIVE* ................................................................. 3
FOREIGN LANGUAGE ELECTIVE .......................................................... 3
SOCIAL SCIENCE ELECTIVE OR
SUNY GENERAL EDUCATION-OTHER WORLD CIVILIZATION*** .... 3

TOTAL CREDITS 62+++
NOTE: For transfer to a SUNY college, check courses approved as meeting SUNY General Education Requirements.

Courses advised for transfer (see appropriate 2+2 audit sheet):
* ENG 215 Children’s Literature or other literature course
** For transfer to a SUNY college: SUNY General Education-Arts
For transfer to a private college: Humanities course
*** For transfer to a SUNY college: SUNY General Education-Western Civilization, Other World Civilizations.
For transfer to a private college: Cognates and Specific General Education Requirements, i.e., American History (HIS 111/112), American National Government (POS 102), Introduction to Economics (ECO 101)
**** SCI 131 Integrated Science for Future Teachers I - The Physical World and SCI 132 Integrated Science for Future Teachers II - The Living World recommended
+ PSY 261 Psychology of Learning and Behavior Disorders is strongly recommended for transfer
++ HED 116 Issues in Child Development and Health is strongly recommended for transfer
+++ Through careful advisement, students may be able to complete as much as 18 credit hours in some concentrations/majors prior to transfer.
++++ Courses selected within one academic area (concentration/major) chosen with an advisor, based upon transfer school requirements. Some of the required credits may fulfill other degree requirements.

LIBERAL ARTS AND SCIENCES: EARLY CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER)

A. A. DEGREE

CIP Code: 13.1210
MCC Program Code: EE01
NYSED Code (BRI): 29452
NYSED Code (DCC): 29451

Description
This program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification for students interested in pursuing teaching as a career. The Liberal Arts and Sciences: Early Childhood Education (Teacher Education Transfer) degree is specifically for students interested in teaching grade levels Birth through Second Grade (0-2).

Preparing to become a teacher is an exciting and challenging endeavor. This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom, while studying various integral aspects of the profession. The course of study also provides students with a balance of coursework between completing Education classes, General Education requirements, and pursuing courses within the students’ selected academic major.

MCC Students also have the opportunity to apply for membership into Pi Lambda Theta, the International Honor Society and Professional Association in Education. MCC is the first community college in the nation invited to join this honor society. (Housed in the Education Department)

Program Learning Outcomes
1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry or MTH 104 (Level 6).

Distribution Requirements

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition ...........................................3
EDU 100 Introduction to the Teaching Profession .................................................................3
PSY 101 Introductory Psychology .......................................................................................1
MAJOR/CONCENTRATION ELECTIVE++++ .................................................................3 or higher
MTH 155 Mathematics for Elementary Teachers I ............................................................3
NATURAL SCIENCE ELECTIVE WITH LAB**** .........................................................3 or higher

Total 16

SECOND SEMESTER: 15 Credit Hours

EDU 200 Foundations of Education ....................................................................................3
PSY 201 Developmental Psychology-Child ............................................................................3
MAJOR/CONCENTRATION ELECTIVE++++ .................................................................3 or higher
NATURAL SCIENCE ELECTIVE* ....................................................................................3
MTH 156 Mathematics for Elementary Teachers II ............................................................3

Total 15

THIRD SEMESTER: 16 Credit Hours

EDU 208 Guided Fieldwork in Education ............................................................................3
HUMANITIES ELECTIVE OR
SUNY GENERAL EDUCATION - THE ARTS** ..................................................................3
HIS 111 United States History I - to 1865 - WR OR
HIS 112 United States History II - since 1865 - WR .........................................................3
MAJOR/CONCENTRATION ELECTIVE++++ .................................................................3 or higher
FOREIGN LANGUAGE ELECTIVE .....................................................................................3
PHYSICAL/HEALTH EDUCATION++ ..................................................................................2

Total 16

FOURTH SEMESTER: 15 Credit Hours

LIBERAL ARTS AND SCIENCES ELECTIVE+ ....................................................................3
SOCIAL SCIENCE ELECTIVE OR
SUNY GENERAL EDUCATION-WESTERN CIVILIZATION*** ........................................3
LITERATURE ELECTIVE* ..................................................................................................3
FOREIGN LANGUAGE ELECTIVE .....................................................................................3
SOCIAL SCIENCE ELECTIVE OR
SUNY GENERAL EDUCATION-OTHER WORLD CIVILIZATION*** .....................................3

Total 15

TOTAL CREDITS 62+++
Requirements for Program Entrance
Intermediate Algebra with Trigonometry or Math 104 (Level 6) for Early Childhood and Childhood majors. For adolescence majors, Pre-Algebra or TRS 094 at MCC (Level 3).

LIBERAL ARTS AND SCIENCES: GENERAL STUDIES
A.S. DEGREE

CIP Code: 24.0102
NYSED Code (BRI): 82067
NYSED Code (DCC): 22569

Description
This program is designed for students seeking a large measure of flexibility in selecting courses consistent with their individual needs and interests while simultaneously acquiring a general education foundation in the liberal arts and sciences. A minimum of 32 credit hours of course work must be taken in the arts/humanities, the social sciences, the natural sciences, and mathematics with a reasonable distribution.

Students uncertain about their long-term educational and career plans will find that the General Studies program provides a valuable opportunity to explore and test their interests. Other students with special educational goals relating to either immediate employment upon graduation or further study toward a baccalaureate degree should consider this program to meet their needs.

Students intending to use the General Studies program as a basis for baccalaureate study and transfer should make certain that their course selections meet the requirements of the colleges to which they plan to transfer.

Program Learning Outcomes
1) Discuss the aesthetic attributes of art nature music language culture or literature.
2) Reflect on issues concerning the human condition in local or global contexts.
3) Conduct independent discipline-based research.
4) Analyze information using established or prescribed methods or principles.
5) Synthesize information drawn from a variety of resources or experiences.
6) Work collaboratively to achieve a common goal.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC).

Distribution Requirements

HUMANITIES: 9 Credit Hours
ENG 101 College Composition OR ENG 200 Advanced Composition ......................................................... 3
LITERATURE ELECTIVE ...................................................................................................................... 3
HUMANITIES ELECTIVE ..................................................................................................................... 3
Total 9

SOCIAL SCIENCE: 12 Credit Hours
ANY FOUR SOCIAL SCIENCE COURSES ......................................................................................... 12
Total 12

NATURAL SCIENCE AND MATHEMATICS: 11 Credit Hours (minimum)
ONE MATHEMATICS COURSE (MTH 150 or higher) ................................................................. 3-4
TWO NATURAL SCIENCE COURSES .............................................................................................. 6-8
Total 11

ELECTIVES: 28-29 Credit Hours
ELECTIVES ........................................................................................................................................... 28-29
Total 28-29

LIBERAL ARTS AND SCIENCES: EDUCATION
A.A. DEGREE

Description
The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY Associate Degree-Granting Institutions (ADGIs), such as Monroe Community College and those SUNY baccalaureate campuses with teacher education programs, consistent with the Chancellor’s initiative, A New Vision in Teacher Education: Agenda for Change in SUNY’s Teacher Preparation Programs (http://www.suny.edu/sunypp/documents.cfm?doc_id=191). The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model A.A. or A.S. curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in Childhood or Early Childhood Education or in Adolescence Education:

General Education Core: complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours); See the specific Major/Concentration information for details regarding how the general education core is met for a specific discipline.

Major or Concentration: at present the TETT project web site covers coursework in seven majors/concentrations for Adolescence Education - Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics, Physics. The Early Childhood and Childhood Education (Teacher Education Transfer) programs at Monroe Community College offers concentrations in English, General Science, History/Social Studies, and Mathematics;

Pedagogical Core: one Psychology course (Child or Adolescent) and Foundations of Education (6 credit hours).

In the following pages, the three Teacher Education Transfer degree programs offered by Monroe Community College are detailed. Students matriculated in any of these programs are reminded that specific courses should be selected in close consultation with an advisor and based on the requirements of the student’s target baccalaureate institution.

Program Learning Outcomes
1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

+++Courses selected within one academic area (concentration/major) chosen with an advisor, based upon transfer school requirements. Some of the required credits may fulfill other degree requirements.
Academic Programs

LIBERAL ARTS AND SCIENCES: HUMANITIES

A. A. DEGREE

CIP Code: 24.0103
NYSED Code (BRI): 34488
NYSED Code (DCC): 34489

MCC Program Code: LH02

Description
The Humanities degree program is designed to provide students with a rigorous introduction to the humanities as preparation for a variety of professions such as college teaching, law, writing, and human resource management. The curriculum balances the need for broad background with an opportunity for an early experience in one of the following tracks: English literature, Philosophy, and Popular Culture. The Popular Culture track is unique, combining offerings from literature, cultural studies, and communication.

Program Learning Outcomes
1. Demonstrate an understanding of the central concepts and important terminology associated with the study of Western Humanities through a variety of written assignments, class discussions, and/or exams.
2. Demonstrate an understanding of the literary, philosophical, artistic, and architectural significance of the classic works and artifacts of Western culture from antiquity through Postmodernism using written assignments, class discussions, projects, and/or exams.

Requirements for Program Entrance
Algebra or placement into Level 4 Math at MCC. Placement into ENG 101 or ENG 200.

Distribution Requirements

LITERATURE OPTION

FIRST SEMESTER 15 Credit Hours
ENG 101 College Composition OR
ENG 200 Advanced Composition ......................................................... 3
HMN 101 Humanities: Experiencing Culture - WR .................................... 3
MTH 150 Survey of Mathematics or higher .......................................... 3
SUNY GENERAL EDUCATION NATURAL SCIENCES ELECTIVE ............ 3
SUNY GENERAL EDUCATION FOREIGN LANGUAGE ELECTIVE* ........... 3

SECOND SEMESTER: 15 Credit Hours
SUNY GENERAL EDUCATION AMERICAN HISTORY ELECTIVE ............ 3
ENG 100 level literature course ............................................................. 3
ENG 218 Introduction to Shakespeare .................................................. 3
HMN 220 Western Humanities I ......................................................... 4
PHYSICAL/HEALTH EDUCATION ...................................................... 2

THIRD SEMESTER: 16 Credit Hours
MATH 110 or NATURAL SCIENCE ELECTIVE ...................................... 3
ENG 201 Early British Literature OR
ENG 202 Modern British Literature ..................................................... 3
ANT 102 Cultural Anthropology ......................................................... 3
HMN 221 Western Humanities II ......................................................... 4
PROGRAM ELECTIVE* .................................................................. 3

FOURTH SEMESTER: 15 Credit Hours
ENG 203 American Literature to 1850 OR
ENG 204 American Literature since 1850 ......................................... 3
ENG 205 level literature course ............................................................ 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE* ............... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE** ............. 3
SUNY GENERAL EDUCATION FOREIGN LANGUAGE* ......................... 3

TOTAL CREDITS 62

TOTAL MINIMUM CREDITS 61

PHILOSOPHY OPTION

FIRST SEMESTER 15 Credit Hours
ENG 101 College Composition OR
ENG 200 Advanced Composition ......................................................... 3
HMN 101 Humanities: Experiencing Culture - WR ................................ 3
MTH 150 Survey of Mathematics or higher .......................................... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE* ............... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE** ............. 3
GENERAL ELECTIVE ................................................................... 3

SECOND SEMESTER: 16 Credit Hours
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE* ............... 3
HMN 220 Western Humanities I ......................................................... 4
PHYL 101 Introduction to Philosophy ................................................... 3
SUNY GENERAL EDUCATION FOREIGN LANGUAGE* ......................... 3

THIRD SEMESTER: 15 Credit Hours
MATH 110 or NATURAL SCIENCE ELECTIVE ...................................... 3
PHYL 103 Introduction to Ethics ......................................................... 3
PHYL 105 Technology and Values ....................................................... 3
ANT 102 Cultural Anthropology ......................................................... 3
HMN 221 Western Humanities II ......................................................... 4

FOURTH SEMESTER: 15 Credit Hours
PHYL 102 Introduction to Logic ........................................................... 3
PHYL 210 Human Rights & Democracy in Domestic and International Contexts OR appropriate 200 level honors course with permission of Honors Coordinator 3
PHYL 250 Professional Ethics .............................................................. 3
SUNY GENERAL EDUCATION AMERICAN HISTORY ......................... 3
SUNY GENERAL EDUCATION FOREIGN LANGUAGE** ....................... 3
HIS 153 Traditional East Asian History OR HIS 154 Modern East Asian History OR ART 121 Perspectives of Art History III: Non-Western Art ... 3

TOTAL CREDITS 61

TOTAL MINIMUM CREDITS 61

LITERATURE OPTION

* Students should choose one of the following courses, AND one additional social science course:
  HIS 153 Traditional East Asian History (SUNY-OWC) 3
  HIS 154 Modern East Asian History (SUNY-OWC) 3
  ART 121 Perspectives of Art History III: Non-Western Art (SUNY-OWC or SUNY-H) 3
  MUS 119 Music in World Cultures (SUNY-A or SUNY-H) 3

** Students should choose two of the following courses to fulfill program electives:
  ENG 201 Early British Literature (SUNY-H) 3
  ENG 202 Modern British Literature (SUNY-H) 3
  ENG 203 American Literature to 1850 (SUNY-H) 3
  ENG 204 American Literature since 1850 (SUNY-H) 3
  ENG 217 Women in Literature (SUNY-H) 3
  ENG 220 Introduction to Dramatic Literature (SUNY-H) 3
  ENG 225 Contemporary Poetry (SUNY-H) 3

www.monroecc.edu/go/academicprograms
**LIBERAL ARTS AND SCIENCES: HUMANITIES AND SOCIAL SCIENCE**

**A.A. DEGREE**

| CIP Code: | 24.0103 |
| MCC Program Code: | LH01 |
| NYSED Code (BRI): | 01212 |

**Description**

This degree will provide the ten SUNY General Education Knowledge and Skills areas desirable for transferring to a SUNY four-year college or university for a liberal arts major.

This degree should interest students planning to transfer to a four-year college or university offering a Bachelor of Arts or Bachelor of Sciences degree in disciplines that traditionally are part of the Humanities or Social Sciences: English, Philosophy, Anthropology, History, Political Sciences, Sociology, and Psychology. (Housed in the Liberal Arts Division)

**Program Learning Outcomes**

1. Discuss the aesthetic attributes of art nature music language culture or literature.
2. Reflect on issues concerning the human condition in local or global contexts.
3. Conduct independent discipline-based research.
4. Analyze information using established or prescribed methods or principles.
5. Synthesize information drawn from a variety of resources or experiences.
6. Work collaboratively to achieve a common goal.

**Requirements for Program Entrance**

Algebra (one-year high school math or placement into Level 4 Math at MCC).

**FIRST SEMESTER: 16 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
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</tr>
<tr>
<td>FOREIGN LANGUAGE ELECTIVE</td>
<td>3</td>
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<tr>
<td>HUMANITIES ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION ART ELECTIVE</td>
<td>3</td>
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<tr>
<td>PHYSICAL/HEALTH EDUCATION ELECTIVE</td>
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<td><strong>Total 16</strong></td>
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**SECOND SEMESTER: 15 Credit Hours**

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<th>Course</th>
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<tr>
<td>LITERATURE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION MATHEMATICS ELECTIVE: MTH 150 or higher*</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL ARTS ELECTIVE</td>
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<td><strong>Total 15</strong></td>
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**THIRD SEMESTER: 16 Credit Hours**

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<th>Course</th>
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<tr>
<td>SUNY GENERAL EDUCATION WESTERN CIVILIZATION ELECTIVE</td>
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<tr>
<td>GENERAL ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION NATURAL SCIENCES ELECTIVE</td>
<td>3</td>
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<tr>
<td>GENERAL ELECTIVE</td>
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<tr>
<td>PHYSICAL/HEALTH EDUCATION ELECTIVE</td>
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<td><strong>Total 16</strong></td>
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</table>

**FOURTH SEMESTER: 15 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATHEMATICS OR NATURAL SCIENCE ELECTIVE</td>
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</tr>
<tr>
<td>SUNY GENERAL EDUCATION AMERICAN HISTORY ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>LIBERAL ARTS ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION OTHER WORLD CIVILIZATIONS ELECTIVE</td>
<td>3</td>
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<tr>
<td>GENERAL ELECTIVE</td>
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</tr>
<tr>
<td><strong>Total 15</strong></td>
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</tbody>
</table>

**TOTAL CREDITS 62**

* Two courses in a sequence in the same foreign language.

**LIBERAL ARTS AND SCIENCES: SCIENCE**

**A.S. DEGREE**

| CIP Code: | 24.0101 |
| MCC Program Code: | LS01 |
| NYSED Code (BRI): | 01213 |

**Description**

The courses in Natural Science provide the first two years of preparation for students who plan to transfer and earn the baccalaureate degree in biology, chemistry, environmental science, geosciences, physics or other career areas such as medicine or pharmacy, for which a good science preparation is needed. This degree requires a minimum of 32 credit hours in Natural Science and Mathematics with a reasonable distribution of courses in Humanities and Social Science. The various advisement sequences within this program identify courses of study that facilitate transfer to upper division colleges and universities. Students are expected to consult regularly with faculty advisors in their area of study and also be aware of the course requirements of the college to which they plan to transfer.

Recommended Preparation: At least three years of high school science and mathematics; specifically, algebra, geometry, intermediate algebra, trigonometry and chemistry. Students not meeting these requirements may need more than two years to complete this degree.

**Program Learning Outcomes**

1. Prepare students for successful transfer to four-year programs in a science discipline.
2. Develop discipline-relevant research skills.
3. Analyze information using established or prescribed methods or principles.
4. Synthesize information drawn from a variety of resources or experiences.
5. Collaborate to address discipline-related problems.

**Requirements for Program Entrance**

At least three years each of high school science and mathematics; specifically, algebra, geometry, intermediate algebra, trigonometry and chemistry. Students not meeting these requirements may need more than two years to complete this degree.

**Distribution Requirements**

<table>
<thead>
<tr>
<th>HUMANITIES: 9 Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
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<tr>
<td>LITERATURE ELECTIVE</td>
</tr>
<tr>
<td>HUMANITIES ELECTIVE</td>
</tr>
<tr>
<td><strong>Total 9</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 62**

* Course chosen to meet Mathematics requirement should be with guidance from a faculty advisor. MTH 150 might not fulfill the mathematics requirements of your transfer institution for students pursuing a major in a Social Science discipline such as Psychology, Sociology, Anthropology or Political Science. These students are strongly recommended to take MTH 160 or higher depending on the requirement of the academic program at the transfer institution.
Students must complete course sequences in at least two different basic science departments including a four-semester sequence through the 200-level in one department and at least a two-semester sequence in a second department. The following sequences are acceptable:

- BIO 155, 156, AND two from the following: BIO 209, 260, 265, 266
- CHE 151, 152, 251, 252
- GEO 101, 102, 201, AND 203 OR 204
- PHY 161, 261, AND 262, and one of the following: ENR 251 or ENR 253 or ENR 258 or ENR 261
- PHY 145 and 146 may also be used to satisfy the requirement of a two-semester sequence in a second department but not as part of a four-semester sequence in physics.

Total 32

SOCIAL SCIENCE: 12 Credit Hours

ANY FOUR SOCIAL SCIENCE COURSES.................................................................................. 12

Total 12

ELECTIVES: 9 Credit Hours

ELECTIVES.................................................................................................................................. 9

Total 9

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

PHYSICAL/HEALTH EDUCATION................................................................................................. 2

Total 2

TOTAL CREDITS 64

LIBERAL ARTS AND SCIENCES: TRANSFER PROGRAMS-GENERAL STUDIES

Description

The Liberal Arts and Sciences A.S. degree requirements for General Studies provide opportunities for students to explore career options and to select courses to facilitate their transfer to four-year colleges. Students should discuss their plans with faculty advisors. Faculty members can assist students in selecting courses that meet the requirements of the college to which the student intends to transfer. Although students may select courses in different subject areas, they will receive the Liberal Arts and Sciences A.S. degree in General Studies diploma. By appropriate course selection in consultation with a faculty advisor, students pursuing the Liberal Arts and Sciences degree program may prepare for transfer to upper division study in the subject areas listed below.

CHILD CARE PRACTITIONER: Students who plan to transfer and earn a Bachelor Degree in the field of early childhood education should consult with the faculty in the Child Care Center (292-2150). Students intending to use this program for transfer should make certain that their course selections meet the requirements of the colleges to which they plan to transfer. Students planning to transfer to a SUNY college or university must also fulfill the SUNY General Education requirements.

HISTORY: Students who plan to transfer and earn a Bachelor Degree in the field of history should consult with the faculty in the History Department (292-2150). Students planning to transfer to a SUNY college or university must also fulfill the SUNY General Education requirements.

NUTRITION: Students who plan to transfer and earn a bachelor’s degree in Nutrition/Dietetics should consult with the faculty in the Department of Nutrition and Dietetics (292-2570). Students planning to transfer to a SUNY college or university must also fulfill the SUNY General Education requirements.

POLITICAL SCIENCE: Students who plan to transfer and earn a Bachelor Degree in the field of political science or related major such as international relations, or foreign service, should consult with the faculty in the Anthropology/History/Political Science/Sociology Department (292-3260, Rm. 5-322).

PRE-CHIROPRACTIC: This program was designed in conjunction with the New York Chiropractic College in Seneca Falls and meets all eligibility requirements for future admission to NYCC. To be considered for admission to NYCC, a student must first complete 90 hours at MCC while maintaining a GPA of 3.25 in all science courses. During a student’s first year at MCC, they must submit a letter of intent to NYCC identifying their desired date of entry. The Pre-Chiropractic Advisement sequence is an articulation agreement between MCC and NYCC. This agreement was set up and is housed in the Career and Transfer Center. Students should also consult with the MCC Career and Transfer Center (292-2248, Rm. 3-108). Students who successfully complete all program requirements are guaranteed admission to NYCC for the entrance date of their choice.

PSYCHOLOGY: The advisement sequence in this program identifies a course of study that will facilitate transfer to four-year colleges and universities for students planning to pursue a Bachelor’s Degree in Psychology. Students should be aware that the course requirements of specific four-year colleges may vary widely; therefore, it is strongly recommended that students consult with the Psychology Department (292-3334, Rm. 5-414) or staff in the Career and Transfer Center (292-2248, Rm. 3-108) before selecting specific courses.

Program Learning Outcomes

Requirements for Program Entrance

- CHILD CARE PRACTITIONER (Sequence): Algebra (1 year high school math or placement in Level 4 math at MCC).
- HISTORY (SEQUENCE): Intermediate Algebra with Trigonometry or MTH 104 at MCC.
- NUTRITION (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC.
- POLITICAL SCIENCE (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC.
- PRE-CHIROPRACTIC (Sequence): Pre-Calculus in high school with an 83 or MTH 175 at MCC.
LIBERAL ARTS AND SCIENCES: TRANSFER PROGRAMS - SCIENCE

Description

The Liberal Arts and Sciences A.S. degree requirements for Science provide opportunities for students to explore career options and to select courses to facilitate their transfer to a four-year college. Students should discuss their plans with faculty advisors. Faculty members can assist students in selecting courses that meet the requirements of the college to which the student intends to transfer. Although students may select courses in different subject areas, they will receive the Liberal Arts and Sciences A.S. degree in Science diploma. By appropriate course selection in consultation with a faculty advisor, students pursuing the Liberal Arts and Sciences degree may prepare for transfer to upper division study in the subject areas listed below.

BIOLOGY: Students who plan to transfer and earn the baccalaureate degree with a major in biology in preparation for careers in medicine, dentistry, veterinary medicine or education should consult with faculty in the Biology Department (292-2029, Rm. 8-228). Students interested in these opportunities and who also plan to complete the associate degree in two years should successfully complete three years of high school mathematics through trigonometry and one year of chemistry. A fourth year of mathematics is strongly recommended.

CHEMISTRY: Students who plan to transfer and earn a baccalaureate degree with a major in chemistry in preparation for a career in pharmacy, education, or chemical research should consult with faculty the Chemistry/Geosciences Department (292-2425, Rm. 8-212). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics through trigonometry and have above average performance in high school chemistry. A fourth year of mathematics is strongly recommended.

ENVIRONMENTAL SCIENCE: Students who plan to transfer and earn a baccalaureate degree in either environmental science or in a traditional science with an environmental science emphasis should consult with faculty in the Biology Department (292-2029, Rm. 8-228). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics and two years of science. Three years of science including chemistry are strongly recommended.

GEOSCIENCES: Students who plan to transfer and earn a baccalaureate degree with a major in geology in preparation for careers in the petroleum and mining industries, conservation or science education should consult with faculty in the Chemistry/Geosciences Department (292-2425, Rm. 8-212). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics and two years of science. Four years of mathematics, one year of high school chemistry, and one year of high school physics are recommended. Students interested in the Water Resources major at SUNY Brockport should also consult with Geosciences faculty.

PHYSICS: Students who plan to transfer and earn a baccalaureate degree with a major in physics in preparation for a career in education, research, or industry should consult with faculty in the Engineering Science and Physics Department (292-2480, Rm. 8-630). Students interested in these opportunities and who plan to complete the associate degree in four semesters should have successfully completed high school Pre-Calculus with a grade of 83 or higher or a C or higher in precalculus at MCC or another college, and successful completion of regents Physics and regents Chemistry.

PRE-FORESTRY: Students who plan to transfer and earn a baccalaureate degree at SUNY College of Environmental Science and Forestry, Syracuse, New York, in Environmental and Forest Biology, Chemistry, Wood Products Engineering, Forestry, Paper Science and Engineering, or Forest Engineering should consult with faculty in the Biology Department (292-2029, Rm. 8-228). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics through trigonometry, and high school biology and chemistry with a grade of C or higher. Physics and Mathematics 12 are recommended.

Requirements for Program Entrance

PRE-PHARMACY (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC. Biology. Chemistry.

GEOSCIENCES (Sequence): Pre-Calculus. Pre-Calculus in high school with an 83 or MTH 175 at MCC. Chemistry.

PHYSICS (Sequence): Pre-Calculus. Pre-Calculus in high school with an 83 or MTH 175 at MCC. Physics.

PRE-FORESTRY (Sequence): Pre-Calculus. Pre-Calculus in high school with an 83 or MTH 175 at MCC. Biology. Chemistry.

LIBERAL ARTS GENERAL STUDIES NUTRITION ADVISEMENT SEQUENCE

A.S. DEGREE

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities
## Mathematics Certificate Program

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<tbody>
<tr>
<td>27.0101</td>
<td>32455</td>
<td>MC01</td>
<td>32456</td>
</tr>
</tbody>
</table>

### Description

The Mathematics Certificate is for students who wish to demonstrate a high level of preparation in Mathematics to 4-year schools. A student who obtains this certificate will have completed courses forming a foundation towards a 4-year degree in Mathematics or a related field. A student who has AP or Transfer Credit for Calculus I (MTH 210) and Calculus II (MTH 211) can complete this certificate in 2 semesters. Otherwise, it will take up to 2 years to complete the certificate.

(Housed in the Mathematics Department)

### Program Learning Outcomes

1. Formulate mathematical arguments.
2. Express mathematical ideas in various ways such as symbolically graphically numerically or verbally.
3. Analyze quantitative information in various problem solving situations.
4. Develop mathematical models of applications in various disciplines.
5. Use mathematical models to solve problems in various disciplines.
6. Use appropriate technologies to explore mathematical concepts.

### Requirements for Program Entrance

Four years of High school Mathematics (83 or higher each required); including Algebra, Geometry, Trigonometry, and one year of Precalculus, or MTH 175 with a grade of C or higher.

### Distribution Requirements

<table>
<thead>
<tr>
<th>FIRST SEMESTER: 7-8 Credit hours</th>
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</thead>
<tbody>
<tr>
<td><strong>MTH 210 Calculus I</strong> .................................................................</td>
</tr>
<tr>
<td>ELECTIVE* ..................................................................................</td>
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<tr>
<td>Total 7-8</td>
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</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER: 4 Credit hours</th>
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<tbody>
<tr>
<td><strong>MTH 211 Calculus II</strong> .............</td>
</tr>
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<td>Total 4</td>
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</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER: 7 Credit hours</th>
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</thead>
<tbody>
<tr>
<td><strong>MTH 212 Calculus III</strong> .............</td>
</tr>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
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<td>Total 7</td>
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<table>
<thead>
<tr>
<th>FOURTH SEMESTER: 6-8 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>MTH 161 Statistics II</strong> OR <strong>MTH 220 Discrete Mathematics</strong> OR <strong>MTH 225 Differential Equations</strong> OR <strong>MTH 230 Linear Algebra</strong> .........................................................</td>
</tr>
<tr>
<td><strong>MTH 220 Discrete Mathematics OR MTH 230 Linear Algebra</strong> .........................................................</td>
</tr>
<tr>
<td>Total 6-8</td>
</tr>
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</table>

**TOTAL CREDITS 24-27**

MTH 160 (Statistics I) is the prerequisite for MTH 161 (Statistics II). Students choosing MTH 161 as part of this certificate must first take the MTH 180 as an elective, unless MTH 160 has previously been completed.

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## Mathematics A.S. Degree

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<tr>
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<td>33862</td>
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### Description

This program is intended for students planning to transfer to a four year college to major in Mathematics, Applied Mathematics, Mathematics Education, Statistics, or a related field. The course work in this program is generally equivalent to the first two years of a typical four year program in Mathematics. Successful completion of this program will demonstrate preparation for continued study in Mathematics at the junior or senior level.

Admission to this program requires that the student has completed MTH 175 (Precalculus) with a grade of C or higher, or High School Precalculus with a grade of 83 or higher.

Students in this program are encouraged to consult with an advisor in the Mathematics Department.

(Housed in the Mathematics Department)

### Program Learning Outcomes

1. Formulate mathematical arguments.
2. Express mathematical ideas in various ways such as symbolically graphically numerically or verbally.
3. Analyze quantitative information in various problem solving situations.
4. Develop mathematical models of applications in various disciplines.
5. Use mathematical models to solve problems in various disciplines.
6. Use appropriate technologies to explore mathematical concepts.

### Requirements for Program Entrance

Pre-Calculus (Pre-Calculus in high school with an 83 or better or Math 175 at MCC).

Biology - recommended. Chemistry - recommended

### Distribution Requirements

<table>
<thead>
<tr>
<th>FIRST SEMESTER: 16 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
</tr>
<tr>
<td><strong>MTH 210 Calculus I</strong> .............</td>
</tr>
<tr>
<td>HUMANITIES ELECTIVE ..................</td>
</tr>
<tr>
<td>SOCIAL SCIENCES ELECTIVE ..........</td>
</tr>
<tr>
<td>LIBERAL ARTS ELECTIVE* .............</td>
</tr>
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<td>Total 16</td>
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<table>
<thead>
<tr>
<th>SECOND SEMESTER: 16 Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>LITERATURE ELECTIVE ...............</td>
</tr>
<tr>
<td><strong>MTH 211 Calculus II</strong> .............</td>
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<tr>
<td>ELECTIVE ..................................</td>
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<tr>
<td>SOCIAL SCIENCES ELECTIVE ..........</td>
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<td>Total 16</td>
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<table>
<thead>
<tr>
<th>THIRD SEMESTER: 15-16 Credit Hours</th>
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<tbody>
<tr>
<td><strong>MTH 212 Calculus III</strong> .............</td>
</tr>
<tr>
<td><strong>MTH 161 Statistics II</strong> OR <strong>MTH 220 Discrete Mathematics</strong> OR <strong>MTH 225 Differential Equations</strong> OR <strong>MTH 230 Linear Algebra</strong> .........................................................</td>
</tr>
<tr>
<td>SOCIAL SCIENCES ELECTIVE ..........</td>
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<td>HEALTH/PHYSICAL EDUCATION ..........</td>
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<td>NATURAL SCIENCES SEQUENCE** ..........</td>
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<td>Total 15-16</td>
</tr>
</tbody>
</table>

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[Footnote: www.monroecc.edu/go/academicprograms](www.monroecc.edu/go/academicprograms)
MECHANICAL TECHNOLOGY
A.A.S. DEGREE

CIP Code: 15.0905
NYSED Code (BRI): 01244

Description
The Mechanical Technology Program introduces the student to the principles, materials, and equipment of mechanical technology. Emphasis is placed on drafting, design, and an understanding of basic machine components.

Graduates of the program find employment as drafter, engineering assistants, technicians, and technical salespersons.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes
1) Sketch design ideas and concepts by hand using proper scaling and perspective
2) Generate complete and fully dimensioned orthographic projection drawings to proper standards (i.e. ASME Y14.5, ISO)
3) Create solid model CAD files with the requisite design intent built-in
4) Use measurement tools to inspect and record dimensions of parts
5) Analyze data to objectively make technical decisions using basic statistical analysis
6) Apply fundamental technical calculations required to determine forces and stresses within mechanical systems
7) Apply knowledge of material properties and manufacturing processes to appropriate decision-making
8) Use industry standard computer applications (MS Excel, MathCAD, SolidWorks, etc.) for design, analysis or technical decision making
9) Discuss knowledgeably subject matter related to technical fields other than Mechanical Tech
10) Communicate effectively in various modes

TOTAL CREDITS 62-63

NOTE:
Students planning to transfer to a SUNY college or university must also fulfill the SUNY General Education requirements.

All Mathematics courses and many courses in other disciplines have prerequisites that must be satisfied. When planning their schedules, students should refer to the Course Descriptions section of the Catalog and Student Handbook to view course prerequisites.

* MTH 160 (Statistics I) is the prerequisite for MTH 161 (Statistics II.) Students choosing MTH 161 as their Mathematics elective must first take MTH 160 as an elective, unless MTH 160 has previously been completed.

** Choose one: BID 155 and BID 156, or CHE 151 and CHE 152, or GEO 101 and GEO 102, or PHY 154 and PHY 155, or PHY 161 and PHY 261.

*** MTH 220 (Discrete Mathematics) is strongly recommended for students majoring in Mathematics. Students planning to transfer to a SUNY school should take MTH 220 as their program elective.

FOURTH SEMESTER: 15 Credit Hours
SOCIAL SCIENCE ELECTIVE ................................................................. 3
HEALTH/PHYSICAL EDUCATION ......................................................... 1
NATURAL SCIENCES SEQUENCE** ................................................. 4
ELECTIVE ..................................................................................... 3
MTH 230 Linear Algebra ........................................................................ 4

Total 15

TOTAL CREDITS 62-63

Requirements for Program Entrance
Intermediate Algebra with Trigonometry (or Math 104 at MCC).

Distribution Requirements

FIRST SEMESTER: 17 Credit Hours
ENG 101 College Composition OR ENG 200 Advanced Composition ........................................... 3
MTH 140 Technical Mathematics I* OR MTH 155 College Algebra or higher .................................... 3
MET 101 Technical Graphics ...................................................................................... 3
MET 103 Manufacturing Processes I ............................................................................ 2
OPT 135 Measurement and Analysis ........................................................................ 4
TEK 101 Computer Applications for Technicians ..................................................... 2

Total 17

SECOND SEMESTER: 14 Credit Hours
MTH 141 Technical Mathematics II* OR MTH 175 Precalculus Mathematics with Analytical Geometry or higher ...................................................................................... 3
PHY 131 Applied Physics I OR PHY 145 College Physics I OR PHY 154 General Physics I
OR PHY 161 University Physics I .................................................................................. 4
MET 121 Computer Aided Drafting/Design I ..................................................................... 3
MET 203 Technical Mechanics, Statics ........................................................................ 3
PHYSICAL/HEALTH EDUCATION ............................................................................. 1

Total 14

THIRD SEMESTER: 17 Credit Hours
ENG 251 Technical Writing ..................................................................................... 3
ELT 130 Basic Electricity and Electronics OR ELT 121 AC/DC Circuit Analysis ............................ 3
MET 206 Engineering Materials .................................................................................... 3
MET 225 Machine Design Theory I ............................................................................. 3
PHY 132 Applied Physics II OR PHY 146 College Physics II OR PHY 155 General Physics II
OR PHY 261 University Physics II ............................................................................... 4
PHYSICAL/HEALTH EDUCATION ............................................................................. 1

Total 17

FOURTH SEMESTER: 15 Credit Hours
CIT 204 Strength of Materials .................................................................................. 3
SOCIAL SCIENCE ELECTIVE ............................................................................. 3
MET 208 Technical Mechanics, Dynamics .................................................................... 3
MET 226 Machine Design Theory II ........................................................................... 3
TECHNICAL ELECTIVE** ...................................................................................... 3

Total 15

TOTAL CREDITS 63

* Students not proficient in algebra or trigonometry should take MTH 135 preferably in Summer Session prior to starting Mechanical Technology. Students with excellent high school math records may wish to select a more advanced math program following consultation with the Mathematics Department.

** Technical Elective: Any course in CIT, ELT, MET, OPT or ENR 153, ENR 157, ENR 161, ENR 259 or see department chairperson for a substitution waiver.
MUSIC PERFORMANCE
A.S. DEGREE

CIP Code: 50.0903
NYSED Code (BRI): 93094

Description
This course of study is recommended for students who plan to transfer and earn the baccalaureate degree with a major in music. It provides basic preparation for a career in music. In the program, a balance is maintained between courses dealing with general musical knowledge and those courses designed to develop a particular music skill. A variety of performing organizations provide students with ensemble experience and with opportunities for public performances. Students will also be required to take a minimum of 15 one-hour lessons each semester. The cost of lessons is not included in MCC tuition. Recommended Preparation: Students who plan to complete this course of study in two years should have experience in vocal or instrumental performance and reading music. Entering students must prepare two contrasting pieces for a music area audition. To find out about audition dates, please contact the department secretary at 282-2047.

Program Learning Outcomes
1) Analyze theoretical structures of written music
2) Explain theoretical structures of aural music
3) Perform with proficiency on their primary instrument (which may include voice)
4) Perform with functional proficiency selected musical techniques and compositions on piano
5) Sight sing or sight read on an instrument accurately from printed music with respect to pitch and rhythm
6) Perform collaboratively in an ensemble
7) Describe selected styles of music for form and/or content and/or instrumentation as it developed throughout the history of written music

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC), experience in vocal or instrumental performance and reading music recommended. Audition required.

Distribution Requirements
Credit Hours

FIRST SEMESTER: 17 Credit Hours
ENG 101 College Composition OR ENG 200 Advanced Composition ........................................... 3
MUS 109 Music Theory I ................................................................. 4
MUS 126 Applied Piano Minor I .................................................. 1
MUS 151 Private Lessons/Perform Class ...................................... 2
MAJOR PERFORMING ORGANIZATION** .................................. 1
MUS 159 Aural Skills I ................................................................. 1
PHYSICAL/HEALTH EDUCATION .................................................. 2
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE (AMERICAN HISTORY, OTHER WORLD CIVILIZATIONS OR SOCIAL SCIENCE ELECTIVE) SOCIAL ELECTIVE..... 3
Total 17

SECOND SEMESTER: 15 Credit Hours
MUS 110 Music Theory II ............................................................ 4
MUS 127 Applied Piano Minor II .................................................. 1
MUS 151 Private Lessons/Perform Class ...................................... 2
MAJOR PERFORMING ORGANIZATION** .................................. 1
MUS 159 Aural Skills II ............................................................... 1
MATHMATICS ELECTIVE (MTH 150 or higher) ......................... 3
SUNY GENERAL EDUCATION ELECTIVE* .................................. 3
Total 15

THIRD SEMESTER: 15 Credit Hours
LITERATURE ELECTIVE ................................................................ 3
MUS 201 History of Music I ........................................................... 3
MUS 151 Private Lessons/Perform Class ...................................... 2
MUS 226 Applied Piano Minor III ................................................. 1
MUS 209 Music Theory III ........................................................... 4
MUS 259 Aural Skills III ............................................................... 1
MAJOR PERFORMING ORGANIZATION** .................................. 1
Total 15

FOURTH SEMESTER: 15 Credit Hours
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE .......... 3
MUS 151 Private Lessons/Perform Class ...................................... 2
MAJOR PERFORMING ORGANIZATION** .................................. 1
MUS 210 Music Theory IV ........................................................... 4
MUS 202 History of Music II .......................................................... 3
MUS 227 Applied Piano Minor IV ............................................... 1
MUS 260 Aural Skills IV ............................................................... 1
Total 15

TOTAL CREDITS 62

NURSING
A.A.S. DEGREE

CIP Code: 51.1601
NYSED Code (BRI): 01233

Description
The Department of Nursing strives to provide high quality education to a diverse population of students and assists them in achieving success in preparing for New York State licensure and employment as a Registered Professional Nurse. The Nursing Program is accredited by the New York State Department of Education, the New York State Board of Regents, and the Accreditation Commission for Education in Nursing, 3343 Peachtree Road, NE, Suite 850, Atlanta GA 30326, phone: 404-375-5000.wwww.acening.org. The professional nursing program, including clinical practice, can be completed in two academic years of full-time study. A graduate of the program who is at least 18 years of age who meets licensing criteria is eligible for admission to the National Council Licensing Exam established by New York State Education Department, Office of the Professions [online] retrieved from www.op.nysed.gov/prof/nurse/nursing.htm. To be licensed as a registered professional nurse in New York State a candidate must:
- be of good moral character;
- be at least eighteen years of age;
- meet education requirements;
- complete coursework or training in Infection Control and in the identification and reporting of child abuse offered by a New York State approved provider; and
- meet examination requirements.

The clinical experience required in the curriculum is provided through cooperation of Rochester area hospitals, long term care facilities and other health care agencies. All health care providers must abide by Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen and NYS Department of Health regulations.

www.monroec.edu/go/academicprograms
Please contact the Admissions Office regarding current admission criteria and/or geographic limitation. Admission and continuation in the nursing program is conditional upon completion of the following requirements:

1) A grade of C or better in High School Algebra or Sequential Math I or Math A Regents, Biology and Chemistry.

2) Current CPR certification for two person professional rescuer which includes infant, child, adult and resuscitation mask and Automated External Defibrillator (AED). Only American Heart Association BLS for Healthcare Providers (CPR and AED)(12 year), or American Red Cross Professional Rescuer (CPR and AED)(1 year) certification is acceptable. Proof of certification must be submitted to the department at least one month prior to starting the program. Current certification must be maintained throughout duration of program in order for the student to attend clinical.

3) Completion of medical requirements, clearance of existing health problem(s), and ability to meet essential functions (physical and mental demands) of the program. Medical requirements, including PPD (or negative X-ray), varicella titer, and immunizations, must be met throughout the duration of the program in order for the student to attend clinical.

4) Vaccination against seasonal flu. Vaccination against hepatitis B and meningitis or required signed declration waivers.

5) Successful completion of ESOL or Transitional Studies courses if enrolled.

Students must have current health insurance to participate in the nursing program. The fee for health insurance will be added to tuition if students do not provide proof of insurance prior to the start of the program.

A minimum grade of C is necessary in all required nursing and biology courses for continued matriculation in the program. A student who fails to achieve a grade of C in the fourth semester nursing course will be ineligible for graduation. Nursing is a high demand, competitive program. Readmission to the nursing program is not automatic and is dependent on several factors. Students seeking readmission to the program (or seeking admission after unsuccessful attempts in a nursing program at another college) should contact the Department of Nursing for information or refer to the "MCC Department of Nursing Student Related Policies" located on the Department of Nursing website. Readmission, if approved, is always on a space available basis.

The program of study must be completed within five years of matriculation. NUR 150 is required for students who are transferring into the program, admitted with advanced standing, or returning to the program after an absence of one year. Completion of NUR 150 is valid for one year. Students reentering NUR 111 do not need to take NUR 150. NUR 150 cannot be used as an elective in the Nursing program. Any deviation from the basic program of study requires written approval from the department.

(Housed in the Nursing Department)

Program Learning Outcomes

1. Advocate for patients and families, within healthcare settings, to support Basic Needs and Human Flourishing:
   a. Collaborate with other members of the inter-professional team to achieve positive patient outcomes.
   b. Apply critical thinking skills to support the achievement of basic needs for patients and families.
   c. Display attitudes consistent with the values of lifelong learning.

Requirements for Program Entrance

Competitive Admission — Please contact the Admissions Office regarding current admission criteria and/or geographic limitations.

Elementary Algebra with Geometry (or Math 098 at MCC), Biology and Chemistry.

Distribution Requirements

<table>
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<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Distribution Requirements</td>
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<tr>
<td>FIRST SEMESTER: 18 Credit Hours</td>
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<tr>
<td>PSY 101 Introductory Psychology</td>
</tr>
<tr>
<td>BIO 142 Human Anatomy*</td>
</tr>
<tr>
<td>NUR 110 Foundations of Nursing*</td>
</tr>
<tr>
<td>NUR 111 Fundamentals of Nursing*</td>
</tr>
<tr>
<td>MTH 104 or MTH 150 or MTH 160 or higher (except MTH 164 and 166)##</td>
</tr>
<tr>
<td>Total 18</td>
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<tr>
<td>SECOND SEMESTER: 18 Credit Hours</td>
</tr>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
</tr>
<tr>
<td>BIO 143 Human Physiology* #</td>
</tr>
<tr>
<td>PSY 212 Developmental Psychology - Lifespan</td>
</tr>
<tr>
<td>NUR 112 Nursing Care of the Adult and Child I*</td>
</tr>
<tr>
<td>Total 18</td>
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<tr>
<td>THIRD SEMESTER: 16 Credit Hours</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
</tr>
<tr>
<td>BIO 202 Microbiology* #</td>
</tr>
<tr>
<td>NUR 210 Issues in Nursing*</td>
</tr>
<tr>
<td>NUR 211 Psychiatric-Mental Health Nursing [1/2 semester]*</td>
</tr>
<tr>
<td>NUR 212 Maternal - Neonatal Nursing - WR [1/2 semester]*</td>
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<td>Total 16</td>
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<tr>
<td>FOURTH SEMESTER: 12 Credit Hours</td>
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<tr>
<td>NUR 214 Nursing Care of the Adult and Child II*</td>
</tr>
<tr>
<td>HUMANITIES ELECTIVE**</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
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<tr>
<td>Total 12</td>
</tr>
<tr>
<td>TOTAL CREDITS 64</td>
</tr>
</tbody>
</table>

* A minimum grade of C is necessary in all required nursing courses for continued matriculation in the program. A student who fails to achieve a C in the fourth semester nursing course will be ineligible for graduation. Nursing is a high demand, competitive program. Readmission to the nursing program is not automatic and is dependent on several factors. Students seeking readmission to the program should contact the Department of Nursing for information or refer to the "MCC Department of Nursing Student Related Policies." Readmission, if approved, is always on a space available basis.

# Physiology (BIO 143) and Microbiology (BIO 202) grades must be no more than seven years old for the grade to be considered when the applicant is accepted for admission into the nursing program.

** Humanities Elective: Any 3 credit course listed as fulfilling MCC General Education Requirements for Humanities is acceptable.

# # MTH requirement must be fulfilled prior to beginning NUR 112 course. Eligibility to take the math requirement for the Nursing program during the first semester may make it necessary to plan for additional math courses prior to admission. Please speak to an advisor to discuss an appropriate sequence. LPNs seeking admission with advanced standing must have already completed the MTH requirement at time of admission.

Credit Hours: Laboratory hours in the Nursing Program are credited at a ratio of 1:3 (every 3 clock hours of laboratory is equivalent to 1 credit hour).

PROGRAM OPTIONS

Advanced Standing 3-Semester Option of LPN’s: (NU02) To exempt Fundamentals of Nursing (NUR 111), a score of B on the Excelsior College Examination for Fundamentals of Nursing must be attained. The Excelsior College
Examinations must be completed prior to matriculation. Graduates of The Isabella Graham Hart School of Practical Nursing within the past three years can exempt both NUR 111 and the Excelsior College Examination for Fundamentals of Nursing. Three semester LPN students are admitted in the Fall and Spring semesters.

Advanced Standing 2-Semester Option for LPN’s: (NU03) To exempt Fundamentals of Nursing (NUR 111), a score of B on the Excelsior College Examination for Fundamentals of Nursing must be attained. To exempt Nursing Care of the Adult and Child I (NUR 112), students must pass a Department of Nursing challenge exam with a grade of C or higher. Two years of recent clinical experience is required. Two semester LPN students are admitted only in the Fall semester.

For either Advanced Standing Option, Excelsior College scores may not be more than three years old and must be available when a student is first matriculated. Students beginning either option are required to take Foundations of Nursing (NUR 110) prior to or concurrently with the first clinical course. Students must take Application of the Nursing Process (NUR 150) prior to beginning the first clinical course. The department reserves the right to withhold transfer credit until the student has demonstrated competence in a clinical nursing course at MCC.

PRE-NURSING ADVISEMENT SEQUENCE FOR LPNs (LA04 or LA05)
A Pre-Nursing advisement sequence for LPNs preparing to enter the nursing program is available for those who meet criteria. Please contact the Admissions Office at 292-2200 for further information.

Extended Option for High School Graduates (NU01): An advisement sequence for high school graduates seeking admission in the fall semester immediately following their graduation is intended to provide an opportunity for the student to complete the program over three years. This option was designed to create an environment that promotes success for the student who is new to the rigors of college level work. It also provides an opportunity for the student to complete courses required for the baccalaureate degree in nursing.

OFFICE TECHNOLOGY - OFFICE ADMINISTRATIVE ASSISTANT
A.A.S. DEGREE

CIP Code: 52.0401
MCC Program Code: OF02
NYSED Code (BRI): 01222

Description
This degree program is designed to provide students with a broad background in business terminology and high levels of proficiency in computer skills that will enable them to perform successfully in diverse office support positions. This degree is designed to provide a core background in developing skills for technology, decision making, human relations, communications, and office management.

If an Intent to Graduate form is submitted five years after a student’s completion of OFT 201, OFT 170, OFT 171, or OFT 173, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes
1) Demonstrate the soft skills needed to be successful as an administrative assistant (office support) which may include: punctuality acceptance of personal responsibility teamwork skills expressing a positive attitude under stress effective customer service skills or other related skills.
2) Demonstrate effective oral communication skills both in person and on the telephone.
3) Write effectively in an office environment in a variety of modes.
4) Exhibit proficiency in using a variety of current office-based software which may include: desktop publishing applications spreadsheets databases word processing or computer-based technologies.
5) Express themselves professionally in a business environment using well-established rules of proper grammar and sentence construction.
6) Transcribe messages as required on the job.
7) Apply fundamentals of basic business mathematics to workplace needs.
8) Apply fundamentals of basic accounting to workplace needs.
9) Describe the role of an office support staff professional and the contribution of that professional to the success of the whole office environment.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 3 Math at MCC).

Distribution Requirements

FIRST SEMESTER: 16 Credit Hours
ENG 101 College Composition OR ENG 250 Professional Communication OR
ENG 200 Advanced Composition ..............................................................................3
ENG 141 Interpersonal Speech Communication OR ENG 142 Public Speaking OR
MTH 120 Modern Business Mathematics OR higher .................................................3
OFT 110 Keyboarding ..................................................................................................3
OFT 141 Grammar for Professionals ...........................................................................4
Total 16

SECOND SEMESTER: 16 Credit Hours
ENG 111 Interpersonal Speech Communication OR ENG 141 Advanced Speech Communication OR
ENG 101 College Composition .....................................................................................3
ENG 102 College Composition ......................................................................................3
ART 110 Introduction to Art ...........................................................................................3
MTH 130 Modern Business Mathematics .......................................................................3
SPC 143 Small Group Communication ..........................................................................3
OFT 170 Office Seminar .................................................................................................2
OFT 171 Microsoft Access ..............................................................................................3
OFT 173 Microsoft Multimedia Communications ........................................................3
Total 16

THIRD SEMESTER: 16 Credit Hours
ENG 121 Composition II ..................................................................................................3
ENG 122 Composition III ..................................................................................................3
ENG 123 Composition IV ..................................................................................................3
OFT 121 Business Writing ..................................................................................................3
OFT 122 Office Simulations ...............................................................................................2
OFT 123 Advanced Word II ............................................................................................2
Total 16

FOURTH SEMESTER: 16 Credit Hours
ENG 124 Advanced Composition OR ENG 200 Advanced Writing OR
ENG 142 Public Speaking ..................................................................................................3
ENG 143 Speech Communication ...................................................................................3
ENG 144 Interpersonal Speech Communication ..................................................................3
ENG 145 Advanced Interpersonal Speech Communication ..............................................3
ACC 101 Accounting Principles I OR ACC 110 Fundamentals of Accounting I AND ACC 111 Fundamentals of Accounting II* ..................................................4
BUS 150 Business Administration .....................................................................................3
OFT 110 Keyboarding ......................................................................................................3
OFT 270 Office Seminar ..................................................................................................2
OFT 202 Office Simulations ............................................................................................2
OFT 201 Advanced Word II ............................................................................................2
OFT 273 Office Seminar .................................................................................................2
OFT 273 Microsoft Office Applications .............................................................................2
OFT 274 Microsoft Office Advanced Applications .........................................................2
OFT 275 Microsoft Office Advanced Applications .........................................................2
Total 16

Total 64

* Grade of C or C- required as indicated for progress to next course.
OFFICE TECHNOLOGY: MEDICAL OFFICE ASSISTANT

CIP Code: 11.0716
MCC Program Code: OF06
NYSED Code (BRI): 22421
NYSED Code (DCC): 22421

Description
This one-year certificate program is designed to provide students with a firm foundation for the medical office environment. With the development of strong word processing and communication skills, transcription skills, and medical office protocol, the student is well on the path to a fulfilling career in the medical office support area. (Housed in the Information and Computer Technologies Department)

Program Learning Outcomes
1) Demonstrate the soft skills needed to be successful as an administrative assistant (office support) which may include: punctuality, personal responsibility, teamwork skills, expressing a positive attitude under stress, effective customer service skills, or related skills.
2) Demonstrate effective oral communication skills both in person and on the telephone.
3) Write effectively in an office environment in a variety of modes.
4) Demonstrate competence in the use of medical office computer-based functions (coding scheduling billing financial reporting etc.).
5) Apply fundamentals of basic business mathematics to workplace needs.
6) Describe the role of a medical office support staff professional and the contribution of that professional to the success of the whole medical office environment.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 3 Math at MCC). Demonstrated keyboard proficiency or completion of OFT 110. Keyboarding I.

Distribution Requirements

FIRST SEMESTER: 17 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OFT 111</td>
<td>Intermediate Word</td>
<td>3</td>
</tr>
<tr>
<td>OFT 141</td>
<td>Professional Grammar and Communications</td>
<td>4</td>
</tr>
<tr>
<td>HIM 104</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Modern Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 133</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>HED 101</td>
<td>Cardiopulmonary Resuscitation and Care</td>
<td>1</td>
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SECOND SEMESTER: 15 Credit Hours

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<tr>
<td>OFT 112</td>
<td>Advanced Word I</td>
<td>3</td>
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<tr>
<td>HED 115</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>HED 209</td>
<td>Drugs and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>OFT 267</td>
<td>Medical Office Documentation</td>
<td>3</td>
</tr>
<tr>
<td>OFT 268</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFT 173</td>
<td>Microsoft Multimedia Communications</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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<tr>
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</table>

TOTAL CREDITS: 32

+ If background allows (25 wpm for 5 minutes). Otherwise must take OFT 110 before OFT 111.

OPTICAL SYSTEMS TECHNOLOGY

CIP Code: 15.0304
MCC Program Code: OT01
NYSED Code (BRI): 03901

Description
The Optical Systems Technology degree offers a unique, comprehensive program which prepares graduates for work in high technology fields which apply light and optical principles in their operations. The curriculum combines the study of optics with electronics for careers in electro-optics or allows a traditional optics option.

The optical systems technician works with scientists and engineers in research, development, design, production, quality control, test, and evaluation of optical components and systems, as well as sales and service. The course of study gives the student opportunity to work with and operate much of the precision equipment and technology used in today’s field of electro-optical systems. This program is not designed as a transfer program. Students who plan to transfer to a four-year college to earn their Bachelor’s degree should discuss their plans with an advisor as early as possible to identify the appropriate program.

Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the program and their career choices.

Recommended preparation: Three years of high school mathematics are required through Sequential Math III (Regents level strongly recommended), and one-half year of physics or physical science is recommended. (Housed in the Engineering Technologies Department)

Program Learning Outcomes
1. Evaluate an optical system using a number of geometrical optics test procedures.
3. Understand and perform the basic and advanced optical manufacturing techniques for today’s precision optical components.
4. Understand perform the basic and advanced metrology techniques for testing optical systems and individual optical components.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry (or Math 104 at MCC).

Distribution Requirements

TRADITIONAL OPTICS OPTION

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTH 140</td>
<td>Technical Mathematics I*</td>
<td>3</td>
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<tr>
<td>TEK 101</td>
<td>Computer Applications for Technicians</td>
<td>2</td>
</tr>
<tr>
<td>OPT 131</td>
<td>Optical Elements and Ray Optics</td>
<td>4</td>
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<tr>
<td>OPT 135</td>
<td>Measurement and Analysis</td>
<td>4</td>
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<tr>
<td>ENGLISH ELECTIVE</td>
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<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
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<td></td>
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SECOND SEMESTER

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition</td>
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<tr>
<td>MTH 141</td>
<td>Technical Mathematics II*</td>
<td>3</td>
</tr>
<tr>
<td>PHY 131</td>
<td>Applied Physics I*</td>
<td>4</td>
</tr>
<tr>
<td>OPT 151</td>
<td>Optical Instruments and Testing</td>
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<tr>
<td>OPT 153</td>
<td>Fiber Optics</td>
<td>3</td>
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<tr>
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</tbody>
</table>
### Third Semester
- **MTH 175** Precalculus Mathematics with Analytic Geometry ........................................4
- **OPT 211** Wave Optics and Applications ........................................................................4
- **OPT 213** Optical Processes ..........................................................................................4
- **ELT 121** AC/DC Circuit Analysis ..................................................................................4
- **SOCIAL SCIENCE ELECTIVE** .....................................................................................3

### Fourth Semester
- **OPT 215** Electro-Optical Devices and Systems .............................................................5
- **OPT 233** Lasers: Technology and Applications ..............................................................4
- **SOCIAL SCIENCE ELECTIVE** .....................................................................................3
- **PHYSICAL/HEALTH EDUCATION** ..............................................................................1

### Total Credits 70

### Electro-Optics Option

#### First Semester
- **ELT 111** Electronic Technology I ................................................................................3
- **ELT 121** AC/DC Circuit Analysis .................................................................................4
- **MTH 140** Technical Mathematics I* ............................................................................3
- **TEK 101** Computer Applications for Technicians .......................................................2
- **OPT 131** Optical Elements and Ray Optics .................................................................4
- **ENG 101** College Composition .....................................................................................3

### Second Semester
- **ELT 102** Electric Circuit Analysis II ..........................................................................5
- **ELT 112** Electronic Technology II ..............................................................................5
- **MTH 141** Technical Mathematics II* ..........................................................................3
- **ENGLISH ELECTIVE** .................................................................................................3
- **OPT 153** Fiber Optics .................................................................................................3

### Total Credits 19

### Third Semester
- **MTH 175** Precalculus Mathematics with Analytic Geometry ........................................4
- **ELT 202** Pulse and Digital Circuits .............................................................................4
- **OPT 135** Measurement and Analysis .........................................................................4
- **OPT 211** Wave Optics and Applications .....................................................................4
- **SOCIAL SCIENCE ELECTIVE** .....................................................................................3

### Fourth Semester
- **OPT 215** Electro-Optical Devices and Systems .............................................................5
- **SOCIAL SCIENCE ELECTIVE** .....................................................................................3
- **PHY 131** Applied Physics I .......................................................................................4
- **ELT 206** Digital Systems and Microprocessors ............................................................5
- **Health/Physical Education** .........................................................................................2

### Total Credits 19

### Total Credits 76

* Students with an excellent high school mathematics and physics record may wish to select a more advanced mathematics and physics program following consultation with the appropriate department.

### Optical Systems Technology

#### Certificate Program

**CIP Code:**

**MCC Program Code:**

**NYSED Code (BRI):**

**Description**

The Optical Technology Certificate Program prepares students to work in optical activities, such as testing, quality control, and production. It provides a background in optics using the eye as a detector, but not incorporating the peripheral disciplines, such as electronics and photography, as offered in the A.A.S. curriculum in Optics.

This certificate program is designed for people working in the field, or in an allied field, who wish to add optics to their sphere of competence. All courses shall be applicable to the A.A.S. degree should the student wish to continue his/her education in Optical Engineering Technology.

(Housed in the Engineering Technologies Department)

#### Program Learning Outcomes

1. Understand and perform the basic and advanced optical manufacturing techniques for today's precision optical components.
2. Understand perform the basic and advanced metrology techniques for testing optical systems and individual optical components.

#### Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC).

<table>
<thead>
<tr>
<th>Distribution Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPT 131</strong> Optical Elements and Ray Optics</td>
<td>4</td>
</tr>
<tr>
<td><strong>OPT 135</strong> Measurement and Analysis</td>
<td>4</td>
</tr>
<tr>
<td><strong>MTH 140</strong> Technical Mathematics I or higher*</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>TEK 101</strong> Computer Applications for Technicians</td>
<td>2</td>
</tr>
<tr>
<td><strong>PROGRAM ELECTIVES</strong> **</td>
<td>**</td>
</tr>
</tbody>
</table>

### Total Credits 28-30

#### Manufacturing Option

- **OPT 151** Optical Instruments and Testing...............................................................4
- **OPT 213** Optical Processes .....................................................................................4
- **OPT 233** Advanced Dimensional Measurement .......................................................4

### Total 16

#### Testing Option

- **OPT 151** Optical Instruments and Testing...............................................................4
- **OPT 201** Photo Science ..........................................................................................4
- **OPT 211** Wave Optics and Applications .................................................................4
- **OPT 233** Advanced Dimensional Measurement .......................................................4

### Total 16

#### Electro-Optics Option

- **ELT 121** AC/DC Circuit Analysis .............................................................................4
- **ELT 232** Electronics for Non-Majors ......................................................................3
- **OPT 153** Fiber Optics .............................................................................................3
- **OPT 215** Electro-Optical Devices and Systems .........................................................4

### Total 15

* Higher level mathematics may be substituted except for MTH 150, MTH 155, and MTH 156. Students considering an AAS degree are advised to take MTH 140.

** Students must consult with their advisor in selecting program electives. Depending on a student's career objectives, the following course sequences are recommended.
PARALEGAL STUDIES
CERTIFICATE PROGRAM

CIP Code: 22.0302
MCC Program Code: P01
NYSED Code (DCC): 21815

Description
The Paralegal Studies Certificate program was approved by the American Bar Association (ABA) in February 2004. This program prepares graduates for entry level employment as paralegals. The entry level paralegal works under the supervision of a lawyer researching the law, investigating facts, preparing drafts of legal documents, and working with clients. They are employed in almost all areas where law related work is performed, i.e., private law firms; government agencies; insurance companies and corporations, but, in all areas of law, paralegals are prohibited from establishing attorney-client relationships, from setting legal fees, from giving legal opinions or advice, and from representing clients in court. Paralegals may not provide legal services directly to the public, except as provided by law.

Monroe Community College’s curriculum was prepared in partnership with the Monroe County Bar Association and the Paralegal Associates of Rochester. Course work emphasizes New York law, ethics and professional responsibility, procedural applications of the law, computer application in the law, and client satisfaction through legal teamwork.

Admission to the program has specific educational requirements that include either a bachelor’s degree, or an associate’s degree with 18 credit hours in broadly based liberal arts courses and significant experience in banking, finance, government, insurance, or other law-related environments (a degree in Criminal Justice is deemed to meet this requirement). As a condition of acceptance into the Paralegal Studies Certificate Program, those with minimal computer experience may be advised to register for CRC 101 Practical Computer Literacy either prior to or concurrently with matriculation in the Paralegal Studies Certificate Program. The Paralegal Advisory Board approved MCC’s selective admissions criteria.

The Paralegal Studies Certificate program commences every Fall Semester. Classes are held on Tuesday and Thursday evenings at the Damon City Campus. The curriculum consists of 17 courses varying from one credit hour to three credit hours, and the program takes 15 months to complete. Each course must be taken in the sequence indicated.

Program Learning Outcomes
1) Identify legal concepts and their practical applications
2) Deliver an effective oral presentation
3) Write effectively in a variety of legal contexts
4) Use legal technology for legal research
5) Apply analytical thinking skills in legal contexts.
6) Apply knowledge of ethical obligations and reasoning to situations in the law

Requirements for Program Entrance
Students seeking admission to Paralegal Studies must possess an Associate degree; Bachelor’s degree preferred. For students without a Bachelor’s degree, a departmental interview/recommendation is required.

Distribution Requirements

FALL SEMESTER: 7 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 250 Paralegal Communications Skills</td>
<td>PLS 260 Introduction to Paralegal Studies</td>
<td>1</td>
</tr>
<tr>
<td>PLS 266 Legal Research and Writing</td>
<td>PLS 264 Administrative Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 7 Credit Hours

INTERSESSION AND SPRING SEMESTER: 12 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 263 Contract Law for Paralegals</td>
<td>PLS 267 Litigation and the Federal and New York State Procedural Laws</td>
<td>2</td>
</tr>
<tr>
<td>PLS 268 Personal Injury Law</td>
<td>PLS 269 Domestic Relations and Family Law</td>
<td>2</td>
</tr>
<tr>
<td>PLS 272 Real Estate Law</td>
<td>PLS 273 Computer Support Systems</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 12 Credit Hours

SUMMER SEMESTER: 6 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 270 Debtor-Creditor Law</td>
<td>PLS 271 Corporate Law and Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PLS 276 Law Practice Management</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Total 6 Credit Hours

FINAL FALL SEMESTER: 8 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 265 Fact-Finding Research</td>
<td>PLS 274 Estate Planning, Estate and Trust Administration</td>
<td>1</td>
</tr>
<tr>
<td>PLS 276 Legal Ethics and Professional Responsibility</td>
<td>PLS 299 Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 8 Credit Hours

TOTAL CREDITS 33

PARAMEDIC
A.A.S. DEGREE

CIP Code: 51.0904
MCC Program Code: EM01
NYSED Code (BRI): 2170B

Description
This two-year associate in applied science degree program is intended for students interested in preparing for a career at the highest level of emergency medical services care - the paramedic.

Admission requirements for the program include current New York State Emergency Medical Technician Certification (available through successful completion of EMS 110). The certification sequence begins each January. Candidates for the program are reviewed beginning each September.

The program includes a very structured New York State Paramedic Certification sequence which includes classroom, hospital clinical hours, and field internships. Upon completion of the sequence, graduates will be eligible to sit for the New York State Health Department certification examination as EMT - Paramedic. Students wishing to obtain certification may also apply for the Paramedic Certificate program.

The MCC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Professions (www.caahep.org) and authorized by the New York State Department of Health.

Students interested in the degree should contact the EMS Program staff at 753-3710 to discuss the requirements for admission to the program.

Program Learning Outcomes
1) Perform a comprehensive patient assessment
2) Deliver medications according to protocols
3) Deliver life-saving interventions according to protocols
4) Manage patient care while providing safe transportation to appropriate medical facilities
5) Communicate effectively with a variety of audiences which could include: patients, families/friends or other public safety and medical professionals
6) Apply knowledge acquired from the program’s general education requirements in a variety of non-clinical roles such as management education etc.
**PARAMEDIC CERTIFICATE**

**CERTIFICATE PROGRAM**

<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>51.0904</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYSED Code (BRI):</td>
<td>33241</td>
</tr>
</tbody>
</table>

**Description**

Successful completion of this program prepares an individual for admission to the New York State Health Department examinations for certification as a paramedic. The paramedic certification course sequence includes classroom, hands-on skill development, hospital clinical experience, and field internships. This program includes only the courses required for admission to the New York State Department of Health Paramedic certification exams. This program is accredited by the Commission on Accreditation of Allied Health Education Programs. (www.caahep.org). (Housed in the Health and Physical Education Department)

**Program Learning Outcomes**

1. Perform a comprehensive patient assessment
2. Deliver medications according to protocols
3. Deliver life-saving interventions according to protocols

4. Manage patient care while providing safe transportation to appropriate medical facilities
5. Communicate effectively with a variety of audiences, which could include: patients, families/friends, or other public safety and medical professionals
6. Apply knowledge acquired from the program’s general education requirements in a variety of non-clinical roles such as management, education, etc.

**Requirements for Program Entrance**

- High School diploma. EMT certification. Competitive admission - please contact the EMS Department at 585-753-3712 regarding current admissions criteria.

**Distribution Requirements**

<table>
<thead>
<tr>
<th><strong>COURSES</strong></th>
<th><strong>CREDIT HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 171 Critical Trauma Care</td>
<td>1</td>
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<tr>
<td>EMS 239 Paramedic Clinical and Field Experience</td>
<td>5</td>
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<tr>
<td>EMS 270 Introduction to Paramedicine</td>
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<tr>
<td>EMS 236 Advanced Cardiac Life Support</td>
<td>1</td>
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<tr>
<td>EMS 240 Paramedic Clinical and Field Experience II</td>
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<tr>
<td>EMS 246 Advanced Pediatric Care</td>
<td>1</td>
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<tr>
<td>EMS 271 Medical Care in Paramedicine</td>
<td>8</td>
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<tr>
<td>EMS 272 Advanced Trauma Issues in Paramedicine</td>
<td>7</td>
</tr>
<tr>
<td>MTH 150 Survey of Mathematics or higher</td>
<td>3</td>
</tr>
<tr>
<td>BIO 133 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCES ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUMANITIES ELECTIVE*</td>
<td>3</td>
</tr>
<tr>
<td>LIBERAL ARTS ELECTIVE**</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION**</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 64**

* SPC 144 or SPA 141 are recommended.
** HED 115 or PEC 253 are recommended.

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**PHYSICAL EDUCATION AND EXERCISE SCIENCE**

**A.S. DEGREE**

<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>31.0501</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYSED Code (BRI):</td>
<td>19670</td>
</tr>
</tbody>
</table>

**Description**

The program is designed to prepare students to transfer to a 4-year college or university offering majors in Physical Education, Exercise Science, Sport Science, Sport Medicine/Athletic Training, or a related field. The course of studies combine liberal arts courses biology, psychology, social sciences, and mathematics with courses in Physical Education theory and activity. In addition to providing a strong foundation in the fundamentals of movement, science and sport, the program includes opportunities for exploration in the career areas. After transfer from MCC, students may choose to specialize and seek careers in fitness, sport rehabilitation, education, business, health promotion and wellness, outdoor education, and other physical education related opportunities.

(Housed in the Health and Physical Education Department)

**Program Learning Outcomes**

1. Express a full knowledge base of the content and scope of the Physical Education discipline.
2. Demonstrate human movement skills.
3. Show progress in the development of positive attitudes and their progress in the discipline.
4. Reflect on their personal experiences and professional goals in the discipline.
5. Demonstrate behavior consistent with professional standards in interpersonal and technical communication and the maintenance of a safe environment.
6. Communicate effectively orally and in writing.
7. Construct a personal fitness and wellness program
8. Apply discipline-specific research to the development of a lesson or treatment plan.
9. Conduct an appropriate directed activity in the discipline relevant to teaching coaching athletic training sport management or sport psychology.
### Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC).

### Distribution Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>PPE 100 Introduction to Sports Science</td>
<td>4</td>
</tr>
<tr>
<td>PPE 175 Philosophy and Principles of Physical Education and Athletics</td>
<td>3</td>
</tr>
<tr>
<td>PPE 106 Individual Sports OR PPE 120 Team Sports</td>
<td>3</td>
</tr>
<tr>
<td>PPE 150 Discovery and Adventures in Leadership</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

### FIRST SEMESTER: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR OR ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>PPE 106 Individual Sports OR PPE 120 Team Sports</td>
<td>3</td>
</tr>
<tr>
<td>PPE 150 Discovery and Adventures in Leadership</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
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</tbody>
</table>

### SECOND SEMESTER: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 160 Statistics I (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 134 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>PPE 106 Individual Sports OR PPE 120 Team Sports</td>
<td>3</td>
</tr>
<tr>
<td>PPE 214 Early Childhood Games and Activities</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
<td></td>
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</tbody>
</table>

### THIRD SEMESTER: 17 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 105 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION AMERICAN HISTORY, WESTERN CIVILIZATION OR</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM ELECTIVE (Professional Theory)**</td>
<td>3</td>
</tr>
<tr>
<td>PPE 106 Individual Sports OR PPE 120 Team Sports</td>
<td>3</td>
</tr>
<tr>
<td>PPE 213 Gymnastics</td>
<td>2</td>
</tr>
<tr>
<td>BIO 135 Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 17</strong></td>
<td></td>
</tr>
</tbody>
</table>

### FOURTH SEMESTER: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 211 History of Sport</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION AMERICAN HISTORY, WESTERN CIVILIZATION OR</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM ELECTIVE (Professional Theory)**</td>
<td>3</td>
</tr>
<tr>
<td>PPE 179 Lifeguarding+</td>
<td>2</td>
</tr>
<tr>
<td>PPE 245 Dance Methods and Techniques for Physical Studies Majors</td>
<td>1</td>
</tr>
<tr>
<td>PPE 275 Exercise Physiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL CREDITS 64

* Choose two courses from two different SUNY General Education Areas: American History, Western Civilization, or Other World Civilizations.

** Program Electives in professional theory include PPE 155, PPE 170, PPE 211, SMT 215.

+ CPR Certification is required for all physical education students.

**NOTE:** Within the Physical Education program, there are two opportunities to achieve professional fitness certification. Successful completion of PPE 100 will allow students to be eligible to take the Physical Fitness Specialist certification exam by the Cooper Institute. After successful completion of the entire Physical Education program, students are eligible to take the American College of Sports Medicine Health/Fitness Instructor certification exam.
**SOCIAL SCIENCE ELECTIVE** ................................................................................................3

**PROGRAM TECHNICAL ELECTIVE** ....................................................................................2

TAM 205 CNC Machine Project Laboratory

TAM 143 CNC Lathe Setup

OR

TAM 139 CNC Vertical Machine Tool Programming I

TAM 123 Mathematics for Machinists II

**MATHEMATICS ELECTIVE** ..............................................................................................3

THIRD SEMESTER: 15 Credit Hours

**PROGRAM TECHNICAL ELECTIVE** ....................................................................................3

OR

TAM 255 Computer Aided Manufacturing Project Laboratory

TAM 242 Machine Shop Practice IV

SPC 143 Small Group Communication

SPC 141 Interpersonal Speech Communication

TAM 245 Computer Aided Manufacturing

TAM 251 Statistical Process Control (SPC) for Machinists (1)

Total 17

**TOTAL CREDITS 64**

**Program Learning Outcomes**

1. Demonstrate necessary soft skills to acquire a job within a manufacturing industry.
2. Perform manual machine part production to industry standards.
3. Perform computer numerical machine part production to industry standards.
4. Demonstrate measurement techniques necessary for successful employment.
5. Compose machine tool programs necessary for successful employment.
6. Demonstrate written technical communication skills.
7. Apply mathematical skills to solve industrial problems.
8. Interpret engineering models for part production.
9. Follow standard safety practices used in industry.

**Requirements for Program Entrance**

Elementary Algebra with Geometry (or MTH 098 at MCC).

**Distribution Requirements**

**Credit Hours**

**FIRST SEMESTER: 15 Credit Hours**

TAM 101 Machine Shop Theory I .................................................................3

TAM 105 Machine Project Lab OR

PROGRAM TECHNICAL ELECTIVE*

TAM 121 Mathematics for Machinists I .........................................................3

TAM 131 Machine Shop Print Reading I .......................................................3

TAM 141 Machine Shop Laboratory ..............................................................3

Total 15

**SECOND SEMESTER: 17 Credit Hours**

ENG 101 College Composition OR

ENG 200 Advanced Composition ..................................................................3

TAM 123 Mathematics for Machinists II .......................................................3

TAM 132 Machine Shop Print Reading II ......................................................3

TAM 139 CNC Vertical Machine Tool Programming I .................................3

TAM 142 CNC Mill Setup OR

TAM 143 CNC Lathe Setup ............................................................................3

TAM 205 CNC Machine Project Laboratory OR

PROGRAM TECHNICAL ELECTIVE* ...........................................................................3

Total 17

**THIRD SEMESTER: 15 Credit Hours**

MATHEMATICS ELECTIVE** ..........................................................................................3

SOCIAL SCIENCE ELECTIVE

SPC 141 Interpersonal Speech Communication OR

SPC 143 Small Group Communication .......................................................3

TAM 245 Computer Aided Manufacturing ..................................................3

TAM 255 Computer Aided Manufacturing Project Laboratory OR

PROGRAM TECHNICAL ELECTIVE* ...........................................................................3

Total 15

**TOTAL CREDITS 64**

**TAM PROGRAM TECHNICAL ELECTIVES**

TAM 115 Principles of Metallurgy (2) ............................................................3

TAM 142 CNC Mill Setup (1,2) .................................................................3

TAM 143 CNC Lathe Setup (2) ..................................................................3

TAM 151 Geometric Dimensioning and Tolerancing for Machinists (1,2) ..3

TAM 242 Machine Shop Practice IV ..........................................................3

TAM 246 Computer Aided Manufacturing 2 ...............................................3

TAM 251 Statistical Process Control (SPC) for Machinists (1) .................3

NOTE: (1)-Fall Course Offering; (2)-Spring Course Offering

* Students currently working in the precision machining industry may substitute a program elective for TAM 105, TAM 205, and TAM 255, based on work experience and approval of a faculty advisor.

** Mathematics elective should be selected with guidance from faculty advisor.

MTH 104, MTH 140, MTH 141, or MTH 160 or higher will be accepted. Those contemplating a higher level degree should seek advisement for transfer information.

NOTE: All students enrolled in the program should take the MCC placement exam for advisement prior to registration. It is recommended that students have a minimum of 2 years of high school math or place MTH 104 or higher on the placement exam prior to enrolling in this program. Please seek advisement from the TAM Coordinator or faculty prior to registration. Call 585-292-3725 for advisement times.

**PRECISION MACHINING - OPTICAL FABRICATION**

**CERTIFICATE PROGRAM**

CIP Code: MCC Program Code: 15.0613 PM04

NYSED Code (BRI): 31779

**Description**

This certificate program is designed to prepare graduates for employment in the precision machining industry with special emphasis on optical fabrication. Optical fabrication is the manufacturing of optical components used in lasers, fiber optics, and digital imaging. Students will learn the principles and practices of precision metalworking and then apply these skills to the materials used in fiber optics, digital imaging, lasers, and other technological applications.

(Housed in the Applied Technologies Department)

**Program Learning Outcomes**

1. Demonstrate necessary soft skills to acquire a job within a manufacturing industry.
2. Perform manual machine part production to industry standards.
3. Perform computer numerical machine part production to industry standards.
4. Demonstrate measurement techniques necessary for successful employment.
5. Compose machine tool programs necessary for successful employment.
6. Demonstrate written technical communication skills.
7. Apply mathematical skills to solve industrial problems.
8. Interpret engineering models for part production.
9. Follow standard safety practices used in industry.

**Distribution Requirements**

**Credit Hours**

**FIRST SEMESTER: 15 Credit Hours**

TAM 241 Advanced Machine Shop Laboratory ...........................................3

HEALTH/PHYSICAL EDUCATION .................................................................2

Total 17

**TOTAL CREDITS 64**

**Program Learning Outcomes**

1. Demonstrate necessary soft skills to acquire a job within a manufacturing industry.
2. Perform manual machine part production to industry standards.
3. Perform computer numerical machine part production to industry standards.
4. Demonstrate measurement techniques necessary for successful employment.
5. Compose machine tool programs necessary for successful employment.
6. Demonstrate written technical communication skills.
7. Apply mathematical skills to solve industrial problems.
8. Interpret engineering models for part production.
9. Follow standard safety practices used in industry.
### Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC).

### Distribution Requirements

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER: 16 Credit Hours</strong></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TAM 121 Mathematics for Machinists I</td>
</tr>
<tr>
<td>3</td>
<td>TAM 131 Machine Shop Print Reading I</td>
</tr>
<tr>
<td>3</td>
<td>TAM 101 Machine Shop Theory I</td>
</tr>
<tr>
<td>3</td>
<td>TAM 141 Machine Shop Lab</td>
</tr>
<tr>
<td>4</td>
<td>OPT 131 Optical Elements and Ray Optics</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **SECOND SEMESTER: 14-15 Credit Hours** | |
| 3 | TAM 123 Mathematics for Machinists II |
| 3 | TAM 139 Machine Shop Theory II |
| 3 | TAM 142 CNC-Mill Set-up OR |
| 3 | TAM 143 CNC-Lathe Set-up |
| 2 | TAM 205 CNC Machining Project Lab |
| 4 | OPT 135 Measurement and Analysis |
| **Total 16-17** | |

**TOTAL CREDITS 32-33**

### Distribution Requirements

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER: 15 Credit Hours</strong></td>
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</tr>
<tr>
<td>TAM 121 Mathematics for Machinists I</td>
<td>3</td>
</tr>
<tr>
<td>TAM 131 Machine Shop Print Reading I</td>
<td>3</td>
</tr>
<tr>
<td>TAM 101 Machine Shop Theory I</td>
<td>3</td>
</tr>
<tr>
<td>TAM 141 Machine Shop Lab</td>
<td>3</td>
</tr>
<tr>
<td>TAM 105 Machine Project Lab OR PROGRAM TECHNICAL ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **SECOND SEMESTER: 17-18 Credit Hours** | |
| TAM 123 Mathematics for Machinists II OR PROGRAM TECHNICAL ELECTIVE | 3 |
| TAM 132 Machine Shop Print Reading II | 3 |
| TAM 139 Machine Shop Theory II | 3 |
| TAM 142 CNC-Mill Set-up OR | 3 |
| TAM 143 CNC-Lathe Set-up | 3 |
| TAM 205 CNC Machining Project Lab OR PROGRAM GENERAL ELECTIVE | 3 |
| PROGRAM TECHNICAL ELECTIVE | 2-3 |
| ENG 101 College Composition OR | |
| ENG 200 Advanced Composition OR CRC 101 Practical Computer Literacy | 3 |
| **Total 17-18** | |

**TOTAL CREDITS 32-33**

### PROGRAM TECHNICAL ELECTIVE

- TAM 115 Principles of Metallurgy
- TAM 142 CNC Mill Set-up
- TAM 143 CNC Lathe Set-up
- TAM 151 Geometric Dimensioning and Tolerancing for Machinists
- TAM 155 Tool and Fixture Design
- TAM 241 Advanced Machine Shop Lab
- TAM 242 Machine Shop Practice IV
- TAM 245 Computer Aided Manufacturing
- TAM 246 Computer Aided Manufacturing
- TAM 251 Statistical Process Control (SPC) for Machinists
- TAM 255 Computer Aided Manufacturing Laboratory

### PROGRAM GENERAL ELECTIVE

- BUS 104 Introduction to Business
- CRC 101 Practical Computer Literacy
- ECO 103 Personal Money Management
- ENG 251 Technical Communications

### ADDITIONAL RECOMMENDED COURSES FOR APPRENTICESHIP TRAINING

- TAM 155 Toolroom Technology I
- TAM 242 Machine Shop Practice IV

* Students currently working in the precision machining industry may substitute a program technical elective for TAM 105 and TAM 123 and a program general/technical elective for TAM 205 based on work experience and approval of a faculty advisor.

**NOTE:** All students enrolled in the Certificate program should take the MCC AccuPlacer exam for advisement prior to registration. It is recommended that students have a minimum of two years high school math or place at the level of MTH 104 or higher on the AccuPlacer exam prior to enrolling in this program. Please seek advisement from the TAM Coordinator or a faculty advisor prior to registration. Call 585-292-3725 for an appointment or for advisement times.
Description

The Public Relations program is designed to prepare students for transfer to a four-year college or university offering programs in public relations, communications, and mass media. The curriculum provides a foundation in liberal arts and a background in communication theory, media writing and public relations. The program will enable students to better understand the role of public relations today in business, government, education and non-profit organizations.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

1. Describe the field of public relations
2. Describe the history of public relations from colonial America through contemporary society
3. Analyze the current issues and trends in the field of public relations
4. Design a public relations plan.
5. Analyze and assess award-winning public relations campaigns
6. Identify various tools of public relations practice
7. Prepare and edit a press release

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or MTH 104 at MCC).

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition ........................................... 3
COM 101 Introduction to Mass Media ............................................................................................... 3
MTH 160 Statistics I OR higher ......................................................................................................... 3
SPC 142 Fundamentals of Public Speaking ...................................................................................... 3

Total 15

SECOND SEMESTER: 15 Credit Hours

COM 120 Media Literacy .................................................................................................................... 3
ANT 102 Cultural Anthropology ........................................................................................................ 3
SPC 141 Interpersonal Speech Communication ............................................................................... 3
ELECTIVE* ........................................................................................................................................ 3

Total 15

THIRD SEMESTER: 15-16 Credit Hours

SOC 101 Introduction to Sociology .................................................................................................... 3
COM 130 Media Writing ...................................................................................................................... 3
SPC 143 Small Group Communication .............................................................................................. 3
SPC 142 Fundamentals of Public Speaking ....................................................................................... 3
SPC 143 Small Group Communication .............................................................................................. 3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE ................................................. 3-4
ELECTIVE** ..................................................................................................................................... 3

Total 15-16

FOURTH SEMESTER: 17 Credit Hours

SUNY GENERAL EDUCATION HUMANITIES OR FOREIGN LANGUAGE ELECTIVE...................... 3
ELECTIVE ......................................................................................................................................... 3
PHYSICAL/HEALTH EDUCATION .................................................................................................... 2
COM 131 Principles of Journalism .................................................................................................... 3
COM 270 Media and Society ............................................................................................................. 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE ....................................................... 3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE ....................................................... 3

Total 15

www.monroecc.edu/go/academicprograms
**SECOND SEMESTER: 18 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 150 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>PSC 110 Practicum in Public Safety Telecommunicator</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total 18**

**THIRD SEMESTER: 15-16 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 202 Law Enforcement Dispatching</td>
<td>7</td>
</tr>
<tr>
<td>NATURAL SCIENCE ELECTIVE</td>
<td>3-4</td>
</tr>
<tr>
<td>LIBERAL ARTS ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
<td>2</td>
</tr>
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</table>

**Total 15-16**

**FOURTH SEMESTER: 15 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 241 Advanced Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSC 212 Practicum in Law Enforcement Dispatching</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total 15**

**TOTAL CREDITS 63-64**

**FIRE AND EMS DISPATCHER TRACK**

**FIRST SEMESTER: 15 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 100 Public Safety Telecommunicator</td>
<td>7</td>
</tr>
<tr>
<td>PSC 101 Emergency Medical Dispatch</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101 College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 141 Interpersonal Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**

**SECOND SEMESTER: 18 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
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<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
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<tr>
<td>PSC 110 Practicum in Public Safety Telecommunicator</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total 18**

**THIRD SEMESTER: 15-16 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 203 Fire and EMS Dispatching</td>
<td>7</td>
</tr>
<tr>
<td>NATURAL SCIENCE ELECTIVE</td>
<td>3-4</td>
</tr>
<tr>
<td>LIBERAL ARTS ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>Health/Physical Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total 15-16**

**FOURTH SEMESTER: 15 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 241 Advanced Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSC 213 Practicum in Fire and EMS Dispatching</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total 15**

**TOTAL CREDITS 63-64**

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**RADIOLOGIC TECHNOLOGY**

**A.A.S. DEGREE**

**CIP Code:** 110907  
**MCC Program Code:** RA01  
**NYSED Code (BRI):** 01232  
**Description**

The radiologic technologist, also known as a radiographer, is a health care professional who administers ionizing radiation (x-rays) to produce anatomic images for diagnostic, therapeutic and research purposes. The images may be recorded photographically or digitally and are interpreted by a licensed practitioner such as a radiologist (specialized physician) in the diagnosis and treatment of injury, anomalies and disease. This curriculum qualifies the student for an A.A.S. degree in Diagnostic Radiologic Technology only. Students attend didactic and laboratory classes at campus and clinical classes at area hospitals. The student is responsible for arranging transportation to and from the College and hospitals when required.

The Radiologic Technology program is a 21-month program accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone (312)704-5300, fax: (312)704-5304 (7-94), www.jrcert.org

The JRCERT is recognized by the United States Department of Education as the national accreditation agency of programs for the radiographer. Successful completion of academic work and clinical experience prepares the student for admission to the American Registry Certification Examination and New York State Licensure.

Radiologic Technology is a high demand, competitive program. Readmission to the radiologic technology program is not automatic. Readmission eligibility is dependent on documented extenuating circumstances that warrant consideration and must be made within one year. Students seeking readmission to the program should contact the Admissions Office or Advising Center. Readmission would be considered only on a space-available basis.

(Housed in the Health Professions Department)

**Program Learning Outcomes**

1. Demonstrate clinical competence in the performance of basic radiographic procedures
2. apply positioning skills
3. select technical factors
4. provide radiation protection
5. demonstrate patient-centered skills
6. demonstrate oral communication skills
7. demonstrate written communication skills
8. demonstrate ability to adapt to non-routine scenarios
9. evaluate image quality
10. demonstrate good work ethic
11. summarize the value of professionalism through leadership volunteering and/or lifelong learning

**Requirements for Program Entrance**

High school Algebra 2 with Trigonometry/Math B with a grade of C or better. High school biology/life science with a grade of C or better. Competitive Admission — Please contact the Admissions Office regarding current admission criteria and/or geographic limitations.

**Distribution Requirements**

**FIRST SEMESTER: 23 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 142 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>MTH 160 Statistics I OR</td>
<td></td>
</tr>
<tr>
<td>MTH 161 Statistics II OR</td>
<td></td>
</tr>
<tr>
<td>MTH 165 College Algebra (or higher)*</td>
<td>3</td>
</tr>
<tr>
<td>XRT 111 Radiographic Technology I**</td>
<td>9</td>
</tr>
<tr>
<td>XRT 151 Orientation/Clinical Education I**</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 23**

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SECOND SEMESTER: 16 Credit Hours

HUMANITIES ELECTIVE ................................................................. 3
PHY 141 Radiographic Physics ...................................................... 3
XRT 122 Radiographic Technology II** ...................................... 6
XRT 152 Clinical Education II** ................................................... 4
Total 16

First Summer Session: 4 Credit Hours
XRT 153 Clinical Education III** ................................................ 4
Total 4

THIRD SEMESTER: 16 Credit Hours

PSY 101 Introductory Psychology .................................................. 3
XRT 211 Radiographic Technology III** ....................................... 3
XRT 251 Clinical Education IV** ................................................ 8
XRT 220 Radiographic Pathology I ................................................. 1
XRT 215 Sectional Anatomy** ...................................................... 1
Total 16

FOURTH SEMESTER: 17 Credit Hours

SOCIAL SCIENCE ELECTIVE ..................................................... 3
XRT 222 Radiographic Technology IV**** ................................... 5
XRT 252 Clinical Education V***** .............................................. 8
XRT 230 Radiographic Pathology II ............................................. 1
Variable
Total 17

Second Summer Session (optional)
XRT 253 Supplemental Clinical Education ..................................... Variable
TOTAL CREDITS 76

Seven (7) weeks of study and clinical experience for the first freshman summer session is required to complete degree requirements and prerequisites for certification and licensure. This summer requirement includes course work and clinical experience at a hospital and/or the college laboratory on a full time basis (40 hours per week).

Admission to this program is conditional upon meeting medical requirements, clearance of existing problem(s), and ability to meet technical standards (physical demands) of the program.

Proof of current CPR certification is required for graduation.

* Students should consult with a program advisor for selection of proper Mathematics course.

** A grade of C or better is required to remain in the Radiologic Technology Program.

*** HED 118 Introduction to Safety and Emergency Care is recommended.

**** A grade of C or better is required to graduate.

***** A grade of C or better or successful completion of XRT 253 is required to graduate.

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SMALL BUSINESS MANAGEMENT

CERTIFICATE PROGRAM

CIP Code: 52.0701
MCC Program Code: BS02

NYSED Code (BRI): 01215

Description

Small Business Management is a certificate program designed to aid those students who already manage their own companies, are contemplating starting their own businesses, or work for a small business concern. This program will provide basic knowledge in the fields of accounting, marketing, management, and customer service. These credits may be applied to requirements for an A.A.S. degree in Applied Business or an A.A.S. in Entrepreneurship if a student decides to matriculate into either of those programs.

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

1) Utilize identified accounting concepts to make informed decisions about the operating performance and financial position of a small business.
2) Identify and explain critical factors in starting a small business which could include entrepreneurial objectives forms of ownership financing risk management or entrepreneurial skills.
3) Apply leadership and workplace relationship skills to effectively deal with various small business stakeholders.
4) Identify and describe laws that are relevant to the operation of a small business.
5) Develop a comprehensive business plan.
6) Describe factors involved in effective selling which could include qualifying prospects developing long term customer relationships ethical conduct customer service or selling techniques.
7) Communicate effectively using various forms of communication.
8) Demonstrate effective teamwork skills that enhance team processes.
9) Apply information management skills particularly the use of Microsoft Office software to business related tasks.

Requirements for Program Entrance

One year of high school math, including Business Math, Elementary Algebra with Geometry (or Math 098, or Math 130 at MCC).

Distribution Requirements

FIRST SEMESTER 15-16 Credit Hours

MTH 130 Modern Business Mathematics (recommended) OR
MTH 104 Intermediate Algebra or higher (not MTH 150)* .............................................. 3-4
BUS 200 Legal Environment of Business .............................................................. 3
BUS 110 Entrepreneurial Studies I ............................................................................ 3
ENG 101 College Composition OR
ENG 290 Advanced Composition ........................................................................... 3
BUS 104 Introduction to Business ......................................................................... 3
Total 15-16

SECOND SEMESTER 16 Credit Hours

ACC 130 Introductory Accounting and Financial Analysis ** ...................................... 4
BUS 135 Supervising for Quality ............................................................................ 3
BUS 210 Entrepreneurial Studies II ........................................................................... 3
BUS 220 Business Computer Applications .................................................................. 3
MAR 201 Dynamics of Selling ........................................................................... 3
Total 16

TOTAL CREDITS 31-32

* Students with strong math skills should consult with their advisor to select the appropriate math course.

** Students who have completed ACC 101 and ACC 102 may substitute that sequence for ACC 130.

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Academic Programs
SOLAR THERMAL TECHNOLOGY
CERTIFICATE PROGRAM

CIP Code: 15.0905
NYSED Code (BRI): 35659
MCC Program Code: STT2

Description
The Solar Thermal Certificate is designed for the student who is seeking an entry level position as a Solar Thermal Installer and Service Technician, and those currently employed in the field of heating, ventilating, and air conditioning or related areas. The program provides the student with essential information and training to install and work with solar thermal systems. The coursework includes fundamentals of collecting and transferring solar heat, the National Electric, Plumbing, Mechanical, and Building Code, and teaches the principles of a solar thermal system. This entry level certificate will prepare students to take the North American Board of Certified Energy Practitioners (NABCEP) Solar Thermal Entry Level Certification Exam. Students interested in this program may also be interested in the Air Conditioning Technology: Heating and Ventilation program and the Heating, Ventilating, Air Conditioning program.

Program Learning Outcomes
1) Install solar thermal heating systems to NABCEP standards.
2) Maintain solar thermal heating systems to NABCEP standards.
3) Perform testing and adjustment of solar thermal systems to NABCEP standards.
4) Diagnose common malfunctions for solar thermal equipment to NABCEP standards.
5) Perform corrective repairs for solar thermal equipment to NABCEP standards.
6) Perform testing and adjustment of HVAC/R equipment for proper operation to manufacturer OEM standards.
7) Perform service and maintenance on HVAC/R equipment to manufacturer OEM standards.
8) Diagnose common malfunctions for HVAC/R equipment to manufacturer OEM standards.
9) Perform corrective repairs for HVAC/R equipment to manufacturer OEM standards.
11) Design and size solar thermal heating systems to NABCEP standards.
12) Select HVAC/R and solar thermal heating systems for appropriate applications.
13) Outline strategies to increase energy efficiency and reduce energy consumption of HVAC/R equipment.
14) Design and size solar thermal heating systems to NABCEP standards.
15) Install new HVAC/R equipment to manufacturer OEM standards.
16) Interpret electrical control wiring diagrams for HVAC/R control systems.

Requirements for Program Entrance
High School graduate or high school equivalency diploma. Elementary Algebra with Geometry (or MTH 098 at MCC).

Distribution Requirements

FIRST SEMESTER: 19 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HVA 101 Basic Refrigeration Theory</td>
<td>3</td>
</tr>
<tr>
<td>HVA 103 Heating Systems</td>
<td>3</td>
</tr>
<tr>
<td>HVA 105 Electric and Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>HVA 202 Boiler Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTH 135 Introduction to Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>STT 101 Introduction to Solar Thermal Technology</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
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SECOND SEMESTER: 16 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>HVA 102 Air Conditioning Theory</td>
<td>3</td>
</tr>
<tr>
<td>HVA 104 Commercial Air Conditioning and Heat Pumps</td>
<td>3</td>
</tr>
<tr>
<td>PHY 100 Preparatory Physics</td>
<td>4</td>
</tr>
<tr>
<td>STT 102 Solar Thermal Installation Practices</td>
<td>3</td>
</tr>
<tr>
<td>STT 201 Troubleshooting and Preventative Maintenance for Solar Thermal Systems</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

TOTAL CREDITS 35

SPORT MANAGEMENT
A.S. DEGREE

CIP Code: 31.0504
NYSED Code (BRI): 35653
MCC Program Code: SM01
NYSED Code (DCC): 35654

Description
A program designed for students interested in the business and marketing aspects of sport. This program provides a conceptual framework for the field through physical education and business coursework and incorporates hands-on experience through field work. This program will be of interest to students interested in careers in athletic administration, minor and major league sports, facility and event management, sport promotion, equipment development and retail, and client management.

Program Learning Outcomes
1) Identify and describe the major forces shaping the field of Sport Management.
2) Articulate the core sport management theories as they relate to other academic disciplines which could include: business accounting economics psychology or history.
3) Explain the major principles of ethics and values in sport management.
4) Discuss developments in the fields of business and management as they relate to sport.
5) Apply knowledge about sport management to practical work experiences.
6) Demonstrate a sensitivity to diversity issues in interacting with both clients and customers.

Requirements for Program Entrance
Intermediate Algebra with Trigonometry or (MTH 104 at MCC).

Distribution Requirements

FIRST SEMESTER: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>PPE 106 Individual Sports or PPE 120 Team Sports</td>
<td>3</td>
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<tr>
<td>PPE 190 Introduction to Sport Science</td>
<td>4</td>
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<tr>
<td>PPE 175 Philosophy and Principles of Physical Education and Athletics</td>
<td>3</td>
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<tr>
<td>SMT 215 Sports Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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SECOND SEMESTER: 16 Credit Hours

<table>
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<tr>
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<tbody>
<tr>
<td>HUMANITIES ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>ACC 101 Accounting Principles I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 150 Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>BUS 104 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
The Surgical Technology program offers an Associate in Applied Science Degree. This program is designed to prepare Surgical Technologists who practice under medical supervision to facilitate safe and effective conduct of invasive surgical procedures. The individual works as a member of the surgical team under the supervision of the circulating nurse and surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. Graduates of Surgical Technology programs are prepared to work in a variety of settings including inpatient hospital operating rooms, outpatient surgery centers, emergency rooms and central supply.

The curriculum leading to the A.A.S. degree is comprised of 64 credits. The program consists of liberal arts and sciences and surgical technology courses. As the student progresses through the curriculum, classroom theory is applied to clinical practice in the operating room setting. A grade of C or better is required for satisfactory completion of all Biology (BIO) and Surgical Technology (SGT) courses. Students are responsible for their own transportation to and from clinical sites. Current CPR certification for the professional rescuer is required for courses with a clinical component. Student must have current health insurance to participate in the program. The fee for health insurance will be added to tuition if students do not provide proof of insurance prior to the start of program.

Upon completion of the Surgical Technology Program, the graduate will:
1. Demonstrate theoretical and practical proficiency in performing the typical duties of a surgical technologist (such as surgical aseptic technique, surgical procedures, or patient care).
2. Apply knowledge of instrumentation and appropriate use in surgical procedures during perioperative care.
3. Conduct proper sterilization of supplies and equipment as part of the pre-operative preparation.
4. Identify and correct breaks in aseptic technique.
5. Complete a full pre-operative inventory and preparation of surgical supplies and equipment.
6. Conduct proper sterilization of supplies and equipment as part of the pre-operative preparation.
7. Function in the "First-Scrub" role on basic surgical procedures.
8. Participate actively in the scrub role in a variety of procedures across surgical specialty areas as permitted by hospital policy.
9. Participate in post-operative activities for various surgical procedures, as permitted by hospital policy.
10. Demonstrate potential and existing safety hazards in an operating room environment.
11. Prepare and handle drugs and solutions properly (which may include following hospital or legal standards) under the supervision of a registered nurse.
12. Communicate effectively in a variety of settings or situations.
13. Assist with circulating duties.
14. Exhibit personal qualities of teamwork.
15. Express the personal qualities of empathy and respect for patients and co-workers.
16. Demonstrate the values of dependability and integrity consistent with the standards of the workplace.
17. Adhere to the standards of accountability for those practicing in the surgical professions.
18. Exhibit effective critical thinking skills (such as problem-solving, good judgment, etc.) when providing care to achieve established goals.

**Requirements for Program Entrance**

High School Diploma or GED

MCC Level B Mathematics Placement or MTH 104 with a grade of C or better. (Recommended high school course Algebra II with Trigonometry with a grade of 75 or higher)

Required Courses: High School Biology with a grade of C or better, and High School Chemistry with a grade of C or better or the equivalent MCC courses (BIO 133/132, CHE 100)

BIO 144, BIO 145 and BIO 202 grades must be no more than seven years old with a grade of C to be considered when the applicant is accepted for admission into the Surgical Technology program.
<table>
<thead>
<tr>
<th>Distribution Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER: 15 CREDIT HOURS</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 144 Human Anatomy and Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 165 College Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>HIM 104 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SGT 100 Introduction to Surgical Technology*</td>
<td>4</td>
</tr>
<tr>
<td>SGT 110 Foundations of Surgical Technology*</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER: 17 CREDIT HOURS</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 145 Human Anatomy and Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition ** OR ENG 200 Advanced English Composition**</td>
<td>3</td>
</tr>
<tr>
<td>PHL 250 Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SGT 101 Surgical Pharmacology and Anesthesia*</td>
<td>2</td>
</tr>
<tr>
<td>SGT 102 Principles and Practices in Surgical Technology*</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL 17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>THIRD SEMESTER — SUMMER: 4 CREDITS</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 202 Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL 4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER: 16 CREDITS</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 235 Pathophysiology*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SGT 201 Surgical Procedures*</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL 16</strong></td>
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</tr>
<tr>
<td><strong>FIFTH SEMESTER: 12 CREDITS</strong></td>
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</tr>
<tr>
<td>SGT 202 Specialty Surgical Procedures*</td>
<td>10</td>
</tr>
<tr>
<td>SGT 210 Professional Issues and Certification for Surgical Technology*</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS 64</strong></td>
<td></td>
</tr>
</tbody>
</table>

* a grade of C or better is required for successful completion.

There are no HPE credits in this program. MCC response to SUNY Waiver Request sent to President Kress May 15, 2014 from the Office of Academic Affairs and the Provost stating the following. *Please note that courses required by local policy are not considered a compelling justification.* Achievement of learning outcomes for the health and wellness knowledge and skill area will be embedded in the program curriculum.

**SUSTAINABILITY CERTIFICATE PROGRAM**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability, which is grounded on the conviction that societies should develop ways to meet their present needs without compromising the ability of future generations to provide for their own needs, is a field of concern and inquiry that overlaps a vast array of disciplines. Rather than focusing on one particular area of concern, the certificate in sustainability is designed to provide students with a broad understanding of the issues, topics, and disciplines that sustainability encompasses. Courses in the certificate program will focus on the social, economic, institutional and environmental aspects of sustainable development as they relate to both human society and the non-human environment. The objectives of the certificate program are three fold: to introduce students to the ways that different disciplines affect and are affected by the field of sustainability, to help students understand the complex web of cause and effect that interconnects those disciplines; and to connect an understanding of sustainability to larger issues of energy, the environment, social and economic justice, agriculture, etc. In contrast to MCC’s stand-alone, vocational certificates, the sustainability certificate is designed to complement the college’s associate degree programs by allowing a given student to earn credit toward his/her degree while at the same time pursuing what amounts to a minor field of study in sustainability. The certificate requires students to complete 16-20 credits of coursework relevant to the study of sustainability; students will complete at least one approved course in each of three core areas (natural science, social science, and humanities) and may choose the remaining six credits from the list of core courses or from a list of approved electives. Sustainability is becoming a priority in a number of fields, including business, agriculture, law, natural science, and technology. This certificate will provide evidence that a given student has completed a coherent course of study in the emerging field of sustainability. The Certificate in Sustainability requires concurrent matriculation into a degree program. The program is not financial aid eligible.</td>
<td></td>
</tr>
</tbody>
</table>

**Program Learning Outcomes**

1) define sustainability and identify examples on a local and global scale
2) explain how sustainability relates to their lives and their values and how their actions impact issues of sustainability.
3) develop a plan to utilize their knowledge of sustainability to change their daily habits and consumer mentality.
4) explain how social natural and economic systems are interrelated within the field of sustainability.
5) apply concepts of sustainability to their everyday lives

**Requirements for Program Entrance**

Algebra (1 year high school math or placement into Level 4 Math at MCC). A grade of C or better is required for successful completion.

<table>
<thead>
<tr>
<th>Distribution Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMANITIES: 3 CREDIT HOURS</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 105 Introduction to Literature (GR Designation) ** OR</td>
<td></td>
</tr>
<tr>
<td>PHL 105 Technology and Values ** OR</td>
<td></td>
</tr>
<tr>
<td>SUS 101 Introduction to Sustainability **</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 3</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCES**: 3 CREDIT HOURS

<table>
<thead>
<tr>
<th>Distribution Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG 102 Human Geography ** OR</td>
<td></td>
</tr>
<tr>
<td>SOC 209 Environmental Sociology ** OR</td>
<td></td>
</tr>
<tr>
<td>SUS 101 Introduction to Sustainability **</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 3</strong></td>
<td></td>
</tr>
</tbody>
</table>
NATURAL SCIENCES*: 3-4 Credit Hours
BIO 116 Introduction to Environmental Science OR
BIO 280 General Ecology OR
GEG 130 Digital Earth OR
GEO 210 Environmental Geology OR
GEG 204 Climate Change: Past, Present, and Future ...................................................3-4
Total 3-4

SERVICE-LEARNING ELECTIVE: 1-3 Credit Hours
SVL 106 Topics in Service-Learning (Sustainability) OR
SVL 101 Service-Learning Seminar OR
Any course with a Service-Learning designation...........................................................1-3
Total 1-3

ELECTIVES: 6-7 Credit Hours
Students must choose their remaining courses from the following.*
BIO 114 Natural History of Rochester
BIO 116 Introduction to Environmental Science
BIO 156 General Biology II
BIO 280 General Ecology
ECO 101 Introduction to Economics
ECO 112 Principles of Macroeconomics
GEG 102 Human Geography
GEG 130 Digital Earth
GEO 108 Dangerous Earth - GR
PHL 105 Technology and Values
PHL 210 Human Rights & Democrat in Domestic and International Contexts
SOC 209 Environmental Sociology
SOC 210 Global Interdependence
SUS 101 Introduction to Sustainability

Total 6-7

TOTAL CREDITS 16-20

* Consult the College Catalog as some of these courses have pre-requisites.
** SUS 101 does not simultaneously fulfill both the humanities and social science requirements.

SUSTAINABILITY STUDIES
A.S. DEGREE

CIP Code: 30.3301
MCC Program Code: SC02
NYSED Code (BRI): 34872
NYSED Code (DCC): 34873

Description
Sustainability, which is grounded on the conviction that societies should develop ways to meet their present needs without compromising the ability of future generations to meet their own needs, is a field of concern and inquiry that involves a wide range of disciplines. The degree program is designed to provide students with a broad understanding of those issues, topics, and disciplines that sustainability encompasses. Courses in the program will focus on the social, economic, institutional, and environmental aspects of sustainability as they relate to both human society and the non-human environment. The objectives of the sustainability program are threefold: to introduce students to the ways that different disciplines contribute to the work of sustainability; to help students understand the complex web of cause and effect that interconnects those disciplines; and to connect an understanding of sustainability to larger issues of energy, the environment, social and economic justice, agriculture, etc.

(Housed in the Academic Foundations Department)

Program Learning Outcomes
1) Describe how natural social and economic systems are interrelated.
2) Evaluate the interrelated trends of population growth resource consumption and technological progress since the Industrial revolution.
3) Analyze how individual actions affect the sustainability of social economic or environmental systems.
4) Design a solution to sustainability-related problem.

Requirements for Program Entrance
Level 8 Math or completion of MTH 104 with a C or higher or Algebra II with Trigonometry with a C or higher. Biology. Chemistry.

Distribution Requirements

SCIENCE TRACK

FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition OR
ENG 200 Advanced Composition ...........................................................3
PHL 103 Introduction to Ethics .................................................................3
BIO 116 Introduction to Environmental Science ...........................................3
SOC 101 Introduction to Sociology ..........................................................3

Total 15

SECOND SEMESTER: 14 Credit Hours
SUNY GENERAL EDUCATION ELECTIVE WESTERN CIVILIZATIONS OR OTHER WORLD CIVILIZATIONS .............................................................3

Total 14
### Third Semester: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 111 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEG 102 Human Geography <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>SOC 229 Environmental Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 156 General Biology II <strong>OR</strong></td>
<td>4</td>
</tr>
<tr>
<td>BIO 260 General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 151 General College Chemistry I</td>
<td>2</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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### Fourth Semester: 17 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 112 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATHEMATICS OR NATURAL SCIENCES ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>PHY 145 College Physics I <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>PHY 164 General Physics I <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>PHY 181 University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PROGRAM ELECTIVE**</td>
<td>3</td>
</tr>
<tr>
<td>CHE 152 General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Sustained Studies Track

#### First Semester: 15 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHL 103 Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 116 Introduction to Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION ELECTIVE WESTERN CIVILIZATIONS OR OTHER WORLD CIVILIZATIONS</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Second Semester: 17

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY GENERAL EDUCATION ELECTIVE AMERICAN HISTORY, ARTS OR FOREIGN LANGUAGE</td>
<td>3</td>
</tr>
<tr>
<td>MTH 165 OR HIGHER*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 155 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>GEO 101 Physical Geology <strong>OR</strong></td>
<td>4</td>
</tr>
<tr>
<td>GEG 100 Physical Geography Laboratory I <strong>AND</strong> GEG 101 Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>POS 101 Introduction to Political Science <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>POS 102 American National Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>

#### Third Semester: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 156 General Biology <strong>OR</strong></td>
<td>4</td>
</tr>
<tr>
<td>GEO 101 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>ECO 111 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEG 102 Human Geography <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>SOC 229 Environmental Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL/HEALTH EDUCATION</td>
<td>2</td>
</tr>
<tr>
<td>CHE 151 General College Chemistry II</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</table>

#### Fourth Semester: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MTH 160 Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 260 General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ECO 112 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATHEMATICS OR NATURAL SCIENCES ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM ELECTIVE**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

**Total Credits: 62-64**

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* Mathematics course requirement should be selected with guidance from a faculty advisor. MTH 175 is recommended for students pursuing the Sustainability Studies: Science Track.

** PROGRAM ELECTIVES

AGS 101; BIO 114, BIO 118, BIO 156, BIO 195, BIO 230; GEG 102, GEG 104, GEG 211, GEG 218, GEO 108 formerly GEO 137, GEO 210; MTH 180, MTH 161; PHL 105, PHL 210; SOC 210, SOC 102, SOC 202, SOC 209; any course section with a GR (Sustainability) or SV (Service Learning) designation.

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### Teacher Education Transfer

#### A.A. Degree

See Liberal Arts and Sciences - Education
### Teaching Assistant: Adolescence Certificate Program

**CIP Code:** 13.1501  
**MCC Program Code:** TA02  
**NYSED Code (BRI):** 31882  
**NYSED Code (DCC):** 31888

#### Program Description
This program will prepare students with the required coursework for a successful career as a Teaching Assistant/Paraprofessional. The Teaching Assistant certificate provides an opportunity for teaching assistants and individuals interested in K-12 education to begin their higher education in a gradual and supportive manner. The program fulfills the college credit hour requirements for New York State level II, Ill and pre-professional Teaching Assistant Certificate. The certificate will also transfer into an Associate in Arts Teacher Education Degree leading to a baccalaureate degree and NYS Teacher Certification for students interested in pursuing teaching as a career.

This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom while studying various integral aspects of the profession. The course of study also provides students with a balance of coursework between completing education classes, general education coursework, and elective coursework.

Graduates of this program receive a solid foundation in both the liberal arts and sciences as well as the educational functions of teaching assistants and may find employment in pre-school, elementary and secondary schools.

**(Housed in the Education Department)**

#### Program Learning Outcomes
1. demonstrate an understanding and be conversant about the main theoretical and sociological ideas and trends that currently influence schools classroom practice and the teaching profession.
2. identify professional expectations and responsibilities and articulate a basic understanding of teaching assistant/teaching as a career.
3. analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4. summarize the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

#### Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC).

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Introduction to the Teaching Profession</td>
<td>1</td>
</tr>
<tr>
<td>ENG 150</td>
<td>Performance and Presentation Skills for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIS 111</td>
<td>History of the United States to 1865 OR</td>
<td>3</td>
</tr>
<tr>
<td>HIS 112</td>
<td>History of the United States from 1865</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH/NATURAL SCIENCE ELECTIVE*</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 16-17

#### Second Semester: 15-16 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 200</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 202</td>
<td>Developmental Psychology Adolescent</td>
<td>3</td>
</tr>
<tr>
<td>PSY 261</td>
<td>Psychology of Learning and Behavior Disorders</td>
<td>3</td>
</tr>
<tr>
<td>MATH/NATURAL SCIENCE ELECTIVE*</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>HED 130</td>
<td>Foundations of Personal Health and Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 15-16

**Total Credits:** 31-33

* MTH 150 or higher. See advisor for appropriate placement.

---

### Teaching Assistant: Early Childhood/Childhood Certificate Program

**CIP Code:** 13.1501  
**MCC Program Code:** TA03  
**NYSED Code (BRI):** 31880  
**NYSED Code (DCC):** 31881

#### Program Description
This program will prepare students with the required coursework for a successful career as a Teaching Assistant/Paraprofessional. The Teaching Assistant certificate provides an opportunity for teaching assistants and individuals interested in K-12 education to begin their higher education in a gradual and supportive manner. The program fulfills the college credit hour requirements for New York State level II, Ill and pre-professional Teaching Assistant Certificate. The certificate will also transfer into an Associate in Arts Teacher Education Degree leading to a baccalaureate degree and NYS Teacher Certification for students interested in pursuing teaching as a career.

This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom while studying various integral aspects of the profession. The course of study also provides students with a balance of coursework between completing education classes, general education coursework, and elective coursework.

Graduates of this program receive a solid foundation in both the liberal arts and sciences as well as the educational functions of teaching assistants and may find employment in pre-school, elementary and secondary schools.

**(Housed in the Education Department)**

#### Program Learning Outcomes
1. demonstrate an understanding and be conversant about the main theoretical and sociological ideas and trends that currently influence schools classroom practice and the teaching profession.
2. identify professional expectations and responsibilities and articulate a basic understanding of teaching assistant/teaching as a career.
3. analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4. summarize the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

#### Requirements for Program Entrance
Intermediate Algebra with Trigonometry or Math 104 (Level 6).

**Distribution Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 100</td>
<td>Introduction to the Teaching Profession</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>HED 116</td>
<td>Issues in Child Development and Health</td>
<td>3</td>
</tr>
<tr>
<td>MTH 155</td>
<td>Mathematics for Elementary Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 131</td>
<td>Integrated Science for Future Teachers I - The Physical World</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 17

#### Second Semester: 16 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 200</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>MTH 156</td>
<td>Mathematics for Elementary Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 261</td>
<td>Psychology of Learning and Behavior Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SCI 132</td>
<td>Integrated Science for Future Teachers II - The Living World</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Developmental Psychology Child</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 16

**TOTAL CREDITS:** 33

---

[www.monroecc.edu/go/academicprograms](http://www.monroecc.edu/go/academicprograms)
Program Learning Outcomes

1) demonstrate an understanding and be conversant about the main theoretical and sociological ideas and trends that currently influence schools classroom practice and the teaching profession.
2) identify professional expectations and responsibilities and articulate a basic understanding of teaching assistant/teaching as a career.
3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
4) summarize the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC).

Distribution Requirements

FIRST SEMESTER: 16-17 Credit Hours

EDU 100 Introduction to the Teaching Profession...................................................... 1
ENG 101 College Composition OR
ENG 200 Advanced Composition ............................................................................. 3
HED 116 Issues in Child Development and Health ....................................................... 3
PSY 101 Introductory Psychology ........................................................................... 3
PROGRAM ELECTIVE* .......................................................................................... 3
MATH/NATURAL SCIENCE ELECTIVE* ............................................................... 3-4
Total 16-17

SECOND SEMESTER: 15-16 Credit Hours

EDU 200 Foundations of Education......................................................................... 3
PSY 201 Developmental Psychology -- Child OR
PSY 202 Developmental Psychology -- Adolescent .................................................. 3
PSY 261 Psychology of Learning and Behavior Disorders ...................................... 3
PROGRAM ELECTIVE* .......................................................................................... 3
Total 15-16

TOTAL CREDITS 31-33

* MTH 150 or higher. See advisor for appropriate placement.

Theatre Arts

A.S. Degree

Program Learning Outcomes

1) Discuss basic theatre fundamentals in the areas of performance and technical theatre
2) Critically analyze scripts from a variety of theatrical productions
3) Critically analyze acting from a variety of theatrical productions or performances
4) Critically analyze technical aspects from a variety of theatrical productions or performances
5) Demonstrate various skills in regard to either theatrical performance or technical theatre

Requirements for Program Entrance

Pre-algebra (one year of high school math or placement into Level 3 math at MCC.) Placement into TRS 105, ENG 101 or ENG 200 at initial entrance to MCC.

First Semester: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition .................. 3
MTH 150 Survey of Math OR Higher ................................................................... 3
THE 112 Fundamentals of Acting I ...................................................................... 3
Performance or Technical Theatre Elective........................................................... 3
THE 110 Introduction to Theatre .......................................................................... 3
Total 15

Second Semester: 15 Credit Hours

THE 111 Introduction to Technical Theatre........................................................... 3
Performance or Technical Theatre Elective........................................................... 3
THE 147 Readers' Theatre ................................................................................ 3
ENG 220 Introduction to Dramatic Literature .................................................... 3
ART 118 Perspectives of Art History I: Ancient OR ART 119 Perspectives of Art History II............. 3
Total 15

www.monroecc.edu/go/academicprograms
## Technical Theatre

### First Semester: 15 Credit Hours

- Performance or Technical Theatre Elective .................................................. 3
- ART 104 Drawing I: Foundation ................................................................. 3
- PSY 101 Introduction to Psychology OR SOC 101 Introduction to Sociology 3
- PROGRAM ELECTIVE .................................................................................... 3
- SOCIAL SCIENCE ELECTIVE ...................................................................... 3
- PHYSICAL/HEALTH EDUCATION ............................................................... 2

Total 15

### Fourth Semester: 15 Credit Hours

- Performance or Technical Theatre Elective .................................................. 3
- NATURAL SCIENCE ELECTIVE .................................................................. 3
- PROGRAM ELECTIVE .................................................................................... 3
- HIS 112 History of the United States Since 1965 ......................................... 3
- HUMANITIES ELECTIVE ............................................................................ 3

Total 15

### Total Credits: 62

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**FOURTH SEMESTER: 15 Credit Hours**

- Performance or Technical Theatre Elective .................................................. 3
- NATURAL SCIENCE ELECTIVE .................................................................. 3
- PROGRAM ELECTIVE .................................................................................... 3
- HIS 112 History of the United States Since 1965 ......................................... 3
- HUMANITIES ELECTIVE ............................................................................ 3

Total 17

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**Total Credits: 62**

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### SECOND SEMESTER: 15 Credit Hours

- THE 111 Introduction to Technical Theatre .................................................... 3
- Performance or Technical Theatre Elective .................................................. 3
- THE 147 Readers’ Theatre ............................................................................ 3
- ENG 220 Introduction to Dramatic Literature ............................................. 3
- ART 118 Perspectives of Art History I: Ancient OR ART 118 Perspectives of Art History II ................................................................. 3

Total 15

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### THIRD SEMESTER: 17 Credit Hours

- Performance or Technical Theatre Elective .................................................. 3
- ART 104 Drawing I: Foundation ................................................................. 3
- PSY 101 Introduction to Psychology OR SOC 101 Introduction to Sociology 3
- PROGRAM ELECTIVE .................................................................................... 3
- SOCIAL SCIENCE ELECTIVE ...................................................................... 3
- PHYSICAL/HEALTH EDUCATION ............................................................... 2

Total 17

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### FOURTH SEMESTER: 15 Credit Hours

- Performance or Technical Theatre Elective .................................................. 3
- NATURAL SCIENCE ELECTIVE .................................................................. 3
- PROGRAM ELECTIVE .................................................................................... 3
- HIS 112 History of the United States Since 1965 ......................................... 3
- HUMANITIES ELECTIVE ............................................................................ 3

Total 15

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**TOTAL CREDITS: 62**

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**Program Learning Outcomes**

Students receive advisement, orientation, instruction, and support geared for their success in college. They also build their confidence in their academic success. Student Support Services staff work with the faculty of the Transitional Studies Department to ensure that students obtain timely assistance and appropriate feedback as they progress in their coursework.

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<table>
<thead>
<tr>
<th>CIP Code:</th>
<th>MCC Program Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC Program Code:</td>
<td></td>
</tr>
</tbody>
</table>

**Description**

The Transitional Studies Department helps students prepare for Monroe Community College Career or Transfer Programs. Students admitted to the College through Transitional Studies (TS01) will register for a combination of courses on the basis of a registration/advisement session with a member of the Transitional Studies faculty. An evaluation of courses and/or credits will be made near the end of each semester and a change to another College program may be made as a result of that evaluation.

**Please contact the Admissions Office.**

---

**Courses Fee Hours**

- REA 100 Reading and Thinking in the Disciplines ........................................ 3**
- REA 101 Critical Reading ............................................................................ 3**
- TRS 092 Basic Mathematics ........................................................................ 5**
- TRS 084 Pre-Algebra .................................................................................... 5**
- TRS 100 Integrated Reading and Writing I ................................................. 5**
- TRS 105 Academic Writing ......................................................................... 3**
- TRS 200 Integrated Reading and Writing II ............................................... 5**

**Credit hours course.
* Fee hours for financial aid purposes.**
### TRAVEL AND TOURISM

#### Certificate Program

| CIP Code: | 52.1905 |
| MCC Program Code: | HM11 |

#### Description
This program is designed for the student who is primarily interested in a travel and tourism concentration without the broad liberal arts background. A graduate of this program will have established a basis for a career in the travel and tourism industry, and will be qualified for at least entry-level positions in tour companies, travel agencies, tourism bureaus, cruise lines, car rental companies, and hotels. Cooperative Education provides work-based experience to expand students’ learning opportunities.

#### Program Learning Outcomes
1. Examine the interrelationships of all manner of travel suppliers.
2. Analyze and compare various cruise line companies.
3. Demonstrate fundamental computer skills on a system to complete an airline reservation.
4. Compare the procedures and security protocols for any two or more airline companies domestic or foreign.
5. Identify and critique reliable sources medical and safety information and required documentation for clients traveling internationally.
6. Discuss the positive and negative aspects that tourism can bring to a region or destination.

#### Requirements for Program Entrance
Pre-Algebra (1 year high school math or placement into Level 3 (TRS 094 or MTH 130) or higher. Placement into ENG 101.

#### Distribution Requirements

<table>
<thead>
<tr>
<th>FIRST SEMESTER: 15 Credit Hours</th>
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<tbody>
<tr>
<td>GEG 215 Geography of Tourist Destinations</td>
</tr>
<tr>
<td>HSP 251 Hospitality Marketing</td>
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<tr>
<td>TVL 101 Introduction to Travel and Tourism</td>
</tr>
<tr>
<td>TVL 131 Documentation in the Tourism Industry</td>
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<tr>
<td>TVL 210 Introduction to Airline Reservations Systems: SABRE OR TVL 220 Introduction to Airline Reservations Systems: APOLLO</td>
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<td>CRC/CIS ELECTIVE</td>
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<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
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<tr>
<td>HSP 102 Hospitality Service</td>
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<td>TVL 231 Tourism Specialization</td>
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<td>TVL 275 Current Issues and Trends in Hospitality</td>
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<tbody>
<tr>
<td>CE 260 Cooperative Education: Hospitality*</td>
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</table>

**TOTAL CREDITS 35**

* Students can take the Cooperative Education course during a semester or during the summer.

**NOTE:** Please see the Hospitality Management A.A.S. Degree – Travel, for a degree option to the Certificate program.

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### URBAN STUDIES

#### A.S. Degree

| CIP Code: | 45.1201 |
| MCC Program Code: | UR01 |

#### Description
The Urban Studies Program focuses on the evolution of America’s urban communities from their origins in the 17th century to the globalized cities of today. Students study the economic, social, political, and cultural forces that influenced the various phases in this transition. This track focuses heavily on the contemporary challenges faced by America’s metropolitan communities coming from developments at the global, national, and local levels. Challenges such as changes in the local economy and problems of employment, the unequal access to material, educational, and cultural resources, the fair distribution of public and private resources, environmental problems, and land use issues. Students are encouraged to focus on the human as well as material assets of metro communities in constructing socially and environmentally sustainable communities. The track’s academic program includes opportunities to complement the knowledge gained in the classroom with real life experiences in the greater Rochester metro area.

#### Program Learning Outcomes
1. Explain the origin and development of cities
2. Apply the major theoretical approaches used to understand urban social life
3. Distinguish the major research methods employed in the study of urban environments
4. Apply empirical reasoning to analyzing urban social issues
5. Apply sociological analysis to the Greater Rochester area.
6. Develop the ability to conduct sociological research within the urban environment
7. Develop the ability to communicate their research findings through written and oral communication

#### Requirements for Program Entrance
Algebra (1 year high school math or placement into level 4 math at MCC).

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<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
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<tr>
<td>SOC 101 Introduction to Sociology - WR</td>
</tr>
<tr>
<td>SUNY GENERAL EDUCATION - HUMANITIES ELECTIVE</td>
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<td>SUNY GENERAL EDUCATION - SOCIAL SCIENCE ELECTIVE</td>
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<td>SOC 202 URBAN SOCIOLOGY - WR</td>
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<tr>
<td>PHL 210 Human Rights and Democracy in Domestic and International Contexts - WR, GR</td>
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<td>MTH 160 Statistics I</td>
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<td>PROGRAM ELECTIVE</td>
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<tr>
<td>SOC 201 Sociology of Race and Ethnicity - WR</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
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<td>POS 101 Introduction to Political Science - WR</td>
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**FOURTH SEMESTER: 15 CREDIT HOURS**

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<td>AAD 160</td>
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<td>AAD 260</td>
<td>Applied Imaging, Raster Graphics</td>
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<tr>
<td>MATH 110</td>
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<tr>
<td>DESIGN TRACK ELECTIVE</td>
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Total 15

**TOTAL CREDITS 62**

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**SECOND SEMESTER: 15 Credit Hours**

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<td>Typography</td>
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<td>AAD 107</td>
<td>History of Graphic Design</td>
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Total 15

**TOTAL CREDITS 62**

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**THIRD SEMESTER: 15 CREDIT HOURS**

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Total 15

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**FOURTH SEMESTER: 17 Credit Hours**

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<td>HUMANITIES ELECTIVE</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
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Total 17

**TOTAL CREDITS 62**

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**ILLUSTRATION TRACK;**

**FIRST SEMESTER: 15 Credit Hours**

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<td>ENG 200</td>
<td>Advanced Composition</td>
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<tr>
<td>AAD 104</td>
<td>Intro to Graphic Design, 2D</td>
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<td>AAD 105</td>
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<td>ART 104</td>
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Total 15

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**SECOND SEMESTER: 15 Credit Hours**

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<td>AAD 160</td>
<td>Graphic Illustration, Vector Drawing</td>
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<tr>
<td>AAD 260</td>
<td>Applied Imaging, Raster Graphics</td>
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</tr>
<tr>
<td>MATH 110</td>
<td>Mathematics Elective</td>
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<td>ILLUSTRATION TRACK ELECTIVE</td>
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Total 15

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**THIRD SEMESTER: 15 Credit Hours**

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<td>ILLUSTRATION TRACK ELECTIVE</td>
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<tr>
<td>ART 231</td>
<td>Art Seminar/Portfolio Development</td>
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<tr>
<td>AAD 112</td>
<td>Graphic Design I</td>
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Total 15

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**FOURTH SEMESTER: 17 Credit Hours**

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<tr>
<td>AAD 205</td>
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<td>PHYSICAL/HEALTH EDUCATION</td>
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<td>ELECTIVE</td>
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Total 17

**TOTAL CREDITS 62**
FIRST SEMESTER: 15 Credit Hours
ENG 101 College Composition OR
ENG 200 Advanced Composition ................................................................. 3
AAD 104 Intro to Graphic Design, 2D .............................................................. 3
AAD 105 Typography .................................................................................... 3
AAD 107 A History of Graphic Design ........................................................... 3
ART 104 Drawing I ......................................................................................... 3

Total 15

SECOND SEMESTER: 15 Credit Hours
HUMANITIES ELECTIVE ............................................................................. 3
AAD 160 Graphic Illustration, Vector Drawing .............................................. 3
AAD 260 Applied Imaging, Raster Graphics ................................................... 3
MATHEMATICS ELECTIVE*** ..................................................................... 3
PRINTING TRACK ELECTIVE ...................................................................... 3

Total 15

THIRD SEMESTER: 15 Credit Hours
NATURAL SCIENCE ELECTIVE ................................................................. 3
PRINTING TRACK ELECTIVE ...................................................................... 3
ART 231 Art Seminar/Portfolio Development .............................................. 3
SOCIAL SCIENCE ELECTIVE** ................................................................. 3
AAD 112 Graphic Design I ............................................................................ 3

Total 15

FOURTH SEMESTER: 17 Credit Hours
AAD 205 Graphic Design 2 ........................................................................... 3
PRINTING TRACK ELECTIVE ...................................................................... 3
SOCIAL SCIENCE ELECTIVE** ................................................................. 3
HUMANITIES ELECTIVE ............................................................................. 3
PHYSICAL/HEALTH EDUCATION ............................................................... 2
ELECTIVE .................................................................................................... 3

Total 17

TOTAL CREDITS 62

AAD 108 Ideation, Concept Development .................................................... 3
AAD 165 Prepress (Digital Prepress) .............................................................. 3
AAD 167 Web Design: Graphics (Design for On-Line Publishing) ............ 3
AAD 250 Print Process (Graphic Arts) ........................................................ 4

* Suggest ART 118
** Suggest ART 119
*** Suggest MTH 150

ART 121 Perspectives of Art History III: Non-West .................................. 3
ART 154 Drawing the Human Figure ......................................................... 3
ART 204 Drawing II ..................................................................................... 3
ART 205 Commercial Illustrations I .......................................................... 3

PRINTING TRACK ELECTIVES

AAD 165 Prepress (Digital Prepress) .............................................................. 3
AAD 167 Web Design: Graphics (Design for On-Line Publishing) ............ 3
AAD 250 Print Process (Graphic Arts) ........................................................ 4

* Suggest ART 118
** Suggest ART 119
*** Suggest MTH 150

ART 121 Perspectives of Art History III: Non-West .................................. 3
ART 154 Drawing the Human Figure ......................................................... 3
ART 204 Drawing II ..................................................................................... 3
ART 205 Commercial Illustrations I .......................................................... 3

ILLUSTRATION TRACK ELECTIVES

AAD 108 Ideation, Concept Development .................................................... 3
AAD 167 Web Design: Graphics (Design for On-Line Publishing) ............ 3
AAD 250 Motion Graphics ......................................................................... 3
ART 108 The Sketchbook & the Creative Process ...................................... 1
ART 110 Comics and Sequential Art .......................................................... 3
Academic Programs

VISUAL COMMUNICATION TECHNOLOGY: PHOTOGRAPHY-TELEVISION
A.A.S. DEGREE

CIP Code: 10.0202
NYSED Code (BRI): 8B149

Description
This program is designed for individuals seeking professional training in photography, television, radio, and video. The curriculum prepares students for entry level positions in these fields, as well as transfer to colleges and universities with communication programs. In addition to intensive hands-on laboratory experiences covering visual principles, materials, equipment and processes, television, radio and audio production techniques and electronic image creation, the student will explore business practices and procedures commonly associated with the media field.

This program encourages the selection of electives that are most appropriate to the student’s specific career goals and/or transfer program requirements of four-year institutions. Courses in speech, theatre, art, business and introductory computer activities are highly desirable additions to the basic program.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes
1) Demonstrate the mastery of specific functions and controls of a photographic camera.
2) Demonstrate the mastery of specific functions and controls of a video camera.
3) Display the ability to set up in studio practice specific lighting diagrams.
4) Use and respond to instructions applying specific lighting terminology.
5) Apply an understanding of compositional rules and their application to still and moving images.
6) Express effective methods of storytelling and relate them to various still or moving images.
7) Set up and adjust audio levels correctly in recording situations.
8) Set up and adjust audio levels correctly in editing situations.
9) Express with a functional understanding the basis of visual communications theory and its potential influence on culture and identity.

Requirements for Program Entrance
Algebra (1 year high school math or placement into Level 4 Math at MCC).
(Photography recommended).

Distribution Requirements

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<th>FIRST SEMESTER: 15 Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101 College Composition OR ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 140 Introduction to Speech Communication OR SPC 141 Interpersonal Speech Communication</td>
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<td>SPC 142 Public Speaking OR SPC 143 Small Group Communication</td>
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<td>PHO 106 Photography I</td>
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<td>COM 101 Introduction to Mass Media</td>
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<td>AAD 104 Intro to Graphic Design, 2D OR COM 115 Computer Generated Images</td>
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<tr>
<td>COM 120 Media Literacy</td>
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<tr>
<td>COM 150 Video Production I OR COM 202 Techniques of Television I</td>
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<tr>
<td>COMMUNICATION / PHOTOGRAPHY ELECTIVE</td>
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**TOTAL CREDITS 62**

COMMUNICATION / PHOTOGRAPHY ELECTIVES*
AAD 256 Motion Graphics | 3
AAD 260 Applied Imaging, Raster Graphics | 3
COM 130 Media Writing | 3
COM 142 Broadcast Performance | 3
COM 150 Video Production | 3
COM 202 Techniques of Television I | 3
COM 203 Compositing and Visual Effects | 3
COM 204 Radio Production | 3
COM 211 Practicum in Media I | 3
COM 212 Techniques of Television II | 3
COM 221 Practicum in Media II | 6
COM 230 Scriptwriting | 3
COM 264 Video Production II | 3
COM 267 Video Editing | 3
PHO 113 Media Photography II | 3
PHO 164 Digital Imaging | 3
PHO 213 Color Photography | 4
PHO 223 Photographic Documentation | 4

www.monroecc.edu/go/academicprograms
OTHER COURSES OF STUDY

In addition to the associate degree and certificate programs listed on the previous pages, Monroe Community College offers many courses to support students, academic and career interests. Many of these courses lead to a credential or certification by an external agency. Information concerning these courses and their potential to enhance students, educational and employment goals can be obtained from the department listed or the Admissions Office.

CAREER SPECIFIC COURSES

For courses leading to the credential of:

ALCOHOLISM COUNSELOR
Contact the Human Services Department at the Damon City Campus, 585.262.1628

CERTIFIED FIRST RESPONDER
Contact the Public Safety Training Center, 585.753.3800

CHILD DEVELOPMENT ASSOCIATE
Contact the Education Department at the Damon City Campus, 585.262.1460

COMMUNITY FIRST AID AND SAFETY
Contact the Health and Physical Education Department at the Brighton Campus at 585.292.2061 or at the Public Safety Training Center at the Public Safety Training Facility, 585.753.3800

CPR
Contact the Health and Physical Education Department at the Brighton Campus, 585.292.2061 or the Public Safety training Center at the Public Safety Training Facility, 585.753.3800

EMERGENCY MEDICAL TECHNICIAN
Contact the Public Safety Training Center, 585.753.3800

HEALTH FITNESS INSTRUCTOR
Contact the Health and Physical Education Department at the Brighton Campus, 585.292.2061

NURSING ASSISTANT
Contact the Nursing Department at the Brighton Campus, 585.292.2034

PARAMEDIC
Contact the Public Safety Training Center, 585.753.3800

PUBLIC SCHOOL COACH
Contact the Physical Education Department at the Brighton Campus, 585.292.2061.
## Course Abbreviations

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AAD 104  Introduction to Graphic Design, 2D  3 Credits
A course which will introduce the student to basic graphic skills. Emphasis will be placed on applying the elements and principles of two-dimensional design to specific graphic design tasks in order to build visual literacy skills. Emphasis will be placed on both computer and hand skills used in the production of graphic art work.
- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau.
Three class hours. Course offered Fall and Spring.

AAD 105  Typography  3 Credits
A comprehensive exploration and application of typography in graphic design. Students will study the design and use of typography from historical to contemporary perspectives, explore the relationship between type and image in visual communications, and create projects using typography as a major element of the design. This course fulfills the MCC requirement for a humanities elective. Three class hours. Course offered Fall and Spring.

AAD 107  A History of Graphic Design 3 Credits
This course surveys the pivotal events and achievements that led to the current state of graphic design. The unceasing quest to give form to ideas is traced from the pictographs painted on cave walls to the latest imaginative designs. Through lectures, videotapes, discussions, research and studio projects, students are introduced to the creative thinkers, important innovations and breakthrough technologies that have shaped the evolution of visual communication. This course will include discussion of the social, political and economic factors that have influenced art and design through the ages. This course fulfills the MCC requirement for a social science elective. Three class hours. Course offered Fall and Spring.

AAD 108  Ideation: Illustration and Design  3 Credits
This course involves investigation into the basic technical, aesthetic and conceptual aspects of illustration and design. The philosophy of the course is that innovation is a skill that is both visual and experiential, which, through practice, evokes insights, associations and resonances. The course teaches basic ideation skills—how to see, think and respond through observing, experiencing, drawing and designing to solve a variety of visual problems. This is a studio-based subject involving intensive, practical, hands-on exercises taught simultaneously with visual theory. The course seeks to expand each student’s visual vocabulary, aesthetic consciousness and creative thought.
- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau.
Three class hours. Course offered Fall and Spring.

AAD 112  Graphic Design 1  3 Credits
This course explores the various aspects of graphic communication and will cover concepts, typography, layout and general graphic techniques. Course materials are designed to advance an understanding of design tools and design principles, artisanship and conceptual skills through the exploration of visual elements, order, concept and language. Three class hours. Course offered Fall and Spring.
Prerequisite: AAD 104 and AAD 105, or permission of instructor.

AAD 116  Digital Prepress  3 Credits
Introduces the student to the essentials of digital color prepress issues. An in-depth use of digital technology in the lithographic production and printing process will be explored. Students will experience both the theoretical and practical challenges of new prepress tools. Topics will include color separations, digital trapping and digital halftones. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: AAD 104 and AAD 105.

AAD 165  Digital Prepress  3 Credits
A Graphic Design course that provides instruction in various processes that involves the planning for, and designing of Internet-based information publishing. Introduces students to the theoretical principles of visual language and also affords the practical opportunity to apply the principles using modern Internet publishing tools. Topics include: image design and preparation, typography, viewer expectations, precedence (guiding the eye), navigation, usability and accessibility practices, and some techniques for the evaluation of web design.
- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau.
Three class hours. Course offered Fall and Spring.
Prerequisite: AAD 104 and AAD 105, or permission of instructor

AAD 220  Professional Practices  3 Credits
This course will review, through practice, the application of professional trade customs associated with the visual arts. The experience is intended to give students an understanding of production procedures and business practices relevant to creative professionals. Students will learn the basics of managing creative practices such as design and/or illustrative work from initial client contact to project completion. Production issues related to the various applied arts will be studied—types of businesses, methods of finding work, examining costs, common pitfalls, writing contracts, managing design/illustration/creative jobs, and preparing digital work for production. Working with other creative artists, and copyright law, as it applies to visual arts, will also be studied.
- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students will be required to print at a local service bureau.
Three class hours. Course offered Fall and Spring.
Prerequisite(s): AAD 104 and AAD 105.

www.monroec.edu/go/courses
ACC 101  Accounting Principles I  4 Credits
Basic principles of financial accounting for the business enterprise with emphasis on the valuation of business assets, measurement of net income, and double-entry techniques for recording transactions. Introduction to the cycle of accounting work, preparation of financial statements, and adjusting and closing procedures. Four class hours. Course offered Fall and Spring. Prerequisite(s): TRS 094 or MTH 130, either with a grade of C or better OR MCC Level 4 Mathematics Placement OR equivalent.

ACC 102  Accounting Principles II  4 Credits
A continuation of the basic principles of financial accounting including a study of corporation accounts and the statement of cash flows. The course deals with the development of accounting theory with emphasis on managerial techniques for interpretation and use of data in planning and controlling business activities. Four class hours. Course offered Fall and Spring. Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 110  Fundamentals of Accounting I  2 Credits
An introductory course in the study of the basic accounting cycle. The recording and summarizing aspects will be covered with the emphasis on analysis of financial information and the role of accounting in the decision making process. No credit given for both ACC 101 and ACC 110. Successful completion of both ACC 110 and ACC 111 is equivalent to ACC 101. Two class hours, one conference hour. Course offered Fall and Spring. Prerequisite(s): TRS 094 or MTH 130, either with a grade of C or better OR MCC Level 4 Mathematics Placement OR equivalent.

ACC 111  Fundamentals of Accounting II  2 Credits
A continuation of ACC 110. Includes coverage of the summary function, preparation and analysis of financial statements, cash control, receivables, inventory valuation, plant assets, and current liabilities. No credit given for both ACC 101 and ACC 111. Successful completion of both ACC 110 and ACC 111 is equivalent to ACC 101. Two class hours. Course offered Fall and Spring. Prerequisite: ACC 110.

ACC 130  Introductory Accounting and Financial Analysis  4 Credits
Basic principles of both financial and managerial accounting with the focus on what accounting information is, what it means, and how to use it. Students will learn that accounting is a vital link between business events and business decisions. Four class hours. Course offered Fall and Spring. Prerequisite(s): TRS 094 or MTH 130, either with a grade of C or better OR MCC Level 4 Mathematics Placement OR equivalent.

ACC 201  Accounting Applications  3 Credits
An applied/practical approach to the operation of computerized general ledger system. Material covered will include accounts receivable, inventory management, sales invoicing, accounts payable, and cash management. Emphasis is placed on the use of special journals, subsidiary ledgers, and data entry/retrieval. Scheduled to be offered in the Fall semester during the day and the Spring semester during the evening. Three class hours. Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 202  Payroll Accounting  2 Credits
To provide an interesting and useful understanding of accounting for payroll. The course will cover all the basics of payroll, including many of the laws affecting payroll. Course offered Fall semester during the evening and the Spring semester during the day. Two class hours. Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 204  Tax Procedures  3 Credits
A study of federal, state, and local tax law and procedures for corporations, partnerships, and individuals. Course offered Fall semester during the evening and Spring semester during the day. Three class hours. Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 210  Intermediate Accounting I  4 Credits
A more analytical treatment of accounting theory and practice, with a review and amplification of basic procedures. Topics include cash, receivables, inventories, plant assets, intangible assets, current and contingent liabilities, long-term debt and financial statement presentation and disclosure. Course offered Fall semester during the day and Spring semester during the evening. Four class hours. Prerequisite: ACC 102 with a grade of C or higher.

ACC 220  Cost Accounting  3 Credits
The basic procedures and techniques of accounting used to determine, accumulate and control the cost of production and distribution of goods and services in today's economy. Process and job-order methods,
ACD 140  Alcoholism/Chemical Dependency and the Human Service Worker  3 Credits

Designed to heighten students’ awareness of substance abuse problems. Students will develop a base knowledge concerning the pharmacology of drugs, including the different types of drugs and their physiological and psychological effects. An exploration of the social response to their use will be included. Areas of social service practice to be covered include theories and models of the etiology of chemical dependency as well as tactics of prevention and treatment designed to meet client needs. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: Placement at ENG 101 level.

ACD 142  Alcoholism/Chemical Dependency and the Family System  3 Credits

Provides students with the pertinent education and training related to issues and information specific to the effects of alcohol and other drug abuse/dependency on the family system and the community, including, but not limited to, physical, developmental, psychological, cultural and sociological implications. Case management, methods of assessment, therapeutic treatment techniques and resources within the community will be addressed. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade C or higher or taken concurrently.

ACD 143  Alcoholism/Chemical Dependency Counseling Skills  3 Credits

Development of specialized skills in individual counseling specific to the field of chemical dependency. A major component will be the in-depth consideration of each client’s individual needs. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher or taken concurrently.

ACD 144  Alcoholism/Chemical Dependency/Substance Abuse Group Counseling Skills  3 Credits

Development of specialized skills in group counseling appropriate in the field of chemical dependence counseling. Methods of application of these skills and knowledge necessary for implementing effective counseling will be provided. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher or taken concurrently.

ACD 145  Alcoholism/Chemical Dependency Treatment Modalities  3 Credits

Provides students with a comprehensive education related to the broad range of planned and continuing services, included, but not limited to: diagnostic evaluation, continuing assessment, counseling, medical pharmacological, psychiatric, psychological, spiritual and social care, relapse prevention, vocational rehabilitation and career counseling. Will develop cognizance of confidentiality and ethical issues involved in assessment and treatment, which may be extended to persons with alcohol and other substance abuse problems. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher.

ACD 241  Alcoholism/Chemical Dependency 3 Credits

Provides students with the knowledge and skills that will prepare them to understand and deliver appropriate services to individuals who have been affected by the use/abuse/dependency on alcohol and other drugs. Issues will include, but not be limited to, communicable diseases, socio-cultural topics, cultural relevance, MICA population, adolescents, elderly, women, gay/lesbian population, violence and abuse, advocacy, counseling wellness, supervision, prevention, and community education. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher.

ACD 245  Special Issues in the Field of Alcoholism/Chemical Dependency/Substance Abuse  3 Credits

Provides students with the knowledge and skills that will prepare them to understand and deliver appropriate services to individuals who have been affected by the use/abuse/dependency on alcohol and other drugs. Issues will include, but not be limited to, communicable diseases, socio-cultural topics, cultural relevance, MICA population, adolescents, elderly, women, gay/lesbian population, violence and abuse, advocacy, counseling wellness, supervision, prevention, and community education. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher.

ACD 260  Internship Seminar  6 Credits

Provides students with in-depth experience in the addiction treatment field. Students will complete an internship totaling 300 hours for the course i.e. averaging 20 hours per week for 15 weeks, plus a 2-hour-a-week seminar, or 25 hours a week plus a 2 1/2 hour-a-week seminar in the 12 week summer program. In the seminar, issues encountered by the students in their internships will be addressed, and information regarding some needed skills and knowledge will be provided. Internship hours worked in addiction treatment agencies may be counted as volunteer work hours or as educational hours toward the N.Y.S. CASAC but not both: Two class hours, 300 experiential hours. Course offered Fall and Spring.
Prerequisite(s): ACD 140, ACD 143, ACD 144, ENG 101, HUM 101/HUM 111, all with a C or higher and permission of instructor.

ACD 290  Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

AGS - Agricultural Studies

AGS 101  Introduction to Agriculture  1 Credit

The course will include the introduction of some basic scientific principles relating to agriculture and food production. Students will gain an awareness of educational and career opportunities in agriculture. Examples of global and local agriculture will be presented through readings, discussion, and field trips. The course is designed for any student interested in agriculture and food production. This course fulfills the MCC requirement for a natural science elective. One class hour. Course offered Fall and Spring.

AGS 110  Introduction to Greenhouse Management  3 Credits

A basic course emphasizing the significance and use of controlled climate structures. Studies include grow structures, plant growth, propagation, pest and disease management. This course is designed for the career or non-science student. This course fulfills the MCC requirement for a natural science elective. (SUNY-NS). Two class hour. Two lab hours. Course offered Spring only.

AGS 150  General Microbiology for Food and Agriculture  4 Credits

An introduction to the basic principles relating to microorganisms and contaminants associated with food and fiber production. Students will gain an awareness and understanding of pathogens, contaminants, and control methods associated with fresh and processed foods while maintaining quality. The course is designed for a student interested in agriculture and food production. This course fulfills the MCC requirement for a natural science elective. Three class hours. Two lab hours. (SUNY-NS) Course offered Fall only.
AGS 200 Food and Agriculture Problem Solving - Behavioral Applications 3 Credits
This capstone course will utilize an organizational behavior approach for understanding behavior in the workplace to better manage change within food and agriculturally related organizations. This course is intended for those who want to develop the tools for understanding, analyzing and accounting for the work behaviors of individuals and groups. It will use a combination of teambuilding exercises, self-assessment inventories, and case analysis to develop insights that facilitate self-knowledge and teamwork in a dynamic global environment. Topics covered will include, but not be limited to, teamwork and team processes, personality and values, conflict resolution, organizational politics, leadership, motivation, communications, decision making and accountability. Three class hours. Course offered Fall and Spring.
Prerequisites: ENG 101 and any two of: AGS 101, AGS 110, or AGS 150, or permission of instructor.

AGS 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

ANT - Anthropology

ANT 101 General Anthropology - WR 3 Credits
An introduction to the fields of anthropology with emphasis on archaeology and physical anthropology. Explores the range of human biological and cultural diversity as indicated by archaeological remains and the human fossil record. Facts and theories about human nature and human culture are examined in evolutionary and comparative perspective. Three class hours. (SUNY-SS) Course offered Fall and Spring.

ANT 102 Cultural Anthropology - WR 3 Credits
A cross-cultural study of the variety of human adaptations to physical, social and cultural environments, primarily in terms of subsistence, technology, social groupings, government, economic organization, religion and aesthetics. Students are encouraged to discover the meaning behind cultural differences and similarities wherever they occur. Three class hours. (SUNY-OWC) Course offered Fall and Spring.

ANT 105 (formerly ANT 130) Forensic Anthropology 3 Credits
An introduction to the methods and techniques used by forensic anthropologists to identify and recover human remains and establish circumstances of death. Using case reports and skeletal materials, students explore how anthropologists work with other disciplines to estimate age, gender, ethnic affiliation, stature, traumatic injury and pathologies. Students will develop analytical and critical thinking skills needed to reconstruct events surrounding the life and death of individuals both ancient and modern. Three class hours. (SUNY-SS) Course offered Fall and Spring.

ANT 110 Hosts and Guests: The Anthropology of Tourism - WR 3 Credits
Offers an anthropological perspective on the positive and negative impacts of tourism upon a variety of cultures, peoples and environments. Includes an overview of pilgrimages, mass tourism, economic development, the “packaging” of cultures, and tourism as a sacred journey. Through case study and site visits, students also explore tourism development in Rochester. Three class hours. (SUNY-SS) Course offered Fall and Spring.
Prerequisites: ANT 101 or ANT 102 or SOC 101 or permission of instructor.

ANT 201 Native American Peoples and Cultures - WR 3 Credits
Survey of the major regional cultural divisions of North and Meso-America, with intensive analysis of Indian societies selected to illustrate the range of economic, political and social institutions, and the relevance of ecological and historical factors. Three class hours. (SUNY-OWC) Course offered Spring only.
Prerequisites: ANT 101 or ANT 102 or SOC 101 or permission of instructor.

ANT 202 Human Religious Experience - WR 3 Credits
Explores anthropological data on and interpretations of human religious experience from Paleolithic times to modern satanic cults. Students are guided across a spectrum of religious behavior, Worldview, religious specialists, ritual, magic, the supernatural, and consequences of religious variability are examined in light of our need to escape culture-bound conceptions of religion. Three class hours. (SUNY-SS) Course offered Fall only.
Prerequisite: ANT 102 OR SOC 101 OR permission of instructor.

ANT 205 Archaeology Field School 3 Credits
This course will offer students the opportunity to participate in an ongoing excavation of the Castle-Kumpf Farm, a 19th Century Euro-American farmstead located near Spencerport in Monroe County, New York. Students will broaden their understanding of anthropology, history, and science through training and practical experience in archaeology. Training and practical experience in a variety of archaeological field methods such as artifact analysis and record keeping will be provided. Students gain an understanding of basic techniques of survey, excavation, and post-excavation lab work. This will enhance concepts and practices acquired from previous coursework and be applicable to future courses, other archaeological fieldwork, or to their knowledge of local history. This is a two-week course meeting for six hours each day (with a lunch break), Monday through Friday. Two class hours, two laboratory hours. Course offered Summer only.
Prerequisite: ANT 101 recommended

ANT 216 Special Topics in Anthropology - WR 3 Credits
This course is designed to address specific topics of interest in Anthropology. Offerings are more specific and focused than the introductory surveys. Examples may include Human Variation, Primatology, Anthropology of Art, and Ancient Texts. Topics may change from semester to semester based on faculty and student interest. Three class hours. Course offered Fall and Spring.

ANT 290 Independent Study - WR Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

ARA - Arabic/Foreign Language

ARA 101 Elementary Arabic I 3 Credits
Designed for students with little or no previous experience in the language. Focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Arabic writing system for basic reading and writing of simple sentences and short paragraphs. Arabic letters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations. Students will also learn customs, traditions, and culture of Arab speaking countries. Student participation, group discussion and use of digital media are essential elements of the course. Three class hours. (SUNY-FL) Course offered Fall and Spring.

ARA 102 Elementary Arabic II 3 Credits
Continuation of ARA 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of the Arabic culture. Student participation, group discussion and the use of digital media are essential elements of the course. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: ARA 101 or equivalent or permission of instructor. Memory and length of time since last studied are factors in successful placement.
ART - Art

ART 101  Art Essentials  3 Credits
This course is aimed at any artist, designer or craftsperson who wishes to develop their creative skills through working in sketchbooks. Students will explore traditional and contemporary uses of the sketchbook as an essential tool in creative practice. Emphasis will be placed on ideation, exploration of materials and techniques, and the development of each student’s creative process and areas of interest. The sketchbook will be presented both as a work in its own right and as a preparatory tool for future creative activity. Three class hours. (SUNY-A) Course offered Fall and Spring.

ART 102  Fine Arts: Theory and Practice  3 Credits
This course is required for those enrolling in the Fine Arts degree program, planning to graduate and transfer, and is designed to be taken in the first semester. It is a springboard for a multitude of interests for a future in the arts. The student is introduced through lecture, reading, writing, and discussion, to topics addressing our expectations and the student’s preparation to succeed in the program. Additionally, an overview of the offerings in the discipline, and the expectations and interactions of the Fine Arts courses are provided. The general knowledge areas include: fine arts theory and practice; a personal development plan; the creative process and ideation; exposure to contemporary art practices; and theoretical readings. Three class hours. Course offered Fall and Spring.

ART 103  Studio Activity  3 Credits
Two studio hours. (SUNY-A) Course offered Fall and Spring.

ART 104  Drawing I: Foundation  3 Credits
An introductory course that provides the student with experiences in working with a variety of subject matter and media. Various methods and materials (such as graphite, charcoal, conte crayon, and ink) will be explored, and a variety of mixed media techniques will be introduced. A range of drawing concepts will be covered including line, mass, texture, value, color, composition, and space. Emphasis is placed on the development of observational and technical skills needed for image making. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. (SUNY-A) Course offered Fall and Spring.

ART 105  Modern Studio: Tools and Materials  3 Credits
This course introduces the student to the basic tools, materials and practices of watercolor and other water-based media, with an emphasis on the exploration of contemporary approaches to these media. Experimentation with materials and solutions to problems presented in class will be emphasized to instill the student with an understanding of painting as a creative act that reflects the personal sensibilities of the artist. Involvement of the student in critical evaluation of their work and the work of others will be a major component of the course. One class hour, three studio hours. (SUNY-A) Course offered Fall and Spring.

ART 106  Studio Activity  3 Credits
Two studio hours. (SUNY-A) Course offered Fall and Spring.

ART 107  Watercolor/Water-based Media  3 Credits
This course introduces the student to the basic tools, materials, and practices of watercolor and other water-based media, with an emphasis on the exploration of contemporary approaches to these media. Experimentation with materials and solutions to problems presented in class will be emphasized to instill the student with an understanding of painting as a creative act that reflects the personal sensibilities of the artist. Involvement of the student in critical evaluation of their work and the work of others will be a major component of the course. One class hour, three studio hours. (SUNY-A) Course offered Fall and Spring.

ART 108  Sketchbook: Processes and Materials  3 Credits
This is an introductory course that provides the student with an understanding of the concepts, vocabulary and principles of two-dimensional design and their use as the building blocks of visual literacy. Through lectures and hands-on assignments, students will gain an understanding of the elements, vocabulary and skills needed to facilitate their understanding of visual organization. Through the critique process students will have the opportunity to evaluate and analyze their work and the work of others. Students are responsible for purchasing their own materials for this course. Two class hours, two studio hours. (SUNY-A) Course offered Fall and Spring.

ART 109  Two Dimensional Design: Foundation  3 Credits
The intent of this course is to provide students with an introduction to the fundamentals of two-dimensional design. Emphasis will be placed on the elements and principles of two-dimensional design and their use as the building blocks of visual literacy. Through lectures and hands-on assignments, students will gain an understanding of the concepts, vocabulary and skills needed to facilitate their understanding of visual organization. Through the critique process students will have the opportunity to evaluate and analyze their work and the work of others. Students are responsible for purchasing their own materials for this course. Two class hours, two studio hours. (SUNY-A) Course offered Fall and Spring.

ART 110  Comics and Sequential Art  3 Credits
This course is designed to take students through the process of creating their own comic book or sequential narrative. We will also examine the evolution of the comic, how the comic book is referenced in contemporary society, and appropriate grant writing and portfolio procedures for the comic industry. The course will be divided into three areas: materials, drawing techniques, and themes. While exploring these areas of emphasis, students will begin to develop their own style and voice which will be examined through a series of critiques throughout the semester. Two class hours, two studio hours. Course offered Fall and Spring. Prerequisite: ENG 101

ART 111  Introduction to Illustration  3 Credits
This course explores a full range of current commercial illustration methods and techniques utilizing the following media: pen and ink, colored pencils, water based media, and marker rendering. This course is also designed to give the student hands on introductory experience in the electronic design studio environment. The student will become acquainted with the computer as another art tool. Students will be using software on the Macintosh computers as well as peripherals such as color scanner, and digital cameras. One class hours, two studio hours. (SUNY-A) Course offered Fall and Spring. Prerequisite(s): ART 104 and ART 109 or permission of instructor.

ART 112  Painting I  3 Credits
This course provides a foundation for a basic experience with painting. Exploration with the methods, materials and concepts of acrylic painting will be carried out in a studio setting. Through specifically assigned problems, the beginning student will develop a visual painting vocabulary. Color theory, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills will all be emphasized. Participation in individual and group critiques of work produced during the course is expected. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. (SUNY-A) Course offered Fall and Spring. Prerequisite: ART 104 or permission of instructor.

ART 113  Modern Studio: Fabric and Fibers  3 Credits
This course is designed to introduce the student to the basic methods, materials and techniques of fabric and fiber arts utilizing the following media: fabric, yarn, thread, needlework, and weaving. The course will be divided into two areas: materials, drawing techniques, and theme. While exploring these areas of emphasis, students will begin to develop their own style and voice which will be examined through a series of critiques throughout the semester. Two class hours, two studio hours. Course offered Fall and Spring. Prerequisite: ENG 101

ART 114  Foundation  3 Credits
Introduces the student to major artistic periods from prehistoric times to the Renaissance by examining the function and role of the artist in various periods of Western and Non-Western history. Major works studied will include objects from China and Japan as well as art and architecture from ancient civilizations such as Egypt, Greece, and Rome. The major emphasis of the course will be on the roots of European artistic developments from ancient times through the Gothic period of Medieval Europe. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Fall and Spring.

ART 115  Perspectives of Art History I: Ancient  3 Credits
Introduces the student to major artistic periods from the Renaissance to contemporary art by examining the function and role of the artist in various periods of history with an emphasis on the origins and developments of artistic styles such as High Renaissance, Baroque, Romanticism, Realism, and Cubism. The course will survey major works by artists such as Michelangelo, Jan van Eyck, David, Van Gogh, Picasso, Georgia O’Keeffe, and Frank Lloyd Wright. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Fall and Spring.

ART 116  Perspectives of Art History II: Modern  3 Credits
Introduces the student to major artistic periods from the Renaissance to contemporary art by examining the function and role of the artist in various periods of history with an emphasis on the origins and developments of artistic styles such as High Renaissance, Baroque, Romanticism, Realism, and Cubism. The course will survey major works by artists such as Michelangelo, Jan van Eyck, David, Van Gogh, Picasso, Georgia O’Keeffe, and Frank Lloyd Wright. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Fall and Spring.

ART 117  Perspectives of Art History III: Non-Western Art  3 Credits
This course provides a foundation for a basic experience with painting. Exploration with the methods, materials and concepts of acrylic painting will be carried out in a studio setting. Through specifically assigned problems, the beginning student will develop a visual painting vocabulary. Color theory, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills will all be emphasized. Participation in individual and group critiques of work produced during the course is expected. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. (SUNY-A) Course offered Fall and Spring.

ART 118  Perspectives of Art History I: Ancient  3 Credits
Introduces the student to major artistic periods from prehistoric times to the Renaissance by examining the function and role of the artist in various periods of Western and Non-Western history. Major works studied will include objects from China and Japan as well as art and architecture from ancient civilizations such as Egypt, Greece, and Rome. The major emphasis of the course will be on the roots of European artistic developments from ancient times through the Gothic period of Medieval Europe. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Fall and Spring.

ART 119  Perspectives of Art History II: Modern  3 Credits
Introduces the student to major artistic periods from the Renaissance to contemporary art by examining the function and role of the artist in various periods of history with an emphasis on the origins and developments of artistic styles such as High Renaissance, Baroque, Romanticism, Realism, and Cubism. The course will survey major works by artists such as Michelangelo, Jan van Eyck, David, Van Gogh, Picasso, Georgia O’Keeffe, and Frank Lloyd Wright. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Fall and Spring.

ART 120  Painting I  3 Credits
This course provides a foundation for a basic experience with painting. Exploration with the methods, materials and concepts of acrylic painting will be carried out in a studio setting. Through specifically assigned problems, the beginning student will develop a visual painting vocabulary. Color theory, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills will all be emphasized. Participation in individual and group critiques of work produced during the course is expected. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. (SUNY-A) Course offered Fall and Spring. Prerequisite: ART 104 or permission of instructor.

ART 121  Perspectives of Art History III: Non-Western Art  3 Credits
An introductory course that focuses on the history, development and current influences of non-western art. Particular emphasis is on objects, images and architecture from India, China, Korea, Southeast Asia, Pre-Columbian and Native North and South Americas, Africa, and the cultures of the South Pacific Islands. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Spring only.
ART 125  Three Dimensional Design: Foundation  3 Credits
This course introduces the student to how the elements of line, plane, shape, volume and mass are manipulated in the design of 3D forms. Texture, transparency, unification, modification, color, and other effects on these elements are also incorporated. The elements are defined, experimented with individually, in combination, and cumulatively. Individuality is encouraged within the structured framework of each project. Students experience a wide range of materials and processes to develop a broad three-dimensional experience. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

ART 130  Sculpture I  3 Credits
This course offers a foundation in sculpture as necessary for continued sculptural exploration, including basic knowledge of additive, subtractive, and casting processes. Historical context, the creative process, conceptual development, evaluation, and criticism are emphasized. Students explore these issues through individual projects within a structured framework. Two class hours, four studio hours. (SUNY-A) Course offered Fall and Spring.

Prerequisite: ART 104 or permission of instructor.

ART 104  Drawing I  3 Credits
This course introduces the student to how the elements of line, plane, shape, volume and mass are manipulated in the design of 2D forms. Texture, transparency, unification, modification, color, and other effects on these elements are also incorporated. The elements are defined, experimented with individually, in combination, and cumulatively. Individuality is encouraged within the structured framework of each project. Students experience a wide range of materials and processes to develop a broad two-dimensional experience. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 125

ART 154  Drawing the Human Figure  3 Credits
This is an intensive studio-based course that deals primarily with the human form via the nude model and additional supporting means for that study. Assignments are designed to give the students the visual tools needed to accomplish accurate rendering of the figure, with emphasis on anatomy, proportion and the creative interpretation of the human form. A variety of media will be explored such as graphite, conte crayon, charcoal and ink wash. Guided strategies such as contour, gesture, and tonal studies will be utilized while drawing poses that vary in duration. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 104 or permission of instructor.

ART 120  Painting I  3 Credits
This course expands upon the basic skills developed in ART 104. The student will be provided with advanced drawing problems related to creative and expressive image making. Various approaches to methods, materials, subject and content will be explored as a way to continue to develop the student's conceptual and perceptual abilities. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: Minimum of 24 credits of college course study.

ART 200  Arts Management  3 Credits
This course offers an opportunity to experience the day to day challenges of administering a museum, gallery, box office, performing groups, music recording studio and theater. The student will examine the many aspects of organizing, planning, preparation, promotion and presentation of arts events and productions. The student will learn the methods of working with artists, budgeting, contracts and grant writing. Utilizing Monroe Community College’s Visual and Performing Arts department facilities and other experimental spaces around the campus and Greater Rochester, students will have an opportunity to get hands-on experiences working in the field. The course will have invited guest speakers, art critics, arts managers, and other arts professionals. Field trips to the areas cultural resources will familiarize the student with the rewarding career possibilities in these professions. Three class hours. Course offered Fall and Spring.

Prerequisite: Minimum of 24 credits of college course study.

ART 204  Drawing II  3 Credits
This course expands upon the basic skills developed in ART 104. The student will be provided with advanced drawing problems related to creative and expressive image making. Various approaches to methods, materials, subject and content will be explored as a way to continue to develop the student’s conceptual and perceptual abilities. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 104

ART 205  Commercial Illustration I  3 Credits
A course which explores a full range of current commercial illustration methods and techniques utilizing the following media: pencil, pen and ink, watercolor, and collage. Two class hours, four studio hours. Course offered Fall only.

Prerequisites: ART 104, ART 109 or permission of instructor.

ART 206  Commercial Illustration II  3 Credits
A continuation of ART 205 emphasizing advanced illustration techniques including those utilizing basic computer skills for completion of assignments. This course focuses on illustration assignments as they are commissioned by art directors of graphic studios, ad agencies, magazines, book and newspaper companies. Two class hours, four studio hours. Course offered Spring only.

Prerequisites: ART 104, ART 109, ART 205 or permission of instructor.

ART 220  Painting II  3 Credits
This course expands upon the foundation established in Painting I. Increased emphasis will be placed on experimentation, the expressive potentials of the medium, and on developing a perspective on the relationship between the formal techniques and the conceptual aspects of painting. Participation in individual and group critiques of work produced during the course is expected. Students are responsible for purchasing their own materials. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 120 or permission of instructor.

ART 230  Sculpture II  3 Credits
This course is a continuation of sculpture including figure study of the torso, and personal exploration in any of the three areas studied in ART 130. The student will concentrate on the development of a concept, experimentation, technical drawings and maquettes, leading to the creation of the final sculptural project. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 130

ART 231  Art Seminar/Portfolio Development  3 Credits
A course for the student who has completed 20 credits in the visual arts, interior design, or graphic arts courses. The seminar will critically summarize the students’ art experiences and provide techniques and methods to sustain, maintain and foster personal and professional growth in their fields. Topics to be covered are: self-evaluation techniques, preparing, presenting and maintaining a professional portfolio, transfer advisement and career advisement. Guest lectures, visits to arts organizations, art galleries, area colleges, private and commercial studios, will expose the student to a variety of arts organizations and career possibilities. Three class hours. Course offered Fall only.

ART 240  Women, Art and Society  3 Credits
This course examines the role of women in the visual arts as both image maker (artist) and as image (subject) and how these images reflect social constructs/expectations. This course fulfills the MCC requirement for a humanities or a social science elective. Three class hours. (SUNY-H) Course offered Fall only.

ART 270  American Art and Architecture  3 Credits
An introductory study of major paintings, buildings and sculpture in the United States. Beginning with the colonial period, the survey examines the development of American Art through the present with an emphasis on the unique resources and buildings of the Rochester community. Three class hours. (SUNY-H) Course offered Fall and Spring.
ASL - American Sign Language/Foreign Language

ASL 101  American Sign Language I  3 Credits
Designed for students with little or no previous experience in the language. Focuses on communicative skills of sign comprehension and production. Includes high frequency vocabulary, basic sentence constructions, common phrases, and cultural aspects of the Deaf community. Also stresses student participation in skills development. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-FL) Course offered Fall and Spring.

ASL 102  American Sign Language II  3 Credits
A continuation of ASL 101, with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Deaf culture. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-FL) Course offered Fall and Spring. Prerequisite: ASL 101 or permission of the instructor.

ASL 103  American Sign Language III  3 Credits
A continuation of ASL 102 for those with a basic foundation in American Sign Language communication. Grammar and vocabulary are continued at a higher level. Cultural topics are included in the study of grammar and structure. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-FL) Course offered Fall and Spring. Prerequisite: ASL 102 or permission of the instructor.

ASL 104  American Sign Language IV  3 Credits
A continuation of ASL 103 for students with intermediate competency in the language. Special attention is given to application of complex grammatical principles, including non-manual signals and temporal/distributional aspects. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-FL) Course offered Spring only. Prerequisites: ASL 103 or permission of the instructor.

ASL 201  American Deaf Culture and Community  3 Credits
This course provides a thorough analysis of the development of Deaf culture in the United States of America. Topics include: education of the D/deaf; Deaf films, theaters and clubs; preservation of American Sign Language; technology and services in the Deaf community; cochlear implantation. The student's acculturation process is facilitated by active participation in the Rochester Deaf community. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-FL) Course offered Spring only. Prerequisite: ASL 102; corequisite: ASL 103.

ASL 216  Special Topics in Deaf Studies and ASL  3 Credits
This course is designed to address specific topics of interest in Deaf Studies and ASL. Offerings are more specific and focused than the Introductory surveys. Offerings provide students with a deeper understanding and appreciation of Deaf Studies and ASL. Examples of possible offerings include, but are not limited to: Artistic Expressions of Deafhood, Deaf Art and Cinema, Career Explorations in the Sign Language Field and General Linguistics. Topics may change from semester to semester based on faculty and student interest. The classes will be primarily lecture and discussion based and may include occasional relevant outside events. Three class hours. Course offered Fall only. Prerequisite(s): ASL 103 or equivalent or permission of instructor.

ASL 3 Credits

ART 271  20th Century Art and Ideas  3 Credits
A survey course in modern and contemporary art from 1870 to the present with an emphasis on innovations and developments in 20th century painting, sculpture, architecture, urban planning, photography, and the decorative arts. Individual artists and movements such as constructivism, art deco, dadaism, cubism, expressionism, international style, and post-modernism will be studied in relationship to the events and works that shape our present cultural environment. This course fulfills the MCC requirement for a social science elective. Three class hours. (SUNY-H) Course offered Fall only.

ART 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Spring only.

ATP - Automotive Technology

ATP 100  Automotive Services  3 Credits
This hands-on course is designed for both consumers interested in repairing their own cars and individuals interested in entry level skills that will help them gain employment in the automotive industry. Lectures, demonstrations and hands-on activities provide an overview of automotive systems. Can be substituted for any one of the ATP 171-176 work experience courses. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: Permission of Department.

ATP 101  Introduction to Automotive Technology  5 Credits
An introductory course designed for automotive students that provides theory for a foundation in the field of automotive technology. All systems of the automobile are covered. Offered in the Fall and Spring Semesters. Three class hours, three laboratory hours. Course offered Fall and Spring. Prerequisite: Permission of the Department.

ATP 102  Electrical/Electronic Systems 1 - Automotive  3 Credits
A study of basic automotive electricity including Ohms law, circuit analysis, meter usage, discrete solid state components, magnetic induction, motor principles, and wire repair. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: Permission of the Department.

ATP 103  Electrical 2 - Automotive  4 Credits
It is required that students have an extensive electrical theory background or have completed ATP 102 or ATP 152. Theory-related instruction and demonstration of testing and repair procedures covers automotive charging, starting, lighting, and accessories. Schematic reading is emphasized throughout the course. Three class hours, two laboratory hours. Course offered Fall and Spring.

ATP 104  Emission Controls, Computer and Fuel Systems I  3 Credits
Theory related instruction and demonstration of testing and repair procedures covering emission controls, engine performance diagnosis, 2 & 4 gas analysis, scope patterns, and ignition systems. Two class hours, two laboratory hours. Course offered Fall only.

ATP 105  Brakes - Automotive  4.5 Credits
Theory related instruction and demonstration of testing and repair procedures covering automotive brake systems. Includes drum and disc brakes, hydraulic systems, power assist and anti-lock systems. Three class hours, three laboratory hours. Course offered Fall and Spring. Prerequisite: Permission of Department.

ATP 106  Steering and Suspension - Automotive  5 Credits
In-depth study of adjustable and non-adjustable alignment measurements with emphasis on proper alignment techniques, methods of adjustment, complete 4-wheel alignment. Manual and power steering system diagnosis and repair, complete suspension system service including coil spring, torsion bar, and MacPherson struts. Three class hours, three laboratory hours. Course offered Spring only. Prerequisite: Permission of Department.

www.monroecc.edu/go/courses
ATP 107  Automatic Transmission and Transaxle - Automotive  4 Credits
This course includes the theory of operation, diagnosis, maintenance and repair of automobile transmissions and transaxles. There will be emphasis on hands-on work. Three class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: Permission of Department

ATP 108  Engine Repair - Automotive  4 Credits
Instruction in the 4-stroke theory and practical procedures necessary to diagnose and repair automotive type gasoline engines. Includes diagnosis, component inspection, proper disassembly and reassembly procedures, and critical engine measurements. Three class hours, three laboratory hours. Course offered Fall and Spring.
Prerequisite: Permission of Department

ATP 109  Heating and Air Conditioning - Automotive  3 Credits
Theory related instruction and demonstration of testing and repair procedures covering automotive heating and air conditioning systems. This course provides theory for R-12 and R-134a systems. Two class hours, 1.5 laboratory hours. Course offered Fall only.
Prerequisite: Permission of Department

ATP 110  Engine Performance - Automotive  4 Credits
The theory, operation and diagnosis of computerized engine controls and fuel systems. Three class hours, two laboratory hours. Course offered Spring only.
Prerequisite: Permission of Department

ATP 112  Toyota (T-TEN) Automotive Co-op II  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for Toyota (T-TEN) Automotive students. 0.5 Credits (22.5 hours per semester). Course offered Fall only.

ATP 114  Toyota (T-TEN) Automotive Co-op IV  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for Toyota (T-TEN) Automotive students. 0.5 Credits (22.5 hours per semester). Course offered Fall only.

ATP 115  Toyota (T-TEN) Automotive Co-op III  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for Toyota (T-TEN) Automotive students. 0.5 Credits (22.5 hours per semester). Course offered Fall only.

ATP 117  Toyota (T-TEN) Automotive Co-op IV  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for Toyota (T-TEN) Automotive students. 0.5 Credits (22.5 hours per semester). Course offered Fall only.

ATP 119  Applied Automotive Techniques  2 Credits
This is a performance based hands on course designed for individuals interested in developing entry level skills that will help them gain employment in the automotive industry. Demonstrations and hands on LAB activities provide practical experience of service tasks related to automotive systems. Students must provide their own tools. It is required that students have completed ATP 100 plus ATP 151, or ATP 101. Three laboratory hours. Course offered Summer only.
Prerequisite: Permission of the department

ATP 120  Automotive Technology-Coop Seminar  .5 Credits
Career related seminar offered one hour per week (15 hours); prepares students for their co-op in-dealership experience. One class hour. Course offered Fall and Spring.

ATP 139  GM (ASEP) Automotive Co-op I  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for GM (ASEP) automotive students. (22.5 hours per semester). Course offered Fall only.

ATP 141  GM (ASEP) Automotive Co-op II  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for GM (ASEP) automotive students. (22.5 hours per semester). Course offered Spring only.

ATP 142  GM (ASEP) Automotive Co-op III  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for GM (ASEP) automotive students. (22.5 hours per semester). Course offered Fall and Spring.

ATP 143  GM (ASEP) Automotive Co-op IV  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for GM (ASEP) Automotive students. (22.5 hours per semester). Course offered Fall only.

ATP 144  GM (ASEP) Automotive Co-op V  .5 Credits
This is a 15-week co-op course in mechanical repair work experience for GM (ASEP) Automotive students. Course offered Spring only.

ATP 151  Introduction to Automotive Technology Theory  3 Credits
An introductory course designed for automotive students that provides theory for a foundation in the field of automotive technology. All systems of the automobile are covered. Offered in the Fall Semester. Three class hours. Course offered Fall and Spring.
Prerequisite: Permission of Department

ATP 153  Electrical 2 - Automotive Theory  3 Credits
It is required that students have an extensive electrical theory background or have completed ATP 102 or ATP 152. Theory related instruction and demonstration of testing and repair procedures covering automotive charging, starting, lighting, and accessories. Schematic reading is emphasized throughout the course. Three class hours. Course offered Fall and Spring.
Prerequisite: Permission of Department

ATP 155  Brakes - Automotive Theory  3 Credits
Theory related instruction and demonstration of testing and repair procedures covering automotive brake systems. Includes drum and disc brakes, hydraulic systems, power assist and anti-lock systems. Safe use of the oxyacetylene torch for welding and cutting is also covered. Three class hours. Course offered Fall and Spring.
Prerequisite: Permission of Department

ATP 156  Steering and Suspension - Automotive Theory  3 Credits
In-depth study of adjustable and non-adjustable alignment measurements with emphasis on proper alignment techniques, methods of adjustment, complete 4-wheel alignment. Manual and power steering system diagnosis and repair, complete suspension system service including coil spring, torsion bar, and MacPherson struts. Three class hours. Course offered Fall and Spring.
Prerequisite: Permission of Department

ATP 157  Automatic Transmission and Transaxle - Automotive Theory  3 Credits
This course includes the theory of operation, diagnosis, maintenance and repair of automobile transmissions and transaxles. There will be emphasis on hands-on work. Three class hours. Course offered Fall only.
Prerequisite: Permission of Department

ATP 158  Engine Repair - Automotive Theory  3 Credits
Instruction in the 4-stroke theory and practical procedures necessary to diagnose and repair automotive type gasoline engines. Includes diagnosis, component inspection, proper disassembly and reassembly procedures, and critical engine measurements. Three class hours. Course offered Fall and Spring.
Prerequisite: Permission of Department
ATP 159 Heating and Air Conditioning - Automotive Theory 3 Credits
Theory related instruction and demonstration of testing and repair procedures covering automotive heating and air conditioning systems. This course provides theory for R-12 and R-134a systems. Two class hours. Course offered Fall and Spring. Prerequisite: Permission of Department

ATP 160 Automotive Parts and Service Department Management 3 Credits
An overview of automotive parts and service department management policies and procedures, and the responsibilities of the managers of each department. This course includes customer relations and employee motivation. Three class hours. Course offered Fall and Spring.

ATP 162 Engine Performance - Automotive Theory 3 Credits
The theory, operation and diagnosis of computerized engine controls and fuel systems. Three class hours. Course offered Fall and Spring. Prerequisite: Permission of Department

ATP 165 Introduction to Automotive Hybrid Technology 3 Credits
A theory course designed for non automotive major students that provides an introduction to automotive hybrid and alternative fuel technologies. Topics include safety, hybrid transmissions, electric motors, batteries, and hybrid accessories. This course may be used as a general elective. Three class hours. Course offered Fall and Spring.

ATP 171 General (A-TAP) Automotive Co-op I .5 Credits
This is a 15-week co-op course in mechanical repair work experience for General (A-TAP) automotive students. (22.5 hours per semester). Course offered Fall and Spring.

ATP 172 General (A-TAP) Automotive Co-op II .5 Credits
This is a 15-week co-op course in mechanical repair work experience for General (A-TAP) automotive students. (22.5 hours per semester). Course offered Fall and Spring.

ATP 173 General (A-TAP) Automotive Co-op III .5 Credits
This is a 15-week co-op course in mechanical repair work experience for General (A-TAP) automotive students. 0.5 Credits (22.5 hours per semester). Course offered Fall and Spring.

ATP 174 General (A-TAP) Automotive Co-op IV .5 Credits
This is a 15-week co-op course in mechanical repair work experience for General (A-TAP) automotive students. (22.5 hours per semester). Course offered Fall and Spring.

ATP 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

BIO - Biology

BIO 114 Natural History of Greater Rochester 3 Credits
Teaches the basic biological concepts through an experience-based approach. Field trips will be held at local sites of geological and biological interest. Topics covered will include: identification of woody plants, wildflowers, insects, birds and mushrooms; the ecology of fields, woods and wetlands; and bedrock and glacial geology. Two class hours, two laboratory hours. Course offered Fall and Spring.

BIO 116 Introduction to Environmental Science 3 Credits
A course which deals with biological aspects of humans and their impact on the environment. Students will study ecological principles that govern the world and will examine current environmental problems and issues. They will develop a greater awareness of global interdependence and the role of individuals in affecting environmental issues. This course is designed for the career or non-science student. Two class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.

BIO 120 Essentials of Life Science 4 Credits
An introduction to selected principles of the biological sciences explored through current topics in biology. Areas of study will include the organization of life, cell structure and function, DNA structure and heredity, biodiversity, evolution, and ecology. This course is designed for the career or non-science student. Three class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.

BIO 123 Nutrition for Sport and Exercise 3 Credits
Sports nutrition combines the fields of nutrition and exercise physiology. The student will learn which type of foods, beverages, and/or supplements are needed for optimal performance in sporting events. The student will gain practical experience on how nutrition plays a role in how the body functions and performs during sporting events. Three class hours. Course offered Fall and Spring.

BIO 132 Laboratory to Accompany Human Biology 1 Credit
Laboratory exercises in human anatomy and physiology to supplement BIO 133 class lectures and text information. Bio 132 is a late start, 10 week course that has 3 lab hours per week. NOTE: This course only meets SUNY General Education Natural Science requirements when both BIO 132 and BIO 133 are successfully completed. (SUNY-NS) Course offered Fall and Spring. Prerequisite or corequisite: BIO 133.

BIO 134 Essentials of Human Anatomy and Physiology I 3 Credits
The study of the structure and function of the human body. The cause and effects of certain diseases are also included. The course is designed for the career or non-science student. NOTE: Students who successfully complete BIO 130 may, with the addition of BIO 132, complete the requirement for SUNY Natural Science General Education (SUNY-NS). BIO 132 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY-NS requirement until both BIO 132 and BIO 133 are successfully completed. Three class hours in lecture/laboratory demonstration formats. Course offered Fall and Spring.

BIO 135 Practical Botany 3 Credits
A basic course emphasizing the significance and use of plants. Studies include simplified plant anatomy and physiology, propagation, cultivation and use of plants for food, landscaping and other purposes. This course is designed for the career or non-science student. Two class hours, two laboratory hours. Course offered Spring only.

BIO 140 Anatomy and Physiology 4 Credits
The study of the structure and function of cells (including metabolism), tissues, integument, and musculoskeletal, nervous, and sensory systems. Designed for students enrolled in the Dental Hygiene, Health Information Management, and Physical Education programs. Also open to interested Liberal Arts students with some biology background. Two class hours and three laboratory hours. (SUNY-NS) Course offered Fall and Spring. Prerequisite: High school Biology with a grade of C or better, or any laboratory-based Biology course numbered 120 or higher with a grade of C- or better, or permission of instructor.
BIO 135 Essentials of Human Anatomy and Physiology II 3 Credits
A continuation of BIO 134. Includes the study of the structure and function of the endocrine, cardiovascular, lymphatic, immune, digestive, urinary, and reproductive systems. Two class hours and three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Prerequisite: BIO 134, or permission of instructor.

BIO 136 Introductory Forensic Science 4 Credits
This is an introductory natural science course designed for the non-science, primarily criminal justice, major. The course will cover those biological and chemical fundamentals necessary for the student to understand topics of instrumentation and techniques employed in a crime laboratory. Topics such as matter, atomic theory, chemical bonding, chromatography, hair and fiber examination, blood and drug analysis, toxicology, and DNA typing will be included. The laboratory will include demonstrations and hands-on activities of methods used to study chemical and biological evidence. This course complements the existing CRJ 209 course which emphasizes the investigative procedures involved at the crime scene. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall only.
Prerequisite: MCC LEVEL 6 MATHEMATICS PLACEMENT OR MTH 098 WITH A MINIMUM GRADE OF C.

BIO 137 The Biology of Women 3 Credits
A lecture and discussion based course that focuses on the basic anatomy, physiology, and pathophysiology of the female. The course also includes discussions of common reproductive and post-reproductive problems and their treatments and addresses contemporary health issues for women. Three class hours. Course offered Fall and Spring.
Prerequisite: BIO 133

BIO 138 Human Anatomy 4 Credits
The detailed study of the human organism at the tissue and organ system levels. The relationship between structure and function is covered with emphasis on structural relationships. Laboratory study includes microscope work along with substantial organ and animal dissection. The course is designed for students in Nursing, Radiologic Technology, and other health-related programs. Two class hours, one conference hour, three laboratory hours. Course offered Fall and Spring.
Prerequisite(s): High school biology with a grade of C or higher, or any of the following with a grade of C or higher: BIO 120, both BIO 132 and BIO 133, or permission of instructor.

BIO 139 Human Physiology 4 Credits
An introduction to the major concepts of physiology as applied to the human organism. An integrated study of human physiology from the cellular to the system level with an emphasis on feedback systems. Laboratory work includes student and demonstration experiments designed to illustrate normal function and physiologic responses to specific stresses. The course is designed for students in Nursing and other health related programs. Three class hours and three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Prerequisites: BIO 142 and one of the following: high school chemistry or CHE 100 or CHE 124 or permission of instructor.

BIO 140 Human Anatomy and Physiology I 4 Credits
The first course of a two-semester comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cells and tissues, integument, skeletal system, muscular system, nervous system and special senses, and the endocrine system. Laboratory study includes microscope work, substantial organ and animal dissection, and experiments designed to illustrate normal function and physiologic responses to specific stresses. Designed for students in Nursing, Radiologic Technology and other health related programs. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
A grade of C or better in a college Biology course with lab (BIO 120, BIO 132/133, BIO 155) or a C or better in high school Biology, in addition to a C or better in a college Chemistry course (CHE 100, CHE 124, CHE 145 or 151) or a C or better in high school Chemistry.

BIO 141 Human Anatomy and Physiology II 4 Credits
A continuation of BIO 140 and the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular system, lymphatic and immune system, respiratory system, digestive system, metabolism and energetics, urinary system, reproductive system, and fluid, electrolyte and acid/base balance. Laboratory study includes microscope work, substantial organ and animal dissection, and experiments designed to illustrate normal function and physiological responses to specific stresses. Designed for students in Nursing, Radiologic Technology and other health-related programs. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Prerequisite: BIO 144

BIO 142 Human Anatomy and Physiology I 4 Credits
A continuation of BIO 144 and the comprehensive study of the anatomy and physiology of the human body. Topics include cellular metabolism, molecular genetics, gene expression, Mendelian genetics, natural selection and speciation. The laboratory features activities and experiments that reinforce the concepts presented in lecture. This course is the second in a two-semester sequence in introductory biology for science majors or science-interested students. This course may also fulfill a natural science elective for science-interested students. Two class hours, one conference hour, three laboratory hours. WR (SUNY-NS) Course offered Fall and Spring.
Prerequisite: BIO 155 with a grade of C- or higher.

BIO 143 Human Physiology 4 Credits
Principles of biology with an emphasis on cellular structure and function, and organic evolution. Topics will include cellular metabolism, molecular genetics, gene expression, Mendelian genetics, natural selection and speciation. The laboratory features activities and experiments that reinforce the concepts presented in lecture. This course is the second in a two-semester sequence in introductory biology for science majors or science-interested students. This course may also fulfill a natural science elective for science-interested students. Two class hours, one conference hour, three laboratory hours. WR (SUNY-NS) Course offered Fall and Spring.
Prerequisite: BIO 155 with a grade of C- or higher.

BIO 144 Fundamentals of Biology and Inheritance 3 Credits
Principles of biology with an emphasis on cellular structure and function, genetics and population genetics. Topics will include cellular metabolism, molecular genetics, gene expression, Mendelian genetics and population genetics. This course is an introductory biology course for science-interested students. This course may also fulfill a natural science elective for programs that do not require a laboratory science. Three class hours. (SUNY-NS) Course offered Spring only.
Prerequisite(s): High school biology with a grade of C or better, or BIO 120 with a grade of C or better, and high school chemistry with a grade of C or better, or any college chemistry course with a grade of C or better, or permission of instructor.

BIO 145 Introductory Forensic Science 4 Credits
This is an introductory natural science course designed for the non-science, primarily criminal justice, major. The course will cover those biological and chemical fundamentals necessary for the student to understand topics of instrumentation and techniques employed in a crime laboratory. Topics such as matter, atomic theory, chemical bonding, chromatography, hair and fiber examination, blood and drug analysis, toxicology, and DNA typing will be included. The laboratory will include demonstrations and hands-on activities of methods used to study chemical and biological evidence. This course complements the existing CRJ 209 course which emphasizes the investigative procedures involved at the crime scene. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall only.
Prerequisite: MCC LEVEL 6 MATHEMATICS PLACEMENT OR MTH 098 WITH A MINIMUM GRADE OF C.

BIO 146 General Biology I 4 Credits
Principles of biology with an emphasis on the diversity of life, the structure and function of plants and animals, and general ecological principles. The laboratory features activities and experiments that reinforce the concepts presented in lecture. This course is the second in a two-semester sequence in introductory biology for science majors or science-interested students. This course may also fulfill a natural science elective for science-interested students. Two class hours, one conference hour, three laboratory hours. WR (SUNY-NS) Course offered Fall and Spring.
Prerequisite: BIO 155 with a grade of C- or higher.

BIO 147 General Biology II 4 Credits
This course is designed for students who wish to study a particular natural habitat or environment in a focused, hands-on, field setting. The majority of course work is completed in the field at a local or distant location depending upon the title and focus of the course for a given semester. Students will conduct field observations, record data, participate in design and development activities, and construct a field notebook detailing aspects of their field experience. Credit hours are variable depending upon the field experience offered. Additional fees for travel, lodging, food, and other field expenses may apply. (SUNY-NS) Course offered Fall only.
Prerequisite: One Biology lab course preferred. Permission of instructor required.
BIO 225 Bioanalytical Techniques I 4 Credits
A one term course for health professionals. A brief introduction to principles of general microbiology with major emphasis on control of microorganisms by physical and chemical processes. Medical microbiology including pathogenicity and epidemiology of infectious diseases, and immunology. Three class hours, two laboratory hours. Course offered Fall and Spring. Prerequisites: BIO 134 or BIO 143 or BIO 145 or BIO 155 or permission of instructor.

BIO 226 Bioanalytical Techniques II 4 Credits
An in-depth study of the theory and practice of separation techniques that would be employed in the isolation and purification of biomolecules such as proteins, enzymes, and nucleic acids. Laboratory experiments involve immunology, chromatography, electrophoresis, and blotting techniques (western and southern blots). Three class hours, three laboratory hours. Course offered Spring only. Prerequisite: BIO 156 with a grade of C- or better or BIO 225, or permission of instructor.

BIO 227 Biotechnology Seminar 1 Credit
A discussion based capstone course that will integrate the topics and concepts of the Biotechnology Program. Emphasis will be on applications of biotechnology, current issues, societal/ethical concerns, and laboratory management. One class hour. Course offered Spring only. Corequisite: BIO 226

BIO 230 Molecular Genetics 4 Credits
A study of the transmission of genetic information with emphasis on the structure and function of nucleic acids. The genetics of prokaryotes, eukaryotes and viruses will be covered. The molecular basis of replication, repair, recombination, and gene expression will also be examined. Lab experiments introduce a variety of molecular biology techniques such as replica plating, bacterial conjugation and transformation, the isolation and restriction enzyme cleavage of plasmid DNA, and restriction mapping. Three class hours, three laboratory hours. Course offered Spring only. Prerequisites: BIO 156 with a grade of C- or better and CHE 151 with a grade of C- or better, or permission of instructor.

BIO 235 Pathophysiology 3 Credits
An introductory course for students in health related disciplines designed to facilitate further learning in their areas of specialization and promote effective interactions as members of the health care team. The course provides an overview of human diseases, their frequency, significance, diagnosis and treatment. The course moves from basic pathological processes to diseases by organs or organ systems to multiple system diseases and associated processes. Three class hours. Course offered Fall only. Prerequisites: BIO 135, or BIO 143, or BIO 145 or permission of instructor

BIO 242 Human Dissection 1 Credit
For students in programs leading to a degree in an allied health field. Careful dissection of the human body by students under faculty supervision will be used to reinforce and enrich the student's study of anatomy. Students gain experience in making educated decisions concerning the dissection, as well as in dissection technique and identification of human anatomical structures. Three laboratory hours. Course offered Spring only. Prerequisite: BIO 142 and permission of the instructor.

BIO 252 Topics in Biology Seminar 1 Credit
A discussion based seminar course that will integrate and apply biological concepts. Emphasis will be on discussing current scientific issues, library/internet instruction and research, student presentations, and developing technology and teamwork skills. One class hour. Course offered Spring only. Prerequisite: BIO 156 with a grade of C- or better and one 200 level Biology course with a grade of C- or better, or permission of instructor.

BIO 260 General Ecology 4 Credits
An introduction to the interactions between living organisms and their physical, chemical and biological environment. Several levels of ecological organization are examined. These include the study of different types of populations, communities and ecosystems. Topics include population structure and growth, species interaction, energy flow, nutrient cycling, succession, and applications to current environmental management issues. Students perform ecological experiments in the field as well as in the laboratory. Two class hours, one conference hour, three laboratory hours. Course offered Fall only. Prerequisite: BIO 155 with a grade of C- or better, or permission of instructor.

BIO 265 Comparative Vertebrate Anatomy 4 Credits
A study of vertebrate structure, function and evolution. Relationships between the structural and functional adaptations of the different vertebrate groups and their environment are examined. The laboratory features dissections and experiments that illustrate these adaptations in both aquatic and terrestrial vertebrates. Two class hours, one conference hour, three laboratory hours. Course offered Spring only. Prerequisite: BIO 156 with a grade of C- or better, or permission of instructor.

BIO 266 Biology of Vascular Plants 4 Credits
This course covers major groups of living vascular plants, evolutionary origins of plants and their phylogenetic relationships. Includes anatomy, physiology, and reproductive patterns. This course is designed for science majors and students interested in plant science. Two class hours, one conference hour, three laboratory hours. Course offered Spring only. Prerequisite: BIO 156 with a grade of C- or better, or permission of instructor.

BIO 209 General Microbiology 4 Credits
A survey of microorganisms: bacteria, viruses, rickettsia, protozoa, algae and fungi. Major emphasis is placed upon bacteria: classification, genetics, ecology, morphology, physiology, physical and chemical control and economic importance. An introduction to applications of microbiology to food and water analysis, industry and medicine, including principles of immunology and transmission of infectious diseases. This course is designed for the Liberal Arts or science-interested student. Three class hours, three laboratory hours. Course offered Fall and Spring. Prerequisites: BIO 156 as prerequisite or corequisite, and CHE 145 or CHE 151 with a grade of C- or better, or permission of instructor. Students who have completed BIO 156 with a grade below C- are advised to repeat BIO 156 before attempting BIO 209.

BIO 217 Nutrition 3 Credits
The study of nutrients needed for healthy functioning of human beings and the biochemical functions of these nutrients in the body. The nutrient content of foods and its application to meal planning. Special nutritional needs of infants, pregnant women, nursing mothers and the elderly. The course is designed for students in Nursing, Dental Hygiene, Radiologic Technology, and other Health Related Programs. Three class hours. Course offered Fall and Spring. Prerequisite: BIO 135 or BIO 143 or BIO 145 or permission of instructor.

BIO 220 Principles of Biochemistry 4 Credits
A study of the major chemical constituents of cells including proteins, carbohydrates, lipids and nucleic acids. Structure and function will be emphasized. Enzyme kinetics, regulation of enzyme activity, and metabolic pathways will also be covered. Labs include buffer preparation, protein and enzyme assays, lipid analysis, and the isolation and characterization of enzymes and nucleic acids. Fall semester only. Three class hours, three laboratory hours. Course offered Fall only. Prerequisites: BIO 156 with a grade of C- or better, and CHE 151 with a grade of C- or better, or permission of instructor.

BIO 221 Principles of Biochemistry 4 Credits
A study of the major chemical constituents of cells including proteins, carbohydrates, lipids and nucleic acids. Structure and function will be emphasized. Enzyme kinetics, regulation of enzyme activity, and metabolic pathways will also be covered. Labs include buffer preparation, protein and enzyme assays, lipid analysis, and the isolation and characterization of enzymes and nucleic acids. Fall semester only. Three class hours, three laboratory hours. Course offered Fall only. Prerequisites: BIO 156 with a grade of C- or better, and CHE 151 with a grade of C- or better, or permission of instructor.

BIO 222 Bioanalytical Techniques I 4 Credits
include instruction in the use of balances and volumetrics, spectrophotometric analysis, and a variety of titrimetric methods. Fall semester only. Three class hours, three laboratory hours. Prerequisite: CHE 151 or permission of instructor.

BIO 223 Bioanalytical Techniques II 4 Credits
An in-depth study of the theory and practice of separation techniques that would be employed in the isolation and purification of biomolecules such as proteins, enzymes, and nucleic acids. Laboratory experiments involve immunology, chromatography, electrophoresis, and blotting techniques (western and southern blots). Three class hours, three laboratory hours. Course offered Spring only. Prerequisite: BIO 156 with a grade of C- or better or BIO 225, or permission of instructor.
BUS - Business

BUS 104 Introduction to Business  3 Credits
An introductory study of business including organizational forms, the function of production, finance, marketing and human resources. Additional topics will be environmental factors which impact business such as government business ethics and current business issues. Three class hours. Course offered Fall and Spring.

BUS 110 Entrepreneurial Studies I  3 Credits
First of two small business courses designed for those interested in learning how to start and manage a small business. It begins by defining and explaining the nature of small business in today’s economy and entrepreneurs in the context of the free enterprise system. The topics include small business opportunities, legal forms of ownership, franchising, starting a new venture, sources of financing, developing marketing strategies and human resource management. Students will also learn the key components of a business plan, review case studies, and undertake a major project. Three class hours. Course offered Fall and Spring.

BUS 135 Supervising for the 21st Century  3 Credits
This course is designed to teach supervisors the concepts and skills they need to manage work and lead people in a diverse workforce. Its emphasis is on planning, problem-solving, communication, decision making, and employee motivation skills through the practical application of these concepts. It includes practice in hiring, training, performance appraisal, meetings, time management, and compliance with government regulations for equal opportunity, safety, and health. Three class hours. Course offered Fall and Spring.

BUS 200 Legal Environment of Business  3 Credits
This course is a study of laws relevant to the non-lawyer business professional. It includes such basic legal topics as court systems, stages of a lawsuit, torts, real property and contracts, as well as such business-specific topics as intellectual property, consumer law, criminal law of businesses, antitrust law, environmental law, and regulations adopted by government agencies. This course is required for A.A.S. students in Entrepreneurial and Applied Business Studies and A.A.S. students in Accounting: General. This course is not recommended as a Business Elective for students enrolled in A.S. programs in Business Administration or International Business. NOTE: Bus 201, Business Law I, is the required law course for students enrolled in A.S. programs in Business Administration or International Business. Three class hours. Course offered Fall and Spring.

BUS 201 Business Law I  3 Credits
A study of legal principles applied to business transactions. Topics covered include: contracts, criminal law and business, business torts, court systems, and commercial paper. This course is required for A.S. students in Business Administration and A.S. students in International Business. Three class hours. Course offered Fall and Spring.

BUS 202 Business Law II  3 Credits
A continuation of BUS 201 of the study of legal principles applied to business transactions. Topics covered include: corporations, limited liability companies, partnerships, agency, franchises, bankruptcy, real property, personal property, sales, and secured transactions. Three class hours. Course offered Spring only.

BUS 204 Management: Theory and Practice  3 Credits
A study of the theories and practices that are used in the organization and management of profit and non-profit business and institutions. Topics will include planning, decision making, organizing, staffing, leading and controlling. Three class hours. Course offered Fall and Spring.

BUS 207 Human Resources Management  3 Credits
An introduction to the principles, practices, and techniques used in the development and implementation of an effective Human Resources/Personnel Management program. The course includes a discussion of employment, training, compensation, labor relations, health and safety and federal laws governing human resource management. Three class hours. Course offered Fall and Spring.

BUS 208 Organizational Behavior  3 Credits
Organizational behavior provides a conceptual and experiential basis for motivating and coordinating people to manage change in organizations. This course is intended for those who want to develop the tools for understanding, analyzing and changing the work behaviors of individuals and groups in an increasingly diverse workforce. It will use a combination of exercises, self-assessment techniques, cases and role plays to develop insights that facilitate self-knowledge and teamwork in a dynamic global environment. Three class hours. Course offered Fall and Spring.

BUS 210 Entrepreneurial Studies II  3 Credits
Second of two courses designed for those interested in learning how to start and manage a small business. It builds on the preceding course concerning the establishment of the small business and deals with management of the on-going venture. This course takes a functional approach to managing the small business through a discussion of more advanced topics including entrepreneurial characteristics, financial planning and control, business operations, risk management, regulations, business valuation and succession issues, and other current topics. Students will develop a business plan. Three class hours. Course offered during the Spring only during the evening.

BUS 220 Applied Business Applications  3 Credits
A case study approach to the use of office productivity software to solve business problems and manage business processes. Emphasis will be on the use of spreadsheet and database applications to analyze data. Word processing and presentation software will be used to document and present solutions. Several major projects will be assigned to be completed outside of class. Each student will create a semester-long portfolio of related work. Basic knowledge of the PC, keyboard, and mouse are required. Two class hours, two lab hours. Course offered Fall and Spring.

BUS 225 MCC Business Collaborative  4 Credits
An upper level, experiential business course that will provide a select group of learners hands-on experience at Rochester area businesses. The course will include on-site presentations from business executives, work on actual company projects, and classroom discussions of real business issues and challenges. The class is offered in a hybrid format. Two class hours, two conference hours. Course offered Fall and Spring.

BUS 250 International Management and Marketing  3 Credits
This seminar has been designed to provide students with an opportunity to develop knowledge and understanding of the processes, procedures and challenges that arise in conducting business across national borders. Representatives from business or government involved in international trade will be invited to present information and conduct a discussion in various areas of international business expertise. This course is intended for students who are in the last semester of the degree program. Spring semester only. Three class hours. Course offered Spring only.

BUS 290 Independent Study Variable Credit
See the Department Chairperson for more information on Independent Study courses. Course offered Fall and Spring.

BIO 290 Independent Study Variable Credit
See the Department Chairperson for more information on Independent Study courses. Course offered Fall and Spring.
BUS 275  Business Cooperative Education  4 Credits
This cooperative education course is limited to students enrolled in Business and Computer Information Systems AAS degree programs. Students who work or desire to work either full time or part time at jobs related to their college major (AAS Accounting, AAS Computer Information Systems, AAS Entrepreneurial Studies) are eligible for this course. Students take a career-related classroom seminar for two hours each week while working a minimum of 180 hours during the semester at a job in the area of their degree program. Successful completion of the seminar and a minimum of 180 hours of work experience in any one semester entitle a student to receive four credit hours. This will be one of the last business courses that a student will take. The classroom seminar and work experience will provide a practical application of the student’s academic experiences and tie the skills and competencies that the student has learned to a work experience. This course will assess the student’s understanding and command of academic learning in the degree program and gauge how well the student is prepared for the work force in their specific field. Two class hours each week, 180 hours of work experience during the semester. Course offered Fall and Spring as a Hybrid.
Prerequisite: Prerequisite for AC01: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 101, BUS 104 with a grade of C or higher, CRC 125 or BUS 220, ECO 101 (or ECO 111), ENG 101 and review and approval of coop job placement by the Office of Experiential and Adult Learning.
Prerequisite for CI01: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 101, BUS 104 with a grade of C or higher, BUS 220, CIS 101 (or CSC101), CIS 110, ENG 101 and review and approval of coop job placement by the Office of Experiential and Adult Learning.
Prerequisite for EP01: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 130 (OR ACC 101), BUS 104 with a grade of C or higher, BUS 220, ECO 101 (or ECO 111), ENG 101, MAR 200, and review and approval of coop job placement by the Office of Experiential and Adult Learning.

BUS 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CDL - Interdisciplinary

CDL 100  Career Development and Life Planning  1 Credit
This course introduces students to the elements of career decision making with emphasis on the process of career and life planning. It is designed for students who are interested in learning more about themselves and their career choices. Whether you are undecided about your career, making a career change or exploring your career options, this course will help you become more self aware and provide you with a foundation to build your career path. Includes a writing component related to personal experience. One class hour. Course offered Fall and Spring.
Prerequisite/Corequisite: TRS 105 recommended.

CDL 101  Career and Life Planning for Returning Adult Students  2 Credits
An in-depth examination of the elements in career decision-making with emphasis on the process of career and life planning for the returning adult student. Topics include life renewal, functional learning, skills assessment, values, interests, decision-making, goal-setting, and the world of work. Thirty class hours per semester. Course offered Fall only.

CDL 110  Career and Life Planning for Undeclared Students  2 Credits
This experiential course introduces students to the elements of career decision-making with emphasis on the process of career and life planning. It is designed for students who are interested in learning more about themselves and their career choices. The career development needs of undecided students will be emphasized through a multi-phase approach including self-exploration, decision-making strategies, career exploration, career counseling, and career planning. Career forums featuring professionals from various career areas will be included. One class hour, one conference hour. Course offered Fall and Spring.

CDL 115  Job Search Strategies  1 Credit
A comprehensive job search strategies course involving skills assessment, resume and cover letter development, networking, interviewing techniques, employment applications, and the use of Internet resources for research and the job search process. One class hour. Course offered Fall and Spring.
Prerequisite: ENG 101

CE - Cooperative Education

Most Cooperative Education courses are housed in their respective disciplines. Those CE course descriptions which do not appear below can be located under the discipline noted:

CE 255  Cooperative Education-Disney World  6 Credits
This course teaches students how to market skills such as communication, customer service, problem solving, conflict resolution, decision making, self-management, and creative thinking. Key elements of the course include the development of a 30-second commercial, cover letter, resume, and networking strategy. The students will also learn interviewing and negotiation techniques. Two class hours, forty experiential hours. Course offered Fall and Spring.

CE - Hospitality

CE 260  Cooperative Education-Hospitality Management  4 Credits
Students who work or desire to work, either full time or part time at jobs related to their college major or career interests are eligible for Cooperative Education. Students take a career-related classroom seminar (2 hours per week on campus or online) while working at a job (180 hours per semester) in the area of hospitality management. Successful completion of the seminar, and a minimum of 180 hours of work experience in any one semester, entitles a student to receive four credit hours. The Experiential and Adult Learning Office, located in Rm. 3-109E, will assist in obtaining jobs. A student’s present job may qualify. Appropriate work experience must be approved by the instructor. Individuals must have completed 24 credit hours, with a 2.0 GPA. Exceptions permitted with permission from the instructor. Course offered Fall and Spring.
CE - Interior Design

**CE 263 Cooperative Education-Interior Design 4 Credits**

Students who work or desire to work either full time or part time at jobs related to their college major or career interests are eligible for Cooperative Education. Students take a career-related classroom seminar (2 hours per week on campus) while working at a job (180 hours per semester) in the area of Interior Design. Successful completion of the seminar, and a minimum of 180 hours of work experience in one or more semesters entitles a student to receive four credit hours. Working an additional 180 hours (no seminar requirement) and meeting certain other prerequisites allows a student to earn two more credit hours for a total of six credit hours, the maximum possible on a Co-op program. (The Department Chair and the Co-op Director must approve a student’s working toward the additional two credits.)

The Co-op Office, located in 3-108E, will assist in obtaining jobs. Present job may qualify. Appropriate work experience must be approved by the Interior Design Coordinator/Instructor. Open to all Interior Design majors who have completed 24 credit hours with a 2.0 GPA. Exceptions by permission of the instructor. Course offered Fall only.

Prerequisite: IDE 201

CE - Office Technology

**CE 270 Cooperative Education-Office Technology 4 Credits**

Students who work or desire to work either full time or part time at jobs related to their college major or career interests are eligible for Cooperative Education. Students take a career related classroom seminar (2 hours per week on campus) while working at a job (180 hours per semester) in the area of Office Technology. Successful completion of the seminar, and a minimum of 180 hours of work experience in any one semester entitles a student to receive four credit hours. Working an additional 180 hours (no seminar requirement) and meeting certain other prerequisites allows a student to earn two more credit hours for a total of six credit hours, the maximum possible on a Co-op program. (The Department Chair and the Co-op Director must approve a student’s working toward the additional two credits.)

The Co-op Office located in 3-108E will assist in obtaining jobs. Present job may qualify. Appropriate work experience must be approved by the Co-op Director. Must have completed 24 credit hours with a 2.0 GPA. Exceptions with permission from the Co-op Office. Course offered Fall and Spring.

CE - Leadership

**CE 200 General Internship 3 Credits**

Designed to give a student the opportunity to test his or her career choice by working off campus either in a for-profit or for-profit organization. Having studied theories and principles in previous course work, the intern is able to use the knowledge gained in an actual work environment. Concurrently with the work experience, students are required to attend a series of seminars where they will deal with problems and issues related to their work experience. Students will be responsible for working a minimum of nine hours a week throughout the semester (15 weeks). The program is intended to serve students who have completed at least 24 credit hours of college work (including sufficient hours in their major to make them employable) and have at least a 2.5 GPA. Course offered Fall and Spring.

Prerequisites: 2.5 GPA and Permission of the Experiential and Adult Learning Office.

CHE - Chemistry

**CHE 100 Preparatory Chemistry 4 Credits**

This course meets the pre-admission chemistry requirement for selected health related programs. It is also recommended to students with limited mathematics and/or science background who plan to take higher level chemistry courses such as CHE 121 CHE 124 or 145. Topics include dimensional analysis, atomic structure, nomenclature, bonding, reactions, chemical calculations, periodicity, states of matter, solutions, acids, bases, and the pH concept. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.

Prerequisite: MCC level 6 Mathematics placement or MTH 098 with a minimum grade of C.

**CHE 110 The Chemistry of Indulgence 3 Credits**

Designed for non-science majors, this course does not require a background in chemistry or math. This class provides an integrated laboratory/lecture experience as students explore various principles of chemistry using everyday contexts such as food. Two class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.

**CHE 115 Special Topics in Chemistry Variable Credit**

This course is intended to address specific topics of interest in chemistry. Polymer Chemistry, Analytical Chemistry, Instrumentation/Spectroscopy, and Environmental Chemistry are a few examples of possible course offerings. Subject matter may change from semester to semester based on faculty and student interest. Primarily lecture format, but a laboratory component may be included. 1-4 credits. Course offered Fall and Spring.

Prerequisite(s): MTH 098 WITH A GRADE OF C OR BETTER OR MATHEMATICS PLACEMENT AT LEVEL 6.

**CHE 124 General, Organic, and Biochemistry 4 Credits**

This course is an introduction to the principles of general, organic, and biological chemistry that are relevant to students interested in a health related profession. A strong knowledge base of general chemistry is necessary in order for the student to be successful in CHE 124. See prerequisites below. Students are expected to be familiar with concepts such as: significant figures, dimensional analysis, ionic compounds, molecular geometry, polarity, the mole concept, and stoichiometry prior to taking CHE 124. Topics for CHE 124 include: measurement; dimensional analysis; chemical compounds and their bonds; redox reactions and energetics of chemical reactions; gases; solutions, acids and bases; nuclear chemistry; structural formulas, chemical and physical properties of organic compounds, carbohydrates, lipids, proteins, and metabolism. This is a Natural Science course. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.

Prerequisite(s): CHE 100 or high school Chemistry with a minimum grade of C; and MCC level 6 Mathematics Placement or MTH 098 with a minimum grade of C.

**CHE 136 Introductory Forensic Science 4 Credits**

This is an introductory natural science course designed for the non-science, primarily criminal justice, major. The course will cover those biological and chemical fundamentals necessary for the student to understand topics of instrumentation and techniques employed in a crime laboratory. Topics such as matter, atomic theory, chemical bonding, chromatography, hair and fiber examination, blood and drug analysis, toxicology, and DNA typing will be included. The laboratory will include demonstrations and hands-on activities of methods used to study chemical and biological evidence. This course complements the existing CRJ 209 course which emphasizes the investigative procedures involved at the crime scene. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall only.

Prerequisite: MCC Level 6 Mathematics placement or MTH 098 with a minimum grade of C.
CHE 145  Preparation for General College Chemistry  4 Credits
This course should be taken prior to CHE 151 by students who fail one of the following categories provided they have adequate mathematics preparation (see prerequisite and recommendation below): (a) students with no previous background in chemistry, (b) students with an average or below average background in high school chemistry, or (c) students in need of a review of basic chemical problem solving skills. Topics include problem solving using the factor-label method, dimensional analysis, linear relationships, graphing, and significant figures; the atomic mass system and the mole concept; chemical formulae and nomenclature; basic chemical reactions, balancing equations, reaction stoichiometry, and limiting reagent problems; atomic structure and the principles of chemical bonding; solution concentrations and stoichiometry. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Prerequisite: MCC level 8 Mathematics placement or MTH 104 with a minimum grade of C. Completion of or concurrent registration in MTH 185 is strongly recommended.

CHE 151  General College Chemistry I  4 Credits
This is the first semester of college chemistry and is appropriate for students interested in pursuing further studies in science or engineering. It is a mathematical approach to the principles of chemistry and assumes that students have had an above average preparation in chemistry. Topics include a brief review of problem solving using dimensional analysis, graphing, and significant figures; chemical stoichiometry; gas laws; thermodynamics; an in-depth treatment of atomic structure, periodicity, and chemical bonding; phase relationships. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Prerequisite(s): CHE 145 with a minimum grade of C or Chemistry Regents exam grade of 70 or higher (or equivalent for students who did not attend New York State Public School); and MCC level 9 Mathematics placement or MTH 185 with a minimum grade of C.

CHE 152  General College Chemistry II  4 Credits
A continuation of CHE 151. Topics include: solution concentrations and properties; chemical kinetics; gas and solution phase chemical equilibrium including solubility; acids; and bases; thermodynamics; electrochemistry. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Prerequisite: CHE 151 with a minimum grade of C.

CHE 251  Organic Chemistry I  5 Credits
A modern treatment of organic chemistry which integrates facts and theory. The study of structure and its relation to properties, reactions, and reaction mechanisms is emphasized. Both aliphatic and aromatic compounds are studied in the first semester along with an introduction to stereochemistry and conformational analysis. The laboratory experiences include syntheses of a variety of organic compounds with an emphasis on basic laboratory techniques. The fundamental techniques of infrared spectroscopy and gas chromatography are also introduced. Fall semester only.
Three class hours, four laboratory hours. Course offered Fall only.
Prerequisite: CHE 152 with a grade of C- or higher.

CHE 252  Organic Chemistry II  5 Credits
A continuation of the study of different classes of organic compounds. The interpretation of infrared and nuclear magnetic resonance spectra is emphasized. The laboratory is a continuation of CHE 251 laboratory with an extensive introduction to qualitative organic analysis. Spring semester only.
Three class hours, four laboratory hours. Course offered Spring only.
Prerequisite: CHE 251 with a grade of C- or higher, or permission of the instructor.

CHE 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CHI - Chinese/Foreign Language

CHI 101  Elementary Chinese I  3 Credits
Designed for students with little or no previous experience in the language. Focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Chinese writing system for basic reading and writing of simple sentences and short paragraphs. Pin yin and Chinese characters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations. Students will also learn Chinese customs, traditions, and culture. Three class hours. (SUNY-FL) Course offered Fall and Spring.

CHI 102  Elementary Chinese II  3 Credits
A continuation of CHI 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of the Chinese culture. Three class hours. (SUNY-FL) Course offered Spring only.
Prerequisite: CHI 101, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

CHI 103  Intermediate Chinese I  3 Credits
Continued study in Chinese for those with a firm foundation in elementary Chinese communication, written and oral. Grammar and vocabulary are continued at a higher level so that the student develops strong reading and writing skills in order to create complex sentences and short paragraphs. In this class, the student will attain oral and listening skills to successfully function in a variety of daily situations. Cultural topics are included in the study of grammar and structure. Memory and length of time since last studied are factors in successful placement. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: CHI 102, or successful completion of equivalent, or permission of the instructor.

CHI 221  Chinese Culture on Location  3 Credits
This course is designed to provide the opportunity to see and experience the richness of China through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student to prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Three class hours; a total of 35 experiential hours. Course offered Fall and Spring.

CIN - Cinema Studies

CIN 120  The Movies  3 Credits
A survey of the development of motion pictures from 1896 to the present. Emphasis on prominent directors, film genres, stars, and techniques of silent and sound eras; screenings and analysis of selected films. Three class hours. (SUNY-H) Course offered Fall and Spring.

CIN 121  Cinema Comedy  3 Credits
A study of the key figures in motion picture history, and the films they made. Focus will be placed on the great directors, actors, producers and screenwriters of the comedy genre. Three class hours. Course offered Fall only.

CIN 122  Cinema Drama  3 Credits
A study of the key figures in motion picture history and the films they made. Focus will be placed on the great directors, actors, producers, and screenwriters of the dramatic cinema genre. Three class hours. Course offered Spring only.

CIN 221  The Movie Business  3 Credits
Movies are a mass medium that has evolved from two art forms: the theatre and photography. But almost from the very beginning, the movies became a commercial enterprise with movie-making following an assembly line model of production. In order to fully understand the movies, students must understand the business that shapes almost all aspects of the process. This course will provide an overview to the business aspects of the movie industry. Specifically, topics will include financing, domestic/global marketing, distribution and exhibition. Three class hours. Course offered Fall only.
Prerequisite: CIN 120.
CIS 100 Information Processing Fundamentals 4 Credits
This is an introductory course in digital computers and information processing concepts. The focus of this course will be on key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Additional topics include computer terminology, networks, the Internet, numbering systems, working with operating systems that use graphical user interface (GUI) and command-line interface, algorithm and program development, pseudo code and flow charting. Students will develop professional communication skills while working in collaborative teams. Students will meet in a networked PC classroom for lab and will be assigned projects to be completed outside of class and laboratory time. Successful completion of this course with a grade of C or better is required for further progress in Computer Information Systems degree programs. Three class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: MTH 104 with a grade of C or better, or MCC level 8 mathematics placement.

CIS 110 A+ PC Repair and Operating Systems 3 Credits
This course is designed to prepare the student to support personal computers. Students build a desktop personal computer component by component, install and configure multimedia, networking, and mass storage devices, install and configure a connection to a local area network, develop hardware troubleshooting skills, learn how to troubleshoot Microsoft® Windows® operating system problems, and learn how to optimize the Windows operating system for improved performance. Students also install and work with a non-Windows operating system on the same personal computer. A student who completes this course will be eligible to sit for an A+ certification exam in PC maintenance and repair. Two class hours and two lab hours. Course offered Fall and Spring. Prerequisites: CIS 100 or CSC 101 or CPT 114, each with a grade of C or better.

CIS 200 Programming for Information Systems 4 Credits
This is a first course in object-oriented programming for the computer information systems student. Emphasis will be placed on problem analysis, documentation, and developing a program to meet given specifications. Topics include: classes and objects, properties and methods, variables, user-defined constants, explicit data type conversions, input validation and exception handling, calculations, sequence, selection, and repetition control structures, built-in and user-defined procedures with parameter passing, one-dimensional arrays, collections, sequential file processing, and database processing. Students will complete several coding assignments during class and lab to reinforce and apply concepts. Major programming projects will be assigned to be completed outside of lab and class. Three class hours and two lab hours. Course offered Fall and Spring. Prerequisite: CIS 100 or CPT 114, either with a grade of C or higher.

CIS 201 Introduction to Web Site Programming and Design 3 Credits
This course will provide the student with an introduction to programming and design concepts used in developing a Web site. Topics include coding HTML, Cascading Style Sheets, accessibility, programming with JavaScript, multimedia and interactivity, search engine optimization, domain name and web host selection, file transfer protocols, and implementation on a server. Students will develop an interactive, multi page Web site as a portfolio project. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisites: CIS 200, CSC 101, or CPT 101 with a grade of C or higher.

CIS 209 Systems Analysis and Design 3 Credits
A study of the skills required to perform the role of systems analyst. Emphasis will be placed on developing these systems analyst skills as they apply to the designing, developing and implementing business application software that runs on large mainframe to client-server systems. Topics include: project management tools, sampling and investigating hard data, questionnaires, observations, prototyping, developing UML diagrams to graphically depict a system, developing process specifications, designing effective input and output, developing an E-Commerce based business, database design with normalization, and designing effective user interfaces. Students are expected to work on a team project during the entire semester to develop and present a system proposal to the class. Two class hours and three lab hours. Course offered Fall and Spring. Prerequisite: CSC 101 or CIS 101 with a grade of C or better.

CIS 211 Applied Database Concepts 3 Credits
A sound introduction to database concepts with Microsoft Access. Emphasis will be on using Access to build and maintain relational databases. The student will create databases, queries, custom forms, and reports, use macros and modules using the Visual Basic for Applications for programming languages and SQL. Two class hours, two laboratory hours. Course offered Fall only. Prerequisites: Prerequisites: CSC 101 or CIS 101 with a grade of C or better

CIS 221 Applied Database Concepts with an Oracle Database 3 Credits
A sound introduction to database concepts using the database Oracle. Emphasis will be on using Oracle to build and maintain relational databases. The student will create databases, queries, custom forms and reports, and use PL/SQL. Two class hours and two lab hours. Course offered Spring only. Prerequisite: CIS 101 or CIS 101 with a grade of C or higher.

CIT 101 Surveying 4 Credits
An introduction to plane surveying techniques, including distance measurement, note keeping, leveling, angle measurement, care and use of instruments, traversing, stadia, topographic surveys, and mapping. Three class hours, three laboratory hours. Course offered Fall only. Prerequisite/concurrent: MTH 135

CIT 112 CAD for Construction 2 Credits
Applications in this course will include roof truss, concrete and steel reinforcing, welding, site plans, contour lines, property lines, DOT highway plans, piping plans, and bridge plans. One class hour, three laboratory hours. Course offered Fall and Spring.

CIT 122 Construction I: Elements of Building Construction 4 Credits
The study of the materials, methods and techniques used in building construction projects. The course will cover the construction process from idea conception to project closeout, including building and material codes, materials and methods, material quantity surveys, and construction procedures. Primary emphasis will be on structural steel, reinforced concrete, masonry, wood, and combined structural systems. Also included will be building exterior and interior finishing systems. The laboratory includes a study of the methods and techniques used in
CIT 206 Soil and Concrete Testing 4 Credits
The study and laboratory testing of soils and concrete. Topics include the nature of soils, soil testing, plain concrete, asphalt concrete, and aggregates. The laboratory covers field and lab tests including soil and aggregate graduation, specific gravity, soil compaction, soil liquid limit and plastic limit, soils shear, concrete proportioning, slump, air content, compression testing and inspection. Three class hours, three laboratory hours. Course offered Fall only.

CIT 210 Highway Technology 3 Credits

CIT 217 Construction Management 4 Credits
An introduction to basic construction management and organization. Topics include project organization, staffing, labor relations, planning, critical path scheduling, integrated job cost control, production control, and job site safety. Three class hours, one conference hour. Course offered Spring only.
Prerequisites: CIT 122, 123; prerequisites/corequisites: CIT 221, 232

CIT 221 Cost Estimating 3 Credits
An introduction to cost estimating of a construction project. Topics include generating preliminary cost estimates from early phase design drawings and specifications, and estimating techniques used to prepare a final bid for a project, including quantity take offs, material pricing, and labor costs. Three class hours. Course offered Spring only.

CIT 232 Construction Contracts and Specifications 2 Credits
This course will cover the application of the construction contracts, drawings, and specifications to the construction process. It will cover the role construction documents play as a communication tool for understanding the roles and responsibility of the construction parties. It will follow both the CSI (Construction Specification Institute) and the NYS DOT (New York State Department of Transportation) formats. Two class hours. Course offered Spring only.
Prerequisites: CIT 122, CIT 123 or permission of instructor; corequisite: CIT 217.

CIT 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CLT 100 Introduction to Medical Laboratory Technology 2 Credits
This course is an overview of the Health Care System with an emphasis on the profession of Medical Laboratory Technology. The course covers the training and continuing education of Health Care workers and outlines the roles Clinical Laboratory Technicians/ Medical Laboratory Technicians play as part of the health care team. The student will describe the history and current practices relative to education, governance and common practice in the clinical laboratory field. The student will be able to discuss and demonstrate safety, values, ethics and interpersonal interactions as related to Laboratory Science. Two class hours. Course offered Fall only.

CLT 110 Specimen Procurement and Processing 1 Credit
This course is an introduction to the collection and processing of patient specimens for clinical laboratory testing. The primary emphasis is venipuncture technique and its importance in sample quality. Other topics include communication skills, quality assurance, safety and infection control procedures, applicable medical terminology, capillary blood collection, collection of specimens other than blood, and specimen handling. Three laboratory hours. Course offered Spring only.
Prerequisite: CLT 100 and any one of BIO 134, BIO 142, BIO 144, or permission of instructor.

CLT 130 Body Fluids and Urinalysis 2 Credits
This course is the study of the structure and function of the processes which result in urine and body fluid production. The emphasis of the course will be on analysis and interpretation of test results and will include pathophysiological correlations to the test results. Topics will include urinalysis, cerebrospinal fluid analysis, serous fluid analysis, analysis of transudates, exudates and gastrointestinal contents and semen analysis. One class hour, two laboratory hours. Course offered Spring only.
Prerequisite(s): CLT 109 with a grade of C or higher AND any one of BIO 134, BIO 142, BIO 144 each with a grade of C or higher, or permission of instructor.
Co-requisite(s): Any one of BIO 135, BIO 143, BIO 145 (or previously completed)

CLT 140 Immunology 2 Credits
An introduction to basic concepts in immunology. Topics include classification systems of the immune system. Functions and interactions of each component of the immune subsystems. Mechanisms of action of each active component of the immune subsystems. Detailed analysis of the development of the immune system, specific immunoglobulin structures, functions and genetics, complement and other cascades and the major histocompatibility complex will be covered. Disorders
CLT 145  Serological Techniques  1 Credit  
An introduction to the theory and practice of serological testing with emphasis on clinical significance and disease correlation. Topics include traditional techniques and molecular methods for detection and confirmation of disease states. Three laboratory hours. Course offered Spring only. 
Prerequisite(s): CLT 100 with a grade of C or higher AND any one of BIO 134, BIO 142, BIO 144 each with a grade of C or higher; or permission of instructor. 
Co-requisite(s): CLT 145 AND any one of BIO 135, BIO 143, BIO 145 (or previously completed) 

CLT 150  Histology Techniques  1 Credit 
An introduction to histological techniques used in the clinical laboratory setting. Topics include tissue preparation, fixation, embedding, mounting and staining to facilitate microscopic examination. The student will be required to identify common cellular and tissue structures and will be required to follow all laboratory and safety protocols. Two laboratory hours. Course offered Summer only. 
Prerequisite(s): CLT 100 with a grade of C or higher AND any one of BIO 135, BIO 143, BIO 145 each with a grade of C or higher; or permission of instructor 

CLT 203  Diagnostic Microbiology  2 Credits  
A comprehensive study of microorganisms of importance in human health and disease. Topics include the preanalytical collection and processing of clinical specimens as well as the analytical morphology, isolation, and identification of pathogens, with a focus on colonial, microscopic, biochemical and molecular characteristics and additionally the postanalytical interrelationships of microorganisms and human hosts and the correlation, prevention and control of infectious diseases. Bacteriology is emphasized but the course includes a survey of mycology, parasitology, and virology. Four laboratory hours. Course offered Fall and Spring. 
Prerequisite: BIO 202 with a grade of C or higher; or permission of instructor. 

CLT 220  Immunohematology  4 Credits 
An introduction to the field of practical Immunohematology and Blood Banking. Emphasis is placed on the theoretical knowledge of human genetics, blood groups, blood cell grouping, blood components, fractionation, storage and washing, transfusion therapies, transfusion reactions, and alloantibody and autoantibody formation. Additionally, good laboratory practices, neatness, organization, attention to detail and professionalism are revisited. Two class hours, two laboratory hours. Course offered Fall and Spring. 
Prerequisite(s): BIO 135, BIO 148, CLT 110 and CLT 140 or permission of instructor 

CLT 230  Hematology and Coagulation  4 Credits 
A comprehensive study of the physiology of the normal hematopoietic system and the pathophysiology of an abnormal hematopoietic system and ramifications of these lesions in maintaining homeostasis. Emphasis is on the mechanics of test procedures, interpretation of hematology test results and correlation of the results with disease. Three class hours, three laboratory hours. 
Course offered Fall and Spring. 
Prerequisite: CLT 110 with grade of C or higher and any one of BIO 135, BIO 143, BIO 145 each with a grade of C or higher; or permission of instructor 

CLT 251  Clinical Affiliate Clinical Rotation I  2 Credits 
The Clinical Rotations are intended to expose the CLT students to a functioning lab in an integrated health care environment and to assure the students meet the CLT competencies as described in the CLT Student Handbook. 
As such, emphasis is placed on professional conduct and performance of procedures in accordance with protocols of the department. 
Under the supervision of laboratory personnel, students will demonstrate professional behavior, conduct routine procedures, develop their analytical skills and apply knowledge acquired in the program. Students will verify preanalytical specimen integrity, follow analytical laboratory protocols and demonstrate exceptional communication skills in the post analytical reporting of results. There are approximately six departments; Body Fluids/Urinalysis, Immunology/Serology, Microbiology, Clinical Chemistry, Blood Bank and Hematology. 
There are three rotational courses; CLT 251, 253 and 255. Therefore, on average a student will rotate through two departments per rotation. One hundred twenty-eight clinical hours. Course offered Spring only. 
Prerequisite: CLT 203, CLT 210, CLT 220, CLT 230 and permission of program director; co-requisite: CLT 260 

CLT 253  Clinical Affiliate Clinical Rotation II  2 Credits 
The Clinical Rotations are intended to expose the CLT students to a functioning lab in an integrated health care environment and to assure the students meet the CLT competencies as described in the CLT Student Handbook. 
As such, emphasis is placed on professional conduct and performance of procedures in accordance with protocols of the department. 
Under the supervision of laboratory personnel, students will demonstrate professional behavior, conduct routine procedures, develop their analytical skills and apply knowledge acquired in the program. Students will verify preanalytical specimen integrity, follow analytical laboratory protocols and demonstrate exceptional communication skills in the post analytical reporting of results. There are approximately six departments; Body Fluids/Urinalysis, Immunology/Serology, Microbiology, Clinical Chemistry, Blood Bank and Hematology. 
There are three rotational courses; CLT 251, 253 and 255. Therefore, on average a student will rotate through two departments per rotation. One hundred twenty-eight clinical hours. Course offered Spring only. 
Prerequisite: CLT 203, CLT 210, CLT 220, and CLT 230 all with a grade of C or higher and permission of program director. 

CLT 255  Clinical Affiliate Clinical Rotation III  2 Credits 
The Clinical Rotations are intended to expose the CLT students to a functioning lab in an integrated health care environment and to assure the students meet the CLT competencies as described in the CLT Student Handbook. 
As such, emphasis is placed on professional conduct and performance of procedures in accordance with protocols of the department. 
Under the supervision of laboratory personnel, students will demonstrate professional behavior, conduct routine procedures, develop their analytical skills and apply knowledge acquired in the program. Students will verify preanalytical specimen integrity, follow analytical laboratory protocols and demonstrate exceptional communication skills in the post analytical reporting of results. There are approximately six departments; Body Fluids/Urinalysis, Immunology/Serology, Microbiology, Clinical Chemistry, Blood Bank and Hematology. 
There are three rotational courses; CLT 251, 253 and 255. Therefore, on average a student will rotate through two departments per rotation. One hundred twenty-eight clinical hours. Course offered Spring only. 
Prerequisite: CLT 203, CLT 210, CLT 220, and CLT 230 all with a grade of C or higher and permission of program director; co-requisite: CLT 260.
COM 101 Introduction to Mass Media  
An introduction to communication theory and practice, the history of mass media, and an examination of the business of the American mass media. Additional topics will include media support industries, such as advertising and public relations. This course fulfills the MCC requirement for a humanities elective. Three class hours. Course offered Fall and Spring.

COM 109 An Introduction to Public Relations  
A survey of the roles and responsibilities of the public relations professional in private and public organizations. Examination of the importance of the audience and audience research in public relations program planning, how public relations differs from advertising and the use of traditional publicity tools like press releases and press kits to reach targeted audiences. Exploration of the use of the Internet to reach key stakeholders and its use as a distribution channel for publicity. Recognition of the importance of ethics, integrity and relationship building as a cornerstone of public relations. Three class hours. Course offered Fall and Spring.

COM 110 Computer Generated Images  
This course presents introductory hands-on experiences in exploring the potential of multimedia computer software, special graphic effects and computer imaging techniques as a creative medium. The focus of the course is on exploring how computers and traditional photographic and video technologies are coming together as tools for creating unique graphic images. Three class hours. (SUNY-A) Course offered Fall and Spring.

COM 115 Video Production I  
A combination lecture/lab course designed to introduce students to producing video presentations in electronic field production (EFP). Emphasis is placed on the use of portable video equipment, lighting, audio and videographic skills. Students will be required to purchase appropriate digital media. Two class hours, two lab hours. Course offered Fall and Spring.

COM 120 Media Literacy  
An introduction to the critical consumption of media. This course will focus on the ability to access, analyze, evaluate and communicate the process of creating and interpreting media in a variety of forms. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-A) Course offered Fall and Spring.

COM 130 Media Writing -WR  
Media writing explores the different styles of writing for print media, broadcast media, the Web, advertising copy, and public relations materials. Students will learn how to gather information, write for specific audiences, and check for accuracy. This course will also discuss the legal implications of writing for the media. This course fulfills the MCC requirement for a humanities elective. Three class hours. Course offered Fall and Spring.  
Prerequisite: COM 110 or COM 120

COM 131 Principles of Journalism  
This course provides an overview of journalism principles and practices. Information covered includes discussion and interpretation of what is news, news reporting today, beat reporting, feature writing, and writing for the web. Students will learn to work alone and in teams to conduct interviews, find sources, and prepare news leads, news stories, and profiles. They will demonstrate their ability to write and edit balanced, accurate journalistic stories on deadline. This course fulfills the MCC requirement for a humanities elective. Three class hours. Course offered Fall and Spring.  
Prerequisite: ENG 101 or ENG 200

COM 132 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.  
Co-requisite: ENG 101

COM 140 Media Production I  
A student focused discussion based course that is designed to integrate the topics and concepts of the Clinical Laboratory Technician Program. Emphasis will be on reflection of the Clinical rotation experience and the CLT Program in general. Job placement, NYS licensure application, and ASCP BOC exam preparation will also be addressed. Two class hours. Course offered Spring only.  
Prerequisites: CLT 203, CLT 210, CLT 220, CLT 230 and permission of program director; corequisite: CLT 251 or CLT 253 or CLT 255.

COM 141 Media Production II  
A more advanced lecture/lab course in which students practice producing video presentations in electronic field production (EFP). Emphasis is placed on the use of portable video equipment, lighting, audio and videographic skills. Students will be required to purchase appropriate digital media. Two class hours, two lab hours. Course offered Fall and Spring.

COM 142 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 143 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 144 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 145 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 146 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 147 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 148 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 149 Broadcast Performance  
Practice in devising and participating in various kinds of radio and television performances, including news, sports, commercials, promotional announcements, and interviews. Two class hours, two laboratory hours. Course offered Spring only.

COM 151 Journalism II  
An advanced course in journalistic writing and editing, including readings, discussions and workshops in the theories and practices of journalism. Three class hours. Course offered Fall and Spring.  
Prerequisite: COM 110 or permission of instructor.

COM 152 Techniques of Television II+  
Advanced techniques in the technical and production aspects of television programming. Emphasis will be placed on studio and control room operation, engineering experience, program planning and organization production and direction of individual assignments. Experience and theory of video recording will be given. Principles of TV signal distribution will be discussed. Spring semester only. Two class hours, two laboratory hours. Course offered Spring only.  
Prerequisite: COM 202.

COM 201 Introduction to Public Relations  
This course presents introductory hands-on experiences in exploring how computers and traditional photographic and video technologies are coming together as tools for creating unique graphic images. Three class hours. (SUNY-A) Course offered Fall and Spring.

COM 202 Techniques of Television II+  
Advanced techniques in the technical and production aspects of television programming. Emphasis will be placed on studio and control room operation, engineering experience, program planning and organization production and direction of individual assignments. Experience and theory of video recording will be given. Principles of TV signal distribution will be discussed. Spring semester only. Two class hours, two laboratory hours. Course offered Spring only.  
Prerequisite: COM 202.
COM 221  Practicum in Media II  6 Credits
A course designed to allow students to complete significant experiences within their discipline of study, including communication, art, music, and interior design. Students will be expected to spend a minimum of twelve (12) hours per week in supervised contract learning situations. Students will work with the appropriate Visual and Performing Arts Department faculty member to identify, design and complete contract learning opportunities. Course offered Fall and Spring.
Prerequisite: Permission of a VaPA Department faculty member.

COM 230  Scriptwriting  3 Credits
Review and practice of the requirements for writing professionally formatted scripts used in short and feature films. Emphasis will be placed on writing short-form scripts and analyzing and discussing long-form dramatic scripts. Three class hours. Course offered Fall and Spring.
Prerequisite: ENG 101 or ENG 200.

COM 261  Introduction to Multimedia  3 Credits
Provides an overview of multimedia, a relatively new field in which more traditional media (text, video, sound, graphics, photography, animation) can be combined in a single media event using the computer. Aspects of authoring, design and production including technical hardware and software considerations will be covered. Discussions of the use of multimedia in training, education, marketing and entertainment will be included. Three class hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 262  Multimedia Authoring  3 Credits
Introduces the student to the basics of the authoring process involved in the creation of a multimedia event. From audience definition and concept to scripting and flowcharting, students will learn how to build the multimedia structure from the bottom up. How to plan and design linkages between content areas, and the appropriate interaction of visual and audio materials will be explored. Two class hours, two laboratory hours. Course offered Fall and Spring.

COM 263  Design for Interactive Multimedia  3 Credits
Introduces students to the basics of designing for interactive multimedia. User-interface design, transitions, interactive links between content areas and creating the overall look and feel of a project will be covered. Emphasis will be in the visual aspects of individual elements and how they work together as a means of creating an effective interactive multimedia project. Students work on their own projects which will be completed in the Multimedia Production lab. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 264  Video Production II  3 Credits
An intermediate course that provides a continuation of the principles learned and practiced in Video Production I (COM 150) as they relate to camera operation. The student will add to their skills through advanced techniques in image acquisition with increased emphasis on editing of live-action video footage. Working with contemporary non-linear editing systems, the emphasis will be placed on the structure and pacing of a finished video project. Three class hours. Course offered Fall and Spring.
Prerequisite: COM 150.

COM 265  3D Modeling  3 Credits
Introduces the student to the basic principles of building three-dimensional objects and environments on a Macintosh computer. The concept of three-dimensional space and geometrical transformations will be covered, as well as specific modeling techniques such as extrusion, working with cross sections, and wireframe will be the dominant rendering method, but light and color will also be explored. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester desktop publishing courses, or permission of instructor.

COM 266  Multimedia Production Studio  6 Credits
Expands on the stages of the multimedia authoring process that began in COM 262. Based on flowcharting, scripting, and storyboarding done in COM 262, teams will begin to create and test structures which will then be assembled into a prototype of their multimedia piece. Students will learn programming concepts, integration of audio and visual materials, interactive design and how to evaluate the product while it is still in a formative stage. Completion of an interactive multimedia piece will be required. Three class hours, five laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses and COM 262, or permission of instructor.

COM 267  Video Editing  3 Credits
Students will be concentrating on advanced tools and techniques used to make high quality video clips and sound tracks. This will involve working with non-linear editing software such as Avid Xpress Pro. Real-time video editing, waveform sound editing and other methods of audio/video production will be stressed. Two class hour, two laboratory hours. Course offered Spring only. Prerequisite(s): COM 150 or permission of instructor.

COM 268  3D Animation  3 Credits
An introduction to the basic aspects of designing and producing three-dimensional animation on the Macintosh computer. Course proceeds from the assumption that students are already familiar with the basics of three-dimensional modeling on the Macintosh. Creation of storyboards for planning narrative sequences, camera moves, rendering techniques and thinking and working in time and space will all be explored. Students will be required to create a short animated piece in wireframe mode. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses and COM 265, or permission of instructor.

COM 270  Media and Society  3 Credits
An examination and analysis of American mass media and the forces that influence them. Emphasis will be placed upon basic legal principles, the role of government in attempting to regulate the media, and the media’s influence on our society. Three class hours. This course fulfills the MCC requirement for a humanities elective. Course offered Fall and Spring.
Prerequisites: COM 101

COS - College Success

COS 100  Nursing Orientation Seminar  1 Credit
This course focuses on assisting the nursing student to acquire essential skills, techniques and behaviors that will lead to success as a student, a lifelong learner and a beginning member of the nursing profession. One class hour. Course offered Fall and Spring.

COS 101  College Orientation  1 Credit
COS 101 provides essential information about the College in a concise one-credit course. Topics include campus resources and activities, MCC technology, goal setting, time management, and college policies. Students will leave this course more informed and prepared for their college experience.

A student who has earned a passing grade for COS 101 cannot later earn credit for COS 133. One class hour. Course offered Fall and Spring.

COS 102  College Research Methods  1 Credit
Students will learn fundamental college level research skills required in college level courses. This course emphasizes actual research projects and includes hands-on activities. Students will master techniques to identify, evaluate and utilize information from a variety of print and web-based sources. One class hour. Course offered Fall and Spring.

COS 133  College Orientation and Success Strategies  3 Credits
COS 133 will enable students to transition successfully into the college environment by incorporating strategies designed to build skills and promote habits of mind that will sustain them throughout their lives and careers. Students will learn how to set goals, manage time, solve academic problems, learn and study in college, and use MCC technology. By becoming informed and vested members of the College community, students will be able to self-advocate, access resources, establish relationships, critically think, and ultimately develop a
strong work ethic for personal and academic success. Students will leave this course with the ability to make informed choices and with a clearer sense of their purpose, meaning, and direction. A student who has earned a passing grade for COS 133 cannot later earn credit for COS 101. Three class hours. Course offered Fall and Spring.

COS 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CPT - Computer Technology

CPT 101 Programming in Python 4 Credits
A gentle introduction to basic programming concepts using Python. Python is a high-level, interpreted object oriented programming language with built-in data structures and dynamic data typing. This results in programs that are typically much shorter than programs written in Java or C++. Python’s built in debugger allows the developer to inspect variables, set breakpoints and evaluate expressions in real-time. The underlying C and Java-like structure and modularity allow for easy integration or linkage to existing programs in these languages. The combined features of Python are well suited for rapid program development leading to enhanced productivity. Practical applications of Python may be found in the prominent fields of Biology, Chemistry, Physics, Astronomy and Mathematics. This course utilizes an electronic-classroom setting to introduce the beginner or curious programmer to Python and basic programming concepts through a series of practical hands-on exercises interlaced with the discussion material. Three class hours, two lab hours. Course offered Fall and Spring. MTH 104 with a grade of C or better, or MCC level 8 mathematics placement.

CPT 114 Problem Solving and Robotics 3 Credits
This course is designed to develop and/or enhance practical problem solving skills and apply these skills to Robotics. Challenging exercises and robotics projects are designed to foster critical thinking that is particularly useful to students interested in the engineering, computational and networking disciplines. The course focuses on the analysis, design and implementation phases in developing a complete solution to a given problem. Major concepts discussed include algorithm development, number system conversions, logic flow diagram development, and solution testing. Appropriate use of data types, conditional selection, repetitive, and iterative solutions are emphasized throughout the course. A data flow programming approach using LabView is utilized extensively throughout the course to implement and test concepts. Projects make use of the exciting and challenging Lego Mindstorms Robotics system to create real-life applications that build on the skills developed throughout the course. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: MTH 104 with a grade of C, or higher level Algebra course.

CPT 115 Introduction to Networks 3 Credits
This course corresponds to the first semester of the Cisco Networking Academy Exploration track. It introduces students to the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layer models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further studies in computer networking. Hands-on labs for this course use a “model Internet” to allow students to analyze real data without affecting production networks. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. Two class hours, two laboratory hours. Course offered Fall and Spring.

CPT 120 Introduction to Cybersecurity 4 Credits
Designed for students with no security experience or background, this course will cover basic terminology and concepts. Included will be the basics of computers and networking such as Internet Protocol, routing, Domain Name Service, and network devices. This course will introduce students to the basics of cryptography, security management, wireless networking, and organizational policy. Topics will include: an overview of the information security framework, network infrastructure security, security and cryptography, information security policy, and defense in depth. Other topics covered in this course include: basic security terminology and professional terms, network basics, tracer, nslookup, ipconfig, ping, DNS, DoS attacks, overview of malware, rules for avoiding viruses and vulnerabilities. Three class hours, two lab hours. Course offered Fall and Spring.

CPT 125 Physical Security 3 Credits
This course focuses on the design and implementation of network physical security policies and mechanisms. Physical security is the protection of personnel, hardware, programs, networks, and data from physical circumstances and events that could cause serious losses or damage to an enterprise, agency, or institution. This includes protection from fire, natural disasters, burglary, theft, vandalism, and terrorism. Two class hours, two lab hours. Course offered Fall and Spring. Prerequisite(s): CPT 120.

CPT 200 Operating Systems and Peripherals 3 Credits
Fundamental multitasking/multi-user operating system concepts, as applicable to modern day computer systems, are studied. Major topics include priority boosting, priority and round robin scheduling, virtual memory management, paging, mapping, swapping, and process management. Applications that interface to the outside world via the PC’s external I/O ports are examined in the laboratory. Emphasis is placed on developing simple “device drivers” using a combination of low and high level language tools. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisites: A grade of C or better in CIS 200, CSC 101 or CPT 101.

CPT 210 Android App Design for Mobile Devices 3 Credits
An introduction to the design and implementation of mobile applications using the Android computing platform. Students will utilize standard software development techniques, including the use of an integrated development environment and software development kits, to build mobile applications. The applications will include capture and processing of data from the integrated sensors found in a typical mobile device. Three class hours. Course offered Fall and Spring. Prerequisite(s): CPT 101 or CPT 101 or CIS 101.

CPT 211 Wireless and Remote Sensor Technology 3 Credits
This course introduces the student to concepts employed in the wireless acquisition of data from remote sensors found on airborne devices such as aircraft, spacecrafts, and satellites as well as from sensors integrated into common commercially available medical devices, tablets and smartphones. The use of remote sensors involves the acquisition of information on an object, phenomenon or an environment with minimum physical contact. In practice this is achieved by acquiring information from sensors that are responsive to environmental elements, which may be atmospheric (air pressure, vibration, humidity) or electromagnetic radiation that may be in the form of invisible (heat) or visible radiation. Students will explore various applications of sensors in a laboratory setting, apply their knowledge of digital electronics, networking and programming and gain experience integrating commercially available electro-optical, magnetic and environmental sensors into a practical wireless application. Two class hours, two lab hours. Course offered Fall and Spring. Prerequisite(s): MTH 165, ENR 157, CSC 202 all with a grade of C or better.
CPT 213 Computer Systems Design Lab
1 Credit
Students will work in teams to solve an application and/or design problem selected from an intercollegiate design challenge or a student proposal approved by the instructor. The students will design and build a working prototype, create a design report, and make an oral presentation. Each student will be required to maintain a weekly ledger in the form of a lab book that details work performed and progress that is periodically reviewed and graded by the instructor. Three laboratory hours. Course offered Spring only.
Prerequisite: CSC 202

CPT 215 Routing Fundamentals
3 Credits
This course corresponds to the second semester of the Cisco Networking Academy Exploration track. It describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: CPT 115 with a grade of C or better.

CPT 216 Advanced Networking Concepts
3 Credits
This course focuses on securing local and wide area networks from the network administrator and an outside point of view. With successful completion of this course, students will have a thorough understanding of how outsiders attack networks and how to prevent these attacks from being successful. Students will also have a thorough understanding of current technologies that run over LANs and WANs and demand robust security. These technologies will be covered in depth throughout this course. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: CPT 215 with a grade of C or better.

CPT 217 LAN Switching
3 Credits
This course corresponds to the third semester of the Cisco Networking Academy Exploration track and provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs (VLAN), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol (STP) in a converged network are presented, and students develop the knowledge and skills necessary to implement a wireless local-area network (WLAN) in a small-to-medium network. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: CPT 215

CPT 218 WAN Systems
3 Credits
This course corresponds to the fourth semester of the Cisco Networking Academy Exploration track. It explores the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisite: CPT 217

CPT 220 Applied Computer Security Concepts
4 Credits
This course would provide students with the skills and knowledge needed to secure organizational resources. Topics covered include: a review of networking protocols, IOS and router filters, physical security, information assurance, computer security policies, contingency planning, business impact analysis, password management, information warfare, intrusion detection, honey pots, attack vectors, firewalls and perimeters, risk assessment and auditing, cryptography and steganography, PGP, wireless, operational security, permissions and user rights, service patches, securing network services, security baseline analyzers, Linux, and virtual machines. Three class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: CPT 120 or permission of instructor.

CPT 225 Network Perimeter Security
4 Credits
This course focuses on the design and implementation of network perimeter security. Topics include: threat vectors, encapsulation at OSI layers 2, 3, 4, and 5, packet decoding, static filters, stateful filters, stateful inspection, intrusion detection and prevention, Network Address Translation (NAT), Access Control Lists (ACLs), Virtual Private Networks (VPNs), proxies, border routers, firewall rule bases, web application and database firewalls, securing the OS and services, firewall assessment, vulnerability assessment, baseline audits, forensics, logging, encryption, authentication,, VPNs, wireless, network access control, and security tools. Three class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: CPT 120

CPT 290 Independent Study
Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CRC - Computer Related Curricula

CRC 101 Practical Computer Literacy
3 Credits
This course is designed for persons with no experience using a computer. Focus will be on personal computers (PC) using the Microsoft Windows operating system, but other operating systems will be discussed. Upon successful completion of this course, students should be able to execute basic commands for creating, saving, deleting and locating files on a PC, prepare and print documents in Microsoft Word, design and set up a spreadsheet with basic functions and graphs using Microsoft Excel, identify major components of a computer system, operate a computer in a network environment, work with e-mail, use an Internet browser, communicate effectively with computer personnel, and understand and use appropriate terminology, especially as it relates to purchasing and operating a PC. This is a hands-on course. Several major projects will be assigned to be completed outside of class time. Students are not required to own a computer. Three class hours. Open to any student. Keyboarding skills are recommended. Course offered Fall and Spring.

CRC 110 Introduction to Web Site Design
1 Credit
Hands-on practice designing and writing HTML documents. Students will learn to create WEB pages for fun, education, and business. Students will also discover how to add tables, images, sound, video and forms to their WEB pages. Project required. BASIC KNOWLEDGE OF MICROSOFT WINDOWS INCLUDING FILE MANAGEMENT IS REQUIRED. One class hour. Course offered Fall and Spring.

CRC 111 Surfing the Internet
1 Credit
A hands-on introductory course on accessing the Internet using a browser program. Students will learn the history of the Internet and it’s impact on society. Students will be taught the basic skills of the World Wide Web for searching, uploading, and downloading. E-mail, newsgroups, and chat rooms will also be covered. Projects required. Basic knowledge of the PC, keyboard, mouse, and Windows are required. Five class hours per week for 3 weeks. Course offered Fall and Spring.

CRC 112 Introduction to Microsoft Windows
1 Credit
An introduction to the Windows operating system. Students will learn the basics of mouse functions, managing your computer’s desktop, opening programs, switching between windows, and file management. One class hour. Course offered Fall only.
CRC 113  Introduction to Microsoft Excel  1 Credit
This course is designed to cover the main features of Excel and demonstrate the advantages of using a powerful electronic spreadsheet. This hands-on course will give the student an overview of creating and formatting worksheets, manipulating data, and designing charts. Project required. Basic knowledge of the PC, keyboard, and mouse are required. One class hour. Course offered Fall and Spring.

CRC 120  Introduction to Health Information Processing  3 Credits
A study of information technology concepts as they relate to health information. Topics include an overview of information processing concepts and computer hardware and software. Learning and lab activities involve use of the Internet and Microsoft Word, Access, Excel, and PowerPoint, as used in health care related settings. Two class hours, two laboratory hours. Course offered Spring only.

CRC 121  Introduction to Macromedia Flash MX  1 Credit
An introduction to creating multimedia using Macromedia Flash MX software. In a hands-on computer environment using a guided approach, the student will learn to combine graphics, animation, and sound to create engaging web-based multimedia. One class hour. Course offered Fall and Spring. 
Prerequisite: Basic knowledge of Microsoft Windows including file management required.

CRC 122  Computer Animation Using Alice  3 Credits
This course focuses on the fundamentals of computer programming using the programming environment called Alice. This is an introductory course in object-oriented programming using animation. Alice enables you to create animation projects in a small virtual world using 3-dimensional models. Using the Alice programming language you can be a director of a movie, or creator of a video game where 3D objects in an on-screen virtual world move around according to the directions you provide. Basic knowledge of the personal computer, including file maintenance, is required. It is assumed that all students have experience using personal computers, an electronic mail system, and the Internet. Three class hours. Offered Fall, Spring and Summer Semesters. Prerequisite: MTH 098 must be completed or up to Math Level B

CRC 125  Microsoft Office  4 Credits
Provides an indepth, hands-on introduction to major application software programs found in the Microsoft Software Package: Microsoft Office. The following software packages will be utilized: Microsoft Word (word processing), Microsoft Excel (spreadsheet), Microsoft Access (database management), and Microsoft Powerpoint (presentation). Several major projects are assigned. Basic knowledge of the PC keyboard and mouse are recommended prior to enrollment in this course. Course is not open to students who have taken CRC 113, CRC 115, CRC 116, and CRC 117. Students can earn credit for only one of the following courses: CIS 121, ITG 102, CRC 125. Four class hours. Course offered Fall and Spring.

CRC 132  A Global Perspective on Mobile and Cloud Computing  3 Credits
This course examines the technological infrastructures deployed in various regions of the world that facilitate cloud and mobile computing. In this course, students will investigate the technical issues surrounding access and ownership of mobile services and resources in the cloud. Three class hours. Course offered Fall and Spring.

CRC 133  Cloud Computing Design and Implementation  3 Credits
This course introduces students to cloud computing frameworks and the techniques used to design, develop, and implement these systems. The course will emphasize hands-on, project-based learning and will include practical laboratory exercises that involve setting up Windows-based clouds using client portals, servers, virtual machines, and the accompanying network infrastructure. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite(s): Permission of instructor.
CRC 174  Microsoft Publisher-Desktop Publishing  2 Credits
This course will focus on the production, assembly, and design of administrative publications through the use of Microsoft Publisher using the personal computer. Topics will include designing page layout, creating graphics, using templates, manipulating text and graphics, using style sheets, scanning images, and adding special effects. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Two class hours. Course offered Spring only.

CRC 201  Introduction to UNIX  1 Credit
This course provides the student with hands-on experience with UNIX command-line functions, the VI editor, file management tools, and command shells. The student will learn user-level commands and gain basic knowledge about the UNIX operating system. A project will be assigned to be completed outside of class time. One class hour. Course offered Fall and Spring. Prerequisite: CSC 101 or CIS 101 with a grade of C or higher.

CRC 202  UNIX Shell Scripts  1 Credit
This course is a continuation of CRC 201. The student will learn to create simple scripts for sed, awk, and the shell using basic user-level and advanced commands. Implementation of case, if-else, and iteration techniques will be taught. Additional topics presented will include grep, regular expressions, meta-characters, user and system variables, and the UNIX file system. A project will be assigned to be completed outside of class time. One class hour. Course offered Fall and Spring. Prerequisite: CRC 201 with a grade of C or better.

CRC 230  Cloud Security  3 Credits
The economies of scale and flexibility of cloud systems offer strengths and challenges from a security perspective. The enormous concentrations of resources and data found in the cloud present a very attractive target for malicious activity. However, cloud-based resistance to threats can be made robust, scalable, and cost-effective. This course focuses on the development of strategies that address the security risks and benefits of using cloud computing and on developing Defense-in-Depth tactics to protect corporate resources deployed in the cloud. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: CRC 133.

CRC 231  Mobile Computing  3 Credits
This course will cover the nomenclature and implementation of mobile computing and mobile communication. Coverage mobile systems will include 2G, 2.5G, 3G, 3G+, and 4G communication systems, mobile satellite communication networks, mobile IP, mobile TCP, digital audio-video broadcasting, and mobile TV. This course will also provide a systematic explanation of mobile computing as a discrete discipline and will provide an in-depth coverage of mobile systems and devices, mobile operating systems used for application development, mobile databases, client-server computing agents, application servers, security protocols, mobile Internet, and ad-hoc and sensor networks. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: CRC 133.

CRC 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CRJ - Criminal Justice

CRJ 101  Introduction to Criminal Justice  3 Credits
Examines all three segments of criminal justice system: law enforcement, courts, and corrections, including study of their evolution, structure, agencies, career opportunities and requirements, responsibilities, and ethics. Role of Constitution and state and federal laws, current problems of each. Three class hours. Course offered Fall and Spring. Prerequisite(s): College English placement and Accuplacer reading score above 70 or College English placement and Accuplacer reading score below 70 and REA 100 or TRS 200 or TRS 105 and REA 100 if Accuplacer reading score is not above 70. Co-requisite(s): TRS 200 or TRS 105 and REA 100 if Accuplacer reading score is not above 70.

CRJ 102  Introduction to Private Security/Loss Prevention  3 Credits
This course will cover the development, role, responsibility, limitations and liabilities of the private security industry within society from its beginnings to its current state. Specific attention will be spent on describing the relationship between private security professionals, law enforcement and representatives of the legal system. Additional topics such as work place violence, organized retail theft, the conduct of internal and external investigations, interviewing techniques, current role and impact technology, and career opportunities will also be analyzed and evaluated. Three class hours. Course offered Fall and Spring. Prerequisite: CRC 201 with a grade of C or better.

CRJ 103  Constitutional Law and Rights of People  3 Credits
A study of the Federal Constitution and the Bill of Rights with regard to the rights of the individual, as interpreted by leading U.S. Supreme Court decisions. The first, fourth, fifth, sixth, eighth, and fourteenth amendments will be primarily focused upon with an emphasis on their law enforcement impact. Three class hours. Course offered Fall and Spring. Prerequisite(s): College English placement and Accuplacer reading score above 70 or College English placement and Accuplacer reading score below 70 and REA 100 or TRS 200 or TRS 105 and REA 100 if Accuplacer reading score is not above 70. Co-requisite(s): TRS 200 or TRS 105 and REA 100 if Accuplacer reading score is not above 70.

CRJ 104  Criminal Law  3 Credits
A study of the fundamental concepts of the substantive criminal law, including a short history of and purposes of the law, classification of offenses and sentences. A detailed study of mental culpability, defenses, such as infancy, insanity and the anticipatory crimes, offenses against the person; and those involving intrusion upon property, fraud, public administration, and public order. Three class hours. (Need not be taken in sequence.) Course offered Fall and Spring. Prerequisites: CRJ 101, CRJ 103 or permission of instructor.

CRJ 105  Criminal Procedure Law  3 Credits
A study of the fundamental concepts of the procedural criminal law including such concepts as double jeopardy, immunity, statute of limitations, the filing of accusatory instruments, arrest without a warrant, the issuance and execution of a warrant of arrest, arraignments, preliminary hearings, bail, trial, grand and petit juries. Three class hours. (Need not be taken in sequence.) Course offered Fall and Spring. Prerequisites: Successful completion of CRJ 101 and CRJ 103. Recommended not to be taken concurrently with CRJ 104.

CRJ 121  Criminal Justice Education Internship I  3 Credits
An activity designed to enhance both the theoretical and educational concepts learned in the practical work experience gained by working 90 hours during a semester in an approved criminal justice agency. This course is also designed to assist you in your career exploration. You are required to find the right agency in which to do your internship. To get the most out of this course you should be working in an agency and in a position that best represents your career goal. Papers and assignments will be completed on the work experiences and their educational value. Course offered Fall and Spring. Prerequisite(s): Successful completion of CRJ 101, CRJ 103, CRJ 104, and CRJ 204, or permission of instructor.

CRJ 170  Introduction to Corrections  3 Credits
This course focuses on the major programs within the corrections component of the criminal justice system. It includes analysis of probation, institutional treatment, parole, and community corrections programs. Development of corrections philosophy, theory, and practice will be presented with emphasis on constitutional rights of offenders. Three class hours. Course offered Fall and Spring.
CRJ 171 Legal Aspects of Corrections  3 Credits
A review of the Constitution, Bill of Rights, civil rights of institutional inmates and those under supervision; legal authority and responsibilities of institutional, probation and parole officers; procedural law with an explanation of the court systems of the U.S. at all levels, emphasizing adversary proceedings in the criminal and civil courts as they apply to corrections. Three class hours. Course offered Spring only. Prerequisite: Successful completion of CRJ 101 and CRJ 103.

CRJ 172 Institutional Procedures and Treatment of Inmates  3 Credits
The function of the correctional officer is examined: attitude, obligations and authority. Institutional procedures in reception, classification, program assignment and release procedures are reviewed. Trends in jail programs, work release programs, half-way houses, narcotic addiction control centers and contract program planning are described and evaluated. Three class hours. Course offered Fall and Spring. Prerequisite: Successful completion of CRJ 101 and CRJ 103.

CRJ 201 Criminal Investigations  3 Credits
A study of the qualities of an investigation, general criminal investigative methods, procedures and techniques, and phases of investigation. Three class hours. Course offered Fall and Spring. Prerequisite: Successful completion of CRJ 101 and CRJ 103.

CRJ 203 Private Security/ Loss Prevention Investigations  3 Credits
This course will cover the process of initiating, conducting and completing an investigation within the private security field. Particular attention will focus on the role of technology within private security investigations, analyzing different types of investigations, defining the multiple components of an investigation, describing skills an investigator must possess, explaining the interviewing process of witnesses and suspects, and the obtaining of written statements. Finally, additional topics such as legal liabilities, investigator and business responsibilities, the role of law enforcement, and the future of private investigative services will be discussed. Three class hours. Course offered Fall and Spring. Prerequisite: CRJ 102

CRJ 204 Juvenile Justice  3 Credits
Juvenile delinquency and the role of the criminal justice practitioner in handling juvenile matters is examined. The philosophy and history of juvenile proceedings, including trends in prevention, placements, current court decisions and "rights of children" are emphasized. The Family Court Law of New York and handling of juvenile matters are explored. Three class hours. Course offered Fall and Spring. Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 207 Criminal Evidence  3 Credits
A study of rules of evidence in criminal matters. Particular emphasis is placed on rules of evidence in the fourth, fifth, and sixth amendments of the Bill of Rights which safeguard such fundamental individual liberties as personal security, protection from self-incrimination, and right to counsel, with emphasis on New York law. Three class hours. Course offered Fall and Spring. Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 209 Crime Scene Management  3 Credits
Examines the application of the physical and biological sciences to criminal investigation. Modern technology will be detailed as it applies to crime scene management, fingerprint science and photography. Emphasis is placed on the inter-relationship between science and law enforcement. The student will have the opportunity, in a classroom equipped with laboratory materials, to demonstrate their learning with hands-on activities directly related to the contemporary crime scene. Three class hours. Course offered Fall and Spring. Prerequisite: Successful completion of CRJ 101 and CRJ 103, or permission of instructor.

CRJ 211 Community Values and the Administration of Justice  3 Credits
The inter-relationship of community values and ethical conduct in the administration of justice is explored. Through interaction and study, the student will become aware of how community and professional expectations can affect role performance. Open communication and accountability within and without the justice process will be stressed. (It is strongly suggested that students register for this course during their final semester before graduation.) Three class hours. Course offered Fall and Spring. Prerequisite(s): CRJ 101, CRJ 103, CRJ 104, CRJ 121, CRJ 204, or permission of instructor. Corequisite: CRJ 121

CRJ 217 Community Based Corrections  3 Credits
A seminar which explores alternatives to incarceration in centralized penal institutions. Problems of work-release and school-release programs are discussed. Management of halfway houses, probation, and parole are reviewed. The success and failure of community-based corrections programs in the United States and in Europe are also explored. Three class hours. Course offered Fall only. Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 290 Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CSC 101 Introduction to Computer Science  4 Credits
A first course in programming for the Computer Science student. Emphasis will be on program specification, analysis, problem solving and implementation using an object-oriented language such as JAVA. Topics include definitions of classes and objects, algorithm development and methods, primitive and reference data types, arrays, strings, and operators. Successful completion of this course with a C or better is required for further progress in Computer degree programs. Several major programming projects will be assigned to be completed outside of class and lab. Three class hours, two laboratory hours. Completion of this course with a C or better is required before taking any other CSC courses. Course offered Fall and Spring. Prerequisite: MTH 172 or MTH 175, or CIS 100 and MTH 165, or MTH 185 and CPT 114, all with a grade of C or better.

CSC 103 Introduction to Data Structures  4 Credits
An introduction to basic data structures, and a continuation of CSC 101 for Computer Science majors. Topics include sequential lists, linked lists, stacks, queues, recursion, binary trees, searching and sorting. Other topics include algorithm analysis and design, inheritance, polymorphism. An object oriented language such as Java will be used to implement algorithms and further develop general programming skills. Students will be required to complete several programming projects outside of class. Three class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: CSC 101 with a grade of C or better.

CSC 202 Programming Embedded Microcontrollers in C and Assembly  4 Credits
The student will learn how to program, interface and troubleshoot a modern embedded processor such as the Motorola 68HC12 in both C and Assembly Language. Microcontroller architecture will be stressed. Topics include Synchronous and Asynchronous Input/Output, Analog to Digital Conversion, Pulse Width Modulation, Timer/Counters, Interrupts and Parallel Port Programming. Laboratory work will focus on program development, implementation and debugging techniques. Several programming projects will be assigned to be completed outside of class and in lab. A final project and student presentation are required. Three class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: MTH 165 with a C or better and CIS 200 or CPT 101 or CSC 101 or ENR 161 or ENR 157 with a C or better.

CSC - Computer Science
CSC 206  Digital Computer Organization  3 Credits
This course provides an introduction to the design of the digital computer. Topics include number systems, digital gates, Boolean Algebra, design and implementation of combinational and sequential circuits, decoders, encoders, multiplexors, flip-flops, counters, registers and memory devices. Laboratory experiments include building combinational and sequential circuits. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite(s): CIS 200 or CPT 101 or CSC 101 with a grade of C or better.

CSC 214  Electronic Vision and Image Processing  3 Credits
This course introduces the student to the basic elements of digital image acquisition and processing by examining how CCD's (charge coupled devices) function and how they are used in a camera to capture an image. Practical hands-on laboratory projects reinforce concepts while the student learns how a truly scientific grade, low noise CCD camera is built from ground-up using discrete components. The students problem solving skills are put to the test as they work in small specialized groups to attack challenging problems. Practical programming skills are developed as the student learns how to apply a high level programming language such as Java, C, Python and/or LabVIEW to facilitate in design, experimentation, data acquisition, image processing and analysis. Topics covered include: types of image sensors, performance characteristics, noise, digitization, scaling, color and gray scale rendition. This course is typically offered in the Spring, bimannually. Two class hours, two laboratory hours. Course offered Spring only. Prerequisite(s): MTH 165 or higher and one of: CIS 200 or CSC 101 or CPT 101 or CSC 223, both with a grade of C or better.

CSC 215  Introduction to Linux  3 Credits
A course designed to introduce the student to the Linux operating system. Topics will include system installation and configuration, basic system administration, system updates, network services configuration, printer configuration, system services, and scripting. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite(s): CIS 200 or CSC 101 or CPT 101 with a grade of C or better or permission of instructor.

CSC 223  Computer Programming - “C++”  3 Credits
This course presents the principles of computer programming using the C++ language. Topics covered include the use of variable types, expressions, control structures, pre-processor commands, functions, arrays, strings, pointers, structures, classes, objects, and files. Several major programming projects will be assigned to be completed outside of class and laboratory time. Two class hours, two laboratory hours. Students can earn credit for only one of the following courses: CIS 223, ITP 202, CSC 223. Course offered Fall and Spring. Prerequisite(s): CPT 101 or CSC 101 or CIS 200 with a grade of C or better.

CSC 225  Advanced JAVA Programming  3 Credits
A second course in Java programming focusing on advanced language features. Topics will include Object Oriented Analysis and Design (OOAD), methodologies, automatic documentation generation using JAVADOC, Graphical User Interface (GUI) development, threads, database programming using Java Database Connectivity (JDBC), network programming using sockets and Remote Method Invocation (RMI), N-tier programming using Common Request Broker Architecture (CORBA), object serialization and remote objects, and collections. Two class hours, two laboratory hours. Students can earn credit for only one of the following: CIS 225, ITP 201, CSC 225. Prerequisite: CSC 101 or CSC 223 with a grade of C or better Course offered Fall and Spring.

CSC 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall only.

DAS - Dental Assisting

DAS 110  Preclinical Dental Assisting  4 Credits
This course provides foundational didactic content and preclinical/laboratory practice of essential dental assisting skills and chairside dental assisting functions. Topics include examination and assessment procedures, equipment and materials, instrumentation techniques, treatment procedures and the legal supportive functions/skills performed by a licensed dental assistant during restorative procedures. Preclinical practice will prepare students for clinical externship experiences in the spring semester. Offered in Fall Semester. Two class hours and four laboratory hours per week. **DAS 110 SLN is offered as part of the D.A.R.T. online DA program. Course offered Fall only.

DAS 115  Orientation to Dental Assisting Clinical Practice  1 Credit
This course will provide orientation activities and didactic coursework to prepare the students for the mandatory clinical externship experience. Coursework will include orientations to clinical externship facilities, survey of policies and protocols, clinical observation requirements, HIPAA regulations and compliance and professional clinical practice issues. Twelve conference hours, 28 experiential hours. Course offered Fall and Spring. Prerequisite(s): Successful completion of DAS 110, DEN 111, DEN 112, DEN 113, DEN 211.

DAS 117  Biomedical Foundations for Dental Assisting Practice  3 Credits
This course will offer a didactic component that will include higher level science-based theory and case study investigation to expand the student’s educational foundation, clinical application, critical thinking skills and ability to research and interpret new technologies and procedures to enhance patient treatment and promote oral health care. Three class hours. Course offered Spring only.

DAS 120  Clinical Dental Assisting Practice  4 Credits
This course is the clinical phase of the program and will emphasize practical application of clinical dental assisting skills as students rotate through various dental practice facilities. Students will have opportunities to observe procedures, actively practice dental assisting functions and work with dental professionals in general dentistry and specialty practice settings. A conference component provides an opportunity to discuss clinical experiences, introduce advanced and alternative treatment modalities, discuss patient education and patient management issues, learn about medically compromised patients and emergency procedures and discuss ethical, legal and professionalism issues related to dental practice and patient treatment. Twenty two and a half (22.5) clinical hours and one conference hour per week. Course offered Spring only. Prerequisite(s): Successful completion of DAS 110, DEN 111, DEN 112, DEN 113, DEN 211.

DAS 121  Dental Assisting Clinical Experience  1 Credit
This course accompanies DAS 117 and includes the clinical experience requirements necessary for completion of the Dental Assistant Rapid Track (DART) program. Students must successfully pass all skill competencies and meet or exceed the specific clinical experiences and hour requirements. This course will provide an opportunity to apply dental assisting skills in a clinical setting. Students will actively participate in and practice dental treatment procedures in both general dentistry and specialty areas. Specific skill competency will include those functions/procedures allowed by the New York State Education Law. 500 experiential hours. Course offered Fall and Spring.

DAS 122  Advanced Biomedical Sciences for Dental Assisting Practice  2 Credits
This course will focus on didactic content in biomedical sciences to provide the foundational knowledge to assess and adapt to individual patient needs, provide relevant and current patient education, deliver safe and effective patient treatment and understand oral diseases and treatment options. Topics will include: embryology and histology, preventive dentistry, oral pathology, microbiology, nutrition and pharmacology. Two class hours. Course offered Spring only. Prerequisite(s): Successful completion of DAS 110, DEN 111, DEN 112, DEN 113, DEN 211.
DEN - Dental Hygiene

DEN 110 Dental Health Education 1 Credit
Emphasis is placed on the philosophies of education, communication skills and motivational techniques as they apply to individuals and group health education. Also included are planning, organizing and evaluating chair-side dental health education, methods of presentation, and use resource material. One class hour. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 111 Dental Radiography I 2 Credits
An introduction to physics and biology of radiation; radiation hygiene; equipment and materials; film exposure and processing, technique and chemistry. One class hour, two laboratory hours. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 112 Oral Anatomy and Physiology I 2 Credits
This course includes anatomical identification of and discussion of function of the structures of the oral cavity and the surrounding landmarks of the face and head. Clinical application will be discussed concerning occlusion, anesthesia, mastication, radiographic interpretation, and identification of variations in anatomy. Two class hours, one conference hour. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 113 Barrier Precautions and Infection Control Measures 1 Credit
Focuses on the scientifically accepted principles and practices of infection control. This course will provide the student with the core elements on infection control and barrier precautions. One class hour. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 114 Dental Hygiene I 2 Credits
An introduction to dental and dental hygiene practice; basic concepts, methods materials and techniques of dental hygiene care. Two class hours. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 115 Clinical Dental Hygiene I 2 Credits
Emphasis in this course is placed on the practical application of dental hygiene care. Students will be required to be a partner for technique practice. Six clinical hours. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 116 Dental Hygiene II 1 Credit
Focuses on the scientifically accepted principles and practices of infection control. This course will provide the student with the core elements on infection control and barrier precautions. One class hour. Course offered Fall only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 117 Dental Radiography II 2 Credits
Continuation of DEN 111. Anatomical landmarks; deviations from normal; evaluation of radiographs. Extra and intraoral projections. One class hour, two laboratory hours. Course offered Spring only. Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 118 Oral Anatomy and Physiology II 2 Credits
This course will study the embryologic development of the face, oral cavity and the teeth and histologic structure of the teeth and oral tissues, and review developmental conditions and anomalies related to dental and oral structures. Function and variations in function will be review as well as the clinical significance and application of knowledge to patient evaluation and treatment. Two class hours, one conference hour. Course offered Spring only. Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 119 Periodontics I 1 Credit
This course begins with a brief review of normal periodontal anatomy and physiology. Classification of periodontal diseases will be discussed with emphasis on plaque induced periodontal diseases. Examination, clinical characteristics, risk factors, and management of patients with these types of periodontal diseases is included. One class hour. Course offered Spring only. Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 120 Clinical Dental Hygiene II 4 Credits
This course continues to build knowledge for dental hygiene care, treatment planning, and case management. One class hour. Course offered Spring only.

DEN 121 Dental Materials 2 Credits
This course provides a study of the physical and chemical properties, manipulation of, and uses for the most commonly used dental materials. A lecture component will present background information about the dental materials and a laboratory component will present the practical application for each material (demonstration and lab practice). One class hour, two laboratory hours. Course offered Fall and Spring. Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 122 Community Dentistry I 1 Credit
This course will provide the student with knowledge regarding the foundation of community dentistry and its role in society. Students will explore the primary fields involved in assessing and improving the public’s dental health, including epidemiology and biostatistics. In addition, students will gain experience in evaluating scholarly dental literature. One class hour. Course offered Fall only. Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 123 Oral Pathology I 1 Credit
A brief introduction to principles of general pathology and inflammation. Students will learn to identify and describe normal and abnormal oral soft tissue lesions. Emphasis will be on pathology of oral mucosa, dental tissues and related structures. Developmental anomalies of teeth and anatomical variation of oral soft tissues will be studied, also systemic diseases and their oral manifestations. One class hour. Course offered Spring only. Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 124 Dental Hygiene II 1 Credit
This course provides a study of pathology or oral mucosa, dental tissues and related structures. Students will view images of oral/facial lesions and answer related questions. One class hour. Course offered Fall only. Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.
DEN 214  Dental Hygiene III  2 Credits
The focus of this course is on advanced techniques for comprehensive dental hygiene care. Emphasis is placed on case study to help student prepare for the Dental Hygiene National Board. Two class hours. Course offered Fall only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 215  Clinical Dental Hygiene III  4 Credits
Course emphasis will be on comprehensive patient care and treatment planning. Course includes radiographic evaluation. A continuation of clinical skill development begun in DEN 125. Students are required to recruit patients in order to meet clinical requirements. Twelve clinical hours, one hour radiographic evaluation. Course offered Fall only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 216  Dental Therapeutics I  1 Credit
Systematic approach to general principles of pharmacology. Study of commonly used agents in dentistry, drugs used in specific medical conditions, and drugs used in management of medical emergencies. Introduction to newer drugs and new effects of old drugs. Brief discussion on controlled drugs and drug abuse. One class hour. Course offered Fall only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 217  Dental Specialties I  1 Credit
This course examines the essential components, clinical procedures performed, and armamentarium (instruments/equipment) used in the various dental specialties. Students will learn the interactive roles of each dental team member in the practice of the dental specialties. Introduction to the clinical advances and new trends in dentistry is included. One class hour. Course offered Fall only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 218  Periodontics II  1 Credit
This course is a continuation of study of periodontal diseases. It covers pathogenesis of diseases, critical analysis of patient assessments, current treatment modalities, and rationale for the same. One class hour. Course offered Fall only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 221  Community Dentistry II  1 Credit
This course will provide the student with knowledge regarding the assessment of community dental health needs, particularly through the use of dental indices and biostatistical measures. Students will explore the methods of oral health promotion, disease prevention, and program planning. One class hour. Course offered Spring only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 224  Dental Hygiene IV  1 Credit
Review of the history of dental hygiene. Course focus will be on ethics, jurisprudence, current issues and trends in dental hygiene. One class hour. Course offered Spring only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 225  Clinical Dental Hygiene IV  4 Credits
Improvement of clinical skills developed in DEN 215. Students will continue to develop advanced clinical skills, comprehensive dental hygiene treatment plan, total patient care and supportive periodontal treatment (SPT). Course includes radiographic evaluation. Students are required to recruit patients in order to meet clinical requirements. Twelve clinical hours, one conference hour (radiographic evaluation). Course offered Spring only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 226  Dental Therapeutics II  1-3 Credits
Continuation of study of drugs significant to dental practice. Emphasis will be on evaluation and dental management of medically compromised patients with special attention to their medications and drug interactions. One class hour. Course offered Spring only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 227  Dental Office Management and Business Practice 1 Credit
This course will help prepare the dental studies student for the job market, and will emphasize dental office practice management and job seeking skills. One class hour. Course offered Spring only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 228  Periodontics III  1 Credit
Various periodontal surgical procedures will be reviewed in this course. Students will learn pre and post care of periodontal patients, post surgical complications, and latest advances in periodontal diagnostics/treatment. Diagnosis and management concepts of various periodontal diseases will be discussed through case-studies format. Students will write a “Perio Paper” (Writing Intensive Course). One class hour. Course offered Spring only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 229  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

DEN 230  Business Practice 1 Credit

ECE 110  Seminar for Early Childhood Care Givers  1 Credit
This course focuses on professional development for the early childhood care giver. It provides a comprehensive study of the current opportunities for professional development, examination of state and national standards and requirements, identification of roles and settings within the early care and education field, and will lead to the design of an individualized plan for each care giver to follow for career advancement. One class hour. Course offered Fall and Spring.

ECE 130  Field Work Child Care Practitioner I  3 Credits
Students in this course will have the opportunity to receive hands on group experience in licensed child care centers or Head Start facilities. Weekly meetings with experienced education instructors will coincide with curriculum for ECE 150 and ECE 151. One class hour. Ninety experiential hours. Course offered Fall and Spring. Prerequisite(s): ECE 150 and ECE 151.

ECE 150  Exploring Early Care and Education 3 Credits
This course will lay the foundation for understanding the field of early childhood education. Child development pre-birth through age 8 will be discussed. Participants will gain an understanding of how to arrange a safe, healthy learning environment, while focusing on a child’s social emotional well being. Supportive guidance techniques will be addressed, as well as observation and assessment skills, in addition to the value and importance of play in children’s lives. Three class hours. Course offered Fall and Spring.
ECE 151 Developementally Appropriate Practice for Young Children 3 Credits
This course will lay the foundation for understanding the field of early childhood education. Child development pre-birth through age 8 will be discussed. Participants will gain an understanding of how to arrange a safe, healthy learning environment, while focusing on a child’s social emotional well being. Supportive guidance techniques will be addressed, as well as observation and assessment skills, in addition to the value and importance of play in children’s lives. Three class hours. Course offered Fall and Spring.

ECE 152 Early Childhood Quality Practices for Professionals 2 Credits
This course addresses three key components of practice in the field of early care and education: program management, working with families and professionalism. Students will engage in critical thinking on issues plaguing the field as they participate in practical exercises for direct application to their work with children and families. Three class hours. Course offered Fall and Spring.

ECE 200 Developing Early Literacy 3 Credits
This course examines emotional, socio-cultural and cognitive influences on early literacy development, and explores twelve essential concepts related to early reading success through a collaborative learning approach. Three class hours. Spring Semester only. Course offered Spring only.

ECE 230 Field Work Child Care Practitioner II 3 Credits
Students in this course will have the opportunity to receive hands on group experience in licensed child care centers or Head Start facilities. Weekly meetings with experienced education instructors will coincide with curriculum for ECE 152. One class hour. Ninety experiential hours. Course offered Fall and Spring.  
Prerequisite: ECE 152

ECE 250 Infant and Toddler Development 3 Credits
This course is designed for individuals who are currently working in early care and education settings, students interested in a career involving children and families, students who are or will be parents. The course is one in a series of four designed to meet the required content areas of the New York State Infant/Toddler Credential, and can also fulfill the 30-hour training requirement for licensed providers. Upon successful completion of this course the student will understand how to design a safe and healthy learning environment which supports infant/toddler development and nourishes the child’s aesthetic sensibilities. Three class hours. Course offered Fall and Spring.  
Prerequisite: ECE 250

ECE 251 Family and Culture 3 Credits
This course is designed to create awareness and understanding of the delicate balance and importance of family and cultural impact on the lives of infants and toddlers. Students will learn how to identify and articulate differing parenting styles as well as develop effective communication skills. Course offered Fall and Spring.

ECE 252 Designing Environments and Curriculum for Infants and Toddlers 3 Credits
This course is designed for individuals who are currently working in early care and education settings; students interested in a career involving children and families; students who are or will be parents. The course is one in a series of four designed to meet the required content areas of the New York State Infant/Toddler Credential, and can also fulfill the 30-hour training requirement for licensed providers. Upon successful completion of this course the student will understand how to design a safe and healthy learning environment which supports infant/toddler development and nourishes the child’s aesthetic sensibilities. Three class hours. Course offered Fall and Spring.  
Prerequisite: ECE 250

ECE 253 Professionalism in Early Care and Education 3 Credits
This course is the fourth in a series designed for individuals who are currently working in early care and education programs, or students who are interested in a career involving children and families. The course content is part of the 30-hour requirement for the New York State Infant/Toddler Early Care and Education Credential, and can also fulfill the New York State 30-hour professional development requirement for licensed providers. Three class hours. Course offered Spring only.  
Prerequisite: ECE 250

ECE 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

ECE 101 Introduction to Economics 3 Credits
A one-semester, non-technical course designed to answer questions about the economy. How and why does our market economic system work? Why is there inflation and/or unemployment and what are their remedies? How does the government influence your future economic wellbeing? Where are we on the business cycle? What are the causes and consequences of our growing national debt? What is the Federal Reserve and how does its monetary policy affect you and the interest rate? How is the emerging global interdependence of countries changing our economy and your life? This course will help you understand the economic environment in which you live, work, and vote. This course is not recommended as a Social Science Elective for students enrolled in A.S. programs in Business Administration or International Business. Three class hours. (SUNY-SS) Course offered Fall and Spring.

ECE 103 Personal Money Management 3 Credits
A very practical course which teaches you how to create a financial plan to realize goals, such as home ownership and early retirement. By taking this course, you will learn how to avoid credit trouble, save money on automobile purchases, and buy a desirable home. You will also learn how to protect yourself from financial disaster through the purchase of the lowest cost and safest insurance policies. Finally, you will learn how to make your money grow by investing in stocks, bonds, and mutual funds. Using the techniques you learn in this class will allow you to plan, save, and spend wisely so you and your family will enjoy a better way of life. Three class hours. Course offered Fall and Spring.

ECE 110 Personal Investing 3 Credits
This course is about making money. You will learn the "ins" and "outs" of investing in stocks, bonds, and mutual funds. You will simulate investing using current market data to choose the best stock and bond mutual funds. Learn to use tax advantaged methods of investing, such as 401K plans and IRA's to help your money grow. Additional investment choices will be examined, such as real estate, options, and collectibles. Upon completion of the course, you will have an understanding of Wall Street, the Dow Jones, and various financial markets. Three class hours. Course offered Fall and Spring.

ECE 111 Principles of Microeconomics 3 Credits
This course will help you gain insight and understanding into events that are constantly going on around you. You will learn how to think like an economist by analyzing everything critically, comparing costs and benefits, even in issues normally considered outside the scope of economics. You will use economic reasoning to decide whether you will read your book of economics, whether you will attend class, whom you will marry, and what
kind of work you will likely go into after you graduate. The skill you will need to start thinking like an economist will be acquired from topics covered, such as opportunity cost, scarcity and choices, demand, supply, production and costs, the market system, elasticity, market structures, etc. Three class hours. (SUNY-SS) Course offered Fall and Spring. 

Prerequisite: Intermediate Algebra or MTH 104.

ECO 112  Principles of Macroeconomics  
3 Credits
Course focuses on the on-going concerns of the United States economy, unemployment, inflation, and gross domestic product. International economics is woven throughout the course helping to explain the impact of the globalization of our economy and your economic future. To illustrate and aid the student's understanding of these concepts and topics, the course makes extensive use of current events. Students will gain a full view of the current United States economic environment and macroeconomic theory. This course explores macroeconomic models and approaches, such as national income accounting, circular flow, aggregate demand and aggregate supply, and fiscal and monetary policy. Three class hours. (SUNY-SS) Course offered Fall and Spring. 

Prerequisite: ECO 111 with a grade of C or higher.

ECO 290 Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

EDU - Education

EDU 100  Introduction to the Teaching Profession  
1 Credit
A seminar introducing students to the field of teaching. Topics include current learning standards, lesson plan components, the realities of teaching as a career, certification requirements, professional expectations, and an introduction to teaching strategies. This course provides students with the opportunity to explore the field of teaching, reflect on their interest in education, create and present an instructional lesson, and develop connections with other future educators. One class hour. Course offered Fall and Spring.

EDU 125  Technology in Education  
2 Credits
An introductory course designed to expose students to current technologies used in modern education. Students will have hands-on practice working with various technology tools and will examine practical applications for enhancing the teaching and learning process, as well as the ethical issues and barriers surrounding implementation. Two class hours. Course offered Fall and Spring.

EDU 150  Performance and Presentation Skills for Educators  
3 Credits
Teachers must communicate effectively in order to achieve their goal of student learning and success. This course uses the performing arts as a point of reference and enables participants to develop materials and present them effectively in a variety of teaching situations. Learning styles, oral presentation, body language, the use of props, proxemics and room arrangement, and audio visuals will be the skills developed through this course. These skills will be compared to those used in a variety of performing arts venues so that appropriate stage techniques can be integrated into student teaching/presentations assignments. This fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-A) Course offered Fall and Spring.

EDU 200  Foundations of Education  
3 Credits
This course will explore the American education system through a social justice perspective. It will focus on the foundations of the American education system, with emphasis on the historical, philosophical, and socio-cultural roots of education. In addition, students will explore the influences of the political, economic, legal and ethical bases of American education and will research and present on relevant educational policies. Within this framework, contemporary educational values and issues will be critically examined. Three class hours. Course offered Fall and Spring. 

Prerequisite OR Corequisite: EDU 100;

EDU 208  Guided Observation in Education  
3 Credits
Guided Observation in Education is designed to provide the student with an opportunity to (1) explore the profession of teaching at an early point in the student’s academic career, (2) observe in a classroom from the perspective of a teacher, (3) meet with the classroom teacher to discuss issues covered in the seminar and issues that arise in the classroom, (4) participate in classroom activities addressing unmet educational needs such as: lesson planning, working with small groups, one-on-one support, and (5) reflect on course objectives as experienced through fieldwork placement. This course fulfills the MCC requirement for a social science elective. One and one-half class hours, four fieldwork hours. Upon successful completion of this course, students will earn 20 hours of service-learning credit. Course offered Fall and Spring.

Prerequisite: EDU 200 with a grade of C or higher and PSY 201 or PSY 202 with a grade of C or higher

ELT - Electrical Engineering Technology/ Electronics

ELT 101  Electric Circuit Analysis I  
4 Credits
First course in a two-semester algebra-based electric circuit analysis sequence for majors in Electrical Engineering, and others interested in a course of this level. Topics include voltage, current, resistance, Ohm’s law, resistor combination, Kirchhoff’s laws, power, source conversion, capacitance, superposition, mesh and nodal analysis, Thevenin’s and Norton’s theorems. Computer analysis of DC circuits introduced. Concurrent lab applies classroom theory, teaches use of multimeters and power supplies, and introduces the oscilloscope, breadboarding, schematic reading and troubleshooting. Two class hours, four laboratory hours, one conference hour. A scientific calculator is required. Contact the department for details. Course offered Fall and Spring. 

Prerequisite: Three years high school math or MTH 135 or MTH 098/104/164.

ELT 102  Electric Circuit Analysis II  
5 Credits
Continuation of ELT 101 into AC circuit analysis using complex numbers and phasors. Topics include: magnetism, inductance, reactance, impedance, power, resonance, filters, Fourier series, transformers and dependent sources. Includes network analysis using Thevenin, Norton, mesh, and nodal techniques. Computer analysis of AC circuits is introduced. Concurrent lab applies theory and develops competence in measuring voltage, current, time, frequency, phase, and frequency response, using the dual-trace oscilloscope, multimeters, and swept frequency function generator. Construction project is a power supply which is used to introduce rectifiers, filters, regulation and ripple. Three class hours, four laboratory hours, one conference hour. A specific programmable scientific calculator is required. Contact Department for details. Course offered Spring only. 

Prerequisites: ELT 101 or ELT 121 required; MTH 140 or MTH 135 or MTH 164 or some trigonometry background recommended.

ELT 111  Introduction to Digital Electronics  
3 Credits
Covers a wide range of introductory skills and techniques required by an electronic technician. Topics include AND, OR, NAND, NOR, NOT logic functions and integrated circuits, Boolean Algebra, number systems, flip-flops and simple applications. Two class hours, three laboratory hours. Course offered Fall only. 

Prerequisite: Level 6 Math placement or MTH 098 with a grade of C or higher or equivalent
ELT 134 Introduction to Programmable Logic Controller 3 Credits
This course will provide the fundamentals of a programmable logic controller (PLC). Hands-on instruction and industrial type applications of PLCs requiring relay ladder logic control and a study of automated manufacturing and the functions of PLCs in an industrial environment will be provided. Topics include components of a PLC, memory organization, discrete input/output, numbering systems, logic gates, Boolean Algebra, relay ladder logic, timers, counters, word level logic, and troubleshooting. The course includes two class hours, two laboratory hours. Course offered Fall and Spring.

ELT 170 Printed Circuit Layout and Fabrication 2 Credits
Students will be introduced to the techniques of fabrication of a printed circuit board. This includes the design of a printed circuit artwork pattern, the process of layout of an artwork positive on acetate, the making of a negative film of the positive artwork using a photographic process, and the fabrication of the printed circuit board from a copper clad board using photo-resist developing, and an etching process. Each student actually will go through these steps and build a small electronic circuit. One class hour, two laboratory hours. Course offered Fall and Spring.
Prerequisite: A general knowledge of electricity and electronics.

ELT 112 Linear Circuits 5 Credits
Covers a wide range of introductory skills and techniques required by an electronic technician. Topics include semiconductor physics, general purpose and zener diodes, linear power supplies, transistors, transistor amplifiers, and basic operational amplifiers. Three class hours, four laboratory hours. Course offered Spring only. Prerequisite(s): ELT 111 with a grade of C- or better (required) and ELT 102 (taken concurrently or previously completed); TEK 101 (recommended).

ELT 121 AC/DC Circuit Analysis 4 Credits
A one-semester algebra-based electric circuit analysis course for majors mainly in Electrical Engineering Technology, Mechanical Technology and Optical Technology, as well as others requiring an introduction to both DC and AC signal driven circuit analysis of series, parallel and series parallel resistive circuits and series RC circuits. Topics include: voltage, current, resistance, conductance, Ohm’s law, Kirchhoff’s Voltage and Current laws, voltage and current dividers equations, power, capacitance, a brief introduction to inductance, RC time constant circuits, capacitive reactance and impedance, superposition, Thevenin, Norton, Theorems, computer analysis, and an introduction to troubleshooting. Lab teaches use of digital multimeters, analog VOM, power supplies, dual-trace oscilloscope, function generators, and an introduction to computer generated circuit analysis using Multisim, the concept of circuit loading and meter frequency limitations. Three class hours, four laboratory hours. Course offered Fall and Spring.
Prerequisite: High school algebra with some trigonometry or MTH 135.
NOTE: Students with no trigonometry should consider taking MTH 164 concurrently.

ELT 130 System Electricity 3 Credits
This course introduces students to basic principles of electricity with an emphasis on their use in technical applications. While learning basic theorems of electricity and completing problem solving exercises, students build and test simple electrical circuits and become familiar with the use of basic test equipment. They also build and test a simple robotic car that uses electrical and electronic circuits in its operating functions. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite/conequisite: MTH 104 or MTH 135 or permission of department.

ELT 202 Pulse and Digital Circuits 4 Credits
This course covers pulse waveforms, linear circuit responses and switching circuit analysis, pulse-shaping and pulse-generating circuits, flip-flops, one-shots, registers and counters. Different IC logic family characteristics (TTL, NMOS, ECL, CMOS, LV1) will be analyzed and compared. An integral study and analysis of the circuits used when interfacing the different types of IC logic families will be covered. There will be an in-depth analysis and practical applications of the various digital number systems and codes. Arithmetic manipulation of signed and unsigned binary numbers will be also covered. An introduction to the 8-bit microcomputer architecture will be presented. The student will perform computer analysis of digital circuits using the “Electronics Workbench Multisim” software. By means of a Capstone design project, this course offers an integrated learning experience that was designed to give the students a hands-on, real world engineering problem solving experience. Students will design, build, troubleshoot, demonstrate and present a digital capstone design project. Several laboratory experiments throughout the semester will require formal written reports. Three class hours, four laboratory hours. Course offered Fall only.
Prerequisites: ELT 102 and ELT 112 with a grade of C- or better, or permission of department.

ELT 204 Industrial Electronics and Control 4 Credits
A survey of electronic circuits and systems in industrial and control settings. Topics include a description of various popular sensors, industrial electronic devices such as SCRs, Triacs, and UIJTs, ladder diagrams using relays and their solid-state equivalents, actuating devices including a large number of motors and controllers, and finally the use of programmable logic controllers. The student builds and tests a number of industrial electronic circuits and controllers in the laboratory. The computer (LabVIEW) is used to analyze, emulate, and test various control systems. Three class hours, three laboratory hours. Course offered Spring only.
Prerequisites: ELT 201 and ELT 202 with a grade of C- or better, or permission of department.

ELT 205 Communication Systems 5 Credits
An introduction to radio communication theory. Topics include oscillation, tuned and rf amplifiers, transmission line effects, matching techniques using the Smith chart, spectral analysis using the Fourier series, AM/FM/SSS transmitter and receiver designs, video and stereo designs, and data communication. In the laboratory, students build and test communication circuits using an assortment of popular devices and test equipment used in this field. The computer (Multisim) is used to emulate, analyze, and collect data for communication circuits and systems. Spring semester only. Three class hours, five laboratory hours. Course offered Spring only.
Prerequisite: ELT 201 with a grade of C- or better, or permission of department chairperson.
NOTE: In addition to prerequisite, ELT 202 is recommended.

ELT 206 Digital Systems and Microprocessors 5 Credits
A study of digital systems and the building blocks that make up digital systems. The emphasis will be on microprocessor-based systems hardware, programming and interfacing. The major topics include arithmetic circuits, multiplexers, demultiplexers, decoders, encoders, tri-state bus devices, DACs and ADCs, memory devices (SRAM, DRAM, Flash, PLD’s, ROM), microprocessor architecture, microcomputer architecture, I/O modes and interfacing, digital communication standards. The student will learn to program an 8-bit microprocessor (MC88HC11) in assembly language, and will develop the hardware and software for microprocessor-controlled applications. The student will be introduced to a 16-bit microprocessor (MC68000). Major differences between 8-bit and 16-bit microprocessors will be discussed. The lab portion of the course will concentrate on building, testing, and troubleshooting of digital systems including MC88HC11 and MC68000 based microcomputer systems, using oscilloscope, logic analyzer, signature analyzer and computer. Three class hours, five laboratory hours. Course offered Spring only.
Prerequisite: ELT 202 with a grade of C- or better, or permission of department.

ELT 210 Linear Systems 4 Credits
A study of linear amplifier and filter circuits. Course topics include small-signal and power amplifiers using bipolar, field-effect transistors and integrated circuits. Frequency response of amplifiers and filters using Bode plots are studied along with the use of negative feedback in systems. Students build, test and troubleshoot amplifier circuits using popular test equipment in the laboratory. The computer (Multisim) is used to analyze single and multistage amplifiers and filters. Three class hours, four laboratory hours. Fall semester only. Course offered Fall only.
Prerequisites: ELT 102 and ELT 112 with a grade of C- or better.

ELT 201 Linear Circuits 5 Credits
A one-semester algebra-based electric circuit analysis course for majors mainly in Electrical Engineering Technology, Mechanical Technology and Optical Technology, as well as others requiring an introduction to both DC and AC signal driven circuit analysis of series, parallel and series parallel resistive circuits and series RC circuits. Topics include: voltage, current, resistance, conductance, Ohm’s law, Kirchhoff’s Voltage and Current laws, voltage and current dividers equations, power, capacitance, a brief introduction to inductance, RC time constant circuits, capacitive reactance and impedance, superposition, Thevenin, Norton, Theorems, computer analysis, and an introduction to troubleshooting. Lab teaches use of digital multimeters, analog VOM, power supplies, dual-trace oscilloscope, function generators, and an introduction to computer generated circuit analysis using Multisim, the concept of circuit loading and meter frequency limitations. Three class hours, four laboratory hours. Course offered Fall and Spring.
Prerequisites: ELT 102 and ELT 112 with a grade of C- or better, or permission of department.

ELT 203 Printed Circuit Layout and Fabrication 4 Credits
Students will be introduced to the techniques of fabrication of a printed circuit board. This includes the design of a printed circuit artwork pattern, the process of layout of an artwork positive on acetate, the making of a negative film of the positive artwork using a photographic process, and the fabrication of the printed circuit board from a copper clad board using photo-resist developing, and an etching process. Each student actually will go through these steps and build a small electronic circuit. One class hour, two laboratory hours. Course offered Fall and Spring.
Prerequisite: A general knowledge of electricity and electronics.

ELT 207 Digital Systems and Microprocessors 4 Credits
A study of digital systems and the building blocks that make up digital systems. The emphasis will be on microprocessor-based systems hardware, programming and interfacing. The major topics include arithmetic circuits, multiplexers, demultiplexers, decoders, encoders, tri-state bus devices, DACs and ADCs, memory devices (SRAM, DRAM, Flash, PLD’s, ROM), microprocessor architecture, microcomputer architecture, I/O modes and interfacing, digital communication standards. The student will learn to program an 8-bit microprocessor (MC88HC11) in assembly language, and will develop the hardware and software for microprocessor-controlled applications. The student will be introduced to a 16-bit microprocessor (MC68000). Major differences between 8-bit and 16-bit microprocessors will be discussed. The lab portion of the course will concentrate on building, testing, and troubleshooting of digital systems including MC88HC11 and MC68000 based microcomputer systems, using oscilloscope, logic analyzer, signature analyzer and computer. Three class hours, five laboratory hours. Course offered Spring only.
Prerequisite: ELT 202 with a grade of C- or better, or permission of department.
ELT 231 System Control Electronics 3 Credits
An advanced level course that covers the programming and applications of a Programmable Logic Controller (PLC). It will focus on program troubleshooting, hardware troubleshooting, data manipulation, math instructions, subroutines, and event-driven and time-driven sequences. Advanced topics such as HMI devices, PID, HMI, data communications, and SCADA will be discussed. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: ELT 130.

ELT 232 System Electronics 4 Credits
This course introduces students to the use of analog and digital electronics in the control of electrical and nonelectrical processes. Students are introduced to the use of sensors, actuators, and control circuitry along with the use of micro-controllers in controlling various processes. Three class hours, two laboratory hours. Course offered Fall only. Prerequisite: ELT 130 or PHY 231 or ELT 121.

ELT 234 Advanced Programmable Logic Controllers 3 Credits
An advanced level course that covers the programming and applications of a Programmable Logic Controller (PLC). It will focus on program troubleshooting, hardware troubleshooting, data manipulation, math instructions, subroutines, and event-driven and time-driven sequences. Advanced topics such as HMI devices, PID, HMI, data communications, and SCADA will be discussed. Two class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: ELT 130 or PHY 231 or ELT 121.

ELT 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

EMS - Emergency Medical Services

EMS 101 EMS First Responder 3 Credits
This course is for non-ambulance professional rescuers who are first to arrive at an emergency medical scene to provide pre hospital care. Topics covered are patient assessment, CPR review, airway, shock, wound management, full body immobilization, and initial treatment for other medical emergencies. Students successfully completing this course are eligible for New York State Department of Health Certified First Responder certification. Thirty six instruction hours, thirty laboratory hours. Course offered Spring only. Prerequisite: EMS 110 or EMS 119.

EMS 103 Critical Trauma Care 3 Credits
This course contains practical and lecture material on techniques for multiple system trauma victims. The course presents students with both a review and update of the topics covered in the Emergency Medical Technician course (EMS 110). Recent changes in theprehospital emergency medical care field are emphasized. Thirty instruction hours, twenty-five laboratory hours. Course offered Fall and Spring. Prerequisite: EMS 110 or equivalent.

EMS 119 Emergency Medical Technician Recertification 3 Credits
This course is for individuals who are certified as emergency medical technicians and need recertification and updating for the purpose of maintaining their competency in providing emergency medical care. The course presents students with both a review and update of the topics covered in the Emergency Medical Technician course (EMS 110). Recent changes in the prehospital emergency medical care field are emphasized. Thirty instruction hours, twenty-five laboratory hours. Course offered Fall and Spring. Prerequisite: EMS 110 or equivalent.

EMS 110 Emergency Medical Technician 6 Credits
This course is designed for students who wish to update their knowledge and skills learned in EMS 101. In addition to assessment and treatment updates, the students will prepare for recertification as a New York State Certified First Responder by visiting topics of patient assessment, airway management, circulatory emergencies, trauma, and selected medical emergencies. Thirteen instruction hours, two laboratory hours. Course offered Fall and Spring. Prerequisite and/or corequisite: EMS 101 or equivalent.

EMS 119 Emergency Medical Technician Recertification 3 Credits
This course is for individuals who are certified as emergency medical technicians and need recertification and updating for the purpose of maintaining their competency in providing emergency medical care. The course presents students with both a review and update of the topics covered in the Emergency Medical Technician course (EMS 110). Recent changes in the prehospital emergency medical care field are emphasized. Thirty instruction hours, twenty-five laboratory hours. Course offered Fall and Spring. Prerequisite: EMS 110 or equivalent.

EMS 142 Administrative Management for Emergency Medical Services 3 Credits
This course will prepare EMS providers to more fully understand the many components of the emergency medical services system. Students will also learn essential leadership styles for both routine and emergency situations that are common in emergency medical services. Forty-five instruction hours. Course offered Fall and Spring. Prerequisite: EMS 110 or equivalent.

EMS 117 Critical Trauma Care 1 Credit
This course contains practical and lecture material showing state-of-the-art assessment and treatment techniques for multiple system trauma victims. The course exposes the EMT to patient priority assessment and management concepts that are needed for successful outcomes for victims of life threatening trauma. Topics include rapid extrication, kinetics of trauma, expanded primary survey, the Golden Hour, and trauma centers. Thirteen and one-half class hours, four and one-half laboratory hours. Must be an EMT. Course offered Spring only.
### EMS 172 Ambulance - Emergency Vehicle Operator Course  
1 Credit

This course is designed to provide operators of ambulances with the knowledge and minimum skills to drive a certified ambulance in accordance with New York State Vehicle and Traffic Law, while reducing the risks to the crew and public resulting in the ambulance being operated safely and efficiently. General topics include ambulance operator selection, legal aspects of operation, communication roles, vehicle characteristics, inspection and maintenance, navigation and routing, basic maneuvers, emergency operation, defensive actions, reviewing the run, and special considerations of emergency vehicle operation. In addition to the classroom hours, participants spend 8 hours in the cab of an ambulance practicing and demonstrating skills on a closed vehicle course. Clean New York State Motor Vehicle Operators License and either a letter of recommendation from sponsoring EMS agency or specific EMS department approval. Eighteen instruction hours, eight laboratory hours. Course offered Fall and Spring.

### EMS 201 Emergency Medical Technician-Intermediate  
5.5 Credits

This course is designed to provide EMT's with the medical knowledge and skills necessary to handle advanced pre-hospital procedures. The course focus is on airway management including endotracheal intubation, shock management including intravenous therapy trauma assessment and defibrillation. Students successfully completing this course are eligible to take the New York State Certification exam for Emergency Medical Technician-Intermediate. Thirty-six class hours, twenty-seven hours of laboratory, forty-eight hours of hospital clinical, forty-eight hours of field clinical. Course offered Fall and Spring.

### EMS 236 Advanced Cardiac Life Support  
1 Credit

This course prepares students for certification by the American Heart Association in Advanced Cardiac Life Support. It provides a systematic approach to the management of life threatening cardiac and respiratory emergencies. Nine and one-half instruction hours, nine and one-half laboratory hours. Must be a physician, physician's assistant, registered nurse, advanced level prehospital care provider, or student of these disciplines. Course offered Fall only.  
Prerequisite: Must be a physician, physician's assistant, registered nurse, advanced level pre-hospital care provider, or student of these disciplines.

### EMS 239 Paramedic Clinical and Field Experience I  
5 Credits

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the emergency department, medical and surgical intensive care, pediatrics and pediatric intensive care, labor and delivery, psychiatric, and prehospital experience. Student must demonstrate competence in certain skills during the course. Two hundred and twenty five experiential hours. Must be currently enrolled in the paramedic certification program. Course offered Spring only.  
Prerequisite: EMS 270 previously completed or taken concurrently.

### EMS 240 Paramedic Clinical and Field Experience II  
7 Credits

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the emergency department, medical and surgical intensive care, pediatrics and pediatric intensive care, labor and delivery, psychiatric, and prehospital experience. Student must demonstrate competence in certain skills during the course. Three hundred and fifteen experiential hours. Must be currently enrolled in the paramedic certification program. Course offered Fall only.  
Prerequisite: EMS 239

### EMS 246 Pediatric Advanced Care  
1 Credit

This course presents concepts in advanced airway management and resuscitation of pediatric patients in the emergency setting. Specific topics include special pharmacology for pediatric patients, intropessus infusion, and cardiac resuscitation of pediatric patients. Completion also leads to eligibility for PALS certificate from the American Heart Association. Eight class hours, twelve laboratory hours. Course offered Fall only.  
Prerequisite: EMS 270 or equivalent.

### EMS 249 Paramedic Review and Recertification  
4 Credits

Emphasis is on knowledge review and update needed by paramedics for recertification. New techniques and knowledge will be presented where appropriate. Fifty-seven instruction hours, nineteen laboratory hours. Must be certified as a paramedic. Course offered Fall only.

### EMS 250 12-Lead EKG Interpretation in the Emergency Setting  
1 Credit

Designed for the advanced pre-hospital EMS provider and other health professionals involved in treating cardiac patients in the emergency setting. On completion, students will be able to read and classify 12-lead EKGs. Topics include cardiac anatomy review, electrical physiology, axis determination, bundle branch and hemiblocks, 12-lead abnormalities, correlation between EKG changes and location of cardiac damage, and unique cardiac phenomenon. Course offered Fall and Spring.  
Prerequisites: EMS 236 and PST 252.

### EMS 270 Introduction to Paramedicine  
12 Credits

This course is designed to prepare a person to care for the sick and injured at an advanced level of care. Persons must be currently certified as a Basic EMT to be accepted in this course. This course covers topics that include basic anatomy and physiology, pharmacology, respiratory emergencies, venous access and medication administration, airway management, medical documentation, cardiac emergencies, pediatric emergencies, caring for the elderly, and medical emergencies. This course is part of the first phase of a sequence that qualifies candidates to take the certification exam for Paramedic. One hundred forty-five class hours, seventy-six laboratory hours. Course offered Spring only.  
Prerequisite: EMS 110.

### EMS 271 Medical Care in Paramedicine  
8 Credits

This course builds on the medical concepts learned in Introduction to Paramedicine. Topics include advanced patient assessment techniques, surgical airway procedures, cardiac care including external pacing and cardioversion, 12-lead EKG interpretation, and advanced medical care. Additional emphasis is placed on the EMT-P working as a team member, and identifying the limitations of paramedicine in the emergency medical setting. Ninety-one class hours, sixty laboratory hours. Course offered Fall only.  
Prerequisite: EMS 270, and permission from the Emergency Services Department.

### EMS 272 Advanced Trauma Issues in Paramedicine  
7 Credits

This course presents material on the advanced concepts in trauma care needed for delivery of emergency medical care at the EMT-P level of practice. Current issues and techniques are covered. Specific topics include surgical airway techniques, chest decompression, advanced treatment for hypoperfusion, and special immobilization techniques. Work is also accomplished in the use of the United Incident Management System, and working with rescue personnel in delivery of care to patients who are entrapped. Ninety class hours, thirty laboratory hours. Course offered Fall only.  
Prerequisite: EMS 270, and permission from the Emergency Services Department.

### EMS 290 Independent Study  
Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

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165 Course Descriptions  

www.monroecc.edu/go/courses
ENG 105 Introduction to Literature  3 Credits
An introduction to reading and analyzing these primary genres of literature: fiction, poetry, and drama. The course may also include creative nonfiction. Students will respond critically to readings of different historical and cultural contexts through class discussion and written work. These contexts may include different world views, politics, classes, ethnicity, races, genders, and sexual orientations. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 106 Literary Focus  3 Credits
An introduction to reading and analyzing literature of special interest. The offerings vary each semester, but all focus on important themes and sub-genres in literature. Students will respond critically to fiction, poetry, and drama of different contexts through class discussion and written work. These contexts may include different world views, politics, classes, ethnicity, races, genders, and sexual orientations. Please see the Department’s webpage for current offerings. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 108 Literature of the Holocaust  3 Credits
A study of the Holocaust through a variety of genres, including poetry, novels, short stories, plays, memoirs, and children’s literature, in order to gain a better understanding of the ideas presented by the Holocaust as a significant event in world history. Students will study the origins and development of the Holocaust and its political, cultural, economic, and social implications through the lenses of a variety of writers. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 109 Detective Fiction  3 Credits
Students will read classic and contemporary short stories and novels in sub-genres including golden age, hard-boiled, and police procedural by such authors as Christie, Chandler, Conan Doyle, and Grafton. Students will study the origins and development of genre as a vehicle to examine historical, social, political, intellectual, and cultural contexts. Three class hours. (SUNY-H) Course offered Fall only.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 114 The Young Adult Novel  3 Credits
The course will use various critical literary approaches to explore novels from the first Golden Age of children’s literature to its contemporary incarnation in the 21st century as a way to consider the transformation from child to adult and the global socio-cultural concept of the young adult. A variety of subgenres such as Realistic/Historical Fiction, Fantastic/Speculative Fiction, Mystery/Detective, Romance and Creative Nonfiction will be covered with attention given to motifs, archetypes, and themes in such literature. While the course will emphasize the traditional novel, the dominant genre in YA literature, additional genres such as the graphic novel, poetry, drama, and non-fiction will also be explored to properly contextualize the novel within Young Adult Literature as a whole. This course will center on written texts but may also include occasional references to films and other media. Three class hours. (SUNY-H) Course offered Spring only.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 115 Fantasy Literature  3 Credits
An exploration of classic, modern and contemporary Fantasy Literature including reading, discussion and written analysis. Various subgenres such as High Fantasy, Magical Realism, Urban Fantasy and Mythic Fantasy will be explored by applying critical, social and historical context and analysis. Attention will be given to motifs, archetypes, themes and key figures/authors. This course will center on written text with occasional references to Fantasy in films and other media. Three class hours. (SUNY-H) Course offered Fall only.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 120 Early British Literature  3 Credits
A survey of British literature from the early Middle Ages to the late eighteenth-century. Possible authors studied include Chaucer, Milton, Shakespeare, and Defoe. Three class hours. (SUNY-H) Course offered Fall only.
Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.

ENG 201 American Literature Since 1865  3 Credits
A survey of American literature from the celebration of the new land in the Colonial Period to the Civil War. Readings and discussion focus on writers such as Franklin, Hawthorne, Poe, Emerson, Thoreau, Melville, Whitman, and Dickinson. Fall semester only. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 202 American Literature to 1865  3 Credits
A survey of American literature from the celebration of the new land in the Colonial Period to the Civil War. Readings and discussion focus on writers such as Crane, Hemingway, Faulkner, Baraka, and O’Connor. Three class hours. (SUNY-H) Course offered Spring only.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 203 Modern British Literature  3 Credits
A survey of British literature from the late 18th Century to the present. Focus moves from romantic optimism and the belief in progress to the disillusionment produced by industrialism and global war. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.

ENG 204 American Literature Since 1865  3 Credits
A survey of American literature from the Civil War to the present, focusing on the changing values of an increasingly technological society. Includes the major literary philosophies of the time through writers such as Crane, Hemingway, Faulkner, Baraka, and O’Connor. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 205 Literature of the Bible  3 Credits
A study of the rich literary heritage found in both Hebrew and Christian scripture. The course focuses on such types as: saga, short story, poetry, gospel narrative and apocalyptic writings. Themes include the human struggle to understand the Divine and the nature of good and evil. Three class hours. (SUNY-H) Course offered Fall only.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 206 Twentieth Century Novel  3 Credits
A study of themes, techniques, and cultural contexts of selected 20th century novels. The course explores eternal human values expressed in the novels such as love, honor, pride, sacrifice and endurance. Representative international authors may include Achebe, Baldwin, Cather, Garcia, Marquez, Hesse, Lessing, Markandaya, Joyce and Kafka. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 208 American Literature Since 1865  3 Credits
A survey of British literature from the late 18th Century to the present. Focus moves from romantic optimism and the belief in progress to the disillusionment produced by industrialism and global war. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 209 American Literature Since 1865  3 Credits
A survey of British literature from the late 18th Century to the present. Focus moves from romantic optimism and the belief in progress to the disillusionment produced by industrialism and global war. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.

ENG 210 Literature of the Black Experience  3 Credits
Provides insight into the Black experience through the writings of such representative authors as Dumas, Pushkin, DuBois, Hughes, Wright, Ellison, Cleaver, and Baldwin. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a C or better, placement into English 200, or instructor permission.
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<td>The Short Story</td>
<td>3</td>
<td>A study of the development of the short story as a distinctive literary form. Includes writers such as Chekhov, Poe, Hemingway, Updike, Carver, O'Connor and Barthelme. Three class hours. [SUNY-H] Course offered Fall only. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 215</td>
<td>Children's Literature</td>
<td>3</td>
<td>A survey of classic and contemporary children's works from Aesop to Rowling. Students will analyze a variety of different genres such as fables, poems, myths, fairy tales, picture books, and novels with themes such as evil, escape, individuality, and the demands of society. Critical approaches such as historical, psychological, feminist, and Marxist theories may be discussed and applied to texts. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): ENG 101 with a C or better, or placement into ENG 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 216</td>
<td>American Minorities in Literature</td>
<td>3</td>
<td>A study of authors whose literature provides a minority view of American life. Includes authors of African-American, Native American, Latino and Asian heritage, such as Hughes, Giovanni, Momaday, Storm, Thomas, Pereda, Yutang, Mori. Three class hours. (SUNY-H) Course offered Spring only. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 217</td>
<td>Women in Literature</td>
<td>3</td>
<td>Literature in which the roles of women are significant and help explain contemporary attitudes. The works for reading and discussion are selected from many cultures, and cover the period from Biblical to modern times. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
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<tr>
<td>ENG 218</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
<td>Reading, discussion, and written analysis of several major plays and some of the sonnets. The course explores Shakespeare's challenging language and the memorably rendered characters that populate his works, including kings, queens, lovers, shrews and fools. Themes such as power, revenge, love, jealousy, ambition and betrayal will be discussed. Critical approaches including psychological, feminist, and historical theories may be presented and applied to the texts. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Introduction to Dramatic Literature</td>
<td>3</td>
<td>A survey of drama from the ancient Greeks to the end of the 20th century, with emphasis on dramatic structure and style. The readings may include international writers such as Aristophanes, Marlowe, Goldsmith, Ibsen, O'Neill, Fugard and Childress. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
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<tr>
<td>ENG 221</td>
<td>Mythology</td>
<td>3</td>
<td>Literary, cultural, psychological, and historical study of mythology including such cultures as Greek, Roman, Norse, Mid and Far Eastern, African, and mythologies of Americas. The course emphasizes creation, nature and hero myths as they shaped ancient civilizations and discusses how these myths affect global cultures today. Three class hours. (SUNY-H). Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 222</td>
<td>Literature of Horror</td>
<td>3</td>
<td>Students will read classic, modern, and contemporary short stories and novels, with an emphasis on the historical development of the genre. Attention will be given to supernatural, psychological, and allegorical themes and tropes in such fiction, as well as relevant social and historical background information. The course will center on written fiction, with occasional reference to horror in films and other media. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 223</td>
<td>Science Fiction</td>
<td>3</td>
<td>Reading, discussion, and written analysis of speculative fiction novels and short stories about human beings experiencing the changes resulting from science and technology. Representative authors from Shelley and Wells, through Clarke and Heinlein, to LeGuin and Delany. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Literature of Horror</td>
<td>3</td>
<td>Students will read classic, modern, and contemporary short stories and novels, with an emphasis on the historical development of the genre. Attention will be given to supernatural, psychological, and allegorical themes and tropes in such fiction, as well as relevant social and historical background information. The course will center on written fiction, with occasional reference to horror in films and other media. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
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<tr>
<td>ENG 225</td>
<td>Contemporary Poetry</td>
<td>3</td>
<td>A study of major poetry from 1940 through the 1990s. Emphasis is on technique and language, form and content. Selections are from poets as diverse as Frost and Ginsberg, Clifton and Rich, Plath and Cummings. Three class hours. (SUNY-H) Course offered Spring only. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
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<tr>
<td>ENG 226</td>
<td>LGBTQ Literature - WR</td>
<td>3</td>
<td>This course will include examination and analysis of short stories, drama, memoir, film, and graphic fiction by, for, and about LGBTQ (lesbian, gay, bisexual, transgender, queer) people’s lives and experiences. Focus will broaden to include cultural and social history of LGBTQ rights and visibility, and the LGBTQ-specific publishing industry. Coursework will include reading assignments, critical analysis and essays, and class discussions. This is a humanities elective. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): ENG 101 with a C or better, or placement into ENG 200, or permission of instructor.</td>
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<tr>
<td>ENG 227</td>
<td>Reading Popular Culture</td>
<td>3</td>
<td>A literature course that examines the theories of, approaches to, and topics within popular culture that have been or are the conditions for social change. Utilizing short stories, poetry, novels, and dramatic literature, students will consider the impact of pop art, film, radio, television, advertising, comics, fads and fashion, and everyday culture on the human condition. Three class hours. (SUNY-H) Course offered Fall and Spring. Prerequisite(s): English 101 with a C or better, or placement into English 200, or instructor permission.</td>
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<tr>
<td>ENG 228</td>
<td>Independent Study</td>
<td>Variable</td>
<td>See the Department Chairperson. Course offered Fall and Spring.</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition</td>
<td>3</td>
<td>A course emphasizing college-level, source-based writing (summary, analysis, synthesis, research), with special attention to critical reading and thinking skills. Students will draft, revise, and edit multiple thesis-driven essays. They will also study and practice argument and persuasion. (ENG 101 or ENG 200 satisfy the composition requirement for graduation.) Three class hours. (SUNY-BC) Course offered Fall and Spring. Prerequisite(s): Waiver of accuplacer reading and sentence level tests; placement into ENG 101 or ENG 200 (minimum score of 81 on reading test and minimum score of 65 on sentence level test); or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher, or ENG 200 placement. Co-requisite(s): REA 100 is required for students scoring between 71 and 80.9 on the Accuplacer reading test. Students may take REA 100 concurrent with ENG 101 or may take it prior to ENG 101. Students who take REA 100 before ENG 101 will need to earn a C or better in REA 100 in order to enroll in ENG 101.</td>
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</tbody>
</table>
Course Descriptions

ENG 102  Writing From Personal Experience  3 Credits
A writing workshop for students who want to explore the world of their own personal experience. The creative process will be emphasized as well as methods for shaping personal experiences into written expression, both formal and informal. Writing assignments will include journal writing, autobiographical writing, and other nonfictional narrative and descriptive compositions. Three class hours. Course offered Fall and Spring.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 113  Introduction to Creative Writing-WR  3 Credits
An introductory, skill-building workshop to help students develop techniques that will prepare them to write the short fiction, poetry, and drama expected in ENG 213. Emphasis is on developing observation skills, imaginative leaps, and formal techniques such as image, metaphor, symbol, character, conflict, dialogue, the poetic line, and setting/structure. Three class hours. Course offered Spring only.
Prerequisite(s): Waiver of Accuplacer reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 200 with a C or better.

ENG 200  Advanced Composition  3 Credits
Course focuses on written analysis, oral discourse, evaluation, argument and research. Assignments develop depth and proficiency in using language. Basic composition skills are assumed. (Can be taken in place of ENG 101 to satisfy the composition requirement for graduation.) This course may not be taken concurrently with ENG 101. Three class hours. (SUNY-BCC) Course offered Fall and Spring.
Prerequisite(s): Waiver of Accuplacer Reading and sentence level tests; score of 100 or higher on reading test and 96 or higher on sentence level test, SAT reading score of 600 or higher, or ACT 26 or higher, or TRS 105 or higher or ENG 101 with a C or higher.

ENG 213  Creative Writing  3 Credits
A workshop approach for students interested in doing original writing of short fiction, poetry, and drama. Emphasis is on reading and analytical discussion of students’ work. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite(s): ENG 101 with a C or better, placement into ENG 200 or instructor permission.

ENG 233  Creative Writing Workshop-Poetry - WR  3 Credits
A workshop designed for students interested in advancing their skills in writing poetry. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of poetry. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite(s): ENG 213 with C or higher (or permission of instructor).

ENG 243  Creative Writing Workshop-Playwriting - WR  3 Credits
A workshop designed for students interested in advancing their skills in writing plays. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of playwriting. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite(s): ENG 213 with C or higher (or permission of instructor).

ENG 250  Professional Communication  3 Credits
Concentration on practical business and professional communication skills, including writing, speaking, and listening. Emphasis is on clarity, organization, format, appropriate language, and consideration of audience, for both written and oral assignments. Three class hours. (SUNY-BCC) Course offered Fall and Spring.
Prerequisite: ENG 101 with a grade of C or better or ENG 200 with a grade of C or better.

ENG 251  Technical Communication  3 Credits
Concentration on the writing and speaking skills necessary for the technologies. Emphasis is on preparation, organization, audience, and the effective use of format, supplements, and visuals. Accuracy, clarity, economy, and precision are stressed, for both written and oral assignments. Three class hours. Course offered Fall and Spring.
Prerequisite: ENG 101 with a grade of C or better or ENG 200 with a grade of C or better.

ENG 253  Creative Writing Workshop-Nonfiction  3 Credits
A workshop designed for students interested in advancing their skills in writing creative nonfiction. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of creative non-fiction. Writing Intensive. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite(s): ENG 213 with C or higher (or permission of instructor).

ENG 263  Creative Writing Workshop-Short Fiction  3 Credits
A workshop designed for students interested in advancing their skills in writing short fiction. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of short fiction. Writing Intensive. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite(s): ENG 213 with C or higher (or permission of instructor).

ENG 273  Creative Writing Capstone: Publishing and the Profession  3 Credits
This course seeks to familiarize students with the processes necessary to furthering their personal and/or professional development as creative writers. To this end, the course will introduce students to the submission process, to transfer opportunities, and to publishing/reading venues both in Rochester and around the country. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisites: ENG 233 or ENG 243 or ENG 253 or ENG 263 with C or higher or permission of Instructor.

ENR - Engineering Science

ENR 152  Properties of Engineering Materials  3 Credits
An introductory course emphasizing the fundamentals of materials science. Metals, ceramics, and polymers will be studied. Topics will include atomic bonding, crystal structures, defects, diffusion, mechanical properties, phase diagrams, and phase transformations. In addition, fabrication and processing techniques and their relationship to mechanical properties will be examined. Three class hours. Course offered Fall and Spring.
Prerequisite: CHE 151

ENR 153  Mechanical Design and Prototyping  4 Credits
An introduction to solid modeling, computer aided manufacturing, the engineering design process, and machine shop operations. Students will use SolidWorks software to design parts and assemblies. CamWorks software will be used to create tool paths for common 2.5 axis milling operations. Prototyping will be done using manual and CNC mills, lathes, and a 3D printer. Parametric modeling techniques that preserve design intent with dimensioning, geometric relations, external references, equations, and design tables will be emphasized. A design-build project will require students to build a working prototype to the instructor’s specifications and then implement a redesign of it. Students will document their design process in both written and oral reports. Three class hours, three laboratory hours.
Course offered Fall and Spring.

168  Course Descriptions

www.monroecc.edu/go/courses
ENR 157 Digital Systems 4 Credits
This course introduces the basic logic functions, components and methodologies used in the design of digital systems. Digital electronic topics will include the basic logic gates, Boolean algebra, number systems, digital arithmetic, combinational logic circuits, multiplexers, decoders and flip-flops and registers. Digital system applications will include counters, magnitude comparators, Analog-to-Digital and Digital-to-Analog conversions, feedback control, sensor interfacing and signal conditioning. Students will use schematic capture and VHDL programming to implement the digital systems on a Field Programmable Gate Array (FPGA) development board. Various add-on power supply and sensor boards will also be utilized in the laboratory component of the course. The course will culminate in a team design-build project requiring prototype demonstration, written documentation and presentation. Three class hours, three laboratory hours. Course offered Fall and Spring. Prerequisite: MTH 165 or higher.

ENR 251 Statics 3 Credits
Fundamentals of statics applied to problems of engineering interest. A vector algebra approach will be presented. Topics include equivalent force systems, equilibrium, structural mechanics, friction, properties of surfaces. Three class hours. Course offered Fall. Course offered Spring in odd numbered years. Prerequisites: MTH 211; MTH 212 or MTH 225 taken concurrently or previously completed.

ENR 252 Dynamics 3 Credits
Fundamentals of dynamics applied to problems of engineering interest. Topics include kinematics of a particle, kinematics of a particle, planar kinematics of a rigid body, and planar kinematics of a rigid body. Three class hours. Course offered Spring only. Prerequisite: ENR 251 with a grade of C or higher.

ENR 253 Circuit Analysis 1 4 Credits
Basic electrical concepts including passive circuit element models, Kirchoff's Laws, operational amplifier models, topological properties of circuits, complete response for RC, RL and RLC circuits; phasor concepts for RLC circuit driven by sinusoidal forcing functions. The laboratory will provide examples of these concepts. Three class hours, three laboratory hours. Offered in Spring during even numbered years. Course offered Fall only. Prerequisites: PHY 161; MTH 212 or MTH 225 taken concurrently or previously completed.

ENR 254 Circuit Analysis II 3 Credits
A continuation of ENR 253. Topics include complex power; complex frequency analysis; Laplace transform analysis; transfer functions; passive and active filter design and analysis; Bode plots; magnetically coupled networks; two-port networks; and Fourier series and transforms. Three class hours. Course offered Spring only. Prerequisite: ENR 253 with a grade of C or higher.

ENR 255 Mechanics of Materials 3 Credits
Fundamentals of the theory of elasticity will be presented. Stress-strain relations will be applied to the study of the mechanics of deformable solids including the analysis of beams, shafts, and columns, and the use of energy methods. Three class hours. Course offered Spring only. Prerequisite: ENR 251 with a grade of C or higher.

ENR 256 Thermodynamics 3 Credits
The fundamental concepts of thermodynamics and their application to pure substances. Topics include properties of pure substances, work, heat energy, the first law of thermodynamics, disorder, entropy, second law of thermodynamics. Three class hours. Course offered Fall and Spring. Prerequisites: MTH 211; PHY 161 with a grade of C or higher.

ENR 259 Engineering Design Lab 1 Credit
Students will work in teams to solve an engineering design problem of their choice subject to approval from the instructor. Students will be encouraged to choose a project from an intercollegiate engineering design competition. Teams will design and build a working prototype, keep an engineering notebook, submit a prototype, maintain weekly time sheets, create a final design report, and make a final oral presentation. Three laboratory hours. Course offered Fall and Spring. Prerequisite: Placement at high intermediate level on proficiency tests.

ENR 261 Matlab Programming 3 Credits
A course that uses structured software programming techniques to implement problem solving methodologies and develop solutions to various engineering problems. Techniques such as numerical and statistical analysis, numerical methods, symbolic solutions and graphical techniques are applied in the solutions. Pseudo-code, and flowcharts are used to develop a structured approach to the problem solution which will often require the development of user-defined functions and decision making programming constructs utilized in short script files. Some larger projects may include the development of a graphical user interface (GUI) to handle the program inputs, solution options and outputs. Three class hours. Course offered Fall and Spring. Prerequisites: ENR 161 or CSC 101, each with a grade of C or better. Co-requisites: MTH 211 (or MTH 211 previously completed with a grade of C or higher)

ENR 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall only.

ESL - English for Speakers of Other Languages (ESOL)

ESL 100 English for Speakers of Other Languages-Intermediate II: Reading Focus 4 Credits
This course emphasizes the development of reading comprehension of authentic, non-fiction material at the upper intermediate level and includes vocabulary study and discussions of current events in relation to American culture. Class and small group instruction. Six class hours. Course offered Fall and Spring. Prerequisite: Placement at high intermediate level on proficiency tests.

ESL 120 English for Speakers of Other Languages - Intermediate II: Integrated Skills 7 Credits
This course is designed to promote fundamental fluency in all skills through massive amounts of reading, writing, and oral activities, where the primary emphasis is on meaning. Students will read novels and write and revise a semester-long project on topics of a personal nature. Discussion, small group work, and email will play important roles. Nine class hours. Course offered Fall and Spring. Prerequisite: Placement at high intermediate level on proficiency tests.

ESL 125 English for Speakers of Other Languages: Multi-Skills I 3 Credits
This course at the upper intermediate level aims to develop fluency in all skills through extensive reading, writing, and discussion. Internet resources will be used. Six class hours; offered evenings only. Course offered Spring only. Prerequisite: Placement at high intermediate level on proficiency tests.
ESL 128 English for Speakers of Other Languages: ESL Through Computers 2 Credits

A course at the intermediate level that encourages the development of all skills with a focus on using computers and the emerging technologies, including word processing, e-mail, Internet research/news, CD-ROM's, scanners, and presentation programs. The course will culminate in individual multimedia presentations. Two laboratory hours. Course offered Fall and Spring. Corequisite: ESL 100 or higher, or permission of program coordinator.

ESL 130 English for Speakers of Other Languages - Advanced I: Integrated Skills - WR 8 Credits

This course builds on the fluency gained in ESL 120. It is designed to promote the development of clarity and completeness in students’ oral and written expression by massive amounts of extensive reading. Students will carry out a written research project related to a theme of their own choosing. The project will bring together data collected through library research and interviews. Discussion and small group work will play an important role. Nine class hours. Course offered Fall and Spring. Prerequisite: ESL 100 and ESL 120 with a grade of C or better; or placement at a low advanced level on proficiency test; or permission of program coordinator.

ESL 138 English for Speakers of Other Languages: Pronunciation 2 Credits

Awareness-raising of major pronunciation difficulties encountered by non-native speakers of English with opportunities for individual and group practice of specific aspects which hinder communication. Two class hours. Course offered Spring only. Prerequisite: Placement at high intermediate level on proficiency tests, or permission of program coordinator.

ESL 145 English for Speakers of Other Languages - Multi-Skills II 4 Credits

A course at the higher level, that stresses the development of all skills, with particular emphasis on reading and writing. Instruction in a class and workshop setting, with special attention to individual needs. Placement at low-advanced level on proficiency tests required. Subsequent enrollment in ESL courses is determined by instructor recommendation or by testing. Five class hours; offered evenings only. Course offered Fall only. Prerequisite: ESL 125 with a grade of C or better; or placement at low-advanced level on proficiency test; or permission of Program Coordinator.

ESL 158 English for Speakers of Other Languages: Oral Communication 3 Credits

A course emphasizing the skills needed for effective communication in social and academic settings. Students will improve listening skills and oral fluency through discussion, role play, interviews, oral presentations, and aural activities using various media. Four class hours including class and small group instruction. Course offered Fall and Spring. Prerequisite: Placement at the low advanced level on proficiency tests, or permission of program coordinator.

ESL 178 Grammar In Writing 2 Credits

This course is designed to promote the development of grammatical accuracy through reading, writing, discussions, and formal instruction. Students will paragraph, summarize, and analyze academic material and focus on revising and editing their writing for correctness. They will also improve their fluency and their ability to identify grammatical errors through daily in-class journaling. Three class hours. Course offered Fall and Spring. Prerequisite(s): Grade of C or higher in ESL 130 or ESL 145, or placement ad advanced level on proficiency test, or permission of program coordinator; ESL 201 taken concurrently or previously completed.

ESL 201 English for Speakers of Other Languages - Advanced II: Reading/ Writing - WR 4 Credits

This course emphasizes the continuing development of reading and writing through the process approach. It includes informal writing, paraphrasing, summarizing, as well as essay writing. Students will focus on revising their writing and editing for correctness. Five class hours. Course offered Fall and Spring. Prerequisite: ESL 130 or ESL 145 with a grade of C or better; or placement at Advanced Level on Proficiency Tests; or permission of program coordinator.

ESL 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

FPT - Fire Protection Technology

FPT 101 Fire Behavior and Combustion 3 Credits

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Topics include the basic principles of fire chemistry; the properties of solids, liquids, and gasses; the process of fire combustion; and fire behavior. Three class hours. Course offered Fall only.

FPT 102 Fire Prevention and Inspection 3 Credits

The fundamental requirements of fire prevention. This course emphasizes the laws applied to fire prevention, including federal fire safety requirements for industry and commerce, solving technical problems encountered, recognition of hazards, prevention of fires and inspection techniques. Special attention is applied to life safety from fire in the home, school, public assembly, and all other places where people are assembled and endangered by fire. Three class hours. Course offered Fall only.

FPT 103 Building Materials and Construction 3 Credits

Fundamentals of building construction methods and materials of construction. The approach is to study the stability of buildings and materials under fire conditions. The emphasis is upon safety under fire conditions and the technology of limiting fire spread in new and existing buildings. Three class hours. Course offered Fall and Spring.

FPT 105 History of the Fire Service 3 Credits

This course examines the historical evolution of the American fire service. The fire service has its roots in ancient Roman and European societies and has been shaped in the United States by historical fire events, improvement in equipment and technology, and notable leaders and innovators. An understanding of how it developed provides insight into its current structure, operation, and culture. Three class hours. Course offered Spring only.

FPT 107 Introduction to the New York State Building Code 3 Credits

A course to acquaint the student with the New York State Uniform Fire Prevention and Building Construction Code and supporting reference standards. Students will be presented an overview of the code and will be able to confidently research design and modification issues pertaining to new construction, new use, remodeling, renovations, alterations, and repairs to buildings using the current New York State Building Construction Code. Three class hours. Course offered Fall only.
FPT 111 Firefighter I 5 Credits
This course gives the firefighter the basic skills and education to work safely and effectively as a member of a fire fighting team. Topics include fire behavior, safety practices, use of self-contained breathing apparatus, personal protective equipment, use of fire-fighting appliances, hazardous materials first response at the operations level, and working as part of a fire-fighting team. Five class hours. Course offered Fall and Spring.

FPT 113 Firefighter II 2 Credits
This 30 hours of advanced fire fighting is specifically designed to provide structural firefighters with the higher level of skills and knowledge required to handle fires in commercial, residential and institutional properties. Both hands-on use of fire training simulators and classroom presentations will be provided to the students. The classroom presentation will familiarize students with building construction, fire service hydraulics, chemistry of fire, foam systems, fire detection, and tactical considerations in suppression. The hands-on application will consist of conducting advanced rescue techniques, room and content fire suppression in commercial and residential environments, application of fire fighting foams, and sprinkler system application. Students will also be presented with flashover simulations and re-ignition of fires. Two class hours. Course offered Fall and Spring. Prerequisite: FPT 111

FPT 120 International and Domestic Terrorism 3 Credits
A course designed to acquaint the student with the major issues in the growing threat of global terrorism. The student will be presented an overview of the history and development of terrorism, types of terrorism, terrorist groups, psychology of terrorism, structure and dynamics of terrorist groups, techniques, financing of terrorism, the media and terrorism, legal issues, and terrorism of the future. Three class hours. Course offered Fall and Spring.

FPT 130 Basic ARFF Class 2.5 Credits
This Basic Aircraft Rescue and Fighting (ARFF) class is specifically designed to provide new airport firefighters with the basic skills and knowledge required to handle aircraft crashes and conduct fire suppression operations as they relate to rescue and fire extinguishment. Both hands-on use of the aircraft fire training simulators and classroom presentations will be provided to the students. The classroom presentation will provide familiarization of chemistry of fire, fire extinguishing agents, the Incident Management System (IMS), airport familiarization, aircraft types and familiarization, hazardous materials and cargo handling, and pre-incident planning/post incident operations. The skills application session will consist of conducting advanced rescue techniques, fire suppression operations in an aviation environment, application of firefighting foams on flammable liquids, and specialized apparatus and equipment operations. Forty class hours. Course offered Fall and Spring.

FPT 135 Aircraft Fuel Spill Fire Fighting .5 Credits
This course provides firefighters with the knowledge and skills to extinguish aircraft fuel spill fires, utilizing both classroom and live-fire extinguishment simulation. This course exceeds FAR 139 annual requirements for live fire training. Must have firefighter certification. Eight class hours. Course offered Fall and Spring.

FPT 136 Specialized Aircraft Fire Fighting .5 Credits
This course provides firefighters with the knowledge and skills to extinguish specialized aircraft fires, including fires in the cockpit, cabin, lavatory, engine, and brakes. This course utilizes both classroom and live-fire extinguishment simulation. This course exceeds FAR 139 annual requirements for live fire training. Must have firefighter certification. Eight class hours. Course offered Fall and Spring.

FPT 137 Specialized Aircraft and Fuel Spill Firefighting .5 Credits
Utilizing a mixture of classroom instruction and live fire training scenarios, this course provides ARFF firefighters with the knowledge and skills required for annual FAA Part 139 training. Both Spill and specialized aircraft system fires are extinguished utilizing vehicle turrets and hand lines. Eight instruction hours. Course offered Fall and Spring. Prerequisite: FPT 113 or equivalent

FPT 138 Fire Service Strategy and Tactics 3 Credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Three class hours. Course offered Spring only. Prerequisite: FPT 101.

FPT 141 Firefighter Core Competencies Update and Refresher I 2 Credits
This course is part of a four-course sequence which provides a systematic course of study to assist firefighters to maintain their proficiency in core competencies and knowledge. It also provides a means to integrate technological advances in the various disciplines involved in firefighting with the student’s existing knowledge and skills. Completion of the four-course sequence meets requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Spring only. Prerequisite: FPT 113 or equivalent

FPT 142 Firefighter Core Competencies Update and Refresher II 2 Credits
This course is one of four courses which, taken together, provides a systematic plan of study to assist firefighters to maintain their proficiency in core competencies and knowledge. Successful completion of the four courses meets the requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Summer only. Prerequisite: FPT 113 or equivalent

FPT 143 Firefighter Core Competencies Update and Refresher III 2 Credits
This course is one of four courses which, taken together, provides a systematic plan of study to assist firefighters to maintain their proficiency in core competencies and knowledge. Successful completion of the four courses meets the requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Fall only. Prerequisite: FPT 113 or equivalent

FPT 144 Firefighter Core Competencies Update and Refresher IV 2 Credits
This course is part of a four-course sequence which provides a systematic plan of study to assist firefighters to maintain their proficiency in core competencies and knowledge. Completion of the four-course sequence meets requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Fall and Spring. Prerequisite: FPT 113 or equivalent

FPT 204 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 211 Fire Investigation: Cause and Origin 3 Credits
This course in fire investigation is presented. The means to identify the origin and cause of a fire, properly conduct a fire scene investigation, and understand arson laws are emphasized. Topics include fire behavior, determining point of origin, ignition sources, fire scene investigation, and legal aspects of the discipline. Three class hours. Course offered Fall only. Prerequisite: PST 146 or permission of instructor.

FPT 212 Fire Service Hydraulics 3 Credits
This course is a theoretical study to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems. The student can expect to apply the application of math and physics to the movement of water in fire suppression activities; analyze the community fire flow demand criteria; and demonstrate understanding of hydraulics, water characteristics, fluid pressure, hydrostatics, hydromechanics, nozzle reaction, nozzle pressure, water distribution systems, sprinkler and standpipe systems, determination of required fire flow, fire service pump design, friction loss calculations, pump discharge pressures, parallel lines, Wye’d lines, aerial stream calculations, fire streams, and the four hydraulic laws of friction loss. Three class hours. Course offered Spring only. Prerequisite(s): MTH 150 or higher, FPT 101, FPT 102, FPT 103, FPT 105.

FPT 213 Fire Service Pump Design 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 214 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 215 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 216 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 217 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 218 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 219 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 220 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 221 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.

FPT 222 Fire Service Hydraulics 3 Credits
This course is designed to provide to firefighters an understanding of the application of math and physics to the movement of water in fire protection and to maintain their proficiency in core competencies and knowledge. The student will be presented a broad study of the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Four class hours. Course offered Fall and Spring. Prerequisite: FPT 101 or permission of instructor.
FPT 213  Automatic Sprinkler and Standpipe Systems  3 Credits
Basic principles of the design, operation and maintenance of the various types of fire protection systems. Includes automatic sprinkler systems, standpipes, fire and smoke detection systems, and explosion suppression systems. Three class hours. Course offered Spring only.

FPT 215  Hazardous Materials Technician  3 Credits
This course prepares emergency response personnel to effectively and safely respond to hazardous materials incidents. Focuses include chemistry and toxicology of hazardous materials; the dangerous properties of chemicals; the use of detection instruments, confinement and containment procedures, including hands-on application; incident management and safety procedures; decontamination; and the selection and use of chemical protective clothing with hands-on practice. This course meets the training requirements of OSHA 1910.120 for the Hazardous Materials Technician. Three class hours. Course offered Fall only.

FPT 216  Fire Service Instructor I  3 Credits
This course will prepare students to meet the requirements of a Fire Service Instructor, in accordance with NFPA 1041, "The Standard for Fire Service Instructor Professional Qualifications" 2012 Edition. Topics covered include: characteristics of an effective fire instructor, oral communications, adapting lesson plans, writing performance objectives, use of audio and other training aids, common classroom settings and arrangements, various testing instruments to evaluate teaching and learning efficiency, and meeting record keeping requirements. Students who successfully meet all the requirements of this course will be eligible to test national certification in Fire Service Instructor I. Three class hours. Course offered Fall only. Prerequisite(s): ENG 101, FPT 101, FPT 102, FPT 103, FPT 105 or permission of instructor.

FPT 220  Fire Officer I  1.5 Credits
This course is designed to assist the new and prospective fire officer in developing the necessary skills to effectively lead and manage a fire department in today’s rapidly changing environment. Topics covered include leadership and management, responsibilities of the company officer, political and legal issues facing the fire service, incident management, fire service organization, health and safety issues, emergency responses, and strategy and tactics. Twenty-seven class hours. Course offered Fall and Spring.

FPT 230  Advanced Aircraft Rescue Firefighting  2.5 Credits
This class is designed to enhance the skills of the basic ARFF Firefighter. This training will place the firefighter above the minimum requirements and provide multi-faceted skills required to meet aviation fire protection demands. An extensive use of the aircraft fire training simulators and classroom presentations will be provided.

FRE 101  Elementary French I  3 Credits
Designed for students with no previous experience in the language with focus on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. FRE 111 is strongly recommended for oral fluency, especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring. Prerequisite(s): ENG 101, or one year of high school French.

FRE 103  Intermediate French I  3 Credits
Communication skills in French for students with limited experience in the language. Cultural topics are included in the development of practical language skills of listening comprehension, speaking, reading and writing. A companion course, FRE 113 is strongly recommended for improving oral fluency, especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring. Prerequisite: FRE 102 or two years high school French or equivalent.

FRE 104  Intermediate French II  3 Credits
Continuation of FRE 103 with an emphasis on the development of linguistic skills and cultural understanding for students with some competency in the language. The companion course FRE 114 is strongly recommended for improving oral fluency, especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring. Prerequisite: FRE 103 or three years of high school French or equivalent.

FRE 111  Elementary French Conversation I  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation. Strongly recommended as a companion course to FRE 101 especially for students transferring to four-year institutions. Two class hours. Course offered Fall and Spring. Corequisite: FRE 101, or some previous study of French.

FRE 114  Intermediate French Conversation II  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Course offered Fall and Spring. Prerequisite: FRE 104 taken concurrently, or one year high school language, or FRE 101.

FRE 205  Contemporary French Conversation I  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Course offered Fall and Spring. Prerequisite: FRE 104 taken concurrently, or three years high school language, or FRE 102.

FRE 206  Intermediate French Conversation II  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Course offered Fall and Spring. Prerequisite: FRE 106 taken concurrently, or two years high school language, or FRE 103.
FRE 206 Contemporary French Conversation II 3 Credits
Continuation of FRE 205. Three class hours. Course offered Fall and Spring. Prerequisite: FRE 205 or equivalent.

FRE 207 Cinema for French Conversation 3 Credits
In this course, students will improve their French conversational skills through the discussion of films in French. Student presentations will help the student improve their public speaking skills. In addition, the students will improve their listening comprehension through exposure to native speech. The films will introduce students to culture, some history, vernacular speech and regional accents. This course offers a new and different vision of language learning and use. The films serve as a catalyst for thought provoking cultural and linguistic examination. This offers the students the ability to express themselves and to expose themselves to the diversity of cultures in the many French speaking countries. The students will broaden their knowledge and analyze, compare and enrich their vocabulary and hone their analytic and critical thinking skills through their enhancement, solidification of the acknowledge of the language, and its variety of uses. Three class hours. (SUNY-FL) Course offered Fall and Spring. Prerequisite: FRE 104, or excellence in High School French 5, or the equivalent, or permission of the instructor.

FRE 221 Francophone Culture On Location 3 Credits
This course is designed to provide the opportunity to see and experience the richness of a French speaking country through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation, and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be built. Students will learn techniques and ingredient selection for preparing healthy classical and modern cuisine, as well as how to analyze and modify the nutrient content of recipes. One class hour, four laboratory hours. Course offered Fall and Spring.

FSA 103 Culinary Arts I: Fundamentals of Food Preparation 5 Credits
The course covers instruction in the foundations of culinary arts, including food theory, demonstrations and hands-on cooking. Students will engage in various food preparation techniques and will sample their culinary creations. Eight class/laboratory hours per week for one semester. Course offered Fall and Spring. Co-requisite: FSA 108

FSA 106 Food Safety and Sanitation 1 Credit
Basic sanitation principles, ways to apply the principles in practical situations, and methods for training and motivating food service personnel to follow good sanitation practices. Certification is awarded by the National Education Foundation of the National Restaurant Association upon successful completion of the national examination. One class hour. Course offered Fall and Spring.

FSA 107 Menu Planning 3 Credits
A hands-on approach to planning, creating, and maintaining effective menus. Discussions include menu items and placement, food costing and creative menu designs for visual appeal. Menu planning and design software may be utilized. Three class hours. Course offered Fall and Spring. Prerequisite: MCC math placement level 2 or higher, or TRS 092 with a grade of C or higher.

FSA 108 Principles of Healthy Cooking 3 Credits
Through this combination lecture and hands-on laboratory course, students will become familiar with basic nutrition principles upon which healthy menus can be built. Students will learn techniques and ingredient selection for preparing healthy classical and modern cuisine, as well as how to analyze and modify the nutrient content of recipes. One class hour, four laboratory hours. Course offered Fall only.

FSA 110 Principles of Baking-Bread Products and Cookie Doughs 3 Credits
This course covers instruction in the foundations of baking including theory, demonstrations and hands-on cooking. Students will engage in various bread and cookie preparation techniques including quick breads, yeast breads, enriched and laminated doughs, as well as a variety of cookie mixing methods. They will sample and critique their culinary work. One class hour, four laboratory hours. Course offered Fall only.

FSA 111 Principles of Baking-Pastries and Confections Products 3 Credits
This course covers instruction in the foundations of baking and confectionery, including theory, demonstrations and hands-on cooking. Students will explore various pastry preparation and cooking techniques, as well as a variety of confections, pies, tarts, syrups, icings, sauces, custards, creams, and chocolates. They will sample and critique their culinary work. One class hour, four laboratory hours. Course offered Spring only.

FSA 117 Basic Consumer Nutrition 3 Credits
A lecture course that will present information on nutrients and their use by the body. Topics include digestion, usage of nutrients, consequences of nutrient deficiencies or excesses, energy production and analysis of individual diets. Current research is integrated into the course. Depending on program requirements, this course can meet both Food Service (FSA 117) or Natural Science (BIO 117) elective or course requirement. A student may earn credit for BIO 117 or FSA 117, but cannot earn credit for both courses because they are equivalent courses. This course fulfills the MCC requirement for a natural science elective. Three class hours. Course offered Fall and Spring.

FSA 203 Culinary Arts II: Advanced Food Preparation 5 Credits
A laboratory class in which the students supervise and run "The-Heart-of-the-House" commercial kitchen. Opportunities to practice "Back-of-the-House" management skills and menu development is employed here. The students will rotate job responsibilities between two kitchens to ensure familiarity of every facet of the operation and produce food for real diners. Ten laboratory hours. Course offered Fall and Spring. Prerequisites: FSA 103 with a grade of C or better and FSA 108 with a grade of C or better, or permission of the instructor.

FSA 205 Purchasing, Storage and Handling 3 Credits
A survey of the wide range of purchasing principles to include selection and procurement, specifications, and standard units of purchase. Discussion will include standard bid methods, government regulations, and evaluation of new technology as it impacts the purchase function. The processes of receiving, storing and issuing will also be addressed. Three class hours. Course offered Fall and Spring.

FSA 207 Equipment Facilities - Layout and Specification 3 Credits
This course evaluates different food service facilities regarding design and layout needs, reviewing layouts in operating food service facilities and suggesting innovative ways of utilizing space to its fullest potential. Three class hours. Course offered Fall and Spring.
FSA 208  Medical Nutrition Therapy  3 Credits
This course examines the role nutrition plays throughout the life cycle, as well as in the treatment of illness and degenerative disease. Dietary modifications for the management of heart disease, diabetes, cancer, and other diseases will be covered. Students will practice designing specialized menus to meet clients special dietary needs. Menu analysis using nutritional software is also included. A visit to a health care or community nutrition site provides students with the opportunity to see course content applied in the real world. Three class hours. Course offered Fall and Spring.
Prerequisite: FSA/BIO 117 or permission of department.

FSA 299  Bar Management  3 Credits
An overview of the entire beverage industry, including alcoholic and nonalcoholic beverages, is provided. Discussions to include the study of beverage operations and their laws. Purchasing, storage, handling, pricing, as well as service techniques are covered. Three class hours. Course offered Spring only.

FSA 230  International Cuisine: Advanced Food Prep  3 Credits
A hands-on laboratory experience to provide students the opportunity to operate a successful food service operation based on the preparation and service of dishes that represent a variety of the world’s cultures. Students will work in teams to research specific regions, develop appropriate production methods, and market and produce an authentic prix fixe menu to serve to the college community and the public. One class hour, four lab hours. Course offered Fall only.
FSA 103 with a grade of C or better and FSA 106 with a grade of C or better, or permission of department

FSA 290  Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

GEG - Geography

GEG 100  Physical Geography I Laboratory  1 Credit
Physical Geography I Lab explores the hands-on, practical applications of basic knowledge gained in the companion course, GEG 101 Physical Geography I. Exercises involve use of maps, atlases, and scientific equipment to observe, measure, and analyze the spatial significance of natural phenomena on and near Earth’s surface.
NOTE: This course only meets SUNY General Education Natural Science requirements when both GEG 100 and GEG 101 are successfully completed. This course fulfills the MCC requirement for a natural science elective.
Three laboratory hours. (SUNY-NS) Course offered Fall and Spring.
Corequisite with GEG 101 Physical Geography.

GEG 101  Physical Geography I  3 Credits
Physical Geography is the science concerned with the spatial aspects and interactions of the physical elements and processes that make up the environment. GEG 101 is an introductory course presented through two of Earth’s major spheres: the atmosphere and hydrosphere. Topics include Earth/Sun relations, Earth’s energy budget, atmospheric temperature, moisture and precipitation, winds, weather, climate, and Earth’s water.
NOTE: Students who successfully complete GEG 101 may, with the addition of GEG 100 Physical Geography I Laboratory, complete the requirement for SUNY Natural Science General Education. GEG 100 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both GEG 101 and GEG 100 are successfully completed. This course fulfills the MCC requirement for a natural science elective. Three class hours. (SUNY-NS) Course offered Fall and Spring.

GEG 102  Human Geography  3 Credits
Human geography is the spatial analysis of human populations, their cultures, their activities and behaviors, and their relationship with, and impact on, the physical landscapes they occupy. As an introductory survey course, GEG 102 is presented through three major themes: Cultural geography, population geography, and political geography. Topics include cultural evolution, popular and folk culture, cemeteries, languages, religions, demographics, overpopulation, migration, nationalism, and international political systems. This course fulfills the MCC requirement for a social science elective. Three class hours. This is a social science/other world civilizations course. (SUNY-SS/OWC) Course offered Fall and Spring.

GEG 103  Extreme Weather Lab - GR  1 Credit
Extreme Weather Lab explores the hands-on, practical applications of basic knowledge gained in the companion course, GEG 104 Weather and Climate. Exercises involve use of maps, atlases, weather maps and charts, radar and satellite data, observational weather data and measure, and using the above mentioned for creating an operational weather forecast. This course fulfills the MCC requirement for a natural science elective. Three lab hours. (SUNY-NS)
This course only meets SUNY General Education Natural Science requirements when both GEG 103 and GEG 104 are successfully completed (SUNY-NS). Course offered Fall and Spring.
Prerequisite or co-requisite: GEG 104.

GEG 104  Extreme Weather (formerly Weather and Climate)  3 Credits
Weather is the scientific study of atmospheric processes and patterns, and their impact on human activities. This introductory meteorology course examines the collection and analysis of meteorological data at local, regional, and global scales. Topics include heat, moisture, and wind dynamics of the atmosphere; application of satellite and radar data; development and impact of thunderstorms, tornadoes and hurricanes; weather analysis and forecasting. Three class hours. This course fulfills the MCC requirement for a natural science elective.
NOTE: Students who successfully complete GEG 104 may, with the addition of GEG 103 Extreme Weather Laboratory, complete the requirement for SUNY Natural Science General Education. GEG 103 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both GEG 103 and GEG 104 are successfully completed. (SUNY-NS) Course offered Fall and Spring.

GEG 111  Physical Geography II  3 Credits
Physical Geography II is the study of spatial patterns and natural processes on Earth. As an introductory course, GEG 111 explores where and why plants, animals, and landforms occur where they do. Students will develop a better understanding of the natural environment and our role within it. Key topics include maps and map making, plants and animals (biogeography), as well as landforms (geomorphology) caused by volcanoes, earthquakes, glaciers, and rivers. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-NS) Course offered Spring only.

GEG 110  Physical Geography II Lab  1 Credit
Physical Geography II Lab explores the hands-on, practical applications of basic knowledge gained in the companion course, Physical Geography II (GEG-111). Exercises involve use of maps, atlases, GPS units, and other geographic tools to observe, measure, and analyze the spatial significance of Earth’s plants, animals, and landforms. This course fulfills the MCC requirement for a natural science elective. Three lab hours. (SUNY-NS)
NOTE: This course only meets SUNY General Education Natural Science requirements when both GEG 110 and GEG 111 are successfully completed. (SUNY-NS) Course offered Spring only.
Corequisite of Physical Geography II (GEG-111). Students that take GEG 110 are required to be taking or have taken GEG 111.

www.monroecc.edu/go/courses
**GEG 130**  
Digital Earth, 3 Credits  
Introductory geospatial skills will be covered, including geography, as well as hands on use of Geographical Information Systems (GIS), GPS, and remote sensing. Topics such as sustainability, renewable energy, and the economy will be integrated into the course through the use of GIS. One project will provide students the opportunity to use geospatial technology and real data to create original maps that begin to provide a solution to a real world problem. Prior computer knowledge such as creating, saving, deleting, and locating files on a PC, as well as preparing and printing Microsoft Word documents, using Microsoft Excel spreadsheets, creating Microsoft PowerPoint slides, using e-mail and the Internet will be required to be successful in this course. A sustainability elective (GR). This is a lab course. This course fulfills the MCC requirement for a natural science elective. Two class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.

**GEG 133**  
Introduction to Remote Sensing, 3 Credits  
Introduction to the fundamentals of Geospatial Technology, with a focus on remote sensing but also including Geographic Information Systems (GIS), global positioning system (GPS), cartography, and spatial analysis. Students will be guided through a series of lectures and hands on computer based exercises. An end of a semester project will allow students to work on a project of their own design. Course material used are based upon the United States Department of Labor’s Geospatial Technology Competency Model (GCTM) for entry level geospatial occupations including Geospatial or GIS Technicians or Technologists. Prior computer knowledge or GIS experience will be required to be successful in this course. This course fulfills the MCC requirement for a Natural Science elective and a sustainability elective (GR). Two class hours, two laboratory hours. Course offered Fall and Spring.

**GEG 135**  
Business GIS, 3 Credits  
Business Geography integrates geographic analysis, human relationships, reasoning, and technology to improve organizational management and operational decision making. This course introduces the student to the geospatial technology component of business geography. Students will learn about the role of geospatial technology in analyzing human relationships, with an emphasis on social institutions, consumerism, structural inequality, and how these connect to business decisions. Topics such as competitive analysis and customer profiling will be covered by going through case-based and real world examples. Prior computer knowledge such as creating, saving, deleting, and locating files on a PC, as well as preparing and printing Microsoft Word documents, using Microsoft Excel spreadsheets, creating Microsoft PowerPoint slides, using e-mail and the Internet will be required to be successful in this course. This course fulfills the MCC requirement for a social science elective. Three class hours. (SUNY-SS) Course offered Fall and Spring.

**GEG 201**  
Geography of the United States and Canada, 3 Credits  
Physical and human geography of the United States and Canada with emphasis on the demographic, cultural, and economic aspects of individual regions. Three class hours. This course fulfills the MCC requirement for a social science elective. This is not a natural science. (SUNY-SS) Course offered Fall only.

**GEG 203**  
Extreme Climate Laboratory formerly GEG 252, 1 Credit  
Central to understanding the predictions for future global warming is identifying the key components that operate within the climate system. This laboratory is designed to provide students with the tools necessary to understand the science behind global warming. Students will take the role of climate investigators and learn how changes in the climate system are analyzed through the use of simple models. Ultimately students will gain an understanding of how factors that affect climate are used to construct a geographical pattern of future warming on a global scale. This course fulfills the MCC requirement for a natural science elective. NOTE: This course only meets SUNY General Education Natural Science requirements when both GEG 204 and GEG 203 are successfully completed. Three lab hours. (SUNY-NS) Course offered Summer only. 
Prerequisite(s): MTH 098 Elementary Algebra

**GEG 204**  
formerly GEG 253  
Extreme Climate, 3 Credits  
This course offers an interdisciplinary approach to understanding future changes in the Earth’s climate. Students will learn how the Earth’s climate system operates and gain an informed perspective of future global climate change. Topics include measuring changes in greenhouse gases, tools used in modeling and interpreting past climate, ice ages, recent global warming, future climate projections, strategies to potentially slow and stabilize climate change, and the outlook of our future energy use. This course fulfills the MCC requirement for a natural science elective. NOTE: Students who successfully complete GEG 204 may with the addition of GEG 203, complete the requirement for SUNY Natural Science General Education. Three class hours. Course offered Fall and Spring. 
Prerequisite(s): MTH 098 Elementary Algebra

**GEG 209**  
Global Climate Change, 3 Credits  
Geography of our changing climate will be integrated into the course through the use of web-based, interactive geographic information technologies, such as digital maps, charts, and globes combined with digital photographs, video clips, audio, graphics, and animation. Three class hours. This course fulfills the MCC requirement for social science elective. (SUNY-SS) Course offered Fall and Spring.

**GEG 210**  
Geography of United States and Canada, 3 Credits  
Physical and human geography of the United States and Canada with emphasis on the demographic, cultural, and economic aspects of individual regions. Three class hours. This course fulfills the MCC requirement for a social science elective. This is not a natural science. (SUNY-SS) Course offered Fall only.

**GEG 211**  
Economic Geography, 3 Credits  
Economic Geography examines the changing locations and spatial patterns of economic activity. Topics include spatial economic principles of trade, transportation, communications, and corporate organization, regional economic development, and the rise of the geospatial economy. As a survey course, GEG 211 is based on the theme of location theory and presented through the use of web-based, interactive geographic information technologies, such as digital maps, charts, and globes combined with digital photographs, video clips, audio, graphics, and animation. Three class hours. This course fulfills the MCC requirement for social science elective. (SUNY-SS) Course offered Fall and Spring.

**GEG 215**  
Geography of Tourism Destinations, 3 Credits  
Geography of tourism destinations is the analysis of human leisure behavior and its socioeconomic impact, and includes the exploration of major tourism attractions and destinations on Earth. This survey course is presented through two major themes: thematic tourism geography and regional tourism geography. Topics include demand and resources for tourism, climate, transportation, spring-break, cruises, all-inclusive resorts, “sin” and “lifestyle” tourism, Rochester’s tourism development, and an overview of major travel destinations across the globe. Three class hours. This course fulfills the MCC requirement for a social science elective. (SUNY-OWC) Course offered Fall only.

**GEG 218**  
Political Geography, 3 Credits  
Analysis of the geographies and politics of the state, everyday life, political regions, demographics, the emergence of the modern state system, contemporary international relations and ecological issues. Three class hours. This course fulfills the MCC requirement for a social science elective and does not fulfill the natural science elective. Course offered Fall and Spring.

**GEG 220**  
Geography of Genocide, 3 Credits  
Geography of Genocide is the spatial analysis of modern acts of genocide and other crimes against humanity. As a survey course, GEG 220 is presented through four major themes: cultural, economic, physical, and political geography. Major topics include the Ottoman mass murder of Armenians, the Holocaust, Cambodia under the Khmer Rouge, “ethnic cleansing” in the former Yugoslavia, and the genocide in Rwanda. Three class hours. This course fulfills the MCC requirement for a social science elective. (SUNY-OWC) Course offered Fall and Spring.

**GEG 290**  
Independent Study, 3 Credits  
See the Department Chairperson. Course offered Fall and Spring.
GEO - Geology

GEO 101 Physical Geology-GR 4 Credits
This course focuses on the Earth’s composition, features, and processes, including volcanoes, earthquakes, minerals, rocks, glaciers, caves, landslides, rivers, mountain building, and plate tectonics. Two field trips to study local geology are incorporated into lab each semester. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.

GEO 102 Historical Geology 4 Credits
Historical Geology is the study of the history of Earth and life through time. It addresses the Earth’s origin, evolution, changes in the distribution of lands and seas, growth and destruction of mountains, succession of animals and plants through time, and the developmental history of the solar system. Three class hours, three laboratory hours, field trips. (SUNY-NS) Course offered Spring only. Prerequisite: GEO 101 or 131 or permission of instructor.

GEO 103 Great Mysteries of the Earth 3 Credits
This course investigates Earth mysteries to gain an understanding of the differences between science and pseudoscience. The student will learn and use critical thinking skills, logic, and the scientific method of inquiry to better understand allegedly unexplainable phenomena. This course will investigate topics related to the search for extraterrestrial intelligence, extinction events, early engineering structures, plate tectonics, climate concerns, legendary creatures and enigmatic landforms. Three class hours. Course offered Fall and Spring.

GEO 105 Astronomy 3 Credits
An introduction to general astronomy. Topics include: solar system, stellar evolution, galaxies, the universe and constellation identification. Three class hours. NOTE: Students who successfully complete GEO 105 may, with addition of GEO 115, complete the requirement of SUNY Natural Science General Education. GEO 115 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both GEO 115 and GEO 105 are successfully completed. (SUNY-NS) Course offered Fall and Spring.

GEO 106 Introduction to Oceanography 3 Credits
An introductory course which will survey ocean sciences. Geological, chemical, physical, and biological processes and interrelationships will be examined. Three class hours. Course offered Fall and Spring.

GEO 108 Dangerous Earth (formerly GEO 137) 3 Credits
An introduction to the destructive power of natural hazards such as earthquakes, volcanos, hurricanes, tornadoes and related phenomena. The origin and occurrence of such hazards will be examined. Recent disasters as well as catastrophic events in the Earth’s past will be utilized as case studies. Methods of prediction and strategies for minimizing loss of life and property will be emphasized. Three class hours. Course offered Fall and Spring.

GEO 115 Introductory Astronomy Laboratory 1 Credit
This course explores the hands-on, practical applications of basic knowledge gained in the companion course, GEO 105. Exercises involve use of telescopes, observation of stars and constellations, stellar spectra, Hubble red-shift, astrophotography, and computer based exercises. Three laboratory hours. NOTE: This course only meets SUNY General Education Natural Science requirements when both GEO 105 and GEO 115 are successfully completed. (SUNY-NS) Course offered Fall and Spring. Co-requisite: GEO 105

GEO 116 Special Topics in Geosciences 1-3 Credits
This course is designed to address specific topics of interest in the geosciences. Examples of potential course offerings could include volcanology, mineralogy, climate change, or the study of a particular geographic region. Topics may change from semester to semester based on faculty and student interest. Primarily lecture format, but field experiences may be included. Variable class hours. Course offered Fall and Spring.

GEO 118 Dangerous Earth (formerly GEO 137) 3 Credits
A detailed study of the various invertebrate groups important as fossils with emphasis on their major characteristics and evolutionary trends. Insight will be gained into how fossils are indispensable as indicators of geologic time and past environments. Fall semester only. Three class hours, three laboratory hours, field trips. Course offered Fall and Spring. Prerequisites: GEO 101 and GEO 115 or permission of instructor.

GEO 120 Invertebrate Paleontology 4 Credits
A detailed study of the various invertebrate groups important as fossils with emphasis on their major characteristics and evolutionary trends. Insight will be gained into how fossils are indispensable as indicators of geologic time and past environments. Fall semester only. Three class hours, three laboratory hours, field trips. Course offered Fall and Spring. Prerequisites: GEO 101 and GEO 115 or permission of instructor.

GEO 131 Our Changing Earth 3 Credits
A course of study designed for non-science majors to acquaint the student with the wonders and complex workings of our planet. This course will guide the student to an understanding of the infinitely varied landscapes of Earth and the powerful geologic forces of modification at work, leading to a true appreciation of our changing Earth. Three class hours. Course offered Fall only.

GEO 132 Ancient Life 3 Credits
Covers the parade of life on earth from the oldest remains, nearly 3.5 billion years ago, to the emergence of the human species during the Ice Age. The origin of life will be briefly discussed. Emphasis on the evolution of vertebrates, especially dinosaurs. Three class hours. Course offered Fall and Spring.

GEO 137 Geology of the National Parks (formerly GEO 150) 4 Credits
This lecture and laboratory course explores the geological processes and earth history responsible for the development of the iconic landscapes found within the National Parks System, including Arches, Bryce Canyon, Grand Canyon, Great Smokies, Mammoth Cave, Shenandoah, Yellowstone, Yosemite, Zion National Parks, and others. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring. Prerequisite: GEO 101 or GEO 131 or permission of instructor.

GEO 200 Environmental Geology 4 Credits
This lecture and laboratory course will center around an in-depth discussion about the environment as related to resources, wastes, pollution, and geologic hazards. The consequences of use and misuse of our geologic environment will be stressed and explored in more depth in weekly laboratories. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring. Prerequisites: GEO 101 and CHE 100 or permission of the instructor.

GEO 202 Geology of New York State 4 Credits
A course of study designed for non-science majors to acquaint the student with the wonders and complex workings of our state. This course will guide the student to an understanding of the infinitely varied landscapes of New York and the powerful geologic forces of modification at work, leading to a true appreciation of our changing New York. Three class hours. Course offered Fall and Spring. Prerequisite: GEO 101 or GEO 131.
GEO 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

GEO 295  Field Studies in the Geosciences  Variable Credit
This course is designed for students who wish to study a specific geologic or geographic topic or locality in a focused, hands-on, field setting. A significant portion of the course work is completed in the field at a local or distant location depending upon the title and focus of the course for a given semester. Students will make field observations, create sketches, record data, and construct a field notebook detailing all aspects of their field experience. The course title will have a sub-title attached to it for any given semester identifying the field setting for that semester. Two examples include “Field Studies in the Geosciences/Volcanic Landscapes of the Western US” or “Field Studies in the Geosciences/Geologic History of the Pacific Northwest”. Additional fees may apply for travel, lodging, food, and other field expenses may apply. Credit hours are variable depending upon the field experience offered. [SUNY-NS] Course offered Spring only.
Prerequisites: One Geology or Geography class preferred; permission of the instructor(s) required.

GER - German/Foreign Language

GER 101  Elementary German I  3 Credits
Designed for students with no previous experience in the language. Focuses on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. GER 111 is strongly recommended for oral fluency especially for students transferring to four-year institutions. Three class hours. [SUNY-FL] Course offered Fall and Spring.

GER 102  Elementary German II  3 Credits
Continuation of GER 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of German culture. Three class hours. [SUNY-FL] Course offered Fall and Spring.
Prerequisite: GER 101 or one year high school German or equivalent.

GER 103  Intermediate German I  3 Credits
Fundamentals of German for students with limited experience in the language. Cultural topics are included in the study of grammar and structure. Three class hours. [SUNY-FL] Course offered Fall and Spring.
Prerequisite: GER 102 or two years high school German or equivalent.

GER 111  Elementary German Conversation I  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Co-requisite: GER 101, or some previous study of German. Course offered Fall and Spring.

GER 221  Germanic Culture on Location  3 Credits
This course is designed to provide the opportunity to see and experience the richness of a German-speaking country through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Three class hours; a total of 35 experiential hours. Offered Intersession, Spring and Summer Semesters.

GLF - Golf Management

GLF 115  Introduction to Golf Management  3 Credits
This course is designed to provide the student with an understanding of the golf industry. It also provides the student with an understanding of the etiquette, definitions and rules that govern the game of golf. Three class hours. Course offered Fall and Spring.

GLF 126  Introduction to Golf Equipment  3 Credits
This course is designed to provide the student with an understanding of the characteristics and design of modern golf equipment. The student will study different fitting techniques and perform basic club repair functions. Three class hours. Course offered Fall and Spring.

GLF 122  Golf Fundamentals and Methods  3 Credits
This course is designed to provide the student with the elements required for the development of a good golf swing, a detailed study in advanced short game and putting techniques, and with verbal and physical skills related to teaching the game of golf. Three class hours. Course offered Fall only.

GLF 130  Golf Course Maintenance  3 Credits
This course is designed to provide the student with an understanding of the maintenance operations of golf courses and with an understanding of the equipment needed to operate a golf course. Three class hours. Course offered Fall only.

GLF 136  Golf Shop Policies and Services  3 Credits
The purpose of this course is to provide the student with an overview of the day to day operation of a golf facility. It will include the purpose for and development of policies and procedures for operating a golf facility. Job responsibilities and management strategies will be explored, as well as the planning, organization, and implementation of golf events. Three class hours. Course offered Fall and Spring.

GLF 140  Introduction to Golf Science  3 Credits
This course will provide the basic information on the structure and function of the human body as it is applied in the golf swing. It will also provide the basic science used in the research and development of the implements and objects used in the game. That information combined will provide the student with the ability to qualitatively evaluate the swinging of the golf club. Basic Computer and Internet skills are required. Three class hours. Course offered Spring only.

GLF 120  Golf Shop Operation  3 Credits
This course is designed to provide the student with an understanding of the operation of a golf shop. It will address the services that may be provided by the golf professional for the members/customers. The following topics will be covered: driving range operation, lesson programs, merchandising, and other revenue producing strategies. Three class hours. Course offered Fall and Spring.

GLF 118  Golf Shop Operation  3 Credits
This course is designed to provide the student with an understanding of the operation of a golf shop. It will address the services that may be provided by the golf professional for the members/customers. The following topics will be covered: driving range operation, lesson programs, merchandising, and other revenue producing strategies. Three class hours. Course offered Fall and Spring.

GLF 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

www.monroecc.edu/go/courses
HBR - Hebrew/Foreign Language

HBR 101 Elementary Modern Hebrew I 3 Credits
Designed for students with little or no previous experience in the language. Focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Hebrew writing system for basic reading and writing of simple sentences and short paragraphs. Hebrew letters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations using modern Hebrew as it is spoken in Israel today. Students will also learn Israeli customs, traditions and culture. Student participation, group discussion and the use of digital media are essential elements of the course. Three class hours. (SUNY-FL) Course offered Fall and Spring.

HBR 102 Elementary Modern Hebrew II 3 Credits
Continuation of HBR 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of the Israeli and Jewish cultures. Three class hours. (SUNY-FL) Course offered Fall and Spring.

HBR 221 Israeli Culture on Location 3 Credits
This course is designed to provide the opportunity to see and experience the history and culture of Israel through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to, or during, the trip will focus on topics that will help the student to prepare for and enjoy the experience. Meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Ten class hours, thirty-five experiential hours. Offered during Intersession, Spring and Summer Semesters.

HED - Health Education

HED 101 Cardiopulmonary Resuscitation and Care 1 Credit
This course emphasizes how to recognize and care for breathing and cardiac emergencies for adults, children and infants, heart disease and injury prevention, two rescuer CPR, use of resuscitation mask and valve, and identifying and caring for life-threatening bleeding. The student will be eligible for American Red Cross Certification in Basic Life Support. American Red Cross Administrative Fee. Eight week course. Course offered Fall and Spring.

HED 108 Health, Family and Society 2 Credits
The focus of the course is to understand the societal influences and apply the concepts of wellness and holistic health within our families. Specific issues will include multiple dimensions of health, prevention of lifestyle diseases, and exploring choices that promote family and individual health and wellness. Two class hours. Course offered Fall and Spring.

HED 110 Disease Prevention and Healthy Lifestyles 2 Credits
This course is designed to identify factors that contribute to the most common lifestyle diseases (cardiovascular disease, cancer, stroke, diabetes, chronic lung diseases, osteoporosis, anxiety and depression), and common infectious diseases (influenza, STI and HIV). Health promotion and disease prevention measures will be discussed with focus on nutrition, physical activity, emotional wellness, stress management, personal choices and behavior. Two class hours. Course offered Fall and Spring.

HED 114 Health and Safety in the Workplace 2 Credits
This course emphasizes the key areas of safety, accident prevention and mitigation. Safety topics explored include home, fire, motor vehicle, occupational, recreational, school, natural and man-made disasters. Emergency care procedures are presented and students will demonstrate competency in recognition and care for breathing emergencies for adults, children, infants, one and two rescuer CPR, use of resuscitation mask, bag, valve, Automated External Defibrillator (AED), identifying and caring for life-threatening bleeding, sudden illness, and injuries. The student will receive American Red Cross Certification in Basic Life Support and First Aid. Three class hours. Course offered Fall and Spring.

HED 115 Death and Dying 3 Credits
A study of the dying process, death, ceremonies and rituals in many cultures. Deals with issues of loss experiences, the fear of death, understanding reactions to death, near-death experiences, euthanasia, suicide, and current practices and trends in the care and treatment of the terminally ill. Three class hours. Course offered Fall and Spring.

HED 116 Issues in Child Development and Health 3 Credits
Explores health content areas, defined by the New York State Health Education Department, that affect the physical and emotional health of children. Issues that follow are addressed from an educator’s or caregiver’s perspective: communication skills, family life, keeping kids active, safety education, death, substance use and abuse, school violence, childhood stress, nutrition, mental health and environmental factors. This course will include the opportunity for certification in identifying and reporting suspected child abuse/maltreatment, and Safe Schools Against Violence in Education Legislation. Three class hours. Course offered Fall and Spring.

HED 118 Introduction to Safety and Emergency Care 3 Credits
This course emphasizes the key areas of safety, accident prevention and mitigation. Safety topics explored include home, fire, motor vehicle, occupational, recreational, school, natural and man-made disasters. Emergency care procedures are presented and students will demonstrate competency in recognition and care for breathing emergencies for adults, children, infants, one and two rescuer CPR, use of resuscitation mask, bag, valve, Automated External Defibrillator (AED), identifying and caring for life-threatening bleeding, sudden illness, and injuries. The student will receive American Red Cross Certification in Basic Life Support and First Aid. Three class hours. Course offered Fall and Spring.

HED 130 Foundations of Personal Health and Wellness 3 Credits
This course focuses on your personal responsibility for your health, including lifestyle factors and their relationships to well-being, behaviors, and disease. Health content areas defined by New York State Education Department are explored. Topics include nutrition, personal and community health, communication skills for productive relationships, identifying and reporting suspected child abuse/maltreatment, and Safe Schools Against Violence in Education Legislation Certification. Three class hours. Course offered Fall and Spring.
HED 207  Emotional Wellness  3 Credits
This course is an examination of emotional, spiritual, social and mental wellness. The course will emphasize primary and secondary prevention strategies as they relate to the dimension(s) of health previously mentioned. Topics include Self-Esteem, Self-Efficacy, Empowerment, Happiness, Anger and Anger Management, Relationships, Life Goals, and Self-Actualization. Three class hours. Course offered Fall and Spring.

HED 208  Chronic and Communicable Disease  3 Credits
This course will provide students with an opportunity to develop a basic understanding of the nature and cause of human diseases, disabilities and death, and the educational interventions to prevent or control them. An epidemiologic approach will be used to study selected diseases/conditions. Common infectious diseases (influenza, pneumonia, HIV, STD’s, hepatitis, meningitis, salmonella, childhood diseases), and chronic or lifestyle diseases (heart disease, cancer, stroke, diabetes mellitus, chronic kidney disease, chronic obstructive pulmonary disease, asthma, arthritis, osteoporosis) will be explored. The current United States strategic plan for improving the nation’s health will be reviewed and discussed in conjunction with the diseases/disorders presented. Three class hours. Course offered Fall and Spring. 

HED 209  Drugs and Behavior  3 Credits
This course is designed to inform the student about the issue of chemical dependencies. Basic pharmacology in addition to the biological, psychological and sociological reasons for drug-seeking behavior will be discussed. Topics pertaining to both legal and illegal drug use, abuse and dependency will be covered. This will be accomplished through the use of lectures, videos, class discussions and reaction papers. Three class hours. Course offered Fall and Spring.

HED 210  Complementary, Alternative and Integrative Approaches to Health and Wellness  3 Credits
This course provides an exploration and in-depth study into the field of integrative health care and the most commonly used techniques and therapies within the domain of Complementary and Alternative Medicine (CAM) as categorized by the National Center for Complementary and Alternative Medicine (NCCAM). Learners will gain a sound knowledge base in the therapies/techniques and the ability to identify and use resources that provide accurate and reliable research-based information in order to make informed decisions regarding use of CAM therapies/techniques in addition to traditional western health care measures in their pursuit of health and wellness. Three class hours. Course offered Spring only.

HED 212  Women’s Health and Wellness  3 Credits
This course will focus on health and wellness issues pertinent to women in their young adult years through middle to late adulthood. The conceptual framework based on elements of body, mind and spirit will be used to explore common health and wellness issues (i.e., exercise, nutrition, stress, emotions, relationships, acute and chronic disease). Consumer issues related to women and health will be included. Self-empowerment in relation to health promotion and disease prevention will be stressed. Three class hours. Course offered Fall and Spring.

HIM - Health Information Technology

HIM 100  Introduction to Health Information  3 Credits
Introduction to the health record profession, allied health professionals, historical development of health care field and the present health care delivery system. Introduction to the health information department and its relationship to other hospital departments. Numbering and filing systems, record retention, duplication, and storage considerations are explored. Health care registries are explored. Health information science principles are applied in the laboratory setting. Offered first half of Fall semester only. Three class hours. Course offered Fall only.

HIM 103  Health Care Documentation  3 Credits
Introduction to the development, form, content, and evaluation of the health record. Introduction to hospital admitting department. Introduction to the organization, responsibilities, and committees of the hospital medical staff. Health record principles are applied in the laboratory setting. Offered second half of fall semester only. Three class hours. Course offered Fall only. 

HIM 104  Medical Terminology  3 Credits
A survey of the principles of medical terminology and word elements as a framework for a comprehensive medical vocabulary that can be applied in a professional setting. The course emphasizes methods used in health record documentation. Content includes detailed general and body system terminology, covering approximately 50+ terms per body system, as well as terminology used in pharmacotherapy, medical laboratory testing, and medical diagnosis. Computer programs, internet links, and comprehensive medical dictionaries will be used to enhance understanding of medical terminology. Three class hours. Course offered Fall and Spring.

HIM 105  Medical Transcription  3 Credits
Designed to introduce the student to the knowledge and skills required for medical transcription in a health care facility, utilizing digital dictation and MS Word. Organized and presented according to body systems. Transcription will consist of discharge summaries, operative reports, x-ray reports, histories and physicals, and other assorted medical reports. Use of references emphasized. Two class hours, two laboratory hours. Course offered Spring only. 

Prerequisite:  HIM 104 with a minimum grade of C.

HIM 110  ICD-10 Diagnostic and Procedural Classifications  4 Credits
This course will include the historical development of reimbursement, and emphasize the ICD-10 classification system. Course work will focus on official coding guidelines and use of ICD-10. Additional classifications are briefly studied. Instruction of coding issues by body system will be introduced, and laboratory includes coding exercises and application of coding principles. Three class hours, two laboratory hours. Course offered Spring only.

Prerequisites:  BIO 134, HIM 103 and HIM 104, each with a minimum grade of C, or permission of the instructor.

HIM 111  CPT Procedural Coding System  2 Credits
This course will emphasize the American Medical Association’s Current Procedural Terminology (CPT) coding system. Course work will focus on introductory outpatient coding with emphasis on evaluation and management, and surgery. Coding exercises will reference documentation guidelines and application of coding and reporting guidelines for outpatient services. Two class hours. Course offered Spring only. 

Prerequisite:  HIM 110 with a minimum grade of C, or permission of instructor.

HIM 115  Medical Office Pharmacology  1 Credit
Basic pharmacology terminology and concepts for the medical office professional. Topics include drug terminology, abbreviations, regulatory agencies, drug administration, dosage, effects, and use of drug references. One class hour. Course offered Spring only.  

Prerequisite/corequisite: HIM 104

HIM 204  Health Records in Alternate Care  3 Credits
The course will review trends and changes in the health care delivery system, an introduction to the types of non-hospital health care facilities and respective record keeping requirements, with emphasis on long-term, psychiatric, ambulatory, home care/hospice, and rehabilitative care. Three class hours. Course offered Fall only.

Prerequisite:  HIM 111 with a minimum grade of C.
HIM 205 Professional Practice Experience I - WR 4 Credits
Applied practical experience under the guidance of professionals in health information-related settings. Included will be a forum for Professional Practice experiences and professional development content including current issues in the health care and health information field; employment opportunities; the role of the Professional Practice Supervisor; personal development and presentation; assertiveness training/techniques; responsibilities and privileges associated with professional membership; HIT-related professional agencies; and professional resources on the internet, including use of AHIMA Virtual Lab. Enrollment in HIM 205 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s). Continued enrollment is conditional upon satisfactory completion of each Professional Practice rotation. One class hour, sixteen laboratory hours. This course, designated as “Writing Intensive”, which will be reflected on transcript. Course offered Fall only.
Prerequisite(s): HIM 111, BIO 134, BIO 135, and CRC 120, all with a minimum grade of C.

HIM 206 Professional Practice Experience II 4 Credits
Continuation from HIM 205 with applied practical experience under the guidance of professionals in health information-related settings. Included will be a forum for Professional Practice experiences and professional development content including current issues in the health care and health information field, such as employment opportunities and search techniques; consulting for the health information practitioner; critique of department layouts, AHIMA certification exam application and preparation; continuing education requirements; and professional resources on the internet, including use of AHIMA Virtual Lab. Enrollment in HIM 206 is conditional upon satisfactory completion of medical requirements and clearance (by MCC Health Services). Continued enrollment is conditional upon satisfactory completion of each Professional Practice rotation. This course, is designated as “Writing Intensive,” which will be reflected on transcript.
One class hour, sixteen laboratory hours. Course offered Spring only.
Prerequisite: HIM 205 and HIM 208, each with a minimum grade of C.

HIM 208 Quality Improvement, Legal and Compliance Issues for the HIM Practitioner 5 Credits
This course will encompass a survey of accrediting, licensing, approving and certifying agencies affecting health care facilities, including the various accreditation programs of the Joint Commission on Accreditation of Health Care Organizations. Total quality management includes quality assessment, utilization management, risk management and credentialing. Additionally, the course will present to the student an introduction to the legal system, release of information, consents, administration of the law, evidence, torts, selected legal doctrines, the medical record in legal proceedings, liability of health care providers, current health legislation, and bioethical issues. Five class hours. Course offered Fall only.
Prerequisite: HIM 103 with a minimum grade of C.

HIM 209 Management, Supervision & Personal Development for the HIM Practitioner 2 Credits
This course will encompass an introduction to managerial concepts and functions, to include supervisory techniques, planning, organizing, actuating and controlling, leadership, motivation, forms design, and tools of management specifically developed for health care settings. Content also includes emphasis on development of oral and written communication skills. Two class hours. Course offered Spring only.
Prerequisite(s): HIM 205 and HIM 208, each with a minimum grade of C.

HIM 211 Healthcare Reimbursement 3 Credits
Course will acquaint the student with the cost of health care in the United States. Financial concepts related to health information systems will be discussed. Content includes instruction in health statistics and the use of medical information systems. Examination of data quality techniques necessitated by current reimbursement methodologies will be included. Computer applications in these areas will be utilized as appropriate. Three class hours. Course offered Spring only.
Prerequisite(s): HIM 208 and MTH 150 (or higher), each with a minimum grade of C.

HIM 213 Health Information Systems 3 Credits
An introduction to health record applications, system design and security, and the health information manager’s roles and responsibilities. Three class hours. Course offered Spring only.
Prerequisite(s): HIM 205, HIM 208 each with a minimum grade of C.

HIM 290 Independent Study Variable Credit
See the Program Director. Course offered Fall and Spring.

HIS 102 Introduction to African-American Studies - WR 3 Credits
This is an interdisciplinary exploration of the experience and initiative of people of African descent throughout the world. Students will be introduced to the history, religion, sociology, politics, economics, creative production and psychology of African peoples, especially in the United States. In addition, the course introduces a variety of perspectives, theories, practical applications and methods of studying African peoples and their social evolution. Three class hours. Course offered Fall and Spring.

HIS 103 African-American History I: to 1865 - WR 3 Credits
This course explores the history of African-Americans since they left their West African ancestral homeland to the moment they were emancipated following the Civil War. It emphasizes the brutalizing impact of the slave trade on its victims, slave life, the establishment of white supremacy, the strategies slaves adopted to transcend their ordeal and the achievements and contributions they made in America. In addition, the course deals with the fight for the emancipation of slaves and the steps leading up to the end of chattel slavery in America. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 104 African-American History II: since 1865 - WR 3 Credits
This is a survey of African-American history since Reconstruction era to present. It examines their epic journey as reflected in the decades of segregation, World War I, urban life in the north, the Great Depression, World War II, and the Civil Rights Movement. The course also covers the economic, social, cultural and political developments connected with the presidency of Barack Obama and the era of globalization. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 105 Global History I: to 1500 - WR 3 Credits
This course surveys the history of human societies around the world from the beginning to 1500. By examining the social, political, intellectual, and economic developments of world civilizations including Africa, the Americas, Asia, and the Middle East, students will obtain the historical knowledge necessary to live interdependently in a diverse global community. Three class hours. (SUNY-SS/OWC). Course offered Fall only.

HIS - History
HIS 110  Global History II: Since the 1500s-WR  3 Credits
This course surveys the history of human societies around the world from the 1500's to the present. By examining the social, political, intellectual, and economic developments of world civilizations including Africa, the Americas, and Asia, students will gain an appreciation of the extent and diversity of the history and cultures of the non-Western World. Three class hours. (SUNY-SS/OWC). Course offered Spring only.

HIS 111  United States History I - to 1865 - WR  3 Credits
A survey of the origin of the clash between the colonies and Great Britain, the framing of the Constitution, Jacksonian Democracy and its influence on the American character, the slavery issue, the growth of industry and territorial expansion. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 112  United States History II - since 1865 - WR  3 Credits
A survey of the reconstruction of the nation after the Civil War, the rise of industrial and urban dominance, the struggles affecting agriculture, industry and labor, the growth of the American empire, and the increasing role of government in American life. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 113  Western Civilization I: Beginning to 1700s - WR  3 Credits
A survey of western regimes, society (including the structures of the economy and social classes), and culture (including religious and philosophical ideas) and the west’s relationships with other societies and cultures from the ancient world to the Scientific Revolution. Topics may include Ancient Mesopotamia, Ancient Egypt, Ancient Greece, Ancient Rome, the development of Christianity, the development of the Islamic World, the Byzantine Empire, Medieval Europe, the Mongolian Empire, the Ottoman Empire, the Renaissance, the Reformation, the English revolutions of the 1600s, and the Scientific Revolution. This course fulfills the MCC requirement for a social science elective. Three class hours. (SUNY-WC) Course offered Fall and Spring.

HIS 114  Western Civilization II: 1700s to the Present - WR  3 Credits
A survey of western regimes, society (including the structures of the economy and social classes), and culture (including religious and philosophical ideas) and the west’s relationships with other societies and cultures from the French Revolution to the present. Topics may include the Enlightenment, the Industrial Revolution, the French Revolution and the revolutions it inspired, nation-building and nationalism, European imperialism, the World Wars, the Soviet Revolution, the Great Depression, decolonization, the Cold War and its end, and the unification of Europe. This course fulfills the MCC requirement for a social science elective. Three class hours. (SUNY-WC) Course offered Fall and Spring.

HIS 115  Traditional East Asian History - WR  3 Credits
The course will survey the histories of China, Japan, and possibly additional East Asian countries up to 1600. Topics will include the developments of the Chinese and Japanese emperorships, the development of the Japanese shogunate, and the developments of East Asian philosophies and religions and other elements of East Asian culture. Three class hours. (SUNY-OWC) Course offered Fall only.

HIS 116  Modern East Asian History - WR  3 Credits
The course will survey the histories of China, Japan, and possibly additional East Asian countries from 1600 to the present. Topics will include the rise and fall of the Qing Dynasty, Edo Japan, the Meiji Restoration, World War II in Asia, the Chinese revolutions of 1911 and 1949, the Korean War, and postwar developments in East Asia. Three class hours. (SUNY-OWC) Course offered Spring only.

HIS 119  Twentieth Century Europe - WR  3 Credits
The course will survey social, cultural, economic, international, and political developments in the history of Europe in the twentieth century. Prominent topics will be the causes and effects of the two world wars, European imperialism and decolonization, the development of fascism and dictatorship, the two postwar economic booms and ensuing stagnations, the Cold War, the demise of the Soviet Union, and European unification. Three credits. (SUNY-WC) Course offered Fall and Spring.

HIS 120  American Urban History - WR  3 Credits
This is a survey of the development of American cities from pre-colonial times to the present, focusing on the forces that have stimulated their growth and transformation. Among the forces given consideration include the influence of immigrants and migrants, commerce and entertainment, technological and industrial revolutions, population mobility and suburbanization, private and public responses to post industrial urban decay, race and ethnic issues as well as class and gender matters. Throughout, the story of the American urban life will be presented in the context of the broader patterns of the social, cultural, political and economic history of the nation. Three class hours. (SUNY-AH) Course offered Fall only.

HIS 125  History and Cultural Analysis of the Holocaust, Genocide, and Human Rights - WR  3 Credits
The Holocaust is studied as a transcendent narrative, a lens for exploring genocide and human rights. Building upon knowledge gained in American History and Western Civilization, both historical and cultural analyses are used to reflect upon the human capacity to marginalize, objectify, terrorize, and exterminate the “other” simply for existing. The course’s major theme is that, theoretically and pragmatically, liberal democracy and human rights -clearly articulated and consistently enforced—are the only constraints against the “beast” of state-sponsored or state-initiated violence. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101 or SOC 101 or ANT 102, or permission of instructor and ENG 101 highly recommended

HIS 150  Women in the United States: A Historical Perspective - WR (formerly HIS 257)  3 Credits
This course surveys the diverse history of American women from European contact to the present, with special attention given to the extensive range of women’s experiences as shaped by race, class, ethnicity, gender and sexual identity. Women’s relationship to and their actions in both the private and public sectors will be studied, along with varying conceptions of womanhood. In addition, the course examines how women in the United States have both influenced and have been influenced by the political, economic, social, and cultural development of American civilization. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 151  History of Sport in the United States - WR  3 Credits
A survey of sport from its earliest Native American, African and European roots to the sport and games-oriented contemporary society. Professional, amateur and intercollegiate sports for men and women, and the Olympic Games movement are examined in detail. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 152  Special Topics in History - WR  3 Credits
This course is designed to address specific topics of interest in history. Offerings are more specific and focused than the introductory surveys. Topics may change from semester to semester based on faculty and student interest. Three class hours. Course offered Fall and Spring.

HIS 200  History of the Olympics - WR  3 Credits
This course will examine the history of the Olympics in the modern era, focusing on the development of the Olympic Games movement and the role it has played in shaping international relations. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 201  History of Sport in the United States - WR  3 Credits
A survey of sport from its earliest Native American, African and European roots to the sport and games-oriented contemporary society. Professional, amateur and intercollegiate sports for men and women, and the Olympic Games movement are examined in detail. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 202  Special Topics in History - WR  3 Credits
This course is designed to address specific topics of interest in history. Offerings are more specific and focused than the introductory surveys. Topics may change from semester to semester based on faculty and student interest. Three class hours. Course offered Fall and Spring.

HIS 203  Women in the United States: A Historical Perspective - WR  3 Credits
This course surveys the diverse history of American women from European contact to the present, with special attention given to the extensive range of women’s experiences as shaped by race, class, ethnicity, gender and sexual identity. Women’s relationship to and their actions in both the private and public sectors will be studied, along with varying conceptions of womanhood. In addition, the course examines how women in the United States have both influenced and have been influenced by the political, economic, social, and cultural development of American civilization. This course fulfills the MCC requirement for a humanities elective. Three class hours. (SUNY-AH) Course offered Fall and Spring.
HMN - Honors Studies

HMN 295 Honors Seminar in the Humanities 3 Credits
An exploration of humanistic themes that draw upon the arts, literature, and ideas of selected periods and cultures. Emphasis will be on developing discussion skills as well as the critical examination of the honors themes through essay writing and/or projects in other media. Humanities credit. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite: Permission of Coordinator of Honors Studies, and English 101 with a C or better, or placement into English 200, or instructor permission.

HMN 101 Humanities: Experiencing Culture - WR 3 Credits
An interdisciplinary humanities course designed to introduce students to definitions and examples of culture in the Humanities. As a required part of the course, students will attend various cultural events (plays, musical performances, gallery exhibits, lectures and speeches, etc.) on campus and use the experiences as starting points to critically discuss and write about historical and contemporary ideas of culture and its products. The general knowledge areas include: The creative process, changing cultural values and social conditions, influences of scientific advancements, and global interdependence. Three class hours. Course offered Fall and Spring.
Prerequisite(s): Waiver of accuplacer reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher, or ENG 200 placement.

HMN 106 Humanities Special Focus - WR 3 Credits
An interdisciplinary course that offers students the opportunity to examine thematic topics specific to the humanities. While content will vary each semester, the primary purpose of the course is to promote knowledge, understanding, and appreciation of contributions that writers, artists, and critics of past and present have made to the topic of study and their influence on culture. Topics may include, but not limited to: The Beatles; LGBT Literature and Art; Art, Literature, and Science; Violence and Film; Comedy and Satire; The Self-Reliant Life; Sexism in Film, Art, and Literature. Three class hours.
Course offered Fall and Spring.
Prerequisite(s): Waiver of accuplacer reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher, or ENG 200 placement.

HMN 110 Self-Reliance - WR 3 Credits
Principles of independent living. An introduction to the literature and philosophy of self-reliance, and to practical ways people can provide more of their own needs for energy, shelter, food, possessions, and self-education. Each student will design his/her own self-reliance project. In addition there will be numerous hands-on class projects: home energy audits, barter, cold-frame construction, solar collector construction, organic gardens, and/or others. Discussions will focus on the economic, ecological, resource, and personal implications of a life of self-reliance and simplicity. Three class hours.
Course offered Fall and Spring.
Prerequisite(s): Waiver of accuplacer reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher, or ENG 200 placement.

HMN 220 Western Humanities I - WR 4 Credits
An interdisciplinary search for moral, social, and political alternatives and meaning embodied in the institutions, culture, and literature of Western Civilization from the beginnings to 1600. This course is factual as well as conceptual, including a narrative history of the period covered. This course fulfills the MCC requirement for a humanities or social science elective. Writing Intensive. Four class hours. (SUNY-WC/H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a grade of C or better or English 200 with a grade of C or better.

HMN 221 Western Humanities II - WR 4 Credits
An interdisciplinary search for moral, social, and political alternatives and meaning embodied in the institutions, culture, and literature of Western Civilization from 1600 to the present. This course is factual as well as conceptual, including a narrative history of the period covered. This course fulfills the MCC requirement for a humanities or social science elective. Writing Intensive. Four class hours. (SUNY-WC/H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a grade of C or better, or English 200 with a grade of C or better.

HMN 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

HMN 101 formerly IDC 101 Honors Studies: Orientation - WR 1 Credit
This is the first in a series of four 1-credit courses that comprise the common experience in the MCC Honors Institute. Through a variety of in-class discussions and out-of-class experiences, students will be introduced to the six essential components of the MCC honors experience: scholarly inquiry, self-discovery, creative expression, service learning, global awareness, and abstract thought. One class hour. Course offered Fall and Spring.

HMN 102 formerly IDC 102 Honors Studies: Exploration and Discovery - WR 1 Credit
This is the second in a series of four 1-credit courses that comprise the common experience in the MCC Honors Institute. Students will build on the foundation of the first course as they are introduced to research methodologies in various academic disciplines. Students will also engage in a common service learning project. One class hour. Course offered Fall and Spring.

HMN 195 formerly IDC 195 Honors Seminar in Critical Analysis - WR 3 Credits
This course begins with presentation and exploration of core critical thinking concepts including but not limited to arguments, fallacies, rules of inference and evidence. Students will examine a selected topic/theme that will develop critical thinking, discussion leading and expository writing abilities. Three class hours. (SUNY-H) Course offered Fall and Spring
Prerequisite: Permission of Coordinator of Honors Studies.

HMN 201 formerly IDC 201 Honors Studies: Scholarly Process - WR 1 Credit
This is the third in a series of four 1-credit courses that comprise the common experience in the MCC Honors Institute. Students will conduct the scholarly project they proposed in the second course and will continue their engagement in a service learning project. One class hour. Course offered Fall and Spring.

HMN 202 formerly IDC 202 Honors Studies: Scholarly Presentation - WR 1 Credit
This is the fourth in a series of four one-credit courses that comprise the common experience in the MCC Honors Institute. Through a variety of in-class discussions and out-of-class experiences, students will complete work on a scholarly project which they will ideally present at Scholars’ Day and at a regional honors conference and/or professional conference in their discipline. One class hour. Course offered Fall and Spring.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>HON 102</td>
<td>Health Studies</td>
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<td>Offered Fall and Spring.</td>
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<td>BIO 116</td>
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<td>HMR 125</td>
<td>History of Medicine 125</td>
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<td>SOC 101</td>
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<td>HSM - Homeland Security Administration</td>
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<td>HSM 101</td>
<td>Introduction to Emergency Management</td>
<td>3</td>
<td>This course is intended to provide information that will enable persons just entering the profession or expanding their roles to have the ability to work with emergency management issues. The course provides an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in an integration of resources and capabilities. In addition, this course will provide and analysis of current actions and threats impacting emergency management. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Three class hours. Course offered Fall and Spring.</td>
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<td>HSM 102</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
<td>This course is an introduction to the concept of homeland security. The course will define and explain homeland security. The U.S. Department of Homeland Security will be thoroughly analyzed and its mission will be investigated. This course will also address the threat of chemical, biological, radiological, nuclear and explosive devices and the use of these weapons of mass destruction. The importance and basic elements of a planned response, methods used to prevent the importation of weapons of mass destruction into the U.S. and what is being and what can be done to prevent another large-scale terrorist incident in the United States will be covered. Three class hours. Course offered Fall and Spring.</td>
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<td>HSM 103</td>
<td>Historical and Contemporary Perspectives on Terrorism and Homeland Security</td>
<td>3</td>
<td>Terrorism and defending against it are not modern concepts. In fact, terrorism has its roots in America back to the Revolutionary War. This course is about understanding terrorism, counter-terrorism, violence, and how they have impacted America. Students will learn about historical examples of terrorism beginning with the Revolutionary War and extending through the post 9/11 period. Course content will include coverage of various terrorist events at home and abroad, America’s governmental response, its impact to public and private sectors and individuals. Students will also learn about how past and current experiences with terrorism are defining future strategies. Three class hours. (SUNY-AH) Course fulfills the MCC requirement for a social science elective.</td>
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<td>HSM 104</td>
<td>Public Safety Communications</td>
<td>3</td>
<td>This course will provide students with an understanding of the fundamentals of communication and their application in emergency situations. Students will examine the use of oral and written communications in various levels of emergency and crisis situations and will learn to identify internal and external audiences and analyze their information needs. Students will also gain an understanding of the use of communications systems and the role of technology in facilitating communication during crises. Three credits. Course offered Fall and Spring.</td>
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<td>HSM 107</td>
<td>Social Media: Issues and Impacts</td>
<td>3</td>
<td>An introduction to the field of social media. This course will define and explain social media and its impact on personal, organizational and global security. The course will address issues related to the responsible and effective use of social media; and the exploitation of information for social, economic, political and criminal gain. This course fulfills the MCC requirement for a humanities elective. Three class hours.</td>
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<tr>
<td>HSM 202</td>
<td>Organizational and Facility Security</td>
<td>3</td>
<td>This course will provide students with a comprehensive overview of physical security policies, procedures, techniques and equipment. Topics covered include perimeter protection, intrusion detection, access control, closed circuit television (CCTV), risk and vulnerability assessments, insurance requirements, business continuity planning and acts of violence. The focus of this course will be on traditional methods of physical security (e.g. hardware, risk assessments, and business continuity). This course will also examine developing security technology and its application to reduce internal and external threats to businesses and organizations. Three class hours.</td>
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HSP - Hospitality

HSP 101 Introduction to the Hospitality Industry 3 Credits
This course is a study of the fascinating worlds of lodging, food and beverage service, meeting planning, travel and tourism, and the related businesses that make up the hospitality industry. Provides an overview of the components of this vast industry and their interlocking network. Three class hours. Course offered Fall and Spring.

HSP 102 Hospitality Service 4 Credits
Students will utilize service skills by interacting with customers and team members in an actual hospitality environment. In addition to this hands-on component, students will examine customer related skills in a classroom environment through the use of lecture, role play, and small group conferences. One class hour, four laboratory hours, one conference hour.

HSP 201 Hospitality Human Resources Management 3 Credits
This course examines the theoretical and hands-on applications of management and supervisory practices in the hospitality industry. Communication strategies, recruitment, performance standards, evaluation techniques, diversity issues, and staff training are a few of the topics that will be discussed. Three class hours. Course offered Fall and Spring.

HSP 202 Introduction to Conference and Event Planning 3 Credits
This course is a comprehensive overview of the process of planning meetings, conferences and special events. Step-by-step organization, preliminary planning, site selection and timing strategies are among the topics to be discussed. Students will discover where conference and event planning fits into the overall scope of the hospitality industry. Three class hours. Course offered Fall and Spring.

HSP 204 Advanced Conference and Event Planning 3 Credits
This course is offered for students who are interested in pursuing a career in conference and event planning. This course focuses on the fundamentals necessary to build and maintain a sustainable career in the event management field. Topics discussed will include: Creating a mission and vision statement, strategic planning, budgeting, human resource management, marketing and assessment. Students will create and execute a special event including creating a budget and marketing plan. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisite(s): HSP 202

HSP 211 Hospitality Law 3 Credits
A study of the laws impacting the hospitality industry. Topics include An Introduction to Law, Court Systems, Civil Rights Law, Employment Law, Contracts, Torts, Regulations Governing the Sale of Food and Alcohol, Responsibility for Guests' Property, Legal Rights of Innkeepers and Restauranters, and Casino Law. Fall Semester only. Three class hours. Course offered Fall and Spring.

HSP 222 Integrated Studies for Hospitality Management 1-3 Credits
A specialized focus on the alliance of the food, hotel, and tourism management areas. This course emphasizes the interrelationship of these three areas in the field of catering, resort management, and destination appeal. Practical observation is provided either through domestic or international experiences via air, rail, ship, or motorcoach transportation. Hotel inspections and destination sightseeing, as well as restaurant tours, are an integral part of the course. Since the location, duration of the course, and course assignments will vary each semester, the credit hours also vary from one to three credits. Specific course requirements for each course can be obtained from the Department. Special fees include the cost of transportation to the course site, lodging, food, and miscellaneous expenses. Five to fifteen class hours, thirty to ninety laboratory hours, depending on credits. Course offered Fall and Spring.

HSP 251 Hospitality Marketing 3 Credits
Students will learn the theoretical concepts of developing a start-up business and will be able to experience through a simulation the planning, opening, operating and ownership realities of a hospitality/tourism business. The BYOB Simulation uses a unique technology platform based on a multi-participant interface through a real-time, online experience to provide learners with a powerful strategic hospitality/tourism management simulation. Core competencies are achieved in basic accounting, inventory management, human resources, marketing, and operations management. Additional skill sets are acquired through the intensive use of computer competencies such as Internet literacy, uploading, e-mailing, downloading and instant messaging. Students will draw from previous course content to enable successful completion of this course. Three class hours. Course offered Fall only.
Prerequisite: Must be HM Major; MCC Math Placement Level 2 or higher or TRS 092 with a grade of C or higher

HSP 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

HTL - Hotel Technology

HTL 105 Hotel Operations 3 Credits
This course is designed to provide students with a comprehensive, fundamental understanding of how hotels are managed with respect to the rooms perspective (reservations, front desk, housekeeping, engineering, and security). Through computer simulation, property tours, and guest lecturers, students will be exposed to the operational positions and responsibilities of the different areas of the rooms division. Food and beverage, sales and marketing, and the accounting office will be addressed with respect to how each of these departments interact with the rooms division. Spring Semester only. Three class hours. Course offered Fall and Spring.

HTL 206 Hotel Sales and Marketing 3 Credits
Students will be introduced to the principles and procedures of hotel sales and marketing by taking part in “learn by doing” activities. A sales blitz, a high pressure sales experience, and developing a marketing plan for a local hotel may be included. This course addressed market research, advertising, public relations, and the operation of a sales department within a hotel. Sales techniques as they relate to individuals, companies, organizations, and groups will also be explored. Fall Semester only. Three class hours. Course offered Fall and Spring.

HTL 208 Food, Beverage, and Labor Cost Controls 3 Credits
An introduction to the principles and procedures of effective cost controls in a profit-oriented environment. Discussions include efficient receiving and distributing, menu analysis in terms of food cost percentages, and proper profit and loss statement controls. Spring Semester only. Three class hours. Course offered Spring only.
Prerequisite: MTH 098 or MTH 104 or MTH 130 or MTH 160 or MTH 185 or higher, or permission of department.

HTL 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.
HUM - Human Services

HUM 100  Entry Level Skills for the Human Services Student  3 Credits
This is a prerequisite course for students presently enrolled in TRS 105 who would like to enroll in HUM 101 Introduction to Human Services. It will include an overview of the field, career choices within Human Services, an understanding of the field work experience, self assessment, and a development of personal learning goals and plans. Three class hours. Course offered Fall and Spring.

HUM 101  Introduction to Human Services  4 Credits
Introduction to generic issues in human services. Role definition, boundaries, and ethics of professional relationships. Examination of self-awareness in the helping relationship and development of beginning group skills. Development and practice of observing, listening, recording and interviewing skills. Discussion and analysis of field work experiences. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 111 Field Work in Human Services I. Course offered Fall and Spring.
Prerequisite: Placement exam at ENG 101 level. Corequisite: HUM 111.

HUM 102  Basic Helping Skills  4 Credits
Development of basic helping skills, including sensitivity, empathy, attending, questioning, confrontation, and problem solving. Examination and evaluation of client assessment, goal setting, case planning, case management. Further practice in group process and continual evaluation of skill development in observing, listening, recording and interviewing skills. Discussions and analysis of field work experience. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 111 Field Work in Human Services I. Course offered Fall and Spring.
Prerequisite: HUM 101 with a grade of C- or better.

HUM 106  Human Services Focus  4 Credits
Designed to allow maximum, flexible response to specific needs of groups and agencies with particular human service problems. Details of specific offerings will be available at registration time each semester offered. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 116 Field Work in Human Services Focus. Course offered Summer only.
Prerequisite: HUM 101 with a grade of C- or better.

HUM 107  Introduction to the Disability Support Services Field  3 Credits
This course will provide students with an orientation to direct services in the field of disability. It will give a broad overview of the essential topics in providing direct services and address common expectations and issues direct service providers encounter in this field. Three class hours. Course offered Fall and Spring.

HUM 111  Field Work in Human Services I  2 Credits
On the basis of his or her particular interests, each student chooses the kind of community agency in which he/she would like to train. Under the guidance of experienced agency supervisors, the student begins the reality testing process in the para-professional role. Carefully graded opportunities to take responsibility for agency clients. In conjunction with this course, the student must take and pass HUM 101 Introduction to Human Services. Open only to students in HUM 101. Nine field work hours per week. Course offered Fall and Spring.
Prerequisite: HUM 102 with a grade of C- or better.

HUM 112  Field Work in Human Services II  2 Credits
Student chooses this field work placement in accordance with his or her emerging career goals. Opportunities for taking increasing amounts of responsibility for agency clients. Planning with experienced agency supervisor to develop specific skills needed to function effectively as a member of the agency's helping service team. In conjunction with this course, the student must take and pass HUM 102 Basic Helping Skills. Open only to students in HUM 102. Nine field work hours per week. Course offered Fall and Spring.
Prerequisite: HUM 111 with a grade of C- or better.

HUM 113  Field Work in Human Services Focus II  2 Credits
A Human Services field work course designed to meet the needs of students in Human Services focus courses. This course provides practical experience in the service field for each Human Services focus course. In conjunction with this course, the student must take and pass HUM 108 Human Services Focus. Open only to students in HUM 108. Nine field work hours per week. Course offered Summer only.
Prerequisite: HUM 111 with a grade of C- or better; co-requisite: HUM 106

HUM 130  Introduction to the Disability Support Services Field  3 Credits
This course will provide students with an orientation to direct services in the field of disability. It will give a broad overview of the essential topics in providing direct services and address common expectations and issues direct service providers encounter in this field. Three class hours. Course offered Fall and Spring.

HUM 135  Roles and Responsibilities in Disability Support Services  3 Credits
This course is designed to explore careers in the disability field and examine service systems that provide support to people with disabilities. The course will emphasize experiential opportunities to meet and observe individuals from a variety of professions in the field, which will foster a deeper understanding of roles and responsibilities in the disability field. Three class hours. Course offered Spring only.

HUM 201  Models of Helping  4 Credits
Examination of the models, theories and roles that guide the practice of Human Services. The organizational structure of human services agencies will be examined and the systemic issues that impact clients and agencies will be analyzed. Career and transfer opportunities will be explored. Advanced group process, and field work experience will be discussed and analyzed. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 211 Field Work in Human Services III. Course offered Fall and Spring.
Prerequisite: HUM 102, 112 with a grade of C- or better.

HUM 202  Human Service Systems  4 Credits
Examination of human service systems and characteristics of society that impel communities to assume responsibility for providing human services. Exploration of various strategies for meeting individual and community needs. Increased responsibility for integrating helping skills into small-group setting. Discussion and analysis of field work. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 212 Field Work in Human Services IV. Course offered Fall and Spring.
Prerequisite: HUM 201 with a grade of C- or better or permission of department.

HUM 207  Skills for Working with Family Violence Issues  3 Credits
This course will provide an introduction to legal, medical, and social perspectives on family violence issues. It will examine the definitions/types, controversies, and nature/scope of family violence. It will also examine the factors which contribute to and consequences of family violence from the legal, medical, and social perspectives. Students will develop, discuss, analyze, and practice working with issues of family violence in class. Three class hours. Course offered Fall and Spring.

HUM 210  Disability Across the Lifespan Strategies for the Human Services Worker  3 Credits
The course provides a basic understanding in the identification, prevalence and characteristics of individuals with disabilities across the life span. Additionally, the course will review legal mandates and historical movements that have shaped and defined the disability community today. Students will explore resources that will assist them in working with individuals with disabilities across the lifespan. Three class hours. This course fulfills the MCC requirement for a social science elective. (SUNY-SS) Course offered Fall and Spring.
HUM 235  Supporting and Communicating with People with Significant Disabilities  3 Credits
This course is an exploration of the ways in which people with significant disabilities are supported in their communities. The course will emphasize concepts of positive behavioral support and communication strategies to facilitate self-determination and independent decision-making in a person’s daily life. Students will learn about key concepts and the philosophy models of services systems that support people with significant disabilities. Three class hours. Course offered Fall and Spring.

HUM 236  Contemporary Issues in the Field of Disability Support Services  3 Credits
This course will provide an in-depth exploration of contemporary issues in the field of direct disability support services, starting with the historical roots and current events in the disability rights movement, moving into specific contemporary issues, and ending with the most current controversial topics in the field. Three class hours. Course offered Fall and Spring.

HUM 250  Introduction to Aging for the Human Services Worker  3 Credits
Students will examine contemporary issues impacting older adults such as special needs, changing roles experienced with aging, community resources, legislation and programs designed to meet these multifaceted needs. Students will develop methods for planning and implementing diverse activities and other approaches to encourage maintenance of health and self-sufficiency of the mature adult. Three class hours. Course offered Fall and Spring.

HUM 259  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

HUM 212  Field Work in Human Services IV  2 Credits
Field work placement in the special field of prospective employment. With the guidance of experienced agency supervisors, students carry increasing responsibility for program planning and coordination with other agencies, and whenever possible, experience with the change-making process in agency and community. Routine supervision of less experienced agency employees. In conjunction with this course, the student must take and pass HUM 202 Human Service Systems. Open only to students in HUM 201. Nine field hours per week. Course offered Fall and Spring.

Prerequisite: HUM 211 with a grade of C- or better.

HUM 220  Working with Clients Post-Incarceration  3 Credits
This course addresses issues that may be encountered by those whose work brings them into contact with individuals who are returning, or have recently returned, to society from incarceration. It includes understanding of the stigma attached to their legal status, the barriers that they may encounter, and the sometimes misguided mind-set with which some formerly incarcerated individuals anticipate their return to families and society as a whole. Additionally, the course includes topics such as interaction with legal supervision, case management, housing, and employment for the formerly incarcerated. Three class hours. Course offered Fall and Spring.

Prerequisite: HUM 101/HUM 111 or permission of instructor.

HUM 230  Individualized Planning and Documentation for Disability Support Services  3 Credits
This course will provide an overview of documentation and compliance requirements across service systems, including early intervention services, school-age services, vocational rehabilitation services, mental health services, and day services. In addition, the course will incorporate experiences within a person centered planning framework for developing and implementing individualized supports for individuals with disabilities. Three class hours. Course offered Fall and Spring.

HVA 101  Basic Refrigeration Theory  3 Credits
Covers the physical principles of refrigeration and the refrigeration cycle. Students will be introduced to the components of the refrigeration system including compressors, condensers, expansion devices, evaporators, coolers, freezers, and refrigerants. Two class hours, two laboratory hours. Course offered Fall and Spring.

HVA 102  Air Conditioning Theory  3 Credits
Covers the physical principles of air conditioning, psychometrics and air movement. Components found in today’s air conditioning systems will be examined. Students will learn how to charge and evacuate systems. Other topics included are: pressure, regulating and bypass controls, diffusers, piping procedures, traps and high velocity systems. Two class hours, two laboratory hours. Course offered Fall and Spring.

Prerequisite: HVA 101.

HVA 103  Heating Systems  3 Credits
Servicing modern heating systems, whether they are gas, electric or oil, requires a thorough understanding of basic heating concepts. This course provides the student with the technical knowledge as well as the laboratory skills to begin their career in heating service. Two class hours, two laboratory hours. Course offered Fall only.

HVA 104  Commercial Air Conditioning and Heat Pumps  3 Credits
Deals with the basic principles of air conditioning as they are applied to large commercial systems. The principles of heat pumps will be included. Topics covered include: gas and electric heating/cooling of top units, economizers and large air distribution systems. Three class hours. Course offered Spring only.

Prerequisites: HVA 101, HVA 102, HVA 105, PHY 100; co-requisite: MTH 135 or permission of department.

HVA 105  Electric and Motor Controls  3 Credits
Covers basic principles of electricity and electric motor theory as it is found in the heating, ventilating, air conditioning industry. Topics covered are: series and parallel circuits, Ohm’s law, amperage, voltage, watts, transformers, relays, contactors, wire sizing, distribution, and capacitors. Two class hours, two laboratory hours. Course offered Fall and Spring.
HVA 106  HVAC Workplace Training  3 Credits
This course is designed to prepare the HVAC technician for the legal and safety issues related to the industry. Employee, employer, and customer relations will be explored. The student will learn to self-evaluate their personal and technical skills and prepare a professional plan for growth. Three class hours. Course offered Fall and Spring.

HVA 201  Electronic Controls and Troubleshooting  3 Credits
A review of AC and DC theory and wiring diagrams. Use of multimeters, watt/hour meters, ammeters, oscilloscopes and power sources. Students will devote considerable time to learning how to troubleshoot electrical problems through the use of load simulators such as the Ranco system and printed circuit boards. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 105, MTH 135, PHY 100, or permission of department.

HVA 202  Boiler Systems  3 Credits
Covers the principles and theory of hot water and steam boilers. Topics covered are: design, controls, pumps and valves of boilers, New York State boiler codes, and the servicing of hot water and steam boiler systems. Three class hours. Course offered Fall only.
Prerequisites: HVA 103 and HVA 105.

HVA 203  Commercial Load Calculation  3 Credits
Covers all the elements related to calculating loads in commercial applications. Topics covered will include: reading building blueprints, evaluating building conditions, heating and cooling load calculation, equipment selection, duct distribution systems, and use of fire dampers, access doors, detectors, diffusers, control systems. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 104, MTH 098 and PHY 100.

HVA 204  Energy Management  3 Credits
Covers the design and service of the appropriate energy management system for a given facility. Topics to be covered are: evaluation of mechanical systems, building structure, needs of occupant, duty cycling, microprocessor controls, preventative maintenance and cost analysis. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 104 and HVA 105.

HVA 205  New Products  3 Credits
An overview of all types of equipment currently on the market and in use in heating, ventilating, and air conditioning installations, both incidental and commercial. It is designed to keep the student up to date with information on state-of-the-art developments in the field. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 101, HVA 102 and HVA 105.

HVA 206  Advanced Heating Systems  3 Credits
An advanced level course in heating systems focusing on fossil fuel technology and venting. There will also be discussions in calculating fuel economies and greenhouse effects. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 103, HVA 104, MTH 135 and PHY 100.

HVA 207  Computers in HVAC  3 Credits
A course demonstrating the role of the computer in the HVAC technologies. The student will receive an overview of the operation of six current computer programs in the HVAC specialties. Three class hours. Fall semester only. Course offered Fall and Spring.
Prerequisites: HVA 102, HVA 103 and HVA 104.

HVA 208  Refrigerant Technology  1 Credit
A thorough understanding of the various refrigerant types are necessary for the heating, ventilating and air conditioning service technician. This short course will explore CFC's, HCFC's, HFC's and the refrigerant retrofit procedures necessary in today's changing energy field. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 101, HVA 102, HVA 104 or permission of department.

HVA 209  Mechanical Estimating  4 Credits
As many heating, ventilating and air conditioning personnel advance in their careers, the aspiration for many is to enter the area of estimating. This course will explore the fundamentals of blueprint reading, mechanical takeoff, reading mechanical specifications, equipment and labor estimating, both manually and by computer. This course is applicable to both residential and commercial contractors. Four class hours. Course offered Spring only.
Prerequisites: HVA 101, HVA 102, HVA 103, HVA 104, HVA 105 or permission of department.

HVA 210  Commercial Refrigeration  3 Credits
Commercial refrigeration service is a specialization within the heating, ventilating and air conditioning industry. This course will provide the student with the understanding of ice machines, reach-in coolers and freezers, as well as walk-in coolers and freezers. Emphasis will be placed on repair of restaurant type equipment. Two class hours followed by two lab hours. Course offered Fall and Spring.
Prerequisites: HVA 101, HVA 102, HVA 104, HVA 105 or permission of department.

HVA 211  Industrial Mechanical Systems  3 Credits
In response to continued emphasis on energy conservation, the heating, ventilating and air conditioning industry has seen a resurgence in applications utilizing chillers, variable air volume and heat recovery systems. This course will provide the student with an understanding of these complex systems. Three class hours. Course offered Spring only.
Prerequisites: HVA 101, HVA 102, HVA 103, HVA 104 or permission of department.

HVA 220  Sheet Metal Fabrication  3 Credits
This course will provide students with the theory and application of sheet metal fabrication for use in the field of residential and light commercial HVAC installation. Students will gain a working knowledge of floor and hand tools used in the trade and relevant safety issues. Geometry and math associated with fabrication are an integral part of this course. Two class hours, two laboratory hours. Course offered Fall and Spring.

HVA 271  Cooperative Education-Heating, Ventilating and Air Conditioning  4 Credits
Students in the Heating, Ventilating and Air Conditioning certificate and degree programs may participate in a cooperative educational experience as a program elective. Students enrolled in this co-op must be able to work and document a minimum of 180 hours per semester. Both paid and unpaid work experience is acceptable. The Department Chair and the Co-op Director must approve the HVAC/R employer. In addition to the field work, students must attend a two hour per week classroom seminar. The Co-op Office, located in Rm. 3-108, will assist students in obtaining jobs. Present jobs may qualify. Students must have at least a 2.0 GPA to qualify for this opportunity. Part time students will be required to purchase student insurance while enrolled in this course. Course offered Fall and Spring.
Prerequisite: HVA 101.

HVA 275  Modern Welding Techniques  3 Credits
This course is an introduction to MIG and TIG welding and plasma cutting. These skills are practical and often essential for various craftspersons. Students will work with aluminum, stainless steel, and other common metals in this course. This course is offered off-site at Mahaney Welding. In addition to tuition, part-time students must purchase student insurance. Students should also expect to purchase a pre-packaged kit of course materials including their safety equipment and book. Two class hours, two laboratory hours. Course offered Fall and Spring.

HVA 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.
IDC - Honors Studies

IDC 295  Interdisciplinary Honors Seminar-WR  3 Credits
An in-depth examination of a theme based on a multidisciplinary blend of related issues. Participants are required to read extensive background material and to write an interpretive essay developing the theme or related topic. General elective credit. Three class hours. With permission of advisor, may be substituted for literature, humanities or social science elective. (SUNY-H) Course offered Fall only. Prerequisite: Permission of Coordinator of Honors Studies.

IDE - Interior Design

IDE 101 Introduction to Interior Design I  3 Credits
This course addresses theoretical approaches to design by considering design precedents, theory, and process. Course material will review the development of the built environment with an emphasis on interior style. The elements and principles of design will be explored with consideration of their application to the interior environment. The design process, including programming and space planning, will be discussed as a basis for successfully approaching design problems. Three class hours. Course offered Fall and Spring.

IDE 102 Introduction to Interior Design II  3 Credits
As a continuation of IDE101, this course explores the physical properties of the built environment. Through discussion of building codes, construction technologies, mechanical, electrical, and plumbing systems a basic understanding of the built environment will be addressed. Consideration will be given to interior building components, materials, and furnishings. Three class hours. Course offered Spring only. Prerequisite: IDE 101 with a grade of C or better.

IDE 121 Interior Design Communication I  3 Credits
Course introduces the student to methods of design communication including model building and mechanical drawing. Emphasis is placed on the study of the relationships of space and form and how these are communicated in both two and three dimensional media. Six laboratory hours. Course offered Fall only. Prerequisite: Math placement Level 3 or higher, or TRS 094 or higher.

IDE 122 Interior Design Communication II  3 Credits
Introduces the student to perspective drawing techniques as used to present design concepts to the client. Emphasis will be placed upon one and two-point perspective drawing and the communication of finish selections through the use of marker rendering. Six laboratory hours. Course offered Spring only. Prerequisite: IDE 121 with a grade of C or better.

IDE 131 Building Information Modeling  3 Credits
This course introduces the student to methods used to graphically communicate design choices. Architectural drawings will be developed from sketch to computer-generated images. Attention for most of the course will focus on the incorporation of building information modeling software into the design and communication process. Six laboratory hours. Course offered Fall and Spring.

IDE 132 Digital Visualization Techniques  3 Credits
This course introduces the student to a variety of software applications that may be used to explore design solutions and to communicate those solutions to the client. Through a series of projects students will develop virtual models of forms, and the application of lighting in the virtual environment. Six lab hours. Course offered Fall and Spring. Prerequisite: IDE 131.

IDE 160 CAD for Interiors  3 Credits
Provides students with the basic knowledge necessary to complete two-dimensional architectural drawings using CAD software. Emphasis will be placed on development of multiple views and integration of revisions. Two class hours, two laboratory hours. Course offered Spring only. Prerequisite: IDE 121 with a grade of C or better.

IDE 201 Interior Design III  3 Credits
Provides practical application of interior design concepts to the residential design project. Students will work on a variety of residential problems with emphasis on client contact and interviewing, program development, and design development. Communication of design concepts via a variety of media and presentations will be required. Two class hours, two laboratory hours. Course offered Fall only. Prerequisite(s): IDE 122, IDE 160, and IDE 102 with a grade of C or better; Co-requisite: IDE 260

IDE 203 Interior Design IV  3 Credits
Provides practical application of interior design concepts to the nonresidential design project. Students will work both individually and in groups, on a variety of nonresidential problems with emphasis on issues of accessibility and ergonomics. Communication of design concepts via a variety of media and presentations will be required. Two class hours, two laboratory hours. Course offered Spring only. Prerequisite(s): IDE 201

IDE 207 Interior Design History-Modern  3 Credits
Identifies important periods, styles, interior designers, and manufacturers from the 19th century forward. Discusses the impact of the Industrial Revolution and how it changed the concept of interior design and decorative accessories. Modern technological influences and 21st century issues will be emphasized. Three class hours. Course offered Fall only. Prerequisite: IDE 102.

IDE 250 Color and Light  3 Credits
This course explores the relationship of color and light, focusing on the development of interior lighting systems. Specific attention will be given to emerging lighting technologies and their application in the interior. Two class hours, two laboratory hours. Course offered Spring only. Prerequisite(s): IDE 102 with a grade of C or better, IDE 132 with a grade of C or better.

IDE 260 CAD for Interiors II  3 Credits
This course continues the development of computer aided drafting skills begun in IDE 160. Emphasis will be placed upon advanced operations including 3D modeling, surface effects and rendering, and lighting effects. Two class hours, two laboratory hours. Course offered Fall only. Prerequisite: IDE 160 with a grade of C or better; Co-requisite: IDE 201

IDE 270 Interior Design Seminar  3 Credits
This course covers the use of digital drawing, photo-editing, and website design as means of developing self promotion through the creation of resume and portfolio materials. Discussion will address transfer options as well as the many possible career paths that may be pursued in the field. Two class hours, two laboratory hours. Course offered Fall only. Prerequisite(s): IDE 102 with a grade of C or better, IDE 132 with a grade of C or better.

IDE 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Spring only.

INT - Industrial Instrumentation Technology

INT 110 Pneumatic and Mechanical Measurements  4 Credits
General classes of pneumatic/mechanical transducers are studied with particular emphasis upon fundamental physical principles upon which operation depends. Laboratory problems involve transducers in pneumatic/mechanical measuring systems. Pneumatic transmitter mechanisms and sub-assemblies are also studied. Three class hours, three laboratory hours. Course offered Fall and Spring.
INT 210  Digital Process Control Systems  5 Credits
An introduction to and survey of the principles and process control applications of digital logic elements, Boolean algebra, binary arithmetic, digital computers, and digital computer interface hardware. Mini- and micro-computer internal organization and digital handling techniques are emphasized. Digital computer control of simple basic processes will be investigated. Also an introduction to programmable controllers and their use in process control will be covered. Three class hours, four laboratory hours. Course offered Fall and Spring.
Prerequisite: ELT 111 or ELT 232.

INT 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

ITA - Italian/Foreign Language

ITA 101  Elementary Italian I  3 Credits
Designed for students with no previous experience in the language. Focuses on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. ITA 101 is strongly recommended for oral fluency especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring.

ITA 102  Elementary Italian II  3 Credits
Continuation of ITA 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Italian culture. ITA 112 is strongly recommended as a companion course to develop oral fluency, especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: ITA 101 or one year of high school Italian or equivalent.

ITA 103  Intermediate Italian I  3 Credits
Continued study of grammar and structure with the emphasis on oral expression; cultural topics are included. Three class hours. (SUNY-FL) Course offered Fall only.
Prerequisite: ITA 102 or two years high school Italian or equivalent.

ITA 111  Elementary Italian Conversation I  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation. Strongly recommended as a companion course to ITA 101 especially for students transferring to four-year institutions. Two class hours. Course offered Fall only.
Corequisite: ITA 101.

ITA 112  Elementary Italian Conversation II  2 Credits
Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Course offered Spring only.
Prerequisite: ITA 102 taken concurrently, or one year high school language, or ITA 101.

ITA 207  Cinema for Italian Conversation  3 Credits
In this course, students will improve their Italian conversational skills through the discussion of films in Italian. Student presentations will help the students improve their public speaking skills. In addition, students will improve their listening comprehension through exposure to native speech. The films will introduce students to culture, some history, vernacular speech and regional accents. This course offers a new and different vision of language learning and use. The films serve as a catalyst for thought provoking cultural and linguistic examination. This offers the students the ability to express themselves and to expose themselves to the rich culture of Italy. The students will broaden their knowledge and analyze, compare and enrich their vocabulary and hone their analytic and critical thinking skills through their enhancement, solidification of the knowledge of the language, and its variety of uses. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite(s): ITA 103, or excellence in high school Italian 5, the equivalent, or permission of instructor

ITA 221  Italian Culture on Location  3 Credits
This course is designed to provide the opportunity to see and experience the richness of Italy through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student to prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation, and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Three class hours. On location hours variable depending on the field experience offered. Course offered Fall and Spring.

JPN - Japanese/Foreign Language

JPN 101  Elementary Japanese I  3 Credits
Designed for students with little or no previous experience in contemporary Japanese. Emphasizes oral communication and listening comprehension skills. Also focuses in developing mastery of the Japanese writing system for basic reading and writing of simple sentences and short paragraphs. Hiragana, Katakana and Kanji characters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations. Students will also learn Japanese customs, traditions and culture. Three class hours. Offered Fall, Spring and Summer Semesters. (SUNY-FL) Course offered Fall and Spring.

JPN 102  Elementary Japanese II  3 Credits
Students will continue strengthening their communicative skills (pronunciation, syllable stress) and writing skills using the Japanese writing system (Hiragana, Katakana and Kanji characters) that are necessary for reading and writing simple sentences and short paragraphs. Grammatical structures will be taught so that students will be able to communicate correctly, both orally and in written form in the most essential everyday life situations. Students will also learn Japanese customs, traditions, and culture associated with major life events, holidays and social interactions. Three class hours. (SUNY-FL) Course offered Spring only.
Prerequisite(s): JPN 101, the equivalent, or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

JPN 103  Intermediate Japanese I  3 Credits
Continued study in Japanese for those with a firm foundation in elementary Japanese communication, written and oral. Grammar and vocabulary are continued at a higher level so that the student develops strong reading and writing skills in order to create complex sentences and short paragraphs. In this class, the student will attain oral and listening skills to successfully function in a variety of daily situations. Cultural topics are included in the study of grammar and structure. Memory and length of time since last studied are factors in successful placement. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: JPN 102, or successful completion of equivalent, or permission of the instructor.
LAW - Law

LAW 101 Fundamentals of the Law 3 Credits
A study of how civil and criminal law governs society. Purchases, leases, contracts, divorces, environmental issues, and criminal offenses will be explored. Emphasis will be on development of those skills necessary to recognize and better deal with common legal problems to be confronted throughout adult life. Three class hours. Course offered Fall and Spring.

LAW 110 Great Trials 3 Credits
An in-depth and comprehensive examination of one or two significant local “landmark” cases, from investigation through appeal. Course is designed to allow the distillation of legal principles by working with actual trial records, appellate briefs, and newspaper reports. When practical, actual participants in the trial and appeal (judge, lawyers, newspaper reporters, and others) will be asked to share their unique perspectives with the class. Students will be required to complete an interpretative essay on issues in the case. This course fulfills the MCC requirement for a social science elective. Three class hours. Course offered Spring only.

LAW 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

MAR - Marketing

MAR 200 Principles of Marketing 3 Credits
This course examines the business function of Marketing. Students will learn how marketers deliver value in satisfying customer needs and wants, determine which target markets the organization can best serve, and decide upon appropriate products, services, and programs to serve these markets. Topics include branding and product development, pricing strategies, marketing research, promotion, supply chain management and service marketing. Marketing metrics will be used throughout the course to assess the impact of marketing strategies. Three class hours. Course offered Fall and Spring.
Prerequisites: BUS 104 with a C or better OR BUS 106 with a C or better

MAR 201 Dynamics of Selling 3 Credits
Factors involved in effective selling; methods of conducting the sales presentation; application of psychological and persuasive selling techniques. Three class hours. Course offered Fall and Spring.
Prerequisite: BUS 104 with a C or better

MAR 203 Sports and Entertainment Marketing 3 Credits
An in-depth look at the market-driven entertainment and sports industries. This course examines the dynamics of marketing various forms of entertainment including product tie-ins, cross promotions, the branding of persons, events and venues, entertainment marketing research, reputation management, the underlying economic factors, and marketing communication strategy. The course will examine marketing strategies based on changing public tastes, expanding channels of distribution, the role of new technology, as well as business venture trends. We will also look at legal issues and other challenges facing the marketing of sports and entertainment products. The course utilizes a combination of lecture, discussion, and project-based learning. Short, current case studies from key areas will be discussed. We will combine theoretical marketing models with practical examples. Three class hours. Course offered Fall and Spring.
Prerequisite: MAR 200 with a C or better OR BUS 104 with a C or better

MAR 204 Advertising 3 Credits
Effective use of advertising media, integration of promotion plans and sales techniques with advertising. This course will be offered in the Fall Semester during the even year and in the Spring Semester during the odd year. Three class hours. Course offered Fall and Spring.
Prerequisite: MAR 200 with a C or better

MAR 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

MET - Mechanical Technology

MET 100 Mechanical Principles 3 Credits
Familiarizes the student with basic mechanical concepts. The lecture presents the principles which are applied and practiced in the laboratory. Laboratory experiences include blueprint reading sketching, visualization and hand tool skills. The sketching assignments directly relate to the hand tools laboratory projects. The hand tools projects include mechanical fabrication and dissection of some common machines. One and one-half class hours, three laboratory hours. Course offered Fall and Spring.
MET 101  Technical Graphics  3 Credits
A course which combines the basic skills needed to communicate ideas in a graphical format with the understanding and use of a 2D and 3D CAD program (AutoCAD). The student will be able to generate 3 view drawings and pictorial sketches. The student will also be able to interpret and understand fully dimensioned drawings and create their own drawings using AutoCAD software. Understanding of the basic principles of 2D and 3D CAD will be reinforced to allow the student to quickly learn additional software packages in the future. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: Some experience with mechanical drawing is desirable, since most students in this course have had one or more terms of drawing.

MET 103  Manufacturing Processes I  2 Credits
Operation of lathes, milling machines, drill presses, grinders, measurement and measuring instruments, utilization and capabilities of these devices in manufacturing processes. One class hour, three laboratory hours. Course offered Fall only.

MET 104  Manufacturing Processes II  2 Credits
A continuation of MET 103. Fabrication, manufacturing processes; field trips to local industries for observation of special machines, devices, and processes. One class hour, three laboratory hours. Course offered Spring only.

MET 105  Machine Design Theory I
See MET 225. Course offered Fall and Spring.

MET 106  Machine Design Theory II
See MET 226. Course offered Fall and Spring.

MET 107  Mechanical Systems  3 Credits
This course is a study of basic mechanical components. The course will span the basic functions and physical properties of mechanical components and the roles they play in the system. Students will gain knowledge and experience with materials, lubrication requirements and surface properties. Additionally, troubleshooting techniques will be introduced for identifying and resolving mechanical faults. Preventative maintenance methods and mechanical component safety will be emphasized. Technical documentation such as data sheets and specifications of mechanical elements will also be covered. Two class hours, two laboratory hours. Course offered Fall and Spring.

MET 110  Hydraulics and Pneumatics  3 Credits
This course is a study of fluid power technology using fluids or compressed air as the transfer media. Complete hydraulic and pneumatic systems are studied including power sources, reservoirs, pumps, compressors, lines, valves and actuators. Students will learn troubleshooting strategies to identify, localize and correct malfunctions. Preventative maintenance and safety issues will also be discussed. Two class hours, two laboratory hours. Course offered Fall and Spring.

MET 112  Advanced Solid Modeling using SolidWorks  3 Credits
An advanced course in solid modeling techniques for both part and assembly design using SolidWorks software. The student will learn to design using multiple solid bodies and surfacing through lecture and hands-on laboratory experiences, the student will learn the basics of solid modeling design. Projects will focus on the importance of design intent and geometric relations to maximize the efficiency of the design process. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: MET 121 or MET 111 or CIT 111 or permission from Department.

MET 121  Computer Aided Drafting/Design - Solid Modeling  3 Credits
An introductory course in Solid Modeling using SolidWorks software. Through a combination of lecture and hands-on laboratory experiences, the student will learn the basics of solid modeling design. Projects will focus on the importance of design intent and geometric relations to maximize the efficiency of the design process. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: Some experience with mechanical drawing is desirable.

MET 201  Designing for Materials, Manufacturing and Assembly  3 Credits
The student will become competent in material selection and design optimization techniques necessary for today's modern manufacturing and assembly processes. Students will rate their own designs against manual and high speed robotic assembly techniques using state-of-the-art software tools. Student prototypes are created using design geometry and selected materials matched to the appropriate manufacturing processes such as Injection Molding, CNC Machining, Casting and Forging. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisites: MTH 104 or 135 and MET 101 or ENR 153

MET 202  Functional Design, Drafting, and Analysis  3 Credits
The student learns to apply Computer Aided Design tools to analyze the functional parameters of parts and assemblies. Student teams are required to design and analyze assemblies in a hands-on project based learning environment. Course modules include kinematic and motion analysis, tolerance analysis and functional load analysis of parts and assemblies. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisite: MET 101, ENR 153

MET 203  Technical Mechanics, Statics  3 Credits
This course engages the student in the study of the Vector Mechanics of Mechanical Systems in Static Equilibrium. The student will study Force Systems, Constraint Mechanisms, Basic Beam Theory and Structures including: Trusses, Frames and Machines. The course prepares the student in the basic development of equations and systems of equations necessary for the solution to engineering problems needed for future study. Three class hours. Course offered Fall and Spring.
Pre-requisites: MTH 140 with a grade of C or better OR MTH 165 with a grade of C or better; Co-requisite: PHY 131 or higher (or previously completed)

MET 206  Engineering Materials  3 Credits
This course introduces the student to the nature of materials used in the design and manufacture of products and machinery. Ferrous, non-ferrous, polymers, ceramics, composites, and naturally occurring materials are all covered in this course. The emphasis is on material selection, production, and formation into final product. A companion lab gives the student the ability to get hands-on experience in understanding the structure, testing, and selection of materials. Two class hours, three laboratory hours. Course offered Fall and Spring.

MET 208  Technical Mechanics, Dynamics  3 Credits
Students will study classical vector mechanics dealing with the laws of motion. The course covers kinematics, the study of motion without reference to cause, and kinetics, the study of motion as a result of applied forces and moments. Three class hours. Course offered Fall and Spring.

MET 225  Machine Design Theory I  3 Credits
This is a course which studies the practical use of advanced strength of materials principles, allowing the student to interpret the failure mechanisms necessary for optimized machine design. Computer based tools are used to create analytical tools. Three class hours. Course offered Fall only.
Prerequisite: MET 203 with a grade of C or better.

MET 226  Machine Design Theory II  3 Credits
This is the second of a two-course sequence in Machine Design Theory. It is an advanced course in which mathematical analysis, industry best practices, and system interpretation are used for the effective design of machine elements such as bearings, springs, gears, cams and mechanisms. Computer based tools are applied to create flexible design and analytical tools. Three class hours. Course offered Spring only.
Prerequisite: MET 225 with a grade of C or better.

MET 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.
LEVEL 10 - *(MTH 210 or lower level course)
*Students should select an appropriate TRS or MTH course for their program with the assistance of an advisor.
**MTH 099 and 104" means that the student registers for the 099 lab with the 104 class.

MTH 096 Algebra for Statistics  3 Credits
A basic algebra course designed to prepare students for MTH 160 (Statistics I) or MTH 162 (Statistics for the Social Sciences) at MCC. It is only for students who need MTH 160, MTH 161 or MTH 162 as the terminal mathematics course in their program and place at Mathematics Level 4, 5, or 6. It is not for students who need to take MTH 104 or MTH 165 (or higher). Topics include, but are not limited to, arithmetic operations on real numbers, solving linear equations and inequalities, simplifying expressions containing integer exponents, graphing linear equations, an introduction to function notation, and arbitrary applications of these topics. Three class hours per week; three fee hours; three imputed credits; no earned credits.
Course offered Fall and Spring.
*MTH 098, MTH 099, and MTH 104 are developmental courses. They do not fulfill a mathematics requirement for an Associate in Arts or Associate in Science degree.

MTH 130 Modern Business Mathematics  3 Credits
This course will cover the basic concepts and processes of mathematics applied to various business situations including statistical procedures, percentage and percent distributions of financial statement data, merchandising, payrolls, taxation and insurance. Other topics include simple interest, compound interest and annuities. Three class hours. MTH 130 is a course for career business. It does not fulfill a mathematics requirement for most Associate in Arts or Associate in Science degrees.
Course offered Fall and Spring.
Practice: MTH 130 with a grade of C or better, or MTH 162 with a grade of C or better, or MCC Level 2 Mathematics Placement.

MTH 135 Introduction to Technical Mathematics**  4 Credits
An introductory course dealing with the development of algebraic and trigonometric concepts needed to solve problems in various technical areas. Topics include measurement and approximation, ratio and proportion, dimensional analysis, intermediate algebra, geometry, and right triangle trigonometry. Four class hours. NOTE: A specific calculator will be required of all students in this course. Course offered Fall and Spring.
Practice: MTH 135 with a grade of C or better, or MCC Level 2 Mathematics Placement.

MTH 140 Technical Mathematics I**  3 Credits
A course dealing with the algebraic and trigonometric concepts needed to solve problems in various technical areas. It includes a study of linear and trigonometric equations, dimensional analysis, ratios and proportion, functions and their graphs, right triangle trigonometry, graphs of trigonometric functions, vectors, and statistical topics. Three class hours. NOTE: A specific calculator will be required of all students in this course. (SUNY-M) Course offered Fall and Spring.
MTH 141 Technical Mathematics II** 3 Credits
An extension of the concepts developed in MTH 140. Topics included are complex numbers, higher degree equations, oblique triangle trigonometry, exponential equations, logarithms, systems of linear and quadratic equations, and inequalities. Three class hours. NOTE: A specific calculator will be required of all students in this course. (SUNY-M) Course offered Spring only. Prerequisite: MTH 140 with a grade of C or better or equivalent.

**MTH 135, MTH 140 and/or MTH 141 are required in various technology programs. They do not fulfill a mathematics requirement for an Associate in Arts or Associate in Science degree.

MTH 150 Survey of Mathematics 3 Credits
A study of various topics including an introduction to estimation, algebra, geometry, consumer mathematics, probability and statistics, with an emphasis on critical thinking and interpreting results. Other topics may be covered at the discretion of the instructor. Three class hours. MTH 150 is a common selection by Liberal Arts students with fewer than three years of high school mathematics. MTH 150 is not a prerequisite course for MTH 160 or higher. Although this course can satisfy your mathematics requirement for some MCC programs and transfer to some baccalaureate institutions, if you are planning to transfer please speak with an academic advisor or Career and Transfer to ensure that this course meets your goals. (SUNY-M) Course offered Fall and Spring. Prerequisite: TRS 094 with a grade of C or better, or MCC Level 4 Mathematics placement.

MTH 155 Mathematics for Elementary Teachers I 3 Credits
A course essential in developing the mathematical competency of the teacher or prospective teacher at the elementary level. Students will develop a comprehensive understanding of the mathematical curriculum recommended by the National Council of Teachers of Mathematics (NCTM) Standards, using a problem solving approach. Topics include historical development of numbers and number systems, study of whole numbers, integers, rational, irrational, and reals; abstract number systems; and elementary number theory. NOTE: MTH 155 is not a teaching methods course. Three class hours. All Sections are writing intensive (WR). Course offered Fall and Spring. Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 Mathematics Placement.

MTH 156 Mathematics for Elementary Teachers II 3 Credits
A continuation of the concepts of MTH 155, which develop the mathematical competency of the teacher or prospective teacher at the elementary level. Students will develop a comprehensive understanding of the mathematical curriculum recommended by the National Council of Teachers of Mathematics (NCTM) Standards using a problem solving approach with appropriate technology. Topics include functions, probability, statistics, measurement, 2 and 3 dimensional geometry, transformational geometry, congruence and similarity. All sections are writing intensive (WR). Three class hours. MTH 156 is a special interest course; check for availability. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 155 with a grade of C or better.

MTH 160 Statistics I 3 Credits
An introduction to descriptive and inferential statistics intended to give an understanding of statistical techniques and applications in a wide variety of disciplines. Topics include measures of central tendency; dispersion and position; correlation and regression; probability and probability distributions, including binomial and normal; the Central Limit Theorem; parameter estimation and hypothesis testing. Minitab statistical software is used. Three class hours. MTH 160 is an appropriate elective for most programs. (SUNY-M) Course offered Fall and Spring. Prerequisite(s): MTH 098 with a grade of B- or better, MTH 104 with a grade of C or better, or MCC Level 8 Mathematics placement.

MTH 161 Statistics II 3 Credits
Statistical inference with an introduction to experimental design. Topics include hypothesis testing and estimation for means, proportions and variances; sample size determination; uses of Chi-square distribution; analysis of variance; linear correlation and regression, non-parametric statistics and statistical research. Minitab statistical software is used. Three class hours. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 160 with a grade of C or better.

MTH 164 Introduction to Trigonometry 1 Credit
A first course in trigonometry. Topics include the trigonometric ratios, radian measure, angles in a coordinate system, ratio values for any angle, graphs of trigonometric functions and basic trigonometric identities and equations. A specific calculator will be required of all students in this course. One class hour. Course offered Fall and Spring. Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 Mathematics Placement.

MTH 165 College Algebra 3 Credits
This course is intended to enhance algebraic skills and graphing techniques, and to prepare students for Precalculus Mathematics and Applied Calculus. Topics include functions that are quadratic, polynomial, piecewise, exponential and logarithmic; equations that are quadratic in form, involve radicals, absolute value, variation and rational exponents; inequalities that are quadratic, rational, and absolute value. Three class hours. (SUNY-M). MTH 165 is an appropriate elective even if not pursuing science or mathematics. Course offered Fall and Spring. Prerequisite: MTH 104 with a grade of C or better, or MTH 140 with a grade of C or better, MCC Level 8 Mathematics placement.

MTH 172 Technical Discrete Mathematics 3 Credits
An introduction to discrete mathematics primarily intended for students majoring in Information Technology or Computer Systems Technology. The emphasis will be on the development of technical discrete mathematics skills, rather than rigorous proof. Topics will include number systems, sets, logic, induction, elementary counting techniques, relations, functions, matrices, and Boolean algebra. Note: This course is not designed for students intending to major in Mathematics or Computer Science. Students intending to major in Mathematics or Computer Science should take MTH 220. Three class hours. Course offered Fall and Spring. Prerequisite: MTH 141 or MTH 165 with a grade of C or better, or MCC Level 9 Mathematics placement, or equivalent.

MTH 175 Precalculus Mathematics 4 Credits
A study of the properties and graphs of functions, including polynomial, absolute value, power, piecewise, radical, rational, exponential, logarithmic, trigonometric, and inverse trigonometric. Topics also include a study of analytic trigonometry and an introduction to vectors. This course is intended to prepare students for the study of calculus. Four class hours. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 165 with a grade of C or higher, or MTH 141 with a grade of C or higher, or MCC Level 9 Mathematics placement or higher.
MTH 200  Applied Calculus  4 Credits
An intuitive introduction to the principal ideas of differential and integral calculus. Among the topics covered are: functions (including exponential and logarithmic), limits, differentiation, and integration. Emphasis will be placed upon the use of calculus in solving problems from areas including business, economics, and the social and natural sciences. Four class hours. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 165 with grade of C or better, or MCC Level 9 Mathematics placement, or equivalent.

MTH 210  Calculus I  4 Credits
This course will cover the basic concepts of differentiation of algebraic, trigonometric, exponential, logarithmic and inverse trigonometric functions. It includes an introduction to the concepts of limit, continuity and definite integral. Applications to rectilinear motion, graphing, maxima-minima, related rates, and area are explored. A specific calculator will be required of all students in this course. Students are advised to check with the Mathematics Department. Four class hours. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 175 with grade of C or higher, or high school precalculus course with a grade of B (83) or higher, or MCC Level 10 Mathematics placement or higher.

MTH 211  Calculus II  4 Credits
In this course, Riemann sums leading to definite integrals are used in applications to problems in physics and geometry. Also included are: techniques of integration, improper integrals, indeterminate limit forms, infinite series, Taylor polynomials, power series, and an introduction to first-order separable differential equations and their slope fields. A specific calculator will be required of all students in this course. Students are advised to check with the Mathematics Department. Four class hours. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 210 with a grade of C or higher.

MTH 212  Calculus III  4 Credits
The calculus of functions of more than one variable, partial differentiation, multiple integrals, polar coordinates, solid analytic geometry and vectors, and the calculus of vector-valued functions are covered. A specific calculator will be required of all students in this course. Students are advised to check with the Mathematics Department. Four class hours. (SUNY-M) Course offered Fall and Spring. Prerequisite: MTH 211 with a grade of C or better.

MTH 225  Differential Equations  4 Credits
An introduction to ordinary differential equations and their applications. Analytical methods include: separation of variables, linear first order equations, substitution methods, second order linear equations with constant coefficients, undetermined coefficients, variation of parameters, autonomous systems of two first order equations, series solutions about ordinary points, and the Laplace Transform. In addition to analytical methods, quantitative and qualitative analysis will be employed through the use of Euler’s Method, phase lines, phase planes, and slope fields. Four class hours. Course offered Fall and Spring. Prerequisite: MTH 211 with a grade of C or better.

MTH 230  Linear Algebra  4 Credits
Topics include systems of linear equations, vectors and matrices, determinants, vector spaces, linear transformations, eigenvectors and eigenvalues, and inner product spaces. Four class hours. Course offered Fall, Spring, and Summer. Prerequisite: MTH 212 with a grade of C or better, or permission of instructor.

MTH 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

MUS - Music

MUS 101  Music Appreciation  3 Credits
Interest, taste and discrimination in music and its relationship to other art forms; survey of style periods of Western Music; Medieval, Renaissance, Baroque, Classical, Romantic and Twentieth Century; survey of musical forms, instruments of the orchestra, and music in national cultures; biographical sketches of composers; listening to records essential. Three class hours. (SUNY-H) Course offered Fall and Spring.

MUS 102  Basic Musicianship Skills I  3 Credits
This course offers an introduction to four basic skills of music: music theory, aural skills, piano skills, and solo performance in voice or another instrument. This course is open to both music majors and non-majors. One class hour, two lab hours. Course offered Fall and Spring.

MUS 103  Basic Musicianship Skills II  3 Credits
This course offers further instruction after Basic Musicianship Skills I on the four basic skills of music: music theory, aural skills, piano skills, and solo performance in voice or another instrument. This course is open to music majors and non-majors. One class hour, two lab hours. Course offered Fall and Spring. MUS 102

MUS 104  Men's Glee Club  1 Credit
The Men's Glee Club is a performance organization which will focus on choral arrangements of both patriotic and popular music genres of the past 150 years. The student will learn to transfer musical concepts between genres of music. The student will also learn the rudiments of vocal performance in conjunction with a male ensemble. May be repeated for additional credit. Three class hours. Course offered Spring only.

MUS 105  Women's Glee Club  1 Credit
The Women's Glee Club is a performance organization which will focus on choral arrangements of patriotic, contemporary choral works, and popular music genres of the past 100 years. The student will learn to transfer musical concepts between genres of music. The student will also learn the rudiments of vocal performance in conjunction with a female ensemble. May be repeated for additional credit. Three class hours. Course offered Fall only.

MUS 108  College Chorus  1 Credit
Performance of a wide variety of choral music. Musical selections range from traditional to contemporary and include such diverse styles as madrigals, songs, chorales, folk music, jazz and rock. Three class hours. (May be repeated for additional credit.) (SUNY-A) Course offered Fall and Spring.

MUS 110  Music Theory II  4 Credits
Instruction in music theory, ear-training, and sight-singing based on the techniques of the Common Practice Period. Activities include: sight-singing of diatonic melodies, melodic, harmonic and rhythmic dictation, study of intervals, scales, triads, the dominant seventh chord and non-harmonic tones in analysis, and the connection of triads in four-voice writing. Computer software is incorporated to reinforce music theory concepts and for ear training practice. Four class hours. (SUNY-A) Course offered Fall only.

MUS 111  Song Writing  3 Credits
The study of successful song forms and creative imitation of student's own experience into original parodies and songs. Three class hours. (SUNY-A) Course offered Fall and Spring.
MUS 114 Contemporary A Cappella Ensemble 3 Credits
Performance of the genre of contemporary a cappella music. Musical selections will range from a variety of contemporary popular genres such as Rhythm and Blues, Rock, Alternative, Soul, Fusion, and Hip Hop. Three class hours (May be repeated for additional credit.) Course offered Fall and Spring.

MUS 115 Community Chorus 1 Credit
Performance of extended choral works from a variety of time periods. Examples of extended works include Requiems, Masses, Oratorios, and multi-movement choral works. This course will consist of a collaboration between students and community members. (May be repeated for additional credit.) Three class hours. Course offered Fall and Spring.

MUS 118 Broadway Musicals 3 Credits
A survey of musicals, revues and Broadway shows which represent the growth and development of American musical theatre as an art form. Students will learn to recognize and identify the characters, plot, best-known show tunes and other important facets of musical theatre. Three class hours. Course offered Spring only.

MUS 119 Music in World Cultures 3 Credits
A diverse overview of classical, popular, and folk music traditions comprising all of the major world cultures. The objectives of the course are to look closely at how we define what music is and what social and cultural roles it serves in our lives. Students will listen to music from other cultures and discuss how the music reflects differences in the way that another society defines music and its role in their lives. This process will also show how diverse and global our own musical traditions already are. The course will also explore the role of music as ritual, mode of communication, work accompaniment and artistic expression. Three class hours, two experiential hours. This course fulfills the MCC requirement for a social science elective. (SUNY-A/H) Course offered Fall and Spring.

MUS 120 Jazz in American Society 3 Credits
A survey course in the evolution of jazz in America. Historical significances are identified and traced from rhythmic worksongs and spirituals of the late 1800s through avant-garde jazz of the 1970s. Specific concentration as to personalities and musical styles occurs for the major eras and trends in jazz; e.g., Ragtime, Dixieland, Swing, Bebop, Progressive, Modern, Third Stream, Rock, Jazz. This course fulfills the MCC requirement for a social science elective. Three class hours. Course offered Fall and Spring.

MUS 121 Voice Class 3 Credits
Group instruction in the mastery of vocal techniques, the study of common vocal problems, the development of basic musicianship and the cultivation of expressive singing ability. Students will perform songs covering a wide variety of moods, styles, and textual subjects. Three class hours. Course offered Fall and Spring.

MUS 122 Piano Class I 3 Credits
Group instruction in fundamental piano technique designed for the beginner. Pupils learn to read music, improvise chordal accompaniments, and develop technical proficiency through performance of elementary piano music. Two class hours, one laboratory hour. (SUNY-A) Course offered Fall and Spring.

MUS 123 Piano Class II 3 Credits
A continuation of MUS 122. Group instruction designed to develop piano proficiency at the advanced beginner level. Includes further development of technical and music reading skills including improvisation. Two class hours, one laboratory hour. Course offered Fall and Spring.
Prerequisite: MUS 122 or performance equivalent to MUS 122, or permission of instructor.

MUS 124 Guitar Class I 3 Credits
An introductory course in the fundamentals of guitar playing, designed for the beginning student. A dual approach to the instrument will be taught: 1) as an accompaniment for singing; the student will learn chords, progressions, strums, and finger-picking; 2) as a solo instrument; the student will learn the fundamentals of reading music, as applied to the guitar; e.g. staff notation, meters, rhythms, scales, positions with emphasis on developing dexterity. Three class hours. Students must provide their own guitars. (SUNY-A) Course offered Fall and Spring.

MUS 125 Guitar Class II 3 Credits
An intermediate course in guitar playing designed for the student with more than an elementary knowledge of guitar technique. Emphasis on the guitar as a solo instrument - including scales in all positions, technical reading studies, solo playing, with emphasis on the development of right hand dexterity. Three class hours. Students must provide their own guitars. Course offered Spring only.
Prerequisite: MUS 124 or permission of the instructor.

MUS 126 Applied Piano Minor I 1 Credit
A practical course in piano skills (scales, arpeggios, improvisation and accompanying) designed for students currently studying a major applied instrument or major vocal applied. Students should possess skills in music theory and be able to read music. One and one-half laboratory hours. (SUNY-A) Course offered Fall only.
Prerequisite: Permission of instructor.

MUS 127 Applied Piano Minor II 1 Credit
A continuation of MUS 126 for students currently studying voice or an instrument. One and one-half laboratory hours. Course offered Spring only.
Prerequisite: MUS 126 or equivalent, or permission of instructor.

MUS 129 MIDI Recording Techniques 3 Credits
An introductory course in computer-assisted music production. Students will learn the fundamentals of the Musical Instrument Digital Interface (MIDI) as they pertain to MCC’s own MIDI studio. Using the synthesizer, drum machine and tone generator, students will produce high quality demo tapes of the music of their choice. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite: Basic keyboard proficiency or permission of instructor.

MUS 131 Studio Production 3 Credits
Designed to give the students practical experience in recording live music using digital multi-track recorders. The students will understand the use of microphones, mixers, multi-effects units and MIDI (Musical Instruments Digitally Interfaced) applications. Students will be given an overview of how past, present and future technological changes in the music industry impact recording techniques. Three class hours. Course offered Fall and Spring.
Prerequisite: MUS 129 is strongly recommended.

MUS 132 Percussion Class 3 Credits
Group instruction in basic percussion techniques. Includes learning the rudiments (rolls, flams, ruffs, paradiddles, etc.) of reading drum music. Two, three, and four part ensemble experience in various styles. Developing four-limb coordination for drum-set playing and learning basic rock, Latin, and jazz rhythms on the set. Correct playing techniques for some of the secondary percussion instruments: hand cymbals, bass drum, triangle, tambourine, maracas, claves, cowbells, guiro, cabasa, and conga. Three class hours. Course offered Fall and Spring.

MUS 133 Lyric Writing 3 Credits
This course will improve the student’s ability to write words to music. Students will enhance their skills not by reading about lyric writing but by completing dozens of writing exercises and assignments. The results will be lyrics that are clear, concise and creative. Besides the usual topics of meter, rhyme and form, students will learn topics not widely known outside of songwriting circles. These topics include how to start writing a lyric quickly, how to write more effective lyrics by examining the words within the title, pulse points, how to develop a song one line at a time, finding the lyrical approach, blocking a song, the importance of contrast along with other tricks, tips and techniques used by professional writers. Discussions will include work habits, breaking writers block and career opportunities. The ability to read and write music is helpful but not necessary. This course will focus on the written word. Three class hours. Course offered Fall and Spring.
Prerequisite: ENG 101 or permission of the instructor
MUS 140  Jazz Ensemble  1 Credit
Rehearsal and performance of jazz, Latin, and pop instrumental, music for big band (piano, bass, drums, saxophones, trumpets, trombones, and guitar). Rehearsals include study of playing with good time, intonation, jazz inflections, articulations, and correct interpretation of classic jazz literature to modern styles. Concert performances include major concerts twice each semester in MCC’s Theatre, and there is the potential for additional on-campus or off-campus performances. (This course may be repeated for credit.) Three laboratory hours, 10+ experiential hours. Course offered Fall and Spring.
Prerequisite: Prior experience in a jazz band or permission of instructor. Recommended corequisites: MUS 143/144 is highly recommended.

MUS 141  Madrigal Singers  1 Credit
A select group of singers rehearsing and performing vocal music from the Medieval and Renaissance time periods. Emphasis will be on developing musicianship and ensemble singing with the goal of understanding these musical styles and experiencing the joy of public performance. May be repeated for additional credit. Three class hours. Course offered Fall only.
Prerequisite: Audition or permission of instructor.

MUS 142  Musical Production  3 Credits
A select group of actor/singers and musicians whose main goal is to rehearse and perform a Broadway musical production. Students will learn the vocal and dance portion of performing in a full scale musical production. Students will experience costumed and staged live performances. May be repeated for additional credit. Three class hours. Course offered Fall only.
Prerequisite: Audition or permission of instructor.

MUS 143  Jazz Improvisation I  3 Credits
An introductory level course that explores the theory of jazz. This class will use standard jazz tunes as vehicles to explore harmony, melody, rhythm, improvisational concepts, basic keyboarding skills, and composition in a functional way. Modes of the major scale, ii-V-I’s, and the blues scale will be discussed as well as major, minor, and diminished chord structures with sevenths. Theory discussions and written assignments will be combined with ear training, listening examples, and playing standards in class so as to increase the student’s ability to improvise in an instrumental jazz group. Three class hours. Course offered Fall and Spring.
Prerequisite: MUS 109 or permission of instructor.

MUS 144  Jazz Improvisation II  3 Credits
A continuation of MUS 143 that examines the theory of jazz. This class will use standard jazz tunes as vehicles to explore harmony, melody, rhythm, improvisational concepts, basic keyboarding skills, and composition in a functional way. In addition to modes of the major scale, ii-V-I’s, blues scale, and seventh chords being reviewed, extensions 9, 11, 13, modes of the melodic minor, and the diminished scale will be introduced. Theory discussions and transcription/composition assignments will be combined with ear training, listening examples, and playing standards in class so as to increase the student’s ability to improvise in an instrumental jazz group. Three class hours. Course offered Fall and Spring.
Prerequisite: MUS 142 or permission of instructor.

MUS 145  Jazz Combo  1 Credit
Rehearsal and performance of traditional jazz standards, Latin, avant-garde and pop instrumental, music for small combo (piano, bass, drums, guitar, and some horns such as saxophone and trumpet). Rehearsals include study of playing compositions with an emphasis on improvising in a small group format. Correct interpretation of classic jazz literature to modern styles is studied in this context of a small combo. Concert performances include major concerts twice each semester in MCC’s Theatre, Atrium, or Student Center and there is the potential for additional on-campus or off-campus performances. (This course may be repeated for credit.) Three laboratory hours, 10+ experiential hours. Course offered Fall and Spring.
Prerequisite: Prior experience improvising in a jazz band or permission of instructor; corequisite: MUS 143/MUS 144 is highly recommended.

MUS 146  Vocal Jazz/Show Choir  1 Credit
A select group of singers and instrumentalists rehearsing and performing vocal music from the jazz and show choir repertoire. Emphasis will be on developing musicianship and ensemble singing with the goal of understanding these musical styles and experiencing the joy of public performance. May be repeated for additional credit. Three class hours. Course offered Spring only.
Prerequisite: Audition or permission of instructor.

MUS 147  Jamming in Jazz, Funk, Pop and Rhythm and Blues Styles  1 Credit
This course practices how to solo effectively melodically and rhythmically on an instrument in several different styles such as Jazz, Funk, Pop and Rhythm & Blues using mostly one’s ear. Appropriate music theory will be studied. Ear training will also be accomplished by “call and response” drills and listening to various recordings of these music styles. Students should have some basic music theory knowledge and will be expected to perform on an instrument (including voice). Students will practice active listening to examples of recordings in class. The class will practice performing complex polyrhythms and hemiolas by clapping and singing. Students will transcribe short phrases by repeated listenings and apply these memorized or notated phrases to similar harmonic progression forms or vamps in other compositions. Performing together in a group setting will be discussed and practiced as well. One class hour. [SUNY-A] Course offered Spring only.

MUS 150  History of Rock ‘n Roll  3 Credits
A survey course that traces the roots of rock ‘n roll from its origins in blues and rock ‘n roll ‘billy through to present day styles. In addition to the musical styles, the course will also look at the cultural, economic and social influences that shaped this American musical phenomena. This course fulfills the MCC requirement for a social science elective. Three class hours. Course offered Fall and Spring.

MUS 151  Music Performance and Lessons  2 Credits
Provides students with an opportunity to develop their music abilities through solo or ensemble performances before college audiences, through individualized private study of instrumental or vocal music under the supervision of qualified teachers, and a final exam jury before the music faculty. A minimum of 15 one-hour lessons is required per semester. Cost of lessons is not included in MCC tuition. One class hour plus one hour of private instruction. (May be repeated for additional credit.) [SUNY-A] Course offered Fall and Spring.
Prerequisite: Music Department audition.

MUS 153  Electric Guitar and Electric Bass  3 Credits
A study of the many aspects of playing the electric guitar and/or the electric bass. Students will learn music theory, guitar symbols, melodies, scales, and arpeggios. Emphasis is on the practical application of music fundamentals when playing by ear, imitation of styles (jazz, pop, rock, folk), and solo group improvisation. Students supply their own instruments and/or equipment. Three class hours. [SUNY-A] Course offered Fall and Spring.
Prerequisite: Student should have some knowledge of guitar playing.

MUS 155  African-American Music in America  3 Credits
A comprehensive survey into the musical idiom that comprises the African-American musical landscape. This course will discuss the important contributions that led to the development of the Negro spiritual, ragtime, blues, jazz, and the hip-hop cultural phenomenon. A historical study of the relationship that African-American music has had on western composers including Igor Stravinsky, Darius Milhaud, and Claude Debussy. This course fulfills the MCC requirement for a social science elective. Three class hours. Course offered Spring only.
MUS 159  Aural Skills I  1 Credit
This course reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. One class hour. Course offered Fall only.
Corequisite: MUS 109 or permission of instructor

MUS 160  Aural Skills II  1 Credit
This course is a continuation of Aural Skills I. It reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. One class hour. Course offered Spring only.
Prerequisite: MUS 159 or permission of instructor; corequisite: MUS 110 or permission of instructor

MUS 161  Guitar Ensemble  1 Credit
Rehearsal and performance of a wide variety of music literature composed and arranged for four or more guitars. Minimum requirements include reading and playing in first position, reading of basic rhythm pattern including eighth and sixteenth notes. (Course may be repeated for additional 1 credit.) Three class hours. Students must provide their own guitar. Course offered Fall and Spring.

MUS 190  Music Rehearsal and Performance  3 Credits
Rehearsal and performance of specialized musical groups for significant musical events; e.g., Broadway musicals, instrumental and vocal ensembles organized to perform music in a specific style. Forty-five to one hundred fifty-five class hours. This course can be repeated for additional credit. Course offered Fall only.

MUS 201  History of Music I  3 Credits
Music from antiquity through 1750, covering Medieval, Renaissance and Baroque style periods; essential score reading and listening to records outside of class. Three class hours. This course fulfills the MCC requirement of humanities or social science elective. (SUNY-WC) Course offered Fall only.
Prerequisites: Completion of a music theory course or music appreciation, and elementary skill in music reading or permission of the instructor.

MUS 202  History of Music II  3 Credits
Music from 1750 through the present covering Classical, Romantic and Twentieth Century style periods; essential score reading and listening to records outside of class. Three class hours. This course fulfills the MCC requirement for a humanities or social science elective. (SUNY-WC) Course offered Spring only.
Prerequisite: MUS 201 or permission of the instructor.

MUS 209  Music Theory III  4 Credits
A study of diatonic seventh chords, borrowed chords, secondary dominants, augmented sixth chords, chromatic and in harmonic modulation and musical forms of the Classic and Romantic Periods, sight-singing and harmonic and melodic dictation related to chromatic harmony, early 20th century techniques. Computer software is incorporated to reinforce music theory concepts, for ear training practice, and to type-set homework assignments. Four class hours. Course offered Fall only.
Prerequisite: MUS 110 or permission of the instructor.

MUS 210  Music Theory IV  4 Credits
Studies of 20th century techniques, with student compositions performed and evaluated in class. Computer software is incorporated to reinforce music theory concepts, for ear training practice, and to typeset homework assignments. Four class hours. Course offered Spring only.
Prerequisite: MUS 209 or permission of the instructor.

MUS 211  Voice Class II  3 Credits
Intermediate collegiate level study of vocal music with emphasis on developing diction, breath control, increasing vocal resonance, improving stage presence, and cultivating accuracy, artistry and musicianship. Students will study a wide variety of vocal materials; e.g., Elizabethan lute songs, classical and romantic art songs, as well as standards, “pop” styles, and Broadway show tunes. Three class hours. Course offered Fall and Spring.
Prerequisites: MUS 121, prior vocal experience, or by audition.

MUS 226  Applied Piano Minor III  1 Credit
A course designed to increase essential keyboard skills and score reading; improve technique through the study and performance of collegiate level intermediate difficulty piano studies; and provide instruction in proper methods of accompanying, melodic and harmonic improvisation, and transposition. One and one-half laboratory hours. Course offered Fall only.
Prerequisite: MUS 127 or equivalent, or permission of instructor.

MUS 227  Applied Piano Minor IV  1 Credit
A continuation of practical keyboard studies at the advanced intermediate (collegiate) level of study. Continued development of keyboard skills including SATB vocal score reading, harmonization, improvisation, transposition, and modulation. Instrumental score reading and instrumental accompaniment. One and one-half laboratory hours. Course offered Spring only.
Prerequisite: MUS 226 or equivalent, or permission of instructor.

MUS 229  MIDI Recording Techniques II  3 Credits
This course is a continuation of MUS 129 class and lab, using computer-based sequencing software connected to synthesizer keyboards and other related devices. Lecture and demonstration of more advanced parameters of software used will be studied and applied. Musical factors such as composition, arranging, and song forms will be discussed to further the overall finished production of students’ projects. Basic keyboard/theory proficiency are required. Three class hours. Course offered Spring only.
Prerequisite: MUS 129.

MUS 231  Studio Production II  3 Credits
A continuation of MUS 131. This course offers more in-depth study and application of recording instruments and vocals using microphones, digital multi-track recorders, effects units, 24-channel recording console, DAT (digital audio tape) and CD-R (compact disk) recorders, computer hard disk recording and editing, and MIDI (Musical Instrument Digital Interface) synthesizers. Musical production techniques as well as technical concepts will be discussed to provide the student with an understanding of the entire recording and production process. Three class hours. Course offered Spring only.
Prerequisite(s): MUS 129 and MUS 131.

MUS 253  Music Business  3 Credits
This course will introduce the student to the different facets of the music business. The course will aim to increase the participant’s knowledge of the inner workings of the business, as well as how they relate to one another. Areas of concentration are music publishing, income sources, recording studios, copyrights, recording companies, and other related avenues. Whether the student wants a career in teaching or performing, this course will give an overview of some of the things to expect. Three class hours. Course offered Spring only.

MUS 255  Aural Skills III  1 Credit
This course is a continuation of Aural Skills II. It reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. One class hour. Course offered Fall only.
Prerequisite: MUS 160 or permission of instructor; corequisite: MUS 209 or permission of instructor

MUS 260  Aural Skills IV  1 Credit
This course is a continuation of Aural Skills III. It reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. One class hour. Course offered Fall and Spring.
Prerequisite: MUS 259 or permission of instructor; corequisite: MUS 210 or permission of instructor

MUS 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall only.
NUR - Nursing

NUR 110 Foundations of Nursing 1 Credit
NUR 110 is a nonclinical course in which the foundation of professional nursing is examined through exploration of the healthcare delivery system, nursing roles, nursing origins, and the educational, legal, and ethical bases of practice. Future challenges for the nursing profession are introduced. One class hour. Course offered Fall and Spring.

NUR 111 Fundamentals of Nursing 7 Credits
NUR 111 focuses on the Basic Needs of the non acute adult patient to provide quality, safe patient centered care for diverse populations. The MCC nursing program’s conceptual framework and the core competencies of Associate Degree Nursing practice. Professional Identity, Nursing Judgment, Human Flourishing, and Spirit of Inquiry, are introduced. Students use knowledge and science to begin to assess a patient’s ability to meet Basic Needs and to implement fundamental nursing interventions. Three class hours, two conference hours, six clinical laboratory hours. Course offered Fall and Spring. Prerequisites: Grade of C or better in high school chemistry, biology and either Sequential Math, Math A Regents or High School Algebra or MTH 098; corequisites: NUR 110, PSY 101 and BIO 142 unless previously taken.

NUR 112 Nursing Care of the Adult and Child-I 8 Credits
NUR 112 focuses on Basic Needs of adult and child patients using the Nursing Process to provide quality, safe patient centered care for diverse populations. Teamwork and collaboration are introduced and explored. Students use knowledge and science to manage, with assistance, the essential issues of patients with both acute and chronic conditions in several healthcare environments. One class hour, four conference hours, nine clinical laboratory hours. The core competencies of Associate Degree Nursing practice introduced in NUR 111 are expanded upon in clinical nursing practice. Course offered Fall and Spring. Prerequisites: NUR 110 and NUR 111 with a minimum grade of C; corequisites: BIO 143, PSY 212 and ENG 101 or ENG 200, unless previously taken.

NUR 150 Application of the Nursing Process 1 Credit
Introduction to curriculum concepts with emphasis on the use of the nursing process as the student assesses the basic needs of clients. Selected nursing content from the core curriculum is discussed. Twelve class hours, nine laboratory hours. Cannot be used as an elective in the Nursing program. Course offered Fall and Spring. Prerequisites: NUR 150 is required for students who are transferring into the program, admitted with advanced standing, or returning to the program after an absence of one year. Completion of NUR 150 requirement is valid for one year. Students reentering NUR 111 do not need to take NUR 150.

NUR 160 Critical Thinking Utilizing the Nursing Process 1 Credit
This one-credit elective course is designed to assist nursing students from any of the four semesters with developing improved critical thinking skills necessary for safe, efficient, and holistic care. The course is a late-start course meeting weeks 7-14 for two hours each week. A case study approach lends well to interactive class periods where nursing students will be able to develop, utilize, and receive valuable feedback regarding developing a unique, individual plan of care for patients using critical thinking skills. Group work, individual projects, and documentation are emphasized in the development of these critical thinking skills. Course offered Fall and Spring. Prerequisites: Current or prior matriculation in the Nursing program, or with permission of faculty.

NUR 210 Issues in Nursing 1 Credit
NUR 210 is a nonclinical course in which issues of professional nursing are critically examined through exploration of current themes including quality and safety initiatives, leadership and management practices, licensure and legal implications, employment matters and professional responsibility. One class hour. Course offered Fall and Spring. Prerequisites: NUR 110 and NUR 112 with a minimum grade of C.

NUR 211 Psychiatric-Mental Health Nursing (Seven Weeks) 4 Credits
NUR 211 focuses on the Basic Needs of patients with psychiatric/mental health problems using the Nursing Process to provide quality, safe patient centered care for diverse populations through teamwork and collaboration. Students use knowledge and science to manage the issues of patients with acute and chronic psychiatric conditions in a variety of healthcare environments. Two class hours, three conference hours, nine clinical laboratory hours. The core competencies of Associate Degree Nursing practice expanded upon in NUR 112 are applied to this patient population. Course offered Fall and Spring. Prerequisites: NUR 112 with a minimum grade of C; corequisites: NUR 210, BIO 202 and SOC 101, unless previously taken.

NUR 212 Maternal - Neonatal Nursing - WR (Seven Weeks) 4 Credits
NUR 212 focuses on the basic needs of maternal and neonatal patients, using the Nursing Process to provide quality, safe, patient centered care for diverse populations through teamwork and collaboration. Students use knowledge and science to manage maternal and neonatal considerations in the acute care setting. Two class hours, three conference hours, nine clinical laboratory hours. The core competencies of Associate Degree Nursing practice expanded upon in NUR 112 are applied to this patient population. Course offered Fall and Spring. Prerequisites: NUR 112 with a minimum grade of C, BIO 143 with a minimum grade of C, PSY 212 and ENG 101; corequisites: NUR 210, BIO 202 and SOC 101, unless previously taken.

NUR 214 Nursing Care of the Adult and Child-II 8 Credits
NUR 214 focuses on Basic Needs of adult and child patients using the Nursing Process to provide quality, safe patient centered care for diverse populations through teamwork and collaboration. Students use knowledge and science to manage the complex issues of patients with both acute and chronic conditions in a variety of healthcare environments. One class hour, four conference hours, nine clinical hours.

The core competencies of Associate Degree Nursing practice are integrated into clinical nursing practice. Course offered Fall and Spring. Prerequisites: NUR 210, BIO 202 with a minimum grade of C, NUR 211, 212 with a minimum grade of C; corequisites: 6 credits general electives, 2 credits Physical/Health Education, unless previously completed.

NUR 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

OFT - Office Technology

OFT 110 Keyboarding 3 Credits
A course designed to learn touch keyboarding and to develop speed and accuracy. An introduction to the Windows environment and word processing using Microsoft Word for the creation of basic business documents. Open to all students. Recommended for those with no keyboarding experience or those who key less than 25 words per minute. Four class hours. Course offered Fall and Spring.

OFT 111 Intermediate Word 3 Credits
Development of formatting skills through Microsoft Word. Preparation of business documents including letters, memorandums, reports and tables, and an introduction to newsletters and electronic communication. Emphasis on proofreading, production, and mailability skills. Recommended for those who type more than 30 NWAM for five minutes within five errors. Students should have had a minimum of one semester of keyboarding instruction. Five class hours. Course offered Fall and Spring.

OFT 212 Advanced Word I 3 Credits
An intermediate course emphasizing enhanced formatting skills utilizing Microsoft Word. Production of printable business documents with advanced features. Composition and creation of business correspondence will be infused throughout the course. Integrating decision making and problem solving skills are stressed. Continued emphasis on speed development and accuracy. Five class hours. Course offered Fall and Spring.

Prerequisite: OFT 110 or permission of instructor.

www.monroecc.edu/go/courses
OFT 121  Introduction to Keyboarding  1 Credit
This course will cover alphabetic, numeric and symbol keys. Straight copy speed and accuracy rates are developed, as well as proofreading skills. No word processing skills are covered. No prior computer skills necessary. One class hour. Course offered Fall and Spring.

OFT 141  Professional Grammar and Communications  4 Credits
A presentation and review of grammar, including punctuation, capitalization, number styles, and sentence structure, for accurate business usage. A three-level learning approach is used to facilitate comprehension and to promote a mastery level of grammar by providing graduated learning segments. Students will apply grammar skills in the composition and formatting of business documents to include letters, memos, e-mail messages, and reports. Successful completion of TRS 105 or TRS 200 or placement at English 101 or higher. Four class hours. Course offered Fall and Spring. Completion of TRS 105 or TRS 200 or placement in ENG 101 or higher.

OFT 170  Spreadsheet Applications Excel  3 Credits
An intensive course covering Microsoft Excel. Objectives include preparing, formatting, and enhancing worksheets, applying formulas and functions, charting, using analysis, linking, workgroup features, and increase productivity through use of macros and templates. This course is designed to teach skills sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours. Course offered Fall and Spring.

OFT 171  Microsoft Access Professional  3 Credits
An intensive course that covers Microsoft Access. Objectives include planning and designing databases; building and modifying tables, forms and reports; advanced manipulation of data; defining relationships; modification of report properties; subforms, switchboards, PivotTables, and importing/exporting data. This course is designed to cover skills sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours. Course offered Fall and Spring.

OFT 173  Microsoft Multimedia Communications  3 Credits
This course will offer a thorough coverage of Microsoft PowerPoint, Microsoft Outlook, and Microsoft Publisher for the office professional. Microsoft PowerPoint instruction will cover animation, use of color and objects, and importing and exporting data and images. Activities include creating a slide show as well as delivering the presentation. Microsoft Publisher will focus on production, assembling, and the design of administrative publications. Topics will include designing page layout, creating graphics, using templates, manipulating text and graphics, using style sheets, scanning images, and adding special effects. Microsoft Outlook covers uses of communicating by e-mail, managing contacts, calendaring, address book, and schedule management. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours. Course offered Fall and Spring.

OFT 201  Advanced Word II  2 Credits
Advanced formatting skills of complex business documents utilizing Microsoft Word applications. Orientation to collaborative work concepts. Topics covered include graphics, complex mail merges, electronic forms, macros, and long document production utilizing master and subdocuments. Projects integrate decision-making, problem-solving, and language arts skills. Continued development of speed and accuracy. Three class hours. Course offered Fall and Spring. Prerequisite: OFT 112 with a grade of C- or better.

OFT 202  Office Simulations  2 Credits
This course covers office simulations and projects that draw from all aspects of Microsoft Office Professional software. Realistic workplace projects integrate business vocabulary, critical thinking strategies, and web-research skills into document processing. Two class hours. Course offered Spring only. Prerequisite/Corequisite: OFT 201, or permission of instructor.

OFT 214  Administrative Office Procedures  4 Credits
This course presents concepts and procedures used in today’s electronic office. It encompasses discussions on professional conduct and ethics, job readiness techniques, and small group collaboration. Other topics include the use of communication devices and equipment, use of electronic mail, records management, reprographics technology, administrative travel procedures, Internet research and reference procedures. Oral and written communication skills will be emphasized. Four class hours.

Course offered Fall and Spring. Prerequisites: OFT 112 and OFT 141.

OFT 230  Office Transcription  3 Credits
An introduction to and development of transcription skills from dictated material. A review of grammar and punctuation along with an emphasis on spelling and word study skills. An introduction to the malleability concept during transcription practice with the goal of malleability in testing situations. Three class hours. Course offered Fall and Spring. Prerequisites: OFT 111 with a grade of C- or better and OFT 141.

OFT 240  Office Technology Seminar and Work Practicum  2 Credits
This seminar course provides the student with a capstone experience to prepare for employment within the office technology field. The course will examine situations and problems related to the workplace. Students are required to attend a weekly one-hour seminar and complete a 45-hour office work experience with a cooperating employer. Course offered Spring only. Prerequisite(s): OFT 112, OFT 141. Co-requisite: OFT 214.

OFT 257  Legal Studies I  3 Credits
Designed to develop competency in legal terminology and transcription. Student will receive an in-depth study of legal terminology while developing the skills needed to accurately transcribe from dictated material. Emphasis will be on comprehension of terminology, language arts, proper formatting, and proof reading skills. Four class hours. Course offered Fall and Spring. Prerequisites: LAW 101

OFT 258  Legal Studies II  3 Credits
This course introduces students to the following topics: law office organization, file management, client interaction, document formatting, recordkeeping, legal research, court and legal documents, legal specializations, and the court system. Students will perform a variety of tasks to develop time management skills, evaluate work, and solve problems. Four class hours. Course offered Fall and Spring. Prerequisites: OFT 112 and OFT 141 or permission of instructor.

OFT 267  Medical Office Documentation  3 Credits
Students will use medical terminology and keyboarding skills in transcribing medical documents for major medical fields. Emphasis on accuracy, document formatting, grammar principles, production, and understanding of the responsibilities and competencies of the medical office support staff. Three class hours. Course offered Fall and Spring. Prerequisites: HIM 104 and OFT 111 and OFT 141.

OFT 268  Medical Office Procedures  3 Credits
The duties and responsibilities of a medical office will be covered, including proper telephone techniques, preparation of medical records, appointment books (paper and electronic), preparation of standard insurance forms, billing, maintenance of petty cash book, handling of incoming and outgoing mail, confidentiality and legal considerations, and office management. Computer simulation projects are included. Three class hours. Course offered Fall and Spring.

OFT 270  Office Technology Seminar and Work Practicum  2 Credits
This seminar course provides the student with a capstone experience to prepare for employment within the office technology field. The course will examine situations and problems related to the workplace. Students are required to attend a weekly one-hour seminar and complete a 45-hour office work experience with a cooperating employer. Course offered Spring only. Prerequisite(s): OFT 112, OFT 141. Co-requisite: OFT 214.
OFT 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

OPT - Optical Systems

OPT 110  Introduction to Optical Technology  3 Credits
Familiarizes students with the important aspects of technical optics, including terminology, fundamentals and principles, optical instruments and their relation to mechanics and electronics; wave optics including such recent developments as lasers; optical processes and testing techniques, and photography and its uses. This course should provide the student with an appreciation of how optics may be related to their own major interests. Three class hours. Course offered Spring only.

OPT 131  Optical Elements and Ray Optics  4 Credits
An introductory course dealing with terminology and techniques in the use of analytical and laboratory methods for planning, executing and evaluating arrangements using components such as mirrors, prisms, thin and thick lenses, diffusers, stops, reticles, and various types of light sources. Reflection, refraction, dispersion, image formation and aberrations are studied with emphasis on the ray concept of light. Three class hours, three laboratory hours. (Students not enrolled in an optical technology program may be admitted to the class with approval of the Department Chairperson.) Course offered Fall only.

OPT 135  Measurement and Analysis  4 Credits
The student will study the engineering team and the role of the technician on that team. The student will work with basic measurement tools and study the fundamental concepts of metrology. Computer analysis of data using MS Excel will be introduced, including some Six Sigma basic quality control tools. Basic use of Windows PC is expected. Three class hours, three laboratory hours. Course offered Fall and Spring.

co-requisite: TEK 101

OPT 151  Optical Instruments and Testing  4 Credits
Concepts developed in OPT 131 are applied to the study of illumination and photometry, colorimetry, testing techniques for optical components and systems including the eye, telescope, microscope, photographic systems and optical methods of dimensional measurement. Three class hours, three laboratory hours. Course offered Spring only.

Prerequisite: OPT 131.

OPT 153  Fiber Optics  3 Credits
An introduction to the use and testing of fiber optic cable. Cable termination and splicing techniques will be performed. Standard tests of cables and cable systems will be conducted. Two class hours, three laboratory hours. Course offered Fall and Spring. Prerequisites: OPT 131 or OPT 110 and MTH 140, or permission of department.

OPT 201  Photo Science  4 Credits
The chemical, optical and physical principles of the photographic system. In a series of laboratory assignments, the student gains experience in the use of a wide variety of equipment, as well as techniques of photographic testing of the system for image quality, information capacity, densitometry and sensitometry. Each student plans and executes a pictorial presentation related to a technical project. Three class hours, three laboratory hours. Course offered Spring only. Prerequisites: OPT 131 or OPT 211, or permission of instructor or permission of department.

OPT 211  Wave Optics and Applications  4 Credits
A study of light waves and how they may be used in today's technology. Electromagnetic radiation, coherence, interference and diffraction phenomena, transfer functions and the generation and use of polarized light. Analysis, manufacturing techniques and use of selected instruments using wave optics such as spectrometers, interferometers, diffraction gratings and thin film coatings. An introduction to properties and use of lasers and holography. Three class hours, three laboratory hours. Course offered Fall only. Prerequisite: OPT 131 or permission of instructor.

OPT 213  Optical Processes  4 Credits
A study of selected materials, processes and test measurement techniques employed in the manufacture of modern optical instruments, including physical principles and equipment used. In the laboratory portion, each student has opportunity to perform all steps in planning, tooling, fabricating, testing, coating and finishing precision optical elements such as telescope mirrors. Two class hours, four laboratory hours. Course offered Fall only. Prerequisites: OPT 135, OPT 151 and MET 111, or permission of department.

OPT 215  Electro-Optical Devices and Systems  5 Credits
Optical and electro-optical instrument phenomena: radiometry, spectrophotometry detector characteristics, blackbody radiation, light sources and their spectra, electronic instrument use, electronic device specifications, fiber optics and fiber optic systems. Three class hours, four laboratory hours. Course offered Spring only. Prerequisites: OPT 211, MTH 141, ELT 111

OPT 231  Lasers: Technology and Application  4 Credits
This course will stress laser applications in science and industry, including measurement, communication, machining, information recording and holography. The basic principles of laser operation, construction and technology will be discussed in such a way that the student will be able to suggest and implement new ideas, and understand old ones, concerning laser applications and holography. The laboratory will include the actual recording and processing of holograms and other laser experiments. Three class hours, three laboratory hours. Course offered Spring only. Prerequisites: OPT 131 or permission of department.

OPT 233  Advanced Dimensional Measurement  4 Credits
Instrumentation utilizing several technologies, including electronic pneumatic, optical, mechanical and nuclear are explored. Analysis and means for reducing systematic errors are studies as well as propagation of errors and methods of control, calibration and processing of data by various techniques and devices, including computers. Principles of design are used to develop optimum measuring systems. Three class hours, three laboratory hours. Course offered Fall only. Prerequisite: OPT 135 or permission of instructor.

OPT 235  Advanced Optical Manufacturing  4 Credits
A study of current processes, machinery and tools employing CNC technology that are shaping the methodology in manufacturing optical components. The course is designed to be very interactive, providing laboratory experience on the following subjects: CNC grinding and polishing, planetary grinding and polishing, tolerancing and metrology. Two class hours, four laboratory hours. Course offered Spring only. Prerequisite: OPT 213 or permission of department.

OPT 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PE - Physical Education--Coed

PE 101  Co-ed Personal Fitness  2 Credits
A course designed to develop the student’s awareness of, and responsibility for, his/her own personal fitness. It is primarily a lecture class, but does include a comprehensive physical fitness screening component. The course material will provide the student with sound criteria for decision making with regard to their own physical fitness. Two class hours. Course offered Fall and Spring.
PEC - Physical Education-

COED

ONE CREDIT HOUR ACTIVITY COURSES. Please carefully check the master schedule for class meeting times for our one-credit courses. Classes vary from meeting once a week for two hours, twice a week for one hour, both for an entire semester, to twice a week for two hours for an eight-week period of time. Other variations will occur. PEC - Seats held primarily for women; however, either sex may take. PEM - Seats held primarily for men; however, either sex may take. PEC - TEAM SPORTS Softball, Volleyball, Soccer, Basketball, Floor Hockey, Touch Football. Courses cover basic skills, rules and strategies. Watch for each paired with a variety of other PE activity courses or as a single offering. (Pairings will vary from semester to semester.) PEC-INDIVIDUAL SPORTS Racquetball, Tennis, Badminton, Golf, Archery, Dance, Swimming, Canoeing, and Bowling (see fee courses). Courses cover basic skills, rules, and strategies where applicable. Watch for each paired with a variety of other PE activity courses or as a single offering. (Pairings will vary from semester to semester.) Course offered Fall and Spring.

PEC 100  Fitness Theory and Conditioning for the Professions 1-3 Credits
A course designed to meet the specific fitness needs for the professions, such as law enforcement/firefighter. It will provide general fitness information and conditioning as well as job specific training. It will provide pre- and post-assessments and personalize fitness and job specific training programs. Credit will be determined by the needs of the specific class/profession enrolled. Course offered Fall and Spring.

PEC 123  Introduction to Kayaking 2 Credits
An introduction to the world of kayaking. This course will cover equipment components needed to kayak safely as well as basic strokes, reading the river, rescue techniques, and how to roll a kayak. One class hour, two laboratory hours. Course offered Fall and Spring.

PEC 144  Dance Composition 1 Credit
Teaches the components of composition; staging, timing, movement patterns, rhythms, stylization, etc. The culmination of the course will be a dance solo written and performed by the student. A dance background is recommended. Two laboratory hours. Course offered Fall only.

PEC 148  Physical Fitness Theory and Practice 2 Credits
This course is designed to provide a complete fitness experience. This course includes sections specific to different areas of activity including, but not limited to: Fitness Training, Yoga, Tai Chi, Tae Kwon Do, Cardio Bootcamp, Aqua Fitness, Personal Defense offerings may vary from semester to semester). It will also include a comprehensive fitness assessment and interpretation that will generate a personalized exercise prescription, which will be executed in a monitored program specific to assigned fitness subject, topic, or theme. Lecture topics will include the benefits of exercise, safety, program design, components of fitness, and other timely topics. The online section(s) of this class require(s) outside physical activity and testing outside the online medium. One class hour, two laboratory hours. Course offered Fall and Spring.

PEC 150  Adventure Bound 2 Credits
A course in which the student will participate in a variety of provocative community/outer oriented experiences and classroom presentations. High and low project adventure ropes courses, trust and initiative games, camping and survival skills, circus acrosports, canoeing and hiking sojourns, service to populations at risk, etc., are a few of the adventure experience options from which the student will select several to participate in. One class hour, two laboratory hours. Course offered Fall only.

PEC 151  Men's and Women's Physical Education: Co-ed Golf 1 Credit
An introductory course on the basic skills, strategies and techniques of golf. Two class hours. Course offered Fall and Spring.

PEC 157  Men's and Women's Physical Education: Co-ed Racquetball 1 Credit
A course introducing the basic skills, rules and strategies of racquetball. The course will include safety, basic strokes and positioning for singles, doubles and cutthroat. Two class hours. Course offered Fall and Spring.

PEC 179  Lifeguarding 2 Credits
A full semester course to certify students in American Red Cross Lifeguarding. Lifeguards must have the ability to recognize hazardous waterfront situations and respond accordingly. The student must pass Red Cross written and swimming skills tests. This course includes CPR for the Professional Rescuer and First Aid. At the completion of this course, the student will receive a Lifeguard Training Card (which includes CPR for the Professional Rescuer and a Community First Aid Card). American Red Cross Administration Fee is $50.00. One and a half class hours, one and a half laboratory hours. Course offered Fall and Spring.

PEC 194  Downhill Skiing/Snowboarding 1 Credit
This course provides each participating student an opportunity to learn and improve his or her skiing/snowboarding skills. Classes meet for lessons at Bristol Mountain on six scheduled evenings. Skiing available before and after lessons. Students must provide their own transportation to Bristol Mountain. An additional fee is charged to the student and payable to Bristol Mountain for lessons and/or rental of equipment. Two class hours. Course offered Fall and Spring.

PEC 253  Stress Management 2 Credits
A course designed to make the student aware of stress and how it can impact his/her quality of life. It will provide methods for identifying stressors and strategies to effectively manage them. Students will be able to construct a personalized life style management program. Two class hours. Course offered Fall and Spring.

PEJ - Physical Education-

CRIMINAL JUSTICE

PEJ 101  Physical Fitness I - Criminal Justice 2 Credits
A specialized physical education program for Criminal Justice students. The course will emphasize an understanding of physical fitness and its direct application to the Criminal Justice profession. Specific instructions will cover physical fitness, running, tumbling, swimming, and self-evaluation and exercise program development. Three class hours. Course offered Fall and Spring.

PEM - Physical Education-

MEN

PEM 132  Basketball 1 Credit
A course introducing the basic skills, rules, and strategies of basketball. Class will be divided into teams and various types of competition will be engaged in, as well as practice sessions to improve skills. Two laboratory hours. Course offered Fall and Spring.

PEW - Physical Education-

WOMEN

PEW 145  Dance Technique 1 Credit
Course consists of modern and jazz. Emphasis is placed on correct form and techniques. A long warm-up of barre and floor work is followed by learning set routines. Two laboratory hours. Course offered Spring only.
Course Descriptions

PEW 148 Fitness for Women 2 Credits
A course designed to provide a complete fitness experience specifically for women. The content includes the assessment of present fitness level and the development and practice of a balanced, individualized physical fitness program. The emphasis of the course is the specialized needs of women in relation to fitness and exercise, the responses of women to exercise, and the special problems faced by women in fitness activities. The online section(s) of this class require outside physical activity and testing. Three class hours. Course offered Fall and Spring.

PHL - Philosophy

PHL 101 Introduction to Philosophy 3 Credits
An introduction to the fundamental questions of philosophy, including such issues as determinism, freedom, and responsibility; the relationship of mind to body; the grounds and limits of human knowledge; and the existence and nature of God. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 102 Introduction to Logic 3 Credits
A study of the inductive and deductive processes of reasoning in the light of classical and contemporary thought, including the analysis of ordinary language and its pitfalls, and the relation of logic to scientific inquiry and method. Three class hours. (SUNY-H) Course offered Spring only.

PHL 103 Introduction to Ethics 3 Credits
An introduction to basic problems in ethics, emphasizing theories of the good life, the morally good person, and morally right action, and their application to the most significant ethical questions in contemporary society, such as abortion, euthanasia, human sexuality, social and economic justice, violence, and use of the environment. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 105 Technology and Values - GR - WR 3 Credits
A study of the ways that the advance of technology relates to the development of values. The course will investigate how we evaluate and respond to technology, and will examine technology’s impact upon such values as freedom, individuality, growth, work, and the political process. The course includes topics that computer science and engineering technology students need to understand, such as: the unique ethical problems in information technology; ethical practices to minimize computer misuse; ACM/IEEE Software Engineering Codes of Ethics and Professional Practice; the morality of software piracy; hacking and viruses as well as questions raised by globalization. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 106 Topics in Philosophy 3 Credits
This course is designed to cover philosophical topics of special interest. Offerings will vary each semester, but each course will focus on an important historical or contemporary theme, problem, or issue in philosophy. Examples of possible offerings include Genocide, Ethics and Reconciliation, Plato’s Metaphysics and Epistemology, Philosophy in Popular Culture, Equality and Social Justice. Three class hours. Course offered Fall and Spring.

PHL 108 World Religions: Western Traditions - WR 3 Credits
An introduction to the academic study of religion through the exploration of some of the major Western religious traditions of the world. This course examines the historical development, the fundamental doctrines and beliefs, practices, institutions, and cultural expressions of Western religious traditions. This course also addresses some of the essential differences and similarities that exist among Western religious traditions, and points to the uniqueness of each of them. The course includes the examination of ancient religious culture, Judaism, Christianity, and Islam. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-WC) Course offered Fall only.

PHL 109 World Religions: Eastern Traditions - WR 3 Credits
An introduction to the academic study of religion through the exploration of some of the major Eastern religious traditions of the world. This course examines the historical development, the fundamental doctrines and beliefs, practices, institutions, and cultural expressions of Eastern religious traditions. This course also addresses some of the essential differences and similarities that exist among Eastern religious traditions, and points to the uniqueness of each of them. The course includes an examination of the differences in Eastern and Western thought, Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto. This course fulfills the MCC requirement for a humanities or social science elective. Three class hours. (SUNY-H/DWC) Course offered Spring only.

PHL 210 Human Rights and Democracy in Domestic and International Contexts - GR - WR 3 Credits
This course introduces students to (i) the general conceptual and normative claims of democracy and the modern human rights movement and (ii) specific problems of democracy and human rights. General issues include the role and limits of national sovereignty and the moral and legal bases of human rights. Specific problems are drawn from among the following: genocide and humanitarian intervention, global poverty, religious liberty and religious tolerance, feminism and the roles of women, cultural differences in conceptions of democracy and human rights. We study both conceptual and practical issues in democracy and human rights. Three class hours. Course offered Fall only.

PHL 250 Professional Ethics 3 Credits
A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, and public administration. The course includes lectures, discussions, case analyses, the study of codes of ethics, and individual projects. The topic for each semester is indicated in the course title. The course may not be repeated for additional credit hours. Three class hours. (SUNY-H) Course offered Spring only.

PHL 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PHO - Photography

PHO 101 Photography for Non-Majors I 3 Credits
A course which may be used by students wishing to employ photography for personal expression as well as those wishing to use the course work to supplement or enter a career education. Students acquire skills in the use of photographic equipment and processes through a series of assignments including such subjects as stop-action, available light, flash and portrait lighting, developing negatives and producing finished enlargements. All equipment necessary to complete the projects is made available to the students, who may also use the course work to achieve better results from any equipment they may own. Two class hours, two laboratory hours. This course fulfills the MCC requirements for a humanities elective. (SUNY-A) Course offered Fall and Spring.

PHO 106 Photography I 3 Credits
Introduction to the principles, techniques, and theories of the photographic process. The course examines the fundamentals of photographic equipment and digital procedures, including exposure, organization and enhancement of digital photographic images. Natural light assignments will be supported by lectures and demonstrations. Student supplies digital manually adjustable camera and photographic inkjet paper. Three laboratory/class hours. This course fulfills the MCC requirement for a humanities elective. (SUNY-A) Course offered Fall and Spring.

PHO 113 Photography II 3 Credits
An intermediate photographic course with emphasis on exposure control, white balance and mixed lighting situations, studio and location lighting techniques. Assignments designed for visual impact, image communication, technical and aesthetic qualities. Student supplies camera, photographic inkjet paper, and removable flash unit. Two class hours, three laboratory hours. Course offered Spring only. 
Prerequisite: PHO 106 or permission of instructor
PHO 135  Survey of Digital Photography  3 Credits
An introduction to the historical, technical, operational and creative aspects of digital photography. The course focuses on the production of digital images and visual sequences that tell a story, communicate an idea, illustrate a theme, or convey a message. Techniques of planning, refining, capturing and enhancing images are explored in a computer lab setting. Hands-on experience with digital cameras and photographic imaging software is emphasized. Students will be expected to complete a series of assignments and create several portfolio images demonstrating their comprehension of the technical and aesthetic aspects of digital photography. Three class hours. This course fulfills the MCC requirement for a humanities elective. Course offered Fall and Spring.

PHO 140  History of Photography: Early  3 Credits
Through a review of photographic technologies and traditions prior to World War I, photography’s contribution to nineteenth century visual art is examined within the context of social, cultural, political, economic, and scientific impact. Specific topics will include: the portrait industry; medical, criminal, and ethnographic photography; war documentation; travel and exploration photography; photography as a tool for social reform; and the medium’s relationship to the fine arts. Illustrated presentations, lectures, research, field trips and discussion. This course fulfills the MCC requirement for a humanities course and a social science elective. Three class hours. (SUNY-H) Course offered Fall only.

PHO 145  History of Photography: Modern  3 Credits
A critical analysis of post World War I photography which questions the medium’s role in art, journalism, propaganda, advertising, and everyday life. Major movements, practitioners, and leading photographic theoreticians are examined in the context of photography’s ability to record the “truth” and influence social and cultural identity. Illustrated lectures and presentations, discussion, field trips, and individual research projects. This course fulfills the MCC requirement for a humanities course and a social science elective. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHO 164  Digital Imaging  3 Credits
This course will provide the student with an introduction to programming and design concepts used in developing a Web site. Topics include coding HTML, Cascading Style Sheets, universal design, programming with JavaScript, multimedia and interactivity, e-commerce, Web promotion, file transfer protocols, and implementation on a server. Students will develop an interactive, multi-page Web site as a portfolio project. A solid understanding of file management (i.e. file paths and directory hierarchies) is strongly recommended. Two class hours, two laboratory hours. Course offered Fall and Spring. PHO 106 or permission of instructor.

PHO 213  Color Photography  4 Credits
This course is designed to introduce the student to an advanced production of color digital photographs. Using a strong studio component, the application of large format cameras and electronic strobe lighting will be explored in a variety of settings, including portraiture, illustration, and commercial assignments. Two class hours, four laboratory hours. Course offered Spring only. Prerequisite: COM 106 or PHO 106 or COM 113 or PHO 113 or permission of instructor

PHO 223  Photojournalism and Documentation  3 Credits
An advanced course in applied photography that introduces the equipment, techniques, skills and concepts of a photographic document. Class includes both the creation of original documentary photographs, as well as the editing, sequencing, captioning and layout of a photo essay. Two class hours, two lab hours. Course offered Fall and Spring. Prerequisite: COM 106 or PHO 106 or COM 113 or PHO 113 or permission of instructor

PHO 290  Independent Study Variable Credit
See the Department Chairperson. Course offered Fall only.

PHY - Physics

PHY 100  Preparatory Physics  4 Credits
This course is suggested for those who have not successfully completed high school physics or have an inadequate preparation in mathematics or physics. It is also a preparatory course for students intending to follow the Applied Physics sequence. Topics will include problem solving techniques, velocity, acceleration, force, Newton’s Laws of Motion, momentum, energy, and conservation laws. This course fulfills the MCC requirement for a natural science elective. Three class hours, two laboratory hours. Course offered Fall and Spring. Prerequisite: MTH 104 or MTH 135 taken concurrently or previously completed.

PHY 120  Physics for Non-Majors Laboratory  1 Credit
A laboratory course to supplement class lectures in PHY 121. Exercises will cover motion, Newton’s Laws, energy, electricity, magnetism, optics and modern physics. Computers will be used extensively to collect and analyze data, process video images, and run simulations. Two laboratory hours. NOTE: This course only meets SUNY General Education Natural Science requirements when both PHY 120 and PHY 121 are successfully completed. (SUNY-NS) Course offered Fall and Spring. Prerequisites: PHY 121 may be taken concurrently or previously completed.

PHY 131  Applied Physics I  4 Credits
An introductory course in physics at an intermediate mathematical level. Appropriate for non-science majors and those in the engineering technologies. Topics to include statics, dynamics, mechanical work and energy, conservation of momentum, and rotational dynamics. Three class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring. Prerequisites: PHY 131; MTH 140 or MTH 185 taken concurrently or previously completed.

PHY 141  Radiographic Physics  3 Credits
An introductory course in electricity, magnetism, and radiation physics, stressing the basic principles underlying the operation of x-ray equipment and auxiliary devices. Topics will include AC and DC circuits, electromagnetism, electronics, production and detection of x-rays, and x-ray machine circuitry. Spring semester only. Two class hours, two laboratory hours. (SUNY-NS) Course offered Spring only. Prerequisite: XRT 111

PHY 145  History of Photography: Modern  3 Credits
A non-mathematical course in classical and modern physics; intended for those seeking a natural science elective. Topics include gravitation, electricity and magnetism, the nature of light, Einstein’s Theories of Relativity, Quantum Mechanics, blackholes, and the Big Bang. Students interested in taking a transferable laboratory science course should enroll in PHY 120 concurrently. Three class hours. NOTE: Students who successfully complete PHY 121 may, with addition of PHY 120, complete the requirement of SUNY Natural Science General Education. PHY 120 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both PHY 120 and PHY 121 are successfully completed. (SUNY-NS) Course offered Fall and Spring.

PHY 132  Applied Physics II  4 Credits
A continuation of PHY 131. Topics to include the properties of materials, temperature, heat and thermodynamics, vibrational motion, wave motion, sound, and geometrical and physical optics. Three class hours, two laboratory hours. Course offered Fall and Spring. Prerequisites: PHY 131; MTH 140 or MTH 185 taken concurrently or previously completed.

PHY 145  College Physics I  4 Credits
An introductory course in classical mechanics at the mathematical level of intermediate algebra and trigonometry. Intended for transfer students seeking a laboratory science elective and for those in life science and pre-professional programs. Topics include vectors, translational and rotational kinematics and dynamics, work and energy, impulse and momentum, and simple harmonic motion. Available both fall and spring, and summer. Three class hours, two laboratory hours, one conference hour. (SUNY-NS) Course offered Fall and Spring. Prerequisite: Either MTH 140 or MTH 185 taken concurrently or previously completed.
PHYS 146 College Physics II 4 Credits
A continuation of PHYS 145. Topics include electrostatics, electric potential and energy, DC circuits, magnetism and electromagnetic induction, electromagnetic waves and wave properties, optics, and modern physics. Available both fall and spring. Three class hours, two laboratory hours, one conference hour. [SUNY-NS] Course offered Fall and Spring. Prerequisite(s): PHYS 145 with a grade of C or higher; MTH 141 (may be taken concurrently) or MTH 155.

PHYS 154 General Physics I 4 Credits
An introductory course in classical mechanics and waves using calculus. The course is intended primarily for transfer students pursuing computer science and pre-professional programs that require the study of physics using calculus. Offered only during the summer session. Three class hours, three laboratory hours. [SUNY-NS] Course offered Summer only. Prerequisite(s): PHYS 154 with a grade of C or higher.

PHYS 161 University Physics I 4 Credits
An introductory course in classical mechanics using calculus; intended for those seeking a concentration in engineering, mathematics, or natural science. Topics include kinematics, Newton’s Laws, work, energy, momentum, rotational motion of rigid bodies, and harmonic motion. Three class hours, three laboratory hours. [SUNY-NS] Course offered Fall and Spring. Prerequisite(s): PHYS 151 taken concurrently or previously completed; high school Regents physics with a grade of 70 or higher or PHYS 131 with a grade of C or higher, or PHYS 145 with a grade of C or higher.

PHYS 261 University Physics II 4 Credits
An introduction to electric and magnetic fields. Topics include Coulomb’s, Gauss’s, Biot-Savart, Ampere’s, Faraday’s Laws, and Maxwell’s Equations. Three class hours, three laboratory hours. Course offered Fall and Spring. Prerequisite(s): PHYS 161 with a grade of C or higher and MTH 211 with a grade of C or higher.

PHYS 262 Modern Physics 4 Credits
An introductory course in modern physics for those who have completed two semesters of University Physics. Topics include relativity, quantum mechanics, and the application of quantum mechanics to atomic and nuclear structure. Three class hours, three laboratory hours. Course offered Spring only. Prerequisite(s): PHYS 261 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

PHYS 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PLA - Plastics Technology

PLA 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PLE - Police: Law Enforcement

PLE 101 Fundamentals of Policing 14 Credits
This course examines and introduces recruit officers to the criminal justice system with special emphasis on the roles and responsibilities of police officers. Focuses on the legal basis for law enforcement operations starting with the United States Constitution and specifically exploring the State of New York: Penal Law, Criminal Procedure Law, Vehicle and traffic Law, and Juvenile Procedures. Report writing skills are taught and practiced. Recruit officers are introduced to defensive tactics-based techniques used by police officers. Recruit officers are introduced to physical fitness and wellness designed to meet the needs of law enforcement professionals including a pre-test. Thirty-seven class hours, three laboratory hours. Must be a sworn police officer or peace officer employed or sponsored by a law enforcement agency. Course offered Fall only.

PLE 102 Police Proficiencies and Procedures 18 Credits
This course focuses on the proficiencies and procedures applied through critical thinking techniques and hands-on development. Analytical, investigative techniques are developed. Application of the scientific method to criminal and traffic investigation is developed. Firearms training, emergency vehicle operation, and emergency medical service skills are developed. Intermediate defensive tactics skills and intermediate physical fitness training and wellness including a mid-test are further developed. Forty class hours. Must be a sworn police officer or peace officer employed or sponsored by a law enforcement agency. Course offered Fall only.

PLE 103 The Community and Policing: Serving Special Populations 14 Credits
This course is designed to give each officer insight into the cultural diversity and special needs of the community he/she will serve. Special emphasis is placed on ethical issues, stress and community resources and services. The course will also teach the officer how to effectively and compassionately deal with child abuse cases, emotionally disturbed persons, conflict management and persons with disabilities, as well as how to become a crime prevention resource. Advanced defensive tactics training with proficiency testing and advanced physical fitness and wellness training and final testing included in this course. Thirty-three class hours, seven laboratory hours. Must be a sworn police officer or peace officer employed or sponsored by a law enforcement agency. Course offered Fall and Spring.

PLE 104 Practicum in Policing I 1 Credit
This one-week course is designed to place part time police recruits into an application laboratory experience where he/she applies the basic principles, theories, and techniques taught in the training academy. The recruit officer/deputy is under close supervision of an assessment professional - the Field Training Officer. Successful completion of this course leads to certification as a Police Officer by the NYS Bureau for Municipal Police. Forty experiential hours. Course offered Spring only. Prerequisite(s): PLE 101, PLE 102, PLE 103.

PLE 105 Corrections Officer Basic Training 22 Credits
This course is designed to prepare a student for a career in the corrections field. It is a knowledge and skills based program. The course focuses on the legal basis for the corrections system, starting with a review of the United States Constitution, exploring the New York State Penal and Criminal Procedure Laws. It also covers those personal and professional skills necessary to each successful corrections officer. State certification is awarded upon successful completion. Student must be hired and sworn as a corrections officer. Thirty-two class hours, eight laboratory hours per week for 15 weeks. Course offered Summer only.

PLE 131 Breath Analysis Operator 2 Credits
This course is designed to prepare students to operate a variety of breath test equipment and be able to correctly interpret the findings of the tests. The chemical composition of alcohol is explored, as well as show the various instruments analyze the subject’s breath for measurable traces of alcohol. The student is eligible for New York State certification upon successful completion of this course. Thirty class hours. Course offered Fall only. Prerequisite: Must be a sworn police or peace officer.
PLE 139 Crime Prevention 4.5 Credits
This course provides a historical, philosophical, and operational introduction to proactive crime prevention by communities, law enforcement agencies and individuals. Comprehensive as well as individual strategies and actions will be explored. Subjects to be developed will include protection methods for the person, home and business. Skills for planning and implementing crime prevention programs will be developed and assessed. Public Safety professionals successfully completing this course will receive a New York State certification as a Crime Prevention Officer. Seventy class hours for the semester. Course offered Fall and Spring.

PLE 140 Criminal Investigation 4.5 Credits
This course is designed to prepare experienced law enforcement officers for specialized assignment in criminal investigation. Emphasis is placed on the organizational and analytical skills necessary to conduct a criminal investigation in a free society. Topic areas to be explored include statutory and policy dimension to investigation, the general process of investigation and case management, obtaining and securing physical evidence, documentation required, an introduction to interview and interrogation and special considerations in specific types of crime. Preparation of a prosecutorial package for trial summarizes this course. Must be employed as a Law Enforcement Officer. Seventy class hours for the semester. Course offered Fall and Spring.

PLE 151 Police Baton (PR-24) 2 Credits
This course will provide students with the methods to instruct others in the use of the PR-24 Police Baton. The student will be required to demonstrate proficiency with the PR-24, as well as test their knowledge on the use of force as defined in New York State Penal law. Instructional techniques will be discussed and the student will be tested on their ability to instruct others. Two class hours. Course offered Fall and Spring.

PLE 153 RADAR/LIDAR Operator 2 Credits
This course will train students in the proper use of RADAR speed detection instruments. The curriculum includes RADAR theory, vehicle and traffic law, court preparation and presentation. Each student will develop skills in calibrating the RADAR equipment and practice speed estimates. Thirty-two class hours. Course offered Spring only. Prerequisite: Must be a sworn police or peace officer.

PLE 165 Enhanced In-Service .5-1 Credit
Designed for public safety professionals, this course provides 7-15 hours of annual, required common core instruction, including updates on changes in the field. This instruction will be encompassed from the Bureau of Municipal Police, Office of Public Safety general subject areas for police in-service education. The subject areas will be legal issues, police and the public, police procedures, mechanics of arrest, and educational electives. A lecturer/facilitator will present this instruction. At the conclusion of this course the participant will be given an authentic assessment consisting of one or more of the following: written test, oral exam, oral reporting, practical performance exam of skills learned or peer assessment. Due to the annual requirement of instruction, this course may be taken more than once. Variable class hours. Course offered Spring only.

PLE 166 Fundamentals of Accident Scene Investigation 4.5 Credits
This lecture and field work will prepare officers to accurately and systematically investigate vehicular accidents. Methodology taught includes accident scene photography, scale diagramming, triangulation, evidence collection, accident reconstruction and casual contribution factors. Student must be employed as a law enforcement officer. Seventy class hours for the semester. Course offered Fall and Spring.

PLE 167 Advanced Techniques in Accident Scene Investigation 4.5 Credits
This course is designed to prepare police officers to become proficient in the analysis of technical data found at the scene of the crash. Instruction includes: lecture and field projects in vehicle dynamics, development from field sketches and scale diagrams of possible point of perception, actual point of perception, initial contact, maximum engagement and final resting place of the involved vehicles, lectures and field projects dealing with thrust diagrams, vehicle rotation, severity of crashes, lecture and field examinations of crashed vehicles utilizing a vehicle damage record sheet. State certification is awarded upon successful completion. Two class hours, one laboratory hour. Students must be employed as a law enforcement officer and have the ability to use algebraic reasoning. Seventy class hours for the semester. Course offered Fall and Spring. Prerequisite: PLE 166.

PLE 201 Interview and Interrogation 2 Credits
The program is designed to provide investigators with proven techniques that can be applied in various accusatory and non-accusatory interview situations. Participants will develop skills in preparing for the interrogation with a “game plan” which emphasizes a pro-active rather than reactive role. Participants will learn what to expect, what to look for, and how to interpret what is happening in the interrogation setting. A series of lectures, video tape exercises, practical hands-on classroom experiences, and evening assignments are used in the instruction. The program includes up-to-date information on the legal aspects of interrogation and admissibility of the confession into court. Student must be in service as a public safety professional. Twenty-eight class hours, seven laboratory hours. Course offered Spring only.

PLE 202 Tactical Warrant Service and Building Searches 2 Credits
This course will educate public safety officers assigned to conduct building searches and narcotic search warrants. The curriculum includes situational risk analysis, legal issues and liability, planning, briefing, critiquing exercises, Active Countermeasures, Dynamic and Covert Entry techniques, weapons control and retention, and basic and advanced shooting skills. Upon successful completion of this course, the student will be able to demonstrate their proficiency by written test, oral report, practical exam of performance skills, and peer assessment. Thirty-five class hours. Must be a sworn police or peace officer. Course offered Fall and Spring.

PLE 204 Practicum in Policing II 9 Credits
This twenty-week course places the recruit officer/deputy into an application laboratory experience in which his/her degree of direct involvement accelerates with experience. He/she applies the principles, theories and techniques taught in the academy stage, to the operating demands of the street. The officer/deputy is under the close and continuous supervision of a specially trained assessment professional - the Field Training Officer. Successful completion of this course leads to certification as a Police Officer by the NYS Bureau of Municipal Police. Forty experiential hours. Course offered Fall and Spring. Prerequisites: PLE 101, PLE 102, PLE 103.

PLE 210 Police Supervision 6 Credits
The purpose of the course in Police Supervision is to insure that law enforcement officers newly promoted to supervisory rank receive a course of professional training in the principles of supervision and management to prepare them to carry out their duties properly. This course reflects a balanced overview of the role of the supervisor and also provides an understanding of the knowledge and the skills needed by the supervisor to function effectively, efficiently, and professionally. Special emphasis is placed on incident management, leadership skills, communications, and resource development. Student must be a law enforcement professional who is in line for promotion. One-hundred five class hours. Course offered Spring only.

PLE 220 Instructor Development Course 4.5 Credits
Public safety professionals have important knowledge and skills obtained through study and life experience. This course will provide the tools for the Bureau of Municipal Police instructor candidate to develop the research, preparation, and communication skills necessary for effective presentations. The focus is on training needs, writing instructional objectives, lesson planning, graphic support, adult learning concepts, communication skills, the instructional process, and assessment. Participants will be required to develop and deliver a fifty-minute instructional block on a police topic of their choice. Student must be in service as a
PLE 221  Field Training and Evaluation  2 Credits
This course will provide the proper concepts of leadership and techniques of assessment, counseling, and documentation necessary for an experienced public safety professional to supervise and evaluate newly assigned recruit officers who have completed the academic component of basic recruit training. The focus is to develop the abilities of the experienced public safety professional to assist the recruit in a smooth transition from academic lecture to street reality. Successful completion of this course fulfills the requirements to become a Field Training Officer. Student must be in service as a public safety professional for at least three years. Seventy class hours for the semester. Course offered Fall only.

PLE 222  Firearms Instructor Course  4 Credits
This course will provide the research, preparation and communication skills necessary for effective presentations. Range safety and management are covered in detail through both classroom instruction and practical exercises. The focus of this course is on identifying training needs, writing instructional objectives, lesson planning, adult learning concepts, instructional processes, rules of the range, and assessment. Special emphasis will be placed on New York State Penal Law Article 35 on the justification and use of deadly physical force. Participants will be required to design and deliver a fifty-minute instructional block on a firearms topic. Successful candidates will receive certification by the New York State Bureau of Municipal Police as a Firearms Instructor. Student must be employed as a public safety professional. Forty-five class hours, twenty-five laboratory hours. Course offered Spring only. 
Prerequisite: Successful completion of PLE 220.

PLE 230  Contemporary Issues in Public Safety I  0.5 Credits
This contemporary issues course provides the opportunity for public safety professionals to intensively confront the operational, administrative, leadership, and training issues of the day in the time compressed decision making environment of public safety agencies. A lecturer/facilitator will present the issue to be explored, analyze it, and then facilitate an exchange among the registrants on how the public safety community should respond. Some examples of issues to be confronted are increasing homicide rates, community notification on crime patterns and criminals, bias crime, and high speed pursuits, among others. At the end of the course, each registrant will author a position paper on the issue and her/his recommended public safety response. Due to the changing nature of the subject matter, this course may be taken more than once. Student must be in service as a public safety professional. Eight class hours. Course offered Fall only.

PLE 231  Contemporary Issues in Public Safety II  1 Credit
This contemporary issues course provides the opportunity for public safety professionals to intensively confront the operational, administrative, leadership, and training issues of the day in the time compressed decision making environment of public safety agencies. A lecturer/facilitator will present the issue to be explored, analyze it, and then facilitate an exchange among the registrants on how the public safety community should respond. Some examples of issues to be confronted are increasing homicide rates, community notification on crime patterns and criminals, bias crime, and high speed pursuits, among others. At the end of the course, each registrant will author a position paper on the issue and her/his recommended public safety response. Due to the changing nature of the subject matter, this course may be taken more than once. Student must be in service as a public safety professional. Sixteen class hours. Course offered Fall and Spring.

PLE 233  Crime Scene and Evidence Handling  4.5 Credits
This course is the entry level offering for evidence technicians and specialists on the scientific techniques for processing a crime scene. Topic areas to be explored include constitutional and statutory law on search, seizure and admissability of evidence, determining the expanse of the crime scene(s), the conduct of confined space and open field searches, types of searches, evidence collection techniques, evidence control, packaging and documentation, and court room testimony. Special attention will be placed on explosion, detonation and arson processing. Must currently be a police officer. Sixty class hours, ten laboratory hours. Course offered Fall and Spring.
Prerequisite: PLE 152.

PLE 234  Defensive Tactics Instructor  4 Credits
This course is designed to develop specialized content knowledge for New York State Bureau of Municipal Police certified General Topics Instructors. The course focuses on the continuum of force which law enforcement officers may employ in restraining and arresting an individual. Topics to be explored include the law and policy on the use of force, the defensive tactics system, stimulus response training, levels of force/restraint on the continuum, verbal and physical techniques and safety considerations and techniques. The course will include both instructional and performance components. Upon successful completion of the course, participants will receive specialty certification by the New York State Bureau of Municipal Police as a Defensive Tactics Instructor. Must be a Peace or Police Officer. Fifty-six class hours, fourteen lab hours. Course offered Fall only.
Prerequisite: PLE 220.

PLE 238  Specialized/Professional swims

PLE 244  Advanced Firearms Instructor  2 Credits
This course is designed to develop advanced instructional techniques for New York State Bureau of Municipal Police certified Firearms Instructors. Topics to be explored include weapon retention, response techniques to deficient shooters, safe operation of range facilities, instruction on and uses of special weapons, instruction on low light shooting, Occupational Safety and Health Administration standards for range operations, and legal obligations of range operators. Twenty-eight class hours, seven lab hours. Course offered Fall only. Prerequisite: PLE 222.

PLE 265  Supervisor Enhanced In-Service  .5-1 Credit
This course provides 7-15 hours of annual required core common instruction on operational, supervisory and management theories and techniques for the public safety supervisor. This instruction will be encompassed from the Bureau of Municipal Police, Public Safety Office general subject areas for police in-service education. The subject areas will include: legal issues, police and the public, police procedures, mechanics of arrest, and educational electives. A lecturer/facilitator will present this instructional. At the conclusion of this course, the participant will be given an authentic assessment consisting of one or more of the following: written test, oral exam, oral reporting, practical performance exam of skills learned, or peer assessment. Due to the annual requirement of instruction, this course may be taken more than once. Must be in service as a Supervisor for Public Safety Professionals. Variable class hours. Course offered Fall and Spring.

PLE 270  Contemporary Issues in Public Safety  Variable Credit
This contemporary issues course provides the opportunity for public safety professionals to intensively confront the operational, administrative, leadership and training issues of the day in the time compressed, decision making environment of public safety agencies. A lecturer/facilitator will present the issue to be explored, analyze it and then facilitate an exchange among the registrants on how the public safety community should respond. Some examples of issues to be confronted are increasing homicide are increasing homicide rates, community notification on crime patterns and criminals, bias crime, and high speed pursuits, among others. At the end of the course, each registrant will author a position paper on the issue and her/his recommended public safety response. Due to the changing nature of the subject matter, this course may be taken more than once. Student must be in service as a public safety professional. Course offered Fall and Spring.

PLE 290  Independent Study  Variable Credit
See the Department Chairperson. Course offered Fall and Spring.
PLS - Paralegal Studies

PLS 250  Paralegal Communication Skills  1 Credit
This course provides basic communications skills needed by paralegals as perceived by both paralegals and the lawyers with whom they work. These skills include: listening, writing, speaking, conflict resolution, assertiveness, and nonverbal communications. Listening activities include: exercises which develop active listening strategies and notetaking. Writing activities include exercises to construct clear sentences, compose letters which obtain and transmit information, and summarize facts. Speaking activities include exercises to fully, clearly and effectively obtain and relay information. Nonverbal activities include strategies and tactics for effective law office communications. Students learn to identify their own communication styles and methods for improving their communication effectiveness. Must be matriculated into the Paralegal Studies Certificate Program. One class hour. Course offered Fall only. Co-requisite: PLS 260.

PLS 260  Introduction to Paralegal Studies  2 Credits
Introduces the student to the paralegal profession and the common core of legal knowledge and skills that all paralegals should possess. Areas covered include: what paralegals do, a history of the profession, the significance of paralegal professional associations, personal attributes of the professional paralegal, employment of paralegals, paralegal specialized practice areas, paralegal compensation, the organizational structure of law firms, the regulation of legal professionals, unauthorized practice of law, and contemporary issues. Aspects of these topics are also included in subsequent courses. This course also introduces students to sources of American law, the court system, and alternative dispute resolution. Emphasis is on the paralegal's participation on the legal team. Two class hours. Course offered Fall only.

PLS 263  Contract Law for Paralegals  2 Credits
Provides paralegal students with the basic theory of contract law, sample contracts from a variety of specialized practice areas, supplemental cases, and the opportunity to draft simple contracts. Included in the course are the basic contract requirements, contract provisions in selected specialized practice areas, the Statute of Frauds, and the Uniform Commercial Code. Students learn key contract terms, sample clauses, perform exercises, draft simple contracts, and conduct case analysis. Since the substantive area of contract law underlies many other specialty areas it is important that the well trained paralegal can analyze the needs of the client both short term and long range. This class will also explore how paralegals can apply the elements of reasoning and thereby increase the effectiveness of the legal entity. In this area this course will draw on concepts from the domains of critical thinking and analysis, total quality management and closely allied philosophy of continuing quality improvement, communications which build trust, conflict management and resolution, and decision making. Two class hours. Course offered Spring only. Prerequisite: PLS 260.

PLS 264  Administrative Law  1 Credit
This course introduces students to a rapidly expanding area of law. Students learn how and why administrative agencies are created, how they establish rules, and how they investigate and enforce those rules. Students will also learn how to assist clients to obtain benefits under some administrative agencies, how to fill out administrative agencies' forms, and how to challenge administrative agencies' decisions. Some administrative agencies, Social Security Administration, for one, permits paralegals to represent clients. Federal and New York administrative agencies are covered. One class hour. Course offered Fall only.

PLS 265  Fact-Finding Research  1 Credit
Provides students with strategies for fact-finding and investigation. Included in the courses are interviewing techniques for gathering information from clients, witnesses and agencies. Also included are investigative techniques for determining what information is needed and finding, organizing, verifying and documenting the information. Fact-finding research is an important aspect of paralegal responsibility. Students will learn to develop critical thinking skills, communicate effectively while in pursuit of information, and apply good judgement and common sense when encountering ethical problems. One class hour. Course offered Fall only.

PLS 266  Legal Research and Writing  3 Credits
Students develop legal research and analysis strategies through lecture, library exercises, and computerized research. Understanding the structure of the sources of law and utilizing critical thinking skills equip students to undertake legal research systematically. Students use federal and New York State CD-ROM and law books consisting of substantive and procedural documents, digests, reporters, statutes, rules and regulations of administrative agencies, and the Internet to research databases and communicate with others. Writing exercises involve analyzing, summarizing, and synthesizing research in a clear, concise, accurate and timely manner based upon the procedural requirements of the law. Three class hours. Course offered Fall only. Prerequisites: Successful completion of PLS 266, or permission of program director.

PLS 267  Litigation and the Federal and NYS Procedural Laws  3 Credits
Provides students with the knowledge, skills and practice performing the duties of the litigation paralegal. Through the use of case simulations, students learn to gather, review, index and summarize documents, and to work with the lawyer and legal secretary to manage case files through pretrial, trial and post-trial stages. Guided by federal and New York State procedural laws, and rules and regulations of New York and local court rules, students learn to draft common litigation correspondence, notices and legal documents. These include summons, complaints, answers, motions, affidavits, subpoena, discovery documents, and orders. Students are introduced to the tools used in litigation: manual and computer-based document control systems, deposition exhibitions cross-reference mechanisms, trial notebook categories, trial witness coordinating forms, and trial exhibits tracking forms. Litigation tasks in this course form the foundation for paralegal litigation responsibilities in family law, real estate, debtor/creditor law, criminal law, and personal injury law. Also introduced in this course are automated litigation support systems and an overview of the potential areas for paralegal participation on document production. Three class hours. Course offered Spring only. Prerequisites: Successful completion of PLS 260.

PLS 268  Personal Injury Law  2 Credits
Students learn the basic principles of personal injury law, the application of the Civil Practice Law and Rules (CPLR) to personal injury cases, New York automobile insurance law, worker's compensation, and procedures for suing municipalities and the State of New York. Students learn to manage document production and organization, including investigating, researching, and drafting the most commonly used forms in personal injury resulting from negligence, vehicular negligence, medical malpractice, strict liability, and product liability. Two class hours. Course offered Spring only. Prerequisites: Successful completion of PLS 266, or permission of program director.

PLS 269  Domestic Relations and Family Law  2 Credits
Introduces students to the paralegal responsibilities in family law practice including New York Domestic Relations Law, General Obligations Law, Social Services Law, Family Court Act, and the Education Law as they govern family situations. Students will draft separation agreements, contested and uncontested matrimonial actions, and other documents related to contemporary family matters. Two class hours. Course offered Spring only. Prerequisites: Successful completion of PLS 266 and 267, or permission of program director.

PLS 270  Debtor/Creditor Law  3 Credits
This course introduces students to debtor/creditor law. Students learn collection procedures, including, but not limited to, "skip-tracing," enforcing money judgments, effecting special rights of creditors, mortgage foreclosure and mechanics’ liens, working with prejudgment or provisional remedies, and guaranteeing debtors’ procedural due process rights. Students also learn two forms of bankruptcy relief - liquidation and reorganization. Students will draft documents consisting of bankruptcy petitions, schedules, statements, and orders. Emphasis is on the law regarding, and performing selected tasks and responsibilities listed
in “MCC’S Survey Results for Paralegal Competency Expectations” is specialized practice areas relating to debtor/creditor law, under the supervision of an attorney. Three class hours. Course offered Summer only. Prerequisites: Successful completion of PLS 266 and PLS 267, or permission of program director.

PLS 271 Corporate Law and Business Organizations 2 Credits
Introduces students to corporate law and the formation, operation, dissolution, and buying and selling various kinds of business organizations. Subjects include sole proprietorships, corporations, partnerships, professional associations, franchises, and the law of agency and employment agreements. Also included in this course is a section on business closings. The role of the paralegal in a corporate law department or in the corporate section of a law firm is to implement the decisions of the attorneys and clients. Once the business evaluation has occurred, the paralegal is responsible for the details of drafting, filing and assembling the relevant documents and making the deal happen on a predetermined timetable. Two class hours. Course offered Summer only. Prerequisites: Successful completion of PLS 266 and PLS 267, or permission of program director.

PLS 272 Real Estate Law 2 Credits
Introduces students to real estate law and practice. Topics of study include: property rights, principles of land ownership, sale, financing and conveyance, contracts, mortgage loans, mortgages, deeds, recording, settlement concepts, condominiums, leasing, landlord/tenant summary proceedings, and other property concepts. Students focus on managing multiple participant relationships, and opening, controlling, and closing the real estate file. Emphasis on the law regarding, and performing selected tasks and responsibilities listed in the “MCC’s Survey Results for Paralegal Competency Expectations” in the specialized practice area of real estate under the supervision of an attorney. Two class hours. Course offered Spring only. Prerequisites: Successful completion of PLS 260 and PLS 266, or permission of program director.

PLS 273 Computer Support Systems 1 Credit
Provides students with the tools to manage litigation. Students learn to determine the criteria for selecting litigation management systems by comparing software demo disks, critiquing systems used in local litigation practices, and bearing in mind the wisdom gained from guest experts. The systems include filing, indexing, and organizing cases involving large numbers of documents, manual and automated litigation support systems, litigation plan and budget worksheets, and court and responsible attorney schedules. Emphasis is on systems and teamwork with the attorney, the law office administrator, computer specialists, other paralegals, and the legal secretary to assure continuing quality effort to manage litigation cases. THIS COURSE FOR PARALEGAL STUDENTS ONLY. One class hour. Course offered Fall and Spring. Prerequisites: Successful completion of PLS 267, 268, 269 and 270, or permission of program director.

PLS 274 Estate Planning, Estates and Trust Administration 3 Credits
Introduces students to the concepts and forms necessary for estate planning and estate and trust administration. Students learn to assist the attorney with a variety of tasks, from opening the estate and appointment of a fiduciary to filing of final account and distribution of assets. Forms, checklists, and deadlines for Federal and New York income, estate, and gift taxation laws and regulations are emphasized. Probate practice is an important area of employability of paralegals. A basic foundation in New York Estates, Powers, and Trusts Law, Uniform Court Rules, and the procedures and forms used in Surrogate’s Court Practice will increase a paralegal’s value to the firm. Three class hours. Course offered Fall only. Prerequisites: Successful completion of PLS 260 and PLS 266, or permission of program director.

PLS 275 Law Practice Management 1 Credit
Covers the fundamentals of law office organization and management. Subjects covered include basic principles and structure of the management of legal services, personnel and human resources, marketing issues, and management information systems topics such as timekeeping, accounting, administration, and cost-benefit analysis of specialized practice areas of the law. Emphasis on efficient and effective law practice organization through the optimum use of human and technical resources. One class hour. Course offered Summer only. Prerequisites: Successful completion of PLS 271, 272, or permission of program director.

PLS 276 Legal Ethics and Professional Responsibility 1 Credit
Builds upon ethical situations and professional responsibilities. Students are provided with additional frameworks with which to undertake ethical analysis. Students will study paralegals as an emerging professional and efforts directed toward paralegal credentialing and regulation. Included are discussions concerning conclusions reached in the final report of the NYS Bar Association on Non-Lawyer Practice, and recommendations contained in the final report of the American Bar Association Non-Lawyer Activity in Law-Related Situations. Other areas covered include employment discrimination, substance abuse and continuing education requirements. One class hour. Course offered Fall only. Prerequisites: Successful completion of PLS 260, or permission of program director.

PLS 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PLS 299 Paralegal Internship 3 Credits
Designed to give students the opportunity to apply their formal education to actual work situations. The student intern will work either under the direct supervision of a practicing attorney or under the direct supervision of a practicing paralegal while under the overall supervision of a practicing attorney. Students must work a minimum of 75 hours in a law office or other legal entity and 7.5 of these hours must be for a not-for-profit legal entity. Additionally the students must meet with the internship faculty member 15 hours to receive three semester credit hours. The significance of student interns adhering to flawless ethical standards, maintaining confidentiality, being meticulous and reliable cannot be overemphasized. Course offered Fall only. Prerequisites: Successful completion of 6 credit hours in the PLS program.

POR - Portuguese/Foreign Language

POR 101 Elementary Portuguese I 3 Credits
Designed for students with little or no previous experience in contemporary Portuguese. Emphasizes oral communication and listening comprehension skills. Includes high frequency vocabulary, basic constructions and common phrases. Students will also learn Luso-Brazilian customs, traditions and culture. Student participation in skills development is vital in this course. Three class hours. (SUNY-FL) Course offered Fall only.

POR 102 Elementary Portuguese II 3 Credits
Continuation of POR 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Portuguese-speaking cultures. Three class hours. (SUNY-FL) Course offered Fall and Spring. POR 101, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

POS - Political Science

POS 101 Introduction to Political Science - WR (formerly POS 110) 3 Credits
This course provides an overview of several of the basic areas of study in the discipline of political science. This course will focus on the nature of both domestic and global politics. This includes an investigation of the impact of politics in our everyday lives; the nature and function of politics and government; modern ideologies; political participation; the branches of government; and an analysis of the global system. Three class hours. (SUNY-SS) Course offered Fall and Spring.
POS 102 American National Government - WR (formerly POS 120) 3 Credits
This course is a study of the American political system, its constitutional foundation, national institutions and contemporary issues. This course examines how the legislative, executive, and judicial branches, in addition to other national institutions, interact with each other and citizens. Three class hours. [SUNY-SS, SUNY-AH] Course offered Fall and Spring.

POS 203 Civil Liberties and Rights in the U.S. - WR (formerly POS 230) 3 Credits
An examination of controversial issues in Constitutional history. This includes a focus on the decision making process of the federal court system with regards to the civil liberties and rights enumerated in the Constitution. Students will read landmark Supreme Court cases which determine both the limits and content of government powers and vital personal freedoms. Three class hours. [SUNY-SS] Course offered Fall only.

POS 205 Comparative Political Systems - WR (formerly POS 225) 3 Credits
This course provides an overview of analytical concepts and tools used in the study of a variety of political systems. This includes the descriptive and analytical examination of political systems generally classified as democratic, non-democratic, or undergoing transition. Particular attention is paid to government institutions and political processes, current leadership, and major public policy of those selected systems under review. Three class hours. [SUNY-DWC] Course offered Fall and Spring.

POS 206 International Politics - WR (formerly POS 220) 3 Credits
This course critically analyzes the structure and principles of the global system. The objective of this course is to give students a fundamental understanding of contemporary international affairs through a systematic examination of those theories, concepts, and events that directly relate to the global system. Topics relating to both state and human security will be addressed. This includes war and peace, terrorism, foreign policy-making, nationalism, and those areas of security relating to the environment, health, and economy. The important function of international law and organizations, and the international political economy will also be introduced. Emphasis will be placed on the role of state and non-state actors, as well as an analysis of both important historical and current events. Three class hours. [SUNY-OWC] Course offered Fall and Spring.

POS 216 Special Topics in Political Science -WR 3 Credits
This course is designed to address specific topics of interest in political science. Offerings are more specific and focused than the introductory surveys. Examples of potential offerings could include The American Presidency, Comparative Public Policy, American National Security, and Urban Politics in a Comparative Perspective. Topics may change from semester to semester based on faculty and student interest. The classes will be primarily lecture and discussion based. Three class hours. Course offered Fall and Spring.

POS 234 Model United Nations - WR 4 Credits
This course offers opportunities for academic, career and personal growth for those interested in international affairs and the political arena. Students will work together researching the history, culture and relevant domestic issues of the assigned country, and will learn about one of the most important international organizations in the world: the United Nations. In the process, this class will provide students with the knowledge and leadership skills (i.e., negotiating, team building, public speaking, etc.) to prepare students as delegates to the Model United Nations Conference. In contrast to standard lecture courses, students will be actively involved in team directed preparation and content delivery. Attendance at the Model United Nations Conference is mandatory. Two class hours, two conference hours. Course offered Spring only. Prerequisite: Registration in this course is by permission only, following an application and selection process that takes place in the Fall Semester.

POS 290 Independent Study - WR Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PPE - Physical Studies/Physical Education

PPE 100 Introduction to Sport Science 4 Credits
A course designed to expose the student to the components of the sport sciences, including anatomy and physiology, biomechanics, sport medicine, and sport technology as they relate to human exercise. This class includes both theory and practice through a lecture and laboratory experience. Five class hours per week. Course offered Fall and Spring.

PPE 106 Individual Sports 3 Credits
A course based on teaching competencies for students future use, focusing on individual sports such as tennis, golf, and racquetball. Students will learn skill development, teaching and coaching strategies, and lifetime fitness benefits. Six laboratory hours. Course offered Fall and Spring.

PPE 120 Team Sports 3 Credits
A course based on teaching competencies for students future use focusing on team sports such as softball, soccer, and basketball. Students will learn skill development, class organizational principles, and coaching strategies. Six laboratory hours. Course offered Fall and Spring.

PPE 150 Adventure Bound 3 Credits
A course in which the student will participate in a variety of provocative community/outdoor oriented experiences and classroom presentations. High and low project adventure ropes courses, trust and initiative games, camping and survival skills, circus acrosports, canoeing and hiking sojourns, service to populations at risk, etc., are a few of the adventure experience options from which the student will select several to participate in. Two class hours, two laboratory hours. Course offered Fall only.

PPE 155 Sport Performance Coaching 3 Credits
Principles of metabolic training, muscle strength and endurance training, and cardiovascular training will be applied to athletic performance. Specifically the course will focus on the development of power, speed, acceleration, agility and quickness for the development of high quality sport performance. Students will design a testing scheme for sport performance, use various modalities to analyze performance, and design a periodized training program for a specific athlete. Two class hours, two laboratory hours. Course offered Spring only.

PPE 170 Introduction to Sport Medicine 3 Credits
Covers the nature, philosophy, and practice of the field of sport medicine. Prevention, emergency care, and rehabilitation as they pertain to certain athletic injuries will be the focus of the course. This course satisfies the requirements of the NYS Education Department Coaching Certification Course: Health Science Applied to Coaching. Three class hours. Course offered Fall and Spring.

PPE 175 Philosophy and Principles of Physical Education and Athletics 3 Credits
Designed to expose the professional preparation student to the history and development trends of the field. Specifically, exposure to the subfields of Physical Studies will be explored. These will include, but not be limited to, Physical Education, Sport Medicine, Sport Psychology, Exercise Physiology, Motor Learning, History of Sport,
Sociology of Sport, Recreation, Health Education, Adapted Physical Education, Coaching, and current issues. Special emphasis on the role of coaching as part of the education system, legal and health considerations, and local, state and national roles as they pertain to sport. This course satisfies the requirements of the NYS Education Department Coaching Certification Course: Principles, Philosophy and Organization of Athletics. Three class hours. Course offered Fall and Spring.

PPE 179 Lifeguarding 2 Credits
A full semester course to certify students in American Red Cross Lifeguarding. Students need to be strong swimmers and must be able to do the breaststroke with whip kick, sidestroke with inverted scissors, and freestyle with rotary breathing. The students must be able to tread water using egg beater kick and surface dive and retrieve a 10 pound brick. Each class warm up consists of 500-yard swim (20 lengths). This course includes CPR for the Professional Rescuer and standard first aid. At the completion of this course, the student must pass the Red Cross written and practical test for swimming. American Red Cross Administration Fee is $5.00. One and a half class hours, one and a half laboratory hours. Course offered Spring only.

PPE 208 Sport, Exercise and Wellness Psychology 3 Credits
As the demand for enhanced sport and exercise performance continues and the focus on Wellness grows, the cognitive or mental aspects within sport, activity and wellness are being exposed. Sport, Exercise and Wellness Psychology has evolved through this need. Specifically, this course will relate the application of conventional psychological areas (personality, motivation, aggression, etc.) to the arena of sport. The focus on psychological skills as applied to performance and wellness is also an essential element of this ever changing field. This course satisfies the requirement for a social science elective. Three class hours. (SUNY-SS). Course offered Fall and Spring.

PPE 209 Theories and Techniques of Coaching 3 Credits
This course is designed to examine theories and techniques in coaching through developing information, organization and management skills. Development of technical information, safety aspects and human relationships will be studied. The practicum experience brings the student to an on-site awareness and participation. This course satisfies the state guidelines for elementary and secondary coaching certification. This course satisfies the requirements of the NYS Education Department Coaching Certification Course: Theory and Technique of Coaching. Three class hours. Course offered Spring only.

PPE 211 Selected Certifications in Youth Sport 1 Credit
This course is designed to provide essential certifications for pre-service and in-service professionals in the field of health and physical education, coaching and athletics. Specifically, students will participate in the required experiences leading towards certification in Safe Schools Against Violence in Education (SAVE), Dignity For All Students Act (OASA), Mandated Reporter, Heads-Up Concussion Training and Youth Sport Coaching curricula in New York State. One class hour. Course offered Fall and Spring.

PPE 213 Gymnastics Theories and Practices 2 Credits
Focus is on the student’s attainment of methods, theory and skills for teaching artistic, rhythmic, and acrobatic gymnastics to participants of pre-school through high school physical education/recreation programs. The history and philosophy of gymnastics and the administration of gymnastic programs (classes, exhibitions, meets and clubs) will also be studied. Three class hours. (Open to Physical Studies students only.) Course offered Spring only.

PPE 214 Early Childhood Physical Education 3 Credits
Early childhood games and activities will be introduced and practiced. The emphasis of this course will be the contribution of games and activities to the cognitive, social, and psychomotor development of children. Online sections of this class require observation time at formal school and informal activity settings. Three class hours. Course offered Spring only.

PPE 240 Selected Topics: Theories of Presentation 3 Credits
An overview and introduction to various methods of presentation to groups and individuals. The ability to effectively communicate ideas, information, and teach skills are fundamental to the fields of exercise, wellness and sport. The goal of this course is to provide theoretical and practical experience in individual and group presentation and written plans for effective presentation of a selected topic useful to the student’s career path. Electronic recording of the presentation for skill critique and development is required. Three class hours. Course offered Spring only.

PPE 245 Dance Methods and Techniques for Physical Studies Majors 1 Credit
A dance technique course designed for dance major students. Dance theory and technique will be covered and the students will be required to develop a dance lesson plan and lead the class in warmups. Two laboratory hours. (Open to Physical Education students only.) Course offered Spring only.

PPE 271 Issues and Perspectives in Sport Science 4 Credits
Designed to explore professional issues within the field of sport science. Topics such as sociological issues, physiology of exercise, and therapeutic exercise as they affect sport and sport participation will be explored. Four class hours, variable laboratory hours. Course offered Fall and Spring. Prerequisites: PPE 170 or PPE 175, and permission of department.

PPE 275 Physiology of Exercise 4 Credits
Exercise physiology is the scientific basis for the field of physical education. This course provides students with an opportunity to deepen their understanding of the body’s responses and adaptations to exercise. Each of the body’s systems will be reviewed with a focus on the influences of activity. Laboratory experiences will allow students to integrate and apply the concepts of exercise physiology through investigative experiments. Three class hours, two laboratory hours. This course fulfills the MCC requirement for a natural science elective. (SUNY-NS) Course offered Spring only. Prerequisite: BIO 125.

PPE 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PS - Public Safety Training
Public Safety Training courses are offered by the Public Safety Training Center. For other courses offered at the Center, see Emergency Medical Services and Police: Law Enforcement. Course offered Fall and Spring.

PSC 100 Public Safety Telecommunicator 7 Credits
This is a first course for public safety telecommunicators and dispatchers. It covers operations of a public safety communications center, record keeping, how to communicate clearly in emergency situations, using 911 system communications equipment and communicating with diverse populations. Students successfully completing the course will be certified by the Association of Public Safety Communications Officers Institute. One hundred ninety-two class hours. Course offered Fall and Spring.

PSC 101 Emergency Medical Dispatch 2 Credits
This course prepares the participants to effectively triage illness and injury calls based on the information provided by callers and to competently give pre-arrival instructions.

www.monroecc.edu/go/courses
to those in need of emergency services. Successful completion leads to certification by the National Academy of Emergency Medical Dispatch. Thirty class hours. Course offered Fall only.

PSC 110 Practicum in Public Safety Telecommunicator 12 Credits
This course provides the probationary/trainee public safety telecommunicator with a real-life, applied learning environment for the knowledge and skills acquired in PSC 100 Public Safety Telecommunicator and PSC 101 Emergency Medical Dispatch. This one-on-one learning experience with a communications training officer increases the student’s proficiency as a telecommunicator. The student’s degree of direct involvement increases and accelerates with experience. Course length: five months. Nine hundred instruction hours. Course offered Fall and Spring. Prerequisite(s): PSC 100 and PSC 101.

PSC 202 Law Enforcement Dispatching 7 Credits
This course concentrates on the techniques, roles and responsibilities of law enforcement dispatching. Topics covered include laws, regulations, dispatching procedures, record keeping, communication skills, and law enforcement systems like NYSPIN. Two hundred instruction hours. Course offered Fall and Spring.

PSC 203 Fire Department and Emergency Medical Services Dispatching 7 Credits
This course concentrates on the techniques, roles, and responsibilities of fire and emergency medical services dispatching. Topics covered include law, regulations, dispatching procedures, record keeping, communication skills, and mutual aid systems. Two hundred class hours. Course length: five months. Nine hundred instruction hours. Course offered Fall and Spring. Prerequisite(s): PSC 100 - Public Safety Telecommunicator, or PSC 101 - Emergency Medical Dispatch.

PSC 212 Practicum in Law Enforcement Dispatching 12 Credits
This course provides the law enforcement dispatcher with a real-life, applied learning environment for the knowledge and skills acquired in PSC 202 Law Enforcement Dispatching. This one-on-one learning experience with a communications training officer increases the student’s proficiency as a law enforcement dispatcher. The student’s degree of direct involvement increases and accelerates with experience. Forty experiential hours per week. Course offered Fall and Spring. Prerequisite(s): PSC 202 Law Enforcement Dispatching.

PSC 213 Practicum in Fire and EMS Dispatching 12 Credits
This course provides the trainee Fire and EMS dispatcher with a real-life, applied learning environment for the knowledge and skills acquired in PSC 203 Fire and EMS Dispatch and PSC 101 Emergency Medical Dispatch. This one-on-one learning experience with a communications training officer increases the student’s proficiency as a dispatcher. The student’s degree of direct involvement increases and accelerates with experience. Nine hundred instruction hours. Course offered Fall and Spring. Prerequisite(s): PSC 203 - Fire and EMS Dispatching.

PSC 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PSC 213 Practicum in Fire and EMS Dispatching 12 Credits
This course provides the trainee Fire and EMS dispatcher with a real-life, applied learning environment for the knowledge and skills acquired in PSC 203 Fire and EMS Dispatch and PSC 101 Emergency Medical Dispatch. This one-on-one learning experience with a communications training officer increases the student’s proficiency as a dispatcher. The student’s degree of direct involvement increases and accelerates with experience. Nine hundred instruction hours. Course offered Fall and Spring. Prerequisite(s): PSC 203 - Fire and EMS Dispatching.

PST - Public Safety Training

PST 113 Hazardous Materials: First Responder Operations .5 Credits
This course provides students with a knowledge that will enable them to respond to and take a defensive role at an incident involving hazardous materials. The response role they will fulfill will help reduce the effects of the incident to the environment, community, and themselves. Eight class hours. Course offered Fall and Spring.

PST 130 Public Safety Incident Management 1-3 Credits
This course introduces the incident command system (ICS) and the critical tasks the first responder must perform to stabilize the emergency in the first twenty minutes of the incident. The course is designed for “first in” responding units from the fire and emergency medical services. Sixteen class hours. Course offered Fall and Spring.

PST 146 Hazardous Materials: Characteristics and Behavior 3 Credits
A study of chemical structures and reactions of hazardous materials with an emphasis on how they impact emergency management. Course topics include basic chemistry bonding, organic and inorganic compounds, and fire chemistry. Each of the nine major hazard classes is examined in depth. The course prepares students to make informed decisions about how hazardous materials may behave when released or combined with fires, transportation accidents, storage accidents, and fixed-site spills. Information gathering, management and use is stressed. Three class hours. Course offered Spring only.

PST 160 Acute Traumatic Stress Management .5 Credits
The course is designed to help public safety providers address emergent psychological needs during a traumatic exposure. The content has been tailored for emergency medical service, fire service, law enforcement responders, and emergency communications personnel to help their colleagues and the public cope with the psychological damage of traumatic stress. Students will also receive training to appropriately deliver death notifications. Eight class hours. Course offered Fall and Spring.

PST 210 Managing the Mass Casualty Incident 1 Credit
This course provides emergency services responders with a practical approach to managing public safety incidents when they are faced with more patients than there are personnel or equipment to care for them. Topics include incident scene planning and management and ways to incorporate these principles on all calls involving multiple patients. Sixteen class hours. Course offered Fall and Spring. Prerequisite: PST 130.

PST 250 Pathway to Effective Leadership .5 Credits
Individuals involved in public safety organizations find themselves in formal and informal leadership roles. This course provides an overview of the concept of leadership, the situational leadership model, and opportunities for each participant to develop selected leadership skills. Both operational and organizational perspectives of public safety leadership are addressed. Eight class hours. Course offered Fall and Spring.

PST 251 Understanding and Motivating Others .5 Credits
Leaders and managers in public safety deal with a wide variety of personalities and the need to motivate others in diverse settings. This course provides a framework to promote the understanding of others’ personalities and a model to increase the success of motivators specifically to public safety organizations and environments. Eight instruction hours. Course offered Fall and Spring. Prerequisite: PST 250.

PST 252 Understanding the Group: A Leader’s Challenge .5 Credits
Public safety leaders and managers need to understand the importance and workings of groups both inside and outside their organizations. This course introduces the subject to leading groups while focusing on the public safety environment. Topics include group developmental stages, group goals, subgroups, and maximizing group effectiveness. Emphasis placed on practical applications or concepts and models. Eight instruction hours. Course offered Fall and Spring. Prerequisite: PST 251.

PST 265 Public Safety Leadership Development Seminar 3 Credits
This course provides aspiring and emerging public safety leaders and those already in leadership positions the opportunity to explore the concept of leadership and to develop and improve their leadership knowledge, skills, and behaviors. The course integrates reading from the humanities, experiential exercises, dialogue, films, and contemporary readings on leadership in the public safety context. Three class hours. Course offered Fall and Spring.
PSY - Psychology

PSY 100  Psychology of Interpersonal Relationships  3 Credits
The Psychology of Interpersonal Relationships is an experiential approach to everyday intra- and interpersonal processes. It emphasizes observation, practice and discussion of such topics as self disclosure, trust, verbal and nonverbal expression of feelings, listening skills, conflict resolution, anger and stress management and the value of cultivating diverse relationships. Basic psychological principles are presented and integrated into classroom discussion. Emphasis is on skill development. It is psychology for daily living, and is neither a preparatory course for PSY101 nor a prerequisite for other PSY courses. Three class hours. Course offered Fall and Spring.

PSY 101  Introductory Psychology  3 Credits
An introductory survey of the major concepts in the scientific study of human behavior, human development, motivation, learning, personality, individual differences and social behavior. Dual emphasis is placed upon understanding, integration and application to real life as well as theoretical and methodological issues. Opportunities for studying, tutoring, and supplemental testing will be made available to students outside of class time in the Psychology Learning Center. Three class hours. (SUNY-SS) Course offered Fall and Spring.

PSY 108  Fundamentals of APA Style  1 Credit
Students will learn the basics of APA style, the standard writing style for most social sciences. Proper techniques for citing sources, preparing a manuscript, and expressing material clearly and accurately will be covered. Students will practice writing short papers and components of papers in this style. One class hour. Course offered Fall and Spring. 
Prerequisite(s): Completed English 101 with a C or better, or completed English 200 with a C or better.

PSY 109  Positive Psychology  3 Credits
Positive Psychology is the scientific study of human happiness, well-being, and strength of character. This course takes an empirical and experiential approach to helping individuals use the science of flourishing to enhance their lives. Topics covered include happiness, pleasure, beliefs, positive thinking, character strengths, values, goal setting, wellness, the mind-body connection, self-esteem, overcoming perfectionism, relationships, and enabling institutions. Students may not receive credit for PSY 109 Positive Psychology and PSY 270 Selected Topics in Psychology - Positive Psychology. Three class hours. Course offered Fall and Spring.

PSY 110  Understanding Psychological Disorder  3 Credits
This course is designed to give basic information about psychological disorder and treatment and help students learn to evaluate approaches to disorder and therapy. We will look at the historical development and also at recent theories of disorder and treatment. The course will use a variety of teaching techniques including lecture, class discussion, and group activities, and will include a variety of assignments and grading techniques including tests, projects, written work, and participation. Course not open to students who have passed PSY 206, except with permission of the instructor. Three class hours. Course offered Fall and Spring.

PSY 130  Foundations of Animal Assisted Therapy  3 Credits
This course will explore the foundations of animal assisted therapy using a variety of teaching materials and observing an animal assisted therapy visit. Students will learn about the history, theoretical base, key empirical research support, and ethics of animal assisted therapy as well as evidence based advantages and disadvantages of applications utilizing animal assisted interventions. The course will cover the populations of individuals and groups with whom animal assisted interventions are utilized as well as applications to educational, mental health, behavioral, criminal justice, medical and health care settings. The course is an introduction to the field of animal assisted therapy and will not allow the student to independently implement animal assisted therapy. Three class hours. Course offered Spring only.

PSY 150  Psychology of Human Sexuality  3 Credits
Presents a review of the physiological and psychosocial components of sexuality. Primary emphasis is placed on sexuality in the context of love and intimacy, health, safety, and alternative sexual lifestyles. Three class hours. Course offered Fall and Spring.

PSY 166  Psychology of Superstitions  3 Credits
An examination of non-critical thinking and human tendencies to believe unlikely (and impossible) claims about the human experience, with a special focus on beliefs on the fringe of serious psychology. Issues addressed in the course include popular beliefs about parapsychology, magic, alien abduction, personality testing, and the mental processes that support these beliefs. Three class hours. Course offered Spring only.

PSY 170  The Psychology of Eating, Body Image, and Wellness  3 Credits
The Psychology of Eating, Body Image, and Wellness focuses on the biological, psychological, social, and spiritual approaches to food cultivation, processing, preparation, and consumption, as well as the relationships among dietary patterns, exercise, dieting, and obesity. Discussions, films, and readings will focus on the continuum that exists from health-promoting, competent eating to unhealthy, disordered eating, and the relationships among body-image, eating, self-acceptance, and culture. Three class hours. Course offered Fall and Spring.

PSY 200  Behavior Modification  3 Credits
A study of the principles of conditioning and learning as applied to practical approaches of behavior management and change. Special attention will be given to behavior change in institutional and personal settings. Self-regulation and cognitive-behavioral techniques will also be discussed. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101.

PSY 201  Developmental Psychology - Child  3 Credits
This course is an introduction to the foundations of development from conception through childhood. The course will explore the interdependence among the physical, cognitive, and social domains of development, and will examine various theories and research methods used to understand and study the development of infants and children. Current issues in the field and their impact on the developing child will also be highlighted. Students will be encouraged to investigate and critique recent research and its application. Three class hours. (SUNY-SS) Course offered Fall and Spring. Prerequisite: PSY 101.

PSY 202  Developmental Psychology - Adolescence  3 Credits
A discussion of issues and theoretical perspectives in the study of adolescence, with particular focus on the physical, cognitive, and social/emotional changes that occur during adolescence. This includes the examination of identity formation, sexuality, family relationships, peer relationships, and moral development. This course will also discuss challenges facing adolescents today. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101.

PSY 205  Social Psychology  3 Credits
A scientific study of the influence of people on the thoughts, feelings, and behaviors of other people. This course examines how individuals affect and are affected by others. Topics include impression formation, conformity and social influence, self-perception, attitudes, aggression, prejudice, helping, attraction, group processes, and other components of social interaction. Three class hours. (SUNY-SS) Course offered Fall and Spring. Prerequisites: PSY 101, plus three additional hours in PSY or SOC.
PSY 206 Abnormal Psychology 3 Credits
Includes a scientific and historical review of the study and treatment of psychopathology, discussion of the major theoretical orientations and the assumptions that underlie them, description of the major DSM disorders including their symptoms, and current treatments. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101 with a grade C or higher.

PSY 212 Developmental Psychology - Lifespan 3 Credits
This course is an introduction to the foundations of human development across the lifespan. The course will describe the history and foundational knowledge related to the study of childhood, adolescence, and adulthood, examine the various theories of developmental psychology, and highlight current issues in the field. Three class hours. (SUNY-SS) Course offered Fall and Spring. Prerequisite: PSY 101.

PSY 215 Cognitive Psychology 3 Credits
How do we think, make decisions, solve problems, perceive our world, and remember our past? What is intelligence, creativity, or awareness? Cognitive psychology explores these complex and important human processes. In this course, students will learn the theories, methods, and concepts of cognitive psychology and apply them to many areas of life. Three class hours. Course offered Fall only. Prerequisite: PSY 101 with a grade of C or better.

PSY 220 Research Methods in Social Sciences 3 Credits
Through a combination of lecture and hands-on research projects, this course examines the philosophy and methodology of science and how they are applied to social questions. Students plan and conduct research projects and write papers describing their research following APA style. Topics to be explored include experimental and non-experimental research methods, the development of testable hypotheses, and the use of electronic databases to explore and review the scientific literature and ethical issues. Three class hours. (SUNY-SS) Course offered Fall and Spring. Prerequisite(s): PSY 101 and PSY 108, both with a minimum grade of C. Prerequisite or Co-requisite: MTH 162 or MTH 181.

PSY 222 Social Psychology of the Holocaust 3 Credits
The social and psychological bases for manifestations of and responses to the Holocaust will be used to explore and analyze attitude change, prejudice and discrimination, aggression, cooperative behavior, bystander behavior, and prosocial behavior. The unique historic events that have come to be known as the Holocaust will be used as a vehicle to explore the diverse forms of individual and social behavior that can exist in the midst of dysfunctional social order. Three class hours. (SUNY-SS) Course offered Fall and Spring.

PSY 230 Mysteries of Sleep and Dreaming 3 Credits
This course explores various questions about sleep and dreaming, including why we sleep and why we dream. Topics include how sleep and dreaming are scientifically studied, current theories and research on sleep and dreaming, sleep stages, and the neurological and psychological bases of sleep and dreaming. The course also examines the functions of sleep and dreaming, changes in sleep-wake cycles through the lifespan, various sleep-wake disorders, physical and psychological consequences of sleep deprivation, and healthy sleep practices. The course emphasizes sleep as an active process, vital to optimal physical and psychological health and functioning. Three class hours. Course offered Fall only. Prerequisite: PSY 101.

PSY 260 Psychology of Health 3 Credits
This course explores the relationship between psychological factors and health issues. Traditional and complementary health care applications will be reviewed and evaluated. How do self-defeating thoughts, negative emotions (such as anxiety, anger, fear) and bad habits diminish health, vitality and longevity? Students will be encouraged to assess their own health patterns. Techniques for modifying lifestyle and managing stress are presented. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101.

PSY 261 The Psychology of Learning and Behavior Disorders 3 Credits
This course introduces students to the field of learning and behavior disorders. It is designed for those interested in recognizing and understanding learning disabilities, attention-deficit/hyperactivity, conduct disorders, intellectual disabilities, autism spectrum disorders, emotional disorders, and physical impairments that impact learning. The course will cover biological and psychosocial risk factors, current theoretical approaches to the development of disorders, and education and intervention strategies. Successful completion of the course’s autism unit provides State Education Department certification in Training in the Needs of Students with Autism. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101 or permission of instructor.

PSY 262 Forensic Psychology 3 Credits
The focus of this course is an examination of the interaction between the discipline of psychology and the criminal justice system. It examines the aspects of human behavior directly related to the legal process such as eyewitness memory, testimony, jury decision making, and criminal behavior. In addition, the professional practice of psychology will be examined as to how it interacts with the legal system, and criminal and civil law. The student will gain an understanding of the production and application of psychological knowledge to the civil and criminal justice systems. It embraces psychology and the law, psychology of police and policing, corrections, parole, victim services, addiction services, family services, and the full range of activities related to law enforcement and treatment of offenders. This course provides a strong foundation of understanding for individuals interested in psychology, law, criminal justice, and related fields. Three class hours. Course offered Spring only. Prerequisite: PSY 101 or SOC 101 or permission of instructor.

PSY 270 Selected Topics in Psychology 3 Credits
This course will explore a different topic in depth each semester. Using a variety of methods, including readings, tests, homework assignments, projects, papers, and group work, students will learn about the important questions and methodologies researchers use to address the topic. They will learn what we know and don’t yet know about the topic, and appreciate its importance at personal, social, and global levels. Examples include the psychology of Gender, the Psychology of Hunger, Eating and Body Image, and the Psychology of Memory and Thinking. Specific information as to the topics offered each semester will be available at the time of registration. Three class hours. Course offered Fall and Spring. Prerequisite: PSY 101.

PSY 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Spring only.

QCT - Quality Control Technology
QCT 201 Total Quality Control 3 Credits
Overall aspects of quality control. Considers quality from the overall point of view. Represents the philosophy of quality control, together with concepts of modern day quality control and relationships, manufacturing controls, auditing, and customer relationships. Three class hours. Course offered Fall and Spring. Prerequisite: QCT 125.

QCT 223 Acceptance Sampling 3 Credits
Presents strategies for construction and evaluation of sampling plans for product and process evaluations and supplier audits. Topics include single, double, multiple and sequential techniques for attributes sampling. Plans used most often in industry are covered (Military Standards, Dodge-Romig, etc.). Supplier verification schemes and quality audits are also discussed. Three class hours. Course offered Fall and Spring. Prerequisite: QCT 125.
**REA - Reading**

**REA 100 Reading and Thinking in the Disciplines 3 Credits**

This course is designed specifically to meet the reading and thinking needs in a particular discipline. Learning strategies will focus on skills necessary for success in the content course, such as note-taking, graphic or visual materials, and/or laboratory preparation and application. Likewise, critical and active reading performance will focus on the needs of the discipline: understanding and evaluating scholarly research, discipline-based vocabulary, textbook management, reading flexibility, and other higher-level thinking appropriate to the discipline. This course is intended to be taken in conjunction with another course in a different discipline. Please see master schedule for offerings. May not be repeated for credit. Three class hours. Course offered Fall and Spring. ACCUPLACER READING SCORE BETWEEN 71-80.9

**REA 101 Critical Reading 3 Credits**

This course will help students strengthen their critical reading and thinking skills, improve their academic literacy, and expand their general knowledge across the disciplines, especially the Humanities. Students will read a variety of written, oral, visual, and cultural texts in order to improve their analytical, interpretive, and evaluative skills. Students will synthesize text in all its forms through a variety of thematic approaches (music, drugs, diversity, etc.) in order to develop new ideas and conclusions. They will apply these critical and evaluative skills through research, presentations, discourse, and written assignments. This course is recommended for all students. Three class hours. (SUNY-H). Course offered Fall and Spring. REA 100 grade of C or better, TRS 200 with a grade of C or better, Accuplacer reading comprehension score of 81 or higher.

**SBS - Social and Behavioral Sciences**

**SBS 295 Honors Seminar in the Social and Behavioral Sciences-WR 3 Credits**

A critical analysis of issues of human adaptation and growth, using social and behavioral science models and concepts. Extensive background reading, personal involvement, and interpretive writing are required of all participants. Social Sciences credit. Three class hours. (SUNY-SS) Course offered Spring only. Prerequisites: Permission of Coordinator of Honors Studies.

**SBS 125 Women’s Issues: The Pursuit of Options 3 Credits**

This seminar course is concerned with discussing and assessing the personal and social issues pertaining to women returning to education in today’s world. Students will have an opportunity to explore and integrate the cognitive and affective aspects of adult development and relate them to their return to education. Three class hours. (SUNY-SS) Course offered Fall and Spring.

**SBS 290 Independent Study Variable Credit**

See the Department Chairperson. Course offered Fall and Spring.

**SCI - Honors Studies**

**SCI 295 Honors Seminar in the Natural Sciences 3 Credits**

An examination of the major biological, chemical, geological and physical issues and processes related to human influence on the earth and its systems and functions. Students will gain insights through independent research, review of the literature, and an in-depth examination of global, national, and local issues. Natural Science credit. Three class hours. Course offered Fall and Spring. Prerequisites: Permission of Coordinator of Honors Studies.

**SCI 131 Integrated Science for Future Teachers I-The Physical World 4 Credits**

This is the first in a sequence of two courses designed to explore the basics of physical science, geological science, chemistry, and biological science in an interdisciplinary, inquiry-based approach for students wishing to pursue a career in childhood education. The physical world focuses on Earth’s physical and geologic processes and how they govern and shape the dynamic world around us. Characteristics of energy, matter, chemical interactions, and electromagnetism are explored, along with the realms of weather, water resources, rocks/minerals, landscape development, and planetary change. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.

**SCI 132 Integrated Science for Future Teachers II-The Living World 4 Credits**

This is the second in a sequence of two courses designed to teach the basics of physical science, geological science, chemistry, and biological science in an interdisciplinary inquiry-based approach for students wishing to pursue a career in childhood education. This course focuses on concepts in biology and chemistry and how they interact in the world around us. Characteristics of life, cells, reproduction, evolution, ecology, the diversity of plants and animals are covered, along with chemistry concepts such as organic molecules, the chemistry of water, pH, buffering systems and the chemistry of DNA. Three class hours, three laboratory hours. Course offered Fall and Spring.

**SCR - Computer Security**

**SCR 111 Computer-Related Crime and Security 3 Credits**

A study of computer crime including use of the computer to commit fraud, embezzlement, theft, pirating of software; theft of new developments in computer hardware and software. Areas of computer vulnerability, as well as physical security, protective, preventive, and investigative procedures will be explored. Statutes to prosecute offenders will be analyzed. Three class hours. Course offered Fall and Spring.

**SCR 112 Physical Security of Computer Systems 3 Credits**

Study of physical computer security requirements including: location of computer in facility; securing facility and computer from improper, unauthorized, or illegal access; hazardous conditions; industrial and foreign espionage or sabotage; bombs and bomb threats; arson; securing electrical and telecommunications systems; camera and other surveillance techniques; backup records and their security; natural disaster controls. Three class hours. Course offered Fall and Spring.

**SCR 151 Introduction to Computer Security 3 Credits**

A study of the functions of industrial security forces in protecting industry, retail businesses, and educational institutions, emphasizing relationships between private security agencies and public law enforcement organizations. Consideration of organizational structure, authority, and responsibilities of security forces. Fall semester only. Three class hours. (Open to any student when seats are available after all Criminal Justice students have registered.) Course offered Fall and Spring.
**Course Descriptions**

**SMT - Sports Management**

**SMT 201 Cooperative Education - Sport Management 3 Credits**
This course is designed to provide students with opportunity to test his/her career choice by working in a for-profit or non-profit setting leading toward a career, in Sport Management. Having studied theories and principles in previous course work, the intern will be able to use the knowledge gained in an actual work environment. These opportunities can include: marketing, event management, administration, communication, sales, promotion, negotiation, and facility management. The student will be responsible for working a minimum of 12 hours per week throughout the 15-week semester. Enrollment in this course is only with departmental permission. One class hour, one hundred eighty experiential hours. Course offered Fall and Spring. Prerequisite(s): By department permission only

**SGT - Surgical Technology**

**SGT 100 Introduction to Surgical Technology 4 Credits**
This course introduces the student to the needs of surgical patients during preoperative, intraoperative and postoperative phases of care. It includes study of basic patient care including transport and transfer, vital signs, positioning, and creating a safe physical environment. Emphasis is on development of knowledge and skills related to principles and practice of aseptic technique, sterilization, use of selected devices to maintain hemostasis and thermoregulation, documentation, organization of the surgical suite and emergency procedures. Selected laboratory experiences. Three class hours, two laboratory hours. Course offered Fall only. Co-requisite(s): BIO 144, MTH 165 or higher, HIM 104, SGT 110

**SGT 101 Surgical Pharmacology and Anesthesia 2 Credits**
This course provides a study of pharmaceutics used in surgery. The actions, usage and side effects of commonly administered medications and solutions and the methods by which they are administered are presented. Computation of medication doses and solution composition is introduced. Two class hours. Course offered Spring only. Prerequisite(s): SGT 100 with a grade of C or better, SGT 110 with a grade of C or better, BIO 144 with a grade of C or better, HIM 104, and MTH 165 or higher. Co-requisite(s): PHL 250, BIO 145, ENG 101 or ENG 200, and SGT 102.

**SGT 102 Principles and Practices in Surgical Technology 5 Credits**
This course continues to demonstrate the various functions of the surgical technologist. Emphasis is on safety in the operating room, care of specimens and instrumentation and equipment used in surgical procedures. Methods used for closure of wounds and mechanisms of wound healing are presented. Emphasis on sterilization and disinfection principles and procedures is continued. Selected laboratory experiences. Three class hours, four laboratory hours. Laboratory fees apply. Course offered Spring only. Prerequisite(s): BIO 144 with a grade of C or better, MTH 165 or higher, HIM 104, SGT 100 with a grade of C or better, and SGT 110 with a grade of C or better. Co-requisite(s): BIO 145, ENG 101 or ENG 200, PHL 250, and SGT 101.

**SGT 104 Foundations of Surgical Technology 1 Credit**
This course introduces the roles of the various surgical team members and focuses on the basic organization of healthcare facilities. Interpersonal relationships, communication and teamwork, and ethical standards of conduct are emphasized. Responsibilities of scrub, circulating and second assisting surgical technologists are explored. One class hour. Course offered Fall only.

**SGT 201 Surgical Procedures 10 Credits**
This course presents orientation to specific surgical procedures including general surgery, obstetrics and gynecologic surgery, genitourinary surgery, ENT/otolaryngology surgery and orthopedic surgery with related surgical anatomy and pathophysiology and specialty instrumentation. Safe use of lasers and robotics is introduced. Computer skills necessary for the operating room are explored. Clinical practice will employ intermediate surgical interventions. Current CPR certification for the professional rescuer is required. Three class hours, two laboratory hours, eighteen clinical hours. Laboratory fees apply. Course offered Fall only. Prerequisite(s): BIO 202 and SGT 101 and SGT 102, all with a grade of C or better. Co-requisite(s): SGT 200, SGT 202, and SGT 203.

**SGT 202 Specialty Surgical Procedures 10 Credits**
This course presents orientation to specific surgical procedures including plastic and reconstructive surgery, ophthalmic surgery, oral and maxillofacial surgery, neurosurgery, thoracic surgery, cardiac surgery and peripheral vascular surgery with related surgical anatomy and pathophysiology and specialty instrumentation. Special considerations for pediatric surgery will be explored. Clinical practice will employ advanced surgical interventions. Laboratory fees apply. Current CPR certification for the professional rescuer is required. Three class hours, two laboratory hours, eighteen clinical hours. Course offered Fall only. Prerequisite(s): BIO 203 and PSY 101 and SGT 201, all with a grade of C or better.

**SGT 210 Professional Issues and Certification for Surgical Technology 2 Credits**
This course emphasizes professional and legal issues and approaches to patient care through use of perioperative case management. Job seeking skills are explored. The All Hazards framework for disaster planning and management is presented. Preparation for the surgical technologist certification exam is initiated. Two class hours. Course offered Spring only. Prerequisite(s): BIO 235 with a grade of C or better, and SGT 201 with a grade of C or better.
SOC - Sociology

SOC 101 Introduction to Sociology - WR 3 Credits
A survey of the major concepts employed in the systematic study of human relationships, with emphasis on society, culture, social interaction, socialization, groups, bureaucracy, institutions, collective behavior, social stratification, social control, social change and sociology as a field of knowledge. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 102 Social Problems- WR 3 Credits
An analysis of major social problems in contemporary society, their nature, development and social causes. The course examines the impact of problems such as poverty, crime, drug addiction and prejudice on the individual and society. Possible solutions for social problems are discussed. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 201 Sociology of Race and Ethnicity - WR 3 Credits
This course explores the relationships between majority and minority populations in the United States. We will begin to understand the concepts of race and ethnicity not as static, but as changing phenomena. What is the nature of American identity? What are the social structural causes of inequality? This course will provide a sociological perspective centered on questions of race, identity and inter-group relations. We will explore such topics as the nature of prejudice and racism, policies affecting minorities, the social construction of race and immigration to the United States. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 202 Urban Sociology - WR 3 Credits
This course focuses on the social, political, economic, and cultural factors associated with development of urban communities, the characteristics of urban institutions, trends in urban planning, ecological processes, and the effects upon urban communities of development and migration. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 203 Criminology - WR 3 Credits
The course emphasizes the historical and contemporary theories of crime causation. Problems involving attempts to develop a scientific and objective approach to the phenomena of crime are analyzed. Issues such as the role of law, the political and economic institutions and the social structure which generate crime are investigated. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 204 Sociology of the Family - WR 3 Credits
A sociological analysis of the family as a social institution: its origin, structure and variations; and patterns of intimate relationships. Examines family organization and disorganization through analysis of mate selection, sexuality, gender and family roles, marriage and divorce, parenthood, and the diversity of family composition. Investigates key concerns for contemporary American families including communication and power, the balance of work and family obligations, the impact of structural inequality on workers as it relates to race, historically. This course also investigates the impact of family education and media will be examined. Historical and cross-cultural variations in gender and sexuality are explored as well as variations by race, ethnicity, and social class. Sociological theory and research will be investigated. Three class hours. Course offered Fall and Spring.

SOC 205 African-American Family - WR 3 Credits
A comprehensive examination of the diverse and complex issues surrounding the African-American family unit as it has evolved from pre-slavery to contemporary period. It focuses on historical, social, cultural, political, economic and global conditions that have affected that institution. The course discusses key issues, themes and debates in the field and analyzes a variety of theoretical perspectives of examining the African-American family life. Three class hours. Course offered Spring only.

SOC 206 Sociology of Gender and Sexuality - WR 3 Credits
This course introduces students to the sociological study of gender and sexuality in contemporary U.S. society by examining the ways in which each are socially constructed. The role of gender and sexuality in institutional structures, including the economy, law, education and media will be examined. Historical and cross-cultural variations in gender and sexuality are explored as well as variations by race, ethnicity, and social class. Sociological theory and research will be used to provide analysis for systems of inequality as well as how the meanings and experiences of gender and sexuality have changed over time. Three class hours.

SOC 207 Ethnicity and Macro Systems - WR 3 Credits
This course focuses on the social, political, economic, and cultural factors associated with development of urban communities, the characteristics of urban institutions, trends in urban planning, ecological processes, and the effects upon urban communities of development and migration. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 208 Political Economy of Race - WR 3 Credits
This course focuses on the social, political, economic, and cultural factors associated with development of urban communities, the characteristics of urban institutions, trends in urban planning, ecological processes, and the effects upon urban communities of development and migration. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SOC 209 Environmental Sociology - WR 3 Credits
An introduction to the key theoretical approaches and research within the emerging field of environmental sociology, and an examination of the ongoing research on how environmental problems have roots in social processes, such as culture, community, social inequality, social organization and social structure. Students will examine how human values about the environment and the relationships between humans and our physical environment are socially constructed. Students will develop a working knowledge of sociological research methods and theoretical perspectives in their analyses of the relationship between human societies and the physical environment. Course offered Fall, Spring and Summer. Three class hours.

SOC 210 Global Interdependence - WR (formerly SOC 150) 3 Credits
Individuals, local communities, business enterprises, and nation-states are today inextricably involved in and affected by global relationships. This course provides an overview of the emergence and characteristics of global, social, economic, political, and ecological interdependence, particularly as these developments are affected by rapid social and technological change. In analyzing global problems, students evaluate conventional interpretations, refine analytical frameworks, and consider alternative strategies for coping with planetary issues. Students also assess their individual needs in the context of human survival and global interdependence. Three class hours. (SUNY-OWC) Course offered Fall and Spring.

SOC 211 Sociology of Work - WR 3 Credits
This course applies sociological research to a study of what it means to be a worker and how work has evolved historically. This course also investigates the impact of structural inequality on workers as it relates to race, age, gender and the institution of the family. Three class hours. (SUNY-SS) Course offered Spring only.

SOC 216 Special Topics in Sociology - WR 3 Credits
This course is designed to address specific topics of interest in sociology. Offerings are more specific and focused than the introductory surveys. Examples of potential offerings could include Sociology of the Body, Sociology of Deviance, or Sociology of Pop Culture. Topics may change from semester to semester based on faculty and student interest. The classes will be primarily lecture and discussion based. Three class hours. Course offered Fall and Spring.

SMT 215 Sports Management 3 Credits
Survey course addressing the role of administration specific to fitness, athletic and rehabilitative facilities. It will present general administrative principles as well as those specific to the field. Three class hours. Course offered Fall and Spring.

SMT 217 Sport Marketing 3 Credits
The course focuses on the theoretical backbone that makes sport marketing such a unique and vibrant subject and focuses on marketing in a sport-specific context. Students will learn how to build a sport marketing plan, study the behaviors of sport consumers, and gain an understanding of market segmentation and pricing. Exploration of promotion, sales, distribution, and public relations in sport are key aspects of the course. Three class hours. Course offered Fall and Spring.

SMT 218 Sport Administration 3 Credits
It will present general administrative principles as well as how the meanings and experiences of gender and sexuality have changed over time. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SMT 219 Sport Management 3 Credits
This course explores the relationships between majority and minority populations in the United States. We will begin to understand the concepts of race and ethnicity not as static, but as changing phenomena. What is the nature of American identity? What are the social structural causes of inequality? This course will provide a sociological perspective centered on questions of race, identity and inter-group relations. We will explore such topics as the nature of prejudice and racism, policies affecting minorities, the social construction of race and immigration to the United States. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SMT 220 Sociology of Gender - WR 3 Credits
This course focuses on the social, political, economic, and cultural factors associated with development of urban communities, the characteristics of urban institutions, trends in urban planning, ecological processes, and the effects upon urban communities of development and migration. Three class hours. (SUNY-SS) Course offered Fall and Spring.

SMT 210 Global Interdependence - WR 3 Credits
Individuals, local communities, business enterprises, and nation-states are today inextricably involved in and affected by global relationships. This course provides an overview of the emergence and characteristics of global, social, economic, political, and ecological interdependence, particularly as these developments are affected by rapid social and technological change. In analyzing global problems, students evaluate conventional interpretations, refine analytical frameworks, and consider alternative strategies for coping with planetary issues. Students also assess their individual needs in the context of human survival and global interdependence. Three class hours. (SUNY-OWC) Course offered Fall and Spring.

SMT 211 Sociology of Work - WR 3 Credits
This course applies sociological research to a study of what it means to be a worker and how work has evolved historically. This course also investigates the impact of structural inequality on workers as it relates to race, age, gender and the institution of the family. Three class hours. (SUNY-SS) Course offered Spring only.

SMT 216 Special Topics in Sociology - WR 3 Credits
This course is designed to address specific topics of interest in sociology. Offerings are more specific and focused than the introductory surveys. Examples of potential offerings could include Sociology of the Body, Sociology of Deviance, or Sociology of Pop Culture. Topics may change from semester to semester based on faculty and student interest. The classes will be primarily lecture and discussion based. Three class hours. Course offered Fall and Spring.
SOC 220 Sociology Internship - WR 3 Credits
A learning experience in a selected community agency or organization determined by the student’s area of interest. Under supervision, the student will be able to apply sociological methods and principles in a practical setting, become aware of social processes and community needs, or conduct research. Ten class hours per semester, one hundred thirty-five internship hours. Course offered Fall and Spring.
Prerequisite: One other Sociology course and permission of instructor.

SOC 290 Independent Study - WR Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

SPA - Spanish/Foreign Language

SPA 101 Elementary Spanish I 3 Credits
Designed for students with no previous experience in the language. Focuses on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. SPA 111 is strongly recommended for improving comprehension and oral fluency especially for students transferring to a four-year institution. Three class hours. (SUNY-FL) Course offered Fall and Spring.

SPA 102 Elementary Spanish II 3 Credits
Continuation of SPA 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Hispanic cultures. A companion course, SPA 112, is strongly recommended for improving comprehension and oral fluency, especially for students transferring to a four-year institution. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: SPA 101 or successful completion of the New York State Regents exam, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

SPA 103 Intermediate Spanish I 3 Credits
Continued study in Spanish for those with a firm foundation in elementary Spanish communication, written and oral. Grammar and vocabulary are continued at a higher level. Cultural topics are included in the study of grammar and structure. A companion course, SPA 113, is strongly recommended for improving oral fluency, especially for students transferring to four-year institutions. Memory and length of time since last studied are factors in successful placement. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: SPA 102; or successful completion of high school Spanish 4, the equivalent, or permission of the instructor.

SPA 104 Intermediate Spanish II 3 Credits
Continued study in Spanish for those with a firm foundation in intermediate Spanish through written and oral communication. Grammar and vocabulary are continued at a higher level. Cultural topics are included in the study of grammar and structure. A companion course, SPA 114, is strongly recommended for improving oral fluency, especially for students transferring to four-year institutions. Memory and length of time since last studied are factors in successful placement. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: SPA 103, or excellence in high school Spanish 5, the equivalent, or permission of the instructor.

SPA 110 Accelerated Elementary Spanish 6 Credits
Designed for students with no previous experience in the language who wish to move at a faster pace than is permitted by SPA 101 and SPA 102 courses, or for those who have taken one or more years of Spanish previously and wish to review and practice basic Spanish at a quickened pace. Focuses on communicative skills of listening comprehension, speaking, reading and writing. Includes high frequency vocabulary, basic constructions, common phrases and cultural aspects. Also stresses student participation in skills development. A companion course, SPA 111, is strongly recommended for improving comprehension and oral fluency, especially for students transferring to a four-year institution. Six class hours. (SUNY-FL) Course offered Fall and Spring.

SPA 111 Elementary Spanish Conversation I 2 Credits
This is an introductory level one conversation course designed for those who wish to focus on learning comprehension and conversational skills. Spoken Spanish used in context by a variety of native speakers will provide comprehension practice. Using video, music and songs, audio cassettes and CD-ROM, as well as Internet, students will hear and use authentic language structures used in simple forms of Spanish for communication. Students will be evaluated on their linguistic achievement, their aural comprehension and conversational competence at this introductory level. Two class hours. Course offered Fall and Spring.
Prerequisites: SPA 101 taken concurrently; one year of language study or permission of instructor.

SPA 112 Elementary Spanish Conversation II 2 Credits
This is an introductory level two conversation course designed for those who wish to focus on learning comprehension and conversational skills. Spoken Spanish used in context by a variety of native speakers will provide comprehension practice. Using video, music and songs, audio cassettes and CD-ROM, as well as Internet, students will hear and use authentic language structures used in simple forms of Spanish for communication. Students will be evaluated on their linguistic achievement and performance, their level of aural comprehension and conversational competence at this introductory level. Two class hours. Course offered Fall and Spring.
Prerequisites: SPA 102 taken concurrently, one to two years of previous language study or permission of instructor.

SPA 113 Intermediate Spanish Conversation I 2 Credits
A communicative approach to develop comprehension of the spoken language and ability to communicate with native speakers at the beginning intermediate level. Spanish spoken by native speakers from Spain and Latin America will be used to train students for real life communication appropriate for social and career related situations. To develop linguistic skills, intensive training in comprehension and communication will be enhanced by the use of videos, music and songs, audio cassettes and CD-ROM, as well as Internet. Language structures will be practiced in context using related text materials and culture, as well as topics of interest such as current events. Students will be evaluated on their linguistic achievement and performance, their level of aural comprehension and conversational competence at this intermediate level of communication. Two class hours. Course offered Fall only.
Prerequisites: SPA 103 taken concurrently, two to four years of previous language study or permission of instructor.

SPA 114 Intermediate Spanish Conversation II 2 Credits
A communicative approach to develop comprehension of the spoken language and ability to communicate with native speakers at this intermediate level. Spanish spoken by native speakers from Spain and Latin America will be used to train students for real life communication appropriate for social and career related situations. To develop linguistic skills, intensive training in comprehension and communication will be enhanced by the use of videos, music and songs, audio cassettes and CD-ROM, as well as Internet. Language structures will be practiced in context using related text materials and culture, as well as topics of interest such as current events. Students will be evaluated on their linguistic achievement and performance, their level of aural comprehension and conversational competence at this intermediate level of communication. Two class hours. Course offered Fall only.
Prerequisites: SPA 104 taken concurrently; three or more years of previous language study or permission of instructor.

SPA 141 Spanish for the Health Professions 3 Credits
This course is designed for those in the health professions who wish to acquire the basic tools for effective communication with the Hispanic client. The language is taught in the context of specific situations with extensive practice and a minimal amount of grammar. The course also contains an important cultural component that will allow the student to gain a greater
know knowledge and understanding of Hispanics, and thus to create a better, safer, and productive environment. Three class hours. Course offered Fall and Spring.

**SPA 201** Espana de ayer y de hoy 3 Credits

Through interactive lectures, video and use of the internet, students will gain an overview of contemporary Spain, the country and peoples viewed from historical and cultural perspectives. Use of the video series El espejo enterrado (The Buried Mirror) provides the student with the opportunity to develop aural skills to an advanced level. The internet will be used to access on-line newspapers, magazines, and a vast array of primary source materials to help develop reading skills and knowledge of specialized vocabulary, while engaging the student in a study of current events. This combination will guide the student to a working knowledge of Spain and to improved language comprehension and fluency. Three class hours. Course offered Fall and Spring. 
Prerequisite: SPA 104 or a grade of B or better in high school Spanish 5, or permission of the instructor.

**SPA 202** Latinoamerica de ayer y de hoy 3 Credits

Through interactive lectures, video and use of the Internet, students will gain an overview of contemporary Latin America, the countries and peoples viewed from historical and cultural perspectives. Use of the video series El espejo enterrado (The Buried Mirror) provides the student with the opportunity to develop aural skills to an advanced level. The internet will be used to access on-line newspapers, magazines, and a vast array of primary source materials to help develop reading skills and knowledge of specialized vocabulary, while engaging the student in a study of current events. This combination will guide the student to a working knowledge of Latin America and to improved language comprehension and fluency. Three class hours. Course offered Fall and Spring. 
Prerequisite: SPA 104, or a grade of B or better in high school Spanish 5, or permission of the instructor.

**SPA 205** Advanced Conversational Spanish I 3 Credits

Intensive practice in oral communication at an advanced level. Current trends in spoken Spanish as expressed on-line and in other media will guide the student to a working knowledge of Spain and to improved language comprehension and fluency. Three class hours. Course offered Fall and Spring. 
Prerequisite: SPA 104, or a grade of B or better in high school Spanish 5, or permission of the instructor.

**SPA 206** Advanced Conversational Spanish II 3 Credits

Continuation of SPA 205. Three class hours. Course offered Fall and Spring. 
Prerequisite: SPA 205 or SPA 104, or four years of high school Spanish or equivalent.

**SPA 207** Cinema for Spanish Conversation 3 Credits

In this course, students will improve their Spanish conversational skills through the discussion of films in Spanish. Student presentations will help the student improve their public speaking skills. In addition, the students will improve their listening comprehension through exposure to native speech. The films will introduce students to culture, some history, vernacular speech and regional accents. This course offers a new and different vision of language learning and use. The films serve as a catalyst for thought provoking cultural and linguistic examination. This offers the students the ability to express themselves and to expose themselves to the diversity of cultures in the many Spanish speaking countries. The students will broaden their knowledge and analyze, compare and enrich their vocabulary and hone their analytic and critical thinking skills through their enhancement, solidification of the knowledge of the language, and its variety of uses. Three class hours.
(SUNY-FL) Course offered Fall and Spring. 
Prerequisite: SPA 104, or excellence in High School Spanish 5, the equivalent, or permission of the instructor.

**SPA 221** Hispanic Culture On Location 3 Credits

This course is designed to provide the opportunity to see and experience the richness of a Spanish speaking country through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student to prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Three class hours. Course offered Fall and Spring. 
Prerequisite: SPA 104, or a grade of B or better in high school Spanish 5, or permission of the instructor.

**SPC - Speech Communication**

**SPC 119** Storytelling 3 Credits

Study of and practice in storytelling that will focus on stories appropriate for modern society. Storytelling is an art that requires the practice of craft-based techniques. Focus will be placed on story and character development, performance of a variety of stories, and evaluation of what makes a good story and its performance. Three class hours. (SUNY-A) Course offered Fall and Spring.

**SPC 140** Introduction to Speech Communication 3 Credits

A survey of the major concepts of speech communication. This course will provide an introduction to interpersonal skills (perception, listening, verbal and nonverbal communication); public speaking (organization, delivery and basic speech writing); and small group communication (leadership, assertiveness and listening). Emphasis is on the application of these basic concepts in the personal, academic and professional lives of students. Three class hours. Course offered Fall and Spring.

**SPC 141** Interpersonal Speech Communication 3 Credits

The focus of this course is to help students understand, evaluate, and improve their interactions with others in their personal and professional lives. Theory and practical skills include issues in listening, conflict resolution, assertiveness, and non-verbal communication. Emphasis is on the application of these and other communication skills to the daily lives of the class members. Three class hours. (SUNY-H) Course offered Fall and Spring.

**SPC 142** Public Speaking (formerly SPT 142) 3 Credits

Primarily concerned with the source and substance of ideas, evidence, and reasoning that form the basis for good oral communication. Students will develop and present original speeches applying these ideas and the principles of organization, clarity, vitality, and ethics. When speaking, students will learn effective ways to use voice and body language to communicate a message. Three class hours. Course offered Fall and Spring.

**SPC 143** Small Group Communication 3 Credits

Small group theory and process is examined from a communication perspective. Topics include leadership, goal setting, decision making, conflict, and the stages of group development. Students participate in groups. Three class hours. Course offered Fall and Spring.

**SPC 144** Communication and Crisis 3 Credits

This course combines theories of communication and concepts of crisis necessary for dealing appropriately with people in crisis. Topics covered include practical skills: listening and responding, communicating assertively, managing conflict, and how these skills can be used to help people who are dealing with loss, grief, depression, and suicidal ideation. The on-line version of this course requires access to a camcorder. Three class hours. (SUNY-H) Course offered Fall and Spring.

**SPC 172** Honors - Competitive Public Speaking-WR 1 Credit

Students will work collaboratively with the instructor and classmates to develop skills for competition-style speaking through the practice and performance of an original speech. One speech will be developed, presented, critiqued and improved during class rehearsals. Students will learn through hands-on experience the in-depth effort required for professional and competitive public speaking. One and a half class
hours per week for last seven weeks of the Spring Semester, and one five-hour speech contest. Course offered Spring only.

**Prerequisite:** Audition and/or permission of the instructor and enrollment in SPT 142 or SPC 142 (formerly SPT 142).

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**STT 201**  **Troubleshooting and Preventative Maintenance for Solar Thermal Systems, with Lab/Field Experiences**  **3 Credits**

This course will explore issues related to system design, performance, and efficiency. System operation, symptom diagnosis, repair, and maintenance will be covered. Students will work on the laboratory or field installed systems. Two class hours, two lab hours. Course offered Fall and Spring.

**Prerequisites:** STT 101, STT 102

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**SUS - Sustainability Studies**

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**SUS 101**  **Introduction to Sustainability**  **3 Credits**

This course will provide an overview of the social, environmental, and economic aspects of sustainability. Students will consider the development of industrial society and examine key trends and events in the history of conservation and environmental reform in order to better understand current social, environmental, and economic problems. Students will evaluate the long-term sustainability of current systems and practices, and propose a solution to a current problem that balances economic, environmental, and social interests. Three class hours. Course offered Fall and Spring.

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**SUS 206**  **Special Topics in Sustainability Seminar**  **3 Credits**

An interdisciplinary seminar course concerned with current problems and innovations in sustainability. Possible course topics include water quality/availability, fossil fuels, food production/security, and community design. Students will read and discuss a variety of texts on the course topic, and will develop a substantial research project. Three class hours. Course offered Fall and Spring.

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**TAM - Tooling and Machining**

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**TAM 101**  **Machine Theory I**  **3 Credits**

A survey course of basic machine theory. Examines the types, operation, and usage of common machines and machine tools. Covered are the lathe, milling machine, surface grinders, bench tools, and measurement and layout tools. Focus is upon machine operations of cutting, turning, drilling, sawing, and grinding. Three class hours. Course offered Fall and Spring.

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**TAM 105**  **Machine Project Laboratory**  **3 Credits**

This course will provide students with the opportunity to apply knowledge and develop machine operation skills through the creation of a variety of projects. The student will be required to demonstrate skill proficiency by completing the following machine shop projects: three
TAM 115  Principles of Metallurgy  3 Credits
Covers the basic principles of metallurgy and how they relate to the strength and hardening processes of steels, tool steels, and other alloys. Topics covered include steel production, steel testing and pyrometry, alloy theory, heat treatment, surface treatments, and steel types. Three class hours. Course offered Fall and Spring.

TAM 121  Mathematics for Machinists I  3 Credits
A basic mathematics course for beginning machinists. It is designed to acquaint the entry-level tooling and machining student with the mathematical concepts, terms, and formulas required to function as a machinist. The emphasis of the course is upon application of mathematical principles to the machine trades and developing mathematical/mechanical problem solving skills. Three class hours. Course offered Fall and Spring.

TAM 122  Mathematics for Machinists II  3 Credits
An advanced mathematics course for machinists. This course builds upon mathematical concepts and skills gained in mathematics for machinists. The student will learn how mathematics is applied in mechanisms and fixtures. The focus is upon those mathematical and shape related applications necessary for design, layout and machining accurate parts. Three class hours. Course offered Fall and Spring.

TAM 131  Machine Shop Print Reading I  3 Credits
The objective of this course is to develop an understanding of both simple and complex parts and the mechanisms, graphically described on blueprints. To differentiate between the various line types, multi-view instructional media to learn the concepts of CNC. Three class hours. Course offered Fall and Spring.

TAM 132  Machine Shop Print Reading II  3 Credits
Students will be able to solve complex blueprint problems related to tool and shop applications. Section views, surface textures, screw threads, geometric tolerancing, steel identification, fasteners, castings, and coatings will be examined. Three class hours. Course offered Fall and Spring.

TAM 138  Dimensional Metrology  3 Credits
In this course the student will become familiar with skills needed to perform parts inspection. The course will provide hands on experience with semi-precise and precision measurement using a variety of instruments such as special micrometers, bore gages, universal bevel protractors and plug gages, optical comparators and coordinate measurement machines. Three class hours. Course offered Fall and Spring.

TAM 139  CNC Vertical Machine Tool Programming I  3 Credits
Basic understanding of the fundamental concepts and principles of computer numerical controlled machining and programming is the objective of this course. Students will study the CNC applications of common machines, the applications of appropriate mathematics to these machines, and basic programming processes and techniques. Students will be able to write a simple program. Three class hours. Course offered Fall and Spring.

TAM 140  Machine Shop Laboratory  3 Credits
Application of the fundamental concepts and processes covered in basic machine theory. Through creation of a series of machine parts, students will acquire basic tooling and machining skills. They will be required to layout and machine parts through use of the lathe, milling machine, drill press, and other machine and bench tools. Three class hours. Course offered Fall and Spring.

TAM 141  Machine Shop Laboratory  3 Credits
Students will study the CNC applications of common machines, the applications of appropriate mathematics to these machines, and basic programming processes and techniques. Students will be able to write a simple program. Three class hours. Course offered Fall and Spring.

TAM 142  CNC Mill Set-up  3 Credits
Students will apply Computer Numerical Control (CNC) programming skills to produce components to specifications on various types of CNC milling equipment. There will be demonstrations and short student projects. Three class hours. Course offered Fall and Spring.

TAM 143  CNC Lathe Set-up  3 Credits
Students will apply Computer Numerical Control (CNC) programming skills to produce components to specifications on various types of CNC milling equipment. There will be demonstrations and short student projects. Three class hours. Course offered Fall and Spring.

TAM 150  Geometric Dimensioning and Tolerancing for Machinists  3 Credits
Features interpretation of engineering drawings relative to the application of G.D. & T., the effect on manufacturing methods, verification procedures, and a comparison to and conversion to the coordinate system. Topics include G.D. & T. terms and symbols, true positioning concepts and assembly applications, angularity, parallelism, perpendicularity, datum axes, counterplanes, and actual geometric conditions and locations. Three class hours. Course offered Fall and Spring.

TAM 153  Mechanical Design and Prototyping  3 Credits
An introduction to solid modeling, computer aided manufacturing, the engineering design process, and machine shop operations. Students will use SolidWorks software to design parts and assemblies. CamWorks software will be used to create tool paths for common 2.5 axis milling operations. Prototyping will be done using manual and CNC mills, lathes, and a 3D printer. Parametric modeling techniques that preserve design intent with dimensioning, geometric relations, external references, equations, and design tables will be emphasized. A design-build project will require students to build a working prototype to the inspector’s specifications and then implement a redesign of it. Students will document their design process in both written and oral reports. Three class hours, three laboratory hours. Course offered Fall and Spring.

TAM 155  Tool and Fixture Design  3 Credits
The students will learn the basics of jig and fixture design. The types, functions and classifications of fixtures will be reviewed. Design economics will be explored and applied. There will be a complete review of different tool types including fixture plates, plate jigs, angle plate fixtures, channel, box, and vise jaw fixtures. Students will design and sketch various tools to demonstrate understanding. Three class hours. Course offered Spring only.

TAM 171  Machine Trades Apprentice Training I  3 Credits
This is the first year course of the students Machine Trades Apprenticeship on-the-job training experience. The course covers a minimum of 2,000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices. Three class hours. Course offered Fall and Spring.

TAM 172  Machine Trades Apprentice Training II  3 Credits
This is the second year of the students Machine Trades Apprenticeship on-the-job training experience. The course covers a minimum of 2,000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices. Three class hours. Course offered Fall and Spring.
TAM 173 Machine Trades Apprentice Training III 3 Credits
This is the third year of the students Machine Trades Apprenticeship on-the-job training experience. The course covers a minimum of 2,000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices. Three class hours. Course offered Fall and Spring. Prerequisite: TAM 172

TAM 174 Machine Trades Apprentice Training IV 3 Credits
This is the fourth year of the students Machine Trades Apprenticeship on-the-job training experience. The course covers a minimum of 2,000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices. Three class hours. Course offered Fall and Spring. Prerequisite: TAM 172

TAM 205 CNC Machining Project Laboratory 2 Credits
The students will apply CNC operating, set-up, and programming skills on various types of CNC equipment. It will involve writing part programs, setting up the machines and producing parts to specifications. Debugging, troubleshooting and program improvements will be required. This course is offered during the day schedule only. Six laboratory hours. Course offered Fall and Spring. Prerequisites: TAM 101, TAM 121 AND EITHER TAM 105 OR TAM 141; Corequisite: TAM 139.

TAM 241 Advanced Machine Shop Laboratory 3 Credits
Designed as an opportunity for further enhancement of skills developed in TAM 141. Emphasis is placed on developing high level skills to accomplish complex and precision machining operations. Advanced topics include precision layout and tools, quality control, and precision machine processes. Three class hours. Course offered Spring only. Prerequisites: TAM 101, TAM 141.

TAM 242 Machine Shop Practice IV 3 Credits
Intended for experienced machinists, this course will enable students to develop skills to build high precision tooling from advanced engineering drawings. Traditional and CNC machines will be utilized to create tools, dies, and fixtures that are extremely precise and have close fits and tolerances. Three class hours. Course offered Fall and Spring. Prerequisites: TAM 101, TAM 141, TAM 241.

TAM 245 Computer Aided Manufacturing Laboratory 3 Credits
This course teaches the basics of computer aided manufacturing. Students will be able to create part drawings, select tooling needed to manufacture the part, and generate the tool paths. They will be able to verify tool paths, post process paths for various controllers, and edit the tool path output. This will be done through a series of projects and lab exercises. Three class hours. Course offered Fall and Spring. Prerequisite(s): TAM 101, TAM 121, TAM 132, TAM 139, and TAM 142 OR 143; corequisite: TAM 255.

TAM 246 Computer Aided Manufacturing 2 3 Credits
Building on the basic skills learned in TAM 245, this course expands the student’s skills in the areas of tool path modifications, program verification, advanced contouring, and advanced pocketing. Three class hours. Course offered Fall and Spring. Prerequisite: TAM 245.

TAM 251 Statistical Process Control for Machinists 3 Credits
An applied statistical process control course for the worker involved in precision parts manufacture. Included in this course is the rationale/need for SPC, Demming philosophy, XBar and range charts, histograms, capability calculations, and attribute charts.Automatic data collection will be done on a Genesis statistical process control data collector and analyzer machine. Three class hours. Course offered Fall and Spring. Prerequisites: TAM 101, TAM 121, TAM 131, TAM 141.

TAM 255 Computer Aided Manufacturing Laboratory 3 Credits
Students will apply the work developed in TAM 245. This will involve the setup and operation of various CNC equipment to manufacture parts. Vertical machining centers, CNC lathe, and EDM equipment could be used in this laboratory. Tooling problems, material differences, and program editing and revisions will be included in this course. The goal is to have complete support documents with the accurate manufactured parts. Six laboratory hours. Course offered Fall only. Prerequisites: TAM 139, TAM 142, TAM 155, TAM 241 and TAM 245.

TAM 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring. Prerequisites: MTH 140 or higher; one physics, engineering, or technical course with a laboratory recommended.

TEK 100 Introduction to Engineering Technology Concepts 3 Credits
The student will explore the roles of the various members of the engineering team. Particular emphasis will be placed upon the role and tasks of the engineering technician. An introduction and description of each of the major technical fields will be provided. An extended review of the problem solving and graphic techniques common to all engineering technologies will be included. This review will emphasize mastery of the mathematical operations required. Three class hours. Course offered Fall and Spring.

TEK 101 Computer Applications for Technicians 2 Credits
Introduction to the IBM compatible PC as a tool for the technician. Introduction to DOS, Windows and Windows-based programs as used in technical work such as a database, spreadsheet, graphing, drawing, technical report word processing, data acquisition, and data entry. Technical specialty programs will be introduced. (Occasionally offered during other semesters.) Three laboratory hours. Course offered Fall only.

TEK 190 Introduction to the Engineering Technologies 3 Credits
A course to acquaint students with the phenomena, terminology and practices of selected technologies, history, present status and possibilities for the future are discussed. The course is divided into blocks sampling topics in Automotive, Civil Electronics, Fire Protection, Instrumentation, Mechanical, Optical, and Quality and Reliability Technology. The student will be introduced to some basic theory, typical class material and career opportunities for the various technologies. Three class hours. Course offered Fall only.

TEK 200 Laboratory Data Preparation and Analysis with MathCad 2 Credits
A course for individuals who acquire and analyze data in science, engineering or technology environments. MathCad is a widely used program in this arena and representative of this class of analysis programs. Students will import data into MathCad from text files and Excel files. Using this data, representative statistical and physical science calculations will be performed in MathCad. Graphs and text commentary will be prepared in MathCad. A typical “formal” laboratory report will be written. One class hour, two laboratory hours. Course offered Fall and Spring. Prerequisite: MTH 140 or higher; one physics, engineering, or technical course with a laboratory recommended.
THE - Theatre

THE 110 Introduction to the Theatre  3 Credits
A survey of drama and theatre as an art form. Explores playwriting, acting, lighting, costume, stagecraft, and theatre history. Three class hours. (SUNY-A) Course offered Fall and Spring.

THE 111 Introduction to Technical Theatre  3 Credits
An introductory, broad-based study of technical theatre involving stage lighting, scenery construction, and stage rigging. Practical emphasis will be placed on the use of tools and equipment. Course requirements include an assignment in a theatre production. Three class hours. (SUNY-A) Course offered Fall and Spring.

THE 112 Fundamentals of Acting One  3 Credits
Basic acting skills taught through theater games, exercises, and performance of dramatic scenes. Three class hours. (SUNY-A) Course offered Fall and Spring.

THE 113 Stage Makeup  3 Credits
The principles and practice of applying stage makeup as used in theatrical production. Three class hours. Course offered Fall and Spring.

THE 115 Introduction to Theatrical Costuming  3 Credits
This course will introduce students to the art of costuming for the theatre. Students will study costume techniques based on historical, contemporary and fantastical designs and apply the principles of costume design and construction while working with an independent costume on a college production. One class hour, two lab hours. Course offered Fall only.

THE 116 Stage Lighting Design  3 Credits
This course is designed to acquaint the student with the art and practice of lighting design for the theatre, the course will include lighting equipment and control, script analysis, design methodologies, additive and subtractive color theory, lighting for dance, musicals and alternate theatre. Assignments include theoretical lighting designs and assignment to a theatre production. One class hour, two lab hours. Course offered Spring only.

THE 121 Musical Theatre Rehearsal and Performance  3 Credits
Rehearsal and performance of a musical theatrical production. Students will be required to successfully pass an audition and be cast in a full-length musical production that will be performed for a public audience. May be repeated for additional credit. Three class hours. (SUNY-A) Course offered Fall and Spring. Prerequisite: Audition or permission from the Instructor.

THE 147 Readers' Theatre  3 Credits
The oral interpretation of poetry, prose and playscripts. Process includes analysis of written material and development of the technical skills involved in reading aloud for an audience. Three class hours. (SUNY-H) Course offered Spring only.

THE 148 Voice and Diction  3 Credits
This course concentrates on the methods of creating proper articulation, vocal tone, pitch, pace, and resonance; the practical application of breathing, relaxation, tongue and lip placement; and how these elements pertain to voice and diction. The final goal of this course is to instill in the student an awareness of the patterns and styles of speech that are acceptable and, in some instances, demanded upon the acting stage and in the real world. Three class hours. Course offered Fall only.

THE 149 Stage Movement  3 Credits
This course will survey a variety of kinesthetic performance techniques. Students will develop, implement and perform physically expressive theatrical characters and scenarios through spatial awareness and body control. One class hour, two lab hours. Course offered Spring only.

THE 150 Theatre Rehearsal and Performance  3 Credits
Rehearsal and performance of a non-musical theatrical production. Students will be required to successfully pass an audition and be cast in a full-length theatrical production that will be performed for a public audience. May be repeated for additional credit. Three class hours. (SUNY-A) Course offered Fall and Spring. Prerequisite: Audition and/or permission of the instructor.

THE 190 Theatre Rehearsal and Performance  3 Credits
The purpose of this course is to give the student insight and practical understanding of the skills necessary to be successful in the high-pressure environment and lifestyle of a theatre production. Practical experience in theatre is achieved by successfully completing a crew assignment on one of the college’s theatre products. Technical aspects of a production include scenery, lighting, costumes, stage management, and artistic management. Specific assignments to production areas are made by instructor based on student requests and production needs. Three lab hours. Course offered Fall and Spring. Permission of VAPA Theatre Faculty Member.

THE 191 Introduction to the Theatre  3 Credits
A survey of drama and theatre as an art form. Explores playwriting, acting, lighting, costume, stagecraft, and theatre history. Three class hours. (SUNY-A) Course offered Fall and Spring.

THE 192 Fundamentals of Acting Two  3 Credits
Specific assignments to production areas are made by instructor based on student requests and production needs. Three lab hours. Course offered Fall and Spring.

THE 212 Fundamentals of Acting Two  3 Credits
This course will allow student actors to explore character and relationships through character analysis, script analysis, rehearsal and performance. Much focus will be on scene study and “Method” Acting. Three class hours. (SUNY-A) Course offered Fall and Spring. Prerequisite: THE 112.

TLC - Telecommunications

TLC 101 Telecommunications I  3 Credits
A broad overview of basic telecommunication concepts, practices, industry standards, historical events, and future trends. Three class hours. Course offered Fall and Spring. Prerequisite: ELT 121 or ELT 130 or permission of the department chair.

TLC 111 Fiber Installation and Maintenance  2 Credits
This course covers the proper stripping, cleaning, cleaving, fusing, and connectorization of glass fibers using the popular tools of the trade. Students learn basic principles of light propagation through both multimode and singlemode fiber optic cable used by the telephone and computer network industry. Students become familiar with measurement techniques using specialized equipment such as the light source, power meter, and OTDR. Students are introduced to the assembly of fiber closures used in the outside plant of the public switched telephone network (PSTN). One class hour, two laboratory hours. Course offered Fall and Spring.

TLC 151 The Public Switched Telephone Network  4 Credits
This capstone course investigates how the public switched telephone network (PSTN) today can allow for billions of simultaneous voice and data communication paths to coexist nation wide and world wide. Using electronics and networking knowledge from other courses, students investigate how both telephone and computer connections are made through the PSTN. Students become familiar with the physical hardware making up the outside plant and gain insight as to how
the various switches found in the PSTN automatically route phone calls and data transfer using twisted pair (copper), microwave, and fiber optic media. Three class hours, three laboratory hours. Course offered Fall and Spring.

Prerequisite: TLC 101 and TLC 111; concomitants: CPT 115 and ELT 232 (or ELT 121 and ELT 112).

TLC 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

TRS - Transitional Studies

TRS 092 Basic Mathematics No Credit
Students will develop competencies in basic mathematics. The emphasis will be on number theory related to whole numbers, fractions, decimals, proportions, and percents. There will be an emphasis on reduction of math anxiety, development of critical thinking skills, and practice using estimation theory and problem-solving methods. Students will use appropriate technology to reinforce their skills. Students will gain confidence in using math in everyday situations. Five imputed credit hours; no earned credits. Five class hours per week; five fee hours. Course offered Fall and Spring.

TRS 094 Pre Algebra No Credit
This course, for students who have mastered basic computations, offers preparation for further coursework in mathematics. Students will use fundamentals of mathematics to develop entry level competencies in business math, geometry, rational numbers, and algebra. They will use appropriate technology to reinforce their skills and gain confidence in using math in everyday life. Five imputed credit hours; no earned credits. Five class hours per week; five fee hours. Course offered Fall and Spring.

Prerequisite: Accuplacer placement, or TRS 092 with a grade of C or better.

TRS 100 Integrated Reading and Writing I No Credit
Integrated Reading and Writing I is a four-hour foundational course with a two-hour required lab component. This course is designed to help students admitted through the Transitional Studies Department progress in their academic reading, writing, and learning skills. Students will develop effective reading strategies, increase reading fluency, expand vocabulary, improve Standard English writing skills, and produce unified, coherent text. Students will read, write, and reflect upon contextualized materials related to local, global, social, career, and other relevant topics. Five imputed credit hours; no earned credits. Four class hours per week, two lab hours. Course offered Fall and Spring. Accuplacer reading score 40-57.9.

TRS 105 Academic Writing No Credit
This course is designed to prepare students for success in ENG 101. This course will cover the aspects of development, revision, and writing of academic essays, as well as language mechanics, grammar, and usage skills necessary for effective written communication. Emphasis is on the application of these skills in frequent writing assignments and revisions of academic essays. Three class hours per week, three fee hours. Three imputed credit hours; no credits earned. Course offered Fall and Spring.

Prerequisite(s): Accuplacer reading score of 71 - 80.9 and sentence skills score of 94.9 or lower, or reading score of 81 or above and sentence skills score of 64.9 or lower.
Co-requisite: Co-enrollment in any REA 100 for students with Accuplacer reading comprehension scores between 71 - 80.9.

TRS 200 Integrated Reading and Writing II No Credit
TRS 200 is a course that continuously integrates reading and writing. Students will become better readers through writing and better writers through reading. This recursive process will be applied to a variety of texts, including academic essays and multi-modal forms. The reading, writing, and thinking skills developed in TRS 200 will be relevant to other college coursework. Five imputed credit hours. Four class hours, two lab hours. No credit. Course offered Fall and Spring.

Prerequisite: TRS 100 with a C or better or Accuplacer reading score of 58-70.9.

TVL - Travel And Tourism

TVL 101 Introduction to Travel and Tourism 3 Credits
This course offers an insightful look into the fields of travel, tourism and hospitality. Students will explore the many exciting career opportunities that await them in an industry that has propelled to the forefront of world business. The economic role of travel and tourism is assessed with regard to its impact on public policy and destination development. Domestic and international air travel, car rentals, rail and the world of lodging are just a few of the topics that will be examined. Three class hours. Course offered Fall and Spring.

TVL 131 Documentation in the Tourism Industry 3 Credits
Extensive examples and exercises will provide students with the essential information they will need regarding the fare and ticketing process. Detailed coverage of manual and automated ticketing will be covered including special ticketing procedures, exchanges, and refunds. All ticketing formats and entries contained in this course are in strict accordance with the ARC INDUSTRY AGENTS’ HANDBOOK. The Airline Reporting Corporation (ARC) establishes industry-wide standards for the sale and completion of all airline-generated documents. Three class hours. Course offered Fall only.

TVL 210 Introduction to Airline Reservations Systems: SABRE 3 Credits
This course introduces the student to the SABRE computer reservation and ticketing system. The course uses SABRE terminals in a training mode. Programmed lessons are used to acquire proficiency in SABRE formats. One class hour, two laboratory hours. Course offered Spring only.

TVL 220 Introduction to Airline Reservations Systems: APOLLO 3 Credits
This course introduces the student to the APOLLO computer reservation and ticketing system. The course uses APOLLO terminals in a training mode. Programmed lessons are used to acquire proficiency in APOLLO formats. Spring Semester only. Three class hours. Course offered Fall and Spring.

TVL 231 Tourism Specialization 3 Credits
Exciting segments of the travel and tourism market will be explored. Cruising is the fastest growing segment of the travel industry. The class will look in detail at cruise history, cruise types, how the industry operates, the experience at sea and compare and contrast itineraries. Course content will also cover the tools and techniques necessary to prepare for an exciting and enriching career as a tour guide, director or planner. Knowledge will be applied through the use of professional and promotional materials, as well as through a computerized hands-on component. Three class hours. Course offered Spring only.

TVL 275 Current Issues and Trends in Hospitality 3 Credits
This course is an examination of contemporary issues and topics that are influencing the travel, tourism and hospitality industry. Students will collect pertinent articles and information from newspapers, magazines, professional journals, and news programs, and will utilize the internet to find relevant issues to discuss in class. Oral presentations, guest speakers, and class discussions will allow the student to develop knowledge and awareness on issues that will impact the industry both in the present and in the future. Three class hours. Course offered Spring only.

TVL 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

www.monroecc.edu/go/courses
XRT - Radiologic Technology

XRT 111 Radiographic Technology I 9 Credits
An introductory course in radiographic technology fundamentals. The course focuses on radiographic positioning, procedures, and patient care. Six class hours, seven laboratory hours. Course offered Fall only.

XRT 122 Radiographic Technology II 6 Credits
Study of advanced radiographic procedures, and in-depth radiographic exposure principles and experimental applications. Additional emphasis is on contrast media used in diagnostic imaging, pediatric radiography, and radiography of the skull, sinuses, and temporal bone. Four class hours, four laboratory hours. Course offered Fall only.

XRT 151 Orientation/Clinical Education I 4 Credits
An overview of diagnostic radiography and its role in health care delivery including specific guidelines, responsibilities, policies, and clinical education experience. Emphasis is on orientation to the program and the clinical setting, radiography as a health science profession, professional ethics, and safety issues. Three conference hours, five clinical laboratory hours. Course offered Fall only.

XRT 152 Clinical Education II 4 Credits
A continuation of XRT 151. This course is designed to involve students in supervised direct delivery of diagnostic radiographic services at an assigned clinical education center. A structured clinical learning plan enables the student to gain experience in basic routine procedures and gradually move through mastery learning toward competent clinical attitudes and skills development. Twelve clinical laboratory hours. Course offered Fall only.

XRT 153 Clinical Education III 4 Credits
A continuation of XRT 152. This course is designed to involve students in supervised direct delivery of diagnostic radiographic services at an assigned clinical education center. A structured clinical learning plan enables the student to gain experience in standard routine procedures and gradually move through mastery learning toward competent clinical attitudes and skills development. Additional laboratory focus is on mammography including competency testing. Forty clinical hours each week for seven weeks of summer session. Course offered Summer only.

XRT 211 Radiographic Technology III 3 Credits
Study of advanced radiography of the facial bones by producing and evaluating phantom radiographic images. Continuation of advanced radiographic exposure utilizing theory, applications, and problem solving. Additional focus is on the fundamental principles of radiobiology and protection with emphasis on implications for technologists. Two class hours, three laboratory hours. Course offered Fall only.

XRT 215 Sectional Anatomy 1 Credit
Designed to provide students in the diagnostic imaging sciences a basic understanding of three-dimensional structure relationships of normal anatomy. Transverse, coronal, sagittal orientation of visceral anatomy of the head, neck, thorax, abdomen and pelvis will be presented with emphasis in the transverse plane. Computed tomography and magnetic resonance images will be used as supplemental learning tools. One class hour. Course offered Fall only.

XRT 220 Radiographic Pathology I 1 Credit
Designed to examine radiographic images for pathologic processes as compared to normal anatomy and topography. The main focus is on the study of changes which occur as a result of disease and injury which necessitate alteration of standard radiographic exposure applications. Probes pathology of the respiratory system, alimentary tract, and the hepatobiliary system. One class hour. Course offered Fall only.

XRT 222 Radiographic Technology IV 5 Credits
The study of advance imaging such as special procedures, interventional radiography, computed tomography, and magnetic resonance imaging. Fundamentals applications of quality assurance for diagnostic radiology occurs in the energized x-ray laboratory. Additional focus is on radiographic equipment analysis and concepts of radiography management. Four class hours, two laboratory hours. Course offered Fall only.

XRT 230 Radiographic Pathology II 1 Credit
A continuation of XRT 220. Designed to examine radiographic images for pathologic processes as compared to normal anatomy and topography. The main focus is on the study of changes which occur as a result of disease and injury which necessitate alteration of standard radiographic exposure applications. Probes pathology of the genitourinary system, osseous system and joints, central nervous system, and investigates all aspects of neoplasia. One class hour. Course offered Spring only.

XRT 251 Clinical Education IV 8 Credits
A continuation of XRT 153. This course is designed to involve students in supervised direct delivery of diagnostic radiographic services at an assigned clinical education center. A structured clinical learning plan enables the student to gain experience in advanced procedures and move through mastery learning toward competent clinical attitudes and skills development. Twenty-four clinical laboratory hours. Course offered Fall only.

XRT 252 Clinical Education V 8 Credits
A continuation of XRT 251. This course is designed to involve students in supervised direct delivery of diagnostic radiographic services at an assigned clinical education center. A structured clinical learning plan enables the student to gain experience in advanced procedures and move through mastery learning toward competent clinical attitudes and skills development. Additional emphasis is on procedural proficiency leading to professional competence. Completion of all clinical education requirements and submission of the student's clinical portfolio is essential in order to graduate. A grade of C or better is required. Twenty-four clinical laboratory hours. Course offered Spring only.

XRT 253 Supplemental Clinical Education (Optional) Variable Credit
This is not a required course. It is designed as an extension of the clinical education experience for those students who need additional time to successfully complete the required clinical competencies/graduate outcomes. Primarily intended as a supplement to XRT 252 and offered concurrently with XRT 153 (seven week summer session). Course offered Fall and Spring.

XRT 290 Independent Study Variable Credit
See the Program Director. Course offered Fall and Spring.
Entering Student Placement Testing

Placement testing will be required of all entering matriculated students unless waived. Non-matriculated students who wish to register for mathematics courses and do not otherwise meet the prerequisites must also test. Granting of a waiver is not automatic and will be determined on a case-by-case basis. Generally, Admissions will consider the following items when determining if a waiver will be granted. High school graduates or GED recipients may qualify for the following exceptions:

For Mathematics:
(a) Students who have completed an MCC-equivalent college mathematics course at the College Algebra level or higher with a grade of C or better will be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student’s academic transcripts and noted in the student’s record. **EVEN IF NOT REQUIRED, TESTING IS STRONGLY RECOMMENDED FOR STUDENTS WITHOUT RECENT MATHEMATICS EXPERIENCE TO OBTAIN ESTIMATES OF CURRENT SKILL LEVELS FOR ADVISEMENT PURPOSES.**
(b) Students who have completed a high school mathematics course within the past three years ending with a grade of B5 or higher on the Regents Geometry exam, 70 or higher on the Math B or Algebra II/Trig Regents exam, or 83 or higher in a high school Precalculus course, may be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student’s academic transcripts and noted in the student’s record.
(c) Students who have scored a minimum of 600 on the quantitative section of the SAT or a minimum of 26 on the math section of the ACT within the last three years may be exempted from the math section of the placement test.
(d) Students who have scored a 76 or higher on the Regents English 11 exam within the last three years may be exempted from the reading and sentence skills sections of the placement test.
(e) Students who have scored a minimum of 500 on the critical reading section of the SAT or a minimum of 21 on the English section of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test.

Students applying for readmission:
High school graduates applying for readmission to the College, who have completed placement testing within three years prior to reapplication, may be placed by applying current placement guidelines to their original test scores.

Students whose first language is not English:
Special testing in English will be available for students whose first language is not English. Students with documented disabilities can be provided with testing accommodations if the College determines they are entitled.

For English:
(a) Students who have scored a minimum of 21 on the reading and sentence skills sections of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test.
(b) Students who have scored a minimum of 500 on the critical reading section of the SAT or a minimum of 21 on the English section of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test.
(c) Students who have scored a 76 or higher on the Regents English 11 exam within the last three years may be exempted from the reading and sentence skills sections of the placement test.
(d) Students who have scored a minimum of 26 on the math section of the ACT within the last three years may be exempted from the math section of the placement test.
(e) Students who have scored a minimum of 500 on the critical reading section of the SAT or a minimum of 21 on the English section of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test.

Grading System - Credit Courses

Grades are issued to students at the end of the semester. Students may obtain their grades through the MCC web page.
A +/- grading system for credit courses has been instituted by the College. The grading system is as follows:

**Grade Interpretation** **Numerical Value # of Grade**

A Excellent ........................................ 4.0
A- .................................................. 3.7
B+ ............................................... 3.3
B Above Average .............................. 3.0
B- .............................................. 2.7
C+ .............................................. 2.3
C Average ........................................ 2.0
C- ................................................. 1.7
D+ .............................................. 1.3
D .................................................. 1.0
D- Minimum Passing Grade .................. 0.7
F ................................................... 0*
W Student Withdrawal ......................... *
I Incomplete ................................... *
AU Audit .......................................... **
K Grade Not Rec’d from Instructor ....... **
WI Withdrawal, Lack of Immunization ... **

*Semester hour credit and quality points shall not be granted.
**Administratively assigned grades. Semester and cumulative averages are calculated only on the basis of credit courses completed with grades of A through F.

Student Identification Cards
Registered students will be issued an identification card that must be carried at all times. The card will be needed to use the College Libraries, recreation facilities, and services at the Campus Center Service Desk, the Electronic Learning Centers and various other functions at MCC. Additionally, students must produce their current photo ID card any time they are asked to do so by any college official (Public Safety, staff, faculty, administrator).

Students attending the Damon City Campus must show their Photo ID card for entry to the campus, as well as to access other services, such as the Bookstore, the Integrated Learning Center and the Fitness Center.

Student ID cards are valid as long as students are attending MCC. Should it be lost or damaged, a $5 replacement fee is required. This charge is $10 for Residence Hall students.

New students attending Orientation will have their picture taken and receive their card during Orientation. Any student unable
to attend Orientation, may receive their Photo ID during the first week of classes. For questions about your Student ID please call 585.292.2555.

Incomplete Policy
The grade of “I” may be assigned by faculty in special circumstances when the student has not completed the course requirements. A written statement of requirements for completing the course and a completion deadline must be filed with the department chairperson by the faculty member prior to the due date for the submission of final grades. On this written statement, the faculty member must also indicate the alternate letter grade the student will receive if the requirements are not completed within the agreed upon time period. Credit hours and quality points are not assigned for an “I” grade until it is converted to another grade. The student should not re-register and pay for the course. When the requirements have been completed, no later than one year from the end of the semester in which the student received the “I,” the faculty member (or department chairperson if faculty member is not available) will submit a grade change form. If the requirements are not completed by the deadline, the “I” grade defaults to the default grade at the default date according to the original written agreement.

Audit: A grade of “AU” is assigned when a student registers for a course according to the procedures outlined in the College’s Course Audit Policy. Students may not attend class on an audit basis unless they are properly registered for the course and have filed an audit grade election form by the end of the first week for Fall and Spring terms, by the second day for the Summer term and by the first day for the Intersession term.

Withdrawal: A grade of “W” is issued for course withdrawals made after the third week of the schedule adjustment period (drop-add period) for full term courses. It is the student’s responsibility to initiate any withdrawal in accordance with procedures stated in the College’s Withdrawal Policy. Failure to formally withdraw may result in receiving an “F” grade. FACULTY ARE NOT REQUIRED TO WITHDRAW STUDENTS WHO ELECT NOT TO ATTEND CLASSES.

Semester Average
(see chart)
A student’s academic achievement for any given semester is calculated on the basis of only those credit courses completed with grades of A, B, C, D or F, as follows:
1. Determine the quality points earned in each course by the numerical value of the grade assigned. (See “Grading System” for numerical values.)
2. Total the quality points for all courses completed during the semester.
3. Total the credit hours for all courses completed during the semester.
4. Divide the total quality points by the total credit hours. The quotient represents the Semester Average.

Academic Standing
(see chart)
A student’s academic standing is determined on the basis of cumulative average and total credits accumulated* according to the following table:

<table>
<thead>
<tr>
<th>Total Credit Hours*</th>
<th>Academic Suspension</th>
<th>Academic Probation</th>
<th>Satisfactory Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>0.0 - 1.499</td>
<td>1.50-1.749</td>
<td>1.75+</td>
</tr>
<tr>
<td>12.001-23.9</td>
<td>0.0 - 1.749</td>
<td>1.75-1.999</td>
<td>1.90+</td>
</tr>
<tr>
<td>24-44.9</td>
<td>0.0 - 1.7999</td>
<td>1.80-1.999</td>
<td>2.00+</td>
</tr>
<tr>
<td>45 or more</td>
<td>0.0 - 1.999</td>
<td></td>
<td>2.00+</td>
</tr>
</tbody>
</table>

*Total Credit Hours Include: Credits earned at MCC.

Academic Probation: A student is placed on academic probation for a period of one semester. If probation is based upon the student’s first term of matriculation at MCC, the student should seek academic advisement. If probation occurs after a student has been matriculated for two or more semesters at MCC, the student should seek academic advisement and may not hold a class or student office, participate in intercollegiate functions or be a public representative of the college during the probation term. If such students fail to raise their cumulative grade point average to “satisfactory progress” after the probationary period, he/she may be suspended.
### Academic Suspension

The Advisement and Graduation Services Office oversees the Student Academic Standing Update Process for the College. Students are placed on academic probation or suspension based on their cumulative grade point average following the fall and spring semesters.

**Following Fall Semester:**
Around the first week of January, after fall grades have been posted, students within range of academic suspension or probation will be notified via their MCC student email. There is NO appeals process following the Fall semester. Students' academic status will be updated on their student record. Students who are dependent upon financial aid to continue their studies should contact the Financial Aid Office to receive a determination on their financial aid eligibility. All students will be allowed to return full time in the spring, but are encouraged to seek academic advisement and limit their registration to a maximum of 14 credits.

**Following Spring Semester:**
Around the first week of June, students within the range of academic suspension or probation will be notified via their MCC student email. Students who have been placed on probation are allowed to continue as full-time students; their email will explain the conditions of their probation.

Students on academic suspension are restricted from full-time study, limited to eight (8) credits maximum and are not eligible for financial aid while on suspension. If they pre-registered for courses for the fall, their schedule will be dropped. Suspended students are given the opportunity to appeal their suspension through a written appeal process (an appeal form and instructions are included with their notice). The appeal should state those factors that may have contributed to their academic difficulty and indicate their plans to improve if they are allowed to return as a full-time student.

Each appeal is reviewed individually and a decision is made to sustain suspension, change to probation, or change the student’s status to good standing. Recommendations are made as to courses to be repeated, dropped and/or added to the student’s schedule. Suspended students must pick up their appeal decision and recommendations in person during the advisement hours listed in their original notice. At that time, they will receive help to adjust their schedules for the upcoming semester.

**NOTE:** All students who have been placed on academic suspension or probation who are also dependent upon financial aid to continue their studies should contact the Financial Aid Office to receive a determination on their financial aid eligibility.

Without “appealing” students may continue their studies on a PART-TIME BASIS (8 CREDIT HOURS OR FEWER). Students must seek assistance from their Academic Advisor or a Counselor in planning their course of study prior to registration. It might be to the students’ advantage to repeat a course(s) in which they received a “D” or “F” to raise their cumulative point average.

Graduation at MCC is based on an overall 2.0 GPA of MCC credits.

In addition to the above alternatives, a student may apply for consideration to be readmitted after one year by requesting an application for readmission from the Admissions Office. Students placed on Academic Probation or suspension at the end of a semester will be notified by e-mail of their status and will be advised of these policies.

### Dean’s List

Matriculated students who complete a semester (fall or spring) with 6 or more credit hours, attain a Grade Point Average of 3.50 or higher for the semester and have no grades of “I” or “F” in that semester are cited for their achievement by being placed on the Dean’s List. A letter of recognition signed by the Provost/Vice President of Academic Services and the Vice President of Student Services is sent to these students after the completion of the fall and spring semesters.

### Requirements for Graduation

Forms and deadline dates, as well as information concerning degree or certificate requirements, may be obtained from Advisement and Graduation Services, Bldg. 1-231 or the Student Services Office at the Damon City Campus.

#### Degree Requirements

A degree candidate must fulfill these general requirements:

- Complete the course distribution and credit hour requirements as prescribed in his/her program of study.
- Complete 24 credit hours at Monroe Community College.
- Attain a minimum Cumulative Grade Point Average of 2.00 upon completion of his/her program.
- Satisfactorily meet all College obligations.

In accordance with section 3.47 of the rules of the New York State Board of Regents, in order to graduate from Monroe Community College, students must have completed one of the following:

- a high school diploma from a state recognized high school
- an equivalent four-year high school course of study as certified by the superintendent of schools of the candidate’s school district of residence at the time such course was completed
- a legally valid high school equivalency diploma
- 24 semester hours or the equivalent of college course work distributed in subjects in accordance with the requirements set by the New York State Education Department and verified by Monroe Community College or
- a college degree from a degree-granting institution accredited by an accrediting agency approved by the United States Department of Education.
**Certificate Requirements**

The College is also authorized to award a certificate to a student fulfilling these general requirements:

- Complete the course distribution and credit hour requirements as prescribed in the Certificate Program.
- Complete a minimum of 50 percent of the credit hours at Monroe Community College.
- Attain a minimum Cumulative Grade Point Average of 2.00 upon completion of his/her program.
- Satisfactorily meet all College obligations.

**Filing for a Degree/Certificate**

In addition to the general requirements, a candidate for a degree or certificate must complete an Intent to Graduate Application after registering for their last semester at MCC. If the Intent to Graduate Application is not completed, the student will not be audited for graduation, and will not receive his/her degree and diploma.

The Intent to Graduate Application is available at the Brighton Campus in Advisement and Graduation Services, Bldg. 1-231. At the Damon City Campus, Intent to Graduate Applications are available in the Student Services Center. Students may also file an Application online by going to the Graduation Office web page at www.monroec.edu/go/graduation.

**Conferral of a Second Associate Degree**

In accordance with the State University of New York policy, a student may earn a second associate degree at Monroe Community College. Guidelines are as follows:

1. The second degree must be in a substantially different area of study from the first degree.
2. Earning the second degree must result in academic and/or employment advantages for the student.
3. A minimum of twelve additional degree credits must be completed at MCC in the curriculum in which the student seeks to qualify for the second degree.
4. A student interested in earning a second degree should contact the Admissions Office or the Student Services Office at the Damon City Campus for an application for readmission as a second degree candidate. The advantages for obtaining a second degree should be explored with a counselor in the Admissions Office or Advisement and Graduation Services.
5. Students who complete the requirements for a second degree in their last semester should contact Advisement and Graduation Services, Bldg. 1-231.

**Graduation with Distinction**

Candidates for a degree or certificate who complete their requirements for graduation with a cumulative grade point average of 3.50 or above are considered honor graduates. The diploma and academic record of such a graduate is inscribed with the words "WITH DISTINCTION." In addition to this recognition, the graduate receives special commendation at the Commencement ceremonies.

**Waiver of Degree Requirements**

A matriculated student must follow an approved curriculum as described in the College Catalog/Student Handbook at the time of matriculation. Substitutions for specific course requirements (other than those made by the Office of Admissions for transfer students) must be approved in writing by the appropriate department chairpersons. The department chairperson having responsibility for the substituted course and the chairperson of the department responsible for the degree shall be the appropriate persons to authorize any change.

**Class Attendance Policy**

Prompt and regular attendance at all class and laboratory sessions is expected. Faculty members are asked to report students for excessive absence when such absence is adversely affecting the student’s academic achievement in a particular course (not necessarily failing work). When this occurs, students may be reported through the early alert system to the Office of Records and Registration with the recommendation to warn the student or to withdraw the student from the course. In the event the student is withdrawn from the course, the grade of “W” will be assigned. Students should not assume that non-attendance will result in their automatic withdrawal from a course. Unless students themselves submit a formal course withdrawal, non-attendance may also result in an “F” grade and thus jeopardize the student’s academic record. Non-attendance does not relieve the student of his/her financial obligations.

**Absence Due to Illness**

Students should contact their professors promptly for any absence due to illness. Extended absence due to serious illness or injury should be reported to the Health Services Department at 585-292-2018. The Office of Health Services does not provide a medical excuse from classes, but will notify professors of extended absence due to illness or injury greater than seven days with physician documentation.

**Absence Due to Pregnancy**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex – including pregnancy. Absences due to pregnancy or childbirth must be excused for as long as is deemed medically necessary by the student’s doctor. This is true even if there is no leave policy for students with other conditions. When the student returns to school, they must be reinstated to the status they held before the leave. The College can require them to submit a doctor’s note only if that is required of students with other medical conditions. A student cannot be penalized for pregnancy or related conditions. If a professor provides specific “points” or other advantages to students based on class attendance, the student must be given the opportunity to earn back the credit from classes they miss due to pregnancy, so that they can be reinstated to the status they held before the leave. The college must provide the student with the opportunity to make up the work they missed while they were out due to pregnancy or any related conditions, including recovery from childbirth even if is for an extended period of time.
Absence Due to Military Activation

Students who are activated for military duty during the semester should bring official military orders to the Veteran’s Services staff in the Counseling, International and Veteran Services Office. Orders will be evaluated and must reflect activation dates that are concurrent with the student’s absence. Courses may be dropped and tuition and fees reduced accordingly, but only with the required documentation.

Absence Due to Religious Beliefs

No person shall be expelled or refused admission for the reason that he/she is unable, because of religious beliefs, to register, or attend classes, or to participate in any examination, study, or work requirements on a particular day or days. Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent an equivalent opportunity to register for classes or make up any examination, study or work requirements that the student may have missed. If registration, classes, examinations, study or work requirements are held on Friday after four o’clock or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, when it is possible and practical to do so. No special fees shall be charged to the student.

Schedule Adjustment (Drop/Add)

The schedule adjustment (drop/add) period is the first three weeks of each full semester course in the fall or spring term. The drop/add period for summer, Intercession or varied length courses is computed based on the length of the course. Please check the web for the detailed schedule at http://www.monroecc.edu/depts/recreg/dropadd.htm.

Courses dropped during the first three weeks of the fall or spring term will not be recorded on your academic transcript. Students may add a course during the first week of the full semester course without an instructor’s signature. A faculty signature is required when adding a section during the second and third week of the term.

To add a course after the drop/add period, the student must follow the Admission to Closed Courses and Wait List procedure. Please see Tuition Refund Schedule, page 15.

Wait List for “Closed” Courses

Many high demand courses have electronic wait lists available. When a class reaches maximum enrollment capacity, the course is said to be “closed”. A student will not be able to register for a “closed” class but will be given an option to be put on a Wait list also referred to as being “waitlisted”.

When a spot opens up in the class, the student will automatically and immediately be notified by email (MCC) to register. The student will be given 72 hours to respond and register themselves into the class, changing their status from “Waitlist” to “Web Registered”.

A student’s position on the waitlist is noted in the Student Detail Schedule in Self-Service Banner.

The week before classes start, the student’s notification time to register from the waitlist is reduced from 72 hours to 24 hours. The automatic Waitlist notification process is turned off the Friday before classes start.

Once the automatic waitlist process is discontinued for the semester, you must request permission from the instructor to be admitted into a “closed” course. If the instructor grants permission, a “green slip” must be signed by the instructor and chairperson. Since policy on “green slips” differs among departments, you should contact the faculty member or department staff during the registration period.

To learn more about our Waitlist process, including schedule information, please visit our website at http://www.monroecc.edu/go/registration and click on the “Waitlist” link.

Overload Status

The maximum number of courses for a semester is based on the course requirements for each program as shown in this Catalog. The normal load for a Liberal Arts student is five courses and a physical education or health education course. For an extension of the normal course load, a Liberal Arts student must receive a signed approval form (prior to registration) from their advisor or a counselor. Students in programs other than Liberal Arts must receive a signed approval form (prior to registration) from their department chairperson or designee. Permission to carry a course overload is usually not granted unless a student has a cumulative average of at least 3.0 and/or can demonstrate a special need.

Withdrawal Policy

A grade of “W” or “WI” for withdrawal may be assigned for courses under a number of circumstances outlined below. Withdrawing from courses may affect financial aid, veteran’s benefits, etc., therefore you are encouraged to consult with an academic advisor, counselor and/or financial aid counselor before deciding to withdraw.

You may receive a course withdrawal through:

The Counseling, International and Veteran Services Office (Brighton Campus) or Student Services Office (Damon City Campus) for complete withdrawals from the College.

The Office of Health Services — for students failing to provide proof of immunization. (WI)

The Office of Registration and Records — for student-initiated withdrawals and for faculty-initiated withdrawals.

MyMCC — students may also withdraw themselves online by clicking on “current student” on our website at www.monroecc.edu

Registration Dates and Procedures — Registration dates and procedures are available on the college’s website at www.edu/go/registration. Information on registering for courses is emailed to current students as well as noted in the Student Tribune. Registration assignments are based on credit hours accumulated.
Withdrawal from an Individual Course

Withdrawal from individual courses must be initiated after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). You are able to withdraw from individual courses through the online registration system or by submitting a signed form available from Registration and Records, or the Student Services Center at the Damon City Campus. This process should be completed only after a discussion with the faculty member and financial aid advisor.

Withdrawal for Unsatisfactory Attendance

Faculty may assign a grade of “W” for individual courses due to unsatisfactory attendance. This faculty-initiated withdrawal must be requested no later than 15 class days before the final class day of the semester (or a proportional amount of time for courses less than 15 weeks in length). Students should not assume that non-attendance will result in their automatic withdrawal from a course. Unless students themselves submit a formal course withdrawal, non-attendance may also result in an “F” grade and thus jeopardize the student’s academic record.

Withdrawal for Health Reasons (Medical Withdrawal)

In cases of serious illness, injury or medical condition that has resulted in an extended absence during the semester, students may apply to the Office of Health Services for a withdrawal for health reasons. Withdrawals for health reasons submitted to Health Services will not be processed until after the established dates for course withdrawal have ended, as noted on the Academic Calendar except for catastrophic illness, injury or hospitalization.

The procedure for Withdrawal for Health Reasons is as follows:

- Student completes the Withdrawal for Health Reasons request form which is available on the Health Services web page under Forms.
- Student submits the completed form and medical documentation of the illness or injury to Health Services for review and recommendation. All information is confidential.
- A withdrawal due to health reasons will be denoted as a “W” a student’s academic transcript.

The student will have a maximum of 30 calendar days after the completion of the semester to request a withdrawal for medical reasons.

**A withdrawal for medical reasons does not constitute a tuition refund and may affect Financial Aid. Please contact Financial Aid for additional information at 585-292-3840.**

Course Withdrawals, Complete Withdrawals and Financial Aid

Students who receive financial aid are advised that they may lose continued eligibility if they withdraw from course(s) or completely withdraw. The eligibility requirements of their financial aid package should be checked carefully prior to course withdrawal(s) or complete withdrawals.

Complete Withdrawal from the College

Counseling and advisement prior to the decision to withdraw can assist you in deciding if complete withdrawal is appropriate for you. Complete withdrawals can be processed online until the deadline for individual course withdrawals listed on the Academic Calendar.

If you wish to withdraw completely from the College after this date, you must provide official notification to the Counseling, International and Veteran Services Office (Brighton Campus) or to the Student Services Center (Damon City Campus) by the last day of the semester.

Your withdrawal date is considered to be the date the official notification is received in the appropriate office. **YOU ARE NOT OFFICIALLY WITHDRAWN UNTIL THIS PROCESS IS COMPLETED AND RISK RECEIVING “F” GRADES FOR ALL CURRENT COURSES.**

Grades earned for short term courses within the semester will remain on your transcript and not be changed to “W” grades when completely withdrawing from the college. Courses ending on or after the complete withdrawal request will be issued “W” grades. You may not request a complete withdrawal from a course that ended earlier in the term but has not yet been graded. After a complete withdrawal from a term, you will be required to apply for readmission through the Admissions Office if you stop out for more than one semester or plan to return in a different program.

Repeating a Course

You may repeat a credit course. All course grades appear on the academic record. In cases in which courses are repeated, the official grade will be the highest grade recorded. The official grade earned in the course will count toward your Cumulative Point Average.

Some courses can be repeated for additional credit and, therefore, cannot be repeated for a better grade. You should check with the Registration and Records Office prior to repeating a course to see if the course is eligible. Grades of W, WI, I or AU cannot be substituted for a previous grade.

Repeating a course previously passed may jeopardize your eligibility for financial aid. Repeated courses cannot be counted toward Satisfactory Academic Progress or Pursuit of Program Requirements unless you are specifically repeating a course as designated by the College degree requirements. You are urged to consult with your academic advisor or counselor before repeating courses in which a passing grade was earned.

Programs such as Dental Hygiene, Health Information Technology, Radiological Technology and Nursing have hundreds of students seeking admission to them. The right to repeat courses in these programs is not automatic. If you fail to complete a course successfully, you may be denied the opportunity to continue in that curriculum. However, you may change to other programs offered by the College, and then re-apply for admission to the original program.
Restricting Admission to a Course

Admission to particular courses may be denied to students without the background and/or prerequisites deemed necessary by the College. The College reserves the right to evaluate students for their readiness for a particular course or activity and to require appropriate documentation of a student’s readiness. The College reserves the right to refuse enrollment if it determines that the student might be exposed to undue risks or such enrollment might be harmful to others.

Course Cancellation

The College expects to offer a variety of courses necessary for students to complete their programs within a two-year period. But at times conditions exist that may preclude the offering of particular courses. Typically, late start course cancellations are made close to the course start date. Students using a late start course to complete their full-time load may have limited registration options if the late start course is cancelled. Financial aid may be affected.

Name or Address Change

Students must notify the Registration and Records Office or Damon Student Services Office of any legal name change. Address changes should be reported so that college documents are directed to the correct address and arrive in a timely manner. Address changes may also be made by accessing your MyMCC account online or by mailing or faxing a copy of your driver’s license with the new address to Registration & Records at 585.292.3850 or send an imaged copy to Registration@monroecc.edu.

Academic Transcript Request

A student may request an official copy of the permanent record of his/her academic work through the online system or by downloading the Transcript Request form from the MCC website or by completing the Transcript Application Form available in the Registration and Records Office, or by writing to the Registration and Records Office. All official transcripts are mailed to the designated recipient.

SUNY Policy on Transcript Notations

Legislation requires that for crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(ii)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending and declines to complete the disciplinary process, Monroe Community College shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Students may appeal seeking removal of the transcript notation for a suspension by contacting the Office of the Vice President of Student Services. Transcript notations shall not be removed prior to one year after conclusion of the suspension. If a finding of responsibility is vacated, for any reason, any such transcript notation shall be removed. Transcript notations identifying expulsion are permanent and shall not be removed and will remain a permanent record within the academic transcript.

Grade Reports

Final grades are available on the College’s website: www.monroecc.edu.

Course Information Sheets

College policy requires that a Course Information Sheet be distributed to students during the first week of classes.

Registration Dates and Procedures

Information on registering for courses is e-mailed to current students. Registration assignments are based on credit hours accumulated. This information is also available on the college’s website at www.monroecc.edu/go/registration.

Academic Hold on Student Record

A “hold” may be placed on a student’s academic record for various reasons, including:
- non-payment of tuition and fees
- not returning library books, physical education and other college equipment
- not satisfying the measles, mumps, rubella immunization requirement
- non-payment of parking obligations and fines
- academic reasons - Students with less than a 2.25 average may not register for future semesters unless they receive academic advisement.

Most “holds” prevent release of the student’s academic transcript until the obligation has been resolved. All financial obligations must be satisfied before the student can register for another semester.

Final Examination Policy

All comprehensive final examinations will be held during the scheduled final examination period, according to the published comprehensive examination schedule. Any changes to the published schedule must be submitted to the department chairperson and division dean by the last week of classes, and cleared with the Registration and Records Office.

Students should not be excused from other classes to take or prepare for hourly or unit exams given during the last week of classes. Department policy will determine which courses will have final exams, which courses have final exams at the discretion of the instructor, and in which courses final exams are unnecessary. The Course Information Sheet, available to students at the start of
each course, clearly states all evaluation procedures including type of examinations. The final exam schedule is available by the middle of the term on the College’s website, www.monroecc.edu.

**Failure to Report to a Final**

A student who misses a final examination needs to contact the professor within two working days to discuss the eligibility for a make-up examination. If the student is not satisfied with the results of this discussion, he/she must notify the Vice President of Student Services within one working day after meeting with the instructor. Failure to do so will result in a grade of “F” for the examination.

At the time the student notifies the Vice President of Student Services, he/she will be given an appointment to discuss the absence.

It is the student’s responsibility to present, at the time of the appointment, tangible evidence that the absence was legitimate.

**Procedure**

1. The Office of the Vice President of Student Services will evaluate the student’s excuse and notify the student and professor regarding eligibility for a make-up examination.
2. If the student’s absence from the scheduled final examination is judged to be legitimate, the Office of the Vice President of Student Services will notify the professor and the student. The Vice President’s Office, the professor and the student will work together to determine a mutually agreed-upon time for a make-up examination.
3. If the student’s absence from the scheduled final examination is judged to be not legitimate, the Office of the Vice President will notify the professor and student. The professor will enter a grade of “F” for the final examination in the student’s record.

A student who feels that he or she has been dealt with unfairly may appeal directly to the Vice President of Student Services, who will make a decision that will be considered final.

**Course Audit**

Any student (full-time or part-time, matriculated or non-matriculated) may audit a course with permission of the instructor or the appropriate department chairperson. No credit will be granted for an audited course. Students may obtain a Request to Audit form from the Registration and Records Office. Audit forms must be completed during the add period (typically the first week of the semester for a full-term course). Tuition and fees for auditing a course are the same as if the course were taken for credit. To audit a course, the appropriate audit form must be completed by the end of the Drop/Add period. Courses for which students register for credit may not be assigned a grade of audit.

**Course Audit for Senior Citizens**

Area residents who are 60 years of age or over are permitted by Education Law to audit courses without tuition, examination, grading or credit on a space-available basis, providing such auditing does not deny course attendance to a student registering for credit. Students must meet all applicable course prerequisites.

Anyone interested in this opportunity should contact the Registration and Records Office at the Brighton Campus or the Student Services Center at the Damon City Campus for information regarding course selection and registration procedures.

**“Fresh Start” Program**

Students who previously attended MCC but have not been in attendance for three or more years may choose to take advantage of “Fresh Start.”

The “Fresh Start” program allows for the removal of all D+, D, D- and F grades from the calculation of the grade point average (GPA). Courses and grades will remain on the transcript in the semester taken but an exclusion notation will appear on the transcript and be excluded from the GPA.

- These excluded courses will not be counted toward your graduation requirements.
- These excluded courses cannot be re-included at a later date to complete academic requirements.

To qualify for the “Fresh Start” program, you must:

- Earn a 2.0 GPA in the semester you return to MCC.
- Complete the “Fresh Start” Application that is mailed to you and return it to the Registration & Records Office by the end of the semester you return to MCC.
- The Fresh Start can only be approved once.
- Courses excluded from a student’s GPA are not excluded when calculating Satisfactory Academic Progress and Financial Aid Course Eligibility (FACE)
- Contact the Registration & Records Office for further information at Registration@monroecc.edu or 585.292.2243.
Rights & Freedoms of Students

In June 1967, a joint committee composed of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, and National Association of Women Deans and Counselors drafted The Joint Statement on Rights and Freedom of Students, excerpts of which are published below. Since its formation, this document has been endorsed by each of its five national sponsors, as well as by a number of other professional bodies.

Preamble
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedoms of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

In the Classroom
The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression. 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, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosures. Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosures is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Introduction
We at Monroe Community College subscribe to The Joint Statement on Rights and Freedoms of Students, and with regard to this document, emphasize the Preamble and Section II related to the rights and freedoms of students in the classroom.

To protect the rights and freedoms of students and faculty members in keeping with this Joint Statement, we establish these procedures to provide for the orderly, fair and prompt resolution of perceived student academic grievances. These procedures are established to insure the due process, and the equitable treatment and protection of all parties involved in the perceived academic grievance.

Definition and Jurisdiction
The term academic grievance as used in these procedures shall mean a complaint by a student of Monroe Community College against a teacher of the College. An academic grievance may be filed on the

Grievance Procedures
When the student believes there are grounds for an academic grievance, these procedures shall be followed by all parties. The failure of any College personnel at any level to communicate a decision to the aggrieved student within proper time limits shall bar further action. Students cannot grieve a grade in a course from which they have completed a student initiated withdrawal. Once the student initiated withdrawal has been completed it cannot be revoked. For due cause, the Vice President for Academic Services (hereafter referred to as the Vice President) may extend the withdrawal deadline for a student initiating an academic grievance.

I. Initial Informal Procedures.
The student shall initiate the informal procedure within ten working* days after the student has received information about a condition on which the grievance is based. For due cause, the Vice President may extend this time requirement. It is the student’s responsibility to assure that his/her contact information is updated on the college system. The student shall meet with the faculty member to discuss and to attempt to resolve the perceived grievance. If the student is unable to meet with the faculty member, the perceived grievance
Regulations and Policies may be discussed in a meeting with the faculty member’s department chairperson. The student should be prepared to verify that they attempted to contact the faculty member via a dated email or contact with the department office. If within five working days* after the conference with the faculty member and/or his/her department chairperson, the problem has not been resolved to the satisfaction of the student, the student may institute the formal academic grievance procedure.

II. Formal Procedures

Step A.
Within 20 working days* after the student has received information on which the grievance is based, the student shall meet with the College Academic Grievance Advisor** to discuss the problem. The student can only institute the formal academic grievance procedure after the conference with the faculty member and/or his/her department chairperson. For due cause the Vice President may extend this time requirement. The Academic Grievance Advisor shall counsel the student regarding the grounds for the grievance and inform the student of the formal academic grievance procedures. Should the student desire to pursue the grievance, the Advisor shall assist the student in completing the necessary forms. All forms must be completed and turned in within five working days.*

* “Working day” is defined as any day (Monday-Friday) that the College is officially open.

** For the names and office locations of the Academic Grievance Advisors, the student should contact the Office of the Vice President for Academic Services (1-309) or Office of the Vice President for Student Services (1-300). These advisors shall be appointed by the Vice President for Academic Services on an annual basis.

Step B.
The Academic Grievance Advisor shall promptly distribute copies of the completed grievance to:
1. aggrieved student
2. faculty member being grieved
3. faculty member’s department chairperson
4. faculty member’s division dean
5. Vice President
The academic status of the student, pending the outcome of the grievance, shall be determined by the Vice President or his/her designee. Within ten working days, the division dean shall:
1. arrange one meeting in which the dean (acting as a mediator), chairperson, student and faculty member will discuss and attempt to resolve the grievance.
2. prepare a written report that describes the steps taken and the rationale for the dean’s decisions rendered regarding the student’s grievance, and
3. distribute copies of this written report to:
   a. aggrieved student
   b. student’s academic grievance advisor
   c. faculty member
   d. faculty member’s chairperson
   e. Vice President
If the grievance is not resolved to the satisfaction of the student within five days after the dean’s decision has been communicated in writing, the student may make a written appeal of the grievance to the Vice President.* If the student makes a written appeal, the status of the student shall not be altered except for reasons related to the student’s physical or emotional safety and well-being, or for reasons related to the safety and well-being of students, faculty or College property. Such appeals must be made within five days after the dean’s decision has been communicated in writing or within fifteen working days after the submission of the written grievance in Step B. For due cause, the Vice President may extend these time requirements.

At this time, the student may select an advocate and proceed to Step C., where a full hearing will be conducted.**

* A form for the student to submit is available from the Academic Grievance Advisor.

** The student’s Academic Grievance Advisor will explain to the student how to select an advocate.

Step C.
The College Academic Grievance Hearing Committee (hereafter referred to as the Committee) shall be appointed by the Vice President taking into consideration a list of recommended candidates from the Faculty Senate and the Student Government on the Brighton Campus and the Student Events and Governance Association on the Damon City Campus. Within ten working days of the receipt of the written indication that the student is progressing to Step C, the Vice President shall appoint the members of the Committee:

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1. one full-time faculty member with experience in the Grievance Hearing process to serve as the committee chairperson.

2. one full-time teaching faculty member from the academic division of the faculty member named in the grievance; if one is not available, a full-time teaching faculty member from a related discipline may be used.

3. one full-time teaching faculty member from a different academic division.

4. one full-time faculty member from the Student Services division.

5. two student members

The Vice President (or his/her designee) shall arrange for the selection of a meeting date. For due cause, the Vice President may extend this time requirement. The student and the named faculty member (the principals) have the right to review the membership of the Committee before the hearing begins and to request the replacement of any one member of the Committee. Any additional request for the replacement of any other member of the Committee requires that either principal submit the reason in writing to the Vice President. Both principals have the right to the presence of one advocate from within the College community during the formal hearings. These advocates shall not include professional lawyers or persons trained in the law. The College community is defined as the employees and students at the institution currently or within the last twelve months. The Advocate will act as a support person to the student or faculty member from the inception of Step C and, during the Hearing, will be present to offer clarification as the need arises. The Advocate is not present to argue the student or faculty member’s case, but to encourage and aid the student and faculty member in their presentation before the Hearing Committee. The Hearing Chairperson has the final decision regarding the role of the Advocate.

The Committee has the responsibility of rendering a decision about the grievance. To this end, written and oral statements may be initiated and/or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information about the matter.

A transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and faculty member upon written request to the Vice President, Academic Services. The final recommendations of the Committee are to be presented in writing to the Vice President within two working days after the completion of the deliberations of the Committee. The Committee shall have ten working days from the date on which its members have been approved to complete its business.

Step D.

The Vice President shall review the recommendations of the Committee. If the Vice President finds the recommendation and the proceedings complete, reasonable, and just, the results shall be binding upon both principals. If there is some cause to question the recommendation or proceedings of the Committee, the Vice President shall send his/her statements of concern in writing back to the Committee for deliberation and resolution. The Committee shall promptly submit its response in writing to the Vice President who shall make the final decision.

The final decision and supportive rationale shall be communicated in writing within five working days (which may be extended for due cause) by the Vice President to the principals, the appropriate Academic Dean and to the Chairperson of the Committee. This written decision constitutes the final step in the resolution of the grievance within the institution.

Step E.

After receiving the final decision, either principal shall have the right to file a statement with the Vice President for purpose of record only.
Academic Honesty

1.8 Statement on Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

1.8.1 Definition (2011)

Cheating defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or assessment process.

Plagiarism is using someone else’s work as if it were one’s own, whether or not it is done intentionally. This includes, but is not limited to: using the exact language, using nearly the exact language, and using ideas without showing they originated in another’s work. The work taken from another person or source (including publications, web sites, speeches, etc.) may be as little as an isolated formula, portions of a speech, a simple sentence, an idea, or as much as entire paragraphs, papers, or writings of professionals or other students; however, well-known, common knowledge is generally an exception. Omitting quotation marks when using language copied from another’s work, failing to use citations for ideas or language taken from other authors, or failing to use one’s own style of writing when summarizing and paraphrasing someone else’s work constitute plagiarism. Any form of plagiarism is essentially an act of cheating. Specific concerns should be directed to your professor.

The academic honesty policy pertains to all instructional delivery methods offered at the College, including but not limited to classroom and online instruction, and self-study.

Some examples of academic dishonesty include but are not limited to the following:

- Taking an exam for another student.
- Having another student take an exam for you.
- Paying someone to write a paper to submit as your own work.
- Writing a paper for another student.
- Submitting the same paper for grading in two different courses without permission.
- Arranging with other students to give or receive answers by use of signals.
- Arranging to sit next to someone who will let you copy from his or her exam.
- Copying from someone’s exam.
- Allowing another student to copy from you during an exam.
- Obtaining answers, information, translations, or material from a source (e.g., the Internet) without appropriate citation.
- Getting questions or answers from someone who has already taken the same exam.
- Working on homework with other students when the instructor does not allow it.
- “Padding”—adding items on a works cited page that were not used.
- Unauthorized use of information stored in the memory of an electronic device (e.g., programmable calculators and cell phones) on a test or assignment. No information stored in any electronic devices may be used without explicit permission.
- Altering or forging an official document.

1.8.2 Disciplinary Action

Cheating or plagiarism may be an individual transgression of one student unabated by anyone else, or it may involve the complicity of others. All students who are involved in a group action which makes cheating or plagiarism possible may be considered equally guilty of the transgression and may be subject to the same penalties as though they themselves had cheated or plagiarized.

A faculty member who has evidence that a student is guilty of cheating or plagiarism shall initiate the appropriate disciplinary action. The faculty member is required to document the charges and the intended disciplinary action to the Student Services Office within five days of informing the student. However, no penalty shall be imposed until after the student has been informed of the charge of academic dishonesty and of the evidence upon which it is based, and been given opportunity to present whatever statement or evidence the student desired in his/her defense. A decision will be made at the department level regarding the charge of academic dishonesty and the penalty is enforced within 10 days of the initial charge.

Thereafter if the student is found guilty, the faculty member shall assess a penalty within the course, consistent with the magnitude of the transgression. Such penalty may consist of a warning, reduction in grade for the course, or a grade of “F” for the course.

If a student who commits an act of academic dishonesty withdraws from the course and would have earned a grade of “F” due to the academic dishonesty, the instructor has the right to change the grade from “W” to “F.” Such grade changes will be made by submitting an Academic Record Change Form to Registration and Records indicating the reason for the grade change as academic dishonesty. The student will be notified in writing by Registration.
and Records that the “W” grade has been changed to a grade of “F” due to academic dishonesty.

Every case of academic dishonesty which affects a student’s grade shall be promptly reported in writing to the appropriate department chairperson and the Vice President, Student Services. The Vice President, Student Services may initiate further disciplinary action in any case of repeated infractions, or in cases of complicity on a large scale. Such further disciplinary action shall be the discretion of the Vice President, Student Services and may result in probation, suspension or expulsion from the College. A record of the offense and the disciplinary action taken shall remain in the student’s file.

1.8.3 Procedure for Appeal

Once a charge of academic dishonesty has been made, every means will be taken to guarantee “due process” to both the defendant and those bringing the charge. Should the student dispute the facts constituting evidence of his/her alleged infraction(s), or object to the severity of the penalty, he/she may submit an appeal in writing to the Vice President, Student Services, within five days of the department decision to uphold the charge and penalty, requesting a hearing before an Appeal Board. Such hearing shall be convened by the Vice President within the following ten (10) school days after receipt of appeal. Extension of this date may be permitted by mutual agreement of all concerned. However, no hearing shall be held later than thirty days after the close of the semester in which the case arose.

An Appeal Board shall be established, consisting of the following members: a member of the Academic Policies Committee, appointed by the committee chairperson; the chairperson of an academic department other than that of the discipline involved; one full-time teaching faculty member at large; one full-time faculty member from the Student Services Division (the latter three members shall be appointed to the board by the Vice President, Student Services and approved by the defendant); two members of the student government, appointed by the President of the Student Association at the Brighton Campus or appointed by the President of the Student Parliament at the Damon City Campus.

No individual previously concerned with the case in any way may serve on the Appeal Board. In the event of a conflict of interest, the Vice President, Student Services shall be authorized to make proper substitution.

The Appeal Board shall review the facts of the case, hear testimony, consider the disciplinary action taken, and render a decision to either uphold, reject, or modify such action. In the hearing, both student and faculty member have the right to representation by advisers of their choice from within the College community, and the right to call additional witnesses. The advisers will act as support persons to the student and the faculty member and will be present to offer clarification as the need arises. The advisers are not present to argue the case for the faculty member or the student but to encourage and aid in the presentation before the Appeal Board. The burden of proof of the charges rests with the faculty member. A transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and the faculty member upon written request to the Vice President, Student Services. A tape recording of the deliberations of the Appeal Board is required and will be available only to the Vice President, Student Services.

The Appeal Board shall complete its investigation as quickly as possible, and communicate its decision to the Vice President, Student Services within 24 hours after completing its investigation. The decision of the Appeal Board shall be considered final and its action binding upon all parties to the case.

### Code of Student Conduct

Information related to the Code of Student Conduct can be found in the student handbook on MCC’s website: www.monroecc.edu.

### Code of Conduct for Users of College Computer Systems

MCC computer facilities and systems are intended for appropriate college related work. Please note that MCC computer systems are public access and users should have no expectations of privacy. Individuals using MCC’s computing facilities are NOT permitted to:

- Copy, download, change, distribute or modify any computer programs in part or whole from a website, textbook or another individual without the written consent or permission of the owner. This may be considered plagiarism and/or a violation of copyright and patent laws.
- Use MCC facilities and systems for the purpose of advertising or running an organization or business.
- Send, view and/or print lewd or pornographic materials unless directly authorized in writing by College personnel.
- Reveal their password to anyone including faculty and staff, or let another person use their account. Users are responsible for what is done with their account.
- Access, change, copy, delete, distribute and/or read files without the permission of the owner.
- Engage in malicious activity designed to harm computers and networks. Such activity includes but is not limited to: hacking systems; disabling or crashing systems; network sniffing; sending viruses, malware or mass e-mail; creating unnecessary or multiple jobs and processes.
- Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency.
schemes, or attempt to uncover security loopholes.
• Harass others by sending annoying, obscene, libelous, or threatening messages.
• Aid or abet another person in violating any part of this Code of Conduct.
• Violate any other state, local or federal laws or regulations.

This Code of Conduct is intended to require compliance with all local, state, and federal laws. Misuse of computer facilities is considered a violation of College policy. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action as determined by college authorities. Use of MCC computer systems is a privilege that may be revoked during investigation of violation, or a finding of violation, of this Code of Conduct.

Questions about this Code of Conduct for Monroe Community College should be directed to the Vice President of Administrative Services.

Verification of Student Identity

The United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 requires Monroe Community College to put appropriate processes in place to establish that the student who registers in an online course is the same student who participates in and completes the course and receives the academic credit. MCC fulfills this requirement by restricting student access to online courses to holders of an MCC Network Account and password, whether via the myMCC web portal or by direct login to the SUNY Learning Network.

If a student does not receive or misplaces their account activation information, or needs their Network Account password reset, they can: 1) bring photo identification to the Registrar’s Office or the Student Technology Desks in the MCC Libraries, or 2) call the Registrar’s Office or the Student Technology Desk and answer several questions based on personally identifiable information. Only after one of these options has been satisfied will staff assist students in the password reset process.

MCC considers your student email system (Microsoft Office365) an official means of communications. The email system will be used to conduct and notify you of college-related business and to share general information of importance. To ensure the effectiveness of the system, the following conditions are set forth:

• The College will consider you to be informed and in receipt of correspondence sent to your MCC email account.
• MCC will direct official communications to your MCC email account. You are responsible for reading your college email on a regular basis and for recognizing that certain communications are time sensitive.

If you have a disability and are unable to access your email account, please request support from the Office for Students with Disabilities.

Communication via MCC student email system is subject to the same public information, privacy and records retention laws as other forms of communication. Redirecting your MCC email to an outside account and the sharing of messages with third parties may negate the privacy protection rights afforded to the College.
PUBLIC SAFETY

Brighton Campus
1000 East Henrietta Road
Bldg. 21, Room 140
Rochester, NY 14623
Administration: 585-292-2902
www.monroecc.edu/depts/pstd
Public Safety assistance may be obtained at the Brighton Campus, Applied Technologies Center or Economic & Workforce Development Center by calling the Public Safety Dispatcher at:
585-292-2911 Emergency
585-292-2912 Non-emergency

Damon City Campus
5th Floor, Room 5010
228 East Main Street
Rochester, NY 14604
Public Safety assistance may be obtained at the Damon City Campus by calling the Public Safety Dispatcher at:
585-262-1674 Emergency
585-262-1672 Non-emergency (4th Floor Public Safety Desk)
585-262-1674 Non-emergency (5th Floor Public Safety Desk)

*Please immediately report all crimes and suspicious incidents or persons to the Department of Public Safety.

Campus Hours
Each campus location maintains its own hours of operation. For specific site information, please check the Public Safety website at: www.monroecc.edu/depts/pstd.

Public Safety services include:
- Emergency Response and Notifications
- Campus Safety Alerts
- First Aid
- Investigations
- Crime Prevention and Safety Awareness Programs
- Motor Vehicle Assistance

Campus Roads
Traffic on Brighton Campus roads must proceed in accordance with all provisions of the New York State Vehicle & Traffic Law. The speed limit on Campus Drive (the perimeter road) is 30 miles per hour, 20 miles per hour on all service roads, and 10 miles per hour in all parking lots. To help keep campus roadways safe, Public Safety officers conduct speed enforcement activities with the use of radar technology and enforce all applicable traffic regulations. Passing on the perimeter road is prohibited. Stop signs, yield signs, directional arrows and road markings are all official traffic control devices and must be obeyed.

Crime Statistics and Safety Information
Monroe Community College is committed to providing a safe living, learning and working environment for all members of the college community. Please view the Department of Public Safety website at www.monroecc.edu/depts/pstd to view information on:
- Annual Security and Fire Safety Report (Clery Report)
- Advisory Committee on Campus Security
- Fire Alarms and Fire Safety
- Campus Crime Safety Alerts
- Emergency Alerts and Mass Notifications
- Bias Crimes
- Sexual Assault Investigations

College Closing/Cancellation of Classes
When classes or activities are CANCELLED, faculty and students should not come to the College. All other staff and administrators should report as usual. When the College is CLOSED, no one is to report to the College except for designated essential employees (e.g. Public Safety). When the College is declared closed, the official time of re-opening will be at 6 a.m. of the following day unless notified otherwise. In either case, college officials will notify Rochester area radio and television stations of the cancellation or closing. A daily listing of class cancellations is available at www.monroecc.edu/go/classcancellations. Students may also use the online A-Z Index at www.monroecc.edu to access Class Cancellations or call 585-292-2066. Please utilize local television and radio stations or the MCC website to avoid overloading telephone lines.

For weather-related events, college officials continuously assess current and forecasted weather conditions. Minimally, weather storm warnings and travel advisories from the National Weather Service, fire and law enforcement radio frequencies, as well as information from the Rochester Genesee Regional Transportation Authority (RGRTA) for bus scheduling and cancellations are monitored. Campus road conditions are monitored by Public Safety and Facilities personnel. Recommendations to cancel classes, close the College, or remain open are made by the Chief of Public Safety to the President of the College or his/her designee.

Weather conditions within MCC’s large service area can vary widely. Students and employees are encouraged to make a personal decision on whether to travel the roadways during inclement weather. Students who miss a class as a result of inclement weather are further encouraged to communicate with their professors regarding missed class work.

Lost & Found
The Department of Public Safety manages Lost & Found on the Brighton Campus in Room 7-341. You may also call 585.292.2900. Lost & Found at the Damon City Campus is managed at the Public Safety desks on either the fourth or fifth floors.

Personal Property
Monroe Community College is not liable for personal property that is lost, stolen or damaged. Students are encouraged to carry adequate homeowner/tenant and automobile insurance coverage.

Safety Escorts
Public Safety staff can provide a safety escort during evening hours or any time a request is made. Please call the non-emergency dispatch number for the appropriate campus location as noted previously.
Student Identification Cards

Students must carry and produce a current MCC-issued identification card when asked to do so by a college official at all campus locations. This ID card is necessary to check out library materials, use Campus Center Desk services, recreational facilities and gain access to any of MCC’s many Learning Centers. An MCC ID card must be presented upon entry to the Damon City Campus. For questions about the MCC ID card, please call 585.292.2555.

Tobacco-Free Policy

Tobacco use is prohibited on all college-owned and leased properties, both indoors and outdoors, in all vehicles owned/leased by MCC or its affiliated organizations, and at any MCC-sponsored event. MCC requires all college community members to respect private property bordering all College locations by refraining from trespassing to use tobacco products. Repeated violations to this policy will be treated as violations of Student Conduct Regulations.

Parking Services

1000 East Henrietta Road
Bldg. 7, Room 341
Rochester, NY 14623
585-292-2700
www.monroecc.edu/depts/parking

The Parking Services Office supports the College community by managing the Monroe County Parking Program at MCC and by providing efficient and professional services. Rules and regulations have been established in an effort to provide for safe and adequate parking, as well as an orderly environment for motorists and pedestrians. Students are encouraged to carefully read MCC’s parking regulations to avoid receiving a parking ticket and paying a fine. Anyone who drives or parks on campus is responsible for knowing and understanding these rules.

Parking Registration

Students and employees who park on the Brighton Campus are required to register their vehicle(s) with Parking Services. Parking registration for students is required each semester. Multiple vehicles may be registered on a parking account, however only one vehicle is allowed on campus at a time. Students with a parent or guardian who is employed by the College must obtain their own parking registration even if a vehicle is shared.

Commuter Student Parking

A commuter student is a student who does not reside on campus but parks a vehicle on campus. Commuter parking on the Brighton Campus is a paperless permit system. The vehicle license plate and registration serve as a “virtual permit.”

Damon City Campus Student Parking

Registered MCC students who are enrolled in one or more classes at DCC are eligible for a semester parking rate of $95 plus $10 refundable keycard deposit at St. Joseph’s Garage located behind the Sibley Building. A limited number of semester parking keycards are available on a first come-first served basis. Students apply online through their Student Account under “MY Parking.” Full-time students who purchase the DCC semester parking may request a free Brighton Campus parking permit if they are enrolled in at least one class at the Brighton Campus.

Students who take classes at DCC and also use Brighton Campus facilities must register and pay the semester fee for their vehicle or park and pay at a designated meter.

Visitor/Guest Parking

A visitor or guest is defined as a person not affiliated with Monroe Community College. Parking lot V is designated for visitors or guests. Students are prohibited from parking in the visitor lot.

Resident Student Parking

A resident student is a student who resides on campus. Resident student parking requires a paper permit and is not eligible for the virtual permit (license plate) program. Resident students may obtain a parking permit at the Flynn Campus Center Information Desk.

Parking lots R, S and T are designated for resident students. Resident students in possession of a resident parking permit may also park in any commuter lot from 5:00 p.m. – 12:00 midnight.

Resident students who wish to have a guest park on campus must purchase a guest permit from Parking Services during regular business hours. As designated by posted signs, guests must park in the first three rows of Lot E (closest to the residence halls).

Parking for Persons with Disabilities

Students who utilize a handicapped parking space must be properly registered with Parking Services AND display a handicapped tag. Handicapped parking tags are issued to handicapped persons (not a vehicle) by cities, towns or villages.

Website Information on Parking/Transportation

Please visit the Parking Services website at www.monroec.edu/depts/parking to learn more about:

- Parking registration and fees
- Traffic and parking regulations
- How to pay a ticket
- Bus and MCC shuttle information
TITe IX POLICIES FOR INDIVIDUALS REPORTING SEXUAL HARASSMENT AND MISCONDUCT

Monroe Community College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, MCC strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims/survivors. They not only violate a person’s feelings of trust and safety, but they can also substantially interfere with a student’s education. It is the policy of MCC that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with state and local law enforcement to bring possible criminal charges, seeking disciplinary action through the College, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed. Monroe Community College encourages the reporting of sexual misconduct to be prompt and accurate. This allows the College to quickly respond to allegations and offer immediate support to the victim/survivor. MCC is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain private/confidential assistance regarding an incident of sexual misconduct. Certain professionals at the College are permitted by law to offer confidentiality, and those who do not maintain that privilege are expected to keep reports private to the extent permitted under the law and College policy. This means that they may have to report to College officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be investigated promptly and thoroughly, and both the victim/survivor and the accused will be afforded equitable rights during the investigative process. It is the collective responsibility of all members of the MCC community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the College engages in ongoing prevention and awareness education programs. All incoming students (and employees) are required to participate in these programs, and all members of the College community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus. In all sexual misconduct disciplinary proceedings, the “preponderance of evidence” burden of proof standard will be used. If it is “more likely than not” that the misconduct occurred, then the respondent must be found responsible.

SUNY Definitions for Sexual Misconduct

Accused: a person accused of a violation who has not yet entered an Institution’s judicial or conduct process.

Affirmative Consent: Affirmative consent is a knowing, 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.

• Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

• Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

• Consent may be initially given but withdrawn at any time.

• Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

• Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

• When consent is withdrawn or can no longer be given, sexual activity must stop.

Bystander: a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute (20 U.S.C. §1092(f)) that requires colleges and universities that participate in federal financial aid programs to keep and disclose statistics about crime on or near their campuses. Compliance is monitored by the U.S. Department of Education.

Code of Conduct: the written policies adopted by an Institution governing student behavior, rights, and responsibilities while such student is matriculated in the Institution.

Confidentiality: may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

Institution: any college or university chartered by the regents or incorporated by
special act of the legislature that maintains a campus in New York.

**Privacy:** may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate Institution officials.

**Reporting Individual:** shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

**Respondent:** a person accused of a violation who has entered an Institution’s judicial or conduct process.

**Retaliation:** adverse person for reporting a violation participation in any way in the investigation or conduct process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

**SaVE Act:** The SaVE Act is an acronym for the Campus Sexual Violence Act provision of the 2013 reauthorized Violence Against Women Reauthorization Act (VAWA). The SaVE Act provision, Section 304, requires colleges and universities to report domestic violence, dating violence, and stalking beyond the crime categories the Clery Act already mandates; adopt certain student conduct procedures, such as for notifying victims of their rights; and adopt training protocols and policies to address and prevent campus sexual violence.

**Sexual assault:** a sexual act or acts committed against another person 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.

**Sex discrimination:** includes all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties Students, employees, harassing others whether or not the harassment occurs on MCC campus or whether it occurs Sex discrimination can be carried out by other college employees, or third parties. All acts of sex discrimination including sexual harassment and sexual violence, are prohibited by Title IX.

**Sexual harassment:** unwelcome, gender-based verbal, non-verbal, or physical conduct that is sexual in nature and sufficiently persistent, or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation.

**Examples of Sexual Harassment May Include:**
- Unwelcome physical contact
- Continued expression of sexual interest after being informed that the interest is unwelcome
- Requests for sexual favors
- Persistent requests for a date, telephone calls, emails or other communication that is unwelcome
- Posters, photos, cartoons, or graffiti that are demeaning or offensive
- Sexual language and/or jokes of a sexual nature
- Unwelcome visual contact, such as leering or staring at another person
- Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar, crude, or lewd
- Sexual gestures
- Following or stalking
- Taking pictures that are sexual in nature
- Preferential treatment or promise of preferential treatment for submitting to sexual conduct
- Substantial emotional distress about a person or interferes with a persons’ safety of others or causes that person to fear of his or her safety or the safety of others or causes that person to suffer substantial emotional damage. Examples include, but are not limited to, 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(s) in a manner likely to intimidate, annoy, or alarm him or her. (A course of conduct is two or more acts, including but not limited to acts in which the stalker directly, indirectly or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a persons’ property. Substantial emotional distress is significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling. A reasonable person is one under similar circumstances with similar identities to the victim.]

**Title IX:** Part of the Education Amendments of 1972, Title IX prohibits sexual discrimination in any form, to include any form of sexual harassment and gender discrimination. Federal law states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”

**Title IX Coordinator:** the Title IX Coordinator and/or his or her designee or designees.

**VAWA:** The Violence Against Women Act (VAWA) is a federal law initially passed in 1994 and reauthorized three times, most recently in 2013 (Title IV, sec. 40001-400703 of the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355). VAWA’s initial focus has expanded from domestic violence and sexual assault to also include dating violence and stalking. The Act provides funding for investigation and prosecution of violent crimes against women, imposes mandatory restitution by
those convicted, and allows civil remedy in certain cases. The Act created the Office on Violence Against Women within the U.S. Department of Justice. While the title of the law refers to women victims of violence, the actual text is gender-neutral, providing coverage for male victims of domestic violence as well.

Legislative Definitions:

1. “Institution” shall mean any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in New York.
2. “Title IX Coordinator” shall mean the Title IX Coordinator and/or his or her designee or designees.
3. “Bystander” shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.
4. “Code of Conduct” shall mean the written policies adopted by an Institution governing student behavior, rights, and responsibilities while such student is matriculated in the Institution.
5. “Confidentiality” may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a).
6. “Privacy” may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate Institution officials. Institutions may substitute another relevant term having the same meaning, as appropriate to the policies of the Institution.
7. “Accused” shall mean a person accused of a violation who has not yet entered an Institution’s judicial or conduct process.
8. “Respondent” shall mean a person accused of a violation who has entered an Institution’s judicial or conduct process.
9. “Reporting Individual” shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.
10. “Sexual activity” shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).
11. “Domestic violence”, “dating violence”, “stalking” and “sexual assault” shall be defined by each Institution in its Code of Conduct in a manner consistent with applicable federal definitions.

Students’ Bill of Rights

The State University of New York and Monroe Community College are committed to providing options, support and assistance to individuals reporting of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in college-wide and campus programs, activities, and employment. All individuals reporting 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, off campus, or while studying abroad:

All students have the right to:
1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. 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 from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. 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;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an 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;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Sexual Violence Response Policy

In accordance with the Students’ Bill of Rights, reporting individuals 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:

I. Reporting:

- To disclose 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 Options for Confidentially Disclosing Sexual Violence Policy): www.monroecc.edu/depts/stuserv

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- To disclose the incident to one of the hotlines is for crisis intervention and may be confidential. Reporting individuals are encouraged to contact a campus confidential or private resource so that the campus can take appropriate action in these cases.

- To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: http://www.opdv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance options 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:
  - SurvJustice: http://survjustice.org/our-services/civil-rights-complaints/
  - Legal Momentum: https://www.legalmomentum.org/
  - NYSCASA: http://www.nyscasa.org/responding
  - NYSCADV: http://www.nyscadv.org/
  - Pandora’s Project: http://www.pandys.org/lgbtsurvivors.html
  - 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. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases.)

- To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students’ Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and they 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. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
  1. Title IX Coordinator - Dr. Susan Baker, 585-292-2124 or Building 1-300
  2. Public Safety, Brighton - 585-292-2911 or Building 21-140
  3. Public Safety, Damon – 585-292-1414 or 4th/5th floor entrance to DCC
  4. Title IX Deputy Coordinators –
    a. Debra Dwyer – Public Safety, 585-292-2918 or Building 21-140
    b. Donna Mueller – Health Services, 585-292-2527 or Building 3-165
    c. Christopher Piro – Public Safety, 585-292-2903 or Building 21-140
    d. Skip Bailey – Athletics, 585-292-2833 or Building 10-134
    e. Amy Greer – Housing and Residence Life, 585-292-3010 or Building 1-108
    f. Donald Bigelow – Housing and Residence Life, 585-292-3010 or Building 1-108
    g. Vilma Patterson – Damon City Campus, DCC Student Services Center or 585-262-1746
    h. David Salvatore – Public Safety, 585-292-2919 or Building 21-140

File a criminal complaint with Public Safety and/or with local law enforcement:
  1. Public Safety, Brighton - 585-292-2911/2912 or Building 21-140
  2. Public Safety, Damon – 585-292-2124 or 4th/5th floor entrance to DCC
  3. Brighton Police Department – 585-784-1515 or 2300 Elmwood Avenue, Rochester
  4. Rochester Police Department – 585-428-7033 or 185 Exchange Boulevard, Rochester

  To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Monroe Community College policy and the reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call Title IX Coordinator – Dr. Susan Baker, 585-292-2124 or via e-mail at sbaker@monroecc.edu anonymously to discuss the situation and available options.

  When the accused is an employee, a reporting individual may also report the incident to the Monroe Community College Office of 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 reporting individual, 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.

  Human Resources Office, 585-292-2048.

  You may withdraw your complaint or involvement from the MCC process at any time.

  Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following
II. Resources

- To obtain effective intervention services.
  - Counseling Center and Veteran Services, Building 3, Room 103, 292-2030
  - Health Services, Building 3, Room 165, 292-2018. There is no charge for on-campus services.

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at the following hospitals:
- Planned Parenthood of Rochester, 114 University Ave. 866.600.6886
- Monroe County STI Clinic, 855 W. Main St. 585.753.5481
- All services are free & confidential
- No appointment needed. (call for hours)
  - Off campus services:
    - RESTORE – 585-546-2777
    - Willow Domestic Violence Center – 585-232-7353
    - National Sexual Assault Online Hotline (RAINN) – 800-656-HOPE (4673) – https://ohl.rainn.org/
    - Rochester Police Department/ Monroe County Sheriff – 911 or the Victim Assistance Unit – 585-428-6630

• 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 individuals reporting for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

• To best preserve evidence, individuals reporting should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

III. Protection and Accommodations:

- When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, 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. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Monroe Community College policy. Parties may submit evidence in support of their request.

- To have assistance from Public Safety and other college officials in obtaining a personal 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 arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While individuals
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Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases
The health and safety of every student at the State University of New York and its constituent institutions is of utmost importance. Monroe 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.

Monroe Community College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution 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 Monroe Community College officials or law enforcement will not be subject to Monroe Community College’s 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.

IV. Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Monroe Community College student handbook 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 respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, 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 recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - 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 offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the Monroe Community College).
  - The right to present evidence and testimony at a hearing, where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault 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 sanctions.
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
  - The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and
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Policy for the review of no contact order

Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual.

Policy for review of an interim suspension

Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution’s policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of his or her request.

Policy for review of interim measures/accommodations

Both the accused or respondent and the

Time Frame for the Review Process

The College will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint. All deadlines and time requirements in the Student Code of Conduct may be extended for good cause, as determined by the Vice President of Student Services. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than five (5) business/school days.

Evidence

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The College official presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The College official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.
STUDENTS’ RIGHTS REGARDING THEIR EDUCATIONAL RECORDS

Educational Records

“Educational records” means information or data recorded in any medium that is directly related to a student and that is maintained by the College or a person acting for the College. By law, medical records, college public safety records, financial records of parents, personal notes of teachers or administrators which are not available to any third party, and directory information have been excluded from educational records.

Details pertaining to the location and content of educational records; the names of persons having access to and responsibility for the maintenance of such records; and the policies and procedures related to record access, review and challenge, are available in the Student Services Office (Bldg. 1, Room 300).

Directory Information

“Directory information” refers to a student’s name, e-mail address, picture, major field of study, dates of attendance, full or part-time status, awards and degrees received, most recent previous educational agency attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. This information may be made public by the College for all but those students who indicate to the Office of Student Services within the first three weeks of classes that any or all of the information so designated should not be released without their prior consent.

IF YOU WISH TO RESTRICT THE RELEASE OF ANY OR ALL DIRECTORY INFORMATION THAT PERTAINS TO YOU, YOU MUST NOTIFY THE OFFICE OF STUDENT SERVICES WITHIN THE FIRST THREE WEEKS OF CLASSES EACH SEMESTER.
MCC, in its continuing commitment to equal opportunity in education and employment, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, predisposing genetic characteristics, religion, age, sex, sexual orientation, disability, veteran status, domestic violence victim status, or marital status. Harassment is one form of unlawful discrimination on the basis of the above protected categories.

The discrimination complaint procedure may be used by any student or employee who feels that he or she has been a victim of harassment. Employee grievance procedures established through negotiated contracts and academic grievance procedures will continue to operate independent of this process.

The process consists of three steps designed to address and resolve complaints of discrimination by any member of the College community.

**Step 1: Informal Resolution.** This step involves an attempt to resolve the matter at the department level and may involve the assistance of the Affirmative Action Officer. Any complaint of discrimination that is received by College personnel must immediately be reported to the Affirmative Action Officer

**Step 2: Formal Complaint Procedure.** This step is initiated by the filing of a formal complaint with the College’s Affirmative Action Officer. Upon receipt of the complaint, a formal investigation will be conducted by a tripartite panel in conjunction with the College’s Affirmative Action Officer and Chief Diversity Officer. The panel will then issue a summary of its findings and recommendation for addressing the complaint.

**Step 3: Final Determination on Complaint.** If After receipt of the panel’s findings and recommendation, the President or designee shall issue a written statement regarding the action to be taken in response to the complaint. The determination of the President will be final.

**Testing Accommodations**

Although the testing accommodations usually requested are extended time and a quiet, less distracting environment, other accommodations are sometimes needed. These are determined on a case-by-case basis, based on the student’s disability and the documentation provided. Students should make requests for testing accommodations as early as possible, preferably at the beginning of the semester. All tests requiring special accommodations must be scheduled by the student through the SSD Office, at least three business days before the test will be given in class.

MCC provides a mainstreamed learning environment for students who identify themselves as having a disability with the Services for Students with Disabilities (SSD) office. In accordance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act, the College ensures that admission, services, activities, facilities and academic programs are accessible to and usable by qualified students with disabilities. Reasonable accommodations are available to students who self-identify with the SSD office of their needs and must provide the appropriate documentation for services. Students who are deaf or hard of hearing requesting interpreting services on any campus please contact the Brighton SSD office at 585.292.2140.

Guidelines and Procedures for Students with Disabilities

Students requesting accommodations for academic program activities must provide written documentation to the Services for Students with Disabilities office. Documentation should include a statement of disability, any recommended accommodations, and signed by a qualified professional. High school records are not acceptable unless they contain an evaluation by a licensed professional. Any and all information received by the College regarding individual disabilities is strictly confidential.

Planning student success strategies can be accomplished using the following guidelines:

1. The student should allow sufficient time to obtain services from the College. All requests for accommodations should be made as early as possible, at least 30 days in advance of the need.

2. Requests for accommodations should be as specific as possible. Documentation by the appropriate professional should include a clear recommendation for accommodations based on the student’s disability. The student may also wish to develop a letter outlining his/her strengths, learning style and compensatory strategies.

3. The student is responsible for scheduling an Intake appointment with the Services for Students with Disabilities office to complete the necessary paperwork. It is the student’s responsibility to meet with each instructor from whom accommodations are being requested to develop a plan to receive those services.

**DISCRIMINATION COMPLAINT PROCEDURE**

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585.292.2140
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Tracey Britton, Counselor, B.A., M.S.
Michael Johnson, Counselor, B.A., M.S.Ed., N.C.C.
Ivan A. Matthew, Jr., Counselor, B.S., M.S.W., L.M.S.W.

Awards and Accomplishments

SUNY Distinguished Teaching Professorship
2011 John B. Wadach
2006 Karen Morris

SUNY Distinguished Service Professorship
2006 G. Christopher Belle-Isle

SUNY Chancellor’s Award for Excellence in Adjunct Teaching
2014 Jeannette Funkhauser
2014 Diana Robinson

SUNY Chancellor’s Award for Excellence in Classified Services
2015 Dawn Quatro
2014 Debra Ake
2013 Sylvia Lavin
2012 Sue Smith
2011 Thomas Pollizi
2010 Sandra Almekinder
2009 Jodee Biller

SUNY Chancellor’s Award for Excellence in Faculty Service
2013 David Lawrence
2013 Holly Wheeler
2012 Peter Collinge
2012 Renee Rigoni
2012 Terrill Tugel

SUNY Chancellor’s Award for Excellence in Professional Service
2015 Michael Heel
2015 Patricia Williams
2013 Angel Andreu
2013 Kimberley Collins
2012 Loretta Chrzan-Williams
2011 Marlene Fine
2010 Dolores Pasto-Ziobro
2009 Jerome St. Croix
2008 Robert Bertram
2006 Robert Cunningham
2005 Terry Keys
2005 Betty Smith
2005 Elizabeth Stewart
2004 Sherril Ison
2004 Donna Pogroszewski
2004 Cynthia Cooper
2003 Ethel Lewis
2002 Elaine Goldstein
2000 Dale Mallory
2000 Carol Adams (Emerita)
1999 Dr. Ronald Kostecke (Emeritus)
1999 Barbara Robinson
1998 Brenda Embrey
1997 G. Christopher Belle-Isle
1997 Anthony J. Felicetti
1996 Kathleen Farrell
1996 Charlotte Downing
1995 Janet Glover
1994 Edward Phoenix
1993 Richard J. Degus
1992 Peter D. Genovese
1991 James C. Schwender
1988 Dr. Joan Mullaney
1978 Dr. Elizabeth B. Gennarino (Emerita)
1977 Nicholas C. Proia (Emeritus)*

SUNY Chancellor’s Award for Excellence in Scholarship and Creative Activities
2014 Anthony Leuzzi
2011 Susan Ferrari-Rowley
2002 Kathleen Farrell

SUNY Chancellor’s Award for Excellence in Teaching
2014 Elizabeth Johnston
2014 Dan Robertson
2012 Jacqueline Donofrio
2011 Christine D. Abbott
2010 Joseph J. McCauley
2010 Janet Zinck
2009 Suzanne El Rayess
2008 Patricia Kuby
2008 Anne Ranczuch (Emerita)
2007 Susan Murphy
2007 Bonnie Connell (Emerita)
2007 Anne Tippett
2006 Roscoe Hastings (Emeritus)
2005 Richard Connett (Emeritus)
2005 Marsha Bower
2005 Gary Egan
2004 Paul D’Alessandris
Monroe Community College
Award for Excellence in Professional Service

2015   Jeremy Case
2014   Donna Mueller
2013   Martha Kendall
2011   William D. Sigismond
2008   Brian Legg

2007   Valarie Avalone
2006   Carol Burritt
2004   Marie J. Fetzner
2003   Dr. Sherry Ralston
2002   Patricia Kennedy
2001   Barbara Connolly
2000   Ellen Z. Gozik
1998   Marcia Faulkner
1997   Connie Herrera
1996   Eddy Callens*
1995   Roxanne Saxton
1993   Alan J. Glossner (Emeritus)
1992   James T. Terrell*
1991   Carol Adams (Emerita)
1989   G. Christopher Belle-Isle
1987   Margaret R. Frantz*
1986   Virginia T. Shea
1985   Betty Jo Hopkins
1984   Anthony J. Felicetti
1983   John J. Trevisan

Monroe Community College
Emerging Excellence Award

2014 Christopher Kumar
2013 Heather Fox

Monroe Community College Dr.
Wesley T. Hanson Award for Excellence in Teaching

2015 Patricia Burgess
2014 Suzanne Long
2013 Ann Tippett
2012 Maria Brandt
2011 James J. Coffey
2010 Anthony Leuzzi
2009 Eileen Doyle
2008 Ellen Baker
2007 Saroj Viswanathan
2006 Lynn Bartholome
2005 Jackie Donofrio
2004 Robert S. Brown
2003 Ernest Mellas
2002 James Petrosino (Emeritus)
2001 Diane Fitton
2000 Thomas Proietti

The Carmen Powers Legacy Lecture

2015   Marlene Goho
2014   Pete “Emeterio” Otero
2014   G. Christopher Belle-Isle
2013   Richard Ryther
2013   Raymond Shea
2012   Terri Tugel
2011   Bonnie Connell
2011   James Petrosino
Bonita C. Jacobs Transfer Champion Award
2014 G. Christopher Belle-Isle

The John & Suanne Roueche Excellence Award
2014 Amy Burtner
2013 Michael Bates
2012 Kathleen Farrell

Faculty Senate Spotlight Awards
2015 Tracey Graney
2015 Edward Martin
2014 Roland Fisher
2014 Neeta Primo
2014 Karen Morris
2014 Daniel Robertson

Monroe Community College Inspiring Everyday Awards
2014 Donna Burke
2014 Karen Coffey
2014 Antonia Custodio
2014 Andrew Eggleston
2014 Paula Fahy
2014 Matthew Fetzner
2014 Kristy Mooney Graves
2014 Ramona Moore
2014 Joan Moorehead
2014 Edwin Ortiz
2014 Paul Seeburger

President’s Award
2008 Richard Degus
2007 Robert Cunningham
2006 Beverly Clark
2005 Colette Fegan
2004 Elree Rylees
2003 Sherrill Ison
2002 Steven Weider
2001 Patrick Bates
2000 Millie Lewis
1999 William Gruhn

Faculty
Abbott, Christine D., Professor of Mathematics (1986) B.S., State University of New York, College at Brockport; M.S., Syracuse University
Adrion, Suzanne, Assistant Professor of History (2005) B.A., Ramapo College of N.J.; M.A, Rutgers University
Alas, Jorge, Associate Professor of Foreign Languages (2001) B.A., M.S.Ed., State University of New York, College at Brockport
Ambrosio, Frank J., Professor of Electrical/Instrumentation (1979), A.A.S., Monroe Community College; B.S.E.E.T., Rochester Institute of Technology
Anderson, Jason, Assistant Professor of Chemistry (2009), B.A., Ball State University; M.S., Purdue University
Andolino, Louis, Associate Professor of History/Political Science (2005), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; M.A., Kent State University
Annesi, Lori A., Associate Professor, Library, A.S., Monroe Community College; B.A., State University of New York, College at Brockport; M.L.S., State University of New York at Buffalo
Aquila, Kimberly C., Assistant Professor of Nursing (1989), B.S.N., University of Virginia; M.S.N., University of Rochester
Avery, Jannette, Professor of Mathematics (1989), B.S., Roberts Wesleyan; M.A., State University of New York, College at Brockport

Babcock, Rebecca A., Assistant Professor (2009), B.A., Colgate University; M.S.Ed., St. John Fisher College
Bailey, Dudley L., Instructor, Physical Education/Recreation Leadership (1982), B.S., University of Colorado
Baker, Ellen, Associate Professor, Transitional Studies (1997), B.S., Ashland University; M.S., State University of New York, College at Brockport
Barone, Jessica, Associate Professor of Chemistry/Geosciences (2001), B.A., State University of New York, College at Geneseo; M.S., Ball State University
Bartell, Michelle M., Professor of Hospitality (1997), B.S., Rochester Institute of Technology; M.A., State University of New York at Brockport
Bartholome, Lynn, Professor of English/Philosophy (1999), A.A., Valencia Community College; B.S., University of Central Florida; B.A., University of Central Florida; M.A., Florida State University; Ph.D., Florida State University
Bartkovich, Jeffrey P., Professor (1991), B.A., Western Connecticut State University; M.L.S., University of Texas; Ph.D., University of Virginia
Basinski, Mark, Assistant Professor of Counseling (2004), B.A., State University of New York at Buffalo; M.S.Ed., State University of New York, College at Brockport
Basnayake, Eraj, Associate Professor of Mathematics (2003), B.S., MAMS., M.S., University of Georgia
Batistta-Provost, Shirley, Associate Professor, A.S., Monroe Community College; B.A., M.S., Rochester Institute of Technology
Beech, Donald, Associate Professor, Academic Support Services (1983), B.A., Wittenberg University; M.A., University of Rochester
Behrens, George W., Associate Professor of Automotive Technology (1985), B.A., M.S., State University of New York, College at Brockport
Belair, Susan, Associate Professor of Sociology (1995), A.A.S., Monroe Community College; B.S., Nazareth College; M.A., Syracuse University
Bellavia, Mark, Assistant Professor of Mathematics (2009), B.S., St. John Fisher College; M.S., Rochester Institute of Technology
Bender, Susan, Assistant Professor of Visual and Performing Arts (1999), M.S., State University of New York, College at Brockport
Benjamin, Athesia, Assistant Professor of Art, B.F.A., M.F.A., Rochester Institute of Technology
Bennett, Kelley L., Assistant Professor (2001), B.A., Nazareth College; M.S., University of Rochester
Benz, Ilene, Associate Professor of Speech/ Media Communication (1999), B.S., State University of New York College at Brockport; M.P.A., State University of New York at Buffalo; M.A., Nazareth College
Blake, Thomas, Assistant Professor of English/ Philosophy, B.A., Hampden-Sydney College; M.A., Mississippi College; Ph.D., Auburn University
Blew, Lauren, Instructor of Business Administration/Economics, B.A., M.A., Pennsylvania State University
Boester, Michael, Associate Professor of Chemistry/Geosciences (2001), A.A., Kaskaskia College; B.S., M.A., Southern Illinois University
Boettrich, Christian, Assistant Professor of Information and Computer Technologies (2001), B.A., University of Rochester; M.S., University of Rochester
Bogdanovska, Jasna, Assistant Professor of Visual and Performing Arts, A.A.S., Monroe Community College, B.F.A., M.F.A., Rochester Institute of Technology
Bolton, Patrick, Lecturer of Precision Machining (1993), Tool and Die Certificate, Rochester Institute of Technology; New York State Journeyman Instrument Maker; New York State Journeyman Toolmaker; B.S., State University of New York at Oswego
Bonadonna, Peter, Lecturer of Emergency Medical Services, A-EMT-IV IV (Paramedic), Erie Community College; A-EMT - III |Pre-Hospital Critical Care Technician
Boni, David, Professor of Transitional Studies (1995), B.A., University of Rochester; B.A., St. John Fisher College; M.S., Nazareth College
Borbee, Kathleen D., Assistant Professor of Business Administration/Economics (2009), B.A., Wichita State University; M.B.A., The Pennsylvania State University
Bower, Marsha, R.D.H., Professor of Dental Studies (1989), A.A.S., Monroe Community College; A.A.S., Rochester Institute of Technology; B.S., Rochester Institute of Technology; M.A., State University of New York College at Brockport; C.D.A.
Brandt, Maria, Associate Professor of English (2003), B.A., Providence College; M.A., Ph.D., Boston College
Brennan, Paul, Associate Professor of Precision Machining (1997), Tool and Die Certificate, Rochester Institute of Technology; New York State Journeyman Machinist; New York State Journeyman Toolmaker; B.A., State University of New York at Fredonia; M.S., Rochester Institute of Technology
Brinkman, Gerald M., Assistant Professor of Hospitality (2006), B.A., State University of New York, College at Geneseo; M.S.Ed., State University of New York, College at Oswego
Britton, Michael, Assistant Professor of Health and Physical Education (2007), B.S., Syracuse University; M.S., Madison University Distance Education
Britton, Tracey, Assistant Professor, DCC Student Services; B.A. Hobart and William Smith College; M.S. Rochester Institute of Technology
Brooks, Douglas, Associate Professor of English (1986), A.S., Monroe Community College; B.A., Empire State College; M.A., State University of New York, College at Brockport
Brunett, Peter, Instructor of Law Enforcement, B.S., M.S., State University of New York, College at Buffalo
Bulin, Judith G., Professor of Business Administration/Economics (1982), B.A., State University of New York, College at Geneseo; M.B.A., Rochester Institute of Technology; Ph.D., State University of New York at Buffalo
Burger, Frederick, Assistant Professor of Communication (2001), A.A., Orange County Community College; B.S., State University College at Buffalo; M.S., Rochester Institute of Technology
Burgess, Patricia M., Professor of Mathematics (1984), A.S., Community College of the Finger Lakes; B.A., Eisenhower College of Rochester Institute of Technology; M.S., Syracuse University
Burke, Donna C., Professor (1995), B.S., State University of New York at Cortland; M.Ed., Teachers College, Columbia University
Burns, Amy, Associate Professor of Transitional Studies (2002), B.A., Ithaca College; M.S., Columbia University
Burns, Gerald F., Head Men’s Basketball Coach, B.S., Castleton State College
Burtner, Amy, Associate Professor of English/Philosophy (2008), M.A., Binghamton University; Ph.D., Binghamton University
Butler, Rory, Professor of Information and Computer Technologies (1997), A.A.S., Monroe Community College; B.S., Empire State College; M.A., State University of New York, College at Brockport, M.S., SUNY Binghamton, Ph.D., Capella University
Calhoun, Aimee L., Associate Professor of Mathematics (1995), B.S., State University of New York at Fredonia; M.A.; State University of New York at Binghamton

Callan, Patrick, Associate Professor of English, B.A., SUNY Geneseo, M.A., SUNY University at Buffalo

Cameron, Mary, Instructor of Mathematics, B.S., M.S., University of Illinois

Carson, Linda, Assistant Professor of Mathematics (1992), B.S., Michigan Technological University; M.S., Rochester Institute of Technology

Casalinuovo-Adams, Christine N., Associate Professor (2000), B.S., State University of New York at Oswego; M.S.Ed., State University of New York at Brockport

Cater, Donald, Assistant Professor of Mathematics (2005), B.A., State University of New York, College at Geneseo; M.S., State University of New York, College at Brockport

Chakravarthy, Jayalaxmi, Assistant Professor of Information and Computer Technologies (2005), B.S., M.S., (India, Albany, and Nova)


Christensen, Natasha Chen, Assistant Professor of Sociology (2009), B.A., Baylor University; M.A., Ph.D., University of California, Los Angeles

Ciambr, Thaddeus J., Associate Professor, Director, Educational Technologies Development and Planning (1999), B.A., M.S., State University College at Buffalo, M.L.S., University at Buffalo (SUNY).

Coffey, James, Professor of Communication (1991), B.S., M.S., State University of New York, College at Brockport

Coffey, Karen, Associate Professor of Visual and Performing Arts (1999), A.S., Monroe Community College; B.S., State University of New York College at Cortland; M.A., Nazareth College

Collins, Kimberley, Instructor of Transitional Studies, M.A., Syracuse University

Colisimo, Amanda B., Assistant Professor of Geosciences (2004), B.A., State University of New York, College at Geneseo M.S., University of North Carolina at Chapel Hill

Conte, Anthony, Assistant Professor of Business Administration/Economics (1987), B.S., Boston University; M.B.A., Babson College; C.P.A.

Coriddi, Russell, Lecturer of Law Enforcement, B.S., Roberts Wesleyan College

Costanza, Richard, Assistant Professor of Education (2002), M.Ed., Harvard University

Cronmiller, James, Assistant Professor of Biology, B.S., John Carroll University; M.A., State University College of Arts and Sciences

Crum, Marjorie, Assistant Professor of Visual and Performing Arts (2003), M.S., B.F.A., Rochester Institute of Technology

Cunningham, Robert, Associate Professor, (1983), B.S., Empire State College

Cupello, Nelson, Assistant Professor of Physical Education (1990), B.S., State University of New York College at Brockport; M.S., United States Sports Academy

Czaja, Pamela M., Associate Professor; Library, B.S., Daemen College; M.L.S., State University of New York at Buffalo

D'Alessandris, Paul, Professor of Physics/Engineering Science (1990), B.S., Carnegie-Mellon University; M.S., Harvard University

D'Ortona, Lorraine, Associate Professor of Information and Computer Technologies(1991), B.A., State University of New York, College at Oswego; M.S., Rochester Institute of Technology

Damerell, Julie, Associate Professor of Transitional Studies (2001), B.A., State University of New York at Buffalo; M.S., State University of New York at Geneseo

Dean, Judy, Assistant Professor of Mathematics (2005), B.S., City University of New York; M.A., State University of New York, College at Brockport

DeFelice, Robert J., Professor of English (1991), A.A., Nassau Community College; B.A., State University of New York at Albany; Ph.D., State University of New York at Buffalo

Delfino, Rocky, Assistant Professor, Health and Physical Education (2002), B.S., State University of New York, College at Cortland; M.S., State University of New York, College at Brockport

Dilai, Elena, Associate Professor of Mathematics (2005), B.S., M.S., Ivan Franko National University of L'viv, Ukraine

Dimino, Renee, Assistant Professor of Transitional Studies, B.S. Ed., State University of New York, College at Geneseo; M.S. Ed., State University of New York, College at Brockport

Dion, Audra G., Associate Professor (2003), B.A., St. John Fisher College; M.S.Ed., State University College of New York, College at Brockport

DiSano, Mary, Associate Professor of Chemistry (1995), B.S., Nazareth College; M.S., Rochester Institute of Technology

Dorsey, Jacqueline, Assistant Professor of Nursing (2004), A.A.S., Monroe Community College; B.S., Nazareth College; M.S., University of Rochester

Downer, James B., Associate Professor of Visual and Performing Arts (1999), B.F.A., The University of Arts; M.S., Marywood College; M.A., Marywood College

Doyle, Kim, Associate Professor of Transitional Studies (1999), B.A., University of Rochester; M.S., Nazareth College

Dunne, James, Associate Professor of History (2003), B.S., University of Colorado; M.A., East Tennessee State University; Ph.D., University of Tennessee/Knoxville

Dunning, William, Associate Professor of English (2003), B.A., King’s College; M.A., St. John’s University; Ph.D., Fordham University
Dutter, Gordon, Assistant Professor of History (2005), B.A., M.A., Wesleyan University; M.Ed., Roberts Wesleyan College; Ph.D., University of Rochester
Dwyer, Debra, Instructor of Law & Criminal Justice (2005), B.A., State University of New York, College at Cortland; M.P.A., State University of New York, College at Brockport
Eames, Michael, Assistant Professor of Mathematics (2005), B.A., M.A., State University of New York, College at Brockport
Edelbach, Brian, Assistant Professor of Chemistry (2003), B.S., St. Cloud State University; M.S., Illinois State University; Ph.D., University of Rochester
Egan, Gary P., Professor of Mathematics (1986), B.A., Alfred University; M.A., State University of New York at Binghamton
Ellis, Barbara, Assistant Professor of Dental Studies (2008), A.A.S., Monroe Community College; B.S.Ed., State University of New York at Oswego; M.A., University of Alabama
Embrey, Brenda J., M.P.A., R.H.I.A, CHP, Professor, Health Information Technology Program (1986), A.A.S., Alfred State College; B.S., York College; M.P.A., State University of New York, College at Brockport
Emerick, Paul, Associate Professor of Biology (2000), B.S., University of New Hampshire; M.A., George Washington University
Emigh-Murphy, Pamela, Assistant Professor of English/Philosophy (2006), B.A., State University of New York, College at Geneseo; M.A., State University of New York, College at Buffalo
Ernsthausen, Mark, Associate Professor of Mathematics (2001), A.S., Monroe Community College; B.S., State University of New York, College at Brockport; M.S., State University of New York at Buffalo
Ewaneczko, Mary, Associate Professor (CPA), Business Administration/Economics (2003), B.S., St. Bonaventure; M.S., Chapman University
Fabbro, Regina, Assistant Professor of English/Philosophy (2006), B.A., Adrian College; M.A., Eastern Michigan University
Fahy, Paula, Professor of Human Services, Damon City Campus (1978), A.A., Monroe Community College; B.A., St. John Fisher College; M.S.Ed., State University of New York, College at Brockport; C.A.S., State University of New York, College at Brockport
Farrell, Kathleen, Professor (1986), A.A.S., Monroe Community College; B.S., M.A., State University of New York, College at Brockport
Farrington, Steven, Assistant Professor of Spanish and French (2002), B.A., State University of New York, College at Brockport; M.A., Bowling Green University
Fazekas, George B., Professor of Information and Computer Technologies (1985), A.A.S., Corning Community College; B.S., M.S., Rochester Institute of Technology
Ferrari-Rowley, Susan, Associate Professor of Visual and Performing Arts (2000), A.A., Nassau Community College; B.A., State University of New York at Buffalo; M.F.A., Rochester Institute of Technology
Fess, Shelley, Assistant Professor of Nursing (2003), B.S., Alfred University; M.S., St. John Fisher College
Fetzner, Matthew, Assistant Professor of Engineering Technologies (2005), A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology
Finch, Cristin, Assistant Professor of Health and Physical Education (2005), M.S. Ed., State University of New York, College at Brockport
Finn, Michele A., Assistant Professor of Biology (2005) B.A., Alfred University; M.S., State University of New York, College at Brockport
Fisher, Roland, Assistant Professor of Visual and Performing Arts, B.M. Ed., Indiana University; M.M. Ed., University of Central Florida; Ph.D., M Ed., Florida State University
Flack, Jason, Assistant Professor of Visual and Performing Arts, M.F.A., State University of New York, College at Buffalo
Flatley, Anne Marie, Associate Professor of Health/Physical Education (2000), B.S., Alfred University; M.S., Old Dominion University
Flick, Lisa M., Associate Professor of Biology (2009), B.S., Nazareth College of Rochester; M.S., Ph.D., University of Rochester
Fogal, Christine, Associate Professor of Mathematics (2002), B.S., Clarion University; M.S., Rochester Institute of Technology
Forde, Christine, Professor of Information and Computer Technologies (2000), A.A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology
Fox, Heather, Instructor of Theatre (2010), B.F.A., State University of New York, College at Fredonia; M.S.Ed., Nazareth College
Fox, Matthew, Associate Professor of Transitional Studies (1999), B.A., State University of New York College at Fredonia; M.A., State University of New York College at Stony Brook
Fragnoli, Kristen M., Associate Professor of Speech Communication (1993), B.A., LeMoyne College; M.A., State University of New York, College at Brockport
Freeman, Andrew, Professor (1991), A.S., Monroe Community College; B.S., Bowling Green University; M.P.A., Penn State University
French, Kevin M., Assistant Professor, Applied Technologies (2004), A.A.S., Monroe Community College; B.S., State University of New York, Empire State College; M.S.Ed., State University of New York, College at Buffalo
Frisch, Julianna, Assistant Professor of Hospitality (2004), B.S., State University of New York, College at Brockport; M.S., Roberts Wesleyan College; C.S.E.P., International Special Events Society
Bardques, Char; Guess, Assistant Professor, M.S.Ed., B.S., Central State

Grissing, Edward L., Jr.; Associate Professor of Physics; Engineering Science (1981), B.S., Fordham College; M.A., University of Rochester

Graney, Tracey C.; MT(ASCP), Assistant Professor of Transitional Studies (1981), B.S., Cheyney College of Pennsylvania; M.S., University of Rochester

Graham, Tokeya; Assistant Professor of Biology (2012), B.S., Rochester Institute of Technology; M.S., University of Rochester School of Medicine and Dentistry

Grizzi, Bethany; Associate Professor of Sociology (2002), B.A., State University of New York at Binghamton; M.A., Arizona State University

Gleason, Mary Ellen; Associate Professor of Transitional Studies (2001), A.A.S., Mohawk Valley Community College; B.S., M.S., Nazareth College

Goh, W. Michael; Professor of Physics/Engineering Science (1986), B.A., Gettysburg College; Ph.D., University of Florida

Graham, Tokeya; Assistant Professor of English/Philosophy (2008), M.A., University of Rochester

Graney, Tracey C.; MT(ASCP), Assistant Professor of Biology (2012), B.S., Rochester Institute of Technology; M.S., Seton Hall University; Ph.D., University of Rochester School of Medicine and Dentistry

Grijalva, Edward L., Jr.; Associate Professor of Physics/Engineering Science (1981), B.S., Fordham College; M.A., University of Rochester

Hachey, Matthew; Associate Professor of Philosophy (2003), B.A., Adrian College; M.A., Michigan State University

Haddad, Wadiha; Assistant Professor of Mathematics (2009), A.S., Humber College Toronto, CA; B.S., M.S., State University of New York, College at Brockport

Hagreen, Sarah K.; Associate Professor (2001), A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology

Harrington, Alice E.; Assistant Professor, Library (1998), B.A., Lemoine; M.L.S., Syracuse University

Harris, Mark S.; Associate Professor of Mathematics (1995), B.A., Plymouth State College; M.S., State University of New York, College at Brockport; M.A., State University of New York, College at Brockport

Harvey-Lee, Peggy; Associate Professor, Counseling (1986), B.S., Rider University; M.S.Ed., State University of New York, College at Brockport

Henneberg, Douglas; Associate Professor of Health and Physical Education, B.S., Eastern Kentucky University, M.S., University of Pittsburgh, ATC

Hillabush Walker, Tamara L.; Associate Professor, Visual and Performing Arts (1999), B.S., Ithaca College; M.S., Syracuse University

Hill, Jennifer; Assistant Professor of Biology (2006), B.S., Purdue University; Ph.D., University of New Mexico

Horton, William; Lecturer of Applied Technologies, A.A.S., Alfred State College

Horowitz, Rebecca; Assistant Professor of Psychology, B.A., Johns Hopkins University

Hughes, Anne; Professor, (1997), B.S., M.S.Ed., State University of New York, College at Brockport

Humphrey, Kenneth L.; Professor, Transitional Studies (1981), B.A., Western Michigan University; M.A., Eastern Michigan University; Ph.D., Michigan State University

Hunter, Robert; Assistant Professor of Electrical/Instrumentation Technology (1984), B.S., Rochester Institute of Technology

Insero, Sharon; RHIA, Assistant Professor, Health Information Technology (2001), B.S., Rosary Hill College

Irwin, Amy E.; Assistant Professor of Chemistry (2011), B.S., University of Cincinnati; Ph.D., University of Cincinnati

Johnson, Michael; Associate Professor (1998), B.A., State University of New York at Buffalo; M.S., State University of New York, College at Brockport

Johnson, Randall L.; Professor of Interior Design (1990), B.F.A., M.F.A., Rochester Institute of Technology

Johnston, Angelique; Instructor of English/Philosophy, B.A., M.A., State University of New York, College at Binghamton

Johnson, Elizabeth; Associate Professor of English/Philosophy, English 101 Coordinator, (2004), B.A., New Mexico State University, M.A. West Virginia University, Ph.D., West Virginia University

Jones, Clayton W.; Assistant Professor (2003), B.A., Florida A & M University; M.S., Florida State University

Judd, Lori A.; Associate Professor of Mathematics (1995), A.O.S., Jamestown Business College; B.S., State University of New York, College at Brockport; M.A., State University of New York, College at Brockport

Kaminsky, Margaret I.; Assistant Professor of Chemistry/Geosciences (2006), B.S., Lehigh University; M.S., Rochester Institute of Technology

Karolinski, Naomi L.; Associate Professor of Business Administration/Economics (1981), A.A., Holyoke Community College; B.A., M.B.A., University of
Massachusetts, Amherst
Kaufman, Judy, Professor of Biology (1987), B.S., M.S., University of Tel-Aviv; Ph.D., University of Pennsylvania
Keith, Jay, Associate Professor of English (2001), B.A., Bucknell University; M.A., State University of New York at Binghamton
Kelly, Elizabeth, Professor of Physical Education (1984), B.S., M.S., Ithaca College; Ed.D., Syracuse University
Kennedy, Lori, Lecturer of Nursing, B.S., State University of New York, College at Brockport
Kennedy, Robert H., Associate Professor of Law and Criminal Justice (2003), B.S., State University of New York, College at Fredonia; M.P.A., State University of New York, College at Brockport
Kilner, Steven J., Associate Professor of Mathematics (2001), B.A., Canisius College; M.S., Louisiana State University
Kimber, Kevin, D.V.M., Instructor of Biology (2011), B.A., Amherst College; M.S., Cornell University; D.V.M. Cornell University
Kinel, Sandra F., Assistant Professor of Business Administration/Economics (2001), B.A., University of Buffalo; M.A., University of Rochester
Knebel, Albert M., Assistant Professor of Engineering Science and Physics (2001), B.S.A.E., University of Buffalo; M.S.M.E., Rochester Institute of Technology
Korol, Todd, Associate Professor of Business Administration (2003), B.A., Kean College of New Jersey; M.S., MBA, Fairleigh Dickinson University
Korte, Pamela, Professor of Nursing, B.S.N., Hartwick College; M.S., University of Rochester
Kress, Patricia A.C., Associate Professor of Psychology (2003), B.A., M.A., Ph.D., Carleton University, Ottawa, Ontario, Canada
Kull, Christian, Assistant Professor (2006), A.S., State University of New York, Alfred State College; B.S., M.S., State University of New York, College at Buffalo
Kumar, Christopher, Instructor of Engineering Science/Physics, M.S., University of Rochester
Kupinski, Kara, Instructor, Counseling (2011), B.S., Alfred University; M.A., University of North Carolina at Charlotte
Lanzafame, Eileen, Associate Professor, Transitional Studies (2002), B.A., Lemoyne College; M.S., State University of New York, College at Brockport
Laurion, Kim, Instructor of Dental Studies (2006), A.A.S., Erie Community College; B.S. SUNY Buffalo, M.S. SUNY Oswego
Lawrence, David, Professor of Dental Studies (1994), B.A., Alfred University; DDS, New York University
Lawrence, Drew, Assistant Professor of Hospitality (2004), A.S., Erie Community College; B.S., Florida International University; M.S., State University of New York, College at Buffalo
Leach, David, Lecturer of Precision Machining (1994), New York State Journeyman Machinist; B.S., State University of New York at Oswego
Leopard, Annette, Professor of Mathematics (1984), B.A., Albion College; M.A., University of Michigan
Leopard, Robert, Assistant Professor of Biology, B.A., M.S., Eastern Michigan University; M.B.A., University of Rochester
Leuzzi, Anthony, Associate Professor of English (2001), B.A., Potsdam College; M.A., University of Louisiana
Little, Jonathon, Assistant Professor of Chemistry/Geosciences (2007), B.S. and Teaching Credential, University of California Davis; M.S., University of Delaware
Long, Suzanne, Associate Professor of Biology (2000), B.S., North Carolina University; M.S., University of Rochester
Mack, Rebecca, Associate Professor (1999), B.A., University of Rochester; M.S.W., State University of New York at Buffalo
Mahar, Jason T., Associate Professor of Mathematics (2001), B.S., State University of New York at Binghamton; M.S., Rensselaer Polytechnic Institute; M.Eng. Rensselaer Polytechnic Institute
Mahoney, Cheryl, Associate Professor of Nursing (2001), B.S., State University of New York at Buffalo; M.S., University of Rochester
Marchese, Joseph T., Professor of Business Administration/Economics (1968), B.S., M.B.A., University of Scranton
Marino, Eugene, Assistant Professor of Transitional Studies (2003), B.A., University of Massachusetts; M.A., University of Michigan; M.S., University of Rochester
Markham, Jennifer, Ph.D., Assistant Professor of Biology (2008), B.S., Cornell University; M.S., Michigan State University; Ph.D., Cornell University
Marriott, Marcia A., Associate Professor of Business Administration/Economics (1988), B.S., M.S., State University of New York, College at Brockport; Ph.D., Southwestern University
Martello, Kimberly A., Professor of Mathematics (1995), B.A., State University of New York, College at Geneseo; M.Ed., State University of New York at Buffalo
Martineau, Brigitte, Assistant Professor of Mathematics (2004), B.S., McGill University; M.S., University of Montreal
Matthew, Ivan, Assistant Professor of Human Services (2002), B.S., State University of New York at Oneonta; M.S.W., State University of New York at Buffalo, L.M.S.W.
Mayo, Michelle, Associate Professor (2000), A.S., Monroe Community College; B.S., Seton Hall University; M.S., State University of New York, College at Buffalo
McCauley, Joseph J., Professor of Business Administration/Economics (1988), B.B.A., Niagara University; J.D., University of Dayton, C.P.A.
McCormack, Sandra M., Associate Professor of Business Administration/Economics (2002), B.S., Rochester Institute of Technology; M.S., Nazareth College

Trustees and College Personnel 263
McCollough, Michael, Assistant Professor, Library, B.S., State University of New York, College at Brockport; M.L.S., University of Buffalo

McDonough, Jean, Assistant Professor of English and Philosophy (2003), A.S., Monroe Community College; B.A., University of Rochester; M.A., State University of New York, College at Brockport, M.F.A., Pacific Lutheran University.

McKenna, James, Assistant Professor, Health and Physical Education (2002), B.S., Niagara University; M.A., Montclair State College, C.A.S.A.C.

McKinney, Yulanda, Associate Professor of English (2002), B.A., M.A., University of Rochester, M.T.S., Northeastern Seminary at Roberts Wesleyan College

Merlis, Gena, Assistant Professor of Transitional Studies (2008), B.A., Swarthmore College; M.S., University of Pennsylvania

Meyer, Melissa, Esq., Instructor of Law and Criminal Justice (1999) B.A. Old Dominion University; (2002) J.D., University at Buffalo Law School

Miller, Pam, Assistant Professor (2002), B.A., University of Akron; M.S.Ed., State University of New York, College at Brockport; CPRW

Mills, Robert C., Assistant Professor of Engineering Technologies (2001), B.S., State University of New York at Buffalo; M.S., Rochester Institute of Technology

Moorehead, Joan L., Associate Professor (1997), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; M.S., Buffalo State College

Moore, Ramona, Associate Professor of Transitional Studies (1992), B.A., University of Rochester; M.S., State University of New York, College at Brockport

Morris, Eileen D., Professor of Transitional Studies (1990), B.A., College of Saint Rose; M.A., State University of New York at Albany

Morris, Karen L., Professor of Business Administration (1981), B.S., University of Vermont; J.D., St. John’s University; L.L.M., New York University

Moses, Lori C., Associate Professor of Communication (2003), B.S., State University of New York, College at Buffalo; M.A., State University of New York, College at Brockport

Muhlnickel, Robert, Associate Professor of English/Philosophy, (2009), Ph.D., University of Rochester

Mullaney, Joan C., Professor of Human Services (1971), B.S., State University of New York, College at Fredonia; M.S., C.A.S., State University of New York, College at Brockport; M.A., Teachers College, Columbia University; Ed.D., Teachers College, Columbia University

Murage, Njeru, Associate Professor of History (2003), B.S., Newbold College, England; M.A., Andrews University; Ph.D., Michigan State University

Murphy, Dawn, Instructor, Visual and Performing Arts (2012), B.S., Penn State University, M.S., San Diego State University

Murphy, James, Associate Professor of Biology (2000), A.A., Seminole Community College; B.S., Stetson University; M.S., University of Central Florida

Murphy, Susan L., Professor of Accounting (1988), A.S., Monroe Community College; B.S., M.B.A., Rochester Institute of Technology; C.P.A.

Nelson, James, Associate Professor of English (2001), M.A., State University of New York, College at Brockport; B.A., Allegheny College

Nenno, Robert, Professor of Mathematics (2000), B.S., M.S., State University of New York at Albany, M.S., Rochester Institute of Technology

Nolan, Michael, Associate Professor of Transitional Studies (1993), B.A., St. Bernard’s College; M.A., Nazareth College

Nyerges, John, Associate Professor of Music (2000), B.M., Eastman School of Music; M.M., Eastman School of Music

O’Shea, Kathleen J., Professor of English/Philosophy (1987), B.A., State University of New York, College at Oswego; M.A., State University of New York at Binghamton

Ofsowitz, Michael S., Associate Professor of Psychology/Sociology (2002), B.S., University of North Carolina; M.S., Tulane University

Oliver, Mark E., Professor of Electrical/Instrumentation Technology (1981), A.A.S., Broome Community College; B.T., M.S., Rochester Institute of Technology

Oriel, Jodi, Assistant Professor, A.S., Monroe Community College; B.A., State University of New York, College at Geneseo; M.A., State University of New York at Brockport

Otero, Christopher, Associate Professor of English (1995), A.S., Monroe Community College; B.A., State University of New York at Geneseo; M.A., State University of New York at Brockport

Otero-Piersante, Christopher, Associate Professor of English (1995), A.S., Monroe Community College; B.A., State University of New York at Geneseo; M.A., State University of New York at Brockport

Pares-Kane, Nayda, Associate Professor of Sociology (2000), B.A., Binghamton University; M.A., San Diego State University

Partapuruwala, Mohammed, Assistant Professor of Business Administration/Economics, B.A., State University of New York, College at Geneseo; M.A., State University of New York, College at Buffalo

Patterson, Vilma, Associate Professor (1995), B.A., Ithaca College; M.S., State University of New York, College at Brockport

Pearl, Randolph, Lecturer of Applied Technologies, NAISE Certified Automobile Technician; B.S., Empire State College

Penman, Laura, Assistant Professor of Biology (2008), B.S., Allegheny College; M.S., University of Maine
Pentz, Meryll A., Assistant Professor (2007), B.A., University of Hartford; M.S.Ed., University of Hartford
Penwarden, Ann, Professor (1987), B.A., University of Pennsylvania; M.L.S., State University of New York at Buffalo
Petrosino, Bonnie, Professor in Nursing (1984), A.A.S., State University of New York at Alfred; B.S., State University of New York at Brockport; M.S., University of Rochester
Pierce, Elizabeth, Assistant Professor of English/Philosophy (2002), B.S., The Ohio State; M.A., Bowling Green State University; M.A., SUNY College at Brockport
Pierre-Philippe, Harry, Professor, Counseling (1986), B.S., St. Lawrence University; M.S.Ed., Nazareth College
Plumeri, Christine M., Associate Professor of Sociology (2003), B.S., State University of New York, College at Brockport; M.A., State University of New York, College at Buffalo
Popovici, Mary-jo, Professor of Communication (1989), B.A., Syracuse University; M.S., Boston University
Primo, Neeta, Associate Professor of Mathematics (2004), B.A., Northwestern University; M.A., Stanford University
Putnam, Emily, Assistant Professor of Mathematics (2005), B.A., San Francisco State University; M.S., University of Utah
Radigan, Eileen T., Instructor of Human Services (2013), B.S., State University of New at Geneseo, M.S., St. John Fisher College.
Rand, Craig, Professor of Physical Education (1987), B.S., M.S., Ithaca College
Rapp, Corinne, Assistant Professor, DCC Student Services; B.A. State University of New York, College at Geneseo; M.S.W. Roberts Wesleyan College
Reaves, Celia Carter, Professor of Psychology (1994), B.A., University of Rochester; Ph.D., Cornell University
Redlo, Mitchell, Associate Professor of Business Administration/Economics (1988), B.A., State University of New York at Buffalo; M.P.A., State University of New York at Albany; M.A., State University of New York at Buffalo
Reynolds, Rober, Assistant Professor, Health and Physical Education (2002), B.S., New York Institute of Massage; M.A., University of Utah; M.A., State University of New York, College at Brockport
Rezabek, Charlene, Assistant Professor, Library (2001), A.A.S., State University of New York at Morrisville; B.A., Old Dominion University; M.L.I.S., University of Oklahoma
Rhodes, Delia H., Associate Professor, Health and Physical Education (2000), A.A.S., Alfred State College; B.S., York College of Pennsylvania; M.P.A., State University of New York, College at Brockport
Rhode, Deneen, Assistant Professor, Health and Physical Education (2002), B.S., New York Institute of Massage; M.A., University of Utah; M.A., State University of New York, College at Brockport
Rigoni, Renee, Professor of Business Administration/Economics (1989), B.S., Rochester Institute of Technology; M.B.A., Rochester Institute of Technology
Rivers, Douglas, Assistant Professor of Automotive Technology (Toyota Program), B.S., State University of New York, College at Oswego; M.P.A., State University of New York, College at Brockport
Rizzo, Mary Mendez, Assistant Professor (2002) B.A., University at Buffalo; M.S.Ed., State University of New York, College at Brockport
Robertson, Daniel, Associate Professor of Chemistry/Geosciences (2001), B.S., Colorado State University; M.S., Arizona State University
Robinson, Verdis, Assistant Professor of History (2009), B.M., Boston University; B.S., M.A., State University of New York, College at Brockport, M.A., State University of New York at Buffalo
Rodriguez, Juan, Assistant Professor of English and Philosophy (1999), A.A., Miami-Dade College; B.A., Florida International University; M.A., Florida Atlantic University
Rodriguez, Krista, Associate Professor of Dental Studies (1984), A.A.S., Niagara County Community College; A.A.S., Monroe Community College; B.S., State University of New York at Buffalo, M.A. SUNY College at Brockport
Rodriguez, Ramon L., Instructor of Transitional Studies (2006), B.S., Colegio Universitario De Cayey, Puerto Rico; M.S.Ed., State University of New York, College at Brockport
Rowley, Cristina S., Assistant Professor of Spanish (2010), B.A., State University of New York, College at Oswego; M.A., Ph.D., State University of New York, College at Buffalo
Rudd, Scott, Assistant Professor of English and Philosophy (2005), B.A., University of Puget Sound; M.A., University of New Hampshire
Ruff, Michael R., Associate Professor of Business Administration/Economics (1988), B.S., LeMoyne; M.S. University of Rochester
Sadwick, Rick F., Associate Professor; B.A. Syracuse University, M.P.A. & M.S., SUNY Brockport
Salsburg-Taylor, Judi, Associate Professor of Transitional Studies (1996), A.A.S., Finger Lakes Community College; B.S., State University of New York, College at Brockport; M.A., State University of New York, College at Brockport, Graduate certificate, post-secondary Reading and Learning, California State University, Fullerton.
Sample, Mark, Assistant Professor of History (2004), A.S., Monroe Community College; B.S.,M.A., State University of
New York, College at Brockport
Sanford, Scott, Associate Professor of Automotive Technology (1988), A.A.S., Morrisville Agricultural and Technical College; B.S. SUNY College of Technology; M.S., Chicago State University
Sanger, Laurel, Associate Professor of Nursing (2001), B.S.N., Valparaiso University; M.P.A., State University of New York, College at Brockport; M.S., Nazareth College
Santiago, Rachel S., Instructor of Mathematics (2013), B.S., M.S., Rochester Institute of Technology
Sarantis, Patricia, Associate Professor of Nursing (2001), A.S., Monroe Community College; B.S., Alfred University; M.S., University of Rochester
Sardisco, Karen, Associate Professor of Visual and Performing Arts, B.S., State University of New York College at Buffalo, M.F.A., Rochester Institute of Technology
Sardone, Christopher M., (C.P.A.) Associate Professor of Business Administration/Economics (1981), B.A., St. John Fisher College; M.B.A., Rochester Institute of Technology
Savka, Maria Luiza, Instructor of Biology (2011), B.S., State University of Rio de Janeiro; M.S., University Illinois at Urbana-Champaign
Sayles, Penny L., Assistant Professor, Health and Physical Education (2008), B.S., M.S.Ed., Nazareth College
Scanlon, Joseph M., Instructor of Political Science (2013), B.S., M.A., Central Michigan University
Scanlon, Joseph M., Instructor of Political Science (2013), B.S., M.A., Central Michigan University
Schwartz, Christine S., Assistant Professor of Visual and Performing Arts (2001), A.S., Monroe Community College; B.S., M.S., State University of New York, College at Brockport
Schwartz, Mark, Associate Professor (1999), B.S., M.S., State University of New York, College at Brockport
Seeburger, Paul, Associate Professor of Mathematics (1998), M.A., Central Michigan University; B.S., Michigan Technological University
Seelos, Deborah, Assistant Professor of Nursing (2003), A.A.S., Monroe Community College; B.S., Roberts Wesleyan College; M.S., University of Rochester
Senden, James, Assistant Professor of English (2010) B.F.A., Loyola Marymount University, M.A. San Diego State University, Ph.D., SUNY Buffalo
Shamblin, Terry, Associate Professor of Transitional Studies (2001), A.S., Geneseo Community College; B.A., University at Buffalo, Amherst; M.A., State University of New York, College at Brockport
Shaw, David, Professor of Music (2000), B.M., Berklee College of Music; M.M., Peabody Conservatory, Johns Hopkins; D.A., University of Northern Colorado
Shiao, Lena, Associate Professor of Education, B.S.Ed., State University of New York at Geneseo; MS.Ed., Nazareth College
Sigismond, William, Professor (1987), B.S., Georgetown University; M.S., State University of New York, College at Albany
Silas, Melany Jennell-Diane, Associate Professor of Health/Physical Education (2003), B.A., M.A., University of Rochester
Silvers, Louis, Professor of Foreign Languages (1995), B.A., Brigham Young University; M.A., Brigham Young University
Silvio, Carl, Associate Professor of English (2003), B.A., State University of New York, College at Oswego; M.A., State University of New York, College at Brockport; Ph.D., West Virginia University
Slate, Julie K., Assistant Professor (2009), B.S., State University of New York, College at Oswego; M.B.A., Medaille College
Smalls, Adrian N., Assistant of Law and Criminal Justice (2001), B.A., University of Rochester; M.P.A., State University of New York, College at Brockport
Smith-Wilson, Angela, Instructor of Human Services and Substance Abuse Counseling (2010), B.S., State University of New York, College at Brockport; M.S.W., Roberts Wesleyan College, CASAC
Smith (Marhatta), Catherine, Professor of Transitional Studies (1995), B.A., William Smith College; M.S., University of Rochester
Smith, Catharine Ganze, Assistant Professor of English/Philosophy (2008), B.A., College of William and Mary; M.A., State University of New York, College at Buffalo
Smith, Cynthia, Professor of English (1995), B.A., M.A., University of New Hampshire
Smith, Jason, Assistant Professor of Art (2003), B.F.A., Eastern Kentucky University; M.F.A., East Carolina University
Snyder, Philip J., Associate Professor of English/Philosophy (1986), B.A., M.A., Ph.D., University of Wisconsin
Soule, Kevin, Instructor of Engineering (2000), B.S., State University of New York, College at Oswego
Squires, Richard D., Associate Professor, Library (1995), A.S., Monroe Community College; B.S., State University of New York, College at Brockport; M.L.S., State University of New York, College at Buffalo
Stevens, Angelique, Associate Professor of English/Philosophy (2005), B.A., M.A., State University of New York, College at Brockport
Stevens, Richard, Associate Professor of Biology (2003), B.S., Frostburg State University; M.S., Tennessee Technological University; Ph.D., University of Memphis
Stewart, Elizabeth, Associate Professor (1989), B.A., State University of New York, College at Geneseo; M.A., Slippery Rock University
Stewart, Richard C., Associate Professor of Mathematics (2002), B.S., Heidelberg College; M.S., Rochester Institute of Technology; NYS Teacher Certification,
Roberts Wesleyan College
Strabha, Rita, Assistant Professor of American Sign Language (2003), B.S., Rochester Institute of Technology; M.Ed., University of Vermont
Striebich, John, Professor of Business Administration/Economics (2003), B.A., University of Rochester; MBA, Rochester Institute of Technology
Sturnick, Joseph, Associate Professor of Law & Criminal Justice (2005), A.A.S., Monroe Community College; B.S., M.P.A., State University of New York, College at Brockport
Szymanski, Jason, Assistant Professor of Chemistry/Geosciences, M.S., State University of New York, College at Buffalo
Tatakis, Timothy, Professor of Biology (1990), B.S., SUC of Environmental Science & Forestry; M.S., Slippery Rock State College; Ph.D., Kent State University
Thompson, Gary, Professor of Law and Criminal Justice (1988), B.A., St. John Fisher; M.P.A. State University of New York, College at Brockport
Thompson, Susan, Associate Professor of Psychology, (2007), B.S., University of California at Berkeley, M.A., Ph.D., University of Rochester
Tien, Lydia, Associate Professor of Chemistry (2003), B.A., Cornell University; M.S., Ph.D., University of California at Berkeley
Tierney, Kara J., Assistant Professor of Chemistry, B.S., Michigan State University; M.S., University of California at Davis
Timmons, Mary E., Associate Professor, Library (2001), B.A., State University of New York, College at Brockport; M.L.S., University of Albany
Tippett, Ann Elizabeth, Professor of English (1995), B.A., M.A., University of Toledo
Tsai, Joanna H., Assistant Professor of Biology (2005), B.S., Rochester Institute of Technology; D.C. New York Chiropractic College
Tshibangu, Sherry, Associate Professor of Business Administration/Economics (2003), B.A., University of Rochester; MBA, Atlanta University
Tyner, Krista K., Assistant Professor (2009), B.A., Mansfield University of Pennsylvania; M.Ed., University at Buffalo, State University of New York
Tyree, Daniel J., Instructor of Anthropology (2010), B.A., Eastern Washington University; M.A., California State University, Chico; Ph.D., The Ohio State University
Vinci, Taine M., Professor, Counseling (1982), A.S., Monroe Community College; B.S.W., Rochester Institute of Technology; M.S.Ed., State University of New York, College at Brockport
Vogtle, Anne, Assistant Professor of Nursing (2008), Diploma, St. Joseph’s Hospital Health Center School of Nursing; B.S.N., Nazareth College of Rochester; M.S., Syracuse University
Volland, Janice, Professor of Nursing (1985), B.S., Niagara University; M.S., University of Rochester
Waasdorp, Janet, Associate Professor of Education (2004), A.S., Monroe Community College; B.S., State University of New York, College at Albion; M.S., Nazareth College
Wadach, John, Professor of Physics/Engineering Science (1984), B.A., State University of New York, College at Geneseo; M.S., University of Maine
Wagner, Karen, Associate Professor of Mathematics (2002), B.S., Purdue University; M.S., State University of New York, College at Brockport
Wagner, Michael, Assistant Professor of Mathematics (2002), A.S., Finger Lakes Community College; B.A., State University of New York, College at Geneseo; M.A., State University of New York at Albany
Wahba, Atif, Assistant Professor of Biology (2003), M.D., Cairo University Medical School
Watkins, E. Jamall, Assistant Professor of American Sign Language (2002), B.A., Kent State University; M.S., Rochester Institute of Technology
Weider, Stephen J., Assistant Professor of Psychology (1988), B.A., St. John Fisher College; M.S., Rochester Institute of Technology
Weingart, Michael A., Assistant Professor of American Sign Language (2002), B.A., Kent State University; M.S., Rochester Institute of Technology
Weidgen, Franz, Assistant Professor of Visual and Performing Arts, B.F.A., Rochester Institute of Technology; M.F.A., University of Arizona
Wells, Karen, Assistant Professor of Mathematics (2006), B.A., M.S., State University of New York, College at Geneseo; M.S., State University of New York, College at Buffalo
Wendtland, Christopher, Assistant Professor of Biology (2003), B.A., Montana State University; M.S., Central Washington University
Wexler, Sara, Associate Professor of Information and Computer Technologies (1999), B.S., The Technion, Israel Institute of Technology; M.S., State University of New York at Binghamton
Wheeler, Holly, Associate Professor of English (1999), B.A., St. John Fisher College; M.A., State University of New York, College at Brockport, Ph.D., Capella University
Wilkie, Jessica, Assistant Professor of English/Philosophy, B.A., Nazareth College; M.A., University at Buffalo
Adjunct and Part-time Faculty

Abel, Phillip, Assistant Professor of Mathematics (2002), B.A., Grove City College; M.S., SAS, State University of New York, College at Brockport

Adams, Elizabeth, Associate Professor of Spanish, B.A., St. John Fisher College; M.S., State University of New York, College at Geneseo

Adiletta, Debbie, Associate Professor of Mathematics (2004), B.A., College of the Holy Cross; M.B.A., University of Rochester

Almstead, James, Assistant Professor of Mathematics, B. Ch. E., Clarkson University

Altaji-Alfarouqi, Ehab, Associate Professor of Arabic (2005), B.S., M.S., St. John Fisher, M.A., The College at SUNY Brockport

Aman, Katie, Assistant Professor of Mathematics (2002), B.S., Union College; M.A.T., Graduate College at Union

Amrine, Keith, Assistant Professor of English/Philosophy (2003), B.A., M.A., State University of New York, College at Fredonia

Anthony, Ann, Assistant Professor of English/Philosophy (2003), B.A., George Washington University; M.A., University of Virginia

Anthony, Michael, Associate Professor of Biology (2004) B.A., Rutgers University; M.D., Emory University School of Medicine

Arnold, Mary, Assistant Professor of Biology (2007), M.S., State University of New York, College at Brockport

Atene, Carlo, Assistant Professor of Mathematics (1989), M.Ed., Roberts Wesleyan

Atkinson, Karen, Assistant Professor of Mathematics (2007), M.S., Rochester Institute of Technology

Baker, Jeffrey, Associate Professor of Psychology (2002), B.S. University of the State of NY Regents College, M.S., Syracuse University, Ph.D., Capella University

Barclay, Jaime, Assistant Professor of Psychology (2008), B.A., Roberts Wesleyan College, M.S., Roberts Wesleyan College

Bauman-O'Dell, Marian, Instructor of Alcohol, Chemical Dependency and Substance Abuse (2000), B.S., Nazareth College

Bentley, Steven, Associate Professor of Psychology (2003), B.A., Colgate University, M.A., Columbia University, Ph.D., Columbia University

Berrios, Noeida, Assistant Professor of Spanish (1988), B.A., State University of New York, College at Brockport; M.A., University of Rochester

Bierre, Lisa, Associate Professor of Transitional Studies (2007), B.S., M.S., State University of New York, College at Geneseo

Bleier, Breann L., Assistant Professor of American Sign Language (2009), B.A., Rochester Institute of Technology

Bonzo, Deborah, Professor of Biology (1993), B.S., Purdue University; M.S., Kent State University

Borbee, Donald B., Adjunct Professor of Business Administration/Economics (1996), A.A., Westchester Community College; B.A., Pace University; M.B.A., Long Island University; D.B.A., NOVA Southeastern University

Brandt, Kim, Assistant Professor of American Sign Language, B.S., Rochester Institute of Technology; M.S., National Technical Institute for the Deaf at Rochester Institute of Technology

Brothers, Christopher, Assistant Professor of Mathematics, M.A., State University of New York College at Brockport

Brovitz, Judy, Associate Professor of Art History (1986), B.A., M.A., University of Rochester
Brown, Cheryl, Assistant Professor of Psychology (2004), B.A., St. John Fisher College; M.Ed., Temple University
Brown, David, Associate Professor of Psychology (2002), B.A., Rochester Institute of Technology; M.A., State University of New York, College at Brockport
Buffman-Herman, Nancy, Associate Professor of Biology (1995), B.S., Cornell University; M.S., Syracuse University
Bullock, Scott, Instructor of Mathematics (2002), B.S. University of Rochester; M.B.A., University of Rochester Simon School
Butler, Margaret H., Instructor of History (2005), B.A., St. John Fisher College; M.A., State University of New York, College at Brockport
Cabrera, Javier, Associate Professor of Information and Computer Technologies, B.S.B.A., University of Puerto Rico, M.B.A., Rochester Institute of Technology
Calia, James, Professor of Mathematics (1985), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport
Camille, Catherine, Instructor of Psychology (2008), B.A., Alfred University, M.A., John Jay College of Criminal Justice (CUNY)
Canori, Richard, Professor, Human Services (1987), A.A.S., Mohawk Valley Community College; B.S.W., Rochester Institute of Technology; M.S., Nazareth College
Capers, Deborah (2003), B.S., University of Massachusetts
Carroll, Michael J., Instructor of Information and Computer Technologies (2008), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology
Ciaccia, P.J., Professor of Psychology (1994), B.A., Rice University; M.A., St. Mary’s University
Clark, Mary Ellen, Associate Professor of Biology (1998), B.A., Rutgers College, The State University of New Jersey; M.S., University of Rochester School of Medicine and Dentistry
Clawson, Joan, Instructor of English for Speakers of Other Languages (2003), B.A., Vassar College; M.A., Pacific Oakes College
Cone, Jarrod, Instructor of Psychology, A.S. Genesee Community College, B.A., University at Buffalo
Conwell, Francine, Assistant Professor of English for Speakers of Other Languages (2003), B.S., Wagner College; M.S., Nazareth College
Cooper-Moliner, Anita, Assistant Professor of Transitional Studies (1999), B.S., State University of New York, College at Brockport; M.S.W., Roberts Wesleyan College
Cottrell, John, Adjunct Professor of Chemistry/Geosciences (2001), B.S., Colgate University; M.S., University of Rochester; Ph.D., University of Rochester
Couderc, Valerie, Adjunct Assistant Professor of French (2003), M.A., University of Strasbourg, France; M.S., University of Grenoble, France; M.S., Robert Schuman University
Coyle, Christine, Assistant Professor of English/Philosophy
D’Angelo, Louis, Instructor of Italian (2009), M.S., State University of New York, College at Geneseo
D’Arpino, Lenore, Instructor of Spanish (2000), B.A., State University of New York, College at Geneseo; M.A., State University of New York, College at Brockport
Daniel, Steven I., Assistant Professor of Biology (1997), B.S., Empire State College; M.S., Cornell University
Dee, Bridget, Instructor of English for Speakers of Other Languages (2006), B.A., Siena College; M.S., Nazareth College
DeMott, William, Associate Professor of Visual and Performing Arts, B.F.A., M.A., State University of New York, College at Oswego; M.F.A., Indiana University of Pennsylvania
DiGregorio, Trina, Associate Professor of Health and Physical Education, B.A., St. John Fisher College, M.S., State University of New York, College at Oswego
Assistant Professor, ESOL/Transitional Studies
Donnelly, David R., Professor of Psychology (1992), B.A., M.A., State University of New York, College at Geneseo, Ph.D., University of Rochester, Warner School
Doolin, Michael, Professor of English/Philosophy (1998), B.B.A., Western Michigan; M.A., State University of New York Empire State College
Dorsey, James, Sr., Associate Professor of Transitional Studies (1999), B.S., Agricultural, Mechanical and Normal College; M.S., Northern Illinois University
Downs, Richard, Instructor of Law & Criminal Justice (2002), B.S., M.P.A., State University of New York, College at Brockport
Doyle, Patricia, Instructor of Mathematics (2011) B.S., SUNY College at Brockport; MS.Ed., Medaille College
Drost, Mark, Professor of English/Philosophy (1995), A.S., Biology, State University of New York at Farmingdale, NY, B.A., Philosophy, Hofstra University; M.A., Philosophy, Duquesne University, M.A., Philosophy, University of Rochester, Ph.D., Philosophy, University of Rochester
Drumright, Patricia, Associate Professor of English/Philosophy, (2003) M.A., University of Tennessee--Knoxville.
Duff, Richard, Assistant Professor of Transitional Studies (2006), B.A., Middlebury College; M.Ed., Pennsylvania State University
Ertischek, Robert, Associate Professor of Political Science (2004), B.A., Political Science, University of Buffalo; J.D., Law, Temple University
Fetzner, Marie, Assistant Professor of Transitional Studies (2001), B.M., University of Rochester; M.P.A., State University of New York, College at Brockport, Ed.D. University of Rochester
Fico, Samuel, Professor of Business Administration/Economics (1991), B.S., Lemoyn College; M.S., SUNY at
Brookhart
Forni, Pamela, Instructor of English for
Speakers of Other Languages (2006), B.S.,
State University of New York, College
at Albany; MAT, School for International
Training
Funkhauser, Jeannette, Adjunct Professor of
Mathematics, M.S., University of Central
Florida
Gaida, Carrie A., Instructor of Mathematics
(2011), B.A. SUNY Geneseo, M.Ed.,
Roberts Wesleyan College
Galambos, Thomas, Assistant Professor of
Visual and Performing Arts, M.F.A.,
Washington University
Ganze, John, Associate Professor of German
(1999), B.A., University of Rochester;
M.A., Middlebury College
Gilbert, Andrea M., Instructor of Transitional
Studies (2012), B.A., Nazareth College
of Rochester, M.A., San Diego State
University
Gombert, Nancy, Instructor of English/
Philosophy, M.A., University of Illinois
Gonzalez, Francia S., Instructor of Spanish
(1993) M.S., State University of New
York, College at Brockport
Gray, Diane, RHIA, Lecturer of Health
Information Technology, A.A.S., State
University of New York, Alfred State
College; B.S., State University of New
York, College of Technology at Utica
Greaser, Mary, Assistant Professor of
Business Administration/Economics
(2001), B.S., Nazareth College; M.B.A.,
Rochester Institute of Technology
Guernsey, Elisa, Assistant Professor of
History (2004) B.S., M.S., State University of
New York, College at Brockport
Guthinger, Rae Ann, Associate Professor of
Information and Computer Technologies
(2003), B.S., Russell Sage College; M.S.,
State University of New York, University
at Albany
Haggerty, Nancy L., Professor of Biology
(1995), B.S., University of Massachusetts-
Amherst; M.P.H., University of Rochester
Haitz, James, Associate Professor of Human
Services (1996), A.S., Monroe Community
College; B.S.W., Rochester Institute of
Technology; M.S.W., Syracuse University
Hanley, Diana, Assistant Professor of
Mathematics, M.S., Rensselaer
Polytechnic Institute
Hansen, Paul, Assistant Professor of Law &
Criminal Justice (1998), A.A.S., Monroe
Community College; B.S., State University of
New York, College at Albany; M.P.A.,
State University of New York, College at
Brockport
Heffrich, Joel, Assistant Professor of History
(2007), B.A., University of Rochester;
MPhil, University of Glasgow; Ph.D.,
University of Minnesota
Helm, Miriam, Assistant Professor of
Mathematics (2004), B.A., State
University of New York, College at
Potsdam; M.S., Union College
Herbst, David W., Professor of Mathematics
(1984), B.S., Clarkson University; M.S.,
Nazareth College
Herrera, Isaura, Lecturer of Spanish (2003),
B.S., Roberts Wesleyan College
Hickey, Thomas J., Assistant Professor of
Business Administration/Economics, B.S.,
LeMoyne College; M.B.A., Rochester
Institute of Technology
Hickling, Donna, Assistant Professor of
Business Administration/Economics
(2002), B.A., Indiana University
Bloomington; M.B.A., Rochester Institute of
Technology
Hildreth, Danyelle, Adjunct Instructor
of Hospitality (2007), B.S., Rochester
Institute of Technology; M.S., Rochester
Institute of Technology
Hill, Judith A., Technical Assistant, Adjunct
(1998), B.S., M.S.ed., University of
Rochester
Hoeschele, Ileana, Assistant Professor of
Mathematics, M.S.Ed., State University of
New York, College at Brockport
Holmes Pelcher, Ellie, Assistant Professor of
Transitional Studies, B.S., Lock Haven
University; M.S., Nazareth College
Horan, Sean, T., Instructor of Mathematics
(2011), B.S., St. Bonaventure University,
M.S., Utica College
Horton, Kathleen A., Adjunct Professor of
Mathematics (2002), B.S., Chestnut Hill
College; M.Ed., Temple University
Hourihan, Denise, Associate Professor of
Information and Computer Technologies
(1996), B.S., Clarkson University; M.B.A.,
Rochester Institute of Technology
Hughes, David M., Assistant Professor of
History (2005), B.A., University of
Rochester; M.A., State University of
New York, College at Brockport; M.Ed., Roberts
Wesleyan College
Hunter, Karen, Professor of Psychology
(1998), B.A., Ph.D., State University of New
York at Albany
Hunter, Robert, Professor of Psychology
(1987), B.A., Tufts University; M.Ed.,
Tufts’ University; M.A., University of
Rochester
Insalaco, Michael, Assistant Professor of
Mathematics (2002), M.A., State
University of New York, College at
Brockport
Jehle, David E., Associate Professor of
Mathematics (2006), B.S. - R.P.I., M.A.,
State University of New York at Buffalo;
M.B.A., Rochester Institute of Technology
Johnson, Abram, Professor of Anthropology
& Sociology (2003), B.A., State University
College of New York at Oneonta; M.A.,
State University of New York at Buffalo
Johnson, Gail, Assistant Professor of
Information and Computer Technologies
(2004), A.A.S., B.S., M.S., Rochester
Institute of Technology
Johnson, Michael J., Assistant Professor of
Chemistry/Geosciences (2007), B.S.,
State University of New York, College at
Brockport; M.S., Portland State University
Jones, Jeffery, Associate Professor of
English and Philosophy (2003), M.A.,
Boston College
Jones, Nicholas, Associate Professor of
English and Philosophy (2002), B.A.,
DePauw University; M.A., Ohio University
Assistant Professor, ESOL/Transitional
Studies
Jones, Valerie, Assistant Professor of
Mathematics (2006), B.A., State
University of New York, College at Brockpost; M.Ed., Nazareth College
Kasperek, Lawrence, Instructor of Law and Criminal Justice (2008), B.A., State University of New York at Fredonia; J.D., California Western School of Law
Kelly-Sutlff, Jordu, Associate Professor of English and Philosophy (1998), B.A., State University of New York, College at Geneseo
Kern, Gary, Adjunct Professor of Information and Computer Technologies (1981), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology
Keys, Terrance, Professor of Information and Computer Technologies (1994), B.A., Hamilton College; M.Ed., University of Massachusetts at Amherst, D.M., University of Maryland University College
Kidera, Thomas, Instructor of Law & Criminal Justice (2005), B.A., Fordham University; J.S., Columbus School of Law at Catholic University of America
Kiselgof, Dmitriy, Lecturer of American Sign Language (2002), B.S., College of Staten Island; City University of New York, NY
Klein-Bodenheimer, Hildegard, Assistant Professor of German (2003), M.S., Johannes Gutenberg University, Germany
Knapp, Warren, Professor of Mathematics (2002), B.S., Denison University; M.A., University of Rochester
Koch, Lisa, Professor (1989), M.B.A., University of Rochester Koter, Yona, Adjunct Instructor of ESOL/Chemistry, B.Ed., Bet-berle College, Israel; M.S., Fordham University
Kralles, John, Associate Professor of Hospitality (1999), A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology, RDN, CPT, CDE
Kroon, Marianne, Assistant Professor of English for Speakers of Other Languages (2002), M.S., Nazareth College
Krueger, Kevin A., Adjunct Associate Professor of Mathematics (2000), B.A., M.S., State University of New York, College at Brockport
Kuby, Patricia J., Professor of Mathematics (1991), A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology
Laco-Schiano, Lori, R.H.I.A., Assistant Professor, Health Information Technology Program, B.S., Ithaca College
Laidlaw, Elizabeth, Professor of Philosophy (1995), B.A., Albion College; M.A., University of Rochester; Ph.D., University of Rochester
Lapp, D. William, Assistant Professor of Law & Criminal Justice (1991), B.S., State University of New York, College at Geneseo
Lautenslager, Stacey, Assistant Professor of Information and Computer Technologies, M.S., Nazareth College
List, Allison, Assistant Professor of English for Speakers of Other Languages (2002), B.A., M.S.Ed., Nazareth College; Ed.M., Harvard University
Locke, Tracy, Instructor of Information and Computer Technologies (2002)
LoFaso, Charles, Instructor of Law & Criminal Justice (2005), B.A., Indiana University; M.S., Northeastern University; J.D., University of Buffalo Law School
Lovenheim, Marie, Assistant Professor of Biology (2005) B.S., Cornell University
Lubynych, Olena, Instructor of Mathematics (2010) Monroe Community College, State Pedagogical University of Drohobych, Ukraine
Mangin, James, Associate Professor of Transitional Studies (2002), B.S., Kent State University; M.S., Nazareth College; C.S.A., State University of New York, College at Brockport
Marcy, Charlotte, Instructor of French, B.A., Lille Graduate School of Management, France
Marshall, Marjory, Assistant Professor of English and Philosophy (2006), B.S., Cornell University; M.A., University of Michigan
Martella, Michael, Adjunct Instructor of Law and Criminal Justice (2008), B.A., Canisius College; J.D., California Western School of Law
Martin, Denee, Associate Professor of Visual and Performing Arts (2005), B.S., Florida State University; M.A., Rider University
Marx, Gerald, Associate Professor of Business Administration/Economics (1998), B.A., University of Notre Dame; M.B.A., University of Rochester
Massachi, Yamit, Associate Professor of Psychology (2005), B.S., The College for Technology Teaching, M.S., Rochester Institute of Technology
Mayer, David, Associate Professor of Law & Criminal Justice (1998), B.S., University of Wisconsin; J.D., Syracuse University College of Law
Maynard-Martins, Aletamarie, Associate Professor at Public Safety Training Center (1998), B.S., State University of New York, College at Brockport; M.S., Roberts Wesleyan
McCusker, James, Associate Professor of English and Philosophy (2006), B.A., Canisius College; M.S., Elmira College
McGee, Rufus, Instructor of Information and Computer Technologies (2008), B.S., Xavier University of Rhode Island
McHugh, Lorraine, Assistant Professor of Physical Education (1994), B.A., Syracuse University; M.S., University Rochester
McKehney, Heather A., Assistant Professor of Chemistry/Geosciences (2010), B.S., Duke University; M.S., University of Rochester
Mcluckie, David, Assistant Professor of Transitional Studies (2007), B.S. State University of New York, Empire College; M.S., State University of New York, College at Buffalo
McManon, Deborah, Professor of Mathematics (2006), B.S., M.S., State University of New York, College at Brockport
McPherson, Glenda, Assistant Professor of Psychology (2001), B.S., Kansas State University; M.A., University of Kansas
Meier, Janet, Lecturer of Court Reporting (2003), Cert., Monroe Community College
College; A.A.S., State University of New York, College at Alfred

Messenger, Ryan, Instructor of History
(2008), B.S., Roberts Wesleyan College;
M.A., State University of New York,
College at Brockport

Mette, Kerry Anne, Instructor of Biology
(1993), B.S., State University of New York
at Albany; M.S.Ed., State University of
New York, College at Brockport

Meyer, Paul, Associate Professor at Applied
Technologies (1992)

Mikols, Robert, Associate Professor of
Psychology (2006), B.A., M.S., Ed.D.,
University of Rochester

Miller-Randall, Nancy, Associate Professor
of Hospitality (2003), B.S., University of
New Hampshire; M.B.A., James Madison
University

Miller, Heather, Instructor of American Sign
Language (2007)

Miller, Michael, Assistant Professor (1989),
B.A., J.D., Syracuse University

Miller, Susan, Assistant Professor (2006),
B.A., St. John Fisher College; M.S.,
Rochester Institute of Technology

Monikowski, Richard, Assistant Professor of
History (2003), B.A., Central Connecticut
State College; M.S., Central Connecticut
State University; J.D., Ph.D., University of
New Mexico

Moonan, Mary Jo, Lecturer of Court
Reporting (2006), Cert., Monroe
Community College

Mooney, Patricia, Assistant Professor of
Dental Studies (1989), A.A.S., State
University of New York at Farmingdale;
B.S., Empire State College

Moss, Kristina (2004) B.S., St. John Fisher
College; M.S., University of Rochester

Muldoon, Gary, Assistant Professor of Law
& Criminal Justice (2000), B.A., Skidmore
College; J.D., University of Buffalo School
Law

Murano, Teresa, Adjunct Assistant
Professor (2001), B.S. Universita’ della
"Sapienza," Rome, Italy; M.S., University
of Philadelphia

Ovsiovitch, Jay S. (2003), Instructor of
Political Science, B.A.; State University
of New York, College at Geneseo,
M.A., The American University, School
of International Service; Ph.D., The
University of Nebraska; J.D., University at
Buffalo School of Law

Palma, Dominic, Instructor of Law & Criminal
Justice (1996), B.S., Niagara University

Palma, Julienne, English/Philosophy, Adjunct
Professor, (2001), B.A., M.S., Nazareth
College; M.A., St. Bernard’s Institute

Palmer, Laurie J., Associate Professor of
Nursing (1992), B.S.N., M.S.N., State
University of New York, Health Science
Center

Parker, Andrea, Associate Professor of
Transitional Studies (2001), B.S., Syracuse
University; M.S., Nazareth College

Patrick, Cynthia, R.T. (R), Adjunct Lecturer
of Radiologic Technology (2007), B.S.,
Roberts Wesleyan College, M.S., Ed.,
University of Rochester

Pedersen, Christopher, Assistant Professor
of History and Political Science (2004),
B.A., College of the Holy Cross, Ph.D.,
University of Rochester

Peterson, David, Associate Professor of
Mathematics (2004), B.S., Worcester
Polytechnic Institute; M.A., Cornell
University

Pfundner, Mark J., Associate Professor of
Hospitality (2001), B.S., Rochester
Institute of Technology; M.B.A., Rochester
Institute of Technology

Pichichero, Angela, Professor, Human
Services (1985), B.A., Douglass College
of Rutgers University; M.Ed., State
University of New York, College at
Brockport

Pinto, David, Instructor of Mathematics
(2010) B.A., University of Oklahoma;
Ph.D., University of Pittsburgh

Plouffe, Todd, Adjunct Lecturer of
Hospitality (2006), B.S., Michigan State
University

Podgers, Deborah, Lecturer of Court
Reporting (2005), A.S., Orlando Junior
College

Prevendoski, Thomas, Instructor
Mathematics, Rochester Institute of
Technology, Systems Engineering,
University of Arizona

Pulitano, Joseph, R.T. (R), Lecturer of
Radiologic Technology (2006), A.A.S.,
Monroe Community College; B.S., Empire State College

Raimondo, Daniel, Associate Professor of Transitional Studies (2006), B.S., State University of New York, College at Brockport; M.S., State University of New York, College at Buffalo, Ph.D., University at Buffalo

Rainford, Gary, Professor of English and Philosophy, B.A., State University of New York, College at Stony Brook; M.A., California State University

Regan, Mark, Associate Professor of Hospitality (1995), Member of PGA of America, B.S., University of Dayton

Reichert, Thomas, Professor of Mathematics (1982), B.A., M.S., State University of New York, College at Fredonia

Rizzo, Vincent, Instructor of Law & Criminal Justice (2003), J.D., University of Dayton

Robinson, Diana, Professor of Substance Abuse Counseling (2000), B.S., Empire State College; M.A., State University of New York, College at Brockport; M.A., Ph.D., University of Rochester

Robinson, Wayne, Professor of Psychology (1988), B.S., M.A., State University of New York, College at Brockport

Rolfe, James K., Associate Professor of Business Administration (1981), A.A.S., Canton College; B.S., M.S., State University of New York at Albany

Rolleston, Marjorie S., Assistant Professor of English for Speakers of Other Languages (2009), M.S., University of Rochester

Romano, John, Assistant Professor of Transitional Studies, A.A.S., Finger Lakes Community College; B.S., M.S., Nazareth College

Ronvalle, Patricia, MSW, LCSW, Assistant Professor of Sociology (2007), B.S. Nazareth College; M.S., Syracuse University

Russi, Patrick, Instructor of Law & Criminal Justice (1998), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; J.D., Western New England College School of Law

Ryberg, Patricia, RDH, Assistant Professor of Dental Studies (1997), A.A.S., Monroe Community College; B.S., State University of New York, College at Brockport

Schlagman, Naomi, Adjunct Professor of Sociology (1996), B.A., Cornell University; M.A., University of Rochester

Shafer, Audrey, Assistant Professor of Nursing (2005), B.S., Penn State; M.S., St. John Fisher College

Shutt, Jeff, Lecturer of Hospitality (2001), B.S., Rochester Institute of Technology

Silvera, Alfredo, Instructor of Spanish (2003), M.D., Universidad de Uruguay

Slifkin, Jacqueline G., Associate Professor of Business Administration/Economics (2003), B.A., University of Michigan; J.D., University of Pittsburgh

Smith, Cindy, Associate Professor of Mathematics (1997), B.S., Houghton College; M.S.T., State University of New York, College at Binghamton

Starwald, Janet R., Instructor of Mathematics and ESOL/Transitional Studies (2009), A.A.S., Monroe Community College, B.S., SUNY Brockport, M.S., SUNY Brockport, M.S., Educational Administration, SUNY Brockport

Storm, Todd R., Assistant Professor of Political Science (2008), B.A., University of Colorado; M.A., State University of New York, College at Brockport

Strohm, Mary Beth, Associate Professor of Mathematics (1999), B.S., St. John Fisher College; M.S., Syracuse University

Swiatek, Paul, Assistant Professor of Health and Physical Education (2003), B.S., Nazareth, M.S., Syracuse University

Takai, Emiko, Assistant Professor of ESOL, B.A., Keio University, Tokyo, Japan; B.A., M.A., State University of New York, College at Buffalo

Tang, Jasmine, Associate Professor of Chinese, B.A., State University of New York, College at Geneseo; M.A., State University of New York Empire State College

Tette, Therese, Associate Professor of Visual and Performing Arts, B.A., State University of New York, College at Geneseo; M.A., Nazareth College

Teumer, Tonia, R.H.I.A., Instructor, Health Information Technology (1992), B.S., Daemon College

Thomas, Jeanine, Professor of Human Services (1986), A.S., Monroe Community College; B.A., State University of New York, College at Brockport; M.S., University of Rochester


Tsukernik, Olga, Associate Professor of Mathematics (2007), M.S., State University of Yerevan, Armenia

Tumminelli, John, Professor of Mathematics (1991), A.A.S., Monroe Community College; B.A., M.S.Ed., State University of New York, College at Brockport

Tyler, Brad, Instructor of Law & Criminal Justice (2000), B.A., University of Colorado; J.D., Vermont Law School

VanBuskirk, Michelle, Adjunct Professor of Psychology (2005), B.A., University of Rochester, J.D., Boston College, M.A., Wayne State

VanGraafeiland, Debra, Associate Professor of Mathematics (2001), B.A., Grove City College; M.A., Nazareth College

Vassallo, Mary Ellen, Lecturer of Paralegal Studies (2000), Cert., LeMoyne College, Cert., American Institute of Paralegal Studies

Waghorn, Kevin, Assistant Professor of Psychology (2007), B.A., University of Waterloo; M.A., Kent State University

Wagoner, William F., Instructor of Law and Criminal Justice (2006), B.S., University of Maryland; B.A., University of Massachusetts, M.S.

Wakabayashi, Mihoko, Instructor of Japanese (2007), M.D., Fukushima Medical College
Walch, Ramona, Lecturer of Court Reporting (2002), Cert., Rochester School of Machine Shorthand; Cert., State University of New York, State Education Department

Walker, Matthew, Assistant Professor of History (2005), B.A., Alfred University; M.A., State University of New York, College at Brockport; M.F.A., Visual Studies Workshop, State University of New York, College at Brockport

Ward, Neil, Assistant Professor of Anthropology (2003) B.A., State University of New York, College at Geneseo; M.A., State University of New York, College at Buffalo

Watts, Marcus A., Instructor; B.S. Psychology, College at Brockport; M.P.A. College at Brockport

Weber, Henry, Associate Professor of Business Administration/Economics (2003), M.B.A., Rochester Institute of Technology

Weider, Kayce, Assistant Professor of History (2005), B.A., M.A., University of Rochester

Weider, Timothy, Assistant Professor of Sociology (2003) B.A., St. Bernard's Institute; M.S.W., University of Buffalo; M.Div., St. Bernard's Institute

Weise, Lindsay, Instructor of Mathematics (2011), B.A., Niagara University; M.S., SUNY Brockport

Werner, Christopher, Assistant Professor of Law & Criminal Justice (2000), B.A., State University of New York, College at Albany; J.D., George Washington University

Wersinger, Richard P., Professor of Sociology (1977), B.A., M.A., State University of New York at Albany

White, Ann, Professor Counseling (1987), B.A., Southern Illinois University; M.S., Ed.D., University of Rochester; N.C.C., National Certified Counselor, L.M.H.C., Licensed Mental Health Counselor

Whittingham, Elizabeth, Assistant Professor of English/Philosophy (2005), M.A., State University of New York, College at Brockport; Ph.D., State University of New York, University at Buffalo

Williams, David, Adjunct Instructor of Law and Criminal Justice (2009), B.A., State University of New York at Oswego

Williams, Patricia R., Assistant Professor of Information and Computer Technologies, A.A.S., Geneseo Community College; B.S., M.S.Ed., State University of New York, College at Brockport

Williams, Ronald C., Professor of Mathematics (1979), B.A., M.S.Ed., State University of New York, College at Geneseo

Wood, Phil, Associate Professor of Psychology (2007), B.S., SUNY Brockport, M.P.A., SUNY Brockport, M.A., Sarasota University, Ph.D., Southern California University, Ph.D., Cornerstone

Woytek, Gail, RHIA, Lecturer of Health Information Technology, A.A.S., Monroe Community College; B.S., St. John Fisher College

Yaxley, Bridgette, Assistant Professor of English and Philosophy (2005), B.S., State University of New York, College at Brockport

Yung, Teresa H., Instructor of Chinese (2009), M.S., Nazareth College

Ziarnowski, A. Peter, Professor of Psychology (1988), B.A., Canisius College; M.S., St. Louis University; Ph.D., St. Louis University

Zuscik, Michael J., Instructor of Biology (2002), B.S., Wheeling Jesuit University; Ph.D., University of Rochester

Zwetsch, Glenn, Professor of Business Administration/Economics (1987), B.A., St. John Fisher College; M.Ed., Bowling Green State University

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**Professors Emerti**

Adams, Carol H. (1978-2011), Professor of Transitional Studies

Adnepos, Lee A. (1971-2007), Professor of English

Ames, Susan (1994-2005), Associate Professor of Nursing

Angel, Allen (1970-1993), Professor of Mathematics

Atkins, Sally H. (1968-1985), Assistant Professor of Health Education Program

Baker, Joseph G. (1967-1999), Professor of Engineering Technologies

Baker, Linda W. (1986-2002), Professor of Mathematics

Ball, Charles, (1968-2007), Professor of Applied Technologies

Bauman, Melvin G. (1971-2007), Professor of English

Belle-Isle, G. Christopher, Professor (1975), A.S., Monroe Community College; B.S., M.B.A., Rochester Institute of Technology

Berry, Robert (1964-1995), Professor of Mathematics

Blanchard, Charlene, (1978-2013), Professor of Dental Studies

Brindle, William (1971-2002), Professor of Sociology

Bromley, Kathleen (1982-2008), Professor of Business Administration/Economics

Brown, Douglas (1976 - 2005), Professor, Health/Physical Education; Director, Campus Center

Brown, John W., Jr. (1971-1991), Professor of Business Administration/Economics

Bush, Carmen (1969-2001), Professor of Transitional Studies

Byman, Judith (1968-1989), Professor, Library

Caiazzo, Anthony S. (1978-2009), Professor of Human Services

Callan, Stasia, J., Professor of English (1967), B.A., Nazareth College; M.A., State University of New York, College at Geneseo

Cappon, Sharon M. (1966-2000), Associate Professor of Physical Education
Cardillo, Karen M., Professor of Health and Physical Education (1983), B.S., Alfred University; M.S., University of Rochester
Chamberlain, H. David (1963-1995), Professor of Physical Education
Christoff, Barbara L. (1963-1999), Professor of Law and Criminal Justice
Clarke, Charles R., Professor of Psychology (1971), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport
Clar, Lawrence M. (1966-2001), Professor of Mathematics
Clifford, Elizabeth, Esq., Professor of Law and Criminal Justice (2001), B.A., Syracuse University; J.D., Syracuse University College of Law
Cobb, Phyllis M. (1963-1980), Professor, Health/Physical Education/Recreation Leadership
Collinge, Peter (1987-2013), Professor of Mathematics
Comstock, Richard T. (C.S.W.) (1968-2002), Professor of Psychology
Connelly, James F. (1967-1995), Professor of Mathematics
Connell, Bonnie (1987-2011), Professor of Mathematics
Connett, Richard J. (1991-2011), Professor of Biology
Connett, Jacqueline, Professor of Mathematics (1993), B.A., LeMoyne College; M.S.Ed., State University of New York, College at Brockport
Doty, Dale, Professor of Psychology (1998), B.S., University of Rochester; M.S., University of Rochester; Ph.D., City University of Los Angeles
Dougherty, Susan, (1965-2008), Professor of Biology
Doyle, Eileen M., R.T. (ARRT); Professor of Radiologic Technology (1973) A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; Licensed Radiologic Technologist; M.P.A., State University of New York, College at Brockport
Dvorin, Martin (1968-1980), Professor of Optical Technology
Echaniz, Maria (1966-1999), Professor of Foreign Languages
Edwards, Eugene L., Jr. (1964-1995), Professor of Communication
El Rayess, Suzanne (1992-2013), Professor of English for Speakers of other Languages
Erickson, Michael (1976-1997), Professor of Transitional Studies
Ernst, John (1962-1999), Professor of Engineering Science/Physics
Hancock, James (1966-2006), Professor of English
Hapeman, Clement (1970-1988), Associate Professor of Sociology/Anthropology
Harrison, J. Derek (1966-2002), Professor of English
Hart, James (1968-1998), Professor of Mathematics
Hastings, Roscoe (1969-2006) Professor of Physical Education
Hausin, Gisela (1968-1985), Professor of English
Hendrick, Joseph (1987-2005), Professor of Art
Hengelsberg, Raymond (1968-2005), Professor of History and Political Science
Henzel, Sherman (1981-2013), Professor of Chemistry
Herzog, Robert H. (1967-2002), Professor of English
Holcomb, Howard A. (1967-2000), Associate Professor of Mathematics
Hopkins, Betty Jo (1969-1992), Professor of Biology
Huggins, Kenneth, (1987-2008), Associate Professor of English/Philosophy
Irvine, Carol Ann, (1991-2009), Associate Professor of Communication
Jenkins, Donovan M., Jr. (1964-1999), Professor of Transitional Studies
Johnson, Robert R. (1967-1999), Professor of Mathematics
Jordan, Gilbert F. (1970-1985), Associate Professor of English
Kirk, Barbara (1972-1998), Associate Professor of Nursing
Kloda, Loretta (1964-1998), Professor of Nursing
Kostecke, Ronald D. (1969-2002), Professor of Business Administration/Economics
Kress, Thomas A. (1968-1996), Associate Professor of Physical Education
Kuempel, John R., (1994-2009), Professor of Chemistry and Geosciences
LaMarsh, Gerald, (1969-2007), Professor of Visual and Performing Arts
Lansky, Lewis, (1962-2004), Professor of History and Political Science
Lanzafame, Frank, (1973-2006), Professor of Chemistry and Geosciences
Lathan, Calvin (1962-1991), Professor of Mathematics
Lawton, Kathy G. (1984-2011), Professor of Biology
Lennert, Edward, (1976-2007), Professor of Visual and Performing Arts
Lesko, Steven J., Jr. (1965-1986), Professor of Civil Technology
Lovenheim, Barbara P. (1991-2007), Professor of English
Lundberg, Edwin (1969-2005), Professor of History
Lynam, William (1970-2006), Professor of English
Malloy, Nancy, Professor of Communication (1983), B.A., Nazareth; M.A., University of Rochester; M.S., Rensselaer Polytechnic Institute
McCollum, James P. (1967-1996), Associate Professor of Business Administration
McDade, George C. (1964-1996), Professor of Art
McGuidwin, James I. (1969-1997), Professor of Physical Education
McKim, Suzanne (1969-1999), Professor of Nursing
McNitt, David H. (1967-1999), Professor of Mathematics
Mellisa, Ernest, (1993-2013), Professor of Biology
Miller, Connie P. (1967-1999), Professor of Office Technology
Miller, Gary M. (1968-1997), Professor of Mathematics
Milligan, Frank G. (1964-1996), Professor of Engineering Technologies
Morey, Charles L. (1967-1997), Professor of Music
Morton-Cubitt, Eileen, Professor, Office Technology
Murphy, Margaret, (2001-2013), Associate Professor of English
Nenno, Robert, (1964-1993), Professor of Mathematics
Neureiter-Seely, Elizabeth (1969-2002), Professor of English for Speakers of Other Languages
Nickason, Donald (1963-1988), Professor of Chemistry
Noonan, Cornelius J. (1967-2002), Associate Professor of Engineering Science and Physics
North, Maynard J. (1962-1979), Professor of English
O’Brien, Janice M. (1964-1995) Associate Professor, Library
Osborn, Frances (1962-1990), Professor of English
Owen, John (1971-2002), Associate Professor of Communication
Parton, James (1967-1988), Professor of Health Related Professions
Phoenix, Edward W. (1975-1997), Professor of Biology
Pogue, David L. (1981-2010), Professor of Law and Criminal Justice
Polizzi, Alfred J. (1970-2000), Associate Professor
Porter, Stuart (1963-1991), Professor of Mathematics
Prestianni, Vincent (1966-1999), Professor of Business Administration/Economics
Ranczuch, Anne (1981-2011), Professor of Business Administration/Economics
Rivaldo, Nancy, (1977-2008), Professor of Health Professions
Robinson, Wilbert J. (1970-1987), Associate Professor of Audiovisual Technology
Roche, Harold (1964-1999), Associate Professor of Health/Physical Education
Rodriguez, Ana Maria (1967-2001), Professor of Foreign Languages
Rolfe, James K. (1981-2002), Associate Professor of Business Administration/Economics
Rosenbaum, Phyllis (1975-1990), Associate Professor of Nursing
Rotella, Vincent (1977-2006), Professor of Photography
Rozwell, L. Louise (1962-2006), Professor of Foreign Languages
Ruff, Raymond T., Jr. (1962-1995), Professor of Business Administration/Economics
Salamone, Charles R. (1967-1996), Professor of History/Political Science
Sanderson, Barry A. (1979-2002), Professor of Chemistry
Scheuerman, Ann M. (1962-1995), Associate Professor of Physical Education
Schnell, James (1980-1999), Professor of Business Administration/Economics
Schroedel, Richard H. (1990-2002), Associate Professor of Sociology
Schwender, James C. (1978-1996), Professor
Setek, William M., Jr. (1967-1999), Professor of Mathematics
Slomkowski, Richard (1966-1996), Professor of Physical Education
Smith, Betty P., Professor, Counseling (1988), A.S., Monroe Community College; B.S., M.S.Ed., State University of New York, College at Brockport
Smith, David (1972-2005) Associate Professor of Communication
Smith, Margaret F. (1985-2000), Associate Professor
Snyder, James G. (1968-2002), Professor of History
Snyder, Jill (1971-1988), Professor of Office Technology
Stamas, Helen (1969-1992), Professor of Dental Hygiene
Stanton, John (1967-2005), Professor of Biology
Stephenson, Marion H. (1974-1997), Professor of Nursing
Stevens, Robert A. (1966-1996), Professor of History/Political Science
Swicklik, Mary Lou (1962-1982), Professor Chemistry
Szweda, Ralph A. (1964-1995), Professor of Information and Computer Technologies
Talbot, Carl (1962-1988), Professor
Templeman, David J. (1963-1995), Professor of English/Philosophy
Terhaar, Ann (1968-1995), Associate Professor of Food, Hotel, and Tourism Management
Tieppo, Earl (1963-1991), Professor of Biology
Tobin, Nancy S. (1972-1985), Professor of Nursing
Tocci, Ronald (1967-1991), Professor of Computer Technology
Toler, Judith J. (1963-1995), Professor of English/Philosophy
Trevisan, John (1963-1988), Professor
Vacchetto, Richard H. (1968-1985), Associate Professor of Health, Physical Education, and Recreation Leadership
Waddell, Lucian (1970-2005) Professor of English/Philosophy
Walker, John (1995-2002), Professor of History/Political Science
Walker, Kenneth H., (R.T., ARRT) (1972-1985), Associate Professor of Radiologic Technology
Weissend, Dion E. (1963-1996), Professor of Physical Education
Weiss, Elaine (1967-1993), Professor of Biology
Wells, Thomas A. (1968-1995), Professor of Geosciences
Wendell, Carolyn (1968-2002), Professor of English
Wheeler, Mary H. (1991-2002), Associate Professor of Mathematics
White, Ann (1987-2010), Professor of Counseling
Whitney, Dixie (1966-1988), Professor of Speech and Theater
Winsor, Helen T. (1968-1978), Associate Professor of Nursing
Witherspoon, John, (1981-2007), Professor of Office and Computer Programs
Wren, Lesta (1962-1993), Professor of English/Philosophy
Wright, Lewis L. (1964-1977), Professor of Law and Criminal Justice
Zwick, Michael A. (1982-2010), Professor of Mathematics