MONROE COMMUNITY COLLEGE

2007-2008

CATALOG and STUDENT HANDBOOK

MCC

There's more to you. There's more to MCC.

Numbers for Frequently Requested Information

General Information: 585.292.2000

For Information About About		
Address Change	Call	Records and Registration
Course Withdrawal		Bldg. 6 Rm. 203
Registration Dates		585.292.2300
Transcripts		
Financial Aid	Call	Financial Aid Office
Financial Aid Transcripts		Bldg. 6 Rm. 207
Financial Aid Forms		585.292.2050
Personal Counseling	Call	Counseling and Advising
Career Counseling		Center
Complete College Withdrawal		Bldg. 1 Rm. 231
Evening Advisement		585.292.2030
Program Changes		
Progress Reports		
Veterans Services		585.292.2264
International Student Services		585.292.2254
Services for Students with Disabilities		585.292.3190
Study Skills Workshops		
Tuition	Call	Bursar's Office
Billing		Bldg. 6 Rm. 201
Residency		585.292.2015
Applications for Admission	Call	Admissions Office
Application Processing		Bldg. 1 Rm. 211
Transfer Credit Evaluation		585.292.2200
Pre-admission Counseling		
Campus Tours		
Law/Criminal Justice		585.262.1770
Public Safety Training Center		585.753.3800
Liberal Arts		585.292.2009
Science, Health & Business		585.292.2008
Technical Education		585.292.2046
Transitional Studies		585.292.2062
Interdisciplinary Programs		585.292.2022
Workforce Development		585.262.1430
Clubs and Organizations	Call	Campus Center
Student Government		Bldg. 3 Rm. 126
		585.292.2060
ID Cards	Call	585.292.2555
Housing Information		585.292.3674
Child Care	Call	Child Care Center
		585.292.2640
Summer College for Kids		Brighton Campus Bldg. 22
		585.292.2650
Health Services	Call	Health Services
Immunization Requirement		Bldg. 3 Rm. 165
Physical Limitations		585.292.2018
Injuries		
Intercollegiate Sports	Call	Athletics
Student Recreation		Bldg. 10 Rm. 136
Intramurals		585.292.2088
Job Placement	Call	Career Center
Resume & Interviewing Workshops		Bldg. 3 Rm.108
Transfer Scholarships		585.292.2248
Transfer Articulation Agreements		
Parking Permits	Call	Parking Services Office
Parking Tickets		Bldg. 7 Rm. 341
		585.292.2700

Damon City Campus

For Information About		
Counseling/Student Services	Call	585.262.1740
Transfer & Placement		
Records & Registration		585.262.1670
Financial Aid		585.262.1670
Bursar		585.262.1670
Campus Center		585.262.1757

Correspondence

Correspondence for all Monroe Community College employees and departments should be directed to 1000 E. Henrietta Road, Rochester, NY 14623. Correspondence will be forwarded to other sites as appropriate.

College Closing

If the College closes due to bad weather or other emergency, an announcement will be posted on the MCC homepage (www.monroecc.edu) and released to local radio and television stations. Please help avoid overloading telephone lines by going online or tuning in to the media.

Radio Stations: WBBF, WBEE, WKLX, WDKX, WHAM, WVOR, WPXY, WMAX, WRMM, WCMF, SPORTSRADIO 990, WRQI, WXXI

Television Stations: WGRC, WHEC, WHAM, WROC, WUHF

Contents

MCC Policy on Non-discrimination

In the operation of its programs and activities, the recruitment and employment of faculty and staff members, and in the recruitment, admission, retention and treatment of students, Monroe Community College does not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, sex sexual orientation or veteran status as either disabled or of the Vietnam era.

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

Welcome

Thank you for your interest in Monroe Community College. Within the pages of this catalog, you will find comprehensive information on our academic and student services programs. I encourage you to use this catalog to get better acquainted with all that MCC has to offer. View our wide range of educational opportunities. Check out the academic programs and the course descriptions. Browse through the many co-curricular activities and student organizations that make MCC such a great place to work and study.

From faculty and staff to counselors and administrative members, everyone at MCC is committed to helping you succeed. This catalog will acquaint you with the dynamics of one of the most highly regarded community colleges in the country. I sincerely hope you will take advantage of the many opportunities the College provides.

R. Thomas Flynn
MCC President

www.monroecc.edu

Begin Here

Monroe Community College offers challenging academic options, a wide variety of program choices, flexible ways to complete coursework, modern, comfortable facilities and numerous opportunities for involvement outside the classroom.

COLLEGE TERMS

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 Dual Admissions 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.

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 program 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).

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 greatly, 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) 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 completed and submitted during registration.

Course Information Sheet

Each faculty member provides the enrolled students information about that particular course during the first week of class. This document includes course objectives, class policies, and grading information.

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.

Credit Hours

Each course at MCC carries a certain number of credit hours, which are listed in the course descriptions in the 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.

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

A list of students who have achieved high academic standing. To make the Dean's List, you must be enrolled in a degree program, have completed 6 or more credit hours with a Grade-Point Average of 3.50 or better, and have no grades of "I" or "F."

Descheduled/Drop for Non-Payment of Tuition

If you do not pay your tuition and fees by a specific date, your schedule of classes may be cancelled. If you have been descheduled, you will need to re-register to attend that semester. Please note: You may not be able to register for the same courses if your original selections are filled.

Distance Learning

An alternative to on-campus classes. MCC provides online courses offered via the Internet and hybrid classes which combine in-class and online learning.

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 means that credit courses of the students' choice may be applied towards the requirements of the degree or certificate.

E-mail (electronic mail)

All registered students receive an e-mail address, which you can access from your home computer or the on-campus computer labs. With your campus e-mail address, faculty can send you electronic messages and you can send messages to classmates, faculty, and staff, as well as to any external e-mail address. To set up your e-mail account, visit MCC's web site, www.monroecc.edu (registered students only).

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.

Equivalency Diploma (G.E.D.)

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. These credits must be accepted by the College as part of your degree or certificate program and you must meet a minimum score on the placement exam.

Fast-Track Program

An accelerated degree program for adult students that allows them to complete an Associate's Degree in Liberal Arts: General Studies on a part-time basis in three years or less.

Full-Time Student

A student who is enrolled for 12 or more credit hours in a semester.

Green Slip

After the drop-add period has ended, you must get a signed "green slip" from your instructor to be admitted to a course.

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 during your final semester of study. Forms and deadline dates can be obtained from the Graduation Certification Office or the Counseling and Advising Center.

Internet Courses

See **On-line Courses** entry.

Intersession

An abbreviated session offered in January that lets you complete a three-credit 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, dental hygiene, ESOL, transitional studies, mathematics, writing, nursing, psychology, natural sciences and physics.

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 on-line 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.

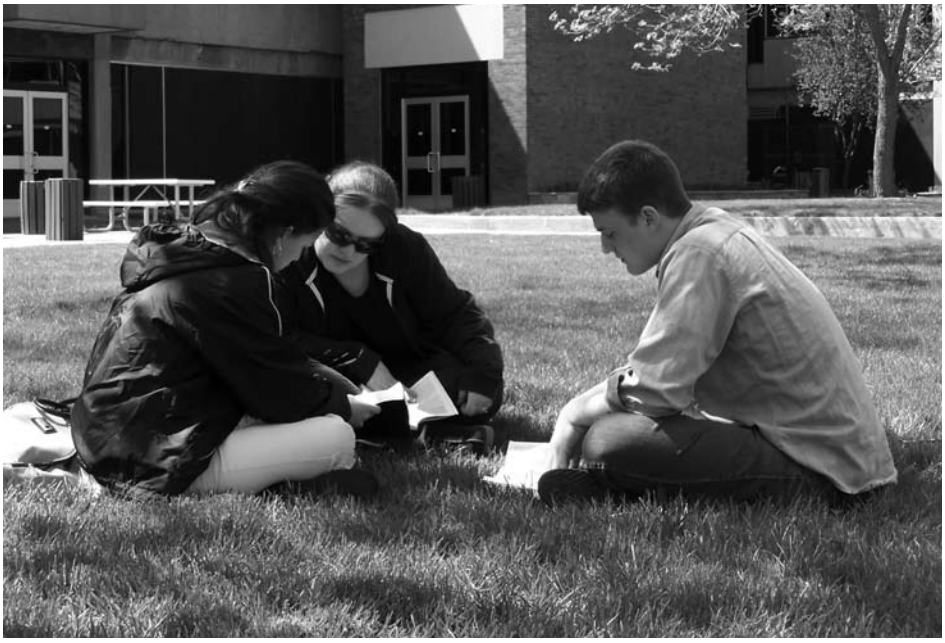
Orientation

Designed to help new students to 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 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 and Advising Center 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.

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 at satellite sites in Greece, and Webster and online. Enrollment is open to any student who has satisfied course prerequisites.

SUNY Learning Network

The SUNY Learning Network (SLN) offers online courses over the Internet from 40 campuses. All credits earned are fully transferable. MCC currently offers more than 100 classes through SLN.

Syllabus

See **Course Information Sheet**.

Transcript

An official record of the courses you've taken and the grades you received.

Transfer Programs

Designed primarily for students who plan to transfer to a four-year college or university to earn a bachelor's degree after they complete their first two years of study at MCC. Transfer programs lead to an A.A. (Associate of 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 for that course, 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. Students are responsible for reviewing their schedules to be aware of their enrollment status. Once enrolled, charges for the term will not be waived based on non-attendance.

When wait lists are 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 the policy on "green slips" differs among departments, you should contact the faculty member or department staff during the registration process.

Withdrawal from Courses

After the add/drop period and up to approximately 80% of the course has been completed, you can withdraw from individual courses 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 must apply for readmission through the Office of Admissions if you stop out for more than one semester or plan to return in a different program.

Writing-Intensive Courses

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.

THE COLLEGE

Mission

The mission of Monroe Community College is to provide access to high quality education and training programs to a diverse community.

Student success is the College's highest priority. In fulfilling its mission, the College is committed to excellence in teaching, comprehensiveness, lifelong learning and citizenship. The College embraces its role as a stimulus for economic development and values partnerships, innovation and educational leadership.

History

MCC was founded in 1961 as part of a statewide system of two-year institutions designed to provide technical, para-professional and university-parallel education. Today, MCC is one of 30 community colleges within the State University of New York (SUNY). SUNY community colleges are financed by New York state, student tuition and a local government sponsor. MCC's local sponsor is the Monroe County Legislature.

The first students—a class of 720—entered MCC in September 1962. They were taught by 36 full-time faculty members. The College's first campus was located at 410 Alexander Street, in the former East High School. In June 1968, MCC moved to 1000 East Henrietta Road. The College opened its Damon City Campus, located at Main Street and Clinton Avenue, in January 1992. Today, more than 36,000 students register for courses each year.

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.

Location

Rochester is the third largest city in New York State and the seat of Monroe County. The city is located on the Genesee River near its outlet to Lake Ontario.

The region is rich in educational and cultural resources. Area educational institutions include the University of Rochester (and its celebrated Eastman School of Music), Rochester Institute of Technology, St. John Fisher College, Nazareth College and Roberts Wesleyan College. The State University Colleges at Brockport and Geneseo are within commuting distance.

The City is home to the Rochester Philharmonic Orchestra, Strasenburgh Planetarium, and Rochester Museum and Science Center; to an eclectic collection of memorabilia at the Strong Museum; and to the International Museum of Photography at the George Eastman House.

Accreditation

Monroe Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. 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).

College-wide Assessment

The quality of the curricular and co-curricular programming at MCC is kept high, in part, through continuous evaluation of course and program effectiveness. The College evaluates effectiveness by measuring the level to which our students achieve learning outcomes and the degree to which the college addresses community needs. Assessment at MCC involves the collection, review and use of information regarding MCC's educational programs for the purposes of improving student learning and development. MCC's assessment process is endorsed by the State University of New York and the Middle States Association of Colleges and Schools.

League for Innovation

The League for Innovation in the Community College was founded in 1968 to provide direction and leadership for experimentation and innovation in community colleges. Membership on this prestigious consortium's board is by invitation. Monroe Community College is one of 19 League colleges that serve as the League's board of directors. The League is a major national force contributing to the development of community colleges. For our students, MCC's League affiliation means that Monroe Community College is on the cutting edge of curriculum development and technological innovation, as well as academic, administrative and student services.

Funding

Monroe Community College's revenue was traditionally derived from three principal sources: student tuition, state aid and county funding. The student tuition rate is established by the College's Board of Trustees; state aid is calculated by a well-defined formula; and the County of Monroe's support is part of the general county budget. However, declining public support has made the development of a fourth partner composed of individual and corporate philanthropists important to better serve the needs of the community and our students.

The Monroe Community College Foundation, established in 1983, is an institutionally related, not-for-profit corporation, organized under New York state law and granted tax-exempt status by the Internal Revenue Service. Governed by an independent Board of Directors, it seeks and secures private funds to supplement MCC's traditional revenue sources. It works with corporations, friends, alumni, retirees and the College family to provide scholarship assistance, faculty enrichment programs, funding for equipment, and seed money for innovative programs, serving as the cornerstone of a growing public-private partnership to build and maintain academic excellence.

Those wishing to contribute are encouraged to contact the Foundation Offices at 585-262-1500 or e-mail the Foundation at: mccf@monroecc.edu.

Diversity

MCC is an academic community made up of individuals who reflect differences in nationality, culture, ethnicity, religion, color, race, skill, physical ability and sexual orientation.

As a community of global learners, we are proud to affirm and celebrate the rich diversity that exists among us. We believe acknowledging and celebrating our diversity is essential to maintaining academic freedom and inquiry. We maintain that valuing differences can teach us more about ourselves as human beings and provide us with creative energy that comes when we learn from each other.

Valuing diversity requires that we all be willing to respect and attempt to understand the full range of thought and feeling of others' views. To achieve this dialogue, we strive to maintain open and unprejudiced minds; we suspend our final judgment, and seek to enter into others' views and knowledge. The MCC community supports learning and activities that enhance our knowledge, awareness, and appreciation of diversity.

Civility: Our Community's Core Values

We, the students, faculty, staff, and administration of Monroe Community College are committed to core values that include:

- creating an environment where we value and respect each other;
- promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
- embracing responsibility, honesty, integrity, and courtesy;
- respecting the dignity, rights, and freedoms of every community member;
- respecting the intellectual and physical property of others; and
- respecting college property including both public and private spaces.

We, as a community of learners, are affirming these core values to guide our actions and behaviors.

Honor Code

We the students, faculty, staff and administration of Monroe Community College affirm the importance of an academic code of conduct. At MCC we believe that each of us commands the knowledge, skills, judgment and wisdom necessary to function in an honorable manner; we must hold ourselves to high standards in order to maintain our collective and individual commitment to academic excellence.

Every member of the MCC community has the responsibility and authority to challenge and bring to light any indication of academic dishonesty. It is also essential that students, faculty, staff and administration actively commit to these college policies regarding the academic code of conduct.

Any time we fall short of our academic conduct goals, or we knowingly allow others to do so through plagiarism, cheating, unauthorized collaboration, fabrication of research or other forms of academic dishonesty, we have done a disservice to our fellow students, faculty, staff and administration. All members of the MCC community are expected to exemplify honesty and ethical behavior in their dealings with academic pursuits.

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 the privately operated ESL Sports Centre.

Administration Building (1)

Building One houses the college's administrative leaders — the president and vice presidents for academic, student, administrative, and educational technology services. The Admissions, Public Affairs, Grants, and Planning offices are in this building as well as the Mailroom, Public Safety Dispatch Center/Information Desk and the Counseling Center.

The LeRoy V. Good Library (2)

The library houses a collection of approximately 90,000 volumes, plus an array of multimedia, music CDs, more than 500 print journal subscriptions and microforms. The MCC libraries' electronic resources network includes an online catalog, numerous electronic databases with over 10,000 journal titles, Web search engines, electronic reserves, as well as access to the collections of hundreds of libraries in the region and throughout SUNY. Registered students can use these virtual resources 24/7 from off-campus by accessing the network via the library's wired computers, or by checking out wireless laptops for use in the library. The library is one of the wireless zones of the college. The library offers 50,000 sq. ft. of study space, with numerous collaborative or private rooms available to students, a library instruction classroom, one-on-one research consultations with librarians, inter-library loan services, and much more. There are two special collections housed here: the Holocaust/Human Rights Resource Center and the College's archives.

The library is dedicated to the memory of Dr. Good, the founding president of MCC.

R. Thomas Flynn Campus Center (3)

The R. Thomas Flynn Campus Center is home to the campus' co-curricular program and serves as a crossroads for informal interactions among faculty, staff and students. Expanded and renovated in 2004, this facility is home to student clubs, including student government and student media.

The Flynn Campus Center services and conveniences include:

- The MarketPlace, offering the college community many dining options.
- The Career Center, serving students and alumni seeking employment, career assistance or transfer to a baccalaureate institution.
- The Bookstore, with textbooks, supplies, sundries and MCC apparel.
- The Warshof Conference Center (consisting of three conference rooms: Monroe A, Monroe B and Empire Room) is located on the second level. These meeting rooms provide convenient, state-of-the-art facilities for student, faculty and community groups.
- The Peer Assistance Resource Center (PARC), answering questions and offering information about student programs and involvement. In addition it serves as the Student Wellness Center on the Brighton Campus.
- Offices for student clubs and organizations, including student government, the Monroe Doctrine student newspaper and WMCC radio station.
- Information and Services Desk, where students can cash checks, rent lockers, and buy tickets for college events, community events, discounted movie tickets, bus passes and stamps.
- Comfortable lounge areas, a game room, and a cyber café.
- SUNY Card services that include picture ID, library card service and limited debit card services.
- Student Services personnel who support the co-curricular program.
- The Educational Opportunity Program (EOP), placement testing, Services for Students with Disabilities, Health Services, Graduation Certification and Printing Services offices.

The R. Thomas Flynn Campus Center was named in honor of MCC President R. Thomas Flynn.

Communications/Theater Building (4)

The Communications Building houses the Visual and Performing Arts programs, including television and photography studios, graphics laboratory, computer graphics laboratory, edit rooms, faculty offices and classrooms. A 550-seat theater is located in this building.

North and South Faculty Towers (5, 8)

Faculty offices and large lecture halls are located in these buildings.

Registration/Financial Services Building (6)

The Bursar, Registration and Records, and Financial Aid offices are located on the second floor, along with faculty offices for the Communication program. The Human Resources office is located on the third floor. Classrooms and laboratories can be found on the upper floors.

Sciences Building (7)

Classrooms and laboratories for microbiology, biology, anatomy, physiology, chemistry, physics and general science are in Building 7. The Dental Hygiene Clinic is on the second floor. The Public Safety Office is on the third floor.

The Gleason Hall of Science and Technology (9)

Gleason Hall features laboratories for nursing, drafting, and a number of technology programs: computer, health information, radiologic, civil, optical engineering, mechanical, electronic, industrial instrumentation. General purpose classrooms are also located here.

The Gleason Hall of Science and Technology was named in honor of the Gleason Foundation for its continuing commitment and contributions to the College.

Samuel J. Stabins Physical Education Complex (10)

Included within the physical education complex are a large multi-purpose gymnasium, weight and exercise room, dance studio, first aid and training room, five racquetball courts, human performance lab, swimming pool with diving section and faculty offices.

Outdoor facilities consist of eight tennis courts, baseball and softball fields, hockey field, quarter-mile track, John L. DiMarco Field (a synthetic turf soccer and lacrosse field), a 2.7 mile cross country course, an obstacle course, and fitness and nature trails.

The complex is dedicated to the memory of Samuel J. Stabins, M.D., MCC's founding father and first chairman of the College's Board of Trustees.

Learning Centers (11)

Three stories of modern instructional space including a learning center with functional areas for guided instruction; learning laboratories for mathematics, accounting, transitional studies, writing and psychology; electronic classrooms; general purpose classrooms; and geology laboratories.

Fine Arts Building (12)

The Fine Arts Building houses the Mercer Gallery, the music and art programs and their studios, as well as general-purpose classrooms.

Child Care Center (22)

585.292.2640

The MCC Child Care Center is a division of the Monroe Community College Association, Inc. Located on the north end of the Brighton Campus, the Child Care Center provides quality early education for children of MCC students, faculty and staff, as well as for children in our community on a space-available basis.

ESL Sports Centre

The four-rink ESL Sports Centre at MCC, located on the southeast corner of the campus, is a practice facility for Rochester's professional hockey, lacrosse and soccer teams, as well as home ice for MCC's hockey program. The Centre serves the entire Rochester community through a broad range of activities including open skating, hockey league games and learn-to-skate classes.

Alice Holloway Young Commons — Residence Halls

This residence hall complex provides suite-style living for about 760 students. Each suite is fully furnished and air-conditioned, features a full kitchen, common space, and individual bedrooms. A full residence life program completes the on-campus living experience.

This complex is named for Dr. Alice Holloway Young, a founding MCC trustee and pioneer in the Rochester City School District.

Applied Technologies Center (23)

2485 West Henrietta Road
585.292.3700

The Applied Technologies Center (ATC) is MCC's 53,000-square-foot, state-of-the-art facility for technical education and industry-based training. The ATC houses certificate and degree programs in Automotive Technology; Heating Ventilation and Air Conditioning (HVAC); and Precision Tooling and Machining. The center, which also provides credit-free courses and corporate industrial training, contains a computer lab, multi-use classrooms, laboratories, conference rooms and the offices of the Rochester Tooling and Machining Association.

Public Safety Training Facility

1190 Scottsville Road
585.279.4100

The PSTF is a regional emergency training complex owned by Monroe County and operated through a partnership with the City of Rochester and MCC. Here, the College trains police, fire and emergency medical personnel. For professional and volunteer firefighters, the PSTF offers aircraft simulators, burn buildings and other fire training props. Police officers and recruits can learn and refine skills in a crime scene simulator, firing range simulator and TEAM/Tac simulator. Abundant medical resources are available for EMS training. Under the auspices of its Homeland Security Management Institute, MCC also trains private businesses, public officials and others.

Damon City Campus

228 East Main Street

Rochester, New York 14604

The Damon City Campus, located on the corner of Main Street and Clinton Avenue in the heart of Rochester, is a fully accredited branch campus. The Campus is located on the fourth and fifth floors of a Rochester landmark—the historic Sibley Building—that has been totally renovated to create a unique multi-cultural urban learning environment.

Many of the College's academic courses, as well as the following programs, are offered at the Damon City Campus.

Degree Programs at DCC

Accounting-General (A.A.S.)

Business Administration (A.S.)

Business: Financial Services (A.A.S.)

Criminal Justice (A.S.)

Criminal Justice - Corrections Administration (A.A.S.)

Criminal Justice - Police Science (A.A.S.)

Human Services (A.A.S.)

International Business (A.S.)

Liberal Arts and General Studies (A.S.)

Liberal Arts and Science: Early Childhood Education (Teacher Education Transfer) (A.A.)

Liberal Arts and Science: Childhood Education (Teacher Education Transfer) (A.A.)

Liberal Arts and Science: Adolescence Education (Teacher Education Transfer) (A.A.)

Certificate Programs at DCC

Criminal Justice - Corrections

Criminal Justice - Law Enforcement

Early Childhood

Human Services

Information Processing

Medical Secretary

Paralegal

Court Reporting

In addition, many courses are offered in skills development, computer technology and community service. Specialized training courses are also offered.

DCC Campus Center

The Campus Center is located on the 4th floor, Room 4-020. It houses services and programs to enhance a student's experience at MCC.

Services in the Campus Center include:

SUNY Card

The MCC SUNY Card is your student photo ID at MCC. The SUNY Card at DCC is required for entry to the campus as well as entry to other services, such as the Integrated Learning Center, Bookstore, Library, Fitness Center and Electronic Learning Center.

DCC Locker Rentals

Lockers may be rented on a semester basis through the Campus Center Office, Room 4-020. The lockers, located on the 4th and 5th floors of campus, are available for $26 per semester ($10 is refunded when the key is returned at the end of the semester).

DCC Housing and Roommate Information

Off-campus living and roommate information is available in the Campus Center Office, Room 4-020.

DCC Bookstore

The Bookstore is located on the 4th floor and carries all textbooks for DCC course selections. In addition, the Bookstore offers: bus passes, postage stamps, movie tickets, money orders, graduation fees, tickets for college-related activities and check cashing. Candy, chips, snack foods, health and beauty supplies, beverages, personal items, gifts and sports-wear are also available.

The regular hours of the Bookstore are:

Monday - Thursday 8:30 a.m. - 4:30 p.m., Friday 8:30 a.m. - 4:00 p.m. During the first week of each semester, the bookstore has extended hours, Monday - Thursday until 7:00 p.m. and Saturday 9:00 a.m. - 12:30 p.m. DCC's Bookstore telephone number is 262.1730.

DCC Fitness Center

Located on the 4th floor past the Bookstore, the Fitness Center has open hours for student, faculty and staff. A current MCC photo ID card is required. Hours vary each semester, depending on academic class schedules. Schedules will be posted in the Center at the beginning of each semester.

DCC Food Service

Java City food and beverage services are available in the atrium on the fourth floor; hours are posted at Java City. Vending machines with hot drinks and microwaves are located throughout the campus. Food items are available in the bookstore.

DCC Student Leadership Opportunities

The student leadership program provides many opportunities for students to get involved on campus. Students can acquire the kind of leadership skills that are valued by employers. Academic credit is also available for involvement. For more information, visit the Campus Center office, room 4-020.

DCC Parking/Transportation

Registered MCC students who are enrolled at DCC during the day are eligible for a semester parking rate of $60 at St. Joseph's Garage, located behind the Sibley Building. There are a limited number of spaces available on a first-come first-served basis. Applications are available at the DCC Student Services Center. Students who purchase the semester parking may request a free Brighton Campus parking permit.

Parking at St. Joseph's Garage is free on Saturdays and $1 during the evening (enter after 4:30) with current MCC ID.

Taking the bus is a convenient way to travel between the Damon City Campus and the Brighton Campus. Bus schedules are available on both campuses.

Accessible Parking at DCC

Accessible parking is available in the St. Joseph's Garage, Midtown Parking Garage, and on surrounding streets or in other nearby service lots. Motorists with a disability who have official permits will receive preference when buying monthly passes at garages where there is a waiting list. When garages are full, motorists who need accessible parking may enter by showing the garage employee an official permit. For more information about permits, call the Rochester City Police Department at 585.428.6543.

DCC Services

A full range of academic and support services is provided for students, including admissions and financial aid counselors. Bilingual staff members are available to assist Spanish-speaking students.

The facility includes an electronic learning center, several electronic classrooms, computerized Integrated Learning Center, computerized Career Resource Room, fitness center, offices and meeting rooms for student activities. An Instructional Resource Center Library is connected electronically to the Brighton campus and other libraries throughout the county.

DCC students may also use library, physical education and recreation facilities at the Brighton Campus.

In addition to traditional college programs, the DCC offers Learning Communities and an array of enrichment programs such as:

AmeriCorps, a national community service initiative, places trained members in local not-for-profit and governmental programs to conduct activities in the areas of youth development and public safety. Upon completion of a year of service, participants receive a voucher to cover future educational costs or repay student loans.

The Skills, Training, Academic Growth and Employment (STAGE) initiative facilitates GED preparation and job readiness projects for students who have left school prior to earning their high school diploma.

The Pre-Collegiate Initiative facilitates projects for students enrolled in grades six through twelve. These projects include Upward Bound, Liberty Partnerships Program (LPP), and the Science and Technology Entry Program (STEP).

The Service-Learning Office works with students, faculty and the Rochester community to enhance the learning experience for students and improve the region's economic and social well-being through academic coursework .

The Gateway to College Program is a pre-collegiate drop out recovery program open to students in the Rochester City School District who are between the ages of 16 and 20 and have either dropped out of school or on the verge of dropping out of school. Gateway to College is a scholarship program that gives students an opportunity to continue their education. Students enrolled in this program will have the opportunity to accumulate college credit simultaneously completing their high school diploma.

In DCC's **Massage Therapy Clinic,** student massage therapists gain practical experience in this supervised, educational setting by providing massage therapy sessions. They specialize in relaxation massage using a variety of Western and Eastern massage therapy techniques. For more information on the Clinic or to schedule an appointment, call 585.262.1470.

DCC Hours

The Damon City Campus is open from 7 a.m. to 10 p.m. Monday through Friday, and from 7 a.m. to 5 p.m. Saturday. Classes are offered days, evenings and weekends during Spring, Fall and Summer sessions and Intersession.

Academic Calendar 2007 - 2008

Fall Semester 2007 (September 4 - December 20, 2007)

September 3*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, August 31)*
September 3	Monday	LABOR DAY - COLLEGE CLOSED
September 4	Tuesday	CLASSES BEGIN - Late Registration Fee Required
September 10	Monday	Last Day for 75% Refund of Tuition and Fees
September 10	Monday	Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)
September 17	Monday	Last Day for 50% Refund of Tuition and Fees
September 24	Monday	Last Day for 25% Refund of Tuition and Fees
September 24	Monday	Last Day Students May Drop Course(s)
September 25	Tuesday	Course Withdrawal Period Begins
November 21	Wednesday	Last Day for a Student to Withdraw from an Individual Course With a Grade of "W"
November 21	Wednesday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
November 21	Wednesday	Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)
November 22-25	Thurs - Sun	THANKSGIVING RECESS - COLLEGE CLOSED (No-Classes)
November 26	Monday	CLASSES RESUME
December 14	Friday	Last Day of Classes
December 14	Friday	Last Day to Apply for a Program Change
December 14	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of "W"
December 15-20	Sat -Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 24	Monday	Final Grades Due by 12:00 noon - ALL COURSES
December 25 - January 1	Tues - Tues	COLLEGE CLOSED

**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.

Deadline dates referenced above apply to full-length courses only.

Intersession 2008 (January 2 - January 18, 2008)

December 25 – January 1	Tues -Tues	COLLEGE CLOSED
January 1*	Tuesday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Monday, December 24)*
January 2	Wednesday	CLASSES BEGIN - Late Registration Fee Required
January 3	Thursday	Last Day for 90% Refund of Tuition and Fees
January 4	Friday	No Refund of Tuition and Fees
January 4	Friday	Last Day Students May Drop Course(s)
January 7	Monday	Course Withdrawal Period Begins
January 15	Tuesday	Last Day for a Student to Withdraw From an Individual Course With a Grade of "W"
January 15	Tuesday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 18	Friday	Last Day of Classes
January 21	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 24	Thursday	Final Grades Due by 9:00 a.m. - ALL COURSES

Spring Semester 2008 (January 22 - May 22, 2008)

January 21	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 21*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, January 18)*
January 22	Tuesday	CLASSES BEGIN - Late Registration Fee Required
January 28	Monday	Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)
January 28	Monday	Last Day for 75% Refund of Tuition and Fees
February 4	Monday	Last Day for 50% Refund of Tuition and Fees
February 11	Monday	Last Day for 25% Refund of Tuition and Fees
February 11	Monday	Last Day Students May Drop Course(s)
February 12	Tuesday	Course Withdrawal Period Begins
February 16**	Saturday	WINTER RECESS BEGINS AT CLOSE OF SATURDAY CLASSES**
February 17-24**	Sun-Sun	WINTER RECESS – NO CLASSES**
February 25	Monday	CLASSES RESUME
April 12**	Saturday	SPRING RECESS BEGINS AT CLOSE OF SATURDAY CLASSES**
April 13 -20**	Sun-Sun	SPRING RECESS - NO CLASSES**
April 21	Monday	CLASSES RESUME
April 26*	Saturday	Last Day for a Student to Withdraw From an Individual Course via the Web With a Grade of "W" (Preceding Business Day isFriday, April 25)*
April 26*	Saturday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance via the Web (Preceding Business Day is Friday, April 25)*
May 16	Friday	Last Day of Classes
May 16	Friday	Last Day to Apply for a Program Change
May 16	Friday	Last Day for a Student to Process a Complete Withdrawal from theCollege with a Grade of "W"
May 17-22	Sat - Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
May 26	Monday	MEMORIAL DAY - COLLEGE CLOSED
May 27	Tuesday	Final Grades Due by 9:00 a.m. - 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 may be adjusted to match Monroe County Public School Calendars.*

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.

Deadline dates referenced above apply to full-length courses only.

Summer Session 2008

Session I

First 5-Week Day Session (May 27 - June 27, 2008)

May 26*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, May 23)*
May 26	Monday	MEMORIAL DAY – COLLEGE CLOSED
May 27	Tuesday	CLASSES BEGIN - Late Registration Fee Required
May 28	Wednesday	Last Day for 90% Refund of Tuition and Fees
May 29	Thursday	No Refund of Tuition and Fees
June 2	Monday	Last Day Students May Drop Course(s)
June 3	Tuesday	Course Withdrawal Period Begins
June 21*	Saturday	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, June 20)*
June 21*	Saturday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-attendance via the Web (Preceding Business Day is Friday, June 20)*
June 27	Friday	Last Day of Classes for this Session
June 27	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
July 1	Tuesday	Final Grades Due by 9:00 a.m.
July 4	Friday	INDEPENDENCE DAY HOLIDAY – COLLEGE CLOSED

First 6-Week Evening Session (May 27 - July 3, 2008)

May 26*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, May 23)*
May 26	Monday	MEMORIAL DAY – COLLEGE CLOSED
May 27	Tuesday	CLASSES BEGIN - Late Registration Fee Required
May 28	Wednesday	Last Day for 90% Refund of Tuition and Fees
May 29	Thursday	No Refund of Tuition and Fees
June 3	Tuesday	Last Day Students May Drop Course(s)
June 4	Wednesday	Course Withdrawal Period Begins
June 26	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of "W"
June 26	Thursday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-attendance
July 3	Thursday	Last Day of Classes for this Session
July 3	Thursday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
July 4	Friday	INDEPENDENCE DAY HOLIDAY – COLLEGE CLOSED
July 7	Monday	Final Grades Due by 9:00 a.m.

Session II

Second 5-Week Day Session (July 7 - August 8, 2008)

July 4	Friday	INDEPENDENCE DAY HOLIDAY – COLLEGE CLOSED
July 6*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, July 3)*
July 7	Monday	CLASSES BEGIN - Late Registration Fee Required
July 8	Tuesday	Last Day for 90% Refund of Tuition and Fees
July 9	Wednesday	No Refund of Tuition and Fees
July 12*	Saturday	Last Day Students May Drop Course(s) via the Web (Preceding Business Day is Friday, July 11)*
July 13	Sunday	Course Withdrawal Period Begins
August 2*	Saturday	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 1)*
August 2*	Saturday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-attendance via the Web (Preceding Business Day is Friday, August 1)*
August 8	Friday	Last Day of Classes for this Session
August 8	Friday	Last Day to Apply for a Program Change
August 8	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
August 11	Monday	Final Grades Due by 9:00 a.m.

**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.*

Second 6-Week Evening Session (July 7 - August 15, 2008)

July 4	Friday	INDEPENDENCE DAY HOLIDAY – COLLEGE CLOSED
July 6*	Sunday	Last Day for Dropping of Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, July 3)*
July 7	Monday	CLASSES BEGIN - Late Registration Fee Required
July 8	Tuesday	Last Day for 90% Refund of Tuition and Fees
July 9	Wednesday	No Refund of Tuition and Fees
July 14	Monday	Last Day Students May Drop Course(s)
July 15	Tuesday	Course Withdrawal Period Begins
August 7	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of "W"
August 7	Thursday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-attendance
August 8	Friday	Last Day to Apply for a Program Change
August 15	Friday	Last Day of Classes for this Session
August 15	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
August 18	Monday	Final Grades Due by 9:00 a.m.

**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.

Deadline dates referenced above apply to full-length courses only.

ADMISSIONS

Admissions Office
Brighton Campus, Bldg. 1-211
585.292.2200
www.monroecc.edu/go/admissions

Applying to the College (Matriculation)

Students interested in pursuing a degree or certificate at Monroe Community College apply to a particular program through the Admissions Office and must meet all entrance requirements for that program.

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, Monroe Community College 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 Hygiene, Nursing 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 admissions counselor.
- An early admission contract must be signed by the student and the high school counselor, and be submitted to the Admissions Office.
- Before acceptance, all early admission candidates must take the MCC placement test and receive a score that is at the college level.

C. STUDENTS WHO HAVE EARNED A HIGH SCHOOL EQUIVALENCY DIPLOMA (GED)

D. STUDENTS WITHOUT A HIGH SCHOOL DIPLOMA

Prospective students who have not earned a high school diploma or GED, but whose scheduled date of graduation has passed, must meet minimum federal requirements on our placement exam in order to be considered for admission.

IEP DIPLOMA

The State Education Department has ruled that unlike the high school diploma or the high school equivalency diploma, an Individualized Education Plan (IEP) Diploma "is not an indicator of successful completion of high school study," thus community colleges are under no legal obligation to accept IEP students under the terms of the State's full opportunity policy.

Any student with an IEP Diploma, or those who do not have a high school diploma or its equivalent, must successfully complete an approved ability-to-benefit test as required by the U.S. Department of Education pursuant to Section 484 (d) of the Higher Education Act of 1965 to be considered for admission.

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 the registrar of the college(s) previously attended to send an official transcript of his or her academic record to the Admissions Office at Monroe Community College. The transcript(s) must be received before a decision can be made on the application. 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 a semester or more must complete an application to the College in order to return as a full-time student.

Students who wish to return to the College and be considered for financial aid but do not have a high school diploma or GED must complete Placement Testing and meet federal guidelines prior to being admitted.

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).

In order 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 minimum scores on the MCC placement exam, and either the date of their regularly scheduled high school graduation must have passed, they have passed the General Education Development (GED) exam, or provide a letter from their school district superintendent verifying that they have completed the equivalent of a 4-year high school course of study.

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.

I. CORRESPONDENCE HIGH SCHOOL DIPLOMAS

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

J. COMPETITIVE ADMISSIONS PROGRAMS

Nursing, Dental Hygiene and Radiologic Technology are competitive admissions programs. Please contact the Admissions Office regarding current program criteria and/or geographic limitations. Admitted students who do not register within a provided deadline will be dropped.

K. INTERNATIONAL STUDENTS

Any applicant who is not a citizen or documented permanent resident (non-immigrant) of the United States and wishes to study at the College must do so under an F-1 (student) visa. Applicants must demonstrate satisfactory academic achievement in high school and any previous college work.

Application Procedures for International Students

1. Apply on-line or download the International Student Application for Admission at www.monroecc.edu or write to the Admissions Office to obtain an International Student information packet and application.
2. Meet program of study requirements as outlined in this catalog. Programs of study that are available to International Students are listed on the International Application for Admission. International students are not generally admitted to our English for Speakers of Other Languages (ESOL) program.
3. Submit documented evidence of adequate financing to cover cost of tuition, fees, books, room, board and other living expenses. Financial aid is not available to international students.
4. Submit translated official high school and college transcripts.
5. 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). Minimum score for consideration is 173 on computerized version or 500 on traditional version.
6. International students who hold a F1 or J-1 visa are required to have accident and illness insurance. It is necessary to purchase health insurance in order 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 the Health Services website www.monroecc.edu/go/health. 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

International students seeking transfer credit should have their foreign credentials evaluated by World Education Services (WES) at: info@wes.org, 1.800.937.3899.

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.

To request information on the Test of English as a Foreign Language (TOEFL) write to: P.O. Box 6151, Princeton, NJ 08541-6151, USA. Telephone: 609.951.1100. FAX: 609.771.7681. Official score reports will be sent directly from Educational Testing Service (ETS) to Monroe Community College, if designated by the applicant.

L. ADMISSION OF EX-OFFENDERS

The College will consider an application for admission from a parolee or a prospective parolee. The College reserves the decision on acceptance or rejection of any application. An individual with a felony conviction may not be able to obtain licensure in certain professions.

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)

"Matriculation" is not the same as registration. A matriculated student is one who has applied for and been formally accepted into a degree or certificate program.

You must be admitted into a degree program ("matriculated") in order to be eligible to receive financial aid, receive a degree or register for more than 11 credits in a semester.

Students are encouraged to matriculate before completing 9 to 12 credit hours in order to make efficient progress toward a degree.

TO APPLY FOR ADMISSION, APPLY ONLINE AT WWW.MONROECC.EDU OR CONTACT THE ADMISSIONS OFFICE AND ASK FOR AN ADMISSIONS PACKET.

Why apply?

- Lock in degree requirements
- Apply for financial aid
- To receive advisement information for your program
- Work toward an associate's degree
- Preferential registration
- Develop closer ties to department faculty
- To attain full-time status

Choosing a program

If the career you want to pursue is not listed, contact the Admissions Office or Transfer and Placement Office 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 choice, 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 at any time of year. Typically, an early application helps assure qualified applicants of acceptance to their program of choice.

Certain programs such as Automotive Technology, Dental Hygiene, Radiologic Technology and Nursing are high-demand programs. These programs have submission deadlines and normally fill early in the application year. Applicants to these programs are encouraged to apply as soon as possible.

To Apply

1. Complete the Application for Admission
2. Submit the application fee ($20)
3. Submit transcripts from high school and colleges (if applicable) directly to MCC. Applicants with General Equivalency Diplomas must also send their score reports.
4. Complete Placement testing, if required.

The results of standardized tests, such as the American College Test (ACT) or the SAT, assist the Admissions Committee in admissions decisions but are not a requirement for admission. These tests are also considered when identifying which students need to take Placement testing. Those planning to transfer to a four-year college should give attention to such examinations as some transfer colleges require them.

Interviews are encouraged for students who have questions or wish to discuss their plans with a counselor. Interviews are *required* only when the Admissions Committee would like to provide or receive more information. In such cases, the Admissions Office will arrange for the interview.

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.

GED Earned Through College Credit (24 Credit Hour Option)

Prospective students who have not earned a high school diploma or equivalency, but whose scheduled high school graduation date has passed, may be issued a New York State High School Equivalency Diploma after successfully completing 24 college credits as prescribed by the NYS Education Department. These credits must apply toward a degree or certificate program at Monroe Community College.

Placement testing must be completed prior to admission. Minimum scores on the placement test must be achieved based on federal requirements in order to be admitted.

Student Medical Requirements

All college applicants are required to submit the MCC Health History form as part of the admission process. 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 physical examination completed by their health care provider. The Health Career Programs include: Nursing, Radiologic Technology, EMT, Paramedic, Dental Hygiene and Massage Therapy. Students enrolled in Medical Career Programs or planning to participate in sports teams have additional immunization requirements for current tetanus immunization and tuberculosis testing (PPD).

Student Immunization Requirements

New York State Public Health Law requires **all** post-secondary students attending colleges and universities to demonstrate proof of immunity against:

1. MEASLES, MUMPS, and RUBELLA. Students must submit medical documentation of having received **2 measles vaccinations, 1 mumps vaccination, and 1 rubella vaccination.** This law applies to students born on January 1, 1957 or later and taking **six or more** credit hours.
2. MENINGITIS. All students regardless of age or number of credit hours are required to submit:
   1. Medical record documenting meningitis immunization in the past 10 years.

   OR

   2. Signed declination 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 web page (www.monroecc.edu/go/health) or can be obtained at the Health Services Office and Damon City Campus Student Services. 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.

Campus Tours

Brighton Campus
585.292.2200

Damon City Campus
585.292.2200

Applicants are encouraged to visit MCC's Brighton Campus, Damon City Campus and Applied Technologies Center.

To arrange a tour of the Brighton or Damon City campuses, call the Admissions Office for a schedule of tours. Self-guided Walking Tour Brochures are also available if you are not able to take a scheduled tour.

Applied Technologies Center
585.292.3700

Tours of the Applied Technologies Center are handled through the individual departments housed there. Requests for special group tours are encouraged and easily honored with advance notification.

REGISTRATION

Other Locations

In addition to the Brighton Campus, Damon City Campus, Applied Technologies Center and Public Safety Training Facility, MCC courses are offered in Fairport, Greece, Honeoye Falls-Lima, Spencerport, Webster, and in corporate settings throughout Monroe County.

Currently Enrolled Students

Students are scheduled for registration before the end of each semester for the following term's classes. The order of registration is determined by the credit hours accumulated in the student's currently enrolled program classification. Students with more credit hours can register before students with fewer credit hours.

Students may register in one of the following ways:

1. In person, according to accumulated credit hours. Through Priority Registration, currently enrolled students with more credit hours register before those with fewer or no credit hours.
2. By mail, with payment, on a first-come, first-served basis once priority registration has ended.
3. In person, on a first-come, first-served basis once priority registration has ended.
4. By fax, once priority registration has ended on a first-come, first-served basis. Registration fax number is 585.292.3850.
5. By the web at www.monroecc.edu.

Contact the Registration and Records Office for more information and questions regarding registration.

New and Transfer Students

Register at assigned times prior to the start of each semester. Students are notified by mail of their scheduled registration date.

Interrupted Attendance ("Stopping Out")

Students **MUST** re-apply through the Admissions Office in the following scenarios:

- Student stops out for more than one Fall or Spring academic semester and wants to be matriculated.
- Student Stops out just one semester but wants to change their major.
- Student does a complete withdrawal from a Spring or Fall semester and wants to return the next semester in a different major (e.g. withdraws from Fall and wishes to attend Spring).
- Student does a complete withdrawal in a Fall or Spring semester, and returns after missing the next academic semester and wishes to change programs.

Students **who do NOT** need to re-apply through the Admissions Office:

- Student wishes to attend as non-matriculated (not eligible for Financial Aid) and take few than 12 credit hours.
- Student stopped out for one Spring or Fall semester and wishes to come back either full or part-time in the same major.
- Student does a complete withdrawal form a Spring or Fall semester and wants to return the next semester in the same major (e.g. withdraws from Fall and wishes to attend Spring).
- Student does a complete withdrawal in a Fall or Spring semester and returns after mission the next academic semester and wishes to be matriculated in the same program.
- All students in high demand and 2+2 programs cannot be matriculated back into their program after stopping out or withdrawing. They will be quick admitted in the appropriate alternative program.

Cross Registration

Monroe Community College participates in the Cross-Registration Program as a member of the Rochester Area Colleges, Inc. (RAC). This program allows full-time matriculated students to register for a course at another RAC college or university on a space-available basis. Students may register only for courses that are not offered at MCC during the semester, and only after the students at the other institution have completed their registration. There is no tuition charge for Cross-Registration providing the student is a full-time student (minimum of 12 credit hours) at MCC. Further details, information and forms regarding the Cross-Registration Program are available in the Registration and Records Office.

Transcripts

A student may request an official transcript by:

- Downloading a request form from the MCC website at www.monroecc.edu.

OR

- Completing a transcript application form available in the Registration and Records Office.

OR

- Writing to the Registration and Records Office stating name, social security number and designated recipients.

There is a $3.00 fee for each transcript requested.

If a student has an outstanding debt to the college, academic records will not be released until full payment is made.

All official transcripts are mailed to the designated recipient.

Financial Aid / Information

Need Help Paying for College?

MCC has many scholarships, a payment plan for tuition and an online listing of available jobs. The College also has a Financial Aid Lab – a place where students can go to get help filling out and filing the necessary forms.



FINANCIAL INFORMATION/AID

Tuition and Fees*

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

Application fee, non-refundable	20.00
**Tuition, New York State residents	1400.00 per semester
Tuition, non-residents	2800.00 per semester
Mandatory non-refundable, accident insurance fee	3.00 Fall semester
	5.00 Spring semester
Health Fee	5.00 per semester
Parking Fee (if applicable)	30.00

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

**Tuition, New York State residents	117.00 per credit hour
Tuition, non-residents	234.00 per credit hour
***Non-refundable accident insurance fee	3.00 Fall semester
Health Fee 6 or more credit hours or equivalent	5.00 Spring semester
	5.00 per semester
Parking Fee (if applicable)	20.00

Student Life Fee (Fall and Spring)

	Non-Matriculated	Matriculated
12 credit hours or equivalent	105.25 per semester	105.25 per semester
9 - 11 credit hours or equivalent	88.00 per semester	90.50 per semester
5 - 8 credit hours or equivalent	41.75 per semester	44.25 per semester
0 - 4 credit hours or equivalent	25.25 per semester	27.75 per semester

Summer $2.00 per student

Other Fees

Laboratory/Service Fees	12.00 - 138.00
Transcript Fee	3.00 per copy
Returned Check Fee	20.00
Deferred Payment Fee	20.00 - 50.00
Late Registration Fee	25.00
International Student Insurance Fee (Mandatory)	Fall/Spring - 475.00
Online Course Fee	Spring only - 318.00
	16/credit hour

Technology Fee (per applicable session)

12 or more credit hours or equivalent	60.00	5-8 credit hours or equivalent	20.00
9-11 credit hours or equivalent	40.00	1-4 credit hours or equivalent	10.00

*** Residence certificate affidavit must be on file to receive resident tuition rate.*

**** Accident insurance is mandatory for students registered for 9 or more credit hours or equivalent and students in physical education courses and clinical courses in dental hygiene, nursing and radiologic technology. It is optional for students registered for 8 or fewer credit hours or equivalent who are not enrolled in physical education courses.*

Off-Peak and Dual Credit

Tuition for off-peak classes is $78.00 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 $39.00 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.
The Student Life Fee includes $1 for a photo ID (all students), $4 orientation fee (for students registering for 9 or more credit hours), $1 orientation fee (for students registering for 5 to 8 credit hours).
Note: Monroe Community College may find it necessary to make changes in tuition and fees and reserves the right to do so.

Residence Hall Charges

Singles:
- Fall/Spring $5,870 ($2,935/semester)

Doubles:
- Fall/Spring $5,290 ($2,645/semester)

Intersession
- $450/single room
- $410/double)

Cost of housing is subject to change.

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).

Monroe County Residents

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.

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:

- Complete the Residency Certificate/ Affidavit.
- Have your signature notarized.
- Take or mail the Affidavit to your County Treasurer. The Treasurer will keep the Affidavit and give you a Certificate of Residence.
- Submit that form with your registration.

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

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 Bursar's Office if you have questions about the proper way to complete this requirement.

Bursar's Office
Brighton Campus - 585.292.2015
Damon City Campus - 585.262.1670

MCC Pay Plan: EDU-PAY

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

The program requires a completed application/Promissory note *(included on the reverse side of your course schedule/invoice)* along with the initial EDU-PAY deposit by the due date. The remaining balance is spread over four payments. Specifics of the plan are as follows:

Amount Deferred	Deferral fee
$1 - $400	$20.00
$401 - $900	$35.00
$901 & above	$50.00

1) EDU-PAY is available for the Fall and Spring semesters only. A non-refundable deferral fee is charged for each semester and is based on the dollar amount you are deferring. The deferral fee must be paid as part of your initial EDU-PAY deposit.
2) Your initial deposit is determined by taking the balance due noted on your schedule/invoice, multiplying it by the appropriate percentage and adding the deferral fee.
3) Payment schedule and the appropriate percentages are noted above.
4) Any previous balance from a prior semester must be included with your initial EDU-PAY deposit.
5) Overdue payments will be assessed a $25.00 Late Fee per occurrence.

Payment schedule for students living in the residence halls:

Percent of bill due	Fall Semester Due Date	Spring Semester Due Date
50%	July 15	December 15
25%	August 15	January 15
25%	September 15	February 15

Payment schedule for all other students:

Percent of bill due	Fall Semester Due Date	Spring Semester Due Date
20%	July 15	December 15
20%	August 15	January 15
20%	September 15	February 15
20%	October 15	March 15
20%	November 15	April 15

6) By enrolling in this plan, you agree to adhere to all policies which govern registration, schedule change, and/or withdrawal. You also understand that failure to adhere to terms of the program may prevent release of transcripts, future registration, and enrollment in EDU-PAY.

Tuition Refund Schedule

Fall and Spring Semesters:
- Drop prior to start of classes: 100% of tuition and refundable fees
- Drop during first week of classes: 75% of tuition and refundable fees
- Drop during second week of classes: 50% of tuition and refundable fees
- Drop during third week of classes: 25% of tuition and refundable fees
- Withdrawal: No Refund

Summer Sessions:
- Drop prior to the start of classes: 100% of tuition and refundable fees
- Drop prior to third day of classes: 90% refund of tuition and refundable fees
- Drop as of the third day of classes: no refund

Courses which are less than a full semester in duration:
- Drop prior to first class day: 100% of tuition and refundable fees
- Drop as of the first class day: no refund

Tuition Refund Appeals Process

If a student feels he or she has an extenuating circumstance which justifies an exception to the refund policy, he or she may appeal to the Tuition Refund Committee in the following manner:

- The Tuition Refund Committee will review appeals received no later than 120 days from the end of the term in which the course was offered.
- Appeals received after the deadline will not be reviewed.
- All requests must be submitted in writing to the Tuition Refund Committee and must include supporting documentation (e.g. copies of registration form, drop/add forms, medical verification) and the Tuition Refund Appeal Form.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made "on behalf of" a student will not be reviewed.

Drop/add refund dates are widely publicized. Therefore, appeals based on lack of awareness of the dates will not be reviewed.

THE COMMITTEE'S DECISIONS ARE FINAL

Criteria for Appeals

A. Personal Emergencies:
- Death of the student or death in the student's immediate family (parent, sibling, offspring, spouse). Next of kin may file an appeal for a deceased student.
- Medical incapacitation.

B. Administrative errors

C. Military Duty - orders must accompany appeal

The Tuition Refund Committee does NOT, under any circumstances, take phone calls. All appeals MUST be submitted in writing.

FINANCIAL AID INFORMATION

Monroe Community College participates in Federal Title IV and New York State financial aid programs and has institutional grant/scholarship monies available. Annually over 10,000 students receive financial aid totaling over $40 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 8:45am-4:45pm, Monday-Friday (when the College is open). Students are encouraged to ask questions. You can receive in-person assistance in the Brighton office (Building 6, Room 207), or at the Damon City Campus, or by calling 292-2050 or 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 find out about financial aid include:

You can find out about Federal Title IV financial aid programs 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.

The public library is an excellent source of information on state and private sources of financial aid. Scholarship information is also available at www.finaid.org. MCC's website also 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, religious organizations, fraternities or sororities, town or city clubs to see if they offer financial aid assistance. Be sure to include community organizations such as the American Legion, YMCA, 4-H Club, Elks, Kiwanis, Jaycees, Chamber of Commerce and the Girl or Boy Scouts.

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 (Building 1, Room 231).

General Information

Monroe Community College participates in the following financial aid programs:

Federal Title IV Programs:

- Federal Pell Grants
- 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
- Academic Competitiveness Grant

New York State Programs:

- Tuition Assistance Program-TAP (full-time students only); TAP - part time (restrictions apply)
- Aid for Part-Time Study (APTS) (Part time students only)
- 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.com
- Scholarships for Academic Excellence: Contact NYSHESC or a high school guidance office.

Monroe Community College:

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/finaid

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 major 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. If no high school diploma or GED, you must pass an ability to benefit test approved by the U.S. Department of Education. Students without a high school diploma or GED will be tested in MCC's Testing Center prior to being admitted.
3. Be accepted for admission into a program of the College approved for Federal financial aid working toward 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 Admissions'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 for unsubsidized Federal Direct Stafford and PLUS loans). When you apply for federal student aid, using the Free Application for Federal Student Aid (FAFSA) the information you provide is used in a formula established and approved by the U.S. 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. When

the results are at MCC the students 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 2007-2008 Cost of Attendance

	Living with Parents	Not Living with Parents	Residence Halls
Tuition and Fees	$3,000	$3,000	$3,000
Books & Supplies	$ 900	$ 900	$ 900
Living Expenses	$5,600	$9,600	$9,600
Total	$9,500	$13,500	$13,500

All expenses are estimated and subject to change without notice.

Federal Financial Aid Programs

Federal Financial Aid Programs **	Who is Eligible?	Eligibility Criteria	Award Amounts *	Application Instructions
Federal Pell Grant	Undergraduate students who are pursuing their first bachelor's degree and meet federal need criteria.	An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.	Annual awards may range from $400 to $4,050, depending on the cost of attendance and the amount of money appropriated in the federal budget.	Must file the Free Application for Federal Student Aid. (FAFSA) Forms are available at MCC's financial aid office and high school guidance offices and www.fafsa.ed.gov.
Federal Supplemental Educational Opportunity Grant (FSEOG)	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.)	Awards may range from $100 to $2000 depending on the cost of attendance and the amount of need per student.	Must file the FAFSA.
Federal Work-Study Program	College students in degree programs with financial need. Most jobs provided through departments on campus.	An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.	Varies, depending on hours and wage rate. MCC wage scale begins at minimum wage.	File the FAFSA and MCC's Work Study Application, available in the Financial Aid office or at www. monroecc.edu/ go/finaid
Federal Direct Loan Program (1) Subsidized	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).	An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.	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; additional cumulative borrowing limit of $23,000.	Must file a FAFSA and a loan request form available at the Financial Aid Office, or at www.monroecc.edu/ go/finaid.
(2) Unsubsidized	Available to those unable to demonstrate need, but will accumulate interest during periods of enrollment.	Cost of attendance minus other financial aid.	Undergraduates limited to $3,500 for first year, $4,500 for second year; - subsidized loan eligibility; cumulative borrowing limit of $23,000. Independent undergraduates have additional unsubsidized eligibility of $4,000 for first and second years; additional cumulative borrowing limit of $23,000.	Must file a FAFSA and a loan request form available at the Financial Aid Office, or at www.monroecc.edu/ go/finaid.
Federal Direct or FFEL Parent Loan for Undergraduate Students (PLUS)	Parents of dependent undergraduate students.	Good credit histories.	Student's total cost of attendance minus financial aid.	Contact MCC Financial Aid Office for PLUS loan process.
Veterans Administration & Montgomery G.I. Bill	Eligible veterans and children of deceased veterans or service-connected disabled veterans.	Contact any regional Veterans Administration Office for information, details and forms or contact MCC's Veterans Counselor at 292-2264.	Varies.	Contact any regional Veterans Administration Office in your area or call 1-888-838-7697.

Federal Financial Aid Programs *(continued)*

Federal Financial Aid Programs **	Who is Eligible?	Eligibility Criteria	Award Amounts *	Application Instructions
Aid to Native American Indians	U.S. Bureau of Indian Affairs offers grants to needy applicants who are at least 1/4 American Indian, Eskimo or Aleut.	Must meet eligibility requirements.	Awards may vary depending on need and availability of funds.	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
Academic Competitiveness Grant	U.S. Citizens who are PELL eligible, full-time, completed a rigorous high school curriculum after 1/01/05	U.S. Dept. of Education and N.Y. State Education Dept. provide definition of rigorous curriculum. For 2nd year, Student needs at least a 3.0 GPA	Up to $750 for 1st year and up to $1300 for 2nd year	Potentially eligible students apply by certifying on the FAFSA: school then confirms eligibility

*** Additional information covering Federal financial aid programs is provided in U.S. Department of Education Student Guide.*

State of New York Financial Aid Programs

State of New York Financial Aid Programs	Who is Eligible?	Eligibility Criteria	Award Amounts *	Application Instructions
Tuition Assistance Program (TAP)	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.	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.	TAP awards based on NYS net taxable income. Awards for first-time recipients range from $275 to $2,600 per year for dependent undergraduates or independent students with dependents. Single independent students' (without dependents) awards range from $425 - $2,600.	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 www.tapweb.org after the FAFSA is processed. If you do not have an e-mail address HESC will mail you the Tap Application.
Aid for Part Time Study Program (APTS)	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.	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.	Applications are available at the Financial Aid Office, or at the financial aid website at www.monroecc.edu/go/finaid
Regents Award for Child of Veterans (CV) and Child of Correction Officer Awards (CO)	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).	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).	$450 per year, for up to five years, depending on the normal length of the program.	Same as TAP above. In addition, file the CV or CO Award Supplement available on request from NYSHESC: 518-473-7087.
Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters World Trade Center Memorial Scholarship	Child or spouse of person who died in service. Child, spouse, and financial dependents of victims who died or were severely and permanently disabled and survivors who were severely and permanently disabled as a result of the September 11, 2001 attacks	Must meet eligibility requirements. Must submit documentation supporting eligibility as noted in special supplement.	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.	Same as TAP above. In addition, file the appropriate award supplement, available on request from NYSHESC: 518-473-7087.

State of New York Financial Aid Programs *(continued)*

State of New York Financial Aid Programs	Who is Eligible?	Eligibility Criteria	Award Amounts *	Application Instructions
Aid to Native Americans	Member on the official tribal roll of a N.Y. State tribe or child of a member.	Must provide documentation.	Up to $875 per year for a maximum of four years or five years in certain programs.	Contact: Native American Indian Education Unit, N. Y. State Education Dept. Education Building Annex, Rm. 374, Albany, NY 12234, 518-474-0537.
Vietnam Veterans Tuition Award Program **Persian Gulf Veterans Tuition Award Program**	Recipients must meet New York residency requirements and have served in the armed forces in Indo-China or the Persian Gulf during specified periods of hostility.	Students complete all eligibility requirements including filing for TAP and Pell grants	Awards are $2,000 per year for full-time study or up to $1,000 per year for part-time study. Awards can not exceed cost of tuition.	Same as TAP above. In addition, file the Vietnam Veterans Tuition Award Supplement or Persian Gulf Veterans Tuition Award Supplement to establish eligibility. Call NYSHESC at 518-473-7087 for information.
Regents Professional Opportunity Scholarship	U.S. citizen and permanent New York State resident. Must agree to practice for 12 months in chosen profession in New York State for each annual payment received. Only available for Dental Hygiene and Massage Therapy	Recipients must be chosen in the following order of priority: 1. Economically disadvantaged minority group members historically under-represented in the approved profession. 2. Minority group members under-represented in profession. 3. Candidates enrolled or graduates of SEEK, EOP, HEOP.	$1,000 to $5,000 per year. TAP and some other benefits may supplement this award.	Contact: N.Y. State Education Dept., Scholarship Unit, Education Bldg. Annex, Rm.1076, Albany, NY 12234, 518-486-1319.
New York State Volunteer Recruitment Service Scholarship	U.S. citizen and permanent New York State resident.	Must be a Volunteer firefighter or ambulance personnel	Amounts will equal the amount of tuition, reduced by any tuition-based grant but can not exceed the amount of tuition charged by State University of New York. Students must be continuously enrolled.	Applications available through the local volunteer unit.

Monroe Community College Financial Aid Programs

MCC offers several scholarships through the Financial Aid Office and various academic departments. Annually over 300 students receive MCC scholarships totaling over $300,000. Students should contact their academic department for information on any scholarships that may be available through the department.

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. For students who have attempted less than 48 hours, these standards are consistent with the college's standards for academic suspension. Students who have attempted 48 or more hours must maintain at least a 2.0 grade point average. 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.

Chart 1

Federal Satisfactory Academic Progress Chart		
ATTEMPTED HOURS	**% EARNED ANNUAL**	**GPA**
0 - 11	n/a	*
12 - 34	50%	*
35 - 47	60%	*
48 plus	65%	2.0

- *For students who have attempted 47 or less hours (includes transfer credits earned and all MCC courses) the GPA requirement is the same as the college's standard for Academic Suspension. Students on Academic Suspension cannot get Federal Financial Aid. However, for this group of students (47 or less attempted hours), if they are initially suspended, meet all SAP requirements but GPA, and are then placed on Academic Probation by the college, their federal aid will be reinstated for the corresponding semester.*
- *Students who have attempted 48 or more hours will need a 2.0 GPA and be in good academic standings or on academic probation, and meet other SAP requirements. Non-credit remedial courses will not be counted in the calculations. Program changes will not assist a student in raising their GPA for Title IV purposes.*

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

Federal Maximum Attempted Hours Chart

Program Length		Maximum Hrs. Which Can Be Attempted
30	_____	45
31	_____	46
32	_____	48
45	_____	68
60	_____	90
61	_____	91
62	_____	93
64	_____	96
65	_____	97
66	_____	99
67	_____	100
68	_____	102
69	_____	103
70	_____	105
71	_____	106
72	_____	108
73	_____	109
74	_____	111
75	_____	112
76	_____	114
77	_____	115
80	_____	120

   B. **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, 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.

   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 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.

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 % 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.

Second, the student can apply for a Waiver of Satisfactory Academic Progress.

Third, the student can request to be evaluated for Financial Aid Probation.

These requests are evaluated on a case by case basis.

Waivers of Satisfactory Academic Progress: Students who fail to make satisfactory academic progress during an academic year may apply for a waiver of satisfactory academic progress standards for the next academic year. Waiver applications and information are available in the Financial Aid Office. Waivers of 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 waiver applies only to the academic year for which it is granted and reinstatement of eligibility becomes effective in the term in which the appeal is approved. After that, the student is expected to be at the standards required for both the quantitative and qualitative components of satisfactory academic progress.

Students who apply for the waiver 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 courseload. 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 Chart 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 Chart for details.

Students will be evaluated for POP and SAP at the end of each semester.

Students who fail to meet either POP or SAP standards will lose eligibility for New York state financial aid programs at MCC for the next calendar year.

Students who have received the equivalent of six full-time New York State TAP awards will no longer be eligible for TAP at a community college. Program changes will not assist students in regaining eligibility for SAP and GPA requirements in the 1st semester of the new program.

C Average Requirement: Students who, in prior terms, have received the equivalent of two or more full years of state funded student financial aid payments (have accumulated 24 or more payment points in prior terms) must have a cumulative "C" (2.0) GPA to be eligible for continued state financial aid.

Students subject to the C average requirement must meet this in addition to POP and SAP requirements. State financial aid programs subject to this requirement include all general and academic performance awards.

Non-Credit Transitional Studies Courses: Students who are required to take non-credit transitional studies courses must be aware of the following:

1. Non-credit transitional studies courses do not count toward completion of SAP requirements.
2. To meet the full-time or part-time requirements for each semester's attendance, students in non-credit transitional studies courses must include in their registration a minimum of 3 credit bearing hours the first semester and a minimum of 6 credit bearing hours in each following semesters. The total number of semester hours (non-credit and credit) must be at least 12 or more for TAP, and 3 to 11 semester hours for Aid for Part-Time Study.

Repeat Courses: When a student has earned a passing grade (D- or better) in a course, it generally cannot be included in the calculation of full or part-time status if the student takes the course again. For State financial aid purposes, courses cannot be repeated to raise the GPA or to get a better grasp of the subject matter. Four exceptions to this ruling are:

1. When a grade received is passing but is not acceptable in the degree or certificate program in which the student is matriculated. For example, the student's program requires that the student get a C or better in ABC100 to be graduated, but the student earns a D in ABC100. The student could repeat ABC100 to earn a better grade. The program description in this Catalog & Student Handbook (Programs of Study) must stipulate this for the repeated course to be eligible for financial aid.

TAP ELIGIBILITY CHART

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

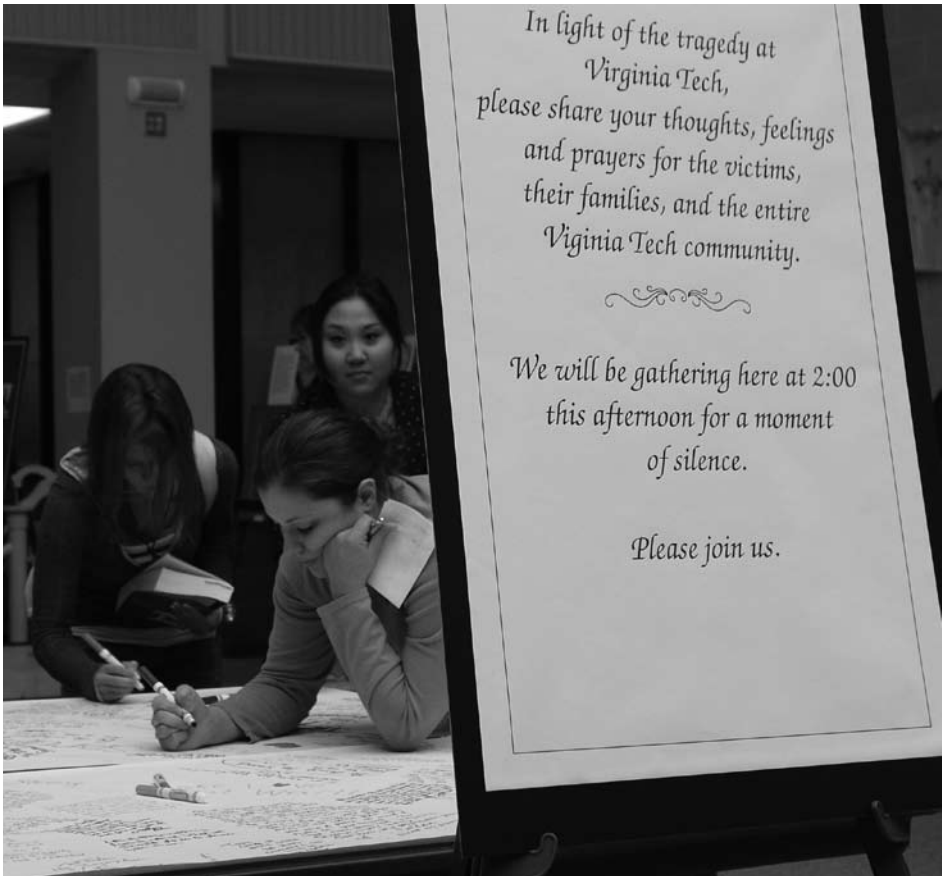
2. When a grade received is passing but is not acceptable for the student to move on to the next course in the sequence. For example, ABC101 requires that a student get a C or better in ABC100 in order to take ABC101. The student gets a C- in ABC100 and, therefore, would not be able to take ABC101. Therefore, the student can repeat ABC100 to earn a better grade. The course description in this Catalog & Student Handbook (Course Descriptions) must stipulate this for the repeated course to be eligible for financial aid.
3. When a student must take and pass a course and an associated course concurrently and a passing grade is received in only one of the courses. For example, ABC200 requires that the student concurrently take ABC201. The student earns an A in ABC200 but an F in ABC201. The student must repeat both courses and pass both courses concurrently to receive credit toward the degree or certificate. The student can repeat both courses in order to receive credit toward the degree or certificate. The course descriptions in this Catalog & Student Handbook must stipulate this for the repeated courses to be eligible for financial aid.
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 their 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 from the 24th payment point) 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 1st semester in a new program.

Academic Suspension

Students on academic suspension are not eligible for federal, state, or College financial aid.

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.

Method and Frequency of Disbursement

Financial aid is credited to eligible student accounts usually through the computer system that links financial aid to the student's account in the Bursar's Office. Eligible student accounts are credited by the Financial Aid Office on an on-going basis after attendance in classes has been verified. If your tuition and fee bill is completely paid and you have a credit balance, you will be issued a refund check by mail. The Bursar's Office normally mails refund checks on a bi-weekly basis, no sooner than the 6th week of classes.

Students are expected to pay for their educational related expenses with their own funds until refunds are mailed.

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). If the loan is for one semester only, the first disbursement will be at the beginning of the semester (after attendance is verified) and the second at the midpoint of the semester. If a loan is processed after the midpoint of an academic year or semester, it may be disbursed in one installment. 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.

William D. Ford Parent Loans for Undergraduate Students (PLUS) will be disbursed to the student's account. Credit balances will be disbursed to either the student or parent directly. The Financial Aid Office will send the student a selection form.

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:

% earned = number of days completed up to the withdrawal date divided by 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:

aid to be returned = amount of Federal Title IV Aid disbursed minus Federal Title IV aid earned

When federal financial aid is returned the student may owe a debit balance to MCC and may also owe funds to the federal government. Students should contact the Bursar's 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.*

Student Right to Know

Federal education regulations require that MCC make available to students statistics that reflect graduation and completion rates for students who have attended the College over a period of three (3) years. Individuals who would like a copy of this information may request it from the Financial Aid Office.

Start Here, Go Far

Last year, MCC graduates transferred to 135 different colleges and universities. More than 600 different employers hired those who directly entered the workforce.



PROGRAM ENTRANCE REQUIREMENTS

Admission to MCC is open to students who have earned a local or Regents high school or high school equivalency diploma (GED), or who have not yet earned a diploma but whose scheduled date of high school graduation has passed and have minimum competency in English and math. New students may be required to take a placement exam to test proficiency in mathematics, English and college reading.

While a high school Regents-level program is generally accepted preparation for most MCC programs, all students are invited to seek admission. The chart below lists specific courses that are required or strongly recommended to ensure success in the individual program of choice. Required high school courses must be completed with a minimum grade of C.

Students interested in pursuing programs for which they are not currently prepared should consult the Admissions Office for extended options that will provide the necessary preparation.

Career and Transfer Programs, Certificates and Advisement Sequences

Programs	Career Choices	Required Courses	Program Appeals To
BUSINESS PROGRAMS			
Accounting (A.A.S.)	A degree in Accounting can lead to careers in bookkeeping, tax preparation, auditing, and more.	Elementary Algebra with Geometry (or Math 098 or Math 130 at MCC)	Students interested in entry-level accounting positions who do not intend to transfer.
Business Administration (A.S.)	Transfer to bachelor's degree programs in business administration or related fields for entry-level executive training programs.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students planning to transfer to a four-year college or university with a major in accounting, finance, management, marketing, human resources, management information systems, or other business-related field.
International Business (A.S.)	Transfer to bachelor's degree programs leading to careers in international trade and commerce, law, banking, and marketing in both private and public sectors, and diplomacy.	Intermediate Algebra with Trigonometry (Math B exam in high school or Math 104 at MCC)	Appeals to students with prior coursework in foreign languages, excellent technical skills and an interest in world cultures.
Business Administration (A.A.S.) (including management or marketing)	Prepares students for entry-level positions in the fields of management, e-business, marketing, human resources management, and small business operations, or for entrepreneurial work.	One year of high school math, including Business Math, Elementary Algebra with Geometry (or Math 098, or Math 130 at MCC)	Appeals to students who are interested in starting careers in the business world, as entrepreneurs, in small businesses and other operations.
Office Technology (Office Administration Management) (A.S.)	Transfer to bachelor's degree programs in business education	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students interested in teaching in business-related areas in the high school.
Office Technology (Legal) (A.A.S.)	Secretary; technical secretary; secretary for city, county, federal government offices.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students who are detail-oriented and interested in working in the legal secretarial field.
Office Technology (Administrative Office Assistant) (A.A.S.)	Executive secretary; technical secretary; secretary for city, county, federal government offices.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students interested in management and office support services, and who want to become executive secretaries.

Programs	Career Choices	Required Courses	Program Appeals To
COMMUNICATION PROGRAMS			
Advertising: Commercial Art (A.S.)	Commercial Artist	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) (Art Courses and a portfolio recommended)	Appeals to students who want to transfer to bachelor's degree programs in commercial art, commercial illustration and media arts to work for advertising agencies, publishers, printers, in-house agencies or freelance artists or designers.
Cinema and Screen Studies (A.S.)	Prepares students for transfer into bachelor's degree program in film or cinema studies, film production, media studies or journalism	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) Placement into ENG 101 or ENG 200	Appeals to students interested in film management/marketing, film and television production, or film criticism
Communication & Media Arts (A.S.)	Prepares students to transfer to bachelor's degree programs that lead to careers in broadcasting, journalism, advertising, public relations, corporate and technical communication.	Pre-Algebra (1 year high school math or placement into Tier 1 Math at MCC)	Appeals to students interested in their writing, speaking and presentation skills, and who plan to transfer to four-year colleges as communication majors.
Interior Design (A.A.S.)	Technician in interior design office.	C or better in high school geometry or placement in Level 4 Math at MCC	Students who enjoy art and design, have a good sense of space and color, and like working with people. Interior designers combine practicality and aesthetics in the planning and furnishing of private homes, public buildings, and commercial establishments.
Visual Communication Graphic Arts/Printing (A.A.S.)	Graduates are employed in internal corporate communication departments and small printing firms.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students interested in creating graphics and advertising art, designing newsletters, producing graphic materials, and running printing presses.
VIsual Communication Photo/Television (A.A.S.)	Graduates may be employed as technicians at television stations and internal corporate communication departments.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) (Photography recommended)	Appeals to students interested in video and TV production, filmmaking and still photography.
COMPUTER-RELATED PROGRAMS			
Computer Information Systems (A.S.)	Transfer to bachelor's degree programs that lead to careers such as programmer trainee, junior programmer, minicomputer programmer, PC programmer, maintenance programmer, computer operator, lead computer operator, minicomputer operator, help desk administrator, PC support specialist, office automation technician, LAN support technician.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) (Typing or keyboarding recommended)	Appeals to students planning to pursue a bachelor's degree and eventually seek careers as programmers, systems administrators, operators and technicians.

Programs	Career Choices	Required Courses	Program Appeals To
Computer Information Systems (A.A.S.)	Programmer trainee, junior programmer, programmer, minicomputer programmer, PC programmer, maintenance programmer, computer operator, lead computer operator, minicomputer operator, help desk administrator, PC support specialist, office automation technician, LAN support technician.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) (Typing or keyboarding recommended)	Appeals to students interested in writing computer code and using application software packages to meet the needs of computer informations systems users.
Computer Science (A.S.)	Transfer to bachelor's degree programs in computer science.	Pre-calculus (Pre-calculus in high school with an 85 or Math 175 at MCC) Physics recommended	Appeals to imaginative, versatile students with mathematics and communication skills who are looking to transfer to a baccalaureate degree program in Computer Science.
Computer Systems Technology (A.A.S.)	Computer applications technician, customer engineer, field-service engineer, computer maintenance technician. Transfer to 4-year program in computer technology or computer engineering.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) (Typing or keyboarding recommended)	Appeals to students interested in studying the hardware and software components of computer systems, and those looking for training in electronic instrumentation, troubleshooting and debugging techniques, computer and network fault diagnosis, computer peripherals, and assembly language programming.
Information Technology (A.S.)	Transfer to a bachelor's degree program in Information Technology.	Pre-calculus (Pre-calculus in high school with an 85 or Math 175 at MCC) Physics recommended.	Appeals to students interested in studying networking, programming, database and Web site design

ENGINEERING AND THE TECHNOLOGIES PROGRAMS

Engineering Science (A.S.)	Transfer to bachelor's degree programs in aeronautical, chemical, civil, computer, industrial, materials, mechanical, optical and all other engineering options. 2+2 options are available.	Pre-calculus (Pre-calculus in high school or Math 175 at MCC). 3 years of science, including Chemistry and Physics	Appeals to students planning to pursue a bachelor's degree in aeronautical, chemical, civil, computer, industrial, materials, mechanical, optical or other engineering fields.
Air Conditioning Technology: Heating and Ventilating (A.A.S.)	Field service technician, service representative, system detailer/designer, sales representative	Elementary Algebra with Geometry (or Math 098 at MCC)	Appeals to students planning to become service technicians, service representatives, system detailers/ designers or sales representatives.
Apprentice Technology - General Automotive, General Motors, Toyota/ Lexus/Scion (A.A.S.)	Automotive technician	Elementary Algebra with Geometry (or Math 098 at MCC) Valid driver's license	Appeals to students who enjoy working on cars and plan to become automotive technicians.
Apprentice Training - Machine Trades (A.A.S.)	Machining operator, tooling and machining apprentice, machine set-up operator, and with more experience and time, CNC Programmer, mold maker or specialized machine builder.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students who like hands-on work, who have technical abilities and like solving problems.

Programs	Career Choices	Required Courses	Program Appeals To
Biotechnology (A.A.S.)	Technician in bioanalytical work in pharmaceutical companies, food research, biomaterials industries, universities, genetic engineering, and agricultural research and applications.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology Chemistry	Appeals to students interested in studying the science (recombinant DNA technology, protein engineering, industrial microbiology) as well as the social and ethical issues of the field, and who want to become technicians in pharmaceutical companies, biomaterials industries, universities, genetic engineering companies, or food and agriculture research areas.
Construction Technology (A.A.S.)	Cost estimators, project management, planning and scheduling, quality control, and surveyor. This specialization combines core courses such as structural design, concrete design, and surveying, and expands on them to include their applications in the construction field.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	This program appeals men and women who want to work in the building and construction industry as part of a team responsible for the coordination and implementation of a construction project.
Electrical Engineering Technology: Electronics (A.A.S.)	Engineering aide, design research and development aide, test and calibration technician, sales and service technician, working in computers, communications, industrial or general electronics applications. Possible transfer to bachelor's program in electrical engineering technology or electrical engineering.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students interested in designing, developing, testing and supervising the manufacture of electrical and electronic equipment.
Manufacturing Technology (A.A.S.) Sequences include: Electro-Mechanical Process Control & Instrumentation Quality Control Robotics	Technician assisting a manufacturing, process, plant or facilities engineer, line supervisor, estimator.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students interested in using computers to develop and implement ideas in areas such as manufacturing processes, robotics and design of equipment and factories.
Mechanical Technology (A.A.S.)	Draftsman, engineering aide, physical tester, production assistant, salesperson for mechanical products, computer graphics operations.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students interested in drafting, design, and basic machine components, and are looking for careers as draftsmen, engineering assistants, technicians or technical salesmen.
Optical Systems Technology (A.A.S.)	Engineering aide, production engineer, quality control aide, research and development aide, standard laboratory technician, assistant supervisor in companies making optical-electro-mechanical, or photographic equipment.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students with strong mathematical skills who are interested in studying light and optical principles, and are looking for careers in high technology fields.

Programs	Career Choices	Required Courses	Program Appeals To
HEALTH-RELATED PROFESSIONS			
Dental Hygiene (A.A.S.) (2-Year Program and 3-Year Extended Option) ***Admission to this program is in September only.*	Dental hygienist in private dental offices, clinics, and community health agencies.	Elementary Algebra with Geometry (or Math 098 at MCC) Biology and Chemistry **Competitive Admission — Please contact the Admissions Office regarding current admission criteria and/or geographic limitations**	Appeals to students who enjoy dealing with people, are interested in learning about prevention and treatment of oral diseases, nutrition, and systemic health, and who want to become Dental Hygienists in private dental offices, clinics, or community health agencies.
Health Studies (A.S.)	School Health, Community Health, Environmental Health, Wellness Coordinator	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology and Chemistry.	Appeals to students interested in transfer to bachelor's degree programs in Community Health Education, Environmental Health, Wellness and Health Promotion, Allied Health and School Health concentration.
Health Information Technology (A.A.S.)	Managerial or technical functions in medical record departments of hospitals, clinics, nursing homes and other health care facilities. Additional opportunities in quality assurance programs, hospital associations, health information systems, consulting, medico-financial and medico-legal settings, and research.	Biology	Appeals to detail-oriented students interested in the administrative aspect of the health care field as well as organizing and evaluating patient records for completeness and accuracy.
Massage Therapy (A.A.S.) ***Admission to this program is September only.*	Massage therapists are trained in the use of massage techniques and therapies and work in health-care settings, colleges and universities, spas and health clubs, private practice and for professional athletic teams.	Elementary Algebra with Geometry (or Math 098 at MCC) Biology Chemistry	Appeals to people who have an outgoing personality, who are physically fit, have a natural sense of compassion and desire to heal, and feel at ease with physical contact.
**Nursing (A.A.S.)	Registered nurse in public and private hospitals, clinics or health agencies.	Elementary Algebra with Geometry (or Math 098 at MCC) Biology Chemistry **Competitive Admission — Please contact the Admissions Office regarding current admission criteria and/or geographic limitations**	Appeals to students who want to work with people in the health care field, and who have strong science skills, good communication skills, an interest in technology, critical thinking skills, and compassion for humankind.
Radiologic Technology (A.A.S.) ***Admission to this program is in September only.*	Radiographer in private and public hospitals, clinics, health agencies, and private physicians' offices.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology **Competitive Admission — Please contact the Admissions Office regarding current admission criteria and/or geographic limitations**	Appeals to students who want to work in the healthcare field and are interested in using "diagnostic imaging" methods (such as ultrasound, magnetic resonance scans and x-rays) to produce images of the body's interior to diagnose and treat medical conditions.

*** Physical examination required*

LIBERAL ARTS & SCIENCES PROGRAMS AND ADVISEMENT SEQUENCES

Interested in a pre-professional, health or education-related bachelor's degree? If you do not find the field that interests you below, you may be able to use the Liberal Arts General Studies (A.S.) degree to get started.

If your field of interest is not listed below, the first step is to make an appointment with an Admissions Counselor at 585.292.2200 to discuss your educational goals. Then, contact the Career Center at 585.292.2248 to discuss course selections. The transfer guides currently available include *Architecture, Chiropractic, Dentistry, Dietitian/Nutritionist, Law, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant and Veterinarian.* These can be found in the Career Center Office.

Education (A.A.)	Transfer to bachelor's degree programs in Early Childhood, Middle Childhood/Special Education and Adolescence Education.	Intermediate Algebra with Trigonometry or Math 104 (Level 6) for Early and Childhood majors. For adolescence majors, Pre-Algebra or TRS 094 at MCC (Level 3)	Students interested in transfer into an education program
Fine Arts (A.S.)	Transfer to bachelor's degree programs in visual arts fields such as design, drawing, painting, sculpture and art history.	Pre-Algebra (1 year high school math or Placement into Level 3 Math at MCC) *(Art courses recommended)*	Appeals to students interested in visual art fields and those looking to transfer to bachelor's degree programs in design, drawing, painting, sculpture and art history.
General Studies (A.S.)	Transfer to bachelor's degree programs in most major professional fields (law, medicine, social work, public administration, scientific research, music, etc.).	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Prepares students for transfer to bachelor's degree programs in most major professional fields (such as law, medicine, social work, public administration, scientific research, and others).
History: American and Global (Sequence)	Transfer to bachelor's degree programs that lead to careers as lawyers, teachers, government and public administrators, journalists, archivists, curators and public historians.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	American Sequence Appeals to students interested in studying American traditions, and the forces and personalities that have shaped the United States Global Sequence Appeals to students who are interested in exploring the inter-relationships of different cultures over time, and comparing value systems among those cultures.
Human Services/Including Certificate (Sequence)	Transfer to bachelor's degree programs that lead to careers such as counselors and social workers.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) Placement into ENG 101 or higher	Appeals to those who work well with others, are open to new experiences, and have a strong desire to work in a helping profession.
Humanities and Social Sciences (A.A.)	Transfer to bachelor's degree programs in such areas as government, law, management, or teaching.	Pre-Algebra (1 year high school math or placement into Tier 1 Math at MCC)	Appeals to students planning to transfer to bachelor's degree programs in areas such as government, law, management or teaching. Specifically designed to prepare students for transfer within SUNY.

Programs	Career Choices	Required Courses	Program Appeals To
Landscape Architecture (Sequence)	Transfer to the School of Landscape Architecture at the College of Environmental Science and Forestry at Syracuse. Students who complete this course of study and who have been accepted by ESF will transfer with full junior status.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology *(3-dimensional art courses recommended)*	Appeals to students interested in applying their artistic talents to the design and creation of private and public spaces (residential areas, public parks, playgrounds, college campuses, shopping centers, golf courses, parkways and industrial parks).
Mathematics (Sequence)	Transfer to bachelor's degree programs leading to careers as mathematics teachers, statisticians, computer scientists, and professional actuaries.	Pre-Calculus (Pre-calculus in high school with an 85 or better or Math 175 at MCC) Biology - recommended Chemistry - recommended	Appeals to students who enjoy solving economic, scientific, engineering and business problems using mathematical knowledge and computational tools, and who are interested in creating new mathematical theories and techniques.
Nutrition (Sequence)	Transfer to bachelor's degree programs in Nutrition and/or Dietetics leading to a career as a Registered Dietitian.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	This program appeals to students who enjoy dealing with people, are interested in learning about food, culinary arts, nutrition, and health science, and who wish to pursue a career as a dietitian.
Performing Arts: Music (A.S.)	For students who plan to transfer and earn a baccalaureate degree with a major in music. It provides basic preparation for a career in music.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) *(Experience in vocal or instrumental performance and reading music recommended)*	Appeals to students who plan to earn a bachelor's degree in music and want to focus on expanding and sharpening their vocal or instrumental musical skills and techniques.
Physical Education (A.S.)	Transfer to baccalaureate programs in physical education, physical studies, sports studies or related area. Careers in fitness, sport rehabilitation, education, business and other physical studies related opportunities.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology	Appeals to students interested in physical fitness or sports who are looking for careers as teachers, coaches, athletic trainers, fitness professionals, sports managers, officials and sports psychologists.
Political Science (Sequence)	Transfer to bachelor's degree programs that lead to careers in law, government and public administration, diplomatic service, business and marketing in (domestic) national and international areas, journalism and teaching.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students interested in studying the origin, development, and operation of political systems and public policy (such as the decisions of the U.S. Supreme Court or election results) as well as the theory and practice of domestic and international relations.
Social and Behavioral Sciences (Sequence)	Transfer to bachelor's degree programs leading to careers in anthropology, education, museum work, psychology, sociology and other major professional fields.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students interested in studying people: how they came to be what they are, what makes them act as they do, and how the human condition could be improved.

Programs	Career Choices	Required Courses	Program Appeals To
UNDECLARED			
Undeclared (Sequence)	MCC provides career interest testing and counseling services. Contact the Admissions Office to meet with a counselor and discuss the Undeclared option.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) High school students should take advantage of career assessment tests available at their high school (e.g. Discover, Choices or SIGI+)	For those who are interested in pursuing a degree or certificate program but are not certain of their career or academic direction, choosing the Undeclared option provides an opportunity for academic and career exploration.
LIBERAL ARTS - NATURAL SCIENCE ADVISEMENT PROGRAMS AND SEQUENCES			
Biology (Sequence)	Transfer to bachelor's degree programs and provides pre-professional preparation for careers in dentistry, medicine, veterinary medicine, research, para-medical specialties and environmental services.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology Chemistry	Appeals to those interested in the scientific study of living things, from the smallest particles to larger, complex systems (such as the circulatory system or nervous system).
Chemistry (Sequence)	Transfer to bachelor's degree programs and pre-professional preparation for careers as professional chemists.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Chemistry	Appeals to analytical, disciplined students skilled in math and science, with a respect for accuracy and an ability to work independently.
Environmental Science (Sequence)	Transfer into environmental studies programs with a broad, interdisciplinary course of study, pre-professional preparation for careers in the broader areas of environmental planning, environmental impact, and resource science.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology Chemistry	Appeals to students interested in broad, interdisciplinary course of study, those planning to transfer into environmental studies programs, and those eventually seeking careers in environmental planning, environmental impact, and resource science.
Geosciences (Sequence)	Transfer to bachelor's degree programs in geology and earth sciences leading to careers in teaching, hydrology, resource conservation, and petroleum and mining industries.	Pre-Calculus (Pre-calculus in high school with an 85 or Math 175 at MCC) Chemistry	Appeals to students who are interested in studying the Earth's surface and subsurface processes including preservation of unique landscapes, responsible use of natural resources, assessment of natural hazards and evaluation of current environmental issues.
Physics (Sequence)	Transfer to bachelor's degree programs in physics leading to careers as professional physicists in education, research, and industry.	Pre-Calculus (Pre-Calculus in high school with an 85 or Math 175 at MCC) Physics	Appeals to students interested in solving complex problems found in the natural world and looking to discover how science can be used for the betterment of humankind and the environment.
Pre-Forestry (Sequence)	Transfer to the SUNY College of Environmental Science & Forestry for careers in resource management, forest engineering, landscape architecture, paper science, etc.	Pre-Calculus (Pre-Calculus in high school with an 85 or Math 175 at MCC) Biology Chemistry	Appeals to students who enjoy hands-on work and the outdoors, are physically hardy, and are interested in seeking a balance between conserving forested ecosystems and the need to use the forest resources for recreational or economic purposes.

Programs	Career Choices	Required Courses	Program Appeals To
Pre-Pharmacy (Sequence)	Transfer to three-year pharmacy programs.	Intermediate Algebra with Trigonometry (or Math 104 at MCC) Biology Chemistry	Appeals to conscientious, detail-oriented students with excellent communication skills, an aptitude for science, and an inherent desire to help others.
SERVICE PROGRAMS			
Criminal Justice - Corrections Administration (A.A.S.)	Federal, state, or county corrections officer.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students who are interested in serving the public, are committed to social justice, and are seeking careers as federal, state or county corrections officers.
Criminal Justice - Police Science (A.A.S.)	Police officer, deputy sheriff, state trooper, security officer.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students who are interested in serving the public, are committed to social justice, and are seeking careers as police officers, deputy sheriffs, state troopers or security officers.
Criminal Justice (A.S.)	Transfer to bachelor's degree programs in pre-law, public safety, criminal justice planning, and federal law enforcement agencies.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students who are interested in serving the public, are committed to justice, and want a career in federal level law enforcement, probation, parole, the law, public safety or criminal justice planning.
Emergency Medical Technician (Paramedic) (A.A.S.)	Designed for the student interested in a broad-based emergency medical services education for pre-hospital providers. Degree program graduates exceed the requirements necessary to sit for the NY State Department of Health certification examinations leading to certification as an Emergency Medical Technician Paramedic.	Elementary Algebra with Geometry (or Math 098 at MCC) EMT Certification ***Admission to this program is in January only.***	Appeals to students seeking the excitement and challenge of a physically strenuous, stressful occupation that involves life-or-death situations.
Fire Protection Technology (A.A.S.)	Industrial fire safety and security, fire protection engineering and technology, fire insurance inspection, investigating and underwriting municipal, town and county fire departments.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students with self-discipline, courage, mechanical aptitude, endurance, strength, and a sense of public service, who are interested in providing fire protection to the general population.
Hospitality Management (A.A.S.) Tracks include: Food Service Administration Golf Management Hotel Technology Physical Fitness Travel and Tourism	Front desk clerk, banquet and catering person. With experience, front office manager, assistant general manager, sales and convention manager, assistant personnel director, director of housekeeping. Transfer to bachelor's degree program in hotel management.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students looking for formal courses in hotel, business, liberal arts and food services administration, as well as those interested in cooperative experience in the field.
Human Services (A.A.S.)	Aides in social work, mental health agencies, child care centers, nursery schools, institutions for persons with mental, emotional and physical disabilities.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC). Placement in English 101.	Appeals to students who want to work in the field, and are looking for careers such as aides in social work, mental health agencies, daycare centers; nursery schools; and institutions for physically and mentally handicapped people.

Programs	Career Choices	Required Courses	Program Appeals To
CERTIFICATES			
Court Reporting	The computer-aided transcription skills developed in this program will prepare students for employment as verbatim freelance hearing reporters, computer-aided transcriptionists or computer-aided transcription editors.	Keyboarding skills An in-person departmental assessment in oral proficiency and listening skills.	Appeals to self-starters who are good readers, excellent spellers, and enjoy working in legal and business environments. Most students in this program will have a bachelor's degree or experience in the legal field.
Criminal Justice - Corrections Administration	For in-service officers as well as those wishing to enter the corrections field. Provides a concentration of courses covering responsibilities in corrections administration.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to in-service officers as well as students wishing to enter the Corrections field.
Dental Assisting	Entry-level employment within the dental profession.	Completed physical examination. H.S. diploma or GED and CPR certification. The online option is for currently employed Dental Assistants with a sponsoring dentist.	Appeals to students planning to seek entry-level employment within the dental profession.
Early Care and Education	Working with young children in preschool and pre-kindergarten settings, child care classrooms, home-based or center-based child care facilities.	H.S. diploma or equivalent Placement into TRS 105 English or higher.	Appeals to students who enjoy working with young children in preschool and pre-kindergarten settings, childcare classrooms, and home-based or center-based child care facilities.
Emergency Medical Services	Designed for students interested in preparing for entry in the Emergency Medical Services field.	Required Pre-requisite(s) Elementary Algebra with Geometry (or Math 098 at MCC).	Students currently working in Emergency Medical Services who want to prepare for advancement within the field or prepare for entry.
Food Management	Designed for those with previous work experience in the production and service areas of food industry who want to enter or enhance knowledge in management positions.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students with previous work experience in the production and service areas of food industry who want to enter management positions or enhance their knowledge of the field.
Food Production	Graduates will have established a basis for entry-level positions in the food service industry including assistant cook and assistant food preparation person.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Program appeals to students who are primarily interested in a food service concentration (without a liberal arts background)

Programs	Career Choices	Required Courses	Program Appeals To
Heating, Ventilating, and Air Conditioning (HVAC)	Designed for entry-level position as a preventive maintenance mechanic or installation/service technician and for those already employed in the HVAC field.	Elementary Algebra with Geometry (or Math 098 at MCC)	Appeals to those already employed in the HVAC field, as well as those planning to pursue entry-level positions as preventative maintenance mechanics or installation/service technicians.
Hotel Management	Graduates will have established the basis for a career in the hotel industry and will be qualified for at least entry-level positions in the areas of front office, reservations, concierge, housekeeping and food and beverage within a hotel.	Placement into English 101	Program appeals to students who are primarily interested in a Hotel Management concentration without a broad liberal arts background.
Human Services	Designed for those who want to learn the skills and attitudes needed for employment and for upgrading in human service positions.	Elementary Algebra with Geometry (or Math 098 at MCC) Placement into English 101	Appeals to students who want to learn the skills and knowledge needed for employment in human services careers.
Interior Design	The Interior Design program is designed for those who are currently working in retail jobs and are looking to increase their upward mobility, or for those who wish to acquire the basic knowledge and skills that will qualify them for an entry-level position in retail home furnishings and interior design.	C or better in high school Geometry or placement into Level 3 Math at MCC	Appeals to students who are currently working in retail jobs and are looking to increase their upward mobility, or for those who wish to acquire the basic knowledge and skills that will qualify them for entry-level positions in retail home furnishings and interior design.
Law Enforcement	Develops the knowledge, skills and abilities in the law, the process of the criminal justice system, the scientific method of criminal investigation, report writing, communication and judgment skills necessary for law enforcement agents.	Enrollment is limited to recruit officers employed or sponsored by law enforcement agencies attending the NY State Basic Course for Police.	Appeals to students interested in developing the knowledge and skills necessary for a career as a law enforcement agent, such as the process of the criminal justice system, scientific methods of criminal investigation, report writing and communication
Medical Transcription	Preparation for careers in the medical transcription field including working in physician offices, hospitality and outpatient clinics, insurance companies, private dictation services, or as independent contractors.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) Demonstrated keyboard proficiency or completion of OFT 110 Keyboarding I	Appeals to students looking to prepare for careers in the medical transcription field, in physician's offices, hospitality and outpatient clinics, insurance companies, private dictation services, or as independent contractors.
Office Technology: Clerk-Typist	Job-entry skills in typing and general office practices and procedures. Careers include secretary, office worker, keyboarder, typist.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students interested in learning typing and general office practices and procedures. Appropriate for those looking for careers as secretaries, office workers, keyboarders, or typists.
Office Technology: Information Processing	Work in office settings using word processing, filing, spreadsheets, record keeping, and electronic communications.	Students with no previous keyboarding background or a skill level less than 24 wpm must take OFT 110 Placement into TRS 105 English or higher	Appeals to students who are task-oriented and are interested in a clerical entry-level position.

Programs	Career Choices	Required Courses	Program Appeals To
Office Technology: Medical Office Assistant	Employment in hospitals, physician's offices, industries with medical offices, nursing, public health offices, insurance companies and dental offices.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC) Demonstrated keyboard proficiency or completion of OFT 110 Keyboarding I	Appeals to students preparing for secretarial careers in the medical or health-care fields.
Optical Systems Technology	Designed for people working in the field or in an allied field to provide training in optical activities, such as testing, quality control, and production. Provides 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. program in Optics.	Intermediate Algebra with Trigonometry (or Math 104 at MCC)	Appeals to students interested in optical activities, such as testing, quality control and production
Paralegal Studies	Program leads to nationally recognized certificate in Paralegal Studies. Provides employment opportunities in the legal profession.	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.	Appeals to students interested in employment opportunities in the legal profession (a nationally recognized certificate).
Precision Tooling	This program will take the student through the operation of manual machine tools to print reading, to theoretical reading in CNC (computer numerical control) machining.	Elementary Algebra with Geometry (or Math 098 at MCC)	Appeals to students planning to enter the workforce in company sponsored apprenticeship programs or production level positions in the precision tooling and machining industry.
Small Business Management	Gain the entrepreneurial skills needed by those operating or looking to start a business venture. Learn about the operation of a small business by acquiring knowledge in the fields of accounting, marketing, management, and business.	One year of high school math, including Business Math, Elementary Algebra with Geometry (or Math 098, or Math 130 at MCC)	Appeals to students interested in gaining entrepreneurial skills (such as accounting, marketing, management, and business needed to start a business venture).
Telecommunications Services Technology	Prepares students for a variety of positions in the electronic telecommunications industry, including the troubleshooting and maintenance of digital and microcomputer-based communication systems.	Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC)	Appeals to students interested in working in technical areas in the growing telecommunications industry.
Travel and Tourism	Graduates will have established the 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.	Placement into English 101	Appeals to students who are primarily interested in a Travel and Tourism concentration without the broad liberal arts background.

2+2 DUAL ADMISSION PROGRAMS (A.S., A.A. DEGREES)

2+2 Degree Programs are cooperative 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.

Alfred University

Ceramic Engineering
Glass Engineering
Materials Science & Engineering

SUNY University at Albany

Accounting
Business Administration
Criminal Justice
Social Work
Fine Arts
Liberal Arts

SUNY University at Buffalo

Accounting
Biotechnology
Business Administration
Engineering (All Majors)
Nuclear Medicine Technology

SUNY Alfred State

Information Technology

SUNY Buffalo State College

Business Studies
Communication
Computer Information Systems
Criminal Justice
Dietetics
Education - Adolescence
Education - Childhood/Exceptional Education
Electrical Engineering Technology
Hospitality Administration
Mechanical Engineering Technology
Social Work

SUNY Brockport

Accounting
Business Administration
Communication
Computer Science
Criminal Justice
Education - Childhood
Education - Adolescence
Health Science
Liberal Arts
Physical Education
Social Work

SUNY Cortland

Business Economics
Communication Studies
Criminology
Education - Adolescence
Education - Childhood
Education - Early Childhood
Health Science
Human Services
Liberal Arts
Physical Education
Recreation/Leisure Studies
Speech Pathology/Audiology
Criminology

SUNY Fredonia

Accounting
Business Administration
Communication/Media
Computer & Information Science
Criminal Justice
Education - Early Childhood
Education - Childhood
Education - Adolescence
Liberal Arts

SUNY Geneseo

Accounting
Computer Science
Education - Early Childhood & Childhood, Childhood/Special)
Education - Adolescence
Liberal Arts
Management

SUNY Oswego

Accounting
Business Administration
Communication Studies
Computer/Information Science
Education - Childhood
Education - Adolescence
Liberal Arts
Marketing
Public Justice

SUNY College of Environmental Science & Forestry

Biotechnology
Environmental Resources and Forest Engineering
Liberal Arts
Aquatics & Fisheries Science
Bioprocess Engineering
Chemistry
Conservation Biology
Construction Management
Dual Forestry & Biology
Environmental Biology
Environmental Science
Environmental Studies
Forest Health
Forest Resources Management – Forestry
Natural Interpretation & History
Natural Resource Management
Paper Engineering
Paper Science
Wildlife Science
Wood Products Engineering

SUNY Upstate Medical University (Syracuse)

Cardiovascular Perfusion
Cytotechnology
Medical Biotechnology
Medical Imaging Science
Medical Technology
Physical Therapy (DPT)
Nursing
Radiation Therapy
Respiratory Care

Clarkson University

Biology
Business and Technology Management
E-Business
Engineering (All majors except computer)
Environmental & Occupational Health
Financial Information & Analysis
Information Systems and Business Processes

Daemen College

Business Administration
Education – Early Childhood/Special Ed
Education – Childhood/Special Ed
Health Care Studies
Health Care Studies/Complementary and Alternative Health Care Practices Specialization

Hobart & William Smith Colleges

Liberal Arts & Sciences

Keuka College

Accounting
Criminal Justice
Education – Early Childhood with Special
Education – Childhood with Special
Education – Adolescence
Liberal Arts
Management
Marketing

Morgan State University (Baltimore, Maryland)

Business Administration
Communication & Media Arts
Computer Information Systems
Computer Science
Engineering Science
Fine Arts
Health Studies
Liberal Arts & Sciences

Nazareth College

Accounting
Business Administration
Business Administration with certification in Business and Marketing Education
Education –Childhood/ Middle/Special Education - Adolescence
Liberal Arts
Social Work

Niagara University

Accounting
Commerce (Business)
Communication Studies
Computer Information Science
Criminal Justice
Education - Adolescence
Education - Childhood
Food Service Management
Hotel/Restaurant Management
Sports Management
Tourism and Recreation Management

Rensselaer Polytechnic University

Engineering - All majors

Roberts Wesleyan College

Accounting Information Management
Business Administration
Communication
Computer Science
Criminal Justice
Education - Childhood with Special
Education - Adolescence
Education - Music
Education - Visual Arts
Information Systems Management
Liberal Arts
Music Performance
Nursing
Social Work

Rochester Institute of Technology

Accounting
Applied Network and Systems Administration
Biotechnology
Business Administration
Communication – Professional & Technical
Computer Science
Criminal Justice – Probation/Parole/Law
Criminal Justice – Police Science
Diagnostic Medical Sonographer
Engineering – Computer, Electrical, Industrial Systems, Microelectronics, Mechanical
Environmental Management
Environmental Chemistry
Environmental Science
Hospitality Service management/Food Management
Hospitality Service Management/Hotel Management
Hospitality Service Management/Travel/Tourism Management
Imaging Science
Information Technology
International Business
Liberal Arts
Applied Mathematics
Biology
BioChemistry
Chemistry

Management Information Systems
Mechanical Engineering Technology
Nutrition Management
Packaging Science
Physics
Polymer Chemistry
Psychology
Public Policy
Safety Technology

St. John Fisher College

Accounting
Communication
Computer and Information Science
Education - Childhood/Special Education - Adolescence
Liberal Arts & Science
Management
Nursing
Sports Management

University of Rochester

Engineering - Chemical, Electrical & Mechanical
Liberal Arts & Science
- Anthropology
- Art History
- Biology
- English
- History
- Mathematics
- Political Science
- Psychology
- Religion
- Studio Arts

Optics

OTHER COOPERATIVE PROGRAMS

1 + 1 Cooperate Programs

Forest Technology – SUNY College of Environmental Science & Forestry

3 + 1 Cooperate Program

Nursing (University of Rochester)

2 + 3 St. John Fisher College

(For Master's Degree Candidates)

Economics
Liberal Arts/Education
Liberal Arts & Sciences
Nursing

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.

College Level Examination Program (CLEP)

CLEP Testing Center, Damon City Campus
585. 262.1430 (press 0)

CLEP, a nationally recognized testing program, allows individuals to receive college credit for learning acquired outside the classroom. There are two types of examinations:

General Examinations which provide a comprehensive measure of undergraduate achievement in five basic areas of Humanities, Social Sciences, Natural Sciences and Mathematics. These exams test the general college learning often acquired by students in the first two years of formal college work rather than specific courses.

Subject Examinations measure achievement in specific undergraduate courses.

Most CLEP exams are 90-minute multiple-choice examinations. Approximately 2900 American colleges and universities accept CLEP test scores. The required score, however, will vary from college to college. Four-year colleges generally accept only subject matter exams. CLEP tests are only available in a computer-driven format and must be taken under proctored observation.

Applications are available directly online at www.collegeboard.org/clep.

Credit for Military Experience

Veterans Services
Counseling and Advising Center, Brighton Campus
585. 292.2264

If you 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. Military documentation is required by MCC to translate your military experiences into academic credit.

DANTES Subject Standardized Tests (DSSTS)

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 can be considered complementary because each of them provides credit-by-examination testing on subjects not covered by the other.

DANTES allows you to choose from over 30 test titles in the areas of Social Science, Business, Mathematics, Humanities, and Natural Science.

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. A maximum of 36 credit hours through examination will be granted to a candidate for a degree.
3. Credits will be recorded on a student's performance record with the notation "Credit By Examination."
4. Credit by examination cannot be used to fulfill residence requirements.

Once you obtain approval from the appropriate department chairperson, contact the Office of Experiential and Adult Learning for processing.

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 – called "SLN courses" – are offered entirely at a distance via the web. Through the SUNY Learning Network (SLN), MCC offers more than 100 courses 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 in which students learn best. For more information, find Distance Learning on the A-Z Index at our website at www.monroecc.edu.

Independent Study

Independent Study at MCC is a credit bearing study done by an individual student under the sponsorship of a faculty member who provides 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 the MCC Catalog cannot be offered as Independent Studies.

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 37.5 hours of student academic activity for each credit.

Grade

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

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 credit hours or more. The student should meet with the sponsoring faculty member who will initiate the approval process by completing a form in the Curriculum Database. The proposal must then gain the approval of the department chairperson, the Director of Experiential and Adult Learning, and the Dean of Curriculum.

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 done 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 180 - 189 and 280 through 289*)

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 from Other Colleges

The MCC Admissions Office will evaluate and may accept credit from previously attended colleges, that possess appropriate accreditation, upon receipt of official transcripts.

For information on the following programs, contact:

MCC's Office of Experiential and Adult Learning
Building 3 Room 108, Career Center, Brighton Campus
585. 292.2016

Business Cooperative Education (BUS 275)

This cooperative education course is limited to students enrolled in Business AAS degree programs. As in any co-op, you will need to be working full or part time at a job related to your major and take the classroom-related class. You must be in your last semester to enroll in this course. Certain prerequisites apply.

Cooperative Education — Co-Op (CE)

Cooperative Education generally allows you to earn credit toward a degree by working in a paid position at a job related to your college major or career interest. Co-op is available in most academic programs if students have completed sufficient course work to be marketable to an employer (generally 24 credit hours), and have a GPA of 2.0 or higher.

There are two components to Co-op:

1. A 15-hour-per week job, in a for-profit organization.
2. A two-hour-per-week seminar throughout the semester to discuss on-the-job experiences, career strategies, psychology and human behavior, goal setting for personal and career planning, supervision and interpersonal relationships, and other work topic.

Credit for Learning Acquired Through Life or Work Experience (Portfolio Development)

Credit is granted for verifiable college-level learning acquired through significant life or work experiences outside the classroom. You will prepare a portfolio consisting of documents demonstrating knowledge gained from employment, volunteer experiences, non-credit courses and seminars, independent reading, travel, etc. Documented learning must match courses listed in this catalog. Credits awarded through this process will not be used in computing student's quality and cumulative grade-point average.

Disney World Co-Op (CE 255)

A unique living, learning and earning experience. It is an exciting opportunity for students of all majors and backgrounds. Students participate in the program at Disney World in Florida for either five or eight months. Students who successfully complete the program earn six (6) elective credits. Certain academic requirements apply.

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. A maximum of 36 credit hours through examination will be granted to a candidate for a degree.
3. Credits will be recorded on a student's performance record with the notation "Credit By Examination."
4. Credit by examination cannot be used to fulfill residence requirements.

Once you obtain approval from the appropriate department chairperson, contact the Office of Experiential and Adult Learning for processing.

General Internship (CEL 200)

The Internship Program gives students an opportunity to learn important job skills and gain practical experience in their prospective career field. Generally, students are placed in non-paid positions at either profit or not-for-profit organizations. General internships require a minimum of nine hours of work each week as well as attendance at a two-hour per week seminar dealing with problems and issues related to work.

A GPA of 2.0 or higher is required.

Independent Study

Independent Study at MCC is a credit bearing study done by an individual student under the sponsorship of a faculty member who provides 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 the MCC Catalog cannot be offered as Independent Studies.

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 37.5 hours of student academic activity for each credit.

Grade

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

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 credit hours or more. The student may obtain an application form from the Office of Experiential and Adult 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 Experiential and Adult Learning, and the Dean of Curriculum.

Professional Courses, Workshops and Conferences

You can earn credit for work experiences through in-service training and education courses. Many of these experiences have been evaluated and approved by the American Council on Education (ACE). Recommendations of college credit for these pre-evaluated experiences are published in the ACE guide.

Non-Traditional Associate and Baccalaureate Degree Programs for Adult Learners

For information on the following programs, contact:

MCC's Office of Experiential and Adult Learning
Building 3 Room 108, Career Center, Brighton Campus
585. 292.2016

Fast Track Associate Degree Program in Liberal Arts

The Fast Track Program is designed for adult learners anxious to earn a degree in a reasonable time frame. It allows adult students to earn a Liberal Arts associate's degree by attending part time for three years or less. Students will attend MCC one evening and one Saturday (half day) per week each semester during fall and spring. Saturday classes are "fast-tracked" into eight-week sessions. In-class instruction is set at 4 hours per class. Outside assignments will be devoted to working on team or independent projects. Students agree to take 9 credit hours per semester until the final summer semester when 8 credit hours are required.

The Liberal Arts courses offered on Saturday have been pre-selected by the College, but students are free to take a course of their choice (that meets degree requirements) during the week, and to substitute Intersession or another evening for the summer session. Summer session courses may be selected by students within degree requirements.

Fast Track Bachelor's Degree Program with Roberts Wesleyan College

Monroe Community College and Roberts Wesleyan College have created a seamless program for adult learners interested in earning a bachelor's degree in Organizational Management in a shorter period of time. Programs at both colleges combine unique scheduling and curricula so that a typical adult might finish a fast track bachelor's degree in a shorter period of time than it would take to complete a traditional bachelor's degree. Complete your MCC associate's degree in 3 years and then complete your Roberts Wesleyan bachelor's degree program 15 months later. To enter the program, you must be a working adult 25 years of age or older, have substantial work experience and have at least 62 transferable college credits from an accredited institution. Roberts will allow you to transfer up to 72 MCC credits toward their degree requirements totaling 124 credit hours. While in the Roberts program you would be considered a full time student for financial aid purposes.

Capella University

An agreement between MCC and Capella University in Minneapolis, Minnesota, allows students with an associate degree a seamless transition into Capella University's online bachelor degree (B.S.) programs in Business and Information Technology. You will be admitted as a third-year student. There are areas of specialization students can select under these two degree programs including E-Business, Entrepreneurship, Network Technologies, and Web Application Development. You may earn additional credits beyond the MCC associate degree and apply them to Capella's two bachelor degree programs offered to MCC students. Advisement through Capella will be required.

Charter Oak State College

Charter Oak State College of Connecticut allows MCC associate degree graduates to continue their education at MCC and transfer up to 90 credits toward the bachelor's degree at Charter Oak. There are no restrictions on where you earn the additional 30 credits (15 must be upper-level) needed for the bachelor's degree. A four-year degree is available in Liberal Arts with concentrations in over 30 areas. Certain fees apply in addition to tuition costs.

Franklin University

Franklin University has a bachelor's degree completion program offered via the Internet to community college graduates. Bachelor's degrees are currently available in 15 high-demand majors: Accounting, Applied Management, Business Administration, Business Forensics, Computer Science, Digital Communication, Financial Management, Forensic Accounting, Healthcare Management, Human Resource Management, Information Technology, Management, Management Information Sciences, Marketing, and Public Safety Management. Students complete their associate's degree plus 24 credit hours of prerequisite (Bridge) courses, all from MCC. Students then complete approximately 40 credit hours of bachelor's degree (advanced) courses from Franklin University via the Internet. A combined associate's and bachelor's degree in Business Administration is available online through our affiliation with Franklin University. Franklin's tuition is among the lowest 10% of all four-year colleges in the United States, and Franklin offers many flexible payment options, scholarships and grants.

Rochester Institute of Technology

The Applied Arts and Science bachelor's degree program through the Center for Multidisciplinary Studies at Rochester Institute of Technology offers undergraduate transfer students a wide variety of educational options. The BS in Applied Arts and Science allows students to "customize" their own degree by choosing from several concentrations, or areas of interest, to build a program that suits their professional goals. Students in this program create their personalized degree by choosing 2-4 concentration areas from across the RIT campus. Some of the many concentrations currently available include (but are not limited to) Project Management, Computer Graphics, International Logistics, Geographic Information Systems, Public Relations, Technical Communications, Engineering Technology, Information Technology, and Criminal Justice. Applied Arts and Science students have the option of taking their courses in a traditional on-campus setting, or in a high-tech online learning environment. Most MCC transfer students graduating with an associate's degree in any major will enter the Applied Arts and Science degree program at a junior status.

Medaille College Accelerated Learning Program

MCC has established a partnership with Medaille College that allows adult students to transfer into the Bachelor in Business Administration degree sequence in the Accelerated Learning Program. Students will earn part of their junior year requirements at MCC, and then transfer into the accelerated, study group-enhanced program across the street at Medaille. Because students will bring in 76 credits, the program maximizes the transfer of credit for MCC students. The Medaille Accelerated Learning Program establishes small cohorts of adult students, supplies students with a laptop computer, and provides a series of adult-friendly services, such as the delivery of textbooks to the classrooms and evening office hours. Textbooks and laptops are covered in the cost of the program and are delivered right to the classroom. Students are considered full-time for financial aid consideration. Medaille College's Rochester Campus is located at 100 Corporate Woods.

Dual Credit

585.292.2351

This MCC program allows area high school students to enroll in selected freshman level courses at a substantially reduced tuition rate.* The courses are taught at the student's high school by high school faculty 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 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.

** Note: The reduced tuition rate is only available to those Dual Credit students enrolled in not more than 11 MCC credit hours per semester.*

Honors Studies

585.292.3351

Honors Studies create educational experiences for students with outstanding ability. Many honors courses are taught by faculty who have been named MCC Distinguished Professors or who have received the SUNY Chancellor's Award for Excellence in Teaching.

There are two types of honors courses: Honors Seminars and Honors Sections.

Seminar professors develop class topics pertinent to the current seminar themes. These topics are explored through extensive background readings, in-depth discussions, interpretive essays, oral presentations, research, and similar activities.

Honors Sections include the same material covered in regular sections of a course, but in greater depth, with opportunities for students to pursue individual interests.

The Honors Concentration Degree allows students to graduate with honors if they complete the following requirements:

1. Complete program degree requirements with cumulative GPA of 3.50 or better.

2. Complete four honors courses, one of which must be IDC 195 Honors Seminar in Critical Analysis.
3. Complete ENG 200 Advanced Composition
4. Complete service component (on or off-campus). This requirement can be satisfied by taking CEL 101 Community Service Learning or developing an independent studies project approved by the Coordinator of Honors Studies.

The transcripts of students who complete the above requirements will state "Completed Honors Concentration Option." An Honors Seal will be affixed to the diploma.

Tuition for honors courses is charged at the regular tuition rate. Eligible full-time students (12 credits) may add an honors course with no additional tuition.

Honors courses are available to qualified students in all programs.

For new students, eligibility is based on prior academic records, courses taken, grades, class standing and/or letters of recommendation. Contact the Coordinator of Honors Studies for a brochure describing honors courses and an application.

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 be sent an honors application prior to registration.

Service-Learning

Service-Learning allows students to learn and develop through organized community projects. It is connected to curriculum, emphasizes student enrichment and fills a community need defined by the participating organization. In addition to teaching values, citizenship and leadership, Service-Learning increases the relevancy of education by bringing academic instruction to life.

Service-Learning Option

Students have the opportunity to use the service-learning (sl) hours in identified courses toward obtaining a service-learning distinction on their diploma. This distinction indicates completion of 200 or more sl hours. To receive credit for sl hours, a student must complete all required sl hours in the course and pass the course with a 2.0 or higher. Obtaining a Service-Learning diploma distinction can be an enhancement to an earned degree and can be helpful when transferring or seeking employment.

SVL Service-Learning Seminar

Earn credit by performing meaningful service at not-for-profit organizations. Students serve for at least nine hours per week throughout the semester. Service-learners also attend a series of eight seminars that cover topics from citizenship development to what makes a community work.

Writing Across the Curriculum

585.292.3392

Writing Across the Curriculum is a program that promotes writing as an effective way of teaching and learning in any discipline. In writing-intensive (WR) courses, students have the opportunity to learn the course content through formal and informal writing assignments. Formal assignments, written for a reader, require a minimum of 2000 to 2500 words per course; informal assignments, written largely for one's self, are instructor-specific.

Writing Intensive Option

The Writing Intensive Option is an educational enrichment opportunity. To benefit, a student must select and complete 30 credits of courses designated WR with a "B" average. The student's transcript will then be marked as "Writing-Intensive" and a designation will appear on the diploma. Such a designation will enhance the MCC degree and increase the student's options for both transfer and employment.

Transitional Studies

The Transitional Studies Department helps students prepare for MCC Career or Transfer Programs. Students admitted to the College through Transitional Studies (TS01) register for a combination of courses on the basis of a registration/advisement session. TS01 students matriculate into a wide range of programs throughout the College.

The Transitional Studies Department serves students enrolled in the Transitional Studies Program and students in degree or certificate programs. Students receive advisement, orientation, instruction and support geared for their academic success in college. Through this assistance, students build skills in reading, writing, math, study skills and college orientation. Student Support Services staff work with the faculty of the Transitional Studies Department to ensure that students obtain timely assistance and appropriate feedback.

- A Coherent Sequence of Courses has been developed in areas of reading, writing and learning skills that address the different skill levels of students on entry and provide instruction necessary for their academic success.
- TRS 092 and TRS 094 prepare students for college math in their respective programs.
- COS 101 College Orientation Seminar, required for any new, full-time student placed in a Transitional Studies course, helps students become familiar with college culture and specific MCC resources and policies.
- All department courses and services are provided at both the Brighton Campus and the Damon City Campus.

Courses With Imputed Credit	Equivalent Credits
MTH 098 Elementary Algebra with Geometry	(4)
MTH 099 Elementary Algebra Review	(1)
REA 100 Reading Strategies	(3)
TRS 092 Basic Mathematics	(5)
TRS 094 Pre-Algebra	(5)
TRS 101 Basic Reading, Writing and Learning Skills	(6)
TRS 103 Intermediate Writing Skills	(3)
TRS 105 Fundamentals of Writing	(3)
TRS 107 Employment Readiness	(1)

Imputed Credit

Imputed credit is assigned to pre-college coursework and the credit does not count toward a degree or certificate. Imputed credits do count toward a full time course load for financial aid purposes and students are required to pay tuition for these courses at the same rate as credit-bearing courses. Some imputed credit courses are required for students whose test scores place them at a given level, while other imputed credit courses are elective and are simply recommended to students with a given score.

So why would someone take an imputed course that isn't required?

Students who enter college coursework without the proper skills often find that they fail to earn a passing grade, and may therefore be required to repeat a course. By taking the appropriate non-credit preparation course(s), students are more likely to succeed the first time through college-level work. For this reason, students whose test scores place them in pre-college coursework are strongly urged to take the non-credit course to better ensure success in his/her studies. Imputed credit courses prepare students for college level work in math, writing, and/or reading, giving them the skills to take on demanding coursework in these fields or in other fields that require strong skills in these areas.

English for Speakers of Other Languages (ESOL)

The ESOL program offers courses in English for non-native speakers who need language and cultural preparation to succeed in an academic program or to pursue their career goals. Students may be matriculated into the ESOL program if their language skills are at a certain level, determined by objective testing, a writing sample and an interview. ESOL courses may be used to fulfill general elective requirements in degree programs.

The ESOL Program Provides:

- Specialized testing for placement
- Special program advisement
- Integrated skills courses concurrent with mainstream college classes
- Electives in pronunciation, oral communication and computers
- Day and evening classes
- Credit-bearing classes
- Small-group work emphasis
- Ongoing academic advisement
- Cross-cultural advisement

NOTE: International students requiring F-1 visas are not eligible for admission into the ESOL program.

Courses

ESL 100 Intermediate II: Reading Focus

ESL 120 Intermediate II: Integrated Skills

ESL 130 Advanced I: Integrated Skills

ESL 201 Advanced II: Reading/Writing

Student Support Services Program

585.292.2348

- Personal counseling
- Academic/career/transfer/financial aid advisement
- Tutoring
- College survival workshops
- Accommodations for learning/physically challenged students
- Mentoring opportunities
- College tours
- Student achievement recognition initiatives

Students must meet certain requirements to be eligible for the federally-funded program. Students who qualify for the Student Support Services program must be accepted into the Transitional Studies or English for Speakers of Other Languages program, and be either:

- a first-generation college student (neither parent has a college degree), or
- a member of a low-income household, or
- a student with a disability.

Interdisciplinary Programs Learning Centers

The Interdisciplinary Programs Learning Center (Brighton Campus - Room 11-211) and the Transitional Studies Mastery Lab (Damon City Campus - Room 4262) are multi-media learning centers that supplement the academic instruction of the Transitional Studies (TRS) and English for Speakers of Other Languages (ESOL) programs.

Students who are enrolled in TRS and ESOL courses are encouraged to frequent the learning centers and take advantage of the numerous resources. Special features of the Interdisciplinary Programs Learning Centers include a user-friendly atmosphere, personalized instruction and assistance in using the technology, math study skills videos and more. **Free tutoring across course disciplines is also available to all MCC students regardless of their program of study.**

The Centers also offer a variety of customized services including course review sessions, occupation-specific demonstrations and guest speakers to students who are matriculated in technical/vocational programs.

OFFICE OF WORKFORCE DEVELOPMENT

585.262.1430

We offer cost-effective training opportunities, credit courses, flexible scheduling, and delivery on-site, online or at MCC.

Company Training

MCC's Office of Workforce Development helps organizations realize their potential. Employees need to know how to use new technology, deal with customers/clients who demand higher quality at lower prices, and learn quality principles to compete in today's ever-changing, high-tech marketplace. Whether your organization is a business (service or manufacturing), non-profit or government agency, training is an important investment that will help secure your organization's future and competitive advantage.

Area employers that have contracted for our educational services include: CooperVision, Datrose Inc., Diamond Packaging, Eastman Kodak Company, Eltrex Industries, Excellus BlueCross BlueShield, Fairport Central School District, Gleason Works, Monroe County Department of Human Services, Monroe County Sheriff's Department, Nalge Nunc Inc., Nixon Peabody LLC, Paetec Communications, Paychex Inc., Quality Vision International, Wegmans Food Markets, Xerox Corporation and ViaHealth.

Program directors in Workforce Development can customize a course or training program to your needs, provide excellent instruction, and motivate the course participants.

Professional Development

Workforce Development also offers open enrollment courses for which individuals can register. These courses build on-the-job skills, improve performance and productivity, enhance one's marketability and income potential, and help today's workforce reach job and career goals.

What We Offer

The Office of Workforce Development offers many courses and programs in a broad array of professions and will customize training to fit employer needs. For example:

Business and Professional
- Lean Six Sigma – Green Belt and/or Black Belt
- Supervisory Training
- Leadership Training
- Computer Literacy (Mobile Computer Lab)
- Communication Skills
- Effective Presentations
- Business Writing

College Prep
- SAT/PSAT Preparation Course

Driver Training
- Learn to Ride
- Intermediate Rider
- Experienced Rider
- Motorcycle Maintenance

Health Care
- Continuing Education for Dental Professionals
- Administering & Monitoring of Local Infiltration Anesthesia
- Identifying & Reporting of Child Abuse & Maltreatment
- Barrier Precaution and Infection Control

Information Technology
- PC/Network Technician (A+ and Network+)
- Microsoft Certification – systems administrator, systems engineer, database administrator, application developer, solutions developer
- Cicso Certification – network associate, network professional
- Oracle Certification – associate, professional
- SUN Microsystems – UNIX Sun Certified System
- Administrator, Sun Certified Java Programmer
- Convergence Technology Professional
- Certified Ethical Hacker

Skilled Trades

Serving the areas of:
- Electrical
- Plumbing
- Pipefitting
- Construction Essentials
- Code & Licensing Preparation
- OSHA
- Machine Tool Operations
- Blueprint Reading
- Geometric Dimensioning & Tolerancing
- Sheet Metal
- Manufacturing – ISO, GD&T, Industrial Measurement &
- Quality Control
- MASTERCAM

Skill Assessment and Credentialing
- CLEP Testing
- Pearson VUE Testing
- Skilled Trades Skill Assessment

Contact Us

Visit www.monroecc.edu/go/workforce or call the office at 585.262.1430. Ask to speak with a program director to discuss how MCC can assess your needs and develop courses to meet those needs.

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.

MCC General Education Requirement: 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

MCC General Education Requirement: 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.**

*Students planning to transfer to a SUNY 4-year school should select a Humanities course that also meets the SUNY-GER (see SUNY-GER page for details).***

MCC General Education Requirement: 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.**

*Students planning to transfer to a SUNY 4-year school should select a Social Science course that also meets the SUNY-GER (see SUNY-GER page for details).***

MCC General Education Requirement: 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 and by certain NUR/DEN career courses.**

*Students planning to transfer to a SUNY 4-year school should select a Mathematics course that also meets the SUNY-GER (see SUNY-GER page for details).***

MCC General Education Requirement: 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.**

*Students planning to transfer to a SUNY 4-year school should select a Natural Science course that also meets the SUNY-GER (see SUNY-GER page for details).***

MCC General Education Requirement: PE/Health (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 PE/Health Requirement is satisfied by any MCC PE/Health Education course.**

MCC General Education Requirement: 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.

MCC General Education Requirement: 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.

** As listed in this catalog, "Courses Fulfilling MCC General Education Requirements."*

*** As listed in this catalog, "Monroe Community College SUNY General Education Course Plan on the following pages.*

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.

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

ART - All Courses
COM 101 Introduction to Mass Media
COM 105 Typography
COM 110 Journalism I
COM 120 Media Literacy
COM 130 Media Writing
COM 135 Digital Photography
COM 270 Media and Society
EDU/SPT 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 251 Literature and Philosophy of China and Japan
*HIS 257 Modern Women: An Historical and Literary Perspective
HUMANITIES - All Courses
IDE 100 Interior Decoration and Design
MUSIC - All Courses
PHILOSOPHY - All Courses
SPEECH AND THEATRE - All Courses

SOCIAL SCIENCE

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
GEOGRAPHY - All courses EXCEPT the following:
- GEG 100 Physical Geography Laboratory
- GEG 101 Physical Geography
- GEG 104 Weather and Climate

HISTORY - All Courses
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
POLITICAL SCIENCE - All Courses
PPE 208 Sport Psychology
PSYCHOLOGY - All Courses
SOCIAL AND BEHAVIORAL SCIENCES - All Courses
SOCIAL SCIENCE - All Courses
SOCIOLOGY - All Courses
SVL 101 Service-Learning Seminar

MATHEMATICS

For A.A.S. degree programs: MTH 104 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.

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.A.S. degree programs: All courses listed below fulfill the Natural Science elective requirement EXCEPT BIO 140.

For A.S. and A.A. degree programs: All courses listed below fulfill the Natural Science elective requirement EXCEPT BIO 140, PHY 100, PHY 143, and SCI 100.

BIOLOGY - All courses
CHEMISTRY - All courses
FSA 117 Basic Consumer Nutrition
GEG 100 Physical Geography Laboratory
GEG 101 Physical Geography
GEG 104 Weather and Climate
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 (cannot count toward A.A. & A.S.)

SCIENCE - All courses **EXCEPT** the following:
- SCI 100 Introduction to Science I (cannot count toward A.A. & A.S.)

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.*

SUNY General Education Requirements (SUNY-GER)

Monroe Community College strives to ensure that all students receive the necessary knowledge and skills to be successful in their lives, their education, and their work. General Education is an important component of the College's commitment to students. General Education is defined as those courses and learning outcomes which supplement the core courses in an academic program, broadening the students' understanding of themselves and their society, and providing additional skills for careers.

The State University of New York requires all students graduating with a bachelor's degree from a SUNY campus to take 30 credit hours of general education courses. MCC students planning to transfer to a SUNY college or university to complete a baccalaureate degree will be able to complete most or all of these requirements prior to transfer. The requirements cover ten knowledge and skill areas and two competencies. That is to say, there are ten subjects to be covered by specific classes and two areas that students will learn, not with direct instruction, but through the college experience over all.

The ten knowledge and skill areas to be learned through specific coursework are:

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

The infused competencies, which students will learn throughout their college experiences, are:

- Critical Thinking
- Information Management

Each knowledge and skill area completed at MCC will be documented as complete, ensuring that the SUNY transfer college will accept that requirement as being satisfied. As soon as the student makes the decision to transfer to a SUNY four-year institution, it is very important that she or he seek advisement on the best selection of courses in his or her degree program. All students are urged to seek advisement at the earliest opportunity and continue to do so throughout their studies at the college.

While students who do not plan to transfer to SUNY four-year schools are not required to meet this SUNY general education requirement, all degree-earning students must complete the MCC general education requirements. These requirements are similar to the SUNY requirements, and students who complete SUNY requirements will be meeting MCC requirements along the way.

2007-2008 Monroe Community College SUNY General Education Course Plan

This plan applies to students who intend to transfer to a SUNY college or university.

You should complete a minimum of one course in seven of the ten Knowledge and Skills areas. (**Exception:** Engineering Science requirement is five of the ten areas.)

If you are transferring courses from another college or university, they may fulfill SUNY General Education requirements (SUNY-GER). (See your advisor.)

Some requirements may be waived based upon high school work. If you qualify for a SUNY General Education waiver under the Regents Category (see below), contact the Admissions Office.

Courses meeting SUNY General Education requirements are identified in the catalog course description. Example: SUNY-M fulfills the Mathematics knowledge and skill area.

Completing courses in all 10 areas will assure optimal transfer to a SUNY institution.

The SUNY General Education Course Plan is **NOT** a requirement to graduate from MCC

WAIVER CRITERIA

KNOWLEDGE AND SKILL AREAS	AP SCORES OF 3, 4, OR 5	CLEP (MINIMUM SCORE)	DANTES MINIMUM SCORE)	REGENTS
1. Mathematics	Calculus (AB) Calculus (BC)	Calculus w/Elementary Functions - 50 College Algebra - 50 College Alg. w/Trig. - 50	Fundamentals of College Algebra - 47 Principles of Statistics - 48	3 years of sequential Regents level math in high school: 85% or above on Regents Course III exam
2. Natural Sciences	Exams in Biology; Chemistry; Physics (B or C)			
3. Social Sciences	Exams in Psychology; Political Science	American Government - 50 Intro. Psychology - 50 Intro. Sociology - 50 Prin. Microeconomics - 50 Prin. Macroeconomics - 50	General Anthropology - 47 Personal Finance - 46	
4. American History	Exams in American History; Political Science	American Government - 50 Amer. History to 1877 - 50 Amer. History 1865+ - 50	The Civil War and Reconstruction - 47	
5. Western Civilization	Exams in Art History (B); European History	West. Civilization to 1648 - 50 West. Civilization 1648+ - 50	Contemporary Western Europe: 1946-1990 - 47	
6. Other World Civilizations			Human/Cultural Geography - 48	
7. Humanities	Exams in Art History (B); English	American Literature - 50 English Literature - 50		
8. The Arts	Exams in Art Studio (A); Music			
9. Foreign Language		College French I - 50 College French II - 52 College German I - 50 College German II - 63 College Spanish I - 50 College Spanish II - 54		3 years of sequential Regents level foreign language in high school: 85% or above on Regents exams
10. Basic Communication	English	420 or better on CLEP General English Exam; College Composition - 50		

Knowledge and Skills Areas - SUNY Learning Outcomes

Mathematics (M)	Natural Sciences (NS)	Social Sciences (SS)	American History (AH)	Western Civilization (WC)	Other World Civiliations (OWC)	Humanities (H)	The Arts (A)	Foreign Language (FL)	Basic Communication (BC)
Waiver	Waiver	Waiver	Waiver	Waiver	Waiver	Waiver	Waiver	Waiver	Waiver
MTH 140	BIO 116	ANT 101	If **Below 85**	ART 118*	ANT 102*	ART 118*	ART 101	ARA 101	ENG 101
MTH 141#	BIO 120	ANT 102*	on US	ART 119*	ANT 201*	ART 119*	ART 104	ARA 102	ENG 200
MTH 150	BIO 132 &	ANT 110	History	HIS 105	ART 121*	ART 121*	ART 107	ASL 101+	ENG 250
MTH 151	133	ANT 130	Regents	HIS 106	GEG 102*	ART 240	ART 109	ASL 102+	ENG 251
MTH 156	BIO 135	ANT 201*	Exam	HIS 108	HIS 250	ART 270	ART 120	ASL 103+	
MTH 160	BIO 136	ANT 202	HIS 111	HIS 225	HIS 251*	ART 271	ART 130	ASL104+	
MTH 165	BIO 143	ECO 101	HIS 112	HMN 220*	POS 220*	ENG 105	ART 154	ASL 201	
MTH 175#	BIO 155	ECO 111	If **85** or	HMN 221*	SOC 150*	ENG 106	ART 220	CHI 101	
MTH 200#	CHE 100	ECO 112	**Above** on	MUS 201	SOC 208	ENG 108	COM 104	CHI 102	
MTH 205#	CHE 110	ECO 203	US History	MUS 202		ENG 109	COM 120	FRE 101	
MTH 210#	CHE 121	GEG 102*	Regents			ENG 201	COM 160	FRE 102	
MTH 211#	CHE 124	GEG 201	Exam			ENG 202	COM 203	FRE 103	
MTH 212#	CHE 136	GEG 211				ENG 203	EDU 150	FRE 104	
	CHE 145	POS 110	HIS 103			ENG 204	MUS 108	FRE 207	
	CHE 151	POS 120*	HIS 104			ENG 208	MUS 109	GER 101	
	GEG 100	POS 207*	HIS 111			ENG 209	MUS 113	GER 102	
	& 101	POS 210	HIS 112			ENG 210	MUS 119*	GER 103	
	GEO 111	POS 220*	HIS 211			ENG 214	MUS 122	GER 104	
	GEO 115	POS 225	HIS 230			ENG 215	MUS 124	HBR 101	
	PHY 120	POS 230*	HIS 232			ENG 216	MUS 126	HBR 102	
	& 121	POS 245*	HIS 234			ENG 217	MUS 129	ITA 101	
	PHY 131	PPE 208	HIS 235			ENG 218	MUS 151	ITA 102	
	PHY 141	PSY 101	HIS 240			ENG 220	MUS 153	ITA 103	
	PHY 145	PSY 220	HIS 262			ENG 223	MUS 154	ITA 207	
	PHY 154	SBS 125	HIS 283			ENG 224	PHO 101	JPN 101	
	PHY 161	SBS 295	POS 120*			ENG 225	SPT 110	JPN 102	
	SCI 131	SOC 101	POS 207*			ENG 230	SPT 111	RUS 101	
		SOC 130	POS 230*			ENG 240	SPT 112	RUS 102	
		SOC 150*	POS 245*			HIS 251*	SPT 150	SPA 101	
		SOC 200				HIS 257	SPT 190	SPA 102	
		SOC 201				HMN 220*	SPT 212	SPA 103	
		SOC 202				HMN 221*		SPA 104	
						HMN 295		SPA 110	
						IDC 195		SPA 122	
						IDC 295		SPA 123	
						MUS 101		SPA 131	
						MUS 119*		SPA 207	
						PHL 101			
						PHL 102			
						PHL 103			
						PHL 104			
						PHL 105			
						PHL 250			
						SPT 120			
						SPT 131			
						SPT 147			

*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.

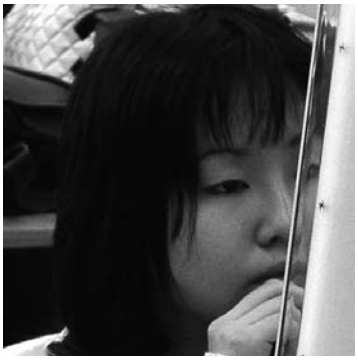
#A passing grade in this course will qualify as a waiver for this knowledge and skill area.

Revised 6/8/2007

Academic Programs

Find Your Future

MCC offers over 80 degree programs and more than 900 courses.



PROGRAMS OF STUDY

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.

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're interested in pursuing a course of study not listed, contact an admissions counselor to plan a program that meets your educational goals.

Program	HEGIS CODE
Advertising: Commercial Art	5012
Business - Business Administration - Associate in Science (A.S.) Degree	5004
Business: International Business - Associate in Science (A.S.) Degree	5099
Cinema and Screen Studies - Associate in Science (A.S.) Degree	5606
Communication and Media Arts - Associate in Science (A.S.) Degree	5606
Computer Information Systems - Associate in Science (A.S.) Degree	5101
Computer Science - Associate in Science (A.S.) Degree	5101
Criminal Justice - Associate in Science (A.S.) Degree	5505
Engineering Science - Associate in Science (A.S.) Degree	5609
Fine Arts – Associate in Science (A.S.) Degree	5610
Health Studies – Associate in Science (A.S.) Degree	5299
Information Technology – Associate in Science (A.S.) Degree	5101
Liberal Arts and Sciences: Adolescence Education (Teacher Education Transfer)	5649
Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer)	5649
Liberal Arts and Sciences: Early Childhood Education (Teacher Education Transfer)	5649
Liberal Arts and Sciences - General Studies - Associate in Science (A.S.) Degree	5699
Liberal Arts and Sciences - Humanities and Social Science - Associate in Arts (A.A.) Degree	5649
Liberal Arts and Sciences - Science - Associate in Science (A.S.) Degree	5649
Office Technology/Office Administration and Management Associate in Science (A.S.) Degree	5005
Performing Arts: Music - Associate in Science (A.S.) Degree	5610
Physical Education Studies -Associate in Science (A.S.) Degree	5299.30

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.

Program	HEGIS CODE
Automotive Technology	5306
Court Reporting	5005
Criminal Justice- Corrections Administration	5505
Dental Assisting	5202
Early Childhood	5503
Electrical Apprentice	5317
Electronic Technology	5310
Emergency Medical Services	5299
Food Management	5010
Food Production	5404
Heating, Ventilating, and Air Conditioning	5317
Hotel Management	5010
Human Services	5501
Interior Design	5012
Law Enforcement	5505
Medical Transcription	5005
Office Technology	
Clerk-Typist	5005
Information Processing	5005
Medical Office Assistant	5005
Optical Systems Technology	5212
Paralegal Studies	5099
Precision Tooling	5312
Small Business Management	5004
Telecommunications Services Technology	5310
Travel and Tourism	5011

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.

Career Programs

These two-year programs provide an opportunity for students to earn an Associate in Applied Science (A.S./A.A.S.) degree. Upon completion of the program, a student is prepared for immediate entry into a specific technical or paraprofessional career field. Emphasis is upon providing particular occupational skills; however, many students do transfer and successfully complete baccalaureate degree programs. Nonetheless, these curriculums are designed primarily for students seeking full-time employment in their chosen field after two years of college study.

PROGRAM	HEGIS CODE
Accounting: General	5002
Air Conditioning Technology: Heating & Ventilating	5317
Apprentice Training-Automotive	5306
Apprentice Training-Machine Trades	5312
Biotechnology	5205
Business-	
Administration	5004
International	5004
Business: Office Technology-	
Administrative Legal Office Assistant	5005
Administrative Office Assistant	5005
Office Administration Management	5005
Computer Information Systems	5101
Computer Systems Technology	5104
Construction Technology	5317
Criminal Justice-	
Corrections Administration	5505
Police	5505
Dental Hygiene	5203
Electrical Engineering Technology-Electronics	5310
Emergency Medical Technician: Paramedic	5299
Fire Protection Technology	5507
Health Information Technology-Medical Records	5213
Hospitality Management	5404
Human Services	5501
Interior Design	5012
Manufacturing Technology	5312
Massage Therapy	5299
Mechanical Technology	5315
Nursing	5208.10
Optical Systems Technology	5212
Precision Machining	5312
Radiologic Technology	5207
Visual Communications Technology:	
Graphic Arts/Printing	5012
Photography/Television	5008

ACCOUNTING: GENERAL

A.A.S. DEGREE

This program is designed for the student seeking a position as an accounting technician. The curriculum provides a solid background in general accounting procedures, automated accounting systems and spreadsheet programs, and general knowledge of business law and management. Graduates will be prepared to keep records of daily financial transactions, create financial statements, and prepare other related reports.

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: Business Administration & Economics Department)

Distribution Requirements — Credit Hours

HUMANITIES: 9 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
SPT 141 Interpersonal Speech Communication **OR**
SPT 143 Small Group Communication 3
ENG 250 Professional Communication 3

Total 9

SOCIAL SCIENCE: 6 Credit Hours

ECO 101 Introduction to Economics **OR**
ECO 111 Principles of Microeconomics 3
ECO 103 Personal Money Management 3

Total 6

MATHEMATICS AND NATURAL SCIENCE: 6 Credit Hours

MTH 130 Modern Business Mathematics (recommended) **OR**
MTH 104 Intermediate Algebra with Trigonometry or higher (NOT MTH 150 Survey of Mathematics I)* 3
NATURAL SCIENCE ELECTIVE 3

Total 6

BUSINESS COURSES: 41 Credit Hours

ACC 101 Principles of Accounting I **OR**
ACC 110 Fundamentals of Accounting I **AND** ACC 111 Fundamentals of Accounting II .. 4
ACC 102 Principles of Accounting II 4
ACC 201 Accounting Applications 3
ACC 202 Payroll Accounting 2
ACC 204 Tax Procedures 3
ACC 210 Intermediate Accounting I 4
ACC 220 Cost Accounting 3
ACC 230 Accounting Systems and Applications 3
BUS 104 Introduction to Business 3
BUS 200 Legal Environment of Business 3
BUS 275 Business Cooperative Education 4
CIS 121 Microsoft Office** 4
OFT 121 Introduction to Keyboarding*** 1

Total 41

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 64

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

*** CIS 121 or the combination of CRC 113, 115, 116, 117*

**** May be waived*

ADOLESCENCE EDUCATION (TEACHER EDUCATION TRANSFER)

A.A. DEGREE

See Liberal Arts and Sciences: Adolescence Education

ADVERTISING: COMMERCIAL ART

A.S. DEGREE

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: Visual and Performing Arts Department)

Distribution Requirements — Credit Hours

HUMANITIES: 10 Credit Hours

ART 104 Drawing I 4
ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
LITERATURE ELECTIVE 3

Total 10

SOCIAL SCIENCE: 12 Credit Hours

ART 118 Perspectives of Art History I* **OR**
ART 119 Perspectives of Art History II* 3
SOCIAL SCIENCE ELECTIVES 9

Total 12

NATURAL SCIENCE AND MATHEMATICS: 9-12 Credit Hours

MTH 150 Survey of Mathematics I (or higher) 3-4
NATURAL SCIENCE ELECTIVES 6-8

Total 9-12

ART AND COMMUNICATION: 31-32 Credit Hours

ART 109 Two Dimensional Design 3
ART 154 Drawing the Human Figure 4
ART 204 Drawing II 4
ART 205 Commercial Illustration I 4
ART 206 Commercial Illustration II 4
ART 231 Art Seminar **OR**
CE 210 Cooperative Education-Art 3-4
COM 104 Introduction to Graphic Production 3
COM 106 Media Photography I 3
COM 112 Graphic Design I 3

Total 31-32

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 64-68

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

AFRICAN-AMERICAN ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

AIR CONDITIONING TECHNOLOGY: HEATING AND VENTILATING

A.A.S. DEGREE

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.

(Housed in: Applied Technologies Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

HVA 101 Basic Refrigeration Theory	3
HVA 105 Electric and Motor Controls	3
MTH 135 Introduction to Technical Mathematics	4
PHY 100 Preparatory Physics	4
Physical/Health Education	2
Total	16

SECOND SEMESTER

MTH 140 Technical Mathematics I	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

THIRD SEMESTER

MTH 141 Technical Mathematics II	3
PHY 132 Applied Physics II	4
HVA 103 Heating Systems	3
HVA 106 HVAC Workplace Training	3
HVA **OR** PROGRAM ELECTIVE*	3-4
Total	16-17

FOURTH SEMESTER

ENG 251 Technical Writing	3
HVA OR PROGRAM ELECTIVE*	3-4
SOCIAL SCIENCE ELECTIVES	6
HUMANITIES ELECTIVE	3
Total	15-16

TOTAL CREDITS 63-65

** Program Electives include ELT 121, ELT 130, CRC 101, MET 101, MET 111, and MET 230.*
HVA electives are any course numbered HVA 200 or higher.

AMERICAN HISTORY ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

APPRENTICE TRAINING - AUTOMOTIVE

A.A.S. DEGREE

The Associate Degree Automotive Apprenticeship program combines on-the-job training with classroom instruction to prepare students for careers as automotive technicians. As the automotive industry advances with sophisticated technology and responds to the needs and demands of consumerism and legislation, employment opportunities will continue to increase for technicians who are more highly skilled than mechanics of the past.

Over four to nine semesters, the student completes an associate degree and works in the industry as an automotive technician. The program is demanding, and students must be willing to commit themselves to both work and study.

Students will take the 25 credit hour General Studies Courses, plus either the Day or Evening program coursework.

(Housed in: Applied Technologies Department)

Distribution Requirements	Credit Hours

General Studies Courses: 25 Credit Hours

MTH 135 Introduction to Technical Mathematics*	4
PHY 100 Preparatory Physics or higher	4
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
HUMANITIES ELECTIVE	3
LIBERAL ARTS ELECTIVE**	6
SOCIAL SCIENCE ELECTIVE	3
Physical/Health Education	2
General Studies Total	25

Automotive Courses Offered in the Full Time Day Programs: 51.5 Credit Hours

ATP 101 Introduction to Automotive Technology	5
ATP 102 Electrical/Electronic Systems 1 - Automotive	3
ATP 103 Electrical 2 - Automotive	4
ATP 104 Emission Controls, Computer and Fuel Systems I	3
ATP 105 Brakes - Automotive	4.5
ATP 106 Steering and Suspension - Automotive	5
ATP 107 Automatic Transmission and Transaxle - Automotive	4
ATP 108 Engine Repair - Automotive	4
ATP 109 Heating and Air Conditioning - Automotive	3
ATP 112 Engine Performance - Automotive	4
ATP 140-145 Automotive Coops	12
Day Program Total	51.5

TOTAL CREDITS 73.5

Automotive Courses Offered in the Evening Apprenticeship Program

ATP 102 Electrical/Electronic Systems 1 - Automotive 3
ATP 151 Introduction to Automotive Technology Theory 3
ATP 153 Electrical 2 - Automotive Theory 3
ATP 154 Emission Controls, Computer Fuel Systems I Theory 3
ATP 155 Brakes - Automotive Theory 3
ATP 156 Steering and Suspension - Automotive Theory 3
ATP 157 Automotive Transmission and Transaxle - Automotive Theory 3
ATP 158 Engine Repair - Automotive Theory 3
ATP 159 Heating and Air Conditioning - Automotive Theory 3
ATP 162 Engine Performance - Automotive Theory 3
ATP 171-174 Work Experience I-IV 8

Evening Program Total 38

TOTAL CREDITS 63

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

*** Any Humanities, Social Science, Mathematics, and Natural Science course.*

Automotive Apprentice Training: This is a three-year, nine semester program. 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 two (sometimes three) nights a week.

General Motors Automotive Service Educational Program - (GM-ASEP): This is a two-year, five-semester program. It alternates 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 (Utica to Pennsylvania border). 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/Lexus/Scion Technical Educational Network - (T-TEN): This is a two-year, five-semester program. It combines college instruction with on-the-job Toyota/Lexus/Scion 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/Lexus/Scion dealers in the Western New York State region (Utica to Pennsylvania border). 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 Technology Department at 585-292-3700, or the Admissions Office at 585-292-2000, extension 7700.

APPRENTICE TRAINING: MACHINE TRADES

A.A.S. DEGREE

The Associate in Applied Science Degree Program compliments apprentice training by adding theoretical learning in the technologies to the applied learning received on the job. In addition, the degree program offers an academically and personally enriching experience through a series of courses in the liberal arts and sciences.

To be admitted into this program, you must have a high school diploma or equivalent, and have a letter from an appropriate source confirming your status as an apprentice or journeyman in your trade.

Up to 12 college credit hours may be awarded toward the degree for on-the-job training performed during the apprenticeship. These credit hours will be awarded only after completion of the MCC program of study and submission of the journeyman certificate. The amount of credit will be based upon the recommendation of the Apprentice Training Evaluation Committee.

This program is offered in partnership with the Rochester Chapter of the National Tooling and Machining Association.

(Housed in: Applied Technologies Department)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
HUMANITIES ELECTIVE 3

Total 6

SOCIAL SCIENCE: 6 Credit Hours

SOCIAL SCIENCE ELECTIVES 6

Total 6

NATURAL SCIENCE AND MATHEMATICS: 6 Credit Hours**

Minimum of 3 credit hours in Mathematics and 3 credit hours in Natural Science is required 6

Total 6

TECHNICAL RELATED INSTRUCTION REQUIRED COURSES: 33 Credit Hours

TAM 101 Machine Shop Theory I 3
TAM 105 Machine Project Lab **OR**
PROGRAM TECHNICAL ELECTIVE* 3
TAM 121 Mathematics for Machinists I 3
TAM 123 Mathematics for Machinists II 3
TAM 131 Machine Shop Print Reading I 3
TAM 132 Machine Shop Print Reading II 3
TAM 139 Machine Shop Theory II 3
TAM 141 Machine Shop Lab 3
TAM 142 CNC-Mill Set-up **OR**
TAM 143 CNC-Lathe Set-up 3
TAM 205 CNC Machining Project Lab **OR**
PROGRAM GENERAL ELECTIVE* 3
TAM ELECTIVE 3

Total 33

LIBERAL ARTS ELECTIVE: 3 Credit Hours

ELECTIVE*** 3

Total 3

SUPERVISED APPRENTICE EXPERIENCE: 12 Credit Hours

TAM 171 Machine Trades Apprentice Training I 3
TAM 172 Machine Trades Apprentice Training II 3
TAM 173 Machine Trades Apprentice Training III 3
TAM 174 Machine Trades Apprentice Training IV 3

Total 12

TOTAL CREDITS 66

PROGRAM TECHNICAL ELECTIVE*

TAM 241 Advanced Machine Shop Lab
TAM 115 Principles of Metallurgy
TAM 251 Statistical Process Control (SPC) for Machinists
TAM 151 Geometric Dimensioning and Tolerancing for Machinists

PROGRAM GENERAL ELECTIVE*

BUS 104 Introduction to Business
CRC 101 Practical Computer Literacy
ECO 103 Personal Money Management
ENG 251 Technical Writing

Other Recommended Courses

TAM 135 Drafting for Machinists I
TAM 155 Toolroom Technology I

TAM 156 Toolroom Technology II
TAM 242 Machine Shop Practice IV

** Students currently working in the precision machining industry may substitute a program technical elective for TAM 105 and a program general elective for TAM 205 based on work experience, per approval of a faculty advisor.*

*** Mathematics elective will be selected with the guidance of a faculty advisor. MTH 104 or higher will be accepted. Those contemplating a higher level degree should seek advisement for transfer information.*

**** Any Humanities, Social Science, Mathematics or Natural Science course.*

NOTE: All students enrolled in the 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 MTH 104 or higher on the AccuPlacer exam prior to enrolling in this program. Please seek advisement from the TAM Coordinator or faculty prior to registration. Call 716-292-3700 for an appointment or for advisement times.

AUTOMOTIVE TECHNOLOGY

CERTIFICATE PROGRAM

The Certificate in Automotive Technology is a one-year, fifty-week, thirty-credit program for students who do not wish to pursue a degree, but 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. Students need no prior automotive skills to begin the program. The student may start in any semester. 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).

(Housed in: Applied Technologies Department)

Distribution Requirements	Credit Hours
ATP 102 Automotive Electrical Systems	3
ATP 151 Integrated Automotive Systems	3
ATP 153 Schematic Reading	3
ATP 155 Brakes and Welding	3
ATP 156 Steering and Suspension Systems	3
ATP 158 Power Plant Overhaul	3
ATP 171 Automotive Co-op I	2
ATP 172 Automotive Co-op 2	2
ATP 173 Automotive Co-op 3	2
LIBERAL ARTS ELECTIVES	6
TOTAL	30

BIOLOGY ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

BIOTECHNOLOGY

A.A.S. DEGREE

Biotechnology is best defined as the industrial exploitation of biological systems or processes. Although this is not an entirely new concept, the current "biotechnology boom" is the result of the recent development of genetic engineering techniques.

The Biotechnology career program is recommended for individuals with a strong interest in biology, biochemistry, and molecular genetics. Emphasis will be on the bioanalytical techniques and instrumentation that are basic to understanding the application of biological systems to the field of biotechnology. Graduates of this program may be employed in universities, pharmaceutical companies, food processing industries, and a variety of industrial laboratories engaged in research and development of genetically engineered products. Students who are not seeking immediate employment have the option of transferring to a four-year institution to pursue an advanced degree.

Recommended Preparation: Students who plan to complete this program in two years should have successfully completed high school biology and chemistry with grades of C or better, and three years of high school mathematics including trigonometry; high school physics is recommended.

(Housed in: Biology Department)

Distribution Requirements	Credit Hours
FIRST SEMESTER	
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*	3-4
SOCIAL SCIENCE ELECTIVE	3
Total	17-18
SECOND SEMESTER	
BIO 156 Genereal Biology II	4
CHE 152 Principles of Chemistry II	4
HUMANITIES ELECTIVE	3
MATHEMATICS ELECTIVE*	3-4
Physical/Health Education	1-2
Total	15-17
THIRD SEMESTER	
BIO 221 Principles of Biochemistry	4
BIO 209 General Microbiology	4
BIO 225 Bioanalytical Techniques I	4
PROGRAM ELECTIVE**	3-5
Physical/Health Education	1
Total	16-18
FOURTH SEMESTER	
BIO 230 Molecular Genetics	4
BIO 226 Bioanalytical Techniques II	4
BIO 227 Biotechnology Seminar	1
SOCIAL SCIENCE ELECTIVE	3
PROGRAM ELECTIVE**	3-5
Total	15-17
TOTAL CREDITS	63-70

** MTH 160 or MTH 165 or higher.*

*** PROGRAM ELECTIVES to be chosen from the following: CHE 251, CHE 252; CRC 101 or CIS 121 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

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, management information systems and other business 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, CIS 121 (or any mix of CRC 113, 115, 116, 117); **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.

(Housed in: Business Administration and Economics Department

Distribution Requirements	Credit Hours

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

ECO 111 Principles of Microeconomics 3
ECO 112 Principles of Macroeconomics 3
SOCIAL SCIENCE ELECTIVES* 6

Total 12

NATURAL SCIENCE AND MATHEMATICS: 12 Credit Hours

MTH 160 Statistics I 3
MTH 165 College Algebra (or higher)* 3
NATURAL SCIENCE ELECTIVE* 3
MATHEMATICS/NATURAL SCIENCE ELECTIVE* 3

Total 12

BUSINESS: 23 Credit Hours

ACC 101 Accounting Principles I** 4
ACC 102 Accounting Principles II 4
BUS 104 Introduction to Business 3
BUS 201 Business Law I 3
BUS 204 Management Theory and Practice **OR**
BUS 208 Organizational Behavior* 3
MAR 101 Principles of Marketing 3
BUSINESS ELECTIVE* 3

Total 23

ELECTIVES: 6 Credit Hours

ELECTIVES* 6

Total 6

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 64

** The student should first consult with his/her advisor 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 Center), OR contact the receiving institution for guidance. The department recommends the student consider the following electives:*
-Mathematics: MTH 200 or MTH 210
-Natural Science: a laboratory science
-Business Elective (Recommended): CIS 121 or any three of the following courses: CRC 113, 115, 116, 117 or any course with the prefix: ACC, BUS, ECO, or MAR.

*** May take ACC 110 and ACC 111*

Business Electives may be any course with the following prefixes: ACC, BUS, CIS, CRC. ECO, or MAR. See note above for recommended Business Electives.

BUSINESS ADMINISTRATION

A.A.S. DEGREE

This program will develop the skills and knowledge needed by students who plan to enter the workforce after receiving their Associates degree in Business. The program will prepare students for entry level positions in business management, customer service, and sales in the retail, service, and entry level positions in business management, customer service, and sales in the retail, service, and restaurant/ hospitality industries. The business core courses within the degree provide students with a solid base of business knowledge. Students can use their elective selections to gain additional skills in management and/or marketing.

(Housed in: Business Administration and Economics Department)

Distribution Requirements	Credit Hours

HUMANITIES: 9 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
ENG 250 Professional Communication 3
SPT 141 Interpersonal Speech Communication **OR**
SPT 143 Small Group Communication 3

Total 9

SOCIAL SCIENCE: 6 Credit Hours

ECO 101 Introduction to Economics **OR**
ECO 111 Principles of Microeconomics 3
SOCIAL SCIENCE ELECTIVE* 3

Total 6

NATURAL SCIENCE AND MATHEMATICS: 6 Credit Hours

MTH 130 Modern Business Mathematics (recommended) **OR**
MTH 104 Intermediate Algebra with Trigonometry **OR**
higher (NOT MTH 150 Survey of Mathematics I)** 3
NATURAL SCIENCE ELECTIVE 3

Total 6

BUSINESS COURSES: 39 Credit Hours

ACC 130 Introductory Accounting and Financial Analysis*** 4
BUS 104 Introduction to Business 3
BUS 135 Supervising for Quality 3
BUS 200 Legal Environment of Business 3
CIS 121 Microsoft Office**** 4
MAR 101 Principles of Marketing 3
MAR 201 Dynamics of Selling 3
BUS 275 Business Cooperative Education 4
BUSINESS ELECTIVES***** 12

Total 39

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL 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*
***** CIS 121 or the combination of CRC 113, 115, 116, 117*
****** Business Electives: any course with the prefix BUS or MAR*

BUSINESS: INTERNATIONAL BUSINESS

A.S. DEGREE

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 Foreign Language Department. Students not meeting these requirements may need more than two years to complete this degree.

(Housed in: Business Administration and Economics Department)

Distribution Requirements — Credit Hours

HUMANITIES: 12 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
LITERATURE ELECTIVE** 3
FOREIGN LANGUAGE* 6

Total 12

SOCIAL SCIENCES: 18 Credit Hours

ECO 111 Principles of Microeconomics 3
ECO 112 Principles of Macroeconomics 3
GEG 211 Economic Geography 3
SOC 150 Perspectives of Global Interdependence 3
SOCIAL SCIENCE ELECTIVES** 6

Total 18

NATURAL SCIENCE AND MATHEMATICS: 9 Credit Hours

MTH 160 College Statistics I 3
MTH 165 College Algebra (or higher) 3
NATURAL SCIENCE ELECTIVE** 3

Total 9

BUSINESS: 20 Credit Hours

ACC 101 Accounting Principles I*** 4
ACC 102 Accounting Principles II 4
BUS 104 Introduction to Business 3
BUS 250 International Management and Marketing Seminar 3
BUSINESS ELECTIVE**** 3
MAR 101 Principles of Marketing I 3

Total 20

ELECTIVE: 3 Credit Hours

ELECTIVE** 3

Total 3

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 64

** Foreign language level to be determined by Foreign Language 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 108, HIS 235, HIS 250, POS 220
MATHEMATICS: MTH 200 or MTH 210
NATURAL SCIENCE: A laboratory science
**** May take ACC 110 and ACC 111*
***** BUSINESS ELECTIVES: BUS 204 or CIS 121 or any three of the following courses: CRC 113, 115, 116, 117*

CHEMISTRY ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

CHILD CARE PRACTITIONER ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER)

A.A. DEGREE

See Liberal Arts and Sciences: Childhood Education

CINEMA AND SCREEN STUDIES

A.S. DEGREE

The cinema has captured the attention of human beings for more than a century. As a medium of mass communication that resulted in the combination of two art forms, photography and theatre, the moving images on the big screen, as well as the small screen, communicate powerful stories with vivid pictures and strong emotion. The Cinema and Screen Studies program would offer a strong liberal arts perspective on motion picture and television history, culture, theory, and production. Additionally, students would be asked to investigate cinema and television through critical studies and by creative studies in making images of their own through scriptwriting and introductory production opportunities. Finally, students would 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 will be able to continue their studies at baccalaureate film or mass media degree programs where they can apply what they have learned to more advanced studies in this or related fields.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements	Credit Hours
FIRST SEMESTER	
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition*	3
HIS 105 Western Civilization: Ancient to Medieval	3
COM 120 Media Literacy	3
SPT 120 The Movies	3
HUMANITIES ELECTIVE	3
	Total 15
SECOND SEMESTER	
SOC 101 Introductory Sociology **OR**	
PSY 101 Introductory Psychology	3
MTH 150 Survey of Mathematics I or higher	3
SPT 122 Cinema Drama	3
PROGRAM ELECTIVE	3
NATURAL SCIENCE ELECTIVE	3-4
Physical/Health Education	1
	Total 16-17

THIRD SEMESTER

HIS 112 History of the United States Since 1865 3
SPT 121 Cinema Comedy 3
SPT 221 The Movie Business 3
HUMANITIES ELECTIVE 3
GENERAL ELECTIVE 3
Physical/Health Education 1

Total 16

FOURTH SEMESTER

SPT 222 Topics in Cinema and Screen Studies 3
COM 230 Scriptwriting 3
PROGRAM ELECTIVE 3
NATURAL SCIENCE ELECTIVE 3-4
GENERAL ELECTIVE 3

Total 15-16

TOTAL CREDITS 62-64

PROGRAM ELECTIVES

COM 150 Video Production and Editing
COM 203 Animation and Special Effects
COM 264 Digital Audio/Video I
COM 267 Digital Audio/Video II

RECOMMENDED ELECTIVES **

COM 202 Techniques of Television I
COM 211 Communication Practicum
ENG 240 Reading Popular Culture
FRE 207 Cinema for French Conversation
MAR 101 Principles of Marketing
MAR 203 Sports and Entertainment Marketing
SPA 207 Cinema for Spanish Conversation
SPT 110 Introduction to Theatre
SPT 112 Fundamentals of Acting
SPT 123 Shakespeare and the Movies
SPT 142 Public Speaking

** Initial placement in ENG 101 or ENG 200 is required for program admission.*

*** Students planning to transfer to a SUNY institution should use these General Electives to fulfill additional SUNY-General Education Requirements.*

COMMUNICATION AND MEDIA ARTS

A.S. DEGREE

The Communication and Media Arts program emphasizes courses in writing, speaking, and the media, providing as well an excellent foundation in liberal arts and sciences. This program prepares students for transfer in areas such as print and broadcast journalism, media and public relations, corporate communications, and graphic design and advertising.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements — Credit Hours

HUMANITIES: 15 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
ENG 250 Professional Communications 3
ART 109 Two Dimensional Design **OR**
ART 118 Perspectives of Art History I: Ancient **OR**
ART 119 Perspectives of Art History II: Modern 3
SPT 141 Interpersonal Communication **OR**
SPT 143 Small Group Communication 3
HUMANITIES ELECTIVE 3

Total 15

SOCIAL SCIENCE: 9 Credit Hours

SOCIAL SCIENCE ELECTIVES 9

Total 9

NATURAL SCIENCE AND MATHEMATICS: 9-11 Credit Hours

MTH 150 Survey of Mathematics I or higher 3
NATURAL SCIENCE ELECTIVES 6-8

Total 9-11

COMMUNICATION: 18 Credit Hours

COM 101 Introduction to Mass Media 3
COM 120 Media Literacy 3
COM 106 Media Photography I **OR**
COM 150 Video Production and Editing 3
COM 110 Journalism I **OR**
COM 230 Scriptwriting 3
COM 109 An Introduction to Public Relations **OR**
COM 141 Introduction to Radio and Television 3
COM 270 Media and Society 3

Total 18

GENERAL ELECTIVES: 9 Credit Hours

GENERAL ELECTIVES 9

Total 9

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 62-64

COMPUTER INFORMATION SYSTEMS

A.A.S. DEGREE

The Computer Information Systems curriculum emphasizes the practical application of computers and related procedures for problem solving and operational situations. The course work stresses the development of knowledge and job skills in computer-based information systems analysis and development, and programming language proficiency.

The student will learn to analyze the needs of a computer information systems user and design a solution. The solution specifications will then be used by the student to write code for program modules on mainframe equipment, mini and microcomputers. The student will also learn to use application software packages, such as database, etc., for responding to the user's information needs.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

CIS 100 Digital Computers and Information Processing	3
CIS 121 Microsoft Office	4
ACC 101 Accounting Principles I	4
MTH 165 College Algebra (or higher)	3-4
Physical/Health Education	1
Total	15-16

SECOND SEMESTER

CIS 101 Programming for Information Systems	3
CIS 110 Building and Maintaining the PC	3
MTH 160 Statistics I	3
CPT 115 Introduction to Networks	3
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
Total	15

THIRD SEMESTER

CIS 209 Systems Analysis and Design	3
CIS 208 Visual Basic Programming	3
PHL 105 Technology and Values	3
NATURAL SCIENCE ELECTIVE	3-4
SOCIAL SCIENCE ELECTIVE	3
Total	15-16

FOURTH SEMESTER

CIS 211 Applied Database Concepts	3
OPERATING SYSTEMS ELECTIVE*	2-3
BUS 135 Supervising for Quality	3
ENG 251 Technical Writing	3
COMPUTER INFORMATION SYSTEMS ELECTIVE**	3
Physical/Health Education	1
Total	15-16

TOTAL CREDITS 60-63

** CRC 201 and CRC 202, or CSC 215*

*** CIS 201, CIS 205, CIS 223, CIS 224, CPT 215, CSC 206*

COMPUTER INFORMATION SYSTEMS

A.S. DEGREE

Information systems professionals play a key and vital role in the management and growth of an organization. Through a combination of computer, management, and social skills, these professionals become the creative problem-solvers who define and implement the information needs of an organization and develop related organizational structures. The program develops in the students a basic understanding of computer skills and strategies to be applied to the discipline of computer information systems. The foundations are then more fully developed in a baccalaureate program in computer information systems, management information systems, telecommunications, database administration, or other computer systems curricula.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
CIS 100 Digital Computers and Information Processing	3
SOCIAL SCIENCE ELECTIVE	3
ACC 101 Accounting Principles I	4
MTH 165 College Algebra	3
Physical/Health Education	1
Total	17

SECOND SEMESTER

CSC 101 Introduction to Computer Science	4
MTH 200 Applied Calculus	4
ECO 111 Principles of Microeconomics	3
ACC 102 Accounting Principles II	4
Physical/Health Education	1
Total	16

THIRD SEMESTER

CIS 209 Systems Analysis and Design	3
CIS 208 Visual Basic Programming	3
MTH 160 Statistics I	3
ECO 112 Principles of Macroeconomics	3
NATURAL SCIENCE ELECTIVE*	3-4
Total	15-16

FOURTH SEMESTER

CIS 205 Computer Programming - COBOL	3
CIS 211 Applied Database Concepts	3
COMPUTER INFORMATION SYSTEMS ELECTIVE OR BUSINESS ELECTIVE**	3-4
NATURAL SCIENCE ELECTIVE*	3-4
HUMANITIES ELECTIVE	3
LITERATURE ELECTIVE	3
Total	18-20

TOTAL CREDITS 66-69

** Recommended Natural Science Electives: PHY 121, CHE 110, BIO 116, BIO 120, GEO 104, GEO 105, GEO 131*

*** Recommended Computer Information Systems Electives: BUS 201, CIS 121, CIS 201, CIS 223, CIS 225, CSC 215*

COMPUTER SCIENCE

A.S. DEGREE

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: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
HUMANITIES ELECTIVE	3
SOCIAL SCIENCE ELECTIVE*	3
MTH 210 Calculus I	4
CSC 101 Introduction to Computer Science	4
Physical/Health Education	1
Total	18

SECOND SEMESTER

LITERATURE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE*	3
MTH 211 Calculus II	4
CSC 103 Introduction to Data Structures	4
COMPUTER LANGUAGE ELECTIVE**	3
Total	17

THIRD SEMESTER

MTH 220 Discrete Mathematical Structures	3
NATURAL SCIENCE ELECTIVE***	4
CSC 202 Assembly Language Programming of Embedded Microcontrollers	4
CSC 206 Digital Computer Organization	3
SOCIAL SCIENCE ELECTIVE*	3
Total	17

FOURTH SEMESTER

ENG 251 Technical Writing	3
MTH 160 Statistics I **OR** MTH 212 Calculus III	3-4
NATURAL SCIENCE ELECTIVE***	4
LIBERAL ARTS ELECTIVE*****	3
COMPUTER SCIENCE ELECTIVE****	3
Physical/Health Education	1
Total	17-18

TOTAL CREDITS 69-70

** Recommended Social Science Electives: ECO 111 and ECO 112, HIS 108 or HIS 112, PSY 101, SOC 101.*

*** Computer Language Electives: CIS 223, CIS 208*

**** Natural Science Electives: PHY 161-251 (recommended for transfer), PHY 154-155, CHE 151-152, BIO 155-156, GEO 101-102*

***** Computer Science Electives: CIS 225, CPT 210, CSC 214, CSC 215*

****** May be chosen from Social Science, Humanities, Math or Natural Science.*

NOTE: 1. For any elective, consideration should be given to the requirements of the four-year institution to which the student plans to transfer.
2. CIS 224 CANNOT be used for the Computer Science Elective or Computer Language Elective.

COMPUTER-RELATED ELECTRICAL ENGINEERING TECHNOLOGY

A.A.S. DEGREE

See ELECTRICAL ENGINEERING TECHNOLOGY: COMPUTER OPTION

COMPUTER SYSTEMS TECHNOLOGY

A.A.S. DEGREE

This program has been designed to give the student a fundamental understanding of the hardware and software components of a computer system. Classroom work includes analysis and design of electronic circuits, computer logic, architecture, and the fundamentals of computer programming, supplemented by extensive hands-on, practical training on networks. The student will receive training in electronic instrumentation, troubleshooting and debugging techniques, computer peripherals, computer and network fault diagnosis, and high-level and assembly language programming. In addition, students will have access to numerous microcomputers, networked systems, and multiuser systems for use in the computer hardware and software portions of the program.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
CPT 111 Problem Solving I - Analysis	1
CPT 112 Problem Solving II - Design	1
CPT 115 Introduction to Networks	3
ELT 130 Basic Electricity and Electronics	3
SOCIAL SCIENCE ELECTIVE	3
MATHEMATICS ELECTIVE*	3-4
Total	17-18

SECOND SEMESTER

CIS 110 Building and Maintaining the PC	3
CSC 101 Introduction to Computer Science **OR**	
CIS 101 Programming for Information Systems **AND**	
CPT 113 Problem Solving III - Implementation	4
CPT 215 Data Communications and Networking	3
MATHEMATICS ELECTIVE*	3-4
OFT 121 Introduction to Keyboarding	1
Physical/Health Education	1
Total	15-16

THIRD SEMESTER

CSC 202 Assembly Language Programming of Embedded Microcontrollers....4
CSC 206 Digital Computer Organization....3
MATHEMATICS ELECTIVE* 3-4
OPERATING SYSTEMS ELECTIVES** 3
SOCIAL SCIENCE ELECTIVE 3

Total 16-17

FOURTH SEMESTER

CPT 210 Operating Systems and Peripherals 3
CPT 216 Advanced Networking Concepts....3
ENG 251 Technical Communications 3
COMPUTER SYSTEMS ELECTIVE*** 3
NATURAL SCIENCE ELECTIVE 3-4
Physical/Health Education 1

Total 16-17

TOTAL CREDITS 64-68

** Mathematics Electives: MTH 160, MTH 165, MTH 172, MTH 175, MTH 210, MTH 211, MTH 220*

*** Operating Systems Electives include CSC 215 or (CRC 201 and CRC 202), and one of the following: CPT 113, CRC 110, CRC 116, CRC 117*

**** Computer Systems Electives include CIS 208, CIS 223, CIS 224 (CIS 224 cannot be used by students who have taken CSC 101), CIS 225, CSC 214*

CONSTRUCTION TECHNOLOGY

A.A.S. DEGREE

All students entering the Civil/Construction Technology Department share a common curriculum in their first year. In their second year, they may choose to focus their coursework on Highways and Structures, Environmental, or Construction Technology. Graduates are given sufficient familiarity with all specialties and at the same time, the opportunity to specialize in that area where they are seeking immediate employment and possibly certification.

Those who choose Construction Technology will be part of a team responsible for the coordination and implementation of a construction project. Some of the duties performed would include cost estimating, project management, and project scheduling. This specialization combines a knowledge of core courses such as structural design, concrete design, and surveying, and expands on them to include their applications in the construction field.

(Housed in: Engineering Technologies Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER

CIT 101 Surveying 4
CIT 122 Construction I: Elements of Building Construction....4
ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
MTH 140 Technical Mathematics I 3
TEK 101 Computer Applications for Technicians....2

Total 16

SECOND SEMESTER

CIT 123 Construction II: Heavy, Highway and Site Construction....4
HED/PE ELECTIVE 2
MET 203 Technical Mechanics Statics....3
Mathematics Elective....3-4
PHY 131 Applied Physics I 4

Total 16-17

THIRD SEMESTER

CIT 112 CAD for Construction....2
CIT 206 Soil and Concrete Testing....4
ENG 250 Professional Communication **OR**
ENG 251 Technical Writing....3
ELECTIVE 3-4
SOCIAL SCIENCE ELECTIVE 3

Total 15-16

FOURTH SEMESTER

CIT 204 Strength of Materials....3
CIT 217 Construction Management 4
CIT 221 Construction Cost Estimating....3
CIT 232 Construction Contracts and Specifications 2
SOCIAL SCIENCE ELECTIVE 3

Total 15

TOTAL CREDITS 62-64

COURT REPORTING

CERTIFICATE PROGRAM

This certificate program is designed to provide students with the education requirements necessary for application for the New York State licensing examination for Certified Shorthand Reporter. A candidate for this examination must complete three years full time experience as a verbatim reporter, which may be accomplished by working as a free lance hearing reporter. Prospective court reporters must also pass a civil service examination.

Due to the highly technical and intensive nature of the program, students are required to meet with the program coordinator prior to admission. The program of study is structured to be delivered in the evening on a part time basis over a two-year period. It does require enrollment during the summer and an internship. Students will be expected to purchase a computerized machine shorthand unit for the second semester course which will be used throughout the remainder of the program and on the job. Financial aid is available for those eligible.

The computer aided transcription skills developed in the program will prepare students for employment as verbatim free lance hearing reporters, computer aided transcriptionists, or computer aided transcription editors.

The curriculum has been designed in accordance with the guidelines set forth by the National Court Reporters Association.

Program Requirements

Non-court reporting courses must be taken either prior to or concurrently with Court Reporting courses in the terms indicated, and in the following sequence in order to be prepared for the integration of specialized terminology and language skills requisite to accurate computer aided transcription.

(Housed in: Office and Computer Programs)

Distribution Requirements — Credit Hours

FIRST YEAR

Fall Term

CRT 101 Court Reporting I 4
HIM 104 Medical Terminology 3

Spring Term

CRT 102 Court Reporting II....4
CRT 112 Computer Aided Transcription I 2
OFT 141 Grammar for the Office Professional 1....3

Summer Term

CRT 103 Court Reporting III....4
CRT 113 Computer Aided Transcription II....2

SECOND YEAR

Fall Term

CRT 201 Court Reporting IV 2.....4
LAW 101 Fundamentals of Law **OR**
ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3

Spring Term

CRT 202 Court Reporting V 2/3.....4
LAW 101 Fundamentals of Law **OR**
ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3

Summer Term

CRT 203 Court Reporting VI (includes internship) 2/3.....4

TOTAL CREDITS 40

1. Credit by Examination available
2. Not required for Scopist Certificate
3. Not required for Audio Reporter Certificate

CRIMINAL JUSTICE

A.S. DEGREE

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. It also enables the student to elect a credit-bearing internship experience.

(Housed in: Law and Criminal Justice Department)

Distribution Requirements — Credit Hours

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

PSY 101 Introductory Psychology 3
SOC 101 Introductory Sociology.....3
SOC 203 Criminology 3
POS 120 American National Government **OR**
POS 207 Urban Political Process **OR**
POS 230 Civil Liberties-US.....3

Total 12

NATURAL SCIENCE & MATHEMATICS: 11 Credit Hours

MTH 160 Statistics I***.....3
NATURAL SCIENCE ELECTIVES.....8

Total 11

CRIMINAL JUSTICE COURSES: 24-25 Credit Hours

CRJ 101 Introduction to Criminal Justice 3
CRJ 103 Constitutional Law and Rights of People.....3
CRJ 104 Criminal Law.....3
CRJ 105 Criminal Procedure Law.....3
CRJ 204 Juvenile Justice 3
CRJ 211 Community Values and the Administration of Justice.....3
CRJ 121 Criminal Justice Education Internship I **OR**
CRJ 222 Criminal Justice Education Internship II.....3-4
CRIMINAL JUSTICE ELECTIVE+.....3

Total 24-25

GENERAL ELECTIVES: 6-7 Credit Hours

GENERAL ELECTIVES 6-7

Total 6-7

OTHER: 3-4 Credit Hours

CRIMINAL JUSTICE ELECTIVE **OR**
CRC 101 Practical Computer Literacy **OR**
CIS 121 Introduction to the Microcomputer 3-4

Total 3-4

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education++.....2

Total 2

TOTAL CREDITS 67-70

** ENG 105 recommended*
*** SPT 141 or SPT 144 highly recommended*
**** High School Regents Course III OR High School Regents Course II and MTH 104 OR one year high school math and MTH 098 and MTH 104 are prerequisites*
+ CRJ 170, 171, 172, 201, 207, 208, 209, 217, LAW 101, 110; Probation and parole majors should take CRJ 170 and CRJ 171 or CRJ 217
++ PEJ 101 highly recommended for law enforcement, parole, or probation careers; PEC 148 recommended for others

NOTE TO STUDENTS: Students with a TRS 103 placement must successfully complete TRS 103 with a grade of C or better while taking LAW 101 and COS 101. 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: LAW ENFORCEMENT

CERTIFICATE PROGRAM

See LAW ENFORCEMENT

CRIMINAL JUSTICE: CORRECTIONS ADMINISTRATION

A.A.S. DEGREE

The Corrections Administration 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.

(Housed in: Law and Criminal Justice Department)

Distribution Requirements — Credit Hours

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

PSY 100 Psychology of Interpersonal Relationships **OR**
PSY 101 Introductory Psychology*** 3
SOC 101 Introductory Sociology 3
SOC 203 Criminology 3
POS 120 American National Government **OR**
POS 207 Urban Political Process **OR**
POS 230 Civil Liberties-US 3

Total 12

NATURAL SCIENCE & MATHEMATICS: 6-7 Credit Hours

MTH 130 Modern Business Mathematics (or higher)**** 3
NATURAL SCIENCE ELECTIVE 3-4

Total 6-7

CRIMINAL JUSTICE COURSES: 30-31 Credit Hours

CRJ 101 Introduction to Criminal Justice 3
CRJ 103 Constitutional Law and Rights of People 3
CRJ 104 Criminal Law 3
CRJ 105 Criminal Procedure Law 3
CRJ 170 Introduction to Corrections 3
CRJ 171 Legal Aspects of Corrections **OR**
CRJ 217 Community Based Corrections 3
CRJ 204 Juvenile Justice 3
CRJ 211 Community Values and the Administration of Justice 3
CRJ 121 Criminal Justice Education Internship I **OR**
CRJ 222 Criminal Justice Education Internship II 3-4
CRIMINAL JUSTICE ELECTIVE+ 3

Total 30-31

ELECTIVE: 3-4 Credit Hours

ELECTIVE **OR**
MTH 104 Intermediate Algebra with Trigonometry 3-4

Total 3-4

OTHER: 3-4 Credit Hours

CRIMINAL JUSTICE ELECTIVE **OR**
CRC 101 Practical Computer Literacy **OR**
CIS 121 Introduction to the Microcomputer 3-4

Total 3-4

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education++ 2

Total 2

TOTAL CREDITS 65-69

** ENG 105 recommended.*
*** SPT 141 or SPT 144 highly recommended.*
**** PSY 101 highly recommended if student intends to transfer to a four-year college.*
***** MTH 160 highly recommended (note prerequisites).*
+ CRJ 171, 172, 201, 208, 209, 217; LAW 101, 110.
++ PEJ 101 highly recommended for corrections officer careers; PEC 148 recommended for others.

NOTE TO STUDENTS: Students with a TRS 103 placement must successfully complete TRS 103 with a grade of C or better while taking LAW 101 and COS 101. 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: CORRECTIONS ADMINISTRATION

CERTIFICATE PROGRAM

The certificate program in Corrections Administration is offered for in-service officers, as well as students who wish to enter the corrections field. The program is designed to provide the student with a concentration of courses having a direct relationship to correctional responsibilities.

The courses in this program are transferable to the A.A.S. degree in Criminal Justice - Police Science. A certificate will be issued to those students who successfully complete the 30 prescribed semester hours listed below. Graduates may also be required to pass a qualifying civil service exam for employment.

(Housed in: Law and Criminal Justice Department)

Distribution Requirements — Credit Hours

Courses

CRJ 101 Introduction to Criminal Justice 3
CRJ 170 Introduction to Corrections 3
CRJ 171 Legal Aspects of Corrections 3
CRJ 172 Institutional Procedures and Treatment of Inmates 3
CRJ 217 Community Based Corrections 3
PSY 101 Introductory Psychology 3
PSY 200 Behavior Modification 3
PSY 205 Social Psychology 3
SOC 101 Introductory Sociology 3
SOC 203 Criminology 3

TOTAL CREDITS 30

CRIMINAL JUSTICE: POLICE

A.A.S. DEGREE

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. It also enables the student to elect a credit- bearing internship experience.

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.

(Housed in: Law and Criminal Justice Department)

Distribution Requirements — Credit Hours

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

PSY 100 Psychology of Interpersonal Relationships **OR**
PSY 101 Introductory Psychology*** 3
SOC 101 Introductory Sociology 3
SOC 203 Criminology 3
POS 120 American National Government **OR**
POS 207 Urban Political Process **OR**
POS 230 Civil Liberties-US 3

Total 12

NATURAL SCIENCE AND MATHEMATICS: 6-7 Credit Hours

MTH 130 Modern Business Mathematics+ (or higher) 3
NATURAL SCIENCE ELECTIVE 3-4

Total 6-7

CRIMINAL JUSTICE COURSES: 30-31 Credit Hours

CRJ 101 Introduction to Criminal Justice 3
CRJ 103 Constitutional Law and Rights of People 3
CRJ 104 Criminal Law 3
CRJ 105 Criminal Procedure Law 3
CRJ 201 Principles of Investigation **OR**
CRJ 209 Forensic Science I 3
CRJ 204 Juvenile Justice 3
CRJ 207 Criminal Evidence 3
CRJ 211 Community Values and the Administration of Justice 3
CRJ 121 Criminal Justice Education Internship I **OR**
CRJ 222 Criminal Justice Education Internship II 3-4
CRIMINAL JUSTICE ELECTIVE++ 3

Total 30-31

ELECTIVE: 3-4 Credit Hours

ELECTIVE **OR**
MTH 104 Intermediate Algebra with Trigonometry 3-4

Total 3-4

OTHER: 3-4 Credit Hours

CRIMINAL JUSTICE ELECTIVE **OR**
CRC 101 Practical Computer Literacy **OR**
CIS 121 Introduction to the Microcomputer 3-4

Total 3-4

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

PEJ 101 Physical Fitness I-Criminal Justice 2

Total 2

TOTAL CREDITS 65-69

** ENG 105 recommended*
*** SPT 141 or SPT 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 170, 171, 172, 201, 208, 209, 217, LAW 101, 110
NOTE TO STUDENTS: Students with a TRS 103 placement must successfully complete TRS 103 with a grade of C or better while taking LAW 101 and COS 101. 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.

DENTAL ASSISTING

CERTIFICATE PROGRAM

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 coures), a high school diploma or GED, 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. Dental Studies is a high-demand, competitive program; therefore, re-admission to the Dental Studies program is rare. 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 department and is always on a space-available basis. Such an appeal may be made only one time. 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.

(Housed in: Health Professions Department)

Distribution Requirements — Credit Hours

FALL SEMESTER

DEN 111 Dental Radiography I 2
DEN 112 Oral Anatomy and Physiology I 2
DEN 113 Barrier Precautions and Infection Control Measures 1
DEN 211 Dental Materials 2
DAS 110 Preclinical Dental Assisting 4
BIOLOGY ELECTIVE* 3-4
ENG 101 College Composition **OR**

ENG 200 Advanced Composition 3

Total 17-18

SPRING SEMESTER

DAS 120 Basic Clinical Dental Assisting Practice 5
DEN 121 Dental Radiography II** 2
DAS 227 Dental Specialties Procedures 2
DEN 228 Dental Office Management 1
SPT 144 Communication and Crisis 3

Total 13

TOTAL CREDITS 30-31

** 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 HYGIENE

A.A.S. DEGREE

The two-year program in Dental Hygiene prepares graduates for careers in preventive dentistry.

Working under the supervision of a dentist, the dental hygienist provides patient care through clinical service and dental health counseling. Graduates of the program find employment in private dental offices, hospitals, clinics, and community health agencies.

Admission requirements are: CPR certification (CPR for health professionals, including adult, child and infant - no on-line courses), Sequential Math I, grade of C or better in both high school biology and chemistry. High school geometry is strongly recommended. Early applications are encouraged.

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.

The program includes courses in liberal arts, basic dental science and clinical experience. All students will complete off-campus clinical assignments as part of their clinical experience.

A minimum grade of C is necessary in all required Dental Studies courses for continued matriculation in the program. No student may progress to the next Dental Studies course level without successful completion of all courses in the previous level. Dental Studies is a high-demand, competitive program; therefore, re-admission to the Dental Studies program is rare. A student who has been previously enrolled in Dental Studies and earned a grade below C 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 department and is always on a space available basis. Such an appeal may be made only one time. Any student who is re-admitted to the Dental Studies program and fails to achieve a grade of C or higher a second time is ineligible to continue in the Dental Studies program. Admission/re-admission is always on a space available basis. Students must follow the sequence of courses semester by semester as presented. A student who fails to achieve the C in the fourth semester DEN courses will be ineligible for graduation. Successful completion of the program permits admission to licensure examinations. Students must also take a clinical exam in the region in which they plan to practice. MCC Dental Hygiene students take the National Board examination in July, after graduation. Dental hygienists must be licensed in order to practice. Prior to clinical experience, students must have a physical examination.

(Housed in: Health Professions Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER*

BIO 134 Human Anatomy and Physiology I **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*

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** 3
DEN 129 Periodontics I 1

Total 17-18

THIRD SEMESTER*

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

Total 19

FOURTH SEMESTER*

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 69-71

** 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.

**** It is recommended that students take BIO 217 during summer session if possible.*

***** Students must complete BIO and DEN courses following the semester sequence.*

****** Students may complete BIO courses prior to the sequence listed in the catalog.*

DESIGN (FASHION): INTERIOR DESIGN

A.A. DEGREE

See INTERIOR DESIGN A.A.S. DEGREE

EARLY CARE

CERTIFICATE PROGRAM

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 of 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: Education Department)

Distribution Requirements	Credit Hours
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

See Liberal Arts and Sciences: Early Childhood Education

ELECTRICAL ENGINEERING TECHNOLOGY--ELECTRONICS

A.A.S. DEGREE

Educational Objestional Objectives: The Electrical Engineering Technology -- Electronics program offers our diverse community a high quality learning environment and many training opportunities. After successfully completing the requirements of this program, the graduate will be qualified to:

1. function as a technically qualified electrical/electronics technician, fully capable of working with electrical, electronic, instrumentation, communication, control, and digital computer systems. Such activities may include the collection and analysis of data, the troubleshooting and repair of defective equipment and circuitry, the inspection of the manufacutring process and end-product, the translation of engineering designs into projects and test procedures, and the preparation of technical reports for an engineering or sales team.
2. successfully transfer 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. demonstrate critcal thinking skills by applying the basic principles of electrical/electronics technology to solve technology to solve technical problems with minimal assistance or supervision. This is done by providing the student with extensive hands-on laboratory experience.
4. effectively demonstrate oral and written communication skills in one-on-one or group environments along with the ability to successfully function as a member or a leader of a team project.
5. demonstrate good work habits, understand professional and ethical conduct concerns, and aware of global issues in technology.

Monroe Community College's Electrical Engineering Technology -- Electronics program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC 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, MC 21202-4012 -- telephone: (410) 347-7700.

(Housed in: Engineering Technologies Department)

Distribution Requirements	Credit Hours
FIRST SEMESTER	
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
PHY 131 Applied Physics I	4
ELT 121 AC/DC Circuit Analysis***	4
ELT 111 Electronic Technology I	3
MATHEMATICS ELECTIVE*	3
TEK 101 Computer Applications for Technicians**	2
	Total 19
SECOND SEMESTER	
MATHEMATICS ELECTIVE*	3-4
PHY 132 Applied Physics II	4
ELT 102 Electric Circuit Analysis II***#	5
ELT 112 Electronic Technology II	5
Physical/Health Education	1
	Total 18-19
THIRD SEMESTER	
ELT 201 Linear Circuits	4
ELT 202 Pulse and Digital Circuits	4
ENG 251 Technical Writing	3
MATHEMATICS ELECTIVE*	3-4
SOCIAL SCIENCE ELECTIVE	3
Physical/Health Education	1
	Total 18-19

FOURTH SEMESTER

ELT 204 Industrial Electronics and Control....4
ELT 205 Communications Systems....5
ELT 206 Digital Systems and Microprocessors....5
SOCIAL SCIENCE ELECTIVE....3

Total 17

TOTAL CREDITS 72-74

Electrical Engineering Technology - Computer Option
(Total program Credits: 68-70)

The Electrical Engineering Technology - Computer Option graduate can choose to start work, or transfer to the junior year of a Bachelor of Science program in Computer Engineering Technology.

THIRD SEMESTER

ENG 251 Technical Communications....3
CPT 115 Introduction to Networks....3
ELT 202 Pulse and Digital Circuits....4
SOCIAL SCIENCE ELECTIVE....3
MATHEMATICS ELECTIVE*....3-4
Physical/Health Education....1

Total 17-18

FOURTH SEMESTER

CPT 215 Communications and Networking....3
PROGRAMMING ELECTIVE****....3-4
ELT 206 Digital Systems and Microprocessors....5
SOCIAL SCIENCE ELECTIVE....3

Total 14-15

** MATHEMATICS ELECTIVES should be selected with guidance from faculty advisors. Those who are not considering transfer to an upper division program will probably take the MTH 140/141/205 technical math sequence. Those contemplating transfer (and having a good math background) can fulfill their math requirement with the MTH 165/175/210 transfer math sequence. Students who are not proficient in algebra and trigonometry should consult a math advisor about taking MTH 135, MTH 098, MTH 104 and/or MTH 112 in preparation for the required technical math or transfer math sequence.*

*** MTH 137 completed prior to September 1, 1995 will substitute for TEK 101.*

**** A specific calculator is required for ELT courses. Certain math courses recommend or require a specific calculator. Contact the department for details.*

***** Programming elective selected with guidance from faculty advisors.*

 # 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 either the Electronics program or the Computer option. The first year, the student could select from among MTH 098, MTH 104, MTH 135 and/or MTH 112, PHY 100, TEK 100, 101, 190, ELT 130, TRS 104, OFT 100, TEK courses, ENG 101, PE, social science electives, etc. Contact an ELT advisor for details, and to explore the advisability of taking ELT 101 and ELT 102.

ELECTRO-OPTICS TECHNOLOGY

A.A.S. DEGREE

See OPTICAL SYSTEMS TECHNOLOGY

ELECTRONIC TECHNOLOGY

CERTIFICATE PROGRAM

The Electronics Technology Certificate Program provides an intermediate recognition for those pursuing the A.A.S. degree, as well as for those desiring only special groups of Electronics courses.

(Housed in: Engineering Technologies Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER

TEK 101 Computer Applications for Technicians....2
TEK 190 Introduction to Engineering Technologies....3
ELT 170 Circuit Layout and Fabrication....2
ELT 130 Basic Electricity and Electronics....3
MTH 135 Introduction to Technical Mathematics (or higher)*....4

Total 14

SECOND SEMESTER

ELT 232 Electronics for Non-Majors....4
CPT 115 Introduction to Networks....3
INT 210 Digital Process Control Systems....5
HUMANITIES **OR** SOCIAL SCIENCE ELECTIVE....3

Total 15

TOTAL MINIMUM CREDITS 29

** A scientific calculator is required for ELT courses. Certain math courses recommend or require a specific calculator. Contact the Department for details.*

** Math requirement does not include MTH 150, 155 or 156. Students considering an associate degree are advised to take MTH 140.*

EMERGENCY MEDICAL SERVICES

CERTIFICATE PROGRAM

This certificate program is intended for students interested in preparing for entry in the emergency medical services field, or for students in the emergency medical services field who are expanding their knowledge and skills to better prepare for advancement within the field. There are three tracks available for students to choose from depending on their desired outcome. All students take four core courses, covering basic skills used in emergency medical services. The Paramedic Candidate track allows students to prepare in directly applicable science and skills before entering the Paramedic program. The Emergency Medical Services Management track is designed for those students already working in the emergency medical services field, looking to increase their management and supervisory skills. The third track is a general track that students can tailor, through advisement, to meet their specific needs in the emergency medical services field.

(Housed in: PSTF-Emergency Management)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
SPT 144 Communication in Crisis 3

Total 6

LIBERAL ARTS: 3 Credit Hours

LIBERAL ARTS ELECTIVE**** 3

Total 3

SOCIAL SCIENCES: 3 Credit Hours

PSY 101 Introductory Psychology 3

Total 3

NATURAL SCIENCE: 3 Credit Hours

BIO 133 Human Machine 3

Total 3

TOTAL 15

PROGRAM: 18 Credit Hours

EMS 110 Emergency Medical Technician 6
PROGRAM OPTION (listed below) 12

Total 18

PROGRAM TRACKS: 12 Credit Hours

Paramedic Candidate Track: 12 Credit Hours

BIO 132 Laboratory to Accompany Human Machine 1
CHE 124 General, Organic and Biochemistry* 4
HIM 104 Medical Terminology 3
MTH 104 Intermediate Algebra with Trigonometry** 4

EMS Management Track: Any 12 Credit Hours

HSE 101 Introduction to Occupational Health and Safety 3
MTH 160 Statistics I*** 3
PAD 101 Introduction to Public Administration 3
PAD 102 Public Sector Management 3
PST 132 Command Post Operations 1
PST 210 Managing the Mass Casualty Incident 1
PST 250 Pathway to Effective Leadership 0.5
PST 251 Understanding and Motivating Others 0.5

General Track: Any 12 Credit Hours

ASL 101 American Sign Language I 3
FPT 117 Rescue Strategy and Tactics 3
HED 115 Death and Dying 3
PEC 148 Physical Fitness Theory and Practice 2
PEC 179 Lifeguarding 2
PPE 170 Introduction to Sport Medicine 3
PST 130 Public Safety Incident Management 1
PST 160 Acute Traumatic Stress Management 0.5
PST 145 Hazardous Materials and Emergency Response 3
PST 146 Hazardous Materials: Characteristics and Behavior **OR**
any Paramedic Candidate Track Courses **OR**
EMS Management Track courses (only one (1) PEC course allowed) 3
SPA 141 Spanish for the Health Professions 3

TOTAL CREDITS 33

** CHE 124 has a prerequisite of grade of C or better in Regents level high school chemistry and algebra, or CHE 100 and MTH 098 with a grade of C or better.*
*** MTH 104 has a prerequisite of MTH 098 with a grade of C or better, or equivalent.*
**** MTH 160 has a prerequisite of MTH 104 with a grade of C or better, or equivalent.*
***** ENG 250 is recommended for Paramedic Candidate and EMS Management Tracks.*

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

A.A.S. DEGREE

This two-year associate in applied science degree program is intended for students interested in preparing for the highest level of emergency medical services care - the paramedic.

The program is a very structured curriculum which includes classroom, hospital clinical hours, and field internships. Upon completion of the program, graduates will be eligible to sit for the New York State Health Department certification examination as EMT - Paramedic.

Students interested in the degree should contact the program coordinator to discuss the requirements for admission to the program.

(Housed in: PSTF-Emergency Management)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
HUMANITIES ELECTIVE* 3

Total 6

LIBERAL ARTS: 3 Credit Hours

LIBERAL ARTS ELECTIVE** 3

Total 3

GENERAL ELECTIVES: 6 Credit Hours

GENERAL ELECTIVES*** 6

Total 6

SOCIAL SCIENCES ELECTIVE: 6 Credit Hours

SOCIAL SCIENCES ELECTIVES 6

Total 6

MATHEMATICS/NATURAL SCIENCES: 3-4 Credit Hours

MATHEMATICS/NATURAL SCIENCES ELECTIVE 3-4

Total 3-4

PARAMEDIC CERTIFICATION REQUIRED COURSES: 37 Credit Hours

EMS 171 Critical Trauma Care....1
EMS 236 Advanced Cardiac Life Support....1
EMS 239 Paramedic Clinical and Field Experience I....3
EMS 240 Paramedic Clinical and Field Experience II....4
EMS 246 Advanced Pediatric Care....1
EMS 270 Introduction to Paramedicine....12
EMS 271 Medical Care in Paramedicine....8
EMS 272 Advanced Trauma Issues in Paramedicine....7

Total 37

PUBLIC SAFETY COURSES: 2.5 Credit Hours

PST 130 Public Safety Incident Management....1
PST 132 Command Post Operations....1
PST 113 Hazardous Materials: First Responder Operations **OR**
EMS 113 Hazardous Materials Operations....5

Total 2.5

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education....2

Total 2

TOTAL CREDITS 65.5-66.5

** Speech/Communications (SPT) course recommended.*

*** Liberal Arts electives are any humanities, math, social science or natural science courses.*

**** Any credit bearing course of student's choice. Recommended: science courses, management or other courses to meet personal or career goals.*

ENGINEERING SCIENCE

A.S. DEGREE

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)

Distribution Requirements — Credit Hours

FIRST SEMESTER

ENG 101 College Composition **OR**
ENG 200 Advanced Composition....3
MTH 210 Calculus I....4
CHE 151 General College Chemistry I....4
ENR 161 Engineering Computing I....3
ENR 153 Engineering Graphics and Machining*....4

Total 18

SECOND SEMESTER

ENGLISH ELECTIVE....3
MTH 211 Calculus II....4
PHY 161 University Physics I....4
ENR 157 Digital Electronics and Microcontrollers*....4
SOCIAL SCIENCE ELECTIVE....3

Total 18

THIRD SEMESTER

SOCIAL SCIENCE ELECTIVE....3
MTH 212 Calculus III....4
PHY 261 University Physics 2....4
ENR 251 Statics....3
ENR 253 Circuit Analysis 1....4

Total 18

FOURTH SEMESTER

Physical/Health Education....2
MTH 225 Differential Equations....4
ENR 252 Dynamics....3
ENR 261 Engineering Computing 2....3
ENR 254 Circuit Analysis 2 **OR**
ENR 256 Mechanics of Materials....3
ENR 259 Engineering Design Laboratory*....1

Total 16

TOTAL CREDITS 70

** 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.*

Mechanical/Civil/Aeronautical Engineering*: Choose ENR 256.*

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.*

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

NONDEGREE

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: ESOL Department)

Courses	Credit Hours
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 128 ESL Through Computers	2
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

ENVIRONMENTAL SCIENCE ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

FINE ARTS

A.S. DEGREE

This program is designed to prepare students to transfer to a four-year college or university offering majors in visual arts fields such as design, drawing, painting, sculpture, and art history. 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 school sequential Mathematics I and one year of science are required. Additional art courses are recommended. A portfolio is recommended but not required for placement.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements	Credit Hours

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

ART 118 Perspectives of Art History I: Ancient* **OR**	
ART 119 Perspectives of Art History II: Modern*	3
SOCIAL SCIENCE ELECTIVES	9
	Total 12

NATURAL SCIENCE AND MATHEMATICS: 12-15 Credit Hours

MTH 150 Survey of Mathematics (or higher)	3
NATURAL SCIENCE ELECTIVES	6-8
NATURAL SCIENCE OR MATHEMATICS ELECTIVE	3-4
	Total 12-15

ART COURSES: 34 Credit Hours

ART 104 Drawing I	4
ART 120 Painting I	4
ART125 Three Dimensional Design	4
ART 130 Sculpture I	4
ART 109 Two Dimensional Design	3
ART 154 Drawing the Human Figure	4
ART 204 Drawing II	4
ART 220 Painting II	4
ART 231 Art Seminar	3
	Total 34

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education	2
	Total 2

TOTAL CREDITS 69-72

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

FIRE PROTECTION TECHNOLOGY

A.A.S. DEGREE

Fire Protection Technology 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.

The A.A.S. degree program allows students the flexibility to pursue specific areas of interest related to the field of fire protection, obtain a broader general education, or prepare for transfer to a baccalaureate program.

(Housed in: PSTF-Emergency Management)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
SPT 144 Communication and Crisis 3

Total 6

SOCIAL SCIENCE: 6 Credit Hours

SOCIAL SCIENCE ELECTIVES 6

Total 6

NATURAL SCIENCE AND MATHEMATICS: 9-11 Credit Hours

MATHEMATICS ELECTIVE (MTH 130 or higher) 3
NATURAL SCIENCE ELECTIVE 3-4
MATHEMATICS OR NATURAL SCIENCE ELECTIVE* 3-4

Total 9-11

PUBLIC SAFETY/FIRE PROTECTION COURSES: 29-33 Credit Hours

EMS 110 Emergency Medical Technician **OR**
EMS 119 Emergency Medical Technician Recertification** 2-6
FPT 101 Introduction to Fire Protection Technology 3
FPT 102 Fire Prevention and Inspection 3
FPT 103 Building Materials and Construction 3
FPT 104 Fire Suppression Technology 3
FPT 211 Fire Investigation: Cause and Origin 3
FPT 213 Automatic Sprinklers and Standpipes 3
HSE 101 Introduction to Occupational Safety and Health 3
PST 145 Hazardous Materials and Emergency Response 3
PST 146 Hazardous Materials: Characteristics and Behavior 3

Total 29-33

ELECTIVES: 9 Credit Hours ***

ELECTIVES 9

Total 9

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 61-67

** With permission of faculty advisor, students may substitute a computer related course from CIS, CRC or CSC*

*** Students who are certified as an EMT may take EMS 119 in lieu of EMS 110*

**** 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.*

FOOD MANAGEMENT

CERTIFICATE PROGRAM

The Food Service Management Certificate program is designed for the student who has sufficient work experience in the production and service areas of the food industry and who would like to gain a deeper insight into food management areas for job enrichment, promotional consideration or possible future positions.

(Housed in: Hospitality Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER

FSA 103 Culinary Arts I: Fundamentals of Food Preparation 5
FSA 106 Food Safety and Sanitation 1
FSA 107 Menu Planning 3
FSA 205 Purchasing, Storage and Handling 3
ENGLISH ELECTIVE 3
PSYCHOLOGY ELECTIVE 3

Total 18

SECOND SEMESTER

FSA 117 Basic Consumer Nutrition 3
ACC 101 Accounting Principles I **OR**
ACC 110 Fundamentals of Accounting I **AND**
ACC 111 Fundamentals of Accounting II **OR**
ACC 130 Introductory Accounting and Financial Analysis 4
C E 260 Cooperative Education-Hospitality Management 4
HSP 201 Hospitality Human Resources Management 3
FSA/GLF/HTL/HSP/PFT/TVL ELECTIVE 3

Total 17

TOTAL CERTIFICATE REQUIREMENTS 35

FOOD PRODUCTION

CERTIFICATE PROGRAM

The Food Production Certificate program is for the student who is primarily interested in a Food Service concentration without the broad liberal arts background. A graduate of the Food Production Certificate program will have established a basis for a career in the food service industry, and will be qualified for at least entry-level positions in any of the production or service areas of the food industry including assistant cook, assistant salad or sandwich person, assistant food preparation person, and in some cases, assistant night manager.

(Housed in: Hospitality Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER

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
ELECTIVE 3

Total 16

SECOND SEMESTER

FSA 117 Basic Consumer Nutrition 3
FSA 203 Culinary Arts III: Advanced Food Production 5
HSP 202 Banquet and Event Planning 3
C E 260 Cooperative Education-Hospitality Management 4

Total 15

TOTAL CERTIFICATE REQUIREMENTS 31

GEOSCIENCES ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

GLOBAL HISTORY ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

HEALTH INFORMATION TECHNOLOGY--MEDICAL RECORDS

A.A.S. DEGREE

The individual holding an associate degree in health information management 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 assurance programs, hospital associations, industries, governmental agencies, health information systems, insurance companies, financial auditing firms, and consulting.

Program applicants should be comfortable using personal computers and word processing programs.

Admission and continuation in the HIT program is conditional upon completion of the following requirements:

A. All college placement test recommendations must be completed prior to full admission to the program.

B. Completion of medical requirements, clearance of existing health problem(s), and ability to meet essential functions (physical and mental demands) of the program.

C. A grade of C or better is required in all BIO and HIM courses, 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, and CRC 120, will be given the opportunity to repeat the couse once. This option may be elected for a maximum of two courses. No HIM course may be taken more than twice.

The student is responsible for arranging transportation to and from the College and local internship sites when required.

Graduates of this program are eligible to take the certification examination of the American Health Information Management Association, for the designation of Registered Health Information Technician (RHIT).

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Informatics and Information Management Education in collaboration with 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.

(Housed in: Health Professions Department)

Distribution Requirements	Credit Hours
FIRST SEMESTER: 18 Credit Hours	
ENG 101 College Composition **OR** ENG 200 Advanced Composition	3
BIO 134 Human Anatomy and Physiology I	3
HIM 100 Introduction to Health Information	3
HIM 103 Health Care Documentation	3
HIM 104 Medical Terminology	3
MTH 150 Survey of Mathematics I **OR** higher*	3
	Total 18
SECOND SEMESTER: 18 Credit Hours	
BIO 135 Human Anatomy and Physiology II	3
HIM 105 Medical Transcription	3
HIM 110 ICD-9-CM Diagnostic and Procedural Classifications	4
HIM 111 CPT Procedural Coding System	2
HIM 115 Medial Office Pharmacology	1
CRC 120 Introduction to Medical Information Processing	3
Physical/Health Education	2
	Total 18
THIRD SEMESTER: 18 Credit Hours	
BIO 235 Introduction to Human Disease	3
HIM 204 Health Records in Alternate Care	3
HIM 205 Professional Practice Experience I**	4
HIM 208 Total Quality Management, Legal and Compliance Issues for the Health Information Management Practitioner	5
ELECTIVE	3
	Total 18
FOURTH SEMESTER: 18 Credit Hours	
HIM 206 Professional Practice Experience II**	4
HIM 209 Management Supervision & Personal Development in Health Care	2
HIM 211 Health Care Reimbursement	3
HIM 213 Health Information Systems	3
HUMANITIES ELECTIVE (recommend SPT)	3
SOCIAL SCIENCE ELECTIVE	3
	Total 18
	TOTAL CREDITS 72

** MTH 151 is recommended. MTH 160 for transfer.*

*** Enrollment in HIM 205 and HIM 206 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s).*

HEALTH STUDIES

A.S. DEGREE

This 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 such as community health educator, substance abuse counselor, health teacher, health care administrator, medical technician, recreation and leisure specialist, or wellness promotion specialist.

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 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: Health Professions Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
PSY 101 Introductory Psychology 3
HED 118 Introduction to Safety and Emergency Care 3
HED 130 Foundations of Personal Health and Wellness 3
BIO 117 Basic Consumer Nutrition 3

Total 15

SECOND SEMESTER: 16 Credit Hours

HED 207 Emotional Wellness 3
HED 208 Chronic and Communicable Diseases 3
BIO 142 Human Anatomy+ 4
SOCIAL SCIENCES ELECTIVE 3
ELECTIVE 3

Total 16

THIRD SEMESTER: 18 Credit Hours

BIO 143 Human Physiology++ 4
PSY 201 Developmental Psychology-Child **OR**
PSY 202 Developmental Psychology-Adolescence **OR**
PSY 212 Developmental Psychology-Lifespan 3
MTH 160 Statistics I **OR**
MTH 165 College Algebra+++ 3
LITERATURE ELECTIVE 3
Health/Physical Education 2
ELECTIVE 3

Total 18

FOURTH SEMESTER: 16 Credit Hours

BIO 202 Microbiology 4
SPT 142 Public Speaking 3
HED 209 Drugs and Behavior 3
SOCIAL SCIENCES ELECTIVE 3
ELECTIVE 3

Total 16

TOTAL CREDITS 65

+ BIO 120 or BIO 133 required if student has not received a C or better in high school regents level Biology.

++ High school chemistry or CHE 100 required before taking BIO 143.

+++ MTH104 or MCC Mathematics placement at Level 8 before taking MTH 160 or MTH 165

** SUNY General Education electives should be chosen if student plans to transfer to a SUNY school. Students planning to transfer to a SUNY school must fulfill 7 of 10 of the SUNY General Education Requirements.*

HEATING, VENTILATING, AIR CONDITIONING

A.A.S. DEGREE

SEE AIR CONDITIONING TECHNOLOGY: HEATING AND VENTILATION A.A.S. DEGREE

HEATING, VENTILATING, AIR CONDITIONING

CERTIFICATE PROGRAM

The Heating, Ventilating, Air Conditioning certificate program is designed for both the student who is seeking an entry level position as a preventative maintenance mechanic or installation/service technician, and those currently employed in the field of heating, ventilating, and air conditioning or related areas.

(Ownership: Applied Technologies Department)

Distribution Requirements — Credit Hours

REQUIRED COURSES: 32 Credit Hours

HVA 101 Basic Refrigeration Theory 3
HVA 102 Air Conditioning Theory 3
HVA 103 Heating Systems 3
HVA 104 Commercial Air Conditioning and Heat Pumps 3
HVA 105 Electric and Motor Controls 3
HVA 106 HVAC Workplace Training 3
HVA ELECTIVES (200 or higher) 6
MTH 135 Introduction to Technical Mathematics 4
PHY 100 Preparatory Physics 4

TOTAL CREDITS 32

HOSPITALITY MANAGEMENT

A.A.S. DEGREE

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, travel and tourism, and physical fitness technology.

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, Golf Facilities Manager, and Manager of Fitness Facility, Health Clubs and Spas. Transfer and 2+2 programs are available in all areas.

(Housed in: Hospitality Department)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
ENG 105 Introduction to Literature **OR**
ENG 250 Professional Communication **OR**
ENGLISH ELECTIVE* 3

Total 6

SOCIAL SCIENCE: 6 Credit Hours

SOCIAL SCIENCE ELECTIVES 6

Total 6

NATURAL SCIENCES AND MATHEMATICS: 6-8 Credit Hours

MTH 104 Intermediate Algebra with Trigonometry (or higher)** 3-4
NATURAL SCIENCE ELECTIVE*** 3-4

Total 6-8

LIBERAL ARTS AND SCIENCES: 3 Credit Hours

LIBERAL ARTS AND SCIENCES ELECTIVE**** 3

Total 3

PROGRAM REQUIREMENTS: 42-45 Credit Hours

ACC 101 Accounting Principles I **OR**
ACC 130 Introductory Accounting and Financial Analysis***** 4
HSP 101 Introduction to the Hospitality Industry 3
HSP 102 Hospitality Service 4
HSP 201 Hospitality Human Resource Management 3
CE 260 Cooperative Education-Hospitality Management 4
CRC **OR** CIS ELECTIVE 3
PROGRAM OPTION (listed below) 21-24

Total 42-45

HEALTH/PHYSICAL EDUCATION: 2 Credit Hours

HEALTH/PHYSICAL EDUCATION ELECTIVE 2

Total 2

TOTAL CREDITS 65-67

PROGRAM OPTIONS: 21-24 Credit Hours

TRAVEL OPTION: 21 Credit Hours

TVL 101 Introduction to Travel and Tourism 3
TVL 131 Documentation in the Tourism Industry 3
TVL 210 Introduction to Airline Reservations Systems: SABRE **OR**
TVL 220 Introduction to Airline Reservations Systems: APOLLO 3
TVL 231 Tourism Specialization 3
TVL 251 Tourism Sales and Marketing 3
TVL 275 Current Issues in Travel and Tourism 3
ELECTIVE****** 3

FOOD SERVICE OPTION: 23 Credit Hours

FSA 103 Culinary Arts I: Fundamentals of Food Preparation 5
FSA 106 Food Safety and Sanitation 1
FSA 107 Menu Planning 3
FSA 117 Basic Consumer Nutrition 3
FSA 203 Culinary Arts II: Advanced Food Preparation 5
FSA 205 Purchasing, Storage and Handling 3
HSP ELECTIVE******* 3

HOTEL OPTION: 24 Credit Hours

FSA 103 Culinary Arts I: Fundamentals of Food Preparation 5
FSA 106 Food Safety and Sanitation 1
HSP 202 Banquet and Event Planning 3
HSP 211 Hospitality Law 3
HSP ELECTIVE******* 3
HTL 105 Hotel Operations 3
HTL 206 Hotel Sales and Marketing 3
HTL 208 Food, Beverage and Labor Cost Controls 3

GOLF MANAGEMENT OPTION: 21 Credit Hours

GLF 115 Introduction to Golf Management 3
GLF 118 Golf Shop Operation 3
GLF 122 Golf Fundamentals and Methods 3
GLF 126 Golf Club Design, Fitting and Repair 3
GLF 130 Golf Course Maintenance 3
GLF 136 Golf Shop Policies and Services 3
HSP ELECTIVE******* 3

PHYSICAL FITNESS TECHNOLOGY OPTION: 23 Credit Hours

HSP ELECTIVE******* 3
PPE 100 Introduction to Sport Science 4
PPE 170 Introduction to Sport Medicine 3
PPE 215 Sports Management 3
PPE 275 Therapeutic Athletic Exercise 4
PPE 208 Sport Psychology 3
PPE 240 Selected Topics in Physical Studies 3

** Recommended ENG 105 or ENG 250*
*** MTH 130 or MTH 160 or MTH 165*
**** Physical Fitness Technoloogy Option requires BIO 134*
***** Physical Fitness Technology Option requires BIO 135*
****** Students taking ACC 101 OR ACC 130 must have MTH 130 OR MTH 098 or equivalent for a prerequisite.*
******* HSP/BUS/FOR LAN/SPT*
******** FSA/GLF/HSP/HTL/PFT/TVL*

NOTE: The Hospitality Department offers the following certificate programs (listed alphabetically in the Catalog):
-Food Management
-Food Production
-Hotel Management
-Travel and Tourism
All course requirements in these certificate programs lead into the Hospitality Management AAS Degree program (listed alphabetically).

HOTEL MANAGEMENT

CERTIFICATE PROGRAM

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: Hospitality Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
FSA 103 Culinary Arts I 5
FSA 106 Food Safety and Sanitation 1
HSP 211 Hospitality Law 3
HTL 206 Hotel Sales and Marketing 3

Total 15

SECOND SEMESTER: 16 Credit Hours

HTL 105 Hotel Operations 3
HSP 102 Hospitality Service 4
HSP 201 Hospitality Human Resource Management 3
HSP 202 Banquet and Event Planning 3
COMPUTER RELATED CURRICULA/COMPUTER INFORMATION SYSTEMS ELECTIVE 3

Total 16

SUMMER SEMESTER: 4 Credit Hours

CE 260 Cooperative Education: Hospitality* 4

Total 4

TOTAL CREDITS 35

** Students can take the Cooperative Education course during a semester or during the summer.*

HUMAN SERVICES

A.A.S. DEGREE

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.

(Housed in: Human Services Department)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
HUMANITIES ELECTIVE 3

Total 6

SOCIAL SCIENCE: 21 Credit Hours

SOCIAL SCIENCE ELECTIVES* 21

Total 21

NATURAL SCIENCE AND MATHEMATICS: 6-7 Credit Hours

(Minimum of 3 hours in Mathematics and 3 hours in
Natural Science required--must take MTH 104 or higher) 6-7

Total 6-7

HUMAN SERVICES COURSES: 24 Credit Hours

HUM 101 Introduction to Human Services AND 4
HUM 111 Field Work in Human Services I 2
HUM 102 Basic Helping Skills AND 4
HUM 112 Field Work in Human Services II 2
HUM 201 Models of Helping AND 4
HUM 211 Field Work in Human Services III 2
HUM 202 Human Service Systems AND 4
HUM 212 Field Work in Human Services IV 2

Total 24

ELECTIVES: 6 Credit Hours

ELECTIVES 6

Total 6

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 65-66

** Recommended Courses: PSY 101, SOC 101*

HUMAN SERVICES

CERTIFICATE PROGRAM

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 four seminar courses in Human Services and the Field Work that accompanies each of these seminars. 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: Human Services Department)

Distribution Requirements	Credit Hours
FIRST SEMESTER: 6 Credit Hours	
HUM 101 Introduction to Human Services AND	4
HUM 111 Field Work In Human Services I	2
Total 6	
SECOND SEMESTER: 6 Credit Hours	
HUM 102 Basic Helping Skills AND	4
HUM 112 Field Work in Human Services II	2
Total 6	
THIRD SEMESTER: 6 Credit Hours	
HUM 201 Models of Helping AND	4
HUM 211 Field Work in Human Services III	2
Total 6	
FOURTH SEMESTER: 6 Credit Hours	
HUM 202 Human Service Systems AND	4
HUM 212 Field Work in Human Services IV	2
Total 6	
TOTAL CREDITS 24	

HUMAN SERVICES ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

INFORMATION TECHNOLOGY

A.S. DEGREE

This program has been designed to give the student a solid foundation in information technology to foster success in obtaining a four-year degree. The student will gain a background in networking, programming, database design, and web site design. This degree program also provides a solid math background required to develop problem solving skills.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours
FIRST SEMESTER: 15 Credit Hours	
CPT 115 Introduction to Networks	3
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
HUMANITIES ELECTIVE	3
MTH 172 Technical Discrete Mathematics	3
SOCIAL SCIENCE ELECTIVE	3
Total 15	
SECOND SEMESTER: 16-18 Credit Hours	
BUSINESS ELECTIVE***	3-4
NATURAL SCIENCE ELECTIVE****	3-4
CPT 215 Data Communications and Networking	3
CSC 101 Introduction to Computer Science	4
MTH 160 Statistics	3
Total 16-18	
THIRD SEMESTER: 16-17 Credit Hours	
CIS 201 Web Site Programming and Design	3
CIS 209 Systems Analysis and Design	3
INFORMATION TECHNOLOGY ELECTIVE*	3-4
LIBERAL ARTS ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
Physical/Health Education	1
Total 16-17	
FOURTH SEMESTER: 16-19 Credit Hours	
CIS 211 Applied Database Concepts	3
INFORMATION TECHNOLOGY ELECTIVE SEQUENCE*	3-4
COMPUTER INFORMATION SYSTEMS OR MATHEMATICS ELECTIVE**	3-4
LITERATURE ELECTIVE	3
NATURAL SCIENCE ELECTIVE****	3-4
Physical/Health Education	1
Total 16-19	
TOTAL CREDITS 63-69	

** Information Technology Sequences: (CIS 110 and CIS 208) OR (CIS 2225 and CSC 206)*

*** CIS/MTH Elective: CIS 121, CIS 225; CSC 214, CSC 215: MTH 175 or higher*

**** Business Elective: ACC 101, BUS 104-138, ECO 111, ECO 112, MAR 101*

***** Natural Science Elective: Any laboratory science*

NOTE: See SUNY General Education requirements for students transferring to a four-year SUNY school.

INTERIOR DESIGN

A.A.S. DEGREE

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 COM104- Introduction to Graphic Production prior to enrolling in IDE160- CAD for Interiors.

A minimum grade of C is necessary in all required interior design courses for continued matriculation in the program. Based upon extenuating and documented circumstances, Departmental approval is required for readmission or for repeating any interior design course. Approval, if granted, is always on a space available basis.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER: 17 Credit Hours

IDE 101 Introduction to Interior Design I	3
IDE 121 Interior Design Communication I	4
ART 104 Drawing I	4
ART 109 Two Dimensional Design	3
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
Total	17

SECOND SEMESTER: 17 Credit Hours

IDE 102 Introduction to Interior Design II	3
IDE 122 Interior Design Communication II	4
IDE 160 CAD for Interiors	3
ART 118 Perspectives of Art History I: Ancient	3
MTH 150 Survey of Mathematics I (or higher)	3
Physical/Health Education	1
Total	17

THIRD SEMESTER: 17-18 Credit Hours

IDE 201 Interior Design III	3
IDE 207 19th and 20th Century Interior Design	3
IDE 260 CAD for Interiors II	3
ART 125 Three Dimensional Design	4
PROGRAM ELECTIVE**	3-4
Physical/Health Education	1
Total	17-18

FOURTH SEMESTER: 16-18 Credit Hours

IDE 203 Interior Design IV	3
ART 119 Perspectives of Art History II: Modern	3
PROGRAM ELECTIVES**	7-8
SOCIAL SCIENCE ELECTIVE	3
Total	16-17

TOTAL CREDITS 67-69

** PROGRAM ELECTIVES (complete one sequence):

For transfer:

ART 130 Sculpture I	4
ART 154 Drawing the Human Figure	4
COM 160 Computer Graphics: Design and Layout	3

For professional study:

SPT 142 Public Speaking	3
CE 263 Cooperative Education Interior Design	4
FPT 107 Introduction to the NYS Building Codes	3

INTERIOR DESIGN

CERTIFICATE PROGRAM

The Interior Design Certificate is designed to provide the basic skills and knowledge required to enter the interior design field as a design assistant. It also provides those working in the retail sector a deeper insight into other aspects of the field while attaining the skills necessary to enter other areas of interior design.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements	Credit Hours
IDE 101 Introduction to Interior Design I	3
IDE 102 Introduction to Interior Design II	3
IDE 121 Interior Design Communication I	4
IDE 122 Interior Design Communication II	4
IDE 207 19th and 20th Century Interior Design	3
ART 104 Drawing I	4
ART 109 Two Dimensional Design	3
MTH 150 Survey of Mathematics I (or higher)	3
IDE 160 CAD for Interiors	3

TOTAL CREDITS 30

INTERNATIONAL BUSINESS

A.S. DEGREE

See BUSINESS: INTERNATIONAL BUSINESS

LANDSCAPE ARCHITECTURE ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

LAW ENFORCEMENT

CERTIFICATE PROGRAM

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: Law and Criminal Justice Department)

Distribution Requirements	Credit Hours
PLE 101 Fundamentals of Policing	13
PLE 102 Police Proficiencies and Procedures	17.5
PLE 103 The Community and Policing: Serving Special Populations	13
PLE 104 Practicum in Policing I **OR**	
PLE 204 Practicum in Policing II	19
PEC 100 Fitness Theory and Conditioning for the Professions	2.5
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.S.-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—GENERAL STUDIES

A.S. DEGREE

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.

Distribution Requirements	Credit Hours
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
PHYSICAL/HEALTH EDUCATION: 2 Credit Hours	
Physical/Health Education	2
Total	2
TOTAL MINIMUM CREDITS	62

LIBERAL ARTS AND SCIENCES—HUMANITIES AND SOCIAL SCIENCE

A.A. DEGREE

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.

A student interested in this degree should contact the Dean of Liberal Arts to be assigned an advisor who will work with the student to create a plan of study.

(Housed in: Liberal Arts Division)

Distribution Requirements	Credit Hours
HUMANITIES: 18 Credit Hours	
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
FOREIGN LANGUAGE ELECTIVES	6
HUMANITIES ELECTIVE	3
LITERATURE ELECTIVE	3
SUNY GENERAL EDUCATION ART ELECTIVE	3
Total	18
SOCIAL SCIENCES: 12 Credit Hours	
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE	3
SUNY GENERAL EDUCATION AMERICAN HISTORY ELECTIVE	3
SUNY GENERAL EDUCATION WESTERN CIVILIZATION ELECTIVE	3
SUNY GENERAL EDUCATION OTHER WORLD CIVILIZATIONS ELECTIVE	3
Total	12
MATHEMATICS AND NATURAL SCIENCES: 9-12 Credit Hours	
SUNY GENERAL EDUCATION MATHEMATICS ELECTIVE: MTH 150 or higher*	3-4
SUNY GENERAL EDUCATION NATURAL SCIENCES ELECTIVE	3-4
MATHEMATICS OR NATURAL SCIENCES ELECTIVE	3-4
Total	9-12
REQUIRED ELECTIVES: 9 Credit Hours	
LIBERAL ARTS ELECTIVES	9
Total	9

GENERAL ELECTIVES: 12 Credit Hours

GENERAL ELECTIVES 12

Total 12

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 62-65

** 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.*

LIBERAL ARTS AND SCIENCES--SCIENCE

A.S. DEGREE

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 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 — Credit Hours

HUMANITIES : 9 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
LITERATURE ELECTIVE 3
HUMANITIES ELECTIVE 3

Total 9

NATURAL SCIENCE AND MATHEMATICS: 32 Credit Hours

Two Mathematics courses (MTH 210 or higher) 8
Natural Sciences 24

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, 252, AND two from the following: BIO 209, 260, 265, 266
-CHE 151, 152, 251, AND 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-EDUCATION

A.A. DEGREE

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.sysadm.suny.edu/provost/teachered.htm). 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 (7 credit hours).

When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution. Information pertaining to the admission requirements for participating senior college programs is provided as part of the guidance on the TETT web site, http://www.suny.edu/EducationTransfer. Students are also advised to visit the web pages of teacher education campuses of interest, accessible from this site.

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.

LIBERAL ARTS AND SCIENCES: ADOLESCENCE EDUCATION (TEACHER EDUCATION TRANSFER)

A.A. DEGREE

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: Education Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 16-17 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
MTH (150 or higher) 3-4
FOREIGN LANGUAGE ELECTIVE 3

Total 16-17

SECOND SEMESTER: 18 Credit Hours

EDU 200 Foundations of Education 3
PSY 202 Developmental Psychology-Adolescence 3
MAJOR/CONCENTRATION ELECTIVE 3
LITERATURE ELECTIVE 3
SOCIAL SCIENCE ELECTIVE **OR**
SUNY GENERAL EDUCATION-WESTERN CIVILIZATION** 3
FOREIGN LANGUAGE ELECTIVE 3

Total 18

THIRD SEMESTER: 15-16 Credit Hours

EDU 208 Guided Fieldwork in Education 3
HUMANITIES ELECTIVE **OR**
SUNY GENERAL EDUCATION - THE ARTS* 3
SOCIAL SCIENCE ELECTIVE **OR**
SUNY GENERAL EDUCATION-AMERICAN HISTORY** 3
MAJOR/CONCENTRATION ELECTIVE++++ 3
NATURAL SCIENCE ELECTIVE**** 3-4

Total 15-16

FOURTH SEMESTER: 14-16 Credit Hours

LIBERAL ARTS AND SCIENCES ELECTIVE+ 3
MAJOR/CONCENTRATION ELECTIVES++++ 3-4
SOCIAL SCIENCE ELECTIVE **OR**
SUNY GENERAL EDUCATION-OTHER WORLD CIVILIZATION** 3
Physical/Health Education++ 2
NATURAL SCIENCE ELECTIVE**** 3-4

Total 14-16

TOTAL CREDITS 63-67+++

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):

* *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-American History, Western Civilization, Other World Civilizations(except ENG 230)*
For transfer to a private college: Specific General Education Requirements

*** *MTH 150 is not an appropriate mathematics course for students pursuing teacher certification in the mathematics/science/technology field. Students should consult with an advisor for selection of proper mathematics placement and subsequent coursework.*

**** *Minimum of one lab science*

\+ *PSY 261 Psychology of Learning and Behavior Disorders is strongly recommended for transfer*

++ *HED 130 Foundations of Personal Health and Wellness 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: CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER)

A.A. DEGREE

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 grade levels B-2nd.

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: Education Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 16-18 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++++ 3-4
MTH 155 Mathematics for Elementary Teachers I 3
NATURAL SCIENCE ELECTIVE**** 3-4

Total 16-18

SECOND SEMESTER: 15-17 Credit Hours

EDU 200 Foundations of Education 3
PSY 201 Developmental Psychology-Child 3
MAJOR/CONCENTRATION ELECTIVE 3
NATURAL SCIENCE ELECTIVE**** 3-4
MTH 156 Mathematics for Elementary Teachers II 3-4

Total 15-17

THIRD SEMESTER: 16-18 Credit Hours

EDU 208 Guided Fieldwork in Education 3
HUMANITIES ELECTIVE **OR**
SUNY GENERAL EDUCATION - THE ARTS** 3
HIS 111 History of the United States to 1865 **OR**
HIS 112 History of the United States Since 1865 3
MAJOR/CONCENTRATION ELECTIVE++++ 2-4
FOREIGN LANGUAGE ELECTIVE 3
Physical/Health Education 2

Total 16-18

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 62-68+++

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 (except ENG 230)*
For transfer to a private college: Cognates and Specific General Education Requirements, i.e., American History (HIS 111/112), American National Government (POS 120), 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

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: Education Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 16-18 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++++ 3-4
MTH 155 Mathematics for Elementary Teachers I 3
NATURAL SCIENCE ELECTIVE**** 3-4

Total 16-18

SECOND SEMESTER: 15-17 Credit Hours

EDU 200 Foundations of Education 3
PSY 201 Developmental Psychology-Child 3

MAJOR/CONCENTRATION ELECTIVE 3-4
NATURAL SCIENCE ELECTIVE**** 3-4
MTH 156 Mathematics for Elementary Teachers II 3

Total 15-17

THIRD SEMESTER: 16-18 Credit Hours

EDU 208 Guided Fieldwork in Education 3
HUMANITIES ELECTIVE **OR**
SUNY GENERAL EDUCATION - THE ARTS** 3
HIS 111 History of the United States to 1865 **OR**
HIS 112 History of the United States Since 1865 3
MAJOR/CONCENTRATION ELECTIVE++++ 2-4
FOREIGN LANGUAGE ELECTIVE 3
Physical/Health Education 2

Total 16-18

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 62-68+++

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 (except ENG 230)*
For transfer to a private college: Cognates and Specific General Education Requirements, i.e., American History (HIS 111/112), American National Government (POS 120), 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 requriements.*

LIBERAL ARTS AND SCIENCES: TRANSFER PROGRAMS-GENERAL STUDIES

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.

AFRICAN-AMERICAN STUDIES: The African-American Studies program embraces the importance of diversity and is designed 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 for 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 introduce the importance of diversity in our world. Students should consult with faculty in the Department of Anthropology, History, Political Science, and Sociology (292-3260, Rm. 5-322).

AMERICAN HISTORY: Students who plan to transfer and earn a Bachelor Degree with a major in American history should consult with faculty in the Anthropology/History/Political Science/Sociology Department (292-3260, Rm. 5-322).

CHILD CARE PRACTITIONER: Students who plan to transfer and earn a Bachelor Degree in center or home-based child care should consult with the faculty in the Education Department (262-1460). 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.

GLOBAL HISTORY: Students who plan to transfer and earn a Bachelor Degree with a major in history with emphasis placed on European and Asian studies should consult with faculty in the Anthropology/History/Political Science/Sociology Department (292-3260, Rm. 5-322).

HUMAN SERVICES: Students who plan to transfer and earn a Bachelor Degree in social work or other human services related fields should consult with faculty in the Human Services Department (262-1628, Damon City Campus, Rm. 5-076). Depending on course selection, students may also be eligible for the Human Services Certificate.

LANDSCAPE ARCHITECTURE: Students who plan to transfer to the School of Landscape and Architecture at the SUNY College of Environmental Science and Forestry at Syracuse, New York, may select liberal arts and science courses developed in cooperation with the College of Environmental Science and Forestry, and are accepted by that College, will transfer with full junior status. Students should consult with faculty in the Biology Department (292-2920, Rm. 8-228). Students interested in this opportunity should successfully complete high school biology with a grade of C or higher, and three years of mathematics through trigonometry.

MATHEMATICS: Students who plan to transfer and earn a Bachelor Degree with a major in mathematics, or related fields such as mathematics education, should consult with faculty in the Mathematics Department (292-2931, Rm. 8-510). Students interested in this opportunity should successfully complete four years of high school mathematics through Mathematics 12. One year of a laboratory science is also recommended. The following sequence of mathematics courses is appropriate: MTH 210, 211, 212, and 220 or 225 or 230.

NUTRITION ADVISEMENT: Students who plan to transfer and earn the baccalaureate degree in Nutrition/Dietetics should consult with faculty in the Hospitality Management office (292-2579). The advisement sequence in this program identifies a course of study that will facilitate transfer to upper division colleges and universities. Students are expected to consult regularly with faculty advisors and also be aware of the course requirements of the college to which they plan to transfer.

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 faculty in the Anthropology/History/Political Science/Sociology Department (292-3260, Rm. 5-322).

SOCIAL AND BEHAVIORAL SCIENCE: Students who plan to transfer and earn a Bachelor Degree with a major in anthropology, psychology, or sociology should consult with faculty in the Psychology Department (292-3334, Rm. 5-414), or the Anthropology/History/Political Science/Sociology Department (292-3260, Rm. 5-322).

LIBERAL ARTS AND SCIENCES: TRANSFER PROGRAMS - SCIENCE

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 (292-2920, 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 (292-2920, 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. 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 two years should successfully complete four years of high school mathematics through Mathematics 12. A high school physics class is strongly recommended.

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 (292-2920, 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.

PRE-PHARMACY: Students who plan to transfer and earn a baccalaureate degree in the field of pharmacy should consult with faculty in the Biology Department (292-2920, Rm. 8-228). Students interested in this opportunity should select courses to make them eligible for consideration for admission into the three-year pharmacy program being offered at a pharmacy college in New York. Students should successfully complete three years of high school mathematics through trigonometry and have above average performance in Regents chemistry. Mathematics 12 is strongly recommended.

MANUFACTURING TECHNOLOGY

A.A.S. DEGREE

The Manufacturing Technology program exposes the student to the vast field of manufacturing. The program covers areas such as manufacturing processes, robotics, and design of equipment and factories. Computer Integrated Manufacturing (CIM) concepts are presented and practiced in hands-on laboratory courses.

In the third and fourth semesters of this program, the student can choose to specialize in Robotics, Electro-Mechanics, Quality Control, or Process Control and Instrumentation.

Students can be placed directly in positions as technicians in manufacturing, process, plant and facilities engineering departments.

(Housed in: Engineering Technologies Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 19 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
MTH 140 Technical Mathematics I* 3
PHY 131 Applied Physics I 4
MET 101 Technical Graphics 3
OPT 135 Measurement and Analysis 4
TEK 101 Computer Applications for Technicians 2

Total 19

SECOND SEMESTER: 18 Credit Hours

CHE 121 Chemistry for Technologies and Health Sciences 4
INT 110 Pneumatic and Mechanical Measurements 4
MET 121 Computer Aided Drafting and Design I 3
ELT 130 Basic Electricity and Electronics 3
ECO 111 Principles of Microeconomics 3
Physical/Health Education 1

Total 18

THIRD SEMESTER: 16-18 Credit Hours

MTH 141 Technical Mathematics II 3
ELT 232 Electronics for Non-Majors 4
TECHNICAL ELECTIVES** 8-10
Physical/Health Education 1

Total 16-18

FOURTH SEMESTER: 14-17 Credit Hours

ENG 251 Technical Writing 3
SOCIAL SCIENCE ELECTIVE 3
TECHNICAL ELECTIVES 8-11

Total 14-17

TOTAL CREDITS 67-72

**TECHNICAL ELECTIVES FOR STUDENTS INTERESTED IN ROBOTICS

MFG 201 Computer Aided Manufacturing 2
MFG 202 Design for Robotics 3
MFG 203 Manufacturing Planning 3
MFG 205 Plant Layout and Material Handling 3
INT 206 Instrument Test, Calibration and Repair 3
INT 209 Automatic Process Control Principles 5

Total 19

**TECHNICAL ELECTIVES FOR STUDENTS INTERESTED IN ELECTRO-MECHANICAL

TLC 111 Fiber Installation and Maintenance 1
ELT 170 Printed Circuit Layout and Fabrication 2
INT 206 Instrument Test, Calibration and Repair 3
INT 209 Automatic Process Control Principles 5
INT 210 Digital Process Control Systems 5

Total 16

**TECHNICAL ELECTIVES FOR STUDENTS INTERESTED IN PROCESS CONTROL AND INSTRUMENTATION

TLC 111 Fiber Installation and Maintenance 1
INT 204 Electrical and Analytical Measurements 4
INT 206 Instrument Test, Calibration, and Repair 3
INT 209 Automatic Process Control Principles 5
INT 210 Digital Process Control Systems 5

Total 18

**TECHNICAL ELECTIVES FOR STUDENTS INTERESTED IN QUALITY CONTROL

MTH 160 Statistics I 3
MTH 161 Statistics II 3
MET 105 Machine Design Theory I 3
INT 206 Instrument Test, Calibration and Repair 3
QCT 201 Total Quality Control 3
QCT 223 Acceptance Sampling 3

Total 18

** Students not proficient in algebra or trigonometry should take MTH 135 preferably in Summer Session prior to starting Manufacturing Technology. Students with excellent high school math records may wish to select a more advanced math program following consultation with the Mathematics Department.*

MASSAGE THERAPY

A.A.S. DEGREE

This program prepares students for a rewarding health career in massage therapy as a New York State licensed professional. It is a Fall-only entry program taking two academic years to complete. The curriculum includes extensive study in both western and oriental massage, biological science, health education and business.

After graduation, students are eligible to sit for New York Sate licensure as well as pursue national certification. Massage therapists typically work as independent contractors or in private practice. Others assume staff positions as LMTs in health care facilities, health clubs, spas/resorts, or with sports team. Transferring to a four-year institution to pursue Alternative Health studies or Fitness is also an option. Electives can he chosen with any of these professional goals in mind.

Admission is contingent upon: (a) A grade of "C" or better in High School Algebra or Sequential Math I, Biology and Chemistry. Four years high school English and Regents level courses recommended. Comparable MCC courses include MTH 098, BIO 120, BIO 133 and CHE 100 (a grade of "C" or higher is required in these courses); (b) Current CPR certification; (c) Completed medical requirements, clearance of existing health problem(s), and the ability to meet the technical standards (physical demands) for the program; (d) Vaccination against hepatitis B or signed declination statement.

A minimum grade of "C" is required in all Massage Therapy and related Biology courses. Once enrolled, students must take the Massage Therapy sequence of courses in ascending order and without interruption. Certain Biology classes are corequisites or prerequisites to certain Massage Therapy classes and must be passed with a minimum grade of "C" before advancement in the Massage Therapy sequence can take place (see course descriptions). A student who fails to pass with a grade of "C" the last semester will be ineligible for graduation. Departmental approval is required for reinstatement into the program if a student has had to leave the program for any reason. Reinstatement may occur only once. Attendance is strictly monitored in all Massage Therapy classes in order to meet New York State requirements.

Seats in the massage courses are reserved only for students accepted into the Massage Therapy program and taking courses in sequence. These seats are only held during priority registration for majors.

Since part time students must also take the massage courses in sequence and without interruption, they must be especially aware of the massage and biology corequisites for each course.

The days and times courses are scheduled each semester may change from semester to semester.

A fee of $3.00 in the Fall and $5.00 in the Spring is charged for liability insurance coverage.

(Housed in: Health & Physical Education Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
BIO 142 Human Anatomy 4
MAS 120 Introduction to Massage Therapy* 3
MAS 130 Massage Therapy Professionalism* 2
HUMANITIES ELECTIVE 3

Total 15

SECOND SEMESTER: 17 Credit Hours

BIO 143 Human Physiology 4
MTH 130 Modern Business Mathematics **OR**
MTH 150 Survey of Mathematics I (or higher) 3
MAS 140 Swedish Massage 2
MAS 150 Western Medical Massage 3
PEC 253 Stress Management 2
PSY 101 Introduction to Psychology 3

Total 17

THIRD SEMESTER: 15 Credit Hours

BIO 243 Myology 4
BIO 244 Neuropathology 1
HED 114 Health and Safety in the Workplace** 2
MAS 210 CAM-Alternative Therapies* 2
MAS 220 Special Populations* 3
MAS 230 Introduction to Orthopedic/Sports Massage* 3

Total 15

FOURTH SEMESTER: 16 Credit Hours

BIO 231 Kinesiology 3
MAS 240 Shiatsu* 3
MAS 250 Massage Therapy Seminar* 2
MAS 260 Massage Therapy Clinical*** 5
PROGRAM ELECTIVE**** 3

Total 16

TOTAL CREDITS 63

** All MAS courses except clinical (MAS 260) are lecture/lab combination classes. Lecture and lab may not meet on the same day and a lab fee is charged for these classes.*

*** Only this CPR class meets requirements for graduation and licensure.*

**** Students are required to recruit clients to meet course requirement. A lab fee is charged for this course.*

***** Program electives should be chosen based upon career goals and in consultation with a faculty advisor. Program electives include BIO/FSA 117, ENT 180, HIM 104, PPE 100, PPE 280, SVL 101.*

MATHEMATICS ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

MECHANICAL TECHNOLOGY

A.A.S. DEGREE

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: Engineering Technologies Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER: 17 Credit Hours

ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
MTH 140 Technical Mathematics I*	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: 17 Credit Hours

MTH 141 Technical Mathematics II*	3
PHY 131 Applied Physics I	4
MET 121 Computer Aided Drafting/Design I	3
MET 203 Technical Mechanics, Statics	3
SOCIAL SCIENCE ELECTIVE	3
Physical/Health Education	1
Total	17

THIRD SEMESTER: 17 Credit Hours

ENG 251 Technical Writing	3
ELT 130 Basic Electricity and Electronics	3
MET 105 Machine Design Theory I	3
MET 206 Engineering Materials	3
PHY 132 Applied Physics II	4
Physical/Health Education	1
Total	17

FOURTH SEMESTER: 15-16 Credit Hours

CIT 204 Strength of Materials	3
SOCIAL SCIENCE ELECTIVE	3
MET 106 Machine Design Theory II	3
MET 208 Technical Mechanics, Dynamics	3
TECHNICAL ELECTIVE**	3-4
Total	15-16

TOTAL CREDITS 66-67

** 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, INT, MET, MFG, OPT, QCT, TLC, or see department chairperson for a substitution waiver.*

MEDICAL TRANSCRIPTION

CERTIFICATE PROGRAM

This certificate program prepares graduates to function as professional medical transcriptionists. Students will receive an understanding of the language of medicine, advanced skills in word processing, and technical skills in transcription equipment and processes. Upon completion of the program, graduates will be prepared for careers in the medical transcription field including work in in physician offices, hospitals and outpatient clinics, insurance companies, private dictation services, or as independent contractors.

Upon completion of the program, students may apply for examination for the Certified Medical Transcriptionist (CMT) credential administered by the American Association for Medical Transcription.

Recommended preparation includes a high school diploma or equivalent including courses in English, mathematics, and biology. Spelling, keyboarding, and audio/listening skills are also required. All College placement test recommendations must be completed prior to full admission to the program. Due to course sequencing, minimum program completion time is 16 months.

A grade of C or better is required in BIO, OFT, and HIM courses in order to meet degree requirements.

(Housed in: Health Professions Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER - FALL: 12 Credit Hours

HIM 104 Medical Terminology	3
OFT 111 Word Processing I	3
BIO 134 Human Anatomy and Physiology I	3
OFT 141 Grammar for the Office Professional	3
Total	12

SECOND SEMESTER - SPRING: 12 Credit Hours

HIM 105 Medical Transcription	3
HIM 115 Medical Office Pharmacology	1
OFT 112 Word Processing II	3
BIO 135 Human Anatomy and Physiology II	3
PHYSICAL/HEALTH EDUCATION ELECTIVE*	2
Total	12

THIRD SEMESTER - SUMMER: 2 Credit Hours

HIM 275 Medicolegal Aspects of Medical Transcription	2
Total	2

FOURTH SEMESTER - FALL: 8 Credit Hours

HIM 276 Professional Readiness for the Medical Transcriptionist	2
HIM 278 Advanced Medical Transcription	3
BIO 235 Introduction to Human Disease	3
Total	8

TOTAL CREDITS 34

OTHER USEFUL COURSES:

CRC 120 Introduction to Medical Information Processing
HIM 277 Medical Transcription Management
OFT 201 Word Processing III
OFT 215 Administrative Office Management
PHL 250 Professional Ethics
SPT 143 Small Group Communication

** HED 118 recommended*

MUSIC

A.S. DEGREE

See Performing Arts: Music

NURSING

A.A.S. DEGREE

The Nursing Program is accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, New York, 10006; phone: 212-363-5555). 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 is eligible for admission to the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The clinical experience required in the curriculum is provided through cooperation of 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 regulations.

Admission and continuation in the nursing program is conditional upon completion of the following requirements:

A) A grade of C or better in High School Algebra or Sequential Math I or Math A Regents, Biology and Chemistry.

B) 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) (2 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.

C) Completion of medical requirements, clearance of existing health problem(s), and ability to meet essential functions (physical and mental demands) of the program.

D) Vaccination against hepatitis B and meningitis or signed declination statements.

E) Completion of ESOL or Transitional Studies courses if enrolled.

A minimum grade of C is necessary in all required nursing courses for continued matriculation in the program. 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.

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: Nursing Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER: 15 Credit Hours

PSY 101 Introductory Psychology 3
BIO 142 Human Anatomy* 4
NUR 111 Fundamentals of Nursing* 7
NUR 110 Foundations of Nursing* 1

Total 15

SECOND SEMESTER: 18 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
BIO 143 Human Physiology*# 4
PSY 212 Developmental Psychology - Lifespan 3
NUR 112 Nursing Care of the Adult and Child I* 8

Total 18

THIRD SEMESTER: 16 Credit Hours

SOC 101 Introductory Sociology 3
BIO 202 Microbiology* 4
NUR 212 Maternity Nursing (1/2 semester)* 4
NUR 211 Psychiatric-Mental Health Nursing (1/2 semester)* 4
NUR 210 Issues in Nursing* 1

Total 16

FOURTH SEMESTER: 16 Credit Hours

NUR 214 Nursing Care of the Adult and Child II* 8
ELECTIVES** 6
Physical/Health Education 2

Total 16

TOTAL CREDITS 65

** A grade of C or better is required in order to progress within the Nursing program.*

*** Physical Education courses, with the exception of PPE 208 and PEC 253, may not be used to fulfill the elective requirements of the Nursing Program.*

 # Physiology (BIO 143) and Microbiology (BIO 202) grades must be no more than seven years old for the applicant to be considered for admission into the nursing program.

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

The **Extended Option** may be chosen by applicants who prefer to complete the program over a period of time greater than two years. Within this option students will be matriculated in and take nursing courses over three years.

Advanced Standing 3-Semester Option for LPN's: 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 two 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: 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. To exempt Maternity Nursing (NUR 212), a score of B on the Excelsior College Examination in Maternity Nursing 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 admitted. 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: A Pre-Nursing advisement sequence for LPNs preparing to enter the nursing program is available for those who meet the criteria. Please contact the Admissions Office at 292-2200 for further information.

NUTRITION ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

OFFICE TECHNOLOGY--CLERK-TYPIST

CERTIFICATE PROGRAM

This certificate program prepares students for an entry-level office position involving routine and repetitive clerical tasks. Keyboarding and basic computer skills are emphasized. All credits will transfer into the A.A.S. Administrative Office Assistant degree program.

If an Intent to Graduate form is submitted five years after a student's completion of OFT 170 or OFT 172, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

OFFICE TECHNOLOGY: 20 Credit Hours

OFT 110 Keyboarding***	3
OFT 111 Word Processing I *+	3
OFT 112 Word Processing II **	3
OFT 141 Grammar for the Office Professional**	3
OFT 170 Spreadsheet Applications-Excel	3
OFT 172 Microsoft PowerPoint 2000 Presentations	2
OFT 214 Administrative Office Procedures	3
Total	20

OTHER: 11 Credit Hours

CDL 100 Career Development and Planning **OR**	
COS 101 College Orientation Seminar	1
CRC 112 Introduction to Microsoft Windows	1
CRC 101 Practical Computer Literacy	3
MTH 130 Modern Business Mathematics	3
SPT 141 Interpersonal Speech Communication	3
Total	11

TOTAL CREDITS 31

+ If background allows (25 nwam for 5 minutes)

** Placement exam available if typing over 40 nwam and previous word processing experience*

*** Credit by Exam available*

**** Required only if typing less than 25 nwam and no previous keyboarding experience. If these requirements are met, replace with a general elective.*

OFFICE TECHNOLOGY-ADMINISTRATIVE LEGAL OFFICE ASSISTANT

A.A.S. DEGREE

This degree program prepares students to work in law firms, corporations, the court system, and law-related government offices. Legal terminology, document preparation, legal procedures, as well as word processing and computer applications are emphasized for today's high tech law offices.

If an Intent to Graduate form is submitted five years after a student's completion of OFT 201, OFT 170, OFT 171, or OFT 174, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

HUMANITIES: 9 Credit Hours

ENG 101 College Composition **OR** ENG 200 Advanced Composition	3
ENG 250 Professional Communication **OR**	
SPT 141 Interpersonal Speech Communication **OR**	
SPT 142 Public Speaking **OR**	
SPT 143 Small Group Communication	3
LITERATURE ELECTIVE	3
Total	9

SOCIAL SCIENCES: 6 Credit Hours

LAW 101 Fundamentals of the Law	3
SOCIAL SCIENCE ELECTIVE	3
Total	6

MATHEMATICS AND NATURAL SCIENCES: 6-7 Credit Hours

MTH 130 Modern Business Mathematics **OR** higher	3
MATHEMATICS/NATURAL SCIENCE ELECTIVE	3-4
Total	6-7

PROGRAM REQUIREMENTS: 42 Credit Hours

ACC 101 Accounting Principles I **OR**	
ACC 110 Fundamentals of Accounting I **AND**	
ACC 111 Fundamentals of Accounting II	4
CRC 112 Introduction to Microsoft Windows	1
OFT 110 Keyboarding***	3
OFT 111 Word Processing I*+	3
OFT 112 Word Processing II**	3
OFT 141 Grammar for the Office Professional**	3
OFT 170 Spreadsheet Applications-Excel	3
OFT 171 Microsoft Access 2000 Professional	3
OFT 174 Microsoft Publisher 2000 Presentations	2
OFT 201 Word Processing III	3
OFT 202 Office Simulations	2
OFT 214 Administrative Office Procedures	3
OFT 240 Office Transcription	3
OFT 257 Legal Studies I	3
OFT 258 Legal Studies II	3
Total	42

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education	2
Total	2

TOTAL 65-66

+ If background allows (25 nwam for 5 minutes)

** Placement exam available if typing is over 40 nwam and student has previous word processing*

*** Credit by Exam available*

**** Required only if typing less than 25 nwam and no previous keyboarding experience. If these requirements are met, replace with a general elective.*

OFFICE TECHNOLOGY-ADMINISTRATIVE OFFICE ASSISTANT

A.A.S. DEGREE

This degree program is designed to provide students with a broad background in business terminology and high level 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, and management. If an Intent to Graduate form is submitted five years after a student's completion of OFT 201, OFT 170, OFT 171, OFT 172, or OFT 174, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

HUMANITIES: 9 Credit Hours

ENG 101 College Composition **OR** ENG 200 Advanced Composition	3
ENG 250 Professional Communication **OR**	
SPT 141 Interpersonal Speech Communication **OR**	
SPT 142 Public Speaking **OR**	
SPT 143 Small Group Communication	3
LITERATURE ELECTIVE	3
Total 9	

SOCIAL SCIENCES: 6 Credit Hours

SOCIAL SCIENCE ELECTIVES	6
Total 6	

MATHEMATICS AND NATURAL SCIENCES: 6-7 Credit Hours

MTH 130 Modern Business Mathematics **OR** higher	3
MATHEMATICS/NATURAL SCIENCE ELECTIVE	3-4
Total 6-7	

PROGRAM REQUIREMENTS: 42 Credit Hours

ACC 101 Accounting Principles I **OR**	
ACC 110 Fundamentals of Accounting I **AND**	
ACC 111 Fundamentals of Accounting II	4
BUS 135 Supervising for Quality	3
CRC 112 Introduction to Microsoft Windows	1
OFT 110 Keyboarding***	3
OFT 111 Word Processing I*+	3
OFT 112 Word Processing II**	3
OFT 141 Grammar for the Office Professional**	3
OFT 170 Spreadsheet Applications-Excel	3
OFT 171 Microsoft Access 2000 Professional	3
OFT 172 Microsoft PowerPoint 2000 Presentations	2
OFT 174 Microsoft Publisher 2000 Presentations	2
OFT 201 Word Processing III	3
OFT 202 Office Simulations	2
OFT 214 Administrative Office Procedures	3
OFT 240 Office Transcription	3
GENERAL ELECTIVE	1
Total 42	

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education	2
Total 2	

TOTAL 65-66

+ If background allows (25 nwam for 5 minutes)

** Placement exam available if typing is over 40 nwam and student has previous word processing*

*** Credit by Exam available*

**** Required only if typing less than 25 nwam and no previous keyboarding experience. If these requirements are met, replace with a general elective.*

OFFICE TECHNOLOGY-MEDICAL OFFICE ASSISTANT

CERTIFICATE PROGRAM

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 skills, transcription skills, and medical office protocol, the student is well on the path to a fulfilling career in the medical support area.

(Housed in: Office and Computer Programs Department)

Distribution Requirements	Credit Hours

OFFICE TECHNOLOGY: 16 Credit Hours

OFT 111 Word Processing I*+	3
OFT 112 Word Processing II**	3
OFT 141 Grammar for the Office Professional**	3
OFT 267 Medical Office Transcription	4
OFT 268 Medical Office Procedures	3
Total 16	

OTHER: 14 Credit Hours

HED 101 Cardiopulmonary Resuscitation and Care	1
HED 115 Death and Dying **OR**	
HED 209 Drugs and Behavior	3
BIO 133 Human Machine	3
HIM 104 Medical Terminology	3
MTH 130 Modern Business Mathematics	3
GENERAL ELECTIVE	1
Total 14	

TOTAL CREDITS 30

+ If background allows (25 nwam for 5 minutes). Otherwise must take OFT 110 before OFT 111

** Placement exam available if typing over 40 nwam and previous word processing experience*

*** Credit by Exam available*

OFFICE TECHNOLOGY-OFFICE ADMINISTRATION MANAGEMENT

A.S. DEGREE

The Office Technology Associate in Science degree provides for the strongest office administration training with in-depth computer software skills. This degree supports the certification programs of the IAAP (International Association of Administrative Professionals).

If an Intent to Graduate form is submitted five years after a student's completion of OFT 201, OFT 170, OFT 171, OFT 172, or OFT 174, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in: Office and Computer Programs Department)

Distribution Requirements — Credit Hours

HUMANITIES: 12 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
ENG 250 Professional Communication 3
SPT 141 Interpersonal Speech Communication **OR**
SPT 142 Fundamentals of Public Speaking **OR**
SPT 143 Small Group Communication 3
LITERATURE ELECTIVE 3

Total 12

SOCIAL SCIENCES: 9 Credit Hours

SOCIAL SCIENCE ELECTIVE 3
ECO 111 Principles of Microeconomics 3
ECO 112 Principles of Macroeconomics 3

Total 9

MATHEMATICS & NATURAL SCIENCES: 9 Credit Hours

MTH 130 Modern Business Mathematics (or higher) 3
NATURAL SCIENCE ELECTIVE 3
MATHEMATICS/NATURAL SCIENCE ELECTIVE 3

Total 9

PROGRAM REQUIREMENTS: 36 Credit Hours

ACC 101 Accounting Principles **OR**
ACC 110 Fundamentals of Accounting I **AND**
ACC 111 Fundamentals of Accounting II 4
BUS 201 Business Law I 3
BUS 207 Human Resource Management 3
OFT 111 Word Processing I+* 3
OFT 112 Word Processing II** 3
OFT 141 Grammar for the Office Professional** 3
OFT 170 Spreadsheet Applications-Excel 3
OFT 171 Microsoft Access Professional 3
OFT 172 Microsoft PowerPoint Presentations 2
OFT 201 Word Processing III 3
OFT 214 Administrative Office Procedures 3
PROGRAM ELECTIVE*** 3

Total 36

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 68

** Placement exam available if typing over 40 nwam and previous word processing experience*
*** Credit by Exam available*
**** Recommended program electives: Any course in ACC, ECO, MAR, BUS, OFT*
+ If background allows (25 nwam for 5 min.)

OFFICE TECHNOLOGY - INFORMATION PROCESSING

CERTIFICATE PROGRAM

This highly intensive certificate program is designed to enhance existing computer software application skills. Extensive training in the use of software for database management, spreadsheets, presentation graphics, and word processing will provide students with needed skill sets for the Microsoft Office User Specialist (MOUS) Certification Program.

If an Intent to Graduate form is submitted five years after a student's completion of OFT 201, OFT 170, OFT 171, or OFT 172, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in: Office and Computer Programs Department)

Distribution Requirements — Credit Hours

OFFICE TECHNOLOGY: 26 Credit Hours

OFT 111 Word Processing I*+ 3
OFT 112 Word Processing II** 3
OFT 141 Grammar for the Office Professional** 3
OFT 201 Word Processing III 3
OFT 214 Administrative Office Procedures 3
OFT 240 Office Transcription 3
OFT 170 Spreadsheet Applications-Excel 3
OFT 171 Microsoft Access 2000 Professional 3
OFT 172 Microsoft PowerPoint 2000 Presentations 2

Total 26

OTHER: 4 Credit Hours

ENG 101 College Composition 3
GENERAL ELECTIVE 1

Total 4

TOTAL CREDITS 30

+ If background allows (25 nwam for 5 minutes)
** Placement exam available if typing over 40 nwam and previous word processing experience*
*** Credit by examination available.*

OPTICAL SYSTEMS TECHNOLOGY

A.A.S. DEGREE

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.

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: Engineering Technologies Department)

Distribution Requirements — Credit Hours

TRADITIONAL OPTICS OPTION

FIRST SEMESTER

MTH 140 Technical Mathematics I* 3
TEK 101 Computer Applications for Technicians 2
OPT 131 Optical Elements and Ray Optics 4
OPT 135 Measurement and Analysis 4
ENGLISH ELECTIVE 3

Total 16

SECOND SEMESTER

ENG 101 College Composition 3
MTH 141 Technical Mathematics II* 3
PHY 131 Applied Physics I* 4
OPT 151 Optical Instruments and Testing 4
OPT 153 Fiber Optics 3

Total 17

THIRD SEMESTER

MTH 205 Technical Mathematics III* 3
OPT 211 Wave Optics and Applications 4
OPT 213 Optical Processes 4
PHY 231 Applied Physics III* 4
SOCIAL SCIENCE ELECTIVE 3
Physical/Health Education 1

Total 19

FOURTH SEMESTER

OPT 215 Electro-Optical Devices and Systems 5
OPT 231 Lasers: Technology and Applications 4
SOCIAL SCIENCE ELECTIVE 3
PHO 201 Photo Science 4
Physical/Health Education 1

Total 17

TOTAL CREDITS 69

ELECTRO-OPTICS OPTION

FIRST SEMESTER

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
OPT 135 Measurement and Analysis 4

Total 17

SECOND SEMESTER

ENG 101 College Composition 3
MTH 141 Technical Mathematics II* 3
PHY 131 Applied Physics I* 4
ELT 232 Electronics for Non-Majors 4
OPT 153 Fiber Optics 3

Total 17

THIRD SEMESTER

MTH 205 Technical Mathematics III* 3
INT 204 Electrical and Analytical Measurement 4
INT 208 Instrumentation Electronics 4
OPT 211 Wave Optics and Applications 4
SOCIAL SCIENCE ELECTIVE 3
Health/Physical Education 1

Total 19

FOURTH SEMESTER

OPT 215 Electro-Optical Devices and Systems 5
SOCIAL SCIENCE ELECTIVE 3
ENGLISH ELECTIVE 3
INT 210 Digital Process Control 5
Health/Physical Education 1

Total 17

TOTAL CREDITS 70

** 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

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: Engineering Technologies Department)

Distribution Requirements — Credit Hours

OPT 131 Optical Elements and Ray Optics 4
OPT 135 Measurement and Analysis 4
MTH 135 Introduction to Technical Mathematics* 3-4
TEK 101 Computer Applications for Technicians 2
PROGRAM ELECTIVES** 15-16

TOTAL CREDITS 28-30

MANUFACTURING OPTION

OPT 151 Optical Instruments and Testing 4
OPT 213 Optical Processes 4
OPT 233 Advanced Dimensional Measurement 4
OPT 235 Advanced Optical Manufacturing 4

Total 16

TESTING OPTION

OPT 151 Optical Instruments and Testing....4
OPT 211 Wave Optics and Applications....4
OPT 233 Advanced Dimensional Measurement....4
PHO 201 Photo Science....4

Total 16

ELECTRO-OPTICS OPTION

ELT 121 AC/DC Circuit Analysis....4
ELT 232 Electronics for Non-Majors....4
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 151, 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

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.

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. 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 and Saturday mornings 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.

(Housed in: Law and Criminal Justice Department)

Distribution Requirements — Credit Hours

FALL SEMESTER: 6 Credit Hours

PLS 250 Paralegal Communications Skills....1
PLS 260 Introduction to Paralegal Studies....2
PLS 266 Legal Research and Writing....3

Total 6

INTERSESSION AND SPRING SEMESTER: 15 Credit Hours

PLS 263 Contract Law for Paralegals....2
PLS 264 Administrative Law....1
PLS 267 Litigation and the Federal and New York State Procedural Laws....3
PLS 299 Internship....3
PLS 268 Personal Injury Law....2
PLS 269 Domestic Relations and Family Law....2
PLS 272 Real Estate Law....2

Total 15

SUMMER SEMESTER: 6 Credit Hours

PLS 270 Debtor-Creditor Law....3
PLS 271 Corporate Law and Business Organizations....2
PLS 273 Computer Support Systems....1

Total 6

FINAL FALL SEMESTER: 6 Credit Hours

PLS 265 Fact-finding Research....1
PLS 274 Estate Planning, Estate and Trust Administration....3
PLS 275 Law Practice Management....1
PLS 276 Legal Ethics and Professional Responsibility....1

Total 6

TOTAL CREDITS 33

PERFORMING ARTS: MUSIC

A.S. DEGREE

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 292-3387.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements — Credit Hours

HUMANITIES: 14 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
MUS 109 Music Theory I 4
MUS 110 Music Theory II 4
LITERATURE ELECTIVE+ 3

Total 14

SOCIAL SCIENCE: 9 Credit Hours+++

SOCIAL SCIENCE ELECTIVE+ 3
SOCIAL SCIENCE ELECTIVE++ 3

Total 6

MATHEMATICS & NATURAL SCIENCES: 9 Credit Hours

MATHEMATICS ELECTIVE (MTH 150 or higher) 3
NATURAL SCIENCE ELECTIVES+ 6

Total 9

PROGRAM REQUIREMENTS: 20 Credit Hours

MUS 126 Applied Piano Minor I 1
MUS 151 Performance and Applied Music* 2
Major Performing Organization** 1
MUS 127 Applied Piano Minor II 1
MUS 152 Performance and Applied Music II* 2
Major Performing Organization ** 1
MUS 129 MIDI Recording Techniques 3
MUS 251 Performance and Applied Music III* 2
Major Performing Organization** 1
MUS 252 Performance and Applied Music IV* 2
Major Performing Organization** 1
MUS 253 Music Business 3

Total 20

Program Electives: 16-18 Credit Hours

Choose one area and complete the required courses.

Music Performance

MUS 201 History of Music I **** 3
MUS 202 History of Music II 3
MUS 226 Applied Piano Minor III 1
MUS 227 Applied Piano Minor IV 1
MUS 209 Music Theory III 4
MUS 210 Music Theory IV 4

Total 16

Music Recording and Production

MUS 120 Jazz in American Society **OR**
MUS 150 History of Rock 'n Roll*** 3
MUS 131 Studio Production 3
MUS 231 Studio Production II 3
MUS 143 Jazz Improvisation I 3
MUS 229 MIDI Recording Techniques II 3
MUS 113 Song Writing 3

Total 18

Pop, Rock and Jazz Performance

MUS 120 Jazz in American Society **OR**
MUS 150 History of Rock 'n Roll*** 3
MUS 131 Studio Production 3
MUS 143 Jazz Improvisation I 3
MUS 144 Jazz Improvisation II 3
MUS 229 MIDI Recording Techniques II 3
MUS 113 Song Writing 3

Total 18

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 67-69

Students should be aware of the course requirements of the college to which they plan to transfer.

* *A minimum of 15 lessons are required per semester. Cost of lessons is not included in MCC tuition.*

** *Major Performing Organization include: MUS 106, MUS 107, MUS 108, MUS 140, MUS 141, MUS 142, MUS 146, MUS 161.*

*** *Serves as Social Science Credit for Music Recording and Production and Pop, Rock and Jazz tracks.*

**** *Serves as Social Science Credit for Music Performance track.*

\+ *Courses to be selected from SUNY General Education course plan for students transferring to SUNY institutions.*

++ *Course should be selected from SUNY General Education course plan (American History or Other World Civilizations) for students transferring to SUNY institutions.*

+++ *Three credit hours of Social Science are embedded in each of the program tracks.*

PHYSICAL EDUCATION STUDIES

A.S. DEGREE

This program is designed to prepare students to transfer to a four-year college or university offering majors in physical education, physical studies, sport studies or a related area. The course of studies combines liberal arts courses in health, biology, psychology, and chemistry 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 area.

After transfer from MCC, students may choose to specialize and seek careers in fitness, sport rehabilitation, education, business, and other physical studies related opportunities.

The student should meet regularly with his or her program advisor to make certain that course selections meet the requirements of the college and major to which he or she plans to transfer.

Recommended Preparation: High school algebra and biology are required. At least three years of high school mathematics as well as chemistry are recommended. Students not meeting these requirements may need more than two years to complete this degree.

(Housed in Health and Physical Education Department)

Distribution Requirements	Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
ENG 105 Introduction to Literature	3
	Total 6

SOCIAL SCIENCE*: 12 Credit Hours

HIS 211 History of Sport	3
PPE 208 Sport Psychology	3
SOCIAL SCIENCE ELECTIVES	6
	Total 12

MATHEMATICS AND NATURAL SCIENCE: 13-14 Credit Hours

MTH 160 Statistics I (or higher)	3-4
BIO 134 Human Anatomy and Physiology I	3
BIO 135 Human Anatomy and Physiology II	3
PPE 275 Exercise Physiology	4
	Total 13-14

PHYSICAL EDUCATION STUDIES: 33-34 Credit Hours

PPE 100 Introduction to Sports Science	4
PPE 106 Individual Sports	3
PPE 120 Team Sports	3
PPE 150 Discovery and Adventures in Leadership	3
PPE 175 Philosophy and Principles of Physical Education and Athletics	3
PPE 179 Lifeguarding+	2
PPE 213 Gymnastics	2
PPE 214 Early Childhood Games and Activities	3
PPE 240 Selected Topics in Physical Studies	3
PPE 245 Dance Methods and Techniques for Physical Studies Majors	1
PROGRAM ELECTIVES (Professional Theory)**	6-7
	Total 33-34

TOTAL CREDITS 64-66

** FOR SUNY GENERAL EDUCATION: Students planning to transfer to a SUNY school should choose courses from American History, Western Civilization, or Other World Civilizations.*

*** Program Electives in professional theory include PPE 111, PPE 170, PPE 215, PPE 271.*

Six hours of General Education or the Foreign Language requirement may be used with permission of the Physical Education Program Director.

+ CPR Certification is required for all physical education students. If students are not already certified, HED 101 may be taken as an activity elective.

NOTE: Within the Physical Education Studies program, there are two opportunities to achieve professional fitness certification. Sucessful completion of PPE 100 can lead to certification by the Cooper Institute as a Physical Fitness Specialist. After successful completion of the entire Physical Education Studies program, students are eligible to take the American College of Sports Medicine Health/Fitness Instructor certification exam.

PHYSICS ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

POLITICAL SCIENCE ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

PRE-FORESTRY ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

PRE-PHARMACY ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - Science Transfer Opportunities

PRECISION MACHINING

A.A.S. DEGREE

This program is designed to prepare graduates for employment in the precision metal working industry. It will provide the academic course work, hands-on skills, and advanced manufacturing processes required by business. The graduates will have a working knowledge of advanced manufacturing techniques that will make them more valuable to an employer. They will be able to enter or advance in such fields as mold making, machine building, tool making, die making, CNC machinist, etc., or employment in other manufacturing areas. This program is offered in partnership with the Rochester Chapter of the National Tooling and Machining Association.

The Precision Tooling and Machining Program at MCC has successfully completed the NIMS (National Institute for Metalworking Skills) accreditation process. NIMS, 3251 Old Lee Highway, Suite 205, Fairfax, VA, 22030; phone 703-352-4871; www.nims-skills.org.

(Housed in: Applied Technologies Department)

Distribution Requirements — Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition **OR**
ENG 200 Advanced Composition 3
SPT 141 Interpersonal Speech Communication **OR**
SPT 143 Small Group Communication 3

Total 6

SOCIAL SCIENCES: 6 Credit Hours

ECO 101 Introduction to Economics 3
SOCIAL SCIENCE ELECTIVE 3

Total 6

NATURAL SCIENCE AND MATHEMATICS: 9-10 Credit Hours

MATHEMATICS ELECTIVE** 3-4
NATURAL SCIENCE ELECTIVE 3
MATHEMATICS**/NATURAL SCIENCE ELECTIVE 3

Total 9-10

TOOLING AND MACHINING: 42 Credit Hours

TAM 101 Machine Shop Theory I 3
TAM 105 Machine Project Lab **OR**
PROGRAM TECHNICAL ELECTIVE* 3
TAM 121 Mathematics for Machinists I 3
TAM 123 Mathematics for Machinists II 3
TAM 131 Machine Shop Print Reading I 3
TAM 132 Machine Shop Print Reading II 3
TAM 139 CNC Vertical Machine Tool Programming I 3
TAM 141 Machine Shop Laboratory 3
TAM 142 CNC Mill Setup **OR**
TAM 143 CNC Lathe Setup 3
TAM 155 Tool and Fixture Design 3
TAM 205 CNC Machine Project Laboratory **OR**
PROGRAM TECHNICAL ELECTIVE* 3
TAM 241 Advanced Machine Shop Laboratory 3
TAM 245 Computer Aided Manufacturing 3
TAM 255 Computer Aided Manufacturing Project Laboratory **OR**
PROGRAM TECHNICAL ELECTIVE* 3

Total 42

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 65-66

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 156 Advanced Tool Room Processes (2) 3
TAM 242 Machine Shop Practice IV 3
TAM 251 Statistical Process Control (SPC) for Machinists (1) 3
TAM 246 Computer Aided Manufacturing 2 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 585-292-3700 for advisement times.

PRECISION TOOLING

CERTIFICATE PROGRAM

This certificate program is designed to prepare graduates for employment in the precision metal-working industry in Monroe County and the Finger Lakes Region of New York State. Included in this certificate is the course work and hands-on skills development necessary to enter apprenticeship programs in mold making, machine building, tool and die making, or employment in production machining. Students enrolling in this program can also prepare for majors in the mechanical, quality, or manufacturing programs offered at Monroe Community College.

Through our partnerships with the local manufacturing community, including member companies of the Rochester Tooling and Machining Association, students can participate in co-ops and transition into employment after only one semester of study. All TAM courses are approved as technical related instruction by the Bureau of Apprenticeship Training and used by the area's local manufacturers as a means of educating current employees.

The Precision Tooling and Machining Program at MCC has successfully completed the NIMS (National Institute for Metalworking Skills) accreditation process. NIMS, 3251 Old Lee Highway, Suite 205, Fairfax, VA, 22030; phone 703-352-4871; www.nims-skills.org.

(Housed in: Applied Technologies Department)

Distribution Requirements — Credit Hours

FIRST SEMESTER

TAM 121 Mathematics for Machinists I 3
TAM 131 Machine Shop Print Reading I 3
TAM 101 Machine Shop Theory I 3
TAM 141 Machine Shop Lab 3
TAM 105 Machine Project Lab **OR**
PROGRAM TECHNICAL ELECTIVE* 3

Total 15

SECOND SEMESTER

TAM 123 Mathematics for Machinists II 3
TAM 132 Machine Shop Print Reading II 3
TAM 139 Machine Shop Theory II 3
TAM 142 CNC-Mill Set-up **OR**
TAM 143 CNC-Lathe Set-up 3

TAM 205 CNC Machining Project Lab **OR**
PROGRAM GENERAL ELECTIVE **OR**
PROGRAM TECHNICAL ELECTIVE 2-3
ENG 101 College Composition **OR**
ENG 200 Advanced Composition 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 2
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 a program general 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 585-292-3700 for an appointment or for advisement times.

RADIOLOGIC TECHNOLOGY

A.A.S. DEGREE

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 on 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). 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.

(Housed in: Health Professions Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

ENG 101 College Composition **OR** ENG 200 Advanced Composition 3
BIO 142 Human Anatomy 4
MTH 160 Statistics I **OR**
MTH 161 Statistics II **OR**
MTH 165 College Algebra (or higher)* 3
XRT 111 Radiographic Technology I** 9
XRT 151 Orientation/Clinical Education I** 4

Total 23

SECOND SEMESTER

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

XRT 153 Clinical Education III** 4

Total 4

THIRD SEMESTER

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

SOCIAL SCIENCE ELECTIVE 3
XRT 222 Radiographic Technology IV**** 5
XRT 252 Clinical Education V***** 8
XRT 230 Radiographic Pathology II 1

Total 17

Second Summer Session (optional)

XRT 253 Supplemental Clinical Education ..... Variable

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education*** 2

Total 2

TOTAL CREDITS 78

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.*

For information on an alternate advisement sequence for Practicing Radiographers, contact the Program Director.
N.B. Please refer to page for a listing of courses in the humanities, natural sciences, mathematics, and social sciences which may be used for elective credit in this degree program.

SMALL BUSINESS MANAGEMENT

CERTIFICATE PROGRAM

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 Business Administration if a student decides to matriculate into that program.

(Housed in: Business Administration & Economics Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

MTH 130 Modern Business Mathematics (recommended) **OR**	
MTH 104 Intermediate Algebra with Trigonometry or higher (not MTH 150)*	3
BUS 200 Legal Environment of Business	3
BUS 110 Entrepreneurial Studies I	3
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
MAR 101 Principles of Marketing	3
Total	15

SECOND SEMESTER

ACC 130 Introductory Accounting and Financial Analysis **	4
Choose two (2) of the following:	
BUS 108 Principles and Practices of Customer Service	
BUS 135 Supervising for Quality	
MAR 201 Dynamics of Selling	6
BUS 210 Entrepreneurial Studies II	3
CIS 121 Microsoft Office***	4
Total	17

TOTAL CREDITS 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.*
**** CIS 121 or the combination of CRC 113, 115, 116, 117.*

SOCIAL AND BEHAVIORAL SCIENCE ADVISEMENT SEQUENCE

A.S. DEGREE

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

TEACHER EDUCATION TRANSFER

A.A. DEGREE

See EDUCATION

TELECOMMUNICATIONS SERVICES TECHNOLOGY

CERTIFICATE PROGRAM

This certificate program is intended for students interested in preparing for entry in the telecommunications services technician field. Upon completion of the program, graduates will be qualified for entry-level jobs in the electronic telecommunications industry and will be skilled in the troubleshooting and maintenance of digital and microcomputer-based communications systems.

(Housed in: Engineering Technologies Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

ELT 130 Basic Electricity and Electronics	3
TEK 101 Computer Applications for Technicians	2
TLC 101 Telecommunications Fundamentals	3
TLC 111 Fiber Installation and Maintenance	2
Total	10

SECOND SEMESTER

CPT 115 Introduction to Networks	3
ELT 232 Electronics for Non-Majors	4
TLC 151 The Public Switched Telephone Network	4
TELECOMMUNICATIONS SERVICES ELECTIVE*	3
Total	14

TOTAL CREDITS 24

** OPT 153, CPT 215*

TOOLING AND MACHINING

CERTIFICATE PROGRAM

See PRECISION TOOLING CERTIFICATE

TOOLING AND MACHINING

A.A.S. DEGREE

See APPRENTICE TRAINING: MACHINE TRADES A.A.S.

TRANSITIONAL STUDIES

NON-DEGREE

The Transitional Studies Department helps students prepare for Monroe Community College Career or Transfer Programs. Students admitted to the College through Transitional Studies (GS01) 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.

The Transitional Studies Department serves both students enrolled in the Transitional Studies Program and students in degree or certificate programs. Students receive advisement, orientation, instruction, and support geared for their success in college. Through this assistance, underprepared students build skills in reading, writing, math, study skills, and college orientation. 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.

(Housed in: Transitional Studies Department)

Courses	Fee Hours*
TRS 092 Basic Mathematics	(5)
TRS 094 Pre-Algebra	(5)
TRS 101 Basic Reading, Writing and Learning Skills	(6)
TRS 103 Intermediate Writing Skills	(3)
TRS 104 College Study Techniques: Reading in Content Areas	(3)
TRS 105 Fundamentals of Writing	(3)

** Fee hours for financial aid purposes.*

TRAVEL AND TOURISM

CERTIFICATE PROGRAM

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: Hospitality Department)

Distribution Requirements	Credit Hours

FIRST SEMESTER

GEG 215 Geography of Tourism Destinations	3
TVL 251 Tourism Sales and Marketing	3
TVL 101 Introduction to Travel and Tourism	3
TVL 131 Documentation in the Tourism Industry	3
TVL 210 Introduction to Airline Reservations Systems: SABRE **OR**	
TVL 220 Introduction to Airline Reservations Systems: APOLLO	3
Total	15

SECOND SEMESTER

CRC/CIS ELECTIVE	3
ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
HSP 102 Hospitality Service	4
TVL 231 Tourism Specialization	3
TVL 275 Current Issues in Tourism	3
Total	16

SUMMER SEMESTER

CE 260 Cooperative Education: Hospitality*	4
Total	4

TOTAL CREDITS 35

** Students can take the Cooperative Education course during a semester or during the summer.*

VISUAL COMMUNICATION TECHNOLOGY: GRAPHIC ARTS/PRINTING

A.A.S. DEGREE

The Visual Communications Technology: Graphic Arts/Printing program is designed as a specific career path for students interested in gaining employment in fields such as graphic design and printing. A combination of lectures, laboratory projects and hands-on experiences provides students with an excellent foundation in the design and production of graphics and the operation of printing press equipment, and introduces them to business practices common to the field.

This program encourages the selection of electives in art and business to build a strong professional base for careers in the graphic arts field.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements	Credit Hours

HUMANITIES: 9 Credit Hours

ENG 101 College Composition **OR**	
ENG 200 Advanced Composition	3
HUMANITIES ELECTIVES	6
Total	9

SOCIAL SCIENCE: 6 Credit Hours

SOCIAL SCIENCE ELECTIVES	6
Total	6

NATURAL SCIENCE AND MATHEMATICS: 6-8 Credit Hours

MATHEMATICS ELECTIVE	3-4
NATURAL SCIENCE ELECTIVE	3-4
Total	6-8

COMMUNICATION COURSES: 33-35 Credit Hours

COM 101 Introduction to Mass Media	3
COM 104 Introduction to Graphic Production	3
COM 105 Typography and Composition	3
COM 106 Media Photography I	3
COM 107 A Century of Design	3
COM 112 Graphic Design I	3
COM 160 Computer Graphics: Design and Layout	3
COM 205 Graphic Design II	3
COM 250 Graphic Arts	4
COM 260 Computer Graphics: Image Manipulation	3
ART ELECTIVE*	2-4
Total	33-35

GENERAL ELECTIVES: 6 Credit Hours

GENERAL ELECTIVES	6
Total	6

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 62-66

** ART 104, 109, 125, 130, 154, 204, 231 and NYC Trip.*

VISUAL COMMUNICATION TECHNOLOGY: PHOTOGRAPHY-TELEVISION

A.A.S. DEGREE

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, theater, art, business and introductory computer activities are highly desirable additions to the basic program.

(Housed in: Visual and Performing Arts Department)

Distribution Requirements — Credit Hours

HUMANITIES: 12 Credit Hours

ENG 101 College Composition **OR** ENG 200 Advanced Composition 3
SPT 140 Introduction to Speech Communication **OR**
SPT 141 Interpersonal Speech Communication **OR**
SPT 142 Public Speaking **OR**
SPT 143 Small Group Communication 3
HUMANITIES ELECTIVES 6

Total 12

SOCIAL SCIENCE: 6 Credit Hours

SOCIAL SCIENCE ELECTIVES 6

Total 6

NATURAL SCIENCE AND MATHEMATICS: 6 Credit Hours

MATHEMATICS ELECTIVE 3
NATURAL SCIENCE ELECTIVE 3

Total 6

COMMUNICATION COURSES: 33 Credit Hours

Required Core Courses - 18 Credit Hours

COM 101 Introduction to Mass Media 3
COM 104 Introduction to Graphic Production **OR**
COM 115 Computer Generated Images 3
COM 106 Media Photography I 3
COM 120 Media Literacy 3
COM 150 Video Production and Editing **OR**
COM 202 Techniques of Television I 3
COM 270 Media and Society 3

COMMUNICATION ELECTIVES (Choose 15 Credits)

COM 113 Media Photography II 3
COM 135 Digital Photography 3
COM 141 Introduction to Radio and Television 3
COM 142 Broadcast Performance 3
COM 150 Video Production and Editing 3
COM 202 Techniques of Television I 3
COM 203 Animation and Special Effects 3
COM 204 Radio Production 3
COM 211 Practicum in Media I 3
COM 212 Techniques of Television II 3
COM 213 Color Photography 4
COM 220 Business Practices for Visual Media Artists and Producers 2
COM 221 Practicum in Media II 6
COM 223 Photographic Documentation 4
COM 230 Scriptwriting 3
COM 260 Computer Graphics: Image Manipulation 3
COM 264 Digital Audio/Video I 3
COM 267 Digital Audio/Video II 3
COMMUNICATION ELECTIVE: ANY **ONE** COMMUNICATION COURSE **NOT** LISTED ABOVE 3

Total 33

GENERAL ELECTIVE: 3 Credit Hours

GENERAL ELECTIVE 3

Total 3

PHYSICAL/HEALTH EDUCATION: 2 Credit Hours

Physical/Health Education 2

Total 2

TOTAL CREDITS 62

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 Child Development Associate, contact the Human Services Department at the Damon City Campus, extension 1630 (phone 262-1628).
- For courses leading to the credential of Alcoholism Counselor, contact the Human Services Department at the Damon City Campus, extension 1630 (phone 262-1628).
- For courses leading to the credential Public School Coach, contact the Physical Education Department at the Brighton Campus, 292-2840.
- For courses leading to the credential Health Fitness Instructor, contact the Physical Education Department at the Brighton Campus, 292-2840.
- For courses leading to the credential Nursing Assistant, contact the Nursing Department at the Brighton Campus, 292-2460.
- For courses leading to the credential Emergency Medical Technician, contact the Public Safety Training Center at the Damon City Campus at 262-1467.
- For courses leading to the credential Emergency Medical Technician: Paramedic, contact the Public Safety Training Center at the Damon City Campus at 262-1467.
- For courses leading to certification in CPR and community first aid and safety, contact the Health Education Department at the Brighton Campus at 292-2380.
- For courses leading to certification (MCC) in advanced medical records classification in acute care, contact the Health Information Management Department at the Brighton Campus at 292-2039.
- For courses leading to certification (MCC) in advanced medical records classification in long-term care, contact the Health Information Management Department at the Brighton Campus at 292-2039.
- For courses leading to certification in medical transcription, contact the Health Information Management Department at the Brighton Campus at 292-2039.
- For courses leading to certification (MCC) in medical transcription management, contact the Health Information Management Department at the Brighton Campus at 292-2039.
- For courses leading to certification in interior design, contact the Visual and Performing Arts Department at the Brighton Campus at 292-3387.

Course Descriptions

You Can Do It

Flexible options like late start courses, off-campus locations, online courses, and hybrid Courses make MCC extra-easy for busy students.



COURSE ABBREVIATIONS

PREFIX	LISTED UNDER
ACC	ACCOUNTING
ACD	ALCOHOL/CHEMICAL DEPENDENCY
ANT	ANTHROPOLOGY
ARA	FOREIGN LANGUAGE/ARABIC
ART	ART
ASL	FOREIGN LANGUAGE/AMERICAN SIGN LANGUAGE
ATP	AUTOMOTIVE TECHNOLOGY
AVT	AUDIOVISUAL TECHNOLOGY
BIO	BIOLOGY
BUS	BUSINESS
CDL	INTERDISCIPLINARY
CEL 200	LEADERSHIP
CHE	CHEMISTRY
CIS	COMPUTER INFORMATION SYSTEMS
CIT	CIVIL AND CONSTRUCTION TECHNOLOGY
COM	COMMUNICATION
COS	COLLEGE ORIENTATION SEMINAR
CRC	COMPUTER RELATED CURRICULA
CSC	COMPUTER SCIENCE
CPT	COMPUTER TECHNOLOGY
CE	COOPERATIVE EDUCATION
CHI	FOREIGN LANGUAGE/CHINESE
CRJ	CRIMINAL JUSTICE
CRT	COURT REPORTING
DAS	DENTAL ASSISTING
DEN	DENTAL HYGIENE
ECE	EDUCATION
ECO	ECONOMICS
EDU	EDUCATION
ELT	ELECTRICAL ENGINEERING TECHNOLOGY/ELECTRONICS
EMG	EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
ENG	ENGLISH
ENR	ENGINEERING SCIENCE
ENT	BUSINESS
ESL	ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESLOL)
FPT	FIRE PROTECTION TECHNOLOGY
FRE	FOREIGN LANGUAGE/FRENCH
FSA	FOOD SERVICE ADMINISTRATION
GEG	GEOGRAPHY
GEO	GEOLOGY
GER	FOREIGN LANGUAGE/GERMAN
GLF	GOLF MANAGEMENT
HBR	FOREIGN LANGUAGE/HEBREW
HEC	HUMAN ECOLOGY
HED	HEALTH EDUCATION
HIM	HEALTH INFORMATION TECHNOLOGY
HIS	HISTORY
HMN	HUMANITIES
HMN 295	HONORS STUDIES
HSA	HOMELAND SECURITY ADMINISTRATION
HSP	HOSPITALITY
HTL	HOTEL TECHNOLOGY
HUM	HUMAN SERVICES
HVA	HEATING, VENTILATING AND AIR CONDITIONING
IDC 195/295	HONORS STUDIES
IDE	INTERIOR DESIGN
INT	INDUSTRIAL INSTRUMENTATION TECHNOLOGY
ITA	FOREIGN LANGUAGE/ITALIAN
JPN	FOREIGN LANGUAGE/JAPANESE
LAW	LAW
LDS	LEADERSHIP
MAR	MARKETING
MAS	MASSAGE THERAPY
MET	MECHANICAL TECHNOLOGY
MFG	MANUFACTURING TECHNOLOGY: AUTOMATION/ROBOTICS
MTH	MATHEMATICS
MUS	MUSIC
NUR	NURSING
OFT	OFFICE TECHNOLOGY
OPT	OPTICAL SYSTEMS TECHNOLOGY
PE/PEC	PHYSICAL EDUCATION-COED
PEH	PHYSICAL EDUCATION-HANDICAPPED
PEJ	PHYSICAL EDUCATION-CRIMINAL JUSTICE
PEM	PHYSICAL EDUCATION-MEN
PEW	PHYSICAL EDUCATION-WOMEN
PFT	PHYSICAL EDUCATION-FIREFIGHTERS
PHL	PHILOSOPHY
PHY	PHYSICS
PHO	PHOTOGRAPHY
PHO 201	OPTICAL SYSTEMS TECHNOLOGY
PLA	PLASTICS TECHNOLOGY
PLE	POLICE: LAW ENFORCEMENT
PLS	PARALEGAL STUDIES
POS	POLITICAL SCIENCE
PPE	PHYSICAL STUDIES/PHYSICAL EDUCATION
PSC/PSP/PST	PUBLIC SAFETY TRAINING
PSY	PSYCHOLOGY
QCT	QUALITY CONTROL TECHNOLOGY
REA	READING
SBS	SOCIAL AND BEHAVIORIAL SCIENCES
SBS 295	HONORS STUDIES
SCI	SCIENCE
SCI 295	HONORS STUDIES
SCR	COMPUTER SECURITY
SOC	SOCIOLOGY
SOS	SOCIAL SCIENCE
SPA	FOREIGN LANGUAGE/SPANISH
SPT	SPEECH AND THEATRE
SVL	EDUCATION
TAM	TOOLING AND MACHINING
TAS	TRANSITIONAL STUDIES
TEK	TECHNOLOGY
TLC	TELECOMMUNICATIONS
TRS	TRANSITIONAL STUDIES
TVL	TRAVEL AND TOURISM
XRT	RADIOLOGIC TECHNOLOGY

Accounting

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.
Prerequisite: MTH 098 or MTH 130 or equivalent.

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.
Prerequisite: MTH 098 or MTH 130 or equivalent.

ACC 102 Accounting Principles II 4 Credits
A continuation of the basic principles of financial accounting including a study of partnerships and corporation accounts. 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.
Prerequisite: ACC 101 with a grade of C or higher, or ACC 110 and ACC 111 with an average grade of C or higher.

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.
Prerequisite: MTH 098 or MTH 130 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.
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.
Prerequisite or corequisite: MTH 098 or MTH 130 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 or ACC 111, both with a grade of C or better.

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. Scheduled to be offered in the Fall Semester during the evening and the Spring Semester during the day. Two class hours.
Prerequisite: ACC 101 or ACC 111 or permission of instructor.

ACC 204 Tax Procedures 3 Credits
A study of federal, state, and local tax law and procedures for corporations, partnerships, and individuals. Scheduled to be offered in the Fall Semester during the evening and the Spring Semester during the day. Three class hours.
Prerequisite: ACC 101 with a grade of C or higher OR ACC 110 and ACC 111 with an average grade of C or higher.

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. Scheduled to be offered in the Fall Semester during the day and the 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, standards and standard cost, techniques of cost analysis and control. Scheduled to be offered in the Fall Semester during the evening and the Spring Semester during the day. Three class hours.
Prerequisite: ACC 102 with a grade of C or higher.

ACC 230 Accounting Systems and Applications 3 Credits
A hands-on introduction to software used by accountants. The course will focus on the problem-solving capabilities of software in handling various accounting and financial issues. Scheduled to be offered in the Fall Semester during the evening and the Spring Semester during the day. Three class hours.
Prerequisite: ACC 101 with a grade of C or higher OR ACC 110 and ACC 111 with an average grade of C or higher; plus ACC 102 and CIS 121, both with a grade of C or higher.

ACC 290 Independent Study Variable Credit
See the Department Chairperson.

Alcohol/Chemical Dependency

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.

ACD 141 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.

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. (N.Y.S. OASAS-approved for 45 hours toward C.A.C.). Three class hours.

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.

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.

ACD 145 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.

ACD 146 Alcohol/Chemical Dependency Internship Seminar 6 Credits
Provides students with in-depth experience in the addiction treatment field. Students will complete an internship consisting of 20 hours per week for fifteen weeks, plus a one-hour-a-week seminar. 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 licensed addiction treatment agencies will count as volunteer work hours toward the N.Y.S. CASAC. Two class hours, 300 experiential hours.
Prerequisite: ACD 140 plus two additional ACD classes or permission of instructor.

Anthropology

ANT 101 General Anthropology 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)

ANT 102 Cultural Anthropology 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-SS/ OWC)

ANT 110 Hosts and Guests: The Anthropology of Tourism 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)

ANT 120 The Anthropology of Science Fiction 3 Credits
This course will look at imaginary humanity. Human evolution and culture theory will be examined as students look at how science fact is transformed into science fiction. Movies such as "Quest for Fire" and classic books such as "The Time Machine" will be the focus of the inquiry. Three class hours.

ANT 130 Bones, Bodies and Detection 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. Offered Fall and Spring Semesters. (SUNY-SS)

ANT 201 Native American Peoples and Cultures 3 Credits
Survey of the major regional cultural divisions of North and Meso-America, with intensive analysis of Indian and Eskimo societies selected to illustrate the range of economic, political and social institutions, and the relevance of ecological and historical factors. Three class hours. (SUNY-SS/OWC)
Prerequisites: ANT 101, or ANT 102 or SOC 101.

ANT 202 Human Religious Experience 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)

ANT 205 Archaeology Field School 3 Credits
This course will offer students the opportunity to participate in an ongoing excavation of the Bittner Farm, a 19th Century Euro-American farmstead in Monroe County, New York, on the campus of Monroe Community College. 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. Course runs two weeks, six hours daily, Monday through Thursday, with a lunch break. Two class hours, two laboratory hours.
Prerequisite: ANT 101 recommended

ANT 230 The Cultural Context of International Business 3 Credits
Provides an overview of the various cultural contexts in which international business operates. Utilizes case studies of successful and unsuccessful adaptations of business in cultures as different as Japan and Mexico to exemplify the relationship between cultural awareness and success in the international business environment. Students are trained in cross-cultural survival skills. Mock negotiations and role-play may be included as an opportunity to apply skills learned in the course. Three class hours.

ANT 290 Independent Study Variable Credit
See the Department Chairperson.

Art

ART 101 Art Essentials 3 Credits
This course is designed to improve the student's visual perception and expand critical awareness through a variety of hands-on studio projects. The student will become familiar with the methods, materials, media, vocabulary, and techniques of making art. This course is suggested for students who are interested in developing their creative skills but are not art majors. Two class hours, two studio hours. (SUNY-A)

ART 104 Drawing I 4 Credits
An introductory course that provides the student with experience in working with a variety of subject matter and media. Emphasis is placed on the development of observational and technical skills needed for image-making. Two class hours, four laboratory hours. (SUNY-A)

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. (SUNY-A)

ART 108 The Sketchbook and the Creative Process 1 Credit
Students will explore various aspects of the sketchbook and how it can be integrated into the artist's practice. This course begins with the assumption that art is a universal human activity, not the exclusive realm of the specialist. The sketchbook is presented as a creative tool through which anyone can explore, reflect upon, and express their experiences. Emphasis will be placed on journal activities, the development of each student's personal style and areas of interest, and the generation of ideas. This course is designed to (re)introduce artistic activity to the non-major and to deepen that process for the art major. The sketchbook will be presented both as a work in its own right and as a preparatory tool for future creative activity. The art major who takes this course will find the sketchbook is a valuable forum for collecting visual information, experimenting with a variety of drawing materials, exploring mixed media techniques and formulating and recording ideas. One class hour. (SUNY-A)
Prerequisite: ENG 101 or permission of instructor

ART 109 (formerly ART 150) Two Dimensional Design 3 Credits
This course deals with elements and principles of two-dimensional design such as unity, focal point, line, balance, and space. Through a series of assignments that will introduce the student to content of art and expand the student's critical awareness, the course offers the student a hands-on experience dealing with the fundamentals of 2-D design. This course gives the student experiences with a wide range of materials and media, and through the process of critiques the student will have the ability to verbalize and analyze their work and the work of others. Two class hours, two studio hours. (SUNY-A)

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 can be used as a humanities or social science elective. Three class hours. (SUNY-WC/H)

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 can be used as a humanities or social science elective. Three class hours. (SUNY-WC/H)

ART 120 Painting I 4 Credits
This course provides a foundation for a basic experience with painting. Exploration with the methods and concepts of oil or acrylic painting will be carried out in a studio setting. Through specifically assigned problems, the beginning student will develop a visual painting vocabulary. 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 laboratory hours. (SUNY-A)
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 can be used as a humanities or social science elective. Three class hours. (SUNY-OWC/H)

ART 125 (formerly ART 215) Three Dimensional Design 4 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 affects 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. Two class hours, four studio hours.

ART 130 Sculpture I 4 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)

ART 150 (now ART 109) Two Dimensional Design 3 Credits
This course deals with elements and principles of two-dimensional design such as unity, focal point, line, balance, and space. Through a series of assignments that will introduce the student to content of art and expand the student's critical awareness, the course offers the student a hands-on experience dealing with the fundamentals of 2-D design. This course gives the student experiences with a wide range of materials and media, and through the process of critiques the student will have the ability to verbalize and analyze their work and the work of others. Two class hours, two studio hours. (SUNY-A)

ART 154 Drawing the Human Figure 4 Credits
This is an intensive studio-based course that deals exclusively with drawing the human form as it relates to the understanding of all form. Assignments are designed to give the students the visual tools needed to accomplish accurate rendering of the figure with emphasis on the exploration of media. Proportion and the creative interpretation of the human form will be stressed. Two class hours, four studio hours. (SUNY-A)

ART 170 Introduction to Western Architecture 3 Credits
A survey of major architectural works of the western world from prehistoric times through contemporary post-modernist buildings, with attention given to the social, economic, technological, artistic, and scientific context that made their planning and construction possible. Three class hours.

ART 175 Art Travel 1 Credit
A course that combines classroom instruction at the MCC campus with travel to and instruction at various off-campus locations including art museums, historical and landmark houses, art galleries, architecturally noteworthy urban sites or town developments. Variable class hours.

ART 190 Art Focus 1 Credit
The ART 190 designation is used for art history studies of special interest. The focus will change from semester to semester depending on local art exhibits or significant artistic events. Examples are: Dutch Landscape Painting, Cobblestone Houses in Upstate N.Y., Michelangelo, Themes of Protest in Paintings, Architecture of Frank Lloyd Wright. Variable class hours.

ART 191 Art History-Video - Impressionism 1 Credit
A five-week course dealing with Impressionism and Post-Impressionism. Taught through a combination of video tapes, slide lectures, and assigned readings and projects. One class hour.

ART 192 Art History-Video - Women Artists 1 Credit
A five-week course dealing with women artists taught through a combination of video tapes, slide lectures, and assigned readings and projects. One class hour.

ART 193 Art History-Video - 20th Century Artists 1 Credit
A five-week course dealing with major artists of the 20th century. The course will be taught through a combination of video tapes, slide lectures, assigned readings and projects. One class hour.

ART 200 Arts Management 3 Credits
This course offers an opportunity to experience the day to day challenges of administrating 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. Fall and Spring semesters. Three class hours.
Prerequisite: Minimum of 24 credits of college course study.

ART 204 Drawing II 4 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. Two class hours, four studio hours.
Prerequisite: ART 104.

ART 205 Commercial Illustration I 4 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.
Prerequisites: ART 104, ART 109 or permission of instructor.

ART 206 Commercial Illustration II 4 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.
Prerequisites: ART 104, ART 109, ART 205 or permission of instructor.

ART 215 (now ART 125) Three Dimensional Design 4 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 affects 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. Two class hours, four studio hours.

ART 220 Painting II 4 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 laboratory hours. (SUNY-A)
Prerequisite: ART 120 or permission of instructor.

ART 230 Sculpture II 4 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 laboratory hours.
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.

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 can be used as a Humanities or Social Science elective. Three class hours. (SUNY-H)

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)

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 will fulfill a social science requirement. Three class hours. (SUNY-H)

ART 290 Independent Study Variable Credit
See Department Chairperson.

Audiovisual Technology

AVT 121 Introduction to Audiovisual Technology 2 Credits

This is a survey course that is designed to introduce students to the audiovisual industry. The knowledge acquired through the on-line tutorials and practical experience in the field will serve as a foundation for subsequent courses leading to the acquisition of entry level skills in audiovisual technology. This course provides an overview of the audiovisual (AV) industry and the courses included in the AV program. Students who complete the course successfully will be knowledgeable about industry trends, opportunities, and resources that are available to AV technicians. They will also be proficient in using the technology required to take the on-line courses included in the programs, and they will be able to identify and describe the basic functions of various types of cabling, connectors, equipment, and system components used in the audio, video, and system integration sectors of the industry, Two class hours.

AVT 122 Audio Technology 3 Credits

This course provides students with a working knowledge of how to install and terminate audio cabling, distinguish between types of audio signals, recognize appropriate audio equipment, install audio components, verify audio system operation, operate audio systems, and complete appropriate documentation. Integrated systems and rental and staging applications are included. The knowledge acquired through the on-line tutorials and practical experience in the field will serve as a foundation for additional courses leading to the acquisition of entry level skills in audiovisual technology.
Prerequisite/Corequisite: AVT 121.

AVT 123 Video Technology 3 Credits

This course will provide students with a thorough understanding of the career path, tasks and terminology of an audio visual technician, working specifically with video.
Prerequisites/Corequisites: AVT 121 and AVT 122.

AVT 124 Integrated Audio and Video Systems I 2 Credits

This course will provide students with the skills required for installing and uninstalling equipment on a project basis. Students will also be introduced to advanced technologies in the areas of control and display systems. The scenario-based approach to this course allows the student to envision a project from start to finish, enabling them to address the planning, concerns, and outcomes of a well-orchestrated presentation event.
Prerequisite/Corequisite: AVT 123.

AVT 125 Integrated Audio and Video Systems II 2 Credits

Advanced application of audio and video technology in computer presentation, home theater and video conferencing.
Prerequisite/Corequisite: AVT 124.

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.

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.
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.
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.
Prerequisite: Permission of the Department.

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.

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. Safe use of the oxyacetylene torch for welding and cutting is also covered. Three class hours, three laboratory hours.
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.
Prerequisite: Permission of Department

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.
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.
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, 1.3 laboratory hours.
Prerequisite: Permission of Department

ATP 112 Engine Performance - Automotive 4 Credits

The theory, operation and diagnosis of computerized engine controls and fuel systems. Three class hours, two laboratory hours.
Prerequisite: Permission of Department

ATP 140 Automotive Technology-Coop Seminar 1 Credit

Career related seminar offered one hour per week (15 hours); prepares students for their co-op in-dealership experience.

ATP 141 Automotive Technology-Coop I 2 Credits

This is a 9 week in-dealership coop work experience for automotive technology students. 360 experiential hours.

ATP 142 Automotive Technology-Coop II 2 Credits

This is a 6 week in-dealership coop work experience for automotive technology students. 240 experiential hours.

ATP 143 Automotive Technology-Coop III 3 Credits

This is a 12 week in-dealership coop work experience for automotive technology students. 480 experiential hours.

ATP 144 Automotive Technology-Coop IV 2 Credits

This is a 9 week in-dealership coop work experience for automotive technology students. 360 experiential hours.

ATP 145 Automotive Technology-Coop V 2 Credits

This is a 6 week in-dealership coop work experience for automotive technology students. 240 experiential hours.

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.
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.
Prerequisite: Permission of Department

ATP 154 Emission Controls, Computer and Fuel Systems I Theory 3 Credits

Theory related instruction and demonstration of testing and repair procedures covering emission controls, engine performance diagnosis, 2 and 4 gas analysis, scope patterns, and ignition systems. Two class hours.
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,
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.
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.
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.
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.
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.

ATP 162 Engine Performance -Automotive Theory 3 Credits

The theory, operation and diagnosis of computerized engine controls and fuel systems. Three class hours.
Prerequisite: Permission of Department

ATP 171-174 Work Experience 2 Credits

This is a 15-week co-op mechanical repair work experience for Automotive Technology students. ATP 100 can be substituted for one co-op.

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.

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)

BIO 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. Three class hours.

BIO 118 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.

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)

BIO 132 Laboratory to Accompany Human Machine 1 Credit

Laboratory exercises in human anatomy and physiology to supplement BIO 133 class lectures and text information. Two laboratory hours. NOTE: This course only meets SUNY General Education Natural Science requirements when both BIO 132 and BIO 133 are successfully completed. (SUNY-NS)
Prerequisite/corequisite: BIO 133.

BIO 133 Human Machine 3 Credits
A 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 133 may, with the addition of BIO 132, complete the requirement for SUNY Natural Science General Education. BIO 132 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both BIO 132 and BIO 133 are successfully completed. Three class hours in lecture/ laboratory demonstration formats.

BIO 134 Human Anatomy and Physiology I 3 Credits
A study of the structure and function of human cells, tissues, organs, and organ systems. Designed for students enrolled in the Dental Hygiene and Health Information Management programs. Also open to interested Liberal Arts students with some biology background. Two class hours, three laboratory hours.
Prerequisite: High school biology with a grade of C or better, or any Biology course numbered 120 or higher with a grade of C- or better, or permission of instructor.

BIO 135 Human Anatomy and Physiology II 3 Credits
A continuation of BIO 134. Two class hours, three laboratory hours. (SUNY-NS)
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 lecture hours, three laboratory hours. (SUNY-NS)
Prerequisite: MTH 098 or equivalent.

BIO 137 Biology of HIV and AIDS Infection 3 Credits
A lecture/seminar course dealing with the biological aspects of HIV infection and the AIDS epidemic. Topics will include an introduction to cell functions, viral mechanisms, the immune system, transmission, treatment and epidemiology of HIV. Class participation and evaluation of public sources of information will be emphasized. Three class hours.
Prerequisite: Successful completion of any BIO course numbered 120 or higher, or permission of instructor.

BIO 139 Growth and Aging: The Biology of Human Development 4 Credits
Biological aspects of growth, development and aging in the human organism from conception through death. Topics include embryology, pregnancy, childhood, adolescence, maturity, and the aged. A functional overview of the ten body systems and a brief description of the most common pathologies of each. Three class hours, two laboratory hours.
Prerequisite: BIO 133 or permission of instructor.

BIO 142 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, Physical Education, Massage Therapy, and other health related programs. Two class hours, one conference hour, three laboratory hours.
Prerequisites: 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 143 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, Radiologic Technology, Physical Education, Massage Therapy, and other health related programs. Two class hours, one conference hour, three laboratory hours. (SUNY-NS)
Prerequisites: BIO 142 and one of the following: high school chemistry or CHE 100 or CHE 121 or permission of instructor.

BIO 150 Introduction to Biological Evolution 3 Credits
Introduction to the basic principles and concepts of the theory of evolution. Topics will include natural selection and other forces driving evolution, speciation, evolutionary genetics, hominid evolution, and major lines of evidence supporting the theory of evolution. Three class hours.

BIO 155 General Biology I 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 first 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. (SUNY-NS)
Prerequisite: High school biology with a grade of B 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 156 General Biology II 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.
Prerequisite: BIO 155 with a grade of C- or higher.

BIO 170 Marine Life 3 Credits
An introduction to the biology of marine plants and animals using selected groups of marine organisms to develop an understanding of how biological principles and processes apply to life in the sea. The ecology, evolution, behavior and physiology of selected groups will be discussed. Three class hours in lecture/ demonstration formats.
Prerequisite: Successful completion of any BIO course numbered 120 or higher, or permission of instructor.

BIO 202 Microbiology 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.
Prerequisites: BIO 134 or BIO 143 or BIO 156 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.
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.
Prerequisite: BIO 135 or BIO 143 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.
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 225 Bioanalytical Techniques I 4 Credits
An introduction to the principles and methods of analytical technique as they relate to quantitative measures of determination. Laboratory experiments 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 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). Spring semester only. Three class hours, three laboratory hours.
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.
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. Spring semester only. Three class hours, three laboratory hours.
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 231 Kinesiology 3 Credits
The study of human motion. Study of the skeletal and muscular anatomy which produces movement in sports activities and everyday living, including analysis of joint action and muscle roles in movements. The application of Newtonian mechanics to force generation, movement, speed, and power development. Course includes application of the following principles to body motion: scalar and vector quantities, inertia, momentum and acceleration (linear, rotary and projectile), leverage, center of gravity, lift, drag and buoyancy. This course is designed for Physical Studies students and other Liberal Arts students. Two class hours, two laboratory hours.
Prerequisite: BIO 142 or permission of instructor.

BIO 235 Introduction to Human Disease 3 Credits
An introductory course for students in advising sequences leading to the Medical Transcription Certificate and Health Information Technology AAS degree. This course is designed to facilitate further learning in their areas of specialization and to promote effective interactions as members of the health care team. It 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. Fall semester only. Three class hours.
Prerequisites: BIO 135 with a grade of C or better, 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.
Prerequisite: BIO 142 and permission of the instructor.

BIO 243 Myology 4 Credits
A lecture/laboratory course focusing on an in-depth look at the structure and function of skeletal muscle. Lecture topics include muscle physiology, strength adaptations, and muscle injury and disease. Laboratories include a thorough examination of muscles of the trunk, shoulder, elbow, wrist, hand, hip, knee, ankle, and foot. Discussions include origin, insertion, function and palpation. Two class hours, one conference hour, three laboratory hours.
Prerequisites: BIO 142 and BIO 143 with a minimum grade of C- or permission of instructor.

BIO 244 Neuropathology 1 Credit
This course provides an overview of the nervous system and a detailed look at pathologies related to the nervous system. Topics covered in this course will include a review of normal structure and function of the human nervous system, chronic degenerative, infectious and psychiatric disorders of the nervous system, and injuries to the nervous system. One class hour. Fall Semester only.
Prerequisite: BIO 143

BIO 250 Evolution 3 Credits
The basics of the study of evolution will be emphasized. Included will be the historical background, natural selection, genetic mechanisms in individuals and populations and a discussion of species, hybrids and higher groups. The fossil record will also be discussed. Spring semester only. Three class hours.
Prerequisite: BIO 156 with a grade of C- or better, or permission of instructor.

BIO 251 Topics In Biology With Laboratory Experience Variable Credit
A seminar course concerned with current problems in biological research. (Possible topics: Evolution, Human Genetics, Behavior, Pollution, Current Research). Laboratory experiences will be included. Sessions could consist of readings, short journal reports, laboratory experiments, and outside speakers. One, two, or three class hours. Variable Credit.
Prerequisite: Permission of department.

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.
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.
Prerequisite: BIO 155 with a grde of C- or better, or permission of instructor.

BIO 265 Vertebrate Zoology 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.
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.
Prerequisite: BIO 156 with a grade of C- or better, or permission of instructor.

BIO 290 Independent Study Variable Credit
See the Department Chairperson for more information on Independent Study courses.

Students with religious objections to handling animal materials should contact the Biology Department Chairperson prior to the start of classes to discuss alternatives available for lab courses that use these materials.

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.

BUS 107 Money in Literature 3 Credits
A study of the relationships between literature, business, and money. Works of literature are studied in which money plays an important role in shaping values and defining character. Economic terms and concepts are introduced as appropriate. BUS 107 satisfies a business elective requirement. Three class hours.

BUS 108 Principles and Practices of Customer Service 3 Credits
This course will help prepare students for entry-level positions in customer service, which is a growing and integral part of doing business for any company today. The course will increase the student's knowledge of the industry, the trends, and most importantly, will develop the fundamental skills necessary to achieve excellence in the field. Emphasis will be placed on self-assessment and individual growth through hands-on learning and practice. Three class hours.

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.

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.

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 Business Administration 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. Three class hours. Offered Fall and Spring Semesters.

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.

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.

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.
Prerequisite: BUS 104

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.

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.
Prerequisite: BUS 104.

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.
Prerequisite: BUS 110 with a grade of C or higher, or permission of the instructor.

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 presented in a hybrid format. Four credit hours.
Prerequisite: 15 hours of Business electives, including BUS 104 and permission of instructor

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. Spring semester only. Three class hours. This course is intended for students who are in the last semester of the degree program or who have completed a minimum of 45 hours of program related courses or equivalent international experience. Permission of the coordinating faculty member of the International Business Degree program is required.
Prerequisites: BUS 104 and 30 hours of program courses or permission of instructor.

BUS 275 Business Cooperative Education 4 Credits

This cooperative education course is limited to students enrolled in Business AAS degree programs. Students who work or desire to work either full time or part time at jobs related to their college major (AAS Business Administration-management, marketing, entrepreneurship and AAS Accounting) are eligible for this course. Students take a career-related classroom seminar for two hours each week while working a minimum of 225 hours during the semester at a job in the area of business administration. Successful completion of the seminar and a minimum of 225 hours of work experience in any one semester entitles 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 track (management, marketing, entrepreneurial studies). MAR 101 is NOT required for Accounting A.A.S. degree program students. Offered in the Fall and Spring Semesters.
Prerequisite: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 130 (OR ACC 101), CIS 121, ENG 101, ECO 101 (or ECO 111), BUS 104, MAR 101 (NOT required for Accounting AAS degree), 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.

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 atomic structure, nomenclature, bonding, reactions, periodicity, states of matter, solutions, acids, bases, and the pH concept. Three class hours, three laboratory hours. (SUNY-NS)
Prerequisite: High school algebra or MTH 098.

CHE 110 Contemporary Consumer Chemistry 3 Credits

This course is designed for non-science majors and does not require any previous background in chemistry. A basic, non-mathematical introduction to the principles of chemistry. These principles are then related to contemporary issues such as environmental pollution and energy resources. Two class hours, two laboratory hours. (SUNY-NS)

CHE 111 Contemporary Topics In Chemistry 3 Credits

An introduction to the basic principles of inorganic chemistry, including the development of atomic structure, chemical bonding, and nuclear processes. These principles would then be related to contemporary topics such as pollution control, energy resources and the role of science and technology in modern society. This course is designed for non-science majors and does not require any previous background in chemistry. Spring semester only. Two class hours, one conference hour.

CHE 124 General, Organic, and Biochemistry 4 Credits

An introduction to the principles of general, organic, and biological chemistry that are relevant to students enrolled in health sciences career programs. In the classroom, students will apply these principles to discover their relevance to human/environmental health issues. In the laboratory, students will use the scientific method to explore and evaluate chemical phenomena that are based on these principles. Topics include measurement, atomic and molecular structure, chemical bonding, reactions, equilibrium, gases, liquids, solids, solutions, acid-based chemistry, nuclear chemistry, physical and chemical properties of organic compounds, biomolecules, carbohydrates, lipids, proteins, nucleic acids, and metabolism. This course is intended for the non-science major and can be used for Natural Science elective credit in many programs of study. Three class hours, three laboratory hours. (SUNY-NS)
Prerequisite: CHE 100 and MTH 098 with a grade of C or better, or regents level high school chemistry and algebra with a grade of C or better.

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 lecture hours, three laboratory hours. (SUNY-NS)
Prerequisite: MTH 098 or equivalent.

CHE 145 Preparation for General College Chemistry 4 Credits

This course should be taken prior to CHE 151 by students who fall into 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 inorganic 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)
Prerequisite: MTH 104 with a grade of C or better, or Sequential Mathematics Course III with a grade of C or better, or equivalent. Completion of or concurrent registration in MTH 165 is strongly recommended. *Regents level 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 the student has had an above average preparation in chemistry. Topics include a brief review of problem solving using the factor label method, dimensional analysis, graphing, and significant figures; chemical stoichiometry; gas laws; thermochemistry; an in-depth treatment of atomic structure, periodicity, and chemical bonding; phase relationships. Three class hours, three laboratory hours. (SUNY-NS)
Prerequisite: CHE 145 with a grade of C- or higher, or above average preparation in high school chemistry.
Corequisite: MTH 165.
**Regents or equivalent strongly recommended.*

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.
Prerequisite: CHE 151 with a minimum grade of C-.

CHE 251 Organic Chemistry I 5 Credits
A modern treatment of organic chemistry which integrates fact 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.
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.
Prerequisite: CHE 251 with a grade of C- or higher, or permission of instructor.

CHE 290 Independent Study Variable Credit
See the Department Chairperson.

Cinema Studies

CINEMA STUDIES COURSES
(see Speech and Theatre)

Civil And Construction Technology

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.
Prerequisite/corequisite: MTH 135

CIT 104 Technical Mechanics 3 Credits
Study of forces and force systems on rigid bodies at rest, the concept of equilibrium, free body concept, friction. Spring semester only. Three class hours.
Prerequisite: MTH 135 or three years of high school mathematics, including intermediate algebra, geometry and trigonometry. Prerequisite/corequisite: PHY 131.

CIT 111 Civil/Construction Drawing I 2 Credits
Basic orientation in engineering drawing, emphasizing line and lettering, orthographic projection, two point perspective, dimensioning and sections. Drawing applications will include site plans, beam sections, steel connections, sewer and road sections, plotting surveying data, and drawing graphical solutions to static problems. Fall semester only. One class hour, three laboratory hours.

CIT 112 CAD for Construction 2 Credits
A continuation of CIT 111 with the addition of computer aided drafting (CAD). Applications 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. Spring semester only.

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 blueprint reading for building construction. It will cover the use of construction drawings, scales, orthographic views, symbols, sections, and graphical interpretation, specific to the building construction industry to include structural steel detailing, reinforced concrete detailing, masonry sections, wood sections, and schedules for interior finishes and accessories. Three class hours, two laboratory hours.
Prerequisite/corequisite: MTH 135

CIT 123 Construction II: Heavy, Highway and Site Construction 4 Credits
The study of the materials, methods and techniques used in site work, highway, utility, and other heavy construction projects. The primary emphasis is construction equipment selection, production calculations, and material handling. Topics will include site layout, aggregates and soils classifications, earthmoving basics, cranes and lifting equipment, concrete and asphalt production and paving. The study of the methods and techniques used in blueprint reading for heavy, highway, and site construction. The laboratory will cover the use of construction drawings, scales, orthographic views, symbols, sections, and graphical interpretation, specific to the heavy and highway construction industry to include topographic maps, profiles, engineering scales, and cross sections. Three class hours, two laboratory hours.
Prerequisite: CIT 122 or permission of instructor.

CIT 202 Route Surveying 4 Credits
Horizontal and vertical curves, spirals, sight distance, staking out a highway. Earthwork including cross-sections, areas, volumes, borrow pits. Spring semester only. Three class hours, three laboratory hours.
Prerequisite: CIT 101.

CIT 203 Soil Mechanics 2 Credits
The nature of the soil, its use in construction and an examination of its properties. The laboratory covers field and lab tests including grain size, specific gravity, compaction, liquid limit, plastic limit shear and consolidation. Fall semester only. One class hour, three laboratory hours.

CIT 204 Strength of Materials 3 Credits
Study of stress, strain, bolted, riveted and welded joints, centriods, shear, moments, designing of beams and columns. Demonstrations by instructor and some tests performed by students on various materials such as steel, timber, cast iron and aluminum. Fall semester only. Two class hours, two laboratory hours.
Prerequisite: MET 203

CIT 205 Structural Design 4 Credits
Design, investigation, and crafting of elementary reinforced concrete and structural steel members including rectangular beams, T-beams, columns, foundations, retaining walls, prestressed concrete, steel plate girders and columns, welded and bolted connections. Spring semester only. Three class hours, three laboratory hours.
Prerequisite: CIT 204.

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 hour, three laboratory hours.

CIT 207 Fluid Mechanics and Hydraulics 4 Credits
Practical applications of laws of fluid mechanics and hydraulics with an emphasis on pipe and open channel flow. The laboratory exercises are designed to study fluids and their characteristics; manometry

and other pressure measuring devices; hydroforces; buoyancy; energy transformations using the siphon, venturi and orifice; energy losses in pipes and fittings; sewer and other open channel characteristics and rate measurements; pump operations and selection. Fall semester only. Two class hours, three laboratory hours.
Prerequisite: CIT 104.

CIT 208 Solid and Hazardous Waste Management 2 Credits
Solid waste quantities and characteristics of municipal, industrial and hazardous waste. Waste collection and transport, waste processing and resource recovery, treatment processes such as separation, sorting, shredding, compositing, and incineration. Landfill design and operation. Hazardous waste management; on site storage, secure landfills and under-ground injection. Review of Federal (RECRA, SARA, and CERCLA) laws and state and local regulations for control of solid and hazardous wastes. Two class hours.

CIT 209 Plain Concrete 2 Credits
A study of cements, aggregates, and plain concrete including testing, proportioning, mixing, curing, placing, and inspection. Spring semester only. One class hour, three laboratory hours.

CIT 210 Highway Technology 3 Credits
Fundamental principles and processes in the practice of highway engineering. Study of highway structure, materials of construction, and methods of construction and maintenance. Spring semester only. Three class hours.

CIT 211 Water Distribution, Stormwater, and Wastewater Collection 3 Credits
Applied basic hydraulics of pipe under pressure to the design, analysis, and construction of a water grid distribution and storage reservoirs in delivering domestic, industrial, and fire flows in a public water supply system. Sanitary sewer design and construction as it relates to materials, quantities of sewage, location, lay-out, structural requirements and sewage lift stations. Estimating storm runoff by Rational Method and design of on-site storm water retention systems. Fall semester only. Two class hours, three laboratory hours.
Prerequisite/corequisite: CIT 207.

CIT 212 Water and Wastewater Treatment 3 Credits
Application of water chemistry of a practical nature to the fundamentals of water supply treatment, waste disposal and water pollution control. Knowledge of federal, state and local laws, regulations and requirements for public water supply service and the control of wastewater discharges. Characterize constituents in water including measurement of hardness and other parameters. Review of the hydrological cycle, ground and surface water sources, and the study of water storage techniques. Review wastewater characteristics of domestic and industrial sources and methods capacity. Two class hours, three laboratory hours.
Prerequisite: CHE 145 or CHE 151.

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.
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.

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 NYSDOT (New York State Department of Transportation) formats. Two class hours.
Prerequisites: CIT 122, CIT 123 or permission of instructor; corequisite: CIT 217.

CIT 290 Independent Study Variable Credit
See the Department Chairperson.

College Orientation Seminar

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.

COS 101 College Orientation Seminar 1 Credit
This course is designed to acquaint students with various resources, activities and academic policies which impact their success at Monroe Community College. It focuses on learning strategies required for college success and orients students to making a positive adjustment to college life. For information contact the COS Coordinator, Professor Diane Fitton at ext. 292-2355. One class hour.

COS 102 College Library Skills 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. Offered Fall and Spring Semesters.

Communication

C E 220 Cooperative Education-Communication 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 (225 hours per semester) in the area of Communications. Successful completion of the seminar entitles a student to receive four credit hours. Working an additional 225 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 3-108 will assist in obtaining jobs. Present job may qualify. Appropriate work experience must be approved by the Co-op Coordinator. Must have completed 24 credit hours with a 2.0 GPA. Exceptions with permission from the Co-op Office.

COM 101 Introduction to Mass Media 3 Credits
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. Three class hours. Fulfills the MCC requirement for a Humanities course.

COM 104 Introduction to Graphic Production+ 3 Credits
A course which will introduce the student to basic graphic skills. Areas of study will include design concepts, typography, color theory, technical vocabulary, and proper use of tools and equipment. Emphasis will be placed on both computer and hand skills used in the production of graphic art work. Three lecture hours. (SUNY-A)

COM 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. Three class hours. Fulfills the requirements for a Humanities course.

COM 106 Media Photography I++ 3 Credits
Introduction to the principles, techniques, and theories of the photographic process. Fundamentals of photographic equipment, camera operation and care, darkroom procedures, exposure and development of black and white photographic materials, laboratory, studio and natural light assignments will be supported by lectures and demonstrations. Student supplies 35mm adjustable camera, film and photographic paper. Two class hours, three laboratory hours.

COM 107 A Century of Design 3 Credits
A survey of twentieth century graphic design from the roots of modernism to the advent of the digital revolution. This survey will cover such diverse influences and expressions as Futurism, Dada and the Bauhaus movement, Swiss design and the impact of computer technology, focusing primarily on printed communication. The ways in which the visual forms of graphic design express the social, political and economic life of a culture are explored. Three class hours.

COM 108 Mind Over Media-The Art of Innovation 3 Credits
Designed to give students the basic concepts which will enable them to enhance their own innate creative abilities. Numerous creative problem solving techniques and ideas will be explored, including those which address the particular demands of the non-linear environment of multimedia. The underlying assumption of this course is that innovation is a skill which can be learned. Three class hours.

COM 109 An Introduction to Public Relations 3 Credits
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.

COM 110 Journalism I 3 Credits
An overview of journalism principles and practices. Includes discussion and interpretation of what is news, news reporting today, team reporting. Hands-on experience in a computer-based classroom in conducting interviews, finding sources, preparing news stories, news and feature leads, and obituaries. Emphasis on writing and editing balanced, accurate news stories on deadline. Introduction to beat reporting and feature writing. Fulfills the requirements for a Humanities elective. Three class hours.

COM 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.
Prerequisite: COM 104 and COM 105, or permission of instructor.

COM 113 Media Photography II++ 3 Credits
An intermediate photographic course with emphasis on exposure control, studio and darkroom methods, black and white and color filtration, and studio lighting techniques. Assignments designed for visual impact, image communication, technical and aesthetic qualities. Student supplies camera, film and photographic paper. Two class hours, three laboratory hours.
Prerequisite: COM 106 or permission of instructor.

COM 115 Computer Generated Images 3 Credits
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)

COM 120 Media Literacy 3 Credits
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. Three class hours. Fulfills the MCC requirement for a Humanities course. (SUNY-A)

COM 130 Media Writing 3 Credits
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. Three class hours. Offered both Fall and Spring semesters.
Prerequisite: ENG 101 or ENG 200

COM 135 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 manipulating images are explored in a workshop type atmosphere. Hands-on experience with digital cameras and image manipulation software is emphasized. Students will be expected to complete a series of tutorials and create several portfolio images demonstrating their understanding of the technical and aesthetic aspects of the digital photography. Three class hours.

COM 141 Introduction to Radio and Television 3 Credits
A study of the history of radio, television and video, and their relationship to other mass media. The course will consider production formats, station operation and management, governmental regulations, and programming options and trends, with a survey of the journalistic and performance skills necessary to quality production. Three class hours.

COM 142 Broadcast Performance 3 Credits
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.

COM 150 Video Production and Editing 3 Credits
A combination lecture/lab course designed to introduce students to producing and editing 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 3 to 4 VHS videotape cassettes. Two class hours, two lab hours.

COM 151 Journalism II 3 Credits
An advanced course in journalistic writing and editing, including readings, discussions and workshops in the theories and practices of journalism. Three class hours.
Prerequisite: COM 110 or permission of instructor.

COM 160 Computer Graphics: Design and Layout+ 3 Credits
This course will provide the student with hands-on experience using software such as Adobe Illustrator in an electronic design studio environment. Projects will give the students experience in exploring design and the creative application of display type on the Macintosh. Three class hours. (SUNY-A)
Prerequisite: COM 104 or IDE 160 or permission of instructor.

COM 161 Digital Design Basics 3 Credits
Introduces the student to basic two-dimensional design principles as they relate to the graphics field. Shape, line, space, color structure, composition and design theory will be investigated. Particular emphasis will be on issues of digital design such as digital color systems and the relationship to traditional color theory. Two class hours, two laboratory hours.

COM 162 Digital Page Layout 3 Credits
Introduces the student to the most widely used desktop publishing software. Students will create single page layouts applying their typographic skills. Concept and design are stressed. Two class hours, two laboratory hours.

COM 163 Digital Drawing and Illustration 3 Credits
Introduces the computer as a tool for sketching, drawing, painting, as well as creating illustration and montage. Students will create custom type designs, logos, graphs and charts by mastering the features of powerful Postscript software. Emphasis will be on creating designs for the printed page as well as for the World Wide Web. Students will also learn to draw and paint using digitizing tablets and painting software. Two class hours, two laboratory hours.

COM 164 Digital Imaging 3 Credits
Instructs the student in the creative uses of digital imaging technology for application in areas such as photography, design, publishing, video, animation, multimedia, and the World Wide Web. Working with powerful and versatile image manipulation software, students will learn the techniques of image scanning, photo retouching, exploring color space and depth, resolution and the use of filters and global controls to edit images. Creating images for both print and on-line will be covered. Two class hours, two laboratory hours.

COM 165 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 cycle 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.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 166 Publication Design 3 Credits
Builds on the basics learned in COM 162. Students will work on more involved multipage documents. They will learn general strategies, specific shortcuts and tips for precise and efficient assembling of multipage documents in a desktop publishing program. The course will address the exchange of information between the DTP program, word processing, illustration and imaging programs. Concept, content and design will be stressed. Two class hours, two laboratory hours.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 167 Design for On-Line Publishing 3 Credits
Students will be introduced to designing for web-based publishing. Students will learn the basics of HTML (Hypertext Markup Language), as well as a text editor program designed around HTML and used in World Wide Web documents. Emphasis will be in creating hypertext pages that are functional, using embedded graphics that are effective and visually appealing. As a final project, students will construct their own web pages. Two class hours, two laboratory hours.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 202 Techniques of Television I+ 3 Credits
Introduction to the basic aspects of technical and production techniques of television and related audio systems used in the medium. Emphasis will be placed on theory and use of television equipment, direction, lighting, television graphics, scripting, basic engineering, distribution systems, and studio personnel. In addition to the student-produced and directed assignments, members of the class will participate in production crews. Students will be required to purchase one VHS-120 videotape cassette. Two class hours, two laboratory hours.

COM 203 Animation and Special Effects 3 Credits
Study of media production techniques for film and video. Students will explore the creative aspects of video camcorders capable of capturing stop motion animations and the use of computers to edit and create special visual effects. The course includes location shooting, digital editing, and animation techniques. Three class hours. (SUNY-A)

COM 204 Radio Production+ 3 Credits
Introduction to techniques and equipment used in radio production. Students will learn control board operation, recording, editing, and preparation of messages appropriate to the medium of radio. Two class hours, three laboratory hours.

COM 205 Graphic Design 2 3 Credits
This course explores the creative display, organization and communication of ideas and information through word and image. The design principles covered in these courses apply to all presentation media; print, computer, film/video, exhibit and environmental graphics. Course projects will require typographic skills and an ability to communicate with pictorial information. Three class hours, three studio hours.
Prerequisite: COM 112

COM 211 Practicum in Media I 3 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 six (6) 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.
Prerequisite: Permission of a VaPA Department faculty member.

COM 212 Techniques of Television II+ 3 Credits
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.
Prerequisite: COM 202.

COM 213 Color Photography++ 4 Credits
Introduction to the principles, materials and processes of color photography. Application of color filtration and printing controls, electronic lighting for studio and non-studio locations. Realistic color image assignments, including portraiture and illustration. Two class hours, four laboratory hours.
Prerequisite: COM 106 or COM 113 or permission of instructor.

COM 220 Business Practices for Visual Media Artists and Producers 2 Credits
An introduction to the common business procedures required of independent artists and procedures of the visual media arts. Emphasis will be placed on the legal forms of business practice, internal business procedures, record keeping, copyrights, contracts and legal relationships, insurance, banking, taxes, marketing and the development of business plans as they relate to the artist-producer. Guest artists and producers and business professionals will share their experience and knowledge with the class. Two class hours.

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.
Prerequisite: Permission of a VaPA Department faculty member.

COM 223 Photographic Documentation++ 4 Credits
An advanced course in applied photography utilizing the photograph as a document for use in social, scientific and environmental research, civil evidence, and journalistic inquiry. Technical processes, image integrity, macro techniques, and legal issues will be integrated with pragmatic assignments for skill development. Two class hours, four laboratory hours.
Prerequisite:COM 106 or COM 113 or permission of instructor.

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.
Prerequisite: ENG 101 OR ENG 200.

COM 250 Graphic Arts 4 Credits
And advanced course focusing on the in-depth study of the theory and techniques of graphic arts skills covering pre-press, press and finishing stages. Students will extend their prior knowledge and skills while exploring the parameters of print media through the production of multi-component projects. By managing projects from concept development through press and finishing stages, students will gain experience in advanced project planning, output, and hands-on experience with offset presses. Projects may include a self-promotional booklet, as well as print projects for outside clients. Three class hours, two laboratory hours.
Prerequisite(s): COM 104 and COM 112 required; COM 160 and/or COM 260 recommended.

COM 260 Computer Graphics: Image Manipulation+ 3 Credits
This course is designed to give the student hands-on experience in an electronic design studio environment. The student will become acquainted with the computer as another art tool. Students will be using Adobe Photoshop software on the Macintosh computer. Other peripherals such as color scanner, color printer, still video camera, will be used. Projects may include working with digitized images, scanned images and type. This course is intended to look at the increasing demand for experienced computer graphic operators in the fields of television, photography, graphic arts, and other mass communication areas. Some computer background is required. Three class hours.

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.
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.

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.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 264 Digital Audio/Video I 3 Credits
An introduction to the use of the Macintosh computer as a tool in digital audio and video production. Through video and audio capture and editing, students will learn the role and importance of video and sound as elements in a multimedia event. Creation of Quicktime movies and original audio tracks to be used in multimedia will be emphasized. Three class hours.

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.
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.
Prerequisites: All first semester electronic publishing courses and COM 262, or permission of instructor.

COM 267 Digital Audio/Video II 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.
Prerequisite: 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.
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. Fulfills the requirements for a Humanities course.
Prerequisites: COM 101

COM 290 Independent Study Variable Credit
See the Department Chairperson.

+Students are required to purchase their own supplies and materials.

++Students are required to purchase their own supplies, materials, and 35mm camera with adjustable f-stop and shutter speed.

Computer Information Systems

CIS 100 Digital Computers and Information Processing 3 Credits

An introductory course in digital computers and information processing concepts. Specific topics will include computer terminology, networks, e-mail, the Internet, numbering systems, algorithm and program development, pseudocode and flow charting. Students will meet in a networked PC classroom for lab. Students will work with operating systems such as DOS and Windows 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 Degree Programs. Two class hours, two laboratory hours.
Prerequisite: MTH 104 with a grade of C or better, or Sequential Math III with a grade of C or better.

CIS 101 Programming for Information Systems 3 Credits

A first course in programming for the Computer Information Systems or Computer Technology students. Emphasis will be on analyzing a problem, designing a solution to the problem using pseudocode and/or flowcharts, and converting the solution into a computer program using an event-driven language such as Visual Basic. Programming topics include fundamentals of programming using objects and events, variables and data types, arithmetic expressions, input, output, built-in functions, general procedures with parameter passing, selection control structures, repetition control structures, arrays and array processing, and sequential file processing. Several major programming projects will be assigned to be completed outside of class and laboratory time. Two class hours, two laboratory hours.
Prerequisite: CIS 100 or (CPT 111 and CPT 112 and CPT 115) all with a grade of C or better.

CIS 110 Building and Maintaining the PC 3 Credits

This course will familiarize the student with the hardware and software of the personal computer. The student will assemble a personal computer, install an operating system, install application software, connect peripheral devices, and troubleshoot problems. The student will also learn number systems as related to memory, memory management, and operating system functions. Two class hours, two laboratory hours.
Prerequisites: CIS 100 or CSC 101, or (CPT 111 and CPT 112 and CPT 115), all with a grade of C or better.

CIS 121 Microsoft Office 4 Credits

Provides an in-depth hands-on introduction to the major software packages included in Microsoft Office: Word, Excel, Access, PowerPoint, and Outlook. Several major projects will be assigned to be completed outside of class time. Basic knowledge of the PC, keyboard, and mouse are required. Four class hours.

CIS 201 Introduction to Web Site Programming and Design 3 Credits

This course will provide the student with a solid background in programming and design concepts used in developing a web site. Topics include web overview, coding HTML, programming with JavaScript, design, implementation on a server, and use of web development software. Two class hours, two laboratory hours.
Prerequisite(s): A grade of C or better in either CSC 101 or CIS 101.

CIS 205 Computer Programming - COBOL 3 Credits

Emphasis on structured programming using COBOL with an introduction to Object Oriented Programming with COBOL. The basic divisions are introduced in addition to other relevant topics such as READ and WRITE verbs, interactive programming, arithmetic statements, elementary table processing, arrays, sequential file processing, indexed file processing, and the report writer. Several major programming projects are required. Two class hours, two laboratory hours.
Prerequisite: CSC 101 or CIS 101 with a minimum grade of C; CRC 201 recommended.

CIS 208 Visual Basic Programming 3 Credits

This course covers intermediate topics of Visual Basic event driven programming. Topics include a basic introduction to Visual Basic, Visual Basic objects and their properties, variables, constants, performing calculations, coding Visual Basic selection control structures, coding Visual Basic repetition control structures, menus, sub procedures with parameter passing, multiple forms, arrays, control arrays, multidimensional arrays, database file processing, validation, error trapping basic SQL, basic graphics including animation with timer controls, Active X controls, incorporating sound and web sites into Visual Basic applications, and dynamic link libraries. Students will create several projects that demonstrate their understanding of these topics. Two class hours, two laboratory hours.
Prerequisite: CIS 101 or CSC 101 with a grade of C or better.

CIS 209 Systems Analysis and Design 3 Credits

A study of the skills required to perform the role of a 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 the systems development life cycle, E-Commerce, depicting systems graphically, determining feasibility, project management tools, sampling and investigating hard data, questionnaires, observations, prototyping, developing data flow diagrams, developing data dictionaries, developing process specifications using pseudocode, decision tables and decision trees, 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, three laboratory hours.
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 VBA and SQL. Two class hours, two laboratory hours.
Prerequisites: CSC 101 or CIS 101 with a grade of C or higher.

CIS 212 Introduction to Data Warehousing 3 Credits

This course focuses on the technical aspects of building a data warehouse. The topics covered will include the DSS life cycle, data warehouse architectures, system planning, warehouse requirements gathering, schema development, warehouse design, and user data access. Two class hours, two laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite: CIS 211, or equivalent experience with modern database management programs.

CIS 213 Database Programming 3 Credits

This is a second course in database technology focusing on database programming. Topics will include the relational data model, Structured Query Language (SQL), Data Definition Language (DDL), Data Control Language (DCL), Data Manipulation Language (DML) commands, database programming, event triggers, stored procedures, query plans and query optimization techniques. Two class hours, two laboratory hours. Offered Fall, Spring and Summer Semesters
Prerequisite: CIS 211, or equivalent experience with modern database management programs.

CIS 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.
Prerequisite: CSC 101 or CIS 208 or CIS 224 with a grade of C or better.

CIS 224 Java for Programmers 3 Credits

This course is designed to teach the principles and some advanced topics of the Java programming language to persons already proficient in one or more programming

languages. Topics include: I/O with both GUI's and Files; arithmetic operations; control structures; applets versus applications; Objects and Object Oriented Programming; Instantiation and Encapsulation; Inheritance and Polymorphism; recursion; and arrays and vectors. Upon completion of the course students will be able to write complete applications and applets using the Java language. Three to five major programming projects will be required. Students that are required to take CSC 101 may not use this course as an elective. Two class hours, two laboratory hours.
Prerequisite: CIS 101 or CIS 205 or CIS 208 or CIS 223 with a grade of C or better.

CIS 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.
Prerequisite(s): CSC 101 or CIS 223 or CIS 224 with a grade of C or better.

CIS 290 Independent Study Variable Credit
See the Department Chairperson.

Computer Related Curricula

C E 279 Cooperative Education-Computer Related Curricula 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 (225 hours per semester) in the area of Computer Related Curricula. Successful completion of the seminar, and a minimum of 225 hours of work experience in any one semester entitles a student to receive four credit hours. Working an additional 225 hours (no seminar requirement) 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 3-108 will assist in obtaining jobs. Present job may qualify.
Prerequisite: 24 credit hours with a 2.0 average.

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.

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. These topics are covered in the following courses: CRC 111, CRC 112, CIS 121, or CRC 101. One class hour.
Prerequisite: CIS 121, or CRC 112 or CRC 101 or CRC 111

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 tools 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.

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.

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.

CRC 115 Introduction to Microsoft Word 1 Credit
A word processing course designed to introduce Word. Students will learn how to create, modify, and print documents. This hands-on course includes specially prepared exercises that give practical experience in using Word's tools. Project required. Basic knowledge of the PC, keyboard, and mouse are required. One class hour.

CRC 116 Introduction to Microsoft Access 1 Credit
An introduction to database theory and practice using the features of Access. Students will learn to create and modify the database, design and create queries, and use forms and reports in a 'hands-on' lab environment. Project required. Basic knowledge of the PC, keyboard, and mouse are required. One class hour.

CRC 117 Introduction to Microsoft PowerPoint 1 Credit
This course covers PowerPoint's major features. Students will be able to create and customize multimedia presentations. Specially prepared exercises will provide 'hands-on' learning. Project required. Basic knowledge of the PC, keyboard, and mouse are required. One class hour.

CRC 118 Basic Personal Computer Operations and Maintenance 1 Credit
This course is designed for persons who own or plan to purchase a personal computer, but have limited experience in the basic operations and maintenance of a computer. Topics covered will include key components of a computer system, computer purchase considerations, software installation and upgrades, installation of peripheral devices, and basic maintenance. Students will get hands-on experience. One class hour.

CRC 119 Introduction to Dreamweaver MX 1 Credit
Introduction to web site design using Dreamweaver MX software. Topics include the Dreamweaver interface, lists, links, tables, images and frames. Basic knowledge of Microsoft Windows including file management required. This course will be taught in an electronic classroom. One class hour.

CRC 120 Introduction to Medical Information Processing 3 Credits
A study of information processing concepts as they relate to medical information and health care. Topics include an overview of information processing concepts, computer hardware and software, and a study of medical application areas such as personal computer productivity software, computer-aided diagnostics, medical record storage and retrieval, laboratory analysis, and information searching on the Internet. Spring semester only. Two class hours, two laboratory hours.

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.
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 6

CRC 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 skill sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard and mouse is strongly recommended. Three class hours.

CRC 171 Microsoft Access-Records Management 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 skill sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours.

CRC 172 Microsoft PowerPoint--Presentations 2 Credits

This course will offer a thorough coverage of the Microsoft PowerPoint presentation package. Areas covered include all skill sets needed for Microsoft Office Certification Exam. 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. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Two class hours.

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.

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.
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.
Prerequisite: CRC 201 with a grade of C or better.

Computer Science

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.
Prerequisite: MTH 172 or MTH 175, or CIS 100 and MTH 165, or MTH 165 and CPT 111 and CPT 112 and CPT 115, 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 algorithm and further develop general programming skills. Students will be required to complete several programming projects outside of class. Three class hours, two laboratory hours.
Prerequisite: CSC 101 or CIS 224 with a grade of C or better.

CSC 202 Assembly Language Programming of Embedded Microcontrollers 4 Credits

The student will learn how to program, interface and troubleshoot a modern embedded processor such as the Motorola 68HC12. Microcontroller architecture will be stressed. Other topics include logic building blocks such as counters, registers, decoders and memory devices. Laboratory work will focus on program development implementation and debugging techniques. Several programming projects will be assigned to be completed outside of class and lab. Three class hours, two laboratory hours.
Prerequisite: CIS 101 or CSC 101 with a grade of C or better.

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.
Prerequisite: CSC 101 or CIS 101 with a grade of C or better.

CSC 214 Signal and Image Processing 3 Credits

An introductory course that covers the basic elements of video signal and image processing. Students will utilize commercial equipment and a high level programming language such as Java or C to learn techniques employed in digital image acquisitions, rendition, and processing. Topics image sensors, digitization, color and gray scale rendition, scaling, spatial filters, convolution and chromaticity. The course assumes some background knowledge in elementary linear algebra, and first level college courses in calculus, and Java or C programming. Two class hours, two laboratory hours.
Prerequisite(s): CSC 101 and MTH 210, 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 laboratorey hours.
Prerequisite(s)/Corequisite(s): CIS 101 or CSC 101, both with a grade of C or better.

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.

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.

SCR 151 Introduction to 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.)

SCR 211 Computer Security I 3 Credits
This course will discuss the dimensions of the computer security problem, the types of computer-related, computer-assisted, or computer-abuse crimes, a profile of the electronic criminal; infiltration by organized crime; the selection of personnel; establishment of a code of ethics, policies, procedures, a master plan, and methods of insuring adherence; potential sources of attack and security measures to prevent or protect against. Three class hours.

SCR 212 Computer Security II 3 Credits
This course provides the student with the knowledge and skills to prevent data theft, protect intellectual property, thwart identity theft, ensure compliance with security related laws, counter cyber-terrorism, and prevent loss of productivity from security breaches. Two class hours, two laboratory hours.
Prerequisite: SCR 211

SCR 215 Computer Forensics and Investigations 4 Credits
Computers can be used to commit crimes, and crimes can be recorded on computers, including violations of company policies, records of embezzlement, email harassment, murder, leaks of proprietary information, and even terrorism. Law enforcement, network administrators, attorneys, and private investigators now rely on the skills of professional computer forensics experts to investigate criminal and civil cases. This course is intended to provide a foundation in computer forensics, and provide hands-on practice in applying forensics techniques. Three class hours, two laboratory hours.
Prerequisite: SCR 212

SCR 251 Loss Prevention and Investigation 3 Credits
A detailed study of the use of paper controls in loss prevention and loss detection. Techniques of investigation of inventory shortages, shipping and receiving losses and warehouse shortages, and the fixing of responsibility for such threats to the security of profit oriented industries and government institutions also fully examined. Fall semester only. Three class hours. (Open to any student when seats are available after all Criminal Justice students have registered.)

SCR 252 Security Organization and Management 3 Credits
A study of private security organizations, the duties, responsibilities and authority of Security Directors and their top level assistants as well as the duties and authority of security supervisory personnel with emphasis on the position and function of security forces in industrial, retail and institutional organizations. Spring semester only. Three class hours. (Open to any student when seats are available after all Criminal Justice students have registered.)

Computer Technology

CPT 111 Problem Solving I - Analysis 1 Credit
This is the first course in a series of three one-credit hour courses designed to develop and/or enhance practical problem solving skills that are particularly useful to students in the computational and networking disciplines (laboratory component is network based). This course will focus on the analysis phase of problem solving, which includes stating and understanding the problem, the establishment and interpretation of problem-related specifications, and designing and testing algorithmic-based solutions to the problem. Once class hour.
Prerequisite: MTH 104 or equivalent

CPT 112 Problem Solving II - Design 1 Credit
The second in a series of three one-credit hour courses designed to develop and/or enhance practical problem solving skills that are particularly useful to students in the computational and networking disciplines (laboratory component is network based). This course will focus on the solution design phase of problem solving, which involves a deeper understanding of digital storage data types and information addressing mechanisms. Mechanisms for testing one's design will be emphasized throughout the course. One class hour.
Prerequisite: CPT 111

CPT 113 Problem Solving III - Implementation 1 Credit
The third in a series of three one-credit hour courses designed to develop and/or enhance practical problem solving skills and foster critical thinking that is particularly useful to students in the computational and networking disciplines (network based exercises will be utilized throughout the course). This course will focus on developing skills required in the final stages of solution implementation (specifically the programming phase) of the problem solving. A data-flow approach utilizing a language such as LabVIEW will be extensively utilized. Discussion topics will include Networks of Boolean, Bitwise, Logical operators, State Diagrams, Synchronous and Asynchronous Timing situations, Numerical Transformations to encode and decode data streams, and comprehensive testing. One class hour, one laboratory hour.
Prerequisite: CPT 112

CPT 115 Introduction to Networks 3 Credits
An introduction to PC based Local Area Network (LAN) and Wide Area Network (WAN) architectures and concepts. The lecture portion covers basic nomenclature including topologies, hardware and software components, and protocol models. In addition, hardware/software interactions, network implementation methodologies, and LAN interconnectivity will be discussed. The 'hands-on' laboratory component focuses on the installation and configuration of LAN software and hardware components. These components include various client-server and peer-to-peer applications, TCP/IP, network interfaces, hubs and switches, and twisted-pair cables. Two class hours, two laboratory hours.
Prerequisite: CIS 100 or CPT 111 or (TEK 101 and one of the following courses: ELT 111 or ELT 121 or ELT 130).

CPT 210 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.
Prerequisites: A grade of C or better in CIS 101 or CSC 101

CPT 215 Data Communications and Networking 3 Credits
This course will cover concepts associated with the function of the physical, data link, and network layers of the OSI reference model. Students will study principles of data communications and networks: theory, modulation techniques, standards, protocols, transmission media, and transmission devices. Advanced networking topics include network access protocols, Ethernet, TCP/IP, and routing. Two class hours, two laboratory hours.
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.
Prerequisite: CPT 215 with a grade of C or better.

Cooperative Education

These course descriptions can be located under the following disciplines:

C E 210 Cooperative Education-Liberal Arts - 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 (225 hours per semester) in the area of Liberal Arts. Successful completion of the seminar, and a minimum of 225 hours of work experience in any one semester entitles a student to receive four credit hours. Working an additional 225 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 3-108 will assist in obtaining jobs. Present job may qualify. Appropriate work experience must be approved by the Co-op Coordinator. Must have completed 24 credit hours with a 2.0 GPA. Exceptions with permission from the Co-op Office.

C E 220 Cooperative Education-Communication
See Communication

C E 235 Cooperative Education-Marketing
See Marketing

C E 245 Cooperative Education-Accounting
See Accounting

C E 250 Cooperative Education-Business Administration
See Business

C E 255 Cooperative Education-Disney World 3 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. Offered Fall and Spring Semesters.

C E 260 Cooperative Education-Hospitality
See Hospitality

C E 263 Cooperative Education-Interior Design
See Interior Design

C E 265 Cooperative Education-Criminal Justice
See Criminal Justice

C E 266 Cooperative Education-Public
See Public Administration

C E 270 Cooperative Education-Office Technology
See Office Technology

C E 279 Cooperative Education-Computer Related Curricula
See Computer Related Curricula

Court Reporting

CRT 101 Court Reporting I 4 Credits
Introductory course to phonetic writing of computer compatible stenograph machine shorthand theory on manual stenograph machines. Students will learn placement of keys on machine, operation and care of machine, phonetic writing of English language, readback and transcribing of notes, and develop accuracy in writing. Speed development ranges between 40 and 60 words per minute on theory learned. All college placement assessments must be satisfied before admission to the course. Four class hours.
Corequisite: HIM 104.

CRT 102 Court Reporting II 4 Credits
Students learn advanced theory in the phonetic writing of computer compatible machine shorthand. Students read back notes, develop accuracy in writing, develop speed ranges between 50 and 100 words per minute, and transcribe notes using word processing software. In this course, students are introduced to and create real-time transcription using Premier Power Stenograph Corporation software computer-aided technology. Student performance competency measurements include grades in grammar, punctuation, and related English language skills, introduction to mailable transcripts of 100-125 words, and transcription of a five-minute dictation test with at least 95 percent accuracy at a minimum speed of 80 words per minute to successfully complete the course; 60 words per minute for a C; one test at 80 words per minute for a B; and two tests at 80 words per minute for an A grade on the speed component of this course. Four class hours.
Prerequisite: CRT 101

CRT 103 Court Reporting III 4 Credits
Students apply advanced theory rules, abbreviations and phrases in the phonetic writing of computer compatible machine shorthand. Dictation consists of literary, question and answer testimony, courtroom testimony, and medical and legal material. Students read back notes, develop accuracy in writing, develop speed ranges between 60 and 120 words per minute, and transcribe notes using word processing software . In this course students continue to create real-time transcripts using Premier Power Stenograph Corporation software computer-aided technology. Student performance competency measurements include grades in grammar, punctuation and related English language skills, mailable transcripts of between 125 to 200 words, and transcription of five-minute dictation test with at least 95 percent accuracy at a minimum speed of 120 words per minute to successfully complete the course; 80 words per minute for a C; one test at 100 words per minute for a B; and one test at 120 words per minute for an A grade on the speed component of this course. Four class hours.
Prerequisite: CRT 102.

CRT 112 Computer-Aided Transcription 2 Credits

This course introduces students to and the effective use of the basic commands of the specialized software program that enables keystrokes on a court reporting machine to be simultaneously translated into English. Students learn to read, translate, transcribe and print dictation and speed tests taken on the computerized stenotype machine and to build and maintain a personal dictionary. Students also learn to recognize, diagnose and correct simple problems with computer hardware and specialized software. Two class hours.
Prerequisites: CRT 101 and HIM 104; corequisites: CRT 102 and OFT 141.

CRT 113 Computer-Aided Transcription II 2 Credits

Continuation of CRT 112. Students learn to accurately and effectively apply advanced commands of computer-aided transcription (CAT). Students read, translate, transcribe and print dictation and speed tests taken on the computerized stenotype machine and build and maintain a personal dictionary to include specialized legal, medical and technical terminology. Basic captioning techniques are introduced. Students also continue to recognize, diagnose and correct simple problems with computer hardware and specialized software. Two class hours.
Prerequisites: CRT 102, CRT 112, HIM 104, OFT 141; corequisite: CRT 103.

CRT 201 Court Reporting IV 4 Credits

Students apply advanced theory rules, abbreviations and phrases in phonetic writing of computer compatible machine shorthand. Dictation consists of literary, question and answer testimony, courtroom testimony, and medical and legal material. Students read back notes, develop accuracy in writing, develop speed ranges between 80 and 160 words per minute, and transcribe notes using real-time computer-aided transcription (CAT). Professional editing skills are developed. Student performance competency measurements include grades in grammar, punctuation and related English language skills, weekly transcriptions, mailable transcripts of between 200 and 300 words, and transcription of a five-minute dictation test with at least 95 percent accuracy at a minimum speed of 140 words per minute to successfully complete the course; 100 words per minute for a C; one test at 120 words per minute for a B; and one test at 140 words per minute for a grade of A on the speed component of this course. Four class hours.
Prerequisite: CRT 103.

CRT 202 Court Reporting V 4 Credits

Students continue to develop the phonetic writing of computer compatible machine shorthand and real-time Premier Power Stenograph Corporation software computer-aided technology skills. Dictation consists of literary, question and answer testimony, courtroom testimony, foreign dialects, four-voice testimony, and medical and legal material. Emphasis focuses on high speed development at dictation rates ranging between 140 and 200 words per minute of varying length and difficulty. Students take simulated Certified Realtime Reporter (CRR) tests and are required to turn in one acceptable transcript per week ranging from 2-10 pages. Emphasis on professional editing skills. Student performance competency measurements include grades in editing, grammar, punctuation and related English language skills, weekly transcriptions, and the transcription of a five-minute dictation test with at least 95 percent accuracy at a minimum speed of 180 words per minute to successfully complete the course; 140 words per minute for a C; one test at 160 words per minute for a B; and one test at 180 words per minute for an A grade on the speed component of this course. Four class hours.
Prerequisite: CRT 201.

CRT 203 Court Reporting VI 4 Credits

Students achieving 180 words per minute will be eligible for workplace environment experience. Students continue to develop the phonetic writing of computer compatible machine shorthand and real-time Premier Power Stenograph Corporation software computer-aided technology skills. Dictation consists of literary, question and answer testimony, courtroom testimony, foreign dialects, four-voice testimony, and medical and legal material. Emphasis focuses on high speed development at dictation rates ranging from 160 and 240 words per minute of varying length and difficulty. Students take simulated Certified Realtime Reporter (CRR) tests and are required to turn in one acceptable transcript per week ranging from 2-10 pages. Emphasis on professional editing skills. Student performance competency measurements include grades in editing, grammar, punctuation, and related English language skills, weekly transcriptions, and the transcription of a five-minute dictation test with at least 95 percent accuracy at a minimum speed of 225 words per minute to successfully complete the course; 180 words per minute for a C; one test at 200 words per minute for a B; and one test at 225 words per minute for an A grade on the speed component of this course. Four class hours.
Prerequisite: CRT 202.

Criminal Justice

C E 265 Cooperative Education-Criminal Justice 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 (225 hours per semester) in the area of Criminal Justice. Successful completion of the seminar, and a minimum of 225 hours of work experience in any one semester, entitles a student to receive four credit hours. Working an additional 225 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 3-108 will assist in obtaining jobs. Present job may qualify. Appropriate work experience must be approved by the Co-op Director. Open to all Criminal Justice majors who have completed 24 credit hours with a 2.0 GPA. Majors may earn no more than seven credit hours in experiential education between Cooperative and Internship education.

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.
Prerequisite: College English placement.

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.
Prerequisite: Student must have recommended College English placement.

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.)
Prerequisites: Successful completion of CRJ 101 and CRJ 103. Recommended not to be taken concurrently with CRJ 105.

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.)
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 experinces and their educational value.

Prerequisites: Successful completion of CRJ 101 and CRJ 103, 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.

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.

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.

Prerequisite: Successful completion of CRJ 101 and CRJ 103.

CRJ 201 Principles of Investigation 3 Credits

A study of the qualities of an investigation, general criminal investigative methods, procedures and techniques, and phases of investigation. Three class hours.

Prerequisites: Successful completion of CRJ 101 and CRJ 103.

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.

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.

Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 208 Police Management and Supervision 3 Credits

A study of police organizations, their hierarchical structure, techniques of administration and management utilized in standard police organizations with emphasis on problems of supervision, responsibility, and control of police units. Three class hours.

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.

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. Three class hours.

Prerequisites: Successful completion of CRJ 101 and CRJ 103. (It is strongly suggested that students register for this course during their third or fourth semester.)

CRJ 214 Study of White Collar and Organized Crime 3 Credits

A study of white collar and organized crime which examines historical perspectives and touches on economic, social, political, and criminal impact on the United States including corruption of political officials, steps federal and state governments are taking to meet the problems. Three class hours.

Prerequisites: Successful completion of CRJ 101 and CRJ 103.

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.

Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 222 Criminal Justice Education Internship II 4 Credits

An activity designed to enhance the Criminal Justice student's theoretical and educational concepts with practical work experience gained by working 180 hours during a semester with a cooperative Criminal Justice Agency. Seminars will be held and papers written on the work experiences and their educational value. One hundred eighty field work hours. (It is strongly suggested that students register for this course during their third or fourth semester.)

Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 250 International Studies in Criminal Justice 3 Credits

A general survey of criminal justice systems and crime problems in selected countries will be studied by an internationally comparative approach in a foreign setting. Police, government, and correctional processes will be studied and analyzed. Emphasis will be placed on a total review of current concepts, policies, and practices. Three class hours in pre-and post-visit seminars respectively, plus daily for two weeks in a foreign country. Student responsible for tuition and own cost of transportation, lodging, and meals.

CRJ 290 Independent Study Variable Credit

See the Department Chairperson.

Dental Assisting

DAS 110 Preclinical Dental Assisting 4 Credits
This course will present background information about the history of the dental professions, relationships and responsibilities of the dental team members, ethical and legal considerations for dental health practitioners, and the concepts of dental treatment procedures. This course also includes the study of the equipment, instrumentation procedures and techniques that are required for the practice of dental assisting functions. Preclinical practice will prepare the student for clinical practice in the following semester. The on-campus course consists of two lecture hours and four laboratory hours per week. Offered both Fall and Spring Semesters.

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. Offered Fall, Spring and Summer Semesters. Three class hours.

DAS 118 Introduction to Clinical Dental Assisting Practice 4 Credits
The course emphasis is on skills application allowed by the New York State Education Law, Section 6608. These skills include providing patient education, taking preliminary medical histories and vital signs to be reviewed by the dentist, placing and removing rubber dams, selecting and prefitting provisional crowns, selecting and prefitting orthodontic bands, removing orthodontic arch wires and ligatures, placing and removing matrix bands, taking impressions for study casts or diagnostic casts and removing periodontal dressings and removing sutures, and such other dental supportive services authorized in regulations promulgated by the commissioner. Clinical experience is gained through dental assisting practice. One conference hour per week. Enrollment limited to on-line students.
Prerequisite: Currently practicing dental assisting. Successful completion of all prior semester courses.

DAS 119 Introduction to Clinical Dental Assisting II 1 Credit
Course emphasis is on specialty skills application allowed by the New York State Education Law, Section 6608. The specialty skills areas include: General Dentistry Procedures, Endodontic Procedures, Pedodontic Procedures, Periodontic Procedures, Orthodontic Procedures, Oral Maxillofacial Procedures, and Posthodontic Procedures.
Prerequisite: Currently practicing dental assistant and successful completion of all prior semester courses, including DAS 118, or permission of program director.

DAS 120 Basic Clinical Dental Assisting Practice 5 Credits
This course will emphasize the clinical application of dental assisting skills. Students will be assigned to various dental settings where they will have an opportunity to observe dental procedures, actively practice dental assisting functions/skills, and work with dental professionals in both general dentistry and specialty areas. A conference component will provide an avenue for discussion and expansion of the students' clinical experiences, additional dental theory, treatment modalities, and ethical concerns about dental assisting practice. Students must receive a C or better to continue in the Dental Assisting program. Spring semester only. Two conference hours, twenty clinical hours.
Prerequisite: Successful completion of all first semester Dental Assisting courses.

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. Offered Fall, Spring and Summer Semesters.

DAS 160 Special Topics for Dental Assisting Variable Credit
This course will meet requirements of the New York State Education Law, Section 6608 of the Dental Practice Act. The Division of Professional Licensure of the State of New York requires dental assistants meet standards for licensure including: selecting and prefitting provisional crowns, selecting and prefitting orthodontic bands, removing orthodontic archwires and ligatures, placing and removing matrix bands, removing periodontal dressings, removing sutures and any other dental supportive services authorized in regulations promulgated by the Commissioner.

DAS 227 Dental Specialties Procedures 2 Credits
This course will introduce various dental specialty practice procedures, techniques, instrumentation, armamentarium and patient management procedures, as well as the dental assistant's role in these treatment procedures. The course will consist of one lecture hour per week and one two-hour laboratory each week. Two laboratory hours, one lecture hour.

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. Fall semester only. One class hour.
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. Fall semester only. One class hour, two laboratory hours.
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. Fall semester only. Two class hours, one conference hour.
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. Fall semester only. One class hour.
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. Fall semester only. Two class hours.
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. To enhance skill development, students may be required to provide patients for clinical practice. Fall semester only. Six clinical hours.
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 121 Dental Radiography II 2 Credits
Continuation of DEN 111. Anatomical landmarks; deviations from normal; evaluation of radiographs. Extra and intraoral projections. Fall semester only. One class hour, two laboratory hours.
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 122 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. Spring semester only. Two class hours, one conference hour.
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. Spring semester only. One class hour.
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 continues to build knowledge for dental hygiene care, gingivitis, periodontal disease, treatment planning and case management. Spring semester only. One class hour.

DEN 125 Clinical Dental Hygiene II 3 Credits
The beginning level of clinical patient care utilizing primary level skills in patient histories, exams, patient education, treatment, planning, and record keeping. Students will have to provide some of their own patients for practice. Spring semester only. Ten and one-half hours clinical practice.
Prerequisite: BIO 134 or BIO 142, and successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 129 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. Spring semester only. One class hour.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 211 Dental Materials 2 Credits
This course includes 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). Fall semester only. One class hour, two laboratory hours.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 212 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 addtion, students will gain experience in evaluating scholarly dental literature. One class hour. Fall semester only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 213 Oral Pathology II 1 Credit
This course is a continuation of study of pathology or oral mucosa, dental tissues and related structures. Students will view images of oral/facial lesions and answer related questions. Fall semester only. One class hour.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 214 Dental Hygiene III 1 Credit
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. Fall semester only. One class hour.
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 responsible for supplying clinical patients. Fall semester only. Twelve clinical hours, one hour radiographic evaluation.
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. Fall semester only. One class hour.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 217 Dental Specialties 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. Fall semester only. One class hour.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 219 Periodontics II 2 Credits
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. Fall semester only. Two class hours.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 221 Community Dentistry 3 Credits
An overview of the history, scope, philosophies, principles and practice of the public health team; principles of biostatistics and epidemiology; assessment planning implementation and evaluation methods; preventive dental health measures and financial aspects of public health care delivery. Students will develop and present a dental health education program for a community group. Spring semester only. Two class hours, one conference hour.

DEN 222 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. Spring semester 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. Spring semester only. One class hour.
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 will be required to supply some patients for clinical practice. Spring semester only. Twelve clinical hours, one conference hour (radiographic evaluation).
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. Spring semester only. One class hour.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 228 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. Spring semester only. One class hour.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 229 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. Spring semester only.
Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 290 Independent Study Variable Credit
See the Department Chairperson.

Economics

ECO 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 well-being? 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. Three class hours. (SUNY-SS)

ECO 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. ECO 105, 106 and 107 are one-credit modules equivalent to ECO 103. Therefore, students who complete this series cannot receive credit for ECO 103 as well. Three class hours.

ECO 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. Addtional 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.

ECO 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)
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)
Prerequisite: ECO 111 with a grade of C or higher.

ECO 290 Independent Study Variable Credit
See the Department Chairperson.

Education

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.

ECE 150 Exploring Early Care and Education 3 Credits
This course will lay the foundation for understanding the field of early care and education in the day care setting. Participants will consider their reasons for entering the field, the complex role of the child care teacher, and general processes of child development. An emphasis will be placed on observation techniques, organization of the classroom and the establishment of a safe and healthy learning environment. Three class hours.

ECE 151 Developing Skills of Young Children 3 Credits
Examination of the development of children's physical, social, emotional and intellectual skills. The influence different family patterns exert on children's behavior and development will also be explored. The establishment of productive relationships with families will be emphasized throughout the course, as well as the creation of healthy parent/teacher partnerships. Application of human development principles to curriculum planning and practice will also be discussed. Three class hours.

ECE 152 Issues in Early Care and Education 2 Credits
This course will encourage participants to broaden their understanding of key issues in early care and education within a day care setting. Students will explore various topics including anti-bias curriculum, learning styles, developmentally appropriate interaction, skills facilitation

and empowering families. Guidelines set forth by the Council for Early Childhood Professional Recognition will provide the major topics for seminar discussion. Three class hours.
Prerequisite: ECE 150.

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.

ECE 250 Infant and Toddler Development 3 Credits
This course is designed for individuals who are currently working in early care and education programs, students who are interested in a career involving children and families, and students who are or will be parents. The course content is part of the 30-hour requirement for the NYS Infant/Toddler Child Care Credential (IT/CCC). Students will acquire specific knowledge in the growth of infants and toddlers in the areas of health, social, emotional, physical, cognitive and creative development. Three class hours.

ECE 251 Family and Culture 3 Credits
This course is designed for individuals who are currently working in early care and education settings and/or students who are interested in a career involving children and families. The course content is part of the 30-hour requirement for the NYS Infant/Toddler Child Care Credential (IT/CCC). Students will acquire specific knowledge in family relationships, attachment and separation as it relates to families and caregivers, and early intervention. Three class hours.
Prerequisite: ECE 250

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.
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.
Prerequisite: ECE 250

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, State Education 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, and develop connections with other future educators. One class hour.

EDU 150/SPT 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. Fulfills the requirements for a Humanities course. Three class hours. (SUNY-A)

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 political, economic, legal and ethical bases of American education. Within this framework, contemporary educational values and issues will be critically examined. Three class hours.
Prerequisite: EDU 100

EDU 208 Guided Observation in Education 3 Credits
The guided observation (fieldwork experience in an educational setting) is designed to provide the student with an opportunity to (1) observe a classroom from the perspective of the teacher (i.e. as someone who may someday teach in an educational setting), (2) meet with the classroom teacher to discuss issues covered in the seminar and issues that arise in the classroom, (3) explore teaching styles and various resources that can enhance the achievement of educational objectives, and (4) explore the profession of teaching at an early point in the student's academic career. One and one-half class hours, four fieldwork hours.
Prerequisite: PSY 201 or PSY 202.

SVL 101 Service-Learning Seminar 3 Credits
With service-learning, students earn credit by performing meaningful services within Rochester area schools, organizations, agencies, and businesses to meet a specific community need. Student service-learners serve for 135 hours during the semester in an approved placement of their choice. Service-learners also attend a series of eight seminars addressing the development of their citizenship and service experience related to course objectives. This is an opportunity for students to explore career and non-career related interests while giving back to the Rochester community. 1.5 class hours, 9 experiential hours.

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 Technology, and others interested in a course of this level. Topics include voltage, current, resistance, Ohm's law, resistor combination, Kirchoff'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.
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. Spring semester only. Three class hours, four laboratory hours, one conference hour. A specific programmable scientific calculator is required. Contact Department for details.
Prerequisites: ELT 101 required, MTH 140 or MTH 135 or MTH 164 or some trigonometry background recommended.

ELT 111 Electronic Technology I 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, semiconductor physics, diode devices, and optoelectronics. Fall semester only. Two class hours, three laboratory hours.
Pre/corequisite: ELT 101 or ELT 121.

ELT 112 Electronic Technology II 5 Credits
A continuation of ELT 111. Topics include Boolean simplification and design methods, flip-flops, bipolar junction transistor parameters, biasing, amplifiers, and applications. Use of computer and information on new technology as appropriate. Spring semester only. Three class hours, four laboratory hours.
Prerequisites: TEK 101, ELT 111; co- or prerequisite: ELT 102.

ELT 121 AC/DC Circuit Analysis 4 Credits
A one-semester algebra-based electric circuit analysis course for majors in Telecommunications, Computer and Instrumentation Technology, as well as others requiring an introduction to both DC and AC analysis. Topics include: voltage, current, resistance, Ohm's law, Kirchoff's laws, power, capacitance, inductance, superposition, Thevenin, Norton, Theorems, computer analysis. Lab teaches use of multimeters, power supplies, dual-trace oscilloscope, and function generators. Fall semester only. Three class hours, four laboratory hours.
Prerequisite: High school algebra with some trigonometry or MTH 135.

NOTE: Students with no trigonometry should consider taking MTH 164 concurrently.

ELT 130 Basic Electricity and Electronics 3 Credits
This course is designed for the non-electrical student with no previous electrical background. It covers circuit theory, electronic components, and simple applications. In laboratory, the student will use five electronic instruments including the volt-ohm-milliammeter and the dual-trace oscilloscope. Two class hours, two laboratory hours.
Prerequisite/corequisite: MTH 104 or MTH 135 or permission of department.

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.
Prerequisite: A general knowledge of electricity and electronics.

ELT 201 Linear Circuits 4 Credits
A study of linear amplifier and power supply circuits. Course topics include small-signal and power amplifiers using bipolar and field effect transistors. Frequency response of amplifiers, op amps, and applications of op amps. Negative feedback principles. Students build, test and troubleshoot amplifier circuits in the laboratory. Computer analysis of multi-stage amplifier circuits. Fall semester only. Three class hours, four laboratory hours.
Prerequisites: ELT 102 and ELT 112 with a grade of C- or better.

ELT 202 Pulse and Digital Circuits 4 Credits
Pulse waveforms, linear circuit responses and switching circuit analysis. Pulse-shaping and pulse-generating circuits, flip-flops, one-shots, registers and counters. IC logic family characteristics (TTL, NMOS, ECL, CMOS). Analysis of the circuits used when interfacing different types of IC logic families. Low voltage technology. Digital number systems, codes and arithmetic. Arithmetic manipulation of signed and unsigned binary numbers. Introduction to the 8-bit microcomputer architecture. Computer analysis of digital circuits. Fall semester only. Three class hours, four laboratory hours.
Prerequisites: ELT 102 and ELT 112 with a grade of C- or better.

ELT 204 Industrial Electronics and Control 4 Credits
A survey of electrical and electronic applications in industrial settings. Topics include a brief physics and mathematics review, operational amplifiers, sensors and transducers, first and second order systems, electromagnetic radiation principles, DC and AC motors and generators, stepper motors, electronic switching devices (field-effect transistors, unijunction transistors, silicon controlled rectifiers and TRIACS), and applications in motor speed control, sequential process control, and programmable controllers. Computer data acquisition and control. Three class hours, three laboratory hours.
Prerequisites: ELT 201 and 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 Barkhausen criteria for oscillation, tuned amplifiers, rf amplifiers, transmission line effects, matching techniques using the Smith chart, spectral analysis using the Fourier series, signal/noise and noise figure calculations, non-linear mixing of rf signals, transmitter and receiver designs using amplitude, frequency and single-sideband techniques, superheterodyne principles, spectral analysis of FM systems using the Bessel function, modulators, detectors, stereo techniques, video principles, digital/data communication techniques, modems, networks, and fiber-optic systems. In the laboratory, students build, test, and measure the performance of communication circuits/systems using an assortment of popular devices such as the 3N211, 3080, 565, 1496 lumped-oscilloscope, spectrum analyzer, rf voltmeter, DMM, and service monitor. The compute is used to emulate, analyze, and collect data for communication circuits and systems. Through the use of Mathcad basic communication theorems are proven on the computer. Spring semester only. Three class hours, five laboratory hours.
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 (MC68HC11) 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 MC68HC11 and MC68000 based microcomputer systems, using oscilloscope, logic analyzer, signature analyzer and computer. Spring semester only. Three class hours, five laboratory hours.
Prerequisite: ELT 202 with a grade of C- or better, or permission of department.

ELT 232 Electronics for Non-Majors 4 Credits
This course is designed for the non-electrical student who has had introductory exposure to the electricity/electronics field. It covers an introduction to amplifiers and oscillators, power supplies, microprocessors and microcomputers, transducers, and electronic control systems. Fall semester only. Three class hours, two laboratory hours.
Prerequisite: ELT 130 or PHY 231 or ELT 121.

ELT 290 Independent Study Variable Credit
See the Department Chairperson.

Emergency Management

EMG 101 Introduction to Emergency Management 2 Credits

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. 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. Two class hours.
Prerequisite: Open to Emergency Management students only, or with Permission of Instructor.

EMG 103 Developing Volunteer Resources 1 Credit

This course allows students to learn the necessary skills to be able to make appropriate volunteer assignments, structure programs to maintain or increase the skill levels of volunteers, and motivate volunteers to both maintain readiness and operate effectively during emergency situations. One class hour. Offered Fall and Spring Semesters.
Corequisite: EMG 101 or permission of instructor.

EMG 104 Resource and Donation Management 2 Credits

This course is designed to provide resource management coordinators with the knowledge and skills they need to perform resource management functions within the overall framework of the emergency operations center (EOC). This performance-based course is intended to introduce local officials (i.e., representatives of local governments and leaders of local voluntary organizations) to the concept of donations management and their roles and responsibilities in the donations management process. Two class hours. Offered Fall and Spring Semesters.
Corequisite: EMG 101 or permission of instructor.

EMG 105 Public Information Officer-Basic Course 3 Credits

This course provides students with the skills needed to perform public information duties as they relate to emergency management. The course focuses on the definition of the job of the public information officer. The course assists participants with building the skills necessary for this position, such as oral and written communication, understanding and working with the media, and the basic tools and techniques public information officers need to do the job. Three class hours.
Prerequisite: Open to Emergency Management students only or with Permission of Instructor

EMG 106 Emergency Response Planning 3 Credits

Planning is an essential function of an effective emergency management program and serves as a tool for emergency professionals in improving disaster management and public safety policies. This course provides emergency management and public safety personnel with the knowledge, skills and ability to develop or enhance their comprehensive emergency management plans. The course will highlight the importance of building an integrated system for emergency planning that uses multi-agency teams to address mitigation, preparedness, response and recovery. Three class hours. Offered Fall and Spring Semesters.
Prerequisite: EMG 101 or permission of instructor; corequisite: EMG 101.

EMG 109 Emergency Response to Terrorism 1 Credit

This course provides the knowledge and skills needed by public safety forces that respond to terrorist acts. The course provides those public safety and related support personnel the information to understand terrorism; its root causes and motivators. The course also provides methods to enable students to recognize circumstances indicating a potential terrorist attack, and to protect themselves from a variety of potential dangers. Offered in the Fall and Spring Semesters. One class hour.
Prerequisite: EMG 101 or permission of the instructor.

EMG 201 Disaster Response and Recovery Operations 2 Credits

This course introduces students to the basic concepts and operations applicable in a disaster environment (particularly for major disasters) and will enhance understanding of what the proper roles and responsibilities of various local and state emergency management officials are, why they matter, and how these roles and responsibilities relate to those carried out by the federal government. To foster multilevel partnership, the course emphasizes the problem solving aspects of disaster operations as well as associated coordination requirements. Two class hours. Offered Fall and Spring Semesters.
Prerequisite: EMG 101 or permission of instructor.

EMG 202 Mitigation for Emergency Managers 1.5 Credits

This course addresses the important roles of the emergency program manager or other local government representative in mitigation. It provides the emergency manager direction on how to implement into a locality recognized and accepted national mitigation strategies. This course provides students information that is helpful in the coordination of public safety agencies, local businesses and professional organizations. Also provided in the course is information on funding mitigation efforts through public and private sources. 1.5 class hours. Offered Fall and Spring Semesters.

EMG 204 Multi-Hazard Emergency Response Planning for Schools 1 Credit

This course will provide participants with the basic information and tools needed to develop effective plans for the wide array of potential emergencies that schools may face. Participants completing the course will be able to explain the importance of effective planning to others and lead individuals in their schools and community through the process of developing an effective multi-hazard program. One class hour. Offered Fall and Spring Semesters.
Prerequisite: EMG 101

EMG 205 Emergency Operations Center (EOC) Management 1.5 Credits

This course provides students with the knowledge and skills they need to design, initiate, build and operate an emergency operations center. The curriculum is designed using a performance-based approach, which emphasizes learning activities that are easily transferable to the job. 1.5 class hours. Offered in the Fall and Spring Semesters.
Prerequisite: EMG 101 or permission of instructor.

EMG 206 Emergency Exercise Program Management 3 Credits

This course is intended to provide participants with the knowledge and skills to develop and conduct disaster exercises that will test a community's emergency operations plan and operational response capability. Three class hours. Offered Fall and Spring Semesters.
Prerequisite: EMG 101

EMG 208 Terrorism Response Planning 2 Credits

This course will help emergency planners, first responders, and others at all levels to review their preparedness efforts and response capabilities to a terrorist incident. It will also assist participants in the ongoing re-evaluation of their threats, their current emergency operations plan, and the implications of a terrorist incident on continuity of critical services and long term recovery. Two class hours. Offered both Fall and Spring Semesters.
Prerequisite: EMG 101 or permission of instructor.

Emergency Medical Services

Emergency Medical Services courses are offered by the Public Safety Training Center. For other courses offered at the Center, see Police: Law Enforcement and Public Safety Training.

EMS 100 Introduction to EMS 1 Credit

This course overviews the Emergency Medical Service arena of Public Safety. A brief description of each of the four links in the "chain of survival" are covered, along with introductory skills in Basic Life Support and

Automated Defibrillation. Successful completion of this course results in American Heart Association BLS Healthcare Provider status and meets the NYS Public Access Defibrillation training requirement. Fifteen instructional hours.

EMS 101 EMS First Responder 2 Credits
This course is for non-ambulance professional rescuers who are first to arrive at an emergency medical scene to provide prehospital 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. Twenty-four instruction hours, nineteen laboratory hours.

EMS 109 EMS First Responder Recertification 1 Credit
This course is 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.
Prerequisite and/or corequisite: EMS 101 or equivalent.

EMS 110 Emergency Medical Technician 6 Credits
This course is designed for pre-hospital workers who respond to medical and trauma emergencies, and transport the sick and injured to medical treatment centers. Material is divided into eight areas including: Preparatory, Airway, CPR, Patient Assessment, Medical, Trauma, Pediatrics, and Emergency Operations. Topics covered include those identified by the New York State Department of Health as minimum knowledge and skill objectives to operate in the pre-hospital environment providing emergency medical care and transporting patients. Successful completion of this course leads to eligibility to take New York State EMT-B Certification Exams. A minimum of 10 hours additional clinical time is required outside the regular class hours. Forty instruction hours, one hundred laboratory hours.

EMS 113 Hazardous Materials and the EMT .5 Credits
This course provides students with the 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 instruction hours.

EMS 118 EMT-Basic Core Review 2 Credits
This course is designed for New York State Certified EMTs to meet their recertification needs in reviewing the core material of the EMT Basic Curriculum. Material is presented in areas of Airway, Patient Assessment, Medical Emergencies, Behavioral Problems, Trauma, Obstetrics, Pediatrics, and Contemporary Issues in EMS. This course meets New York State requirements for 24 hours of core reviews described in the NYS Department of Health EMS Recertification through Continuing Education. This course will also cover the "Mandatory Optional Topics" of Weapons of Mass Destruction and Geriatrics.
Prerequisite: EMS 110 or EMS 119

EMS 119 Emergency Medical Technician Recertification 2 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. Twenty-five instruction hours, twenty-one laboratory hours.
Prerequisite: EMS 110 or equivalent.

EMS 120 Early Defibrillation .5 Credits
This course offers a basic survey of the electrical conduction pathways of the heart and the use of a semiautomatic defibrillator to electrically convert life threatening cardiac arrhythmias. The course leads to certification as a New York State EMT-D. Five instruction hours, three laboratory hours. Must be certified as an EMT or have permission of the Department.
Prerequisite: EMS 110.

EMS 141 Operational Management for Emergency Medical Services 3 Credits
This course will allow 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.

EMS 142 Administrative Management for Emergency Medical Services 3 Credits
This course will prepare EMS providers to act as an officer in an agency by discussing legal requirements, budgeting, planning, research and analysis. The focus of this course is New York State Department of Health requirements and regional accepted practices.

EMS 171 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 instruction hours, four and one-half laboratory hours. Must be an EMT.

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 instructional hours, eight laboratory hours.

EMS 210 Emergency Medical Technician-Intermediate 5.5 Credits
This course is designed to provide EMT's with the medical knowledge and skills necessary to handle advancd 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 hours of lecture/instruction, twenty-seven hours of laboratory, forty-eight hours of hospital clinical, forty-eight hours of field clinical.
Prerequisite: EMS 110 or equivalent.

EMS 229 EMT-Critical Care Recertification 2.5 Credits
Emphasis is on knowledge and skill review and update needed by EMT-Critical Care technicians for recertification. New techniques and knowledge will be presented where appropriate. Thirty-three instruction hours, twenty-four laboratory hours. Must be certified as an EMT-Critical Care.

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.
Prerequisite: EMS 235.

EMS 239 Paramedic Clinical and Field Experience I 3 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, IV team, morgue, and prehospital experience. One hundred forty experiential hours. Must be currently enrolled in the paramedic certification program.
Prerequisite: EMS 234.

EMS 240 Paramedic Clinical and Field Experience II 4 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. One hundred eighty-four experiential hours. Must be currently enrolled in the paramedic certification program.
Prerequisite: EMS 235.

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, interosseous 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.
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.

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 unqiue cardiac phenomenon.
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 prepares persons to be competent entry-level practitioners and upon successful completion are eligible to take the New York state certifying exam for EMT-Intermediate. 145 class hours, 76 laboratory hours.
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.
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.
Prerequisite: EMS 270, and permission from the Emergency Services Department.

Engineering Science

ENR 151 (now ENR 161) Engineering Computing 1 3 Credits
A course in which students will learn how to solve a variety of engineering related problems using Excel and MATLAB or other suitable software. Assigned problems will include statistical analysis of data, fitting functions to data, interpolation, finding roots, solving simultaneous equations, matrix operations and calculus. Three class hours.
Prerequisite: MTH 210 taken concurrently or previously completed.

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.
Prerequisite: CHE 151

ENR 153 Engineering Graphics and Machining 4 Credits
An introduction to Solid Modeling, the Engineering Design process and machine shop operations. Students will use SolidWorks (or similar software) to design parts and assemblies and then fabricate them using machine shop tools. Creation of 3D models that emphasize design intent, proper dimensioning, tolerancing, multiple configurations and relations with proper 2D orthographic projections will be emphasized. A final project will require students to work in groups, simulating an engineering design team, to build a working prototype, implement a redesign of it, and deliver written and oral reports. Three class hours, three laboratory hours.

ENR 154 (now ENR 261) Engineering Computing 2 3 Credits
A course that develops problem solving methodologies with structured program design and numerical techniques using MATLAB or other suitable software. These techniques include statistical analysis, Boolean operations, numerical methods, matrices. Programming assignments require students to write functions, short script files and create dynamic models using Simulink software. Symbolic solutions to various types of problems are also presented. Three class hours.
Prerequisites: MTH 211; ENR 161 with a grade of C or better, or CSC 101.

ENR 157 Digital Electronics and Microcontrollers 4 Credits
A course which introduces students to digital electronics and microcontroller interfacing. Digital electronic topics will include basic logic gates, Boolean algebra, number systems, digital arithmetic, combinational logic circuits, flip-flops, registers, counters, magnitude comparators, and analog to digital and digital to analog conversion. Microcontroller interfacing projects will include voltage regulation, switches and LEDs, sensing infrared and visible light, DC and servo motors, 555 timers, and closed-loop temperature control. A final project will require students to work in teams to design and build a microcontroller controlled prototype, create a written design report, and make an oral presentation. Three class hours, three laboratory hours.
Prerequisite: MTH 165 or higher.

ENR 161 (formerly ENR 151) Engineering Computing 1 3 Credits
A course in which students will learn how to solve a variety of engineering related problems using Excel and MATLAB or other suitable software. Assigned problems will include statistical analysis of data, fitting functions to data, interpolation, finding roots, solving simultaneous equations, matrix operations and calculus. Three class hours.
Prerequisite: MTH 210 taken concurrently or previously completed

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.
Prerequisites: MTH 211; PHY 161 with a grade of C or higher.

ENR 252 Dynamics 3 Credits
Fundamentals of dynamics applied to problems of engineering interest. Topics include kinematics of a particle, kinetics of a particle, planar kinematics of a rigid body, and planar kinetics of a rigid body. Three class hours.
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, Kirchhoff'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.
Prerequisites: PHY 161; ENR 157 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

ENR 254 Circuit Analysis II 3 Credits
A continuation of ENR253. 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.
Prerequisite: ENR 253 with a grade of C or higher.

ENR 256 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.
Prerequisite: ENR 251 with a grade of C or higher.

ENR 258 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.
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 selected from an intercollegiate engineering design competition. The students will design and build a working prototype, create a design report, and make an oral presentation. Three laboratory hours.
Prerequisite: ENR 153 or ENR 157.

ENR 261 (formerly ENR 154) Engineering Computing 2 3 Credits
A course that develops problem solving methodologies with structured program design and numerical techniques using MATLAB or other suitable software. These techniques include statistical analysis, Boolean operations, numerical methods, matrices. Programming assignments require students to write functions, short script files and create dynamic models using Simulink software. Symbolic solutions to various types of problems are also presented. Three class hours.
Prerequisites: MTH 211; ENR 161 with a grade of C or better, or CSC 101

ENR 290 Independent Study Variable Credit
See the Department Chairperson.

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. Offered both Fall and Spring Semesters.
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.
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.
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.
Corequisite: ESL 100 or higher, or permission of program coordinator.

ESL 130 English for Speakers of Other Languages- Advanced I: Integrated Skills 7 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.
Prerequisite: Either ESL 100 and ESL 120 with a grade of C- or better; or placement at 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.
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.
Prerequisite: Grade of C- or higher in ESL 125, 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.
Prerequisite: Placement at the low advanced level on proficiency tests, or permission of program coordinator.

ESL 201 English for Speakers of Other Languages-Advanced II: Reading/ Writing 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.
Prerequisite: Grade of C- or higher in ESL 130 or 145, or placement at Advanced Level on Proficiency Tests, or permission of program coordinator.

English Literature

ENG 105 Introduction to Literature 3 Credits

An introduction to reading and analyzing these primary genres of literature: short fiction, poetry, and drama. The course may also include other types of literature such as the novel and 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)

ENG 106 Literary Focus 3 Credits

The ENG 106 designation is used for literature of special interest. The offerings vary each semester, but all focus on important themes in literature. Examples are: Humor in Literature, Literature of the Holocaust, Utopian Literature, Literature of the Absurd. Three class hours. (SUNY-H)

ENG 107 Money in Literature 3 Credits

A study of the relationship between literature, business, and money. Works of literature are studied in which money plays an important role in shaping values and defining character. Economic terms and concepts are introduced as appropriate. Three class hours.

ENG 108 Literature of the Holocaust 3 Credits

This course is a study of the Holocaust through a variety of different genres including poetry, novels, short stories, plays, memoirs, and children's literature, in order to gain a better understanding of the major ideas of this period. The course will take an historical view beginning in the 1930's and progress to the 1950's, exploring what was taking place in Europe politically, economically, and socially through the lens of a variety of writers. (SUNY-H)

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, intellectural, and cultural contexts. (SUNY-H)

ENG 201 Early British Literature 3 Credits

A survey of British literature from early tales, such as Beowulf, to Milton's 17th century epic, Paradise Lost. Chaucer, Shakespeare and other major authors will be included. Fall semester only. Three class hours. (SUNY-H)

ENG 202 Modern British Literature 3 Credits

A survey of British literature from the 18th Century to the present: includes the literature of Reason, Romanticism, Realism. Focus moves from romantic optimism and the belief in progress to the disillusionment produced by industrialism and global war. Spring semester only. Three class hours. (SUNY-H)

ENG 203 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 Franklin, Hawthorne, Poe, Emerson, Thoreau, Melville, Whitman, and Dickinson. Fall semester only. Three class hours. (SUNY-H)

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)

ENG 208 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)

ENG 209 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)

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)

ENG 214 The Short Story 3 Credits

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)

ENG 215 Children's Literature 3 Credits

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, fairly 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)

ENG 216 American Minorities in Literature 3 Credits

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)

ENG 217 Women in Literature 3 Credits

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)

ENG 218 Introduction to Shakespeare 3 Credits

Reading and discussion of eight or nine or plays that have been considered the greatest ever written. Buffoons, gravediggers, shrews, kings, and tender lovers express themes of power, revenge, love, jealousy, ambition, betrayal and mysticism. Three class hours. (SUNY-H)

ENG 220 Introduction to Dramatic Literature 3 Credits
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)

ENG 223 Science Fiction 3 Credits
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)

ENG 224 Literature of Horror 3 Credits
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)

ENG 225 Contemporary Poetry 3 Credits
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)

ENG 230 Mythology 3 Credits
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.

ENG 240 Reading Popular Culture 3 Credits
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. (SUNY-H)

ENG 290 Independent Study Variable Credit
See the Department Chairperson.

English Writing

ENG 101 College Composition* 3 Credits
This course emphasizes essay writing with special attention on the writing process. Students generate, revise and edit several short essays. They also study research and oral discourse techniques with both skills being applied to writing and speaking in ways that challenge their reading and thinking skills. (ENG 101 or ENG 200 satisfy the composition requirement for graduation.) Three class hours. (SUNY-BC)

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.

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-BC)

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.

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-BC)
Prerequisite: ENG 101 with a grade of C or better or ENG 200 with a grade of C or better.

ENG 251 Technical Writing* 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. (SUNY-BC)
Prerequisite: ENG 101 with a grade of C or better or ENG 200 with a grade of C or better.
***These courses do not fulfill the requirements for a Literature elective.*

Film Studies

FILM STUDIES COURSES
(see Speech and Theatre)

Fire Protection Technology

FPT 101 Introduction to Fire Protection Technology 3 Credits
A basic survey course of the entire medium of fire protection, fire prevention and fire extinguishment. The application of scientific principles to the studies of fire protection technology and development of career positions in the discipline for the individual are important goals in this course. Fall semester only. Three class hours.

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. Fall semester only. Three class hours.

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.

FPT 104 Fire Suppression Technology 3 Credits
A course illustrating the physical and chemical aspects of fire suppression technology. The student will pursue a detailed study of the chemistry of fire, along with modern methods of fire suppression, tactical decisions and post fire analysis. Spring semester only. Three class hours.

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.

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.

FPT 112 Intermediate Firefighter 3 Credits
This course is a continuation of FPT 111. Students expand their skills and education to be able to manage fire evolutions. Students will also gain the knowledge to become interior firefighters. Topics include building construction, SCBA, rescue procedures, water supply and fire control. Students completing this course will have met the education requirements for NFPA 1001 Firefighter I. Forty-two class hours.
Prerequisite: FPT 111.

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 systems application. Students will also be presented with flashover simulations and re-ignition of fires.
Prerequisite: FPT 111

FPT 115 Fire Service Hazardous Materials and Emergency Response I 1.5 Credits
This course prepares fire service personnel to respond to incidents involving hazardous materials. This is a survey course with a broad overview to responding to hazardous materials incidents. Topics include scene and personal safety, basic chemical and physical properties of hazardous materials, hazard recognition, scene management, and the basics of decontamination. Students successfully completing FPT 115 and FPT 116 meet the requirements of PST 145. Twenty-one instructional hours.

FPT 116 Fire Service Hazardous Materials and Emergency Response II 1.5 Credits
This course is a continuation of FPT 115. It covers more advanced topics in toxicological, chemical, and physical principles related to hazardous materials, hazard recognition, scene management, personal protective equipment, and decontamination. It also provides an introduction to diking and diversion of spills. It is the second of two modules of PST 145. Students successfully completing FPT 115 and FPT 116 meet the requirements of PST 146. Twenty-one instructional hours.

FPT 117 Rescue Strategy and Tactics 3 Credits
This course presents the strategies and tactics most commonly encountered by fire rescue professionals. Topics include mental and emotional crises of rescue, rescue tools and equipment, special rescue situations, and rescue operations management. Forty class hours, thirty laboratory hours.

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, terrorists techniques, financing of terrorism, the media and terrorism, legal issues, and terrorism of the future. Three class hours.

FPT 130 Basic ARFF Class 2.5 Credits
This Basic Aircraft Rescue and Fire 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.

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.

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. Eight class hours.

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.

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 19 NYCRR Part 426.7.
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.
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.
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.
Prerequisite: FPT 113 or equivalent

FPT 150 Industrial Fire Suppression Operations 1 Credit

This class is specifically designed to provide industrial firefighters with the basic skills and knowledge required to handle fires at industrial complexes. These facilities require unique and specific fire protection needs. Both hands-on use of the fire training simulators and classroom presentations will be provided to the students. The classroom presentation will provide familiarization of tools and appliances, chemistry of fire, fire suppression foam systems, self-contained breathing apparatus, search and rescue techniques, and tactical considerations in fire suppression operations. The skills application sessions will consist of conducting advanced rescue techniques, application of fire fighting foams, fire apparatus operation, use of fire fighting tools and appliances, and fire suppression operations in an industrial environment. Sixteen class hours. Offered as requested by various industrial fire brigades throughout the Northeast United States.

FPT 211 Fire Investigation: Cause and Origin 3 Credits

A broad study of 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.

Prerequisite: PST 146 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.

FPT 220 Fire Officer Development 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 lecture hours.

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. The student will be introduced to rescue systems and equipment, tools and apparatus, airport facilities, chemistry of fire, foam systems, Incident Management System (IMS), and strategies and tactical considerations in fire suppression operations. The hands-on sessions will consist of conducting advanced rescue techniques and extrication of trapped victims, firefighting foams and mass applications, motor vehicle fires, structural fires suppression operations, water rescue, and advanced aircraft fire suppression. Forty class hours.

Prerequisite: FPT 130 or equivalent combination of training and experience.

FPT 231 Volunteer Fire Service Management 1 Credit

This course is designed for individuals with responsibilities for managing various facets of volunteer fire service organizations. Topics include planning, organizing, and controlling fire department functions, and motivation and problem solving in a volunteer setting. This is based on the National Fire Academy curriculum. Sixteen instruction hours.

FPT 290 Independent Study Variable Credit

See the Department Chairperson.

HSE 101 Introduction to Occupational Health and Safety 3 Credits

An introductory course in the occupational health, safety, and environmental principles. Topics include safety programs, regulatory issues, OSHA General Industry Standards and compliance, hazard identification and control, industrial hygiene, ergonomics and other special topics. Three class hours.

Food Service Administration

FSA 103 Culinary Arts I: Fundamentals of Food Preparation 5 Credits

The course covers instructions 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 lecture/laboratory hours per week for one semester.

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.

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.

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.

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. Three class hours.

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.

Prerequisites: FSA 103 with a grade of C or better and FSA 106 with a grade of C or better, or permission of Department.

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.

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.

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. Spring Semester only. Three class hours.
Prerequisite: FSA/BIO 117 or permission of department.

FSA 209 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. Spring Semester only. Three class hours.

Foreign Language/ American Sign 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. Three class hours. (SUNY-FL)

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. Three class hours. (SUNY-FL)
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. Three class hours. (SUNY-FL)
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. Three class hours. (SUNY-FL)
Prerequisite: 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. Three class hours. (SUNY-FL)
Prerequisite: ASL 102; corequisite: ASL 103

Foreign Language/Arabic

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 Arabic speaking countries. Student participation, group discussion and use of digital media are essential elements of the course. Three class hours. (SUNY-FL)

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)
Prerequisite: ARA 101 or equivalent or permission of instructor. Memory and length of time since last studied are factors in successful placement.

Foreign Language/ Chinese

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)

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)
Prerequisite: CHI 101, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

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. Offered Intersession, Spring, and Summer Semesters.

Foreign Language/French

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)

FRE 102 Elementary French II 3 Credits
Continuation of FRE 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of French culture. FRE 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)
Prerequisite: FRE 101 or one year of high school French or equivalent.

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)
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)
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.
Corequisite: FRE 101, or some previous study of French.

FRE 112 Elementary 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.
Prerequisite: FRE 102 taken concurrently, or one year high school language, or FRE 101.

FRE 113 Intermediate 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.
Prerequisite: FRE 103 taken concurrently, or two years high school language, or FRE 102.

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.
Prerequisite: FRE 104 taken concurrently, or three years high school language, or FRE 103.

FRE 205 Contemporary French Conversation I 3 Credits
Intensive participation in the spoken language for students with sufficient experience in the language to discuss current topics. Three class hours.
Prerequisite: FRE 104 or four years of high school French or equivalent.

FRE 206 Contemporary French Conversation II 3 Credits
Continuation of FRE 205. Spring semester only. Three class hours.
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.
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 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.

Foreign Language/ German

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)

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)
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)
Prerequisite: GER 102 or two years high school German or equivalent.

GER 104 Intermediate German II 3 Credits
Fundamentals of German for students with some experience in the language. Cultural topics are included in the study of grammar and structure. Three class hours. (SUNY-FL)
Prerequisite: GER 103 or three years of 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.

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.

Foreign Language/ Hebrew

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)

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. (SUNY-FL)

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.

Foreign Language/Italian

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 I0I is strongly recommended for oral fluency especially for students transferring to four-year institutions. Three class hours. (SUNY-FL)

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)

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)

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.

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.

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. Offered Fall, Spring and Summer Semesters. (SUNY-FL)

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.

Foreign Language/ Japanese

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.

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. Offered Fall, Spring and Summer Semesters.

Prerequisite(s): JPN 101, the equivalent, or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

Foreign Language/ Spanish

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)

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)
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 comprehension and 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)
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)
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. Offered Fall, Spring, and Summer semesters. (SUNY-FL)

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 the linguistic achievement, their aural comprehension and conversational competence at this introductory level. Two class hours.
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.
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.
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.
Prerequisites: SPA 104 taken concurrently; three or more years of previous language study or permission of instructor.

SPA 122 Elementary Spanish for Future Teachers I 3 Credits
This beginning course is designed for prospective elementary, secondary, and ESL teachers. The course is designed for those teachers who wish to acquire the beginning skills for communication with Spanish-speaking students and their parents. It is designed to teach the fundamental structure of the Spanish language while focusing on the need to communicate, and to provide increased awareness of the Hispanic culture. The course follows a sequence of grammatical, lexical and cultural development in combination with key phrases related to subject areas and administrative duties. (SUNY-FL)

SPA 123 Elementary Spanish for Future Teachers II 3 Credits
This beginning course is designed for prospective childhood, adolescent, and ESL teachers. This course is designed for those with minimal or no previous study of Spanish. The course is a continuation of SPA 122 and is designed for those teachers who wish to build on their beginning skills for communication with Spanish-speaking students and their parents. It is designed to expand one's knowledge of the fundamental structure of the Spanish language while focusing on the need to communicate. The course follows a sequence of

grammatical and vocabulary development in combination with key phrases related to subject areas and administrative duties. (SUNY-FL)
Prerequisite: SPA 101, SPA 122, successful completion of the New York State Regents Exam , or equivalent, or permission of instructor.

SPA 131 Spanish for Careers 3 Credits
Conversational Spanish in basic communication for those engaged in careers or services dealing with the Spanish speaking community. Three class hours. (SUNY-FL)

SPA 132 Spoken Spanish for Careers II 3 Credits
Continuation of SPA 131. Conversational Spanish in basic communication for those engaged in careers or services dealing with the Spanish speaking community. Evenings, spring semester only. Three class hours.
Prerequisite: SPA 131.

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 knowledge and understanding of Hispanics, and thus to create a better, safer, and productive environment. Three class hours.

SPA 145 Spanish for Educators 3 Credits
This course is designed for teachers, administrators, and staff who are not fluent in Spanish, but wish to acquire the basic tools for effective communication with Hispanic students and parents. 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 promote a greater awareness and understanding of Hispanics and their culture. Three class hours.

SPA 151 Spanish for the Spanish Speaker/ Espanol para el Hispanohablante 3 Credits
This course is designed for native speakers of Spanish who have limited formal study of written and formal Spanish. The course does not attempt to teach how to speak, read or write, but instead refines the students' Spanish-language abilities. Literary works, current events and the Internet will be used as a source of reading material and to improve written and conversational fluency, as well as reading comprehension. Attention is given to improving spelling, grammar, and vocabulary. In addition, written accents, anglicisms, code-switching, interference of English, and false cognates are studied. The class is taught entirely in Spanish. Three class hours.

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 people 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.
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.
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 in contemporary situations. Three class hours.
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.
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. (SUNY-FL)
Prerequisite: SPA 104, or excellence in High School Spanish 5, the equivalent, or permission of the instructor.

SPA 210 Spanish Grammar and Structure I 3 Credits
An intensive study at the advanced level. The grammar and structure of modern idiomatic Spanish with emphasis on oral and written comprehension based on contemporary literary materials and periodicals. Three class hours.
Prerequisite: SPA 104 or four years of high school Spanish or equivalent.

SPA 211 Spanish Grammar and Structure II 3 Credits
Continuation of SPA 210. Three class hours.
Prerequisite: SPA 210.

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.

Geography

GEG 100 Physical Geography Laboratory 1 Credit
This course explores the hands-on, practical applications of basic knowledge gained in the companion course, GEG 101. 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. May include field exercises. Three laboratory hours. (SUNY-NS)
Corequisite with GEG 101 Physical Geography.

GEG 101 Physical Geography 3 Credits
Physical geography is a study of spatial patterns and natural processes on and near Earth's surface. As an introductory survey course, GEG 101 explores where and why ecologic, climatologic, and geomorphic phenomena occur. Students will develop a better understanding of the natural environment and our role within it. The far-reaching topics include maps and map making, weather and climate, biogeography, and landform development and change. This is a natural science course. Three class hours. (SUNY-NS)

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. Three class hours. This is a social science/other world civilizations course. (SUNY-SS/OWC)

GEG 104 Weather and Climate 3 Credits
Weather and climate 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 the 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, and the study of climate and climate change. Three class hours. This is a Natural Science course.

GEG 116 Geology and History of the Erie Canal 3 Credits
An interdisciplinary course in part dealing with the geological and glacial history of the state that made the Erie the most successful canal in North America. The origin of the Erie Canal and its subsequent evolution into the Barge Canal will be stressed. The branch or lateral canals will also be discussed including the Genesee Valley Canal from Rochester to Olean. The history of early Rochester will also be covered. Alternate Spring semesters only. Three class hours, field trips. This course is a social science and not a natural science.

GEG 201 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 is a social science and not a natural science. (SUNY-SS)

GEG 211 Economic Geography 3 Credits
Economic geography is the study of how people support themselves, of spatial patterns of production, distribution, and consumption of goods and services, and of the geographic variation of economic activities on Earth. This survey course is presented through one major theme: location theory. Topics include agriculture, manufacturing, the service sector, globalization, transportation, and economic development. Three class hours. This is a social science and not a natural science course. (SUNY-SS)

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 is a social science course.

GEG 218/POS 218 Political Geography 3 Credits
Analysis of the geographics 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 is a social science course, and does not fulfill the natural science degree requirement.

GEG 290 Independent Study 3 Credits
See the Department Chairperson.

Geology

GEO 101 Introduction to Geology I (Physical Geology) 4 Credits
A general survey course in the integrated study of the principles of physical geology. Emphasis is on analysis of processes that are at work upon and within the earth such as mountain building and plate tectonics. Three class hours, three laboratory hours, field trips. (SUNY-NS)

GEO 102 Introduction to Geology II (Historical Geology) 4 Credits
A study of the principles of historical geology and the physical and biological history of the earth from its origin to the evolution of man. Spring semester only. Three class hours, three laboratory hours, field trips.
Prerequisite: GEO 101 or 131 or permission of instructor.

GEO 103 Great Mysteries of the Earth 3 Credits
This course discusses various earth mysteries such as the Bermuda Triangle, Lost Continent of Atlantis, Ancient Astronauts, Origin of the Universe, etc. The student will learn and use the scientific method of inquiry, reason, common sense and logic to better understand unexplained phenomena. The student will be exposed to writings that might be considered sensationalist or pseudoscience and learn to recognize and evaluate these by critical reasoning and rational thinking. Three class hours.

GEO 105 Astronomy 3 Credits
An introduction to general astronomy. Topics include: solar system, stellar energy, stellar evolution, galaxies, the universe and constellation identification. Three class hours.

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.

GEO 107 Natural Disasters 1 Credit
A series of fifteen lectures (one per week) will be given during the semester from a list of ten natural disasters from the geoscience area. The lectures will be given by the professor in the Geoscience Department whose expertise best fits the subject matter. Extra emphasis will be given to any natural disaster occurring during the semester. One class hour.

GEO 111 The Planet Earth 3 Credits
A survey of the earth's physical make-up, its internal forces, and the development of its surface. Fundamental principles and concepts concerning earth materials and processes will be covered. The history of the earth will be briefly discussed. Two class hours, two laboratory/fieldwork hours. (SUNY-NS)

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. (SUNY-NS)
Corequisite: GEO 105

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.

GEO 133 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.

GEO 137 Dangerous Earth 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.

GEO 150 Geology of the National Parks 3 Credits
An examination of the interaction of geological processes responsible for the development of the landscape found within the National Parks System. Regional setting and geologic history will be examined. Three class hours.
Prerequisite: GEO 101 or GEO 131 or permission of instructor.

GEO 152 Environment Geoscience 3 Credits
An in-depth discussion of man's environment as related to resources, wastes, pollution, and geologic hazards. The consequences of use and misuse of our geologic environment will be stressed. Three class hours.
Prerequisite: GEO 101 or GEO 131.

GEO 154 Geology of New York State 3 Credits
The geological history of the state will be studied chronologically from the Pre-Cambrian era to the Pleistocene epoch. The geology of Monroe County and the Genesee River region will be stressed. Alternate Spring semester only. Three class hours.
Prerequisite: One semester of physical geography OR any geology course EXCEPT GEO 104 and GEO 105 is recommended.

GEO 201 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.
Prerequisites: GEO 101 and 102 or permission of instructor.

GEO 203 Geomorphology 4 Credits
A study of the genesis of land forms, resulting from the action of running water, glaciers, waves, wind, ground water, and other gradational agents. The approach is analytical in terms of structure, process, and stage. Alternate Spring semester only. Three class hours, three laboratory hours.
Prerequisite: GEO 101 or permission of instructor.

GEO 204 Introduction to Mineralogy 4 Credits
A study of the formation, occurrence and association of minerals with an emphasis on mineral identification through the study of their chemical, physical and crystallographic properties. Spring semester only. Three class hours, three laboratory hours.
Prerequisites: GEO 101 and CHE 100 or permission of the instructor.

GEO 213 Field Trips in Geology of New York State 2 Credits
An introduction to elementary geological field techniques. The course will involve 5 field trips to various regions within the state. Trips include 2 Saturday trips, 2 Saturday-Sunday trips, 1 Friday-Sunday trip. Field trip reports are required! Admission fees will be provided. Students are expected to pay for their own meals and lodging. A fee of $25 will be charged. Alternate Spring semester only.
Prerequisite: GEO 212 to be taken concurrently.

GEO 290 Independent Study Variable Credit
See the Department Chairperson.

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.

GLF 117 The Rules of Golf 2 Credits
This course is designed to provide the student with a comprehensive understanding of the rules of golf. The course will include instruction in the history of the rules, governing bodies, definitions, etiquette, and interpretation of the rules of golf. The student will learn how to identify the rule that applies to each situation, and how to interpret and apply the rule. Two class hour.

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.

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.

GLF 126 Golf Club Design, Fitting and Repair 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.

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.

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.

Health Education

To assure a sound selection of courses, students are reminded that: All HED courses may be applied toward the Physical/Health Education graduation requirement.

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 receive American Red Cross certification in CPR for the Professional Rescuer. American Red Cross Administrative Fee. Eight week course.

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.

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.

HED 114 Health and Safety in the Workplace 2 Credits

This course is designed to help facilitate a high level of well being for the worker and aid the individual to achieve desirable safety practices in their daily profession (managing stress, preventing musculoskeletal disorders and back injury, understanding and preventing sexual harassment, reducing risk of workplace violence). The student will learn how to care for breathing and cardiac emergencies in adults, how to use an Automated External Defibrillator (AED), and how to identify and care for life threatening bleeding, sudden illness, and injuries. The student will receive American Red Cross Certification in Standard First Aid with AED for the Workplace, as well as certification in CPR for the Professional Rescuer. American Red Cross Administrative Fee of $10. Two class hours.

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.

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, ages 5-13. Issues that follow are addressed from a teacher's perspective: communication skills, family life, keeping kids active, safety education (including child abuse, abduction, fire and arson prevention), death, substance use and abuse, school violence, childhood stress, nutrition, mental health and environmental factors. This course will include certification in identifying and reporting suspected child abuse/maltreatment, and Safe Schools Against Violence in Education Legislation. Three class hours.

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 CPR/AED for Professional Rescuer and Community First Aid and Safety. American Red Cross Administration Fee of $10. Three class hours.

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, safety education (identifying dangerous environments, fire, arson, and child abduction), communication skills for productive relationships, identifying and reporting suspected child abuse/maltreatment, and Safe Schools Against Violence in Education Legislation Certification. Three class hours.

HED 206 An Introduction to Community Health Education and Promotion 3 Credits

This course will provide an overview of the process of community health education with an emphasis on the seven areas of responsibility of an entry-level health education specialist. It will introduce the student to how a community's health is influenced, epidemiology concepts, health issues of age-specific groups, assessment of community health issues, and planning and implementing health programs. The knowledge and skills students need to succeed as health educators in the worksite will be explored. Three class hours.
Prerequisite: HED 108 or HED 130.

HED 207 Emotional Wellness 3 Credits

An in-depth examination of emotional well being, including overall features, individual components, and issues of damage and repair (wounding and healing), self-esteem, communication, stress and self-actualization. Three class hours.
Prerequisite: PSY 101

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.
Prerequisite: HED 108 or HED 110 or HED 130.

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.

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.

Health Information Technology

HIM 100 Introduction to Health Information 3 Credits

Introduction to the health record profession, allied health professions, 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.

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.
Prerequisite: HIM 100 with a grade of C or better.

HIM 104 Medical Terminology 3 Credits
An in depth study of the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary. Content includes specialty and body system terminology, with emphasis on material found in medical records. Three class hours.

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.
Prerequisite: HIM 104 with a minimum grade of C.

HIM 109 Diagnostic and Procedural Classifications 4 Credits
This course will include the purposes, differences, and historical development of medical nomenclature and classification systems with emphasis on ICD-9-CM, CPT, and a study of additional classifications. Also introduced are health care reimbursement methodologies. Laboratory includes exercises and applications for nomenclatures, diagnostic and procedural classifications, reimbursement groupings. Spring semester only. Three class hours, three laboratory hours.
Prerequisites: HIM 103, HIM 104, BIO 134 with a grade of C or better.

HIM 110 ICD-9-CM Diagnostic and Procedural Classifications 4 Credits
This course will include the historical development of reimbursement, and emphasize the ICD-9-CM classification system. Course work will focus on official coding guidelines and use of the three volumes of IC-9-CM. 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 lecture, two laboratory hours.
Prerequisites: HIM 103 and HIM 104, each with a minimum grade of C, and passing grade in BIO 134, 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.
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.
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. Fall semester only. Three class hours.
Prerequisite: HIM 110 with a minimum grade of C.

HIM 205 Professional Practice Experience I 4 Credits
Clinical experience under the guidance of professionals in health information related settings at area hospitals, long-term care, ambulatory care, and other specialty care facilities. Included will be a forum for Directed Practice experiences and professional development content. One class hour, sixteen laboratory hours. Enrollment in HIM 205 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s). Fall semester only.
Prerequisites: HIM 105, HIM 110, HIM 111, BIO 134, and BIO 135, all with a minimum grade of C.

HIM 206 Professional Practice Experience II 4 Credits
Continuation of HIM 205. One class hour, sixteen lab hours. Enrollment in HIM 206 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s).
Prerequisite: HIM 205 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 credentialling. 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. Fall semester only. Five class hours.
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. Spring semester only. Two class hours.
Prerequisite: HIM 205 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. Spring semester only. Three class hours.
Prerequisite: HIM 208 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. Spring semester only. Three class hours.
Prerequisites: HIM 208 and CRC 120, each with a minimum grade of C.

HIM 250 Health Information Management in Long Term Care 1 Credit
An introduction to the types of long term health care with an emphasis on inpatient long-term care, home care, hospice and supplemental services. The course will also focus on the trends and changes in the long term health care field to include essential services, regulatory environment, computer adaptions of medical record/ information systems and role of health information professionals. Must be matriculated in Health Information Management Long Term Care Program. Total of fifteen instruction hours.
Prerequisite: HIM 204 or permission of instructor.

HIM 251 Classifications and Reimbursement in Long Term Care 2 Credits
A review of medical terminology frequently encountered in long term care settings, clinical disease and procedural coding encountered with special review of late effect, chronic, multiple conditions, and dementia. The course will also focus on various reimbursement protocols, their relationship to coding, documentation, and financial and utilization management. Future costs and system implications will be discussed. Total of thirty instruction hours.
Prerequisite: HIM 250 with a minimum grade of C.

HIM 252 Quality and Legal Issues in Long Term Care 1 Credit

A review of attributes of quality, utilization, and risk management prominent in long term care. An exploration of special ethical and legal implications encountered in long term care settings with emphasis on documentation related procedures. Total of fifteen instruction hours.
Prerequisite: HIM 250 with a minimum grade of C.

HIM 260 Advanced Classification in Acute Care 2 Credits

This advanced level course will focus on reimbursement issues associated with the more difficult coding scenarios to better prepare the student as an inpatient hospital coder. The student will study the indepth coding issues by body system and be equipped to successfully code inpatient, acute care records, as well as ambulatory surgery charts with hospital billing considerations (not free-standing or physician office coding). Four class hours.
Prerequisite: HIM 110 with a minimum grade of C, or 3 to 5 years inpatient coding experience, or permission of instructor.

HIM 261 Advanced Classification for Reimbursement in Acute Care 1 Credit

This advanced level course will focus on health care reimbursement, utilize advanced inpatient coding knowledge to understand payment methodologies in the acute care setting. The student will study the prospective payment system, uniform hospital discharge data set, and the assignment of diagnosis related groups. The student will study reimbursement issues related to the importance of the medical record such as bundling and optimization. Two class hours.
Prerequisite: HIM 110 with a minimum grade of C, or 3 to 5 years inpatient coding experience, or permission of instructor.

HIM 262 Case-Mix Management in Acute Care 1 Credit

This advanced level course will review the process of case-mix management in acute care including applied utilization management, software applications, impact on organizational planning, and political issues. Two class hours.
Prerequisite: HIM 261 with a minimum grade of C, or 3 to 5 years inpatient coding experience, or permission of instructor.

HIM 275 Medicolegal Aspects of Medical Transcription 2 Credits

Study and application of medicolegal concepts and ethics in the medical transcription profession. Includes instruction related to confidentiality, patient rights, release of information, risk management, informed consent, authentication, and professional liability. Two class hours with laboratory work.

HIM 276 Professional Readiness for the Medical Transcriptionist 2 Credits

Exploration and analysis of the impact of the work environment on the medical transcriptionist and vice versa. Resources for professional and career development; workplace policies and procedures; career opportunities; future challenges. Two class hours with laboratory work.
Prerequisite: HIM 275 and OFT 111, each with a minimum grade of C.

HIM 277 Medical Transcription Management 2 Credits

Specific application of management principles to effectively and efficiently administer the delivery of medical transcription services, whether within a large organization or as an independent entity. Theory and examples will be used to enhance competence. Spring semester only. Two class hours with laboratory work.

HIM 278 Advanced Medical Transcription 3 Credits

Transcription of advanced medical dictation in a variety of medical specialties, including dictators of varied dialects. Fall semester only. Three class hours with laboratory work.
Prerequisites or corequisites: HIM 105 and OFT 111, each with a minimum grade of C.

HIM 290 Independent Study Variable Credit

See the Program Director.

OPH 101 Principles of Refraction I 3 Credits

A course designed to assist the student in the study and application of clinical refraction of the eye. It is designed for licensed opticians and opticianry students in understanding the application of a vision examination. The student must be either a licensed optician or registered in an opticianry program in New York State. Three class hours.

OPH 102 Principles of Refraction II 3 Credits

A course designed to assist the student in the study and application of clinical refraction of the eye. It is designed for licensed opticians or opticianry students in understanding the application of a vision examination. The student must be either a licensed optician or registered in an opticianry program in New York State. Three class hours.
Prerequisite: OPH 101.

Heating, Ventilating and Air Conditioning

CE 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 225 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. Offered Fall, Spring and Summer Semesters.
Prerequisite: HVA 101

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.

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.
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.

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.
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.

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.

HVA 201 Electronic Controls and Troubleshooting 3 Credits

A review of AC and DC theory and wiring diagrams. Use of multimeters, watt/hour meters, amprobes, 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.

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.

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.

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.

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.

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. Spring semester only.

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 specialities. Three class hours. Fall semester only.

Prerequisites: HVA 102, HVA 103 and HVA 104.

HVA 209 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, HFC's, HCFC's and the refrigerant retrofit procedures necessary in today's changing energy field. Three class hours.

Prerequisites: HVA 101, HVA 102, HVA 104 or permission of department.

HVA 210 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.

Prerequisites: HVA 101, HVA 102, HVA 103, HVA 104, HVA 105 or permission of department.

HVA 211 Commercial Refrigeration 2 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. Three class hours.

Prerequisites: HVA 101, HVA 102, HVA 104, HVA 105 or permission of department.

HVA 212 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.

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.

HVA 221 Indoor Air Quality: Part I 1 Credit

As building envelopes tighten, health problems are a result of poor indoor air quality. This course will explore sources of indoor air contamination, the associated effects on human health, and solutions to these issues. Students should be computer literate with the ability to access the Internet for research. This course is the first of a three part series dealing with indoor air quality.

HVA 222 Indoor Air Quality: Part II 1 Credit

This course will explore HVAC equipment and its relationship to remediation of indoor air quality issues. Duct cleaning and effective equipment maintenance will be a major focus of study. This is the second course in a three part series. Students interested in this course are strongly encouraged to take HVA 221 foundational knowledge and must be able to use the Internet for research.

HVA 223 Indoor Air Quality: Part III 1 Credit

This is the final course in a three part series on indoor air quality. This course is a guided research project where the student will apply indoor air quality concepts and HVAC system knowledge to a real life air quality issue. The student will be required to propose a remediation technique and a long term maintenance plan for a specific air quality complaint.

Prerequisites: HVA 221 and HVA 222.

History

HIS 103 African-American History I 3 Credits
Black interpretations of West African history and culture prior to the European invasions. The brutalizing impact of the slave trade on its victims and the accomplishments of the generations subjected to the distortions and degradation of American slave society before legal emancipation. Three class hours. (SUNY-AH)

HIS 104 African-American History II 3 Credits
Black evaluations of the Afro-American resistance to legal and cultural racism from the Civil War to the black revolution of the 1960s and 1970s. A clarification of the impact of this constant struggle on the character of black Americans is the main theme. Three class hours. (SUNY-AH)

HIS 105 Western Civilization: Ancient and Medieval 3 Credits
A survey of Western civilization from the building of pyramids to the age of faith, chivalry, crusades and cathedrals. It will highlight our oriental heritage, Greece and Rome; Christianity, the Germanic invasions and medieval life with emphasis on the rise of the middle class and national states. Three class hours. (SUNY-WC)

HIS 106 Renaissance to Napoleon 3 Credits
An examination of European Civilization from 1300 to 1815 focusing on the Renaissance, the Reformation and the Age of Reason and Science. Three class hours. (SUNY-WC)

HIS 108 Western Civilization: Modern Europe 3 Credits
Europe from the Industrial Revolution to the Nuclear Age. An analysis of world developments which followed the Industrial Revolution including Capitalism, Nationalism, Imperialism, Socialism, World War I Fascism, World War II and post-war changes. Three class hours. (SUNY-WC)

HIS 111 History of the United States to 1865 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)

HIS 112 History of the United States Since 1865 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)

HIS 211 History of Sport in the United States 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)

HIS 219 Twentieth Century Europe 3 Credits
An examination of the major political, economic, and intellectual theories which have transformed the world in the last century. The impact of ideas of Lenin, Freud, Mussolini, Hitler, Sartre, Einstein, and others are surveyed. Three class hours.

HIS 225 Early Russian History 3 Credits
An examination of the unique development of Russia from its Viking beginnings to the great Russian Empire: the Mongol-Tartar invasion, Westernization and expansion under Tsar Peter and Catherine the Great, Napoleonic invasion, reforms and revolutionary movements, beginning of Marxism, Russo-Japanese War and the Revolution of 1905. Three class hours. (SUNY-WC)

HIS 226 Modern Russian History 3 Credits
Traces Russo-Soviet history from the last Tsar and the revolutions of 1917 to the present. It includes a brief review of Marxist and other revolutionary movements, Lenin and Stalin. U.S.-Soviet Alliance in World War II, origins of Cold War, contemporary internal and foreign aspects of Soviet policy. Three class hours.

HIS 230 The Old South and the Civil War 3 Credits
The unique society of the antebellum South, its collision with the dynamic North and West, and its relevance to contemporary racial problems. The varied aspects of the Civil War are considered as a part of the whole American experience. Three class hours. (SUNY-AH)

HIS 232 The United States in the Twentieth Century 3 Credits
Major social, political and economic problems of the U.S. with particular emphasis on the post World War II period. Three class hours. (SUNY-AH)

HIS 234 The Contemporary Black American Experience 3 Credits
A course of study dealing with the black experience in American life from 1933 to the present. Its main goal will be to study the significant events during this period that have impacted upon African Americans with particular emphasis on the Civil Rights Movement and its major personalities. Three class hours. (SUNY-AH)

HIS 235 U.S. Diplomatic History in the 20th Century 3 Credits
The rise of the United States from a hemispheric to a world power resulting from the influence of powerful men, momentous events, and politico-economic trends. Three class hours. (SUNY-AH)

HIS 240 The City in American History 3 Credits
A study of the rise of American cities from colonial times to present, discussing their contributions to American life, their problems of development, urban imperialism, bossism, urban reform, and the historic roots of the present urban crisis. Three class hours. (SUNY-AH)

HIS 250 History of China and Japan 3 Credits
An examination of the cultural and ethical institutions of China and Japan during the traditional and modern periods, relying on a cross cultural comparison with American and European institutions of religion and law. Fall semester only. Three class hours. (SUNY-OWC)

HIS 251 Literature and Philosophy of China and Japan 3 Credits
A seminar providing philosophical insights into the cultures of China and Japan during the traditional, transitional, and modern periods through the medium of Asian literature. Spring semester only. Three class hours. This course satisfies the requirements of a literature course, a humanities elective, or a social science elective. (SUNY-OWC/H)

HIS 257 Modern Women: An Historical and Literary Perspective 3 Credits
A seminar examining the changing social, economic, political and cultural roles of American, Asian and European women from the late seventeenth century to the present. This course concentrates on historical developments that involve or affect women and the literature by or about them. Special attention is given to movements of inclusion and the inclusive language relating to those movements. Three class hours. This course satisfies the requirements of a literature course or a humanities elective. (SUNY-H)

HIS 259 World War I 3 Credits
An examination of the causes, conditions and results of "The Great War," with particular emphasis on the combatants of both major alliances, the Entente Cordiale and the Central Powers. Three class hours.

HIS 260 World War II 3 Credits
A survey of modern history from Hitler's youth in Vienna to the dropping of the atomic bombs on Hiroshima and Nagasaki. Three class hours.

HIS 262 Vietnam War 3 Credits
America in Vietnam from 1945-1975. Emphasis in the course is placed on the impact of the war on the men and

women who fought it and the more general impact on the society as a whole. Three class hours. (SUNY-AH)

HIS 290 Independent Study Variable Credit
See the Department Chairperson.

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)
Prerequisite: Permission of Coordinator of Honors Studies.

IDC 195 Honors Seminar in Critical Analysis 3 Credits
An interdisciplinary examination of a selected theme that will develop critical thinking, discussion leading, and expository writing abilities. Primarily for honors students beginning college studies. Three class hours. (SUNY-H)
Prerequisite: Permission of Coordinator of Honors Studies.

IDC 295 Interdisciplinary Honors Seminar 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)
Prerequisite: Permission of Coordinator of Honors Studies.

SBS 295 Honors Seminar in the Social and Behavioral Sciences 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)
Prerequisites: Permission of Coordinator of 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.
Prerequisites: Permission of Coordinator of Honors Studies.

HONORS SECTIONS
In addition to the Honors Seminars, a variety of sections of multi-section courses are offered each semester as Honors Sections. Although the course material will be basically the same in honors and non-honors sections of a particular course, students in the honors sections will have the opportunity to further develop their ideas and understanding by exploring the material in greater depth.

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 (225 hours per semester) in the area of hospitality management. Successful completion of the seminar, and a minimum of 225 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. 3-108E, 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.

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.

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 180 Food Appreciation 3 Credits
This course is designed to increase a student's excitement, appreciation and knowledge of fine foods. Topics include domestic and foreign food sources, demonstrating preparation techniques, identify standards for flavor tasting, and use the food pyramid for meal pairings. The outcome is that the student will be able to confidently communicate this knowledge about fine foods to others. This will be accomplished through demonstrations, field trips, class presentations, and hands-on experiences. Three class hours.

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.

HSP 202 Banquet and Event Planning 3 Credits
A comprehensive overview of the process of planning meetings, banquets and special events. Step-by-step organization, preliminary planning, site selection and timing strategies are among the topics to be discussed. Class participants will plan and execute an event incorporating planning strategies learned in class. Students will discover where banquet and event planning fits into the overall scope of the hospitality industry. Three class hours.

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 Restaurateurs, and Casino Law. Fall Semester only. Three class hours.

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, 30-90 laboratory hours, depending on credits.

HSP 290 Independent Study Variable Credit
See the Department Chairperson.

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.

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.

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.
Prerequisite: MTH 098 or MTH 104 or MTH 130 or MTH 160 or MTH 165 or higher, or permission of department.

Human Ecology

HEC 215 Human Ecology Practicum 3 Credits
Field experience for students in the Human Ecology Concentration in Liberal Arts. Individual or small-group internships or projects under the supervision of an agency, individual entrepreneur, business or organization in the area of Human Ecology. Sample projects: training for and conducting home energy audits, creating a community greenhouse for a neighborhood/charitable organization, working for an environmental newspaper or being an apprentice in solar construction or organic farming. Three/four laboratory hours.

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.

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.
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 continuation of skill development in observing, listening, interviewing, recording and reporting. 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 112 Field Work in Human Services II.
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.

HUM 110 Exploration of Human Service Agencies 2 Credits
An examination of selected helping service agencies, their functions, methods, and the clientele they serve. Course includes visits to and speakers from a cross section of agencies, analysis of findings in class discussion. One class hour, three field trip hours.

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 paraprofessional role. Carefully graded opportunities to take responsibility for agency clients. In conjunction with this course, the student must take and pass HUM 101 Field Work in Human Services I. Open only to students in HUM 101. Nine field work hours per week.

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.
Prerequisite: HUM 111 with a grade of C- or better.

HUM 116 Field Work in Human Services Focus 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 106 Human Services Focus. Open only to students in HUM 106. Nine field work hours per week.

HUM 201 Models of Helping 4 Credits
Examination of models of human service helping, survey of major community resources, and study of the referral process. Exploration of career and transfer opportunities, with preparation of resume and cover letter. Advanced group process, and discussion 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 211 Field Work in Human Services III.
Prerequisite: HUM 102 with a grade of C- or better.

HUM 202 Human Service Systems 4 Credits
Examination of human service systems and of characteristics of society that impel communities to assume responsibilitiy 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.
Prerequisite: HUM 201 with a grade of C- or better.

HUM 211 Field Work in Human Services III 2 Credits
Students select field placement to enhance attainment of individual career goals. Under experienced agency supervisors, students carry increased responsibility for clients and for agency program planning. Further development of the specific helping skills needed for effective functioning in the chosen agency. In conjunction with this course, the student must take and pass HUM 201 Models of Helping. Open only to students in HUM 201. Nine field work hours per week.
Prerequisite: HUM 112 with a grade of C- or better.

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 202. Nine field hours per week.
Prerequisite: HUM 211 with a grade of C- or better.

HUM 260 Contemporary Urban Issues 3 Credits
This course is designed to examine and contextualize current conditions of concentrated urban poverty and the impact this has on education, health, crime, and opportunity. It is designed to serve students who are planning careers related to urban issues, including teaching, human services, community organizing, criminal justice, and urban planning. The course is intended for students who are academically talented and motivated to learn about urban issues. Three class hours.

HUM 290 Independent Study Variable Credit
See the Department Chairperson.

Humanities

HMN 101 Humanities Focus 3 Credits
An interdisciplinary humanities course designed to introduce A.A. degree students to various specific topics developed from the general knowledge areas delineated in the A.A. degree content/structure.
The general knowledge areas include: challenges of scientific knowledge, changing values and conditions, creative action, awareness of human culture, and global interdependence. The focus of a specific topic will not duplicate materials developed within other Divisional and/or Departmental offerings. Three class hours.

HMN 110 Self-Reliance 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.

HMN 220 Western Humanities I 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. Writing Intensive. Four class hours. (SUNY-WC/H)

HMN 221 Western Humanities II 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. Writing Intensive. Four class hours. (SUNY-WC/H)

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.

INT 204 Electrical and Analytical Measurements 4 Credits
Studies the principles and limitations of electrical transducers used in the measurement of pressure, flow, temperature, humidity, pH, etc. Studies the special circuitry (e.g. potentiometers, bridges, etc.) used in commercial indicators and recorders. Studies analytical measurement systems as used by the process industries. Laboratory activities include bridge measurements, temperature transducers, flow transducers, pressure transducers, pH and moisture measurement transducer studies. Fall semester, days only. Three class hours, three laboratory hours.
Prerequisites: INT 110 or OPT 135 and ELT 121 or ELT 130, with a grade of C or better, or permission of instructor.

INT 206 Instrument Test, Calibration and Repair 3 Credits
This laboratory course simulates a typical industrial instrument shop for test, calibration, and repair of industrial process instrumentation equipment. Students learn repair and calibration procedures from the technical literature supplied. Students use laboratory standards and test equipment. Static calibration of gauges, meters, pressure transmitters, special signal conditioning devices, and recorders is performed. Students write calibration reports and document calibrations in a laboratory notebook . Fall semester, days only. Two class hours, two laboratory hours.
Prerequisites: TEK 101, ELT 121, or ELT 130 or permission of department.

INT 208 Instrumentation Electronics 4 Credits
A study of common electronic circuits used in instrumentation systems. Of particular interest are power supplies, amplifiers, power control devices, switching circuits, OP amps and digital integrated circuits. These circuits and applications are studied and used in laboratory. Fall semester days. Three class hours, three laboratory hours.
Prerequisites: TEK 101, ELT 111 or ELT 232, ELT 122 or ELT 232.

INT 209 Automatic Process Control Principles 5 Credits
A basic study of open and closed-loop automatic control theory. Pneumatic, electronic (Analog), and digital electronic controllers are studied and applied to specific processes. Transmitters, positioners, valve operators, and controller mechanisms which produce proportional, rate, and reset responses are studied. Techniques of obtaining optimal controller settings are studied. Laboratory experience includes a project choice such as building and analyzing a control loop. A formal project report is required. Spring semester, days only. Three class hours, four laboratory hours.
Prerequisite: ELT 121 or ELT 130 or permission of department.

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.
Prerequisite: ELT 111 or ELT 232.

INT 290 Independent Study Variable Credit
See the Department Chairperson.

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.
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 instruction hours per semester.

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 undeclared 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. Offered both Fall and Spring Semesters.

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. Spring Semester only.
Prerequisite: ENG 101

Interior Design

C E 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 (225 hours per semester) in the area of Interior Design. Successful completion of the seminar, and a minimum of 225 hours of work experience in one or more semesters entitles a student to receive four credit hours. Working an additional 225 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.
Prerequisite: IDE 201

IDE 100 Interior Decoration and Design 3 Credits

This course is for students not matriculated in Interior Design. It covers the decoration and design of residential interiors. Through analysis of historical precedents students will learn to assess existing conditions and consider alternative approaches to design which are based on aesthetic, functional, and cultural considerations. Attention will be given to historical and contemporary style, the basic principles of design, the practical use of space, and the selection and application of materials. This course fulfills the requirements for a Humanities elective. Three class hours.

IDE 101 Introduction to Interior Design I 3 Credits

An introduction to the primary components of interior design including the elements and principles of design, color theory, and the design process. Attention will be given to exploration of the interior design field, including employment opportunities, requirements for practice, and recent legislation impacting the practice of design. Three class hours.
Corequisite: IDE 121

IDE 102 Introduction to Interior Design II 3 Credits

A continuation of IDE 101. This course will explore the physical properties of interior design including building construction, interior components and materials, furnishings, and furniture arrangement. Three class hours.
Prerequisite: IDE 101 with a grade of C or better; corequisite: IDE 122

IDE 121 Interior Design Communication I 4 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. Two class hours, four laboratory hours.
Corequisite: IDE 101.

IDE 122 Interior Design Communication II 4 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. Two class hours, four laboratory hours.
Prerequisite: IDE 121 with a grade of C or better; co-requisite: IDE 102.

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.
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.
Prerequisites: IDE 122 and IDE 160; corequisite: 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.
Prerequisites: 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.
Prerequisite: IDE 102.

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.
Prerequisite: IDE 160 with a grade of C or better.

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.

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 a social science elective. Three class hours.

Leadership

CEL 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 not-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.
Prerequisites: 2.5 GPA and Permission of the Office of Cooperative and Experiential Learning.

LDS 101 A Seminar in Leadership Development 3 Credits
A study to develop a basic understanding of leadership with special emphasis upon: styles and approaches toward leadership, motivational factors, communication skills, decision-making processes, characteristics of groups and group techniques, and the methodology and significance of goal-setting. Three class hours.

LDS 102 Leadership and Diversity 3 Credits
This course will examine how diversity affects groups, organizations, coalitions, and societies, and will pay particular attention to the challenges and opportunities diversity presents for leadership. The course approaches diverstiy in a new way, treating diversity as a feature of individuals as well as groups of individuals.
Prerequisite: LDS 101

LDS 103 Organizational Leadership 3 Credits
An introduction to the concepts, theories and ideas guiding leadership activities at work. This course will introduce a wide array of theories on topics relevant to understanding and controlling employee and managerial behavior, and provide insight and hands-on experience on how to use this knowledge to address leadership problems that you will face in organizations.
Prerequisiter/Corequisite: LDS 101 OR LDS 102

LDS 202 Leadership and Decision Making 3 Credits
This course provides a foundation in organizational dynamics and decision making. It emphasizes the main theories, models and approaches related to topics such as group processes and dynamics, rational and non-rational models of problem solving; group composition, cooperation in conflict; the organizational dynamics of diversity; formal and informal models of leadership; organizational culture; and organizational learning and development.
Prerequisite/Corequisite: LDS 101, LDS 102

LDS 204 Leadership in the Local and Global Community 3 Credits
This course is intended to develop a greater awareness of and sensitivity to the importance of ethical components of managerial decision making. It is designed to provide students with conceptual tools and frameworks useful for analyzing business decisions, practices and policies in terms of their legal, ethical and public policy dimensions. This course will also prepare future leaders to meet their social obligations, function within organizational realities, and manage the complex interrelationships with other groups and institutions.
Prerequisites: LDS 101 and LDS 102

Manufacturing Technology: Automation/Robotics

MFG 201 Computer Aided Manufacturing 2 Credits
Through lecture and lab exercises, the student learns to transfer CAD data to a computerized numerically controlled machine and create actual parts. CNC and post processor fundamentals will be emphasized. One class hour, three laboratory hours.
Prerequisites: MET 101 or permission of department.

MFG 202 Design for Robotics 3 Credits
This hands-on course introduces the organization and operation of robots in a flexible manufacturing system. End of arm tooling design, work cell design and applications to an automated line will be presented. Two class hours, two laboratory hours.
Prerequisite: MET 121 or permission of department.

MFG 203 Manufacturing Planning 3 Credits
This course will expose the student to the paperless factory environment. The student is introduced to the manufacturing cycle from order entry to material, capacity and production requirements through inventory management, to the eventual invoicing of the customer. State-of-the-art computer systems are utilized to provide students with hands-on experience to the vital topics of production planning and operations. Three class hours.

MFG 204 CIM the Enterprise 3 Credits
An introductory course in Computer Integrated Manufacturing. The course presents an overview of the concepts required to integrate the functions of a manufacturing facility via a computer network. Simplification of processes and the application of appropriate technology will be emphasized. Three class hours.

MFG 205 Plant Layout and Material Handling 3 Credits
An introduction to planning, site selection and design of a manufacturing facility. Plant layout and materials handling techniques for various types of industries are covered. The student will design a plant around a product. Two class hours, two laboratory hours.
Prerequisites: MFG 201, MFG 202, MFG 203.

Marketing

MAR 101 Principles of Marketing 3 Credits
An introductory course emphasizing key concepts and issues underlying the modern practice of marketing. The role of marketing in the organization and in society is examined and analyzed. Course content includes the general nature of marketing in both a macro and micro context, the marketing concept, buyer behavior, and marketing organization. The marketing process is analyzed through the four main decision areas of products and services, distribution, promotion, and pricing. Case histories and illustrative examples are used throughout the course. Three class hours.

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.

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.
Prerequisite: MAR 101 or BUS 104

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 evening and in the Spring Semester during the day. Three class hours.
Prerequisite: MAR 101.

MAR 210 Consumer Behavior 3 Credits
Emphasis is placed on the consumer as the focal point of the organization's marketing activities. Analysis of consumer behavior is increasingly an essential input for evaluating new market opportunities, choosing market segments, increasing efficiency of marketing strategy and tactics and improving overall sales marketing performance. This course will be offered in the Fall Semester during the day and in the Spring Semester during the evening. Three class hours.
Prerequisite: MAR 101 with a grade of C or higher.

MAR 290 Independent Study Variable Credit
See the Department Chairperson.

Massage Therapy

MAS 120 Introduction to Massage Therapy 3 Credits
This course introduces students to the basic treatment strokes used in western massage therapy as well as client draping, client positioning, use of oils, use of equipment, hygiene and principles of treatment, joint manipulation, body mechanics, and therapist's self-care. The physiological effects of massage on the circulatory system and skin are covered. Two class hours, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): Successful completion of high school or college level courses in Biology, Chemistry, and Algebra with a grade of C or higher, or permission of program coordinator; corequisites: MAS 130, BIO 142.

MAS 130 Massage Therapy Professionalism 2 Credits
This course introduces the student to the ethical responsibilities associated with the profession of massage therapy, including New York State law, scope of practice, guidelines for practice, requirements for licensure, professional communication, characteristics of the profession, therapeutic boundaries, and cultural diversity. Labs cover ethics of touch while introducing the student to clinical anatomical assessment through palpation. One class hour, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): Successful completion of high school or college level courses in Biology, Chemistry and Algebra with a grade of C or higher, or permission of program coordinator; corequisites: MAS 120, BIO 142.

MAS 140 Swedish Massage 2 Credits
Students focus on the development of Swedish treatment routines for both the table and chair. Hydrotherapy and psychological effects and benefits of massage are covered. Clinical documentation for Swedish treatment is introduced. One class hour, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): A minimum grade of C in MAS 120, MAS 130, and BIO 142; corequisites: MAS 150, BIO 143.

MAS 150 Western Medical Massage 3 Credits
This course introduces students to Western Medical Massage. It covers the more specific physiological effects and benefits of massage therapy relative to each of the systems of the body. Students learn the application and precautions of treating acute and chronic conditions and other pathological conditions. Professional clinical documentation is practiced. Two class hours, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): A minimum grade of C in MAS 120, MAS 130, and BIO 142; corequisites: MAS 140, BIO 143.

MAS 210 CAM-Alternative Therapies 2 Credits
Students are introduced to Complementary and Alternative Medicine (CAM). A survey of bodywork therapies, energy work therapies and mind-body therapies are covered as categorized by the National Center for Complementary and Alternative Medicine (NCCAM) and relative to massage therapy. The pathology to these therapies is covered. Students further develop their skills treating clients and completing SOAP notes. One class hour, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): A minimum grade of C in MAS 140, MAS 150, and BIO 143; corequisites: MAS 220 or permission of program coordinator.

MAS 220 Special Populations 3 Credits
This course introduces the student to the assessment and treatment of special populations in preparation for MAS 260 (Massage Therapy Clinical), including HIV/AIDS/ Hepatitis C, geriatric, cancer, hypertension/cardiac, post traumatic stress, chronic fatigue/fibromyalgia, hypertension, pregnancy, and special needs. The pathologies for these conditions and contraindications are also taught. Two class hours, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): A minimum grade of C in MAS 140, MAS 150, and BIO 143; corequisites: MAS 210, BIO 244 or permission of program coordinator.

MAS 230 Introduction to Orthopedic/Sports Massage 3 Credits
This course introduces the student to orthopedic and sports specific massage. It includes identifying specific pathologies of the musculoskeletal system, application of detailed treatment in the massage therapy setting including neuromuscular and connective tissue techniques, pre and post competition massage, and professional documentation of treatments (SOAP). Two class hours, two laboratory hours.
Prerequisite(s): A minimum grade of C in MAS 140, MAS 150 and BIO 143; corequisites: MAS 210, MAS 220, BIO 243, and BIO 244, or permission of program coordinator.

MAS 240 Shiatsu 3 Credits
This course introduces students to the eastern massage technique of Shiatsu, including history, five element theory, eastern pathology, body mechanics, self-care, and client communication. Comprehensive study of the twelve major meridians is covered. Two class hours, three laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): A minimum grade of C in MAS 140, MAS 150 and BIO 143.

MAS 250 Massage Therapy Seminar 2 Credits
This course prepares the student for successful entry into the profession of massage therapy. Case studies and topics relative to MAS 260 (Massage Therapy Clinical) are discussed weekly in order to fine tune client-centered communication and treatment skills. How to start out in business, self-employment ethics, self-care for longevity in the profession, and New York State Board preparation are covered. A capstone senior project is completed in this course. One class hour, three laboratory hours.
Prerequisite(s): A minimum grade of C in MAS 140, MAS 150, BIO 143, and permission of program coordinator; corequisite: MAS 260.

MAS 260 Massage Therapy Clinical 5 Credits
This is an all laboratory course. Students assess and treat clients under the on-site supervision of a licensed massage therapist in order to complete the 150 hours of internship required for licensure by New York State. Students' professional treatment skills are evaluated by their clients and assessed by the instructor of the course.) Ten laboratory hours. Offered Fall, Spring and Summer Semesters.
Prerequisite(s): A minimum grade of C in MAS 140, MAS 150, BIO 143, and permission of program coordinator; corequisite: MAS 250, or permission of program coordinator.

Mathematics

We live in a world enriched by technology. To that end, the Mathematics Department embraces the selected use of technology, e.g., calculators, computer instruction, online testing, and online assignments, to enhance the learning of mathematics. Some MCC mathematics courses are available via non-traditional delivery methods such as hybrid courses, online courses, and courses taught exclusively in computer classrooms. Many mathematics instructors, in both traditional and non-traditional classes, require that students use online ancillaries as part of their courses, including online tests and assignments. Students should refer to their instructor's course information sheet for details. If there are questions or concerns about the use of technology, students are encouraged to contact their instructor, preferably before classes start.

MTH 098 Elementary Algebra* No Credit
A first course in algebra. Topics include, but are not limited to, solving linear equations and inequalities, arithmetic operations on polynomials, factoring polynomials, introduction to rational and quadratic equations, simplifying expressions containing integer exponents, introduction to radicals and rational expressions, graphing linear equations, solving systems of two linear equations, and appropriate applications of these topics. In addition to regular homework assignments, student will be required to spend an average of one hour each week outside of class time on a supplemental learning activity as determined by the instructors (worksheets, computer software or other media). Four class hours per week; four fee hours; four imputed credits; no earned credits.
Prerequisite: TRS 094 with a grade of C or better, or MCC Level 4 (formerly Tier 2) Mathematics Placement.

**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 099 Elementary Algebra Review (lab for Intermediate Algebra) No Credit
Laboratory activities in algebra to supplement specially designated sections of MTH 104. Topics to be covered include, but are not limited to, reviewing arithmetic operations on real numbers, solving linear equations, graphing on the Cartesian Coordinate system and factoring polynomials. Two laboratory hours per week; one fee hour; one imputed credit; no earned credits.
Prerequisite: MCC Level 5 Mathematics placement or permission of instructor.

**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 104 Intermediate Algebra with Trigonometry* 4 Credits
A second course in algebra with a brief introduction to right triangle trigonometry. Topics include quadratic factoring, quadratic equations in one and two variables, algebraic fractions, exponents and radicals, linear systems, graphing techniques, and appropriate applications of each of the topics. Four class hours. In addition to regular homework assignments, students will be required to spend an average of one hour each week, outside of class time, on a supplemental learning activity (computer software, videotapes, worksheets, audiotapes) as determined by the instructor.
Prerequisite: MTH 098 with a grade of C or better, or MTH 099 with a grade of C or better, or MCC Level 6 (formerly Tier 3) Mathematics Placement.

**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.
Prerequisite: TRS 092 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.
Prerequisite: MTH 098 with a grade of C or better, or MCC Level 6 (formerly Tier 3) Mathematics Placement.

***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 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)
Prerequisite: MTH 135 with a grade of C or better, or MCC Level 8 (formerly Tier 4) Mathematics Placement.

***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 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.
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 Asscociate in Science degree.*

MTH 150 Survey of Mathematics I 3 Credits
A study of various topics including an introduction to algebra, geometry, logic, probability, and statistics, with consideration of their similarities and interrelationships. Other topics will be covered at the discretion of the instructor. Three class hours. MTH 150 is a common selection by Liberal Arts students. It is generally not appropriate if a student has three or more years of high school mathematics. 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 a Career Center counselor to ensure that this course meets your goals. (SUNY-M)
Prerequisite: TRS 094 with a grade of C or better, or MCC Level 3 (formerly Tier 1) Mathematics placement.

MTH 151 Mathematics in Our World 3 Credits
A study of various topics that explores the use of mathematics in the world around us. Topics include numbers in our lives (check digit schemes, modular arithmetic, and binary codes), voting and elections (methods and fairness criteria), routes and networks (paths, circuits, and spanning networks), and statistical research design and display (sampling, bias, and graphs). Three class hours. (SUNY-M)
Prerequisite: MTH 150 with a grade of C or better, or MTH 098 with a grade of C or better, or MTH 099 with a grade of C or better, or MCC Level 5 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 NCTM (National Council of Teachers of Mathematics) Standards, using a problem solving approach. Topics include historical development of numbers and number systems, study of whole numbers, integers, rationals, irrationals, and reals; abstract number systems; and elementary number theory. NOTE: MTH 155 is not a teaching methods course. Three class hours.
Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 (formerly Tier 4) 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. Three class hours. MTH 156 is a special interest course; check for availability. (SUNY-M)
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)
Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 (formerly Tier 4) 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.
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, right triangle trigonometry, angles in a coordinate system, ratio values for any angle, laws of sines and cosines, radian measure, graphs of trigonometric functions and basic trigonometric identities. A specific calculator will be required of all students in this course. One class hour.
Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 (formerly Tier 4) 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 properties of the real number system, linear and quadratic equations, polynomials, inequalities and absolute value, exponential and logarithmic functions and systems of linear and non-linear equations. Three class hours. MTH 165 is an appropriate elective even if not pursuing science or mathematics. (SUNY-M)
Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 (formerly Tier 4) Mathematics Placement.

MTH 166 Introduction to Data Analysis with Excel 1 Credit
An introduction to data analysis intended to give an understanding to applications involving basic descriptive statistics and regression. Topics include: statistical charts, measures of central tendency and dispersion, correlation, linear and non-linear regression modeling. Emphasis is on identification of model and interpretation. Excel software is used. One class hour.
Corequisite: MTH 165 or Prerequisite: MTH 165 with a grade of C or better, or equivalent.

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.
Prerequisite: MTH 141 or MTH 165 with a grade of C or better, or equivalent.

MTH 175 Precalculus Mathematics with Analytic Geometry 4 Credits
A study of the properties and graphs of polynomial, piecewise, absolute value, rational, logarithmic, exponential, and trigonometric functions. There is an introduction to coordinate geometry, including the study of circles, parabolas, ellipses, and hyperbolas. This course is intended to prepare students for the study of calculus. A specific calculator will be required of all students in this course. Four class hours.
Prerequisite: MTH 165 with a grade of C or better, or equivalent.

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.
Prerequisite: MTH 165 with grade of C or better, or equivalent.

MTH 205 Technical Mathematics III 3 Credits**
An introduction to analytic geometry and calculus. Topics included are conic sections, limits, differentiation of algebraic and transcendental functions, problems dealing with curvilinear motion, related rates, curve sketching and maxima-minima, and the indefinite and definite integral with applications. Three class hours. A specific calculator will be required of all students in this course.
Prerequisite: MTH 141 with a grade of C or better 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.
Prerequisite: MTH 175 with grade of C or higher or equivalent.

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.
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.
Prerequisite: MTH 211 with a grade of C or higher.

MTH 220 Discrete Mathematics 3 Credits
An introduction to discrete mathematics primarily intended for students majoring in Mathematics or Computer Science. Topics will include propositional and predicate logic, elementary number theory, mathematical induction, set theory, combinatorics, functions, and relations. Methods of proof will be developed in a variety of mathematical contexts. Three class hours.
Prerequisite: MTH 210 with a grade of C or higher, or equivalent.

MTH 225 Differential Equations 4 Credits
The topics include solution of the most common types of first order equations, solution of nth order linear differential equations with constant coefficient, solution of non-homogeneous equations by the methods of undetermined coefficients and variations of parameters, applications to a variety of physical problems, Laplace Transforms, systems of linear differential equations. Four class hours. MTH 225 is required of students in Engineering Science program and physics advisement sequence.
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 numerical methods. Four class hours.
Prerequisite: MTH 212 with a grade of C or better.

MTH 290 Independent Study Variable Credit
See the Department Chairperson.

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.

MET 101 Technical Graphics 3 Credits
The study of graphics theory and technical drawing interpretation. Emphasis is placed on theory that directly applies to computer-aided drawing and design. Topics include orthographic projection, isometric and oblique views, sectional views, sketching, dimensioning and A.N.S.I. specifications. Two class hours, two laboratory hours.
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. Fall semester only. One class hour, three laboratory hours.

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. Spring semester only. One class hour, three laboratory hours.

MET 105 Machine Design Theory I 3 Credits
Study and mathematical analysis of mechanical components including fasteners, shafts, belts, chains, gearing, brakes, clutches, and springs. Introduction to mechanical energy and power. Fall semester only. Three class hours.
Prerequisites: One year in algebra and trigonometry; two years algebra recommended.

MET 106 Machine Design Theory II 3 Credits
Continuation of MET 105. Study and analysis of mechanical components including cams, bearings, seals, mechanism, hydraulic equipment, and pneumatic equipment. Spring semester only. Three class hours.
Prerequisite: MET 105.

MET 109 Engineering Drawing Interpretation 3 Credits
Using the American National Standard, this course will teach the student to read and understand industrial prints. The course will focus on part prints and the use of geometric dimensions and tolerances. Sample prints from local industries will be discussed in class. Topics will include sketching, multi-view drawing standard abbreviations and symbols, and the ANSI Y14.5 Standard. Three class hours.
Prerequisite: MET 101.

MET 111 CAD Graphics 3 Credits
An introductory course in technical graphics theory and computer-aided drawing. Topics covered will include orthographic projection, isometric views, sectional views, dimensioning (to A.N.S.I. specifications), sketching and current CAD software commands. Two class hours, two laboratory hours.

MET 115 Geometric Tolerancing Fundamentals 1 Credit
The major pitfalls of conventional tolerancing are uncovered and overcome by using geometric dimensioning and tolerancing. The symbols, terminology and rules of geometric tolerancing as prescribed in the current National Standard (Y14.5) will be presented. Four class hours per week for four weeks. Must have prior knowledge of industrial print reading.

MET 116 Geometric Tolerancing Applications 1 Credit
This advanced course makes use of actual industrial examples to introduce functional dimensioning. Learn how all disciplines using engineering documentation may use geometric tolerancing to reduce product costs and improve communication. Emphasis will be placed on datum selection and feature control. Four class hours per week for four weeks.
Prerequisite: MET 115.

MET 117 Geometric Tolerancing Inspection 1 Credit
Included in this course are the guidelines for selection of inspection methods and design of gauging when appropriate. Emphasis is placed on directly relating process control and measurement methods to the requirements of the design as stated in the engineering documentation in accordance with the National Standard (Y14.5). Four class hours per week for four weeks.
Prerequisite: MET 115; MET 116 is recommended.

MET 121 Computer Aided Drafting/Design I 3 Credits
An introductory course in Computer Assisted Drafting/ Design using AutoCAD software. Through a combination of lecture and hands-on laboratory experiences, the student will learn the basics of CAD. Two class hours, two laboratory hours.
Prerequisite: MET 101 or MET 111 or CIT 111 or permission from Department.

MET 122 Computer Aided Drafting/Design II 3 Credits
An advanced course in CAD. Through lecture and hands-on experience the student will learn to customize the AutoCAD software system to their individual needs. Emphasis will be placed on the design and use of menus and symbol libraries. Two class hours, two laboratory hours.
Prerequisite: MET 121 or permission from Department.

MET 201 Drafting/Design III 3 Credits
The techniques of design for assembly/manufacturability, geometric dimensioning and tolerancing, and Computer Aided Design are applied to mechanical design problems. Two class hours, two laboratory hours.
Prerequisites: MTH 140

MET 202 Drafting/Design IV 3 Credits
Computer Aided Design is applied to kinematic and tolerance analysis problems. Teams are required to design, analyze and manufacture a product. Two class hours, two laboratory hours.
Prerequisite: MET 201.

MET 203 Technical Mechanics, Statics 3 Credits

Study of forces, center of gravity, equilibrium, structures, friction, and fluid statics. Spring Semester only. Three class hours.
Prerequisites: PHY 131

MET 204 Stress Analysis 3 Credits

Study of stress, strain, torsion, and deflection in machine parts, beams and columns. Spring semester only. Three class hours.
Prerequisite: MET 203 or permission of Department Chairperson.

MET 206 Engineering Materials 3 Credits

The objective is to enable the mechanical technician to select appropriate materials, adhesives, and surface finishes for machine parts. Included are lectures and demonstrations on steels and other metals, plastics, concrete, adhesives, and surface finishes such as plating and painting. The course emphasis is on the macroscopic, mechanical and physical characteristics of engineering materials. Spring semester only. Three class hours.

MET 208 Technical Mechanics, Dynamics 3 Credits

Review of statics study of motion of points and bodies, relationships between force, torque, and motion; study of work, energy, power, impulse, momentum, and vibrations. Fall semester only. Three class hours.
Prerequisite: MET 203.

MET 210 Design for Manufacture/Assembly 3 Credits

The DFM/A course is an enriched course expanding on the DFA principles as developed by Drs. Boothroyd and Dewhurst. This method is used to organize and stimulate the design/manufacturing interface. Examples will be presented to the students that will demonstrate clever ideas to be utilized for product design. Participants will develop skills through hands-on training using personal computers and user-friendly software to analyze studies. Students are invited to bring their own designs/assemblies with them for evaluation. Two class hours, two laboratory hours.

MET 212 Specialized Drafting 3 Credits

An introduction to special fields of Computer Aided Drafting and Design, primarily electronic and tool design. Includes electronic schematic, printed circuit design and artwork, and layout, details and assembly for job design. Two class hours, two laboratory hours.
Prerequisites: MET 101, MET 111 or equivalent.

MET 230 Energy Efficient Home Design 4 Credits

A comprehensive course in building an energy efficient structure, from buying the proper site to driving the last nail. Topics will include standard and post-and-beam construction, planning and design, super insulation, heat loss calculations, building codes, proper solar usage and other alternative heating systems. Major emphasis will be placed on "hands-on" experience at actual building sites. Three class hours, three laboratory hours.

MET 290 Independent Study Variable Credit

See the Department Chairperson.

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)

MUS 106 OFF CAMPUS Community Concert Bands/Orchestras 1 Credit

Students earn credit for participation in Rochester Community (off campus) bands and orchestras. Performance and rehearsal times and dates depend upon the schedule of the community ensemble selected by the student. There may be an audition required by these ensembles. Students must see the MCC music faculty member listed for this course in person, (located in Building 12) to obtain information on which community groups qualify, permission to join, fill out forms, and receive other details for participation in these groups. This contact with the faculty member must be completed within the first week of the semester that you want to participate even if the student has registered for the course in advance of the semester. (May be repeated for additional credit.) Three class hours.
Prerequisite: Permission of instructor and prior experience in playing a band instrument.

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)

MUS 109 Music Theory I 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)

MUS 110 Music Theory II 4 Credits

This course is a continuation of the ear training, sight singing and written materials of MUS 109 in greater depth and detail. Instruction is based on the techniques of the Common Practice Period. Principles of harmonic progression, diatonic common chord modulation, non-harmonic tones, the Classic Period, developmental techniques and small homophonic forms. Computer software is incorporated to reinforce music theory concepts, for ear training practice, and to typeset homework assignments. Four class hours.
Prerequisite: MUS 109 or permission of the instructor.

MUS 111 Music Composition I 3 Credits

A creative music writing course geared to each student's interests, experience and ability. Summer only. Three class hours.
Prerequisite: MUS 109 or practical knowledge of music reading and notating.

MUS 112 Music Composition II 3 Credits

Continuation of MUS 111. Three class hours.
Prerequisite: MUS 111.

MUS 113 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)

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.

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. Offered both Fall and Spring Semesters. This course satisfies the requirement for a social science elective. (SUNY-A and SUNY-H)

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 satisfies the requirement for a social science elective. Three class hours.

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.

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)

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.
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 guitars. (SUNY-A)

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. Spring semester only. Three class hours. Students must provide their own guitars.
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. Fall semester only. One and one-half laboratory hours. (SUNY-A)
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. Spring Semester only. One and one-half laboratory hours.
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)
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.
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, paradiddies, 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.

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.
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.
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. Fall Semester only. Three class hours.
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. Fall Semester only. Three class hours.
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.
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.
Prerequisite: MUS 143 or permission of instructor.

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. Spring Semester only. Three class hours.
Prerequisite: Audition or permission of instructor.

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 'a 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 pheonmena. This course satisfies the requirement for a social science elective. Three class hours.

MUS 151 Performance and Applied Music I 2 Credits
Provides students with an opportunity to develop their music abilities at this freshman level through solo or ensemble performances before college audiences, or through individualized and private study of instrumental or vocal music under the supervision of qualified teachers. A minimum of 15 lessons is required per semester. Cost of lessons is not included in MCC tuition. One class hour. (SUNY-A)
Prerequisite: Music Department audition.

MUS 152 Performance and Applied Music II 2 Credits
A continuation of MUS 151. For students developing their music abilities at the freshman II level through solo or ensemble performances. A minimum of 15 one-hour lessons is required per semester. Cost of lessons is not included in MCC tuition. One class hour.
Prerequisite: MUS 151 or 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)
Prerequisite: Student should have some knowledge of guitar playing.

MUS 154 Classical Guitar 3 Credits
A study of classical guitar techniques and music literature, with emphasis on the execution of dexterity, a thorough understanding of music fundamentals and the performance of a wide variety of classical solo and ensemble music. Students provide their own guitar. Spring semester only. Three class hours. (SUNY-A)
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 Mihlaud, and Claude Debussy. This course satisfies the requirement for a social science elective.

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.

MUS 190 Music Rehearsal and Performance 3 Credits
Rehearsal and performance of specialized musical groups for significant musical events; i.e., Broadway musicals, instrumental and vocal ensembles organized to perform music in a specific style. 45 to 135 class hours. This course can be repeated for additional credit.

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. Fall semester only. Three class hours. This course satisfies the requirement of humanities or social science credit. (SUNY-WC)
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. Spring semester only. Three class hours. This course satisfies the requirement of humanities or social science credit. (SUNY-WC)
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 typeset homework assignments. Four class hours.
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.
Prerequisite: MUS 209 or permission of the instructor.

MUS 221 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., Elizabethian lute songs, classical and romantic art songs, as well as standards, "pop" styles, and Broadway show tunes. Three class hours.
Prerequisites: MUS 121, prior vocal experience, or by audition.

MUS 222 Piano Class III 3 Credits
Class piano instruction of intermediate difficulty. Improvement of piano technique and musical skills through performing progressively more difficult chords, scales, arpeggios, and creating basic improvisations in various keys. Three class hours.
Prerequisite: MUS 123 or permission of instructor.

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. Fall semester only. One and one-half laboratory hours.
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. Spring semester only. One and one-half laboratory hours.
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. Offered every other Spring Semester. Three class hours.
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. Offered every other Spring Semester. Three class hours.
Prerequisite(s): MUS 129 and MUS 131.

MUS 251 Performance and Applied Music III 2 Credits

A continuation of MUS 151 and MUS 152. This course provides students with an opportunity to develop their music abilities at the sophomore I level through solo or ensemble performances before college audiences, or through individualized and private study of instrumental or vocal music under the supervision of qualified teachers. A minimum of 15 one-hour lessons is required per semester. Cost of lessons is not included in MCC tuition. One class hour.
Prerequisite: MUS 152 or Music Department audition.

MUS 252 Performance and Applied Music IV 2 Credits

A continuation of MUS 251. For students developing their music abilities at the sophomore II level through solo or ensemble performances. A minimum of 15 one-hour lessons is required per semester. Cost of lessons is not included in MCC tuition. One class hour.
Prerequisite: MUS 251 or Music Department audition.

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. Spring Semester only. Three class hours.

MUS 290 Independent Study Variable Credit

See the Department Chairperson.

Nursing

NUR 100 Nursing Orientation Seminar 1 Credit

This course focuses on assisting the nursing student to acquire the essential skills, techniques and behaviors that will lead to success as a student, a lifelong learner and a beginning member of the nursing profession.

NUR 110 Foundations of Nursing 1 Credit

A non-clinical course in which the foundations of the profession of nursing are examined through exploration of the health care delivery system, nursing roles, nursing history, educational, legal and ethical bases for practice. One class hour.

NUR 111 Fundamentals of Nursing 7 Credits

The conceptual framework of the MCC nursing program is introduced. The nursing process is presented and used as a framework to focus on nursing care of an individual with non-acute health care needs. Emphasis is placed on assessment of an individual's ability to meet basic needs and implementation of fundamental therapeutic nursing interventions in response to unmet basic needs. The core components of associate degree nursing practice (Professional Behaviors, Communication, Assessment, Clinical Decision-Making, Therapeutic Nursing Interventions, and Collaboration) are introduced. Teaching and Learning, and Managing Care core components are defined. Three class hours, two conference hours, six clinical laboratory hours.
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

Focus is on basic needs of clients and the use of the nursing process to promote wellness, prevent illness and manage responses to identified actual or potential health problems. Topics include those related to body image, circulation, gastrointestinal disorders, infection, metabolism (diabetes), movement and sensation (musculoskeletal, vision and hearing), neoplasms, pain and surgery. The core components of Associate Degree Nursing Practice (Professional Behaviors, Communication, Assessment, Clinical Decision Making, Therapeutic Nursing Interventions, Teaching and Learning, Collaboration, and Managing Care) are developed and applied. One class hour, four conference hours, nine clinical laboratory hours.
Prerequisites: NUR 110 and NUR 111 with a minimum grade of C, PSY 101, BIO 142 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.
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 210 Issues in Nursing 1 Credit

A non-clinical course devoted to exploration of issues impacting on nursing and the emerging practitioner of nursing. Basic concepts and issues in nursing leadership are introduced. Exploration of management concepts continues. Taken prior to or concurrently with NUR 211 and NUR 212. One class hour.
Prerequisites: NUR 110 and NUR 112 with a minimum grade of C.

NUR 211 Psychiatric-Mental Health Nursing (Seven Weeks) 4 Credits

Focus is on the basic needs of clients and the use of the nursing process to promote wellness, prevent illness and manage responses to identified actual or potential mental health problems. Topics include those related to anxiety, rituals, dissociative patterns, somatization, psychosis, pathological suspicion, depression, mania, borderline behavior, antisocial behavior, anger, risk for violence and abuse of food/chemicals/individuals. The core components of Associate Degree Nursing Practice (Professional Behaviors, Communication, Assessment, Clinical Decision-Making, Therapeutic Nursing Interventions, Teaching and Learning, Collaboration, and Managing Care) are explored and applied. Two class hours, three conference hours, nine clinical laboratory hours.
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 212 Maternity Nursing (Seven Weeks) 4 Credits

Focus is on the basic needs of maternal and newborn clients with the use of the nursing process to promote wellness, prevent illness and manage responses to identified actual or potential health problems. Topics include normal perinatal outcomes, current birth practices and common maternal and neonatal considerations. The core components of Associate

Degree Nursing Practice (Professional Behaviors, Communication, Assessment, Clinical Decision Making, Therapeutic Nursing Interventions, Teaching and Learning, Collaboration, and Managing Care) are explored and applied. Two class hours, three conference hours, nine clinical laboratory hours.
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, SOC 101, unless previously taken.

NUR 214 Nursing Care of the Adult and Child-II 8 Credits
Focus is on the basic needs of clients and the use of the nursing process to promote wellness, prevent illness and manage responses to identified actual or potential health problems. Topics include those related to chronic illness, excretion (renal), immune response, metabolism (hepatic), movement and sensation (neurologic), oxygenation, and terminal illness. The core components of associate degree nursing practice (Professional Behaviors, Communication, Assessment, Clinical Decision Making, Therapeutic Nursing Interventions, Collaboration, Teaching and Learning, Managing Care) are expanded and integrated into clinical practice. One class hour, four conference hours, nine clinical hours.
Prerequisites: SOC 101, BIO 202 with a minimum grade of C, NUR 210, 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.

Office Technology

C E 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 (225 hours per semester) in the area of Office Technology. Successful completion of the seminar, and a minimum of 225 hours of work experience in any one semester entitles a student to receive four credit hours. Working an additional 225 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 3-108 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.

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.

OFT 111 Word Processing I 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.
Prerequisite: OFT 110 or permission of instructor.

OFT 112 Word Processing II 3 Credits
An intermediate course emphasizing enhanced formatting skills utilizing Microsoft Word. Production of mailable business documents with advanced features. Integrating decision making and problem solving skills are stressed. Continued emphasis on speed development and accuracy. Five class hours.
Prerequisite: OFT 111 with a grade of C- or better.

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.

OFT 141 Grammar for the Office Professional 3 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. For students taking TRS courses, they should have completed TRS 105 prior to enrolling in this class. Three class hours.

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 skill sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours.

OFT 171 Microsoft Access--Records Management 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 skill sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours.

OFT 172 Microsoft PowerPoint-Presentations 2 Credits
This course will offer a thorough coverage of the Microsoft PowerPoint presentation package. Areas covered include all skill sets needed for Microsoft Office Certification Exam. 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. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Two class hours.

OFT 174 Microsoft Publisher-Desktop Publishing 2 Credits
This course will focus on production, assembling, and the 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.

OFT 201 Word Processing III 3 Credits
Advanced Microsoft Word applications. Orientation to collaborative work experiences with instruction directed toward advanced skill sets for Microsoft Office Certification Exam. Topics covered include graphics, fields, electronic forms, macros, and long document production utilizing master and subdocuments. Projects integrate decision-making and problem-solving skills. Continued development of speed and accuracy. Four class hours.
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.
Prerequisite/Corequisite: OFT 201, or permission of instructor.

OFT 214 Administrative Office Procedures 3 Credits

Students will learn concepts and procedures used in an electronic office. Topics include use of communications devices and equipment, use of electronic mail (Outlook), record management, reprographics technology, administrative travel procedures, and electronic research and reference procedures. Students will discuss professional conduct and ethics, job readiness techniques, and small group collaboration. Three class hours.
Prerequisites: OFT 112 and OFT 141.

OFT 215 Administrative Office Management 3 Credits

An introduction to the principles of administrative office management, including environment, human relations, and office systems. Use of case studies, abstracts and computerized research. Three class hours.
Prerequisites: OFT 111, OFT 112 and OFT 141, or permission of instructor.

OFT 240 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 mailability concept during transcription practice with the goal of mailability in testing situations. Three class hours.
Prerequisites: OFT 111 with a grade of C- or better and OFT 141.

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.
Prerequisites: OFT 112 and OFT 141 or permission of instructor.

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.. Spring Semester only. Four class hours.
Prerequisites: OFT 112 and OFT 141 or permission of instructor.

OFT 267 Medical Office Transcription 4 Credits

Students will use medical terminology and keyboarding skills in transcribing medical documents for all major medical fields. Emphasis on accuracy, document formatting, grammar principles, production, and understanding of the responsibilities and competencies of the medical transcriptionist. Spring Semester only. Four class hours.
Prerequisites: OFT 111 and HIM 104.

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. Spring Semester only. Three class hours.

OFT 290 Independent Study Variable Credit

See the Department Chairperson.

Optical Systems Technology

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.

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. Fall semester only. Three class hours, three laboratory hours. (Students not enrolled in an optical technology program may be admitted to the class with approval of Department Chairperson.)

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 will be introduced. Three class hours, three laboratory hours. Fall semester only.

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. Spring semester only. Three class hours, three laboratory hours.
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.
Prerequisites: OPT 131 or OPT 110 and MTH 140, 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. Fall semester only. Three class hours, three laboratory hours.
Prerequisites: OPT 153 and MTH 140, or permission of department.

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. Fall semester only. Two class hours, four laboratory hours.
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, spectrophotommetry detector characteristics, blackbody radiation, light sources and their spectra, electronic instrument use, electronic device specifications, fiber optics and fiber optic systems. Spring semester only. Three class hours, four laboratory hours.
Prerequisites: OPT 211, MTH 141 and either PHY 231 or ELT 111, or permission of department.

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.
Prerequisite: OPT 211 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.
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.
Prerequisite: OPT 213 or permission of department.

OPT 290 Independent Study Variable Credit

See the Department Chairperson.

PHO 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. Spring semester only. Three class hours, three laboratory hours.
Prerequisites: OPT 131, OPT 151 and OPT 211, or permission of instructor or permission of department.

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. Two class hours.
Coerequisite: 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.

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. One class hour.
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.

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.

PLS 266 Legal Research and Writing 3 Credits

Students develop legal resesarch 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.
Prerequisites: Successful completion of PLS 260, 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.
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.
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.
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 prejudgement or provisional remedies, and guaranteeing debtors' procedural due process rights. Students also learn two forms of bankruptcy relief - liquidation and rehabilitation. Emphasis 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.
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.
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.
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.
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.
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.
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.
Prerequisites: Successful completion of PLS 260, or permission of program director.

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 (usually uncompensated), and 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. *Prerequisite: Successful completion of 6 credit hours in the PLS program.*

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)

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)

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)

PHL 104 World Religions 3 Credits
An introduction to the academic study of religion through the exploration of some of the major religious traditions of the world. This course examines the historical development, the fundamental doctrines and beliefs, practices, institutions, and cultural expressions of these religious traditions. This course also addresses some of the essential differences and similarities that exist among religious traditions, and points to the uniqueness of each of them. Three class hours. (SUNY-H)

PHL 105 Technology and Values 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 values such as freedom, individuality, growth, work, and the political process. Fall and Spring Semesters. Three class hours. (SUNY-H)

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. Offered both Fall and Spring Semesters.

PHL 210 Philosophies of Social Responsibility 3 Credits
A joining of philosophy to practice regarding rationales for social and political responsibility. Readings, which include James, King, Dewey, Weil, Gandhi, Russell and others, are studied in conjunction with students' involvement in a community improvement activity. Three class hours.

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)

PHL 290 Independent Study Variable Credit
See the Department Chairperson.

Photography

PHO 101 Photography 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. (SUNY-A)

PHO 102 Photography II 3 Credits
Designed for advanced work in photography. Students will experiment with various lighting techniques and special effects including exploration of many techniques utilized in contemporary photography. Two class hours, two laboratory hours.
Prerequisite: PHO 101 or permission of instructor.

PHO 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. Spring semester only. Three class hours, three laboratory hours.
Prerequisites: OPT 131, OPT 151 and OPT 211, or permission of instructor or permission of department.

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.
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. PEW - 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.)

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.

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.

PEC 148 Physical Fitness Theory and Practice 2 Credits
A course designed to provide a complete fitness experience. This course includes sections for yoga and Tai Chi, Tae Kwon Do, Cardio Bootcamp, Personal

Defense and Fitness Walking. 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. One class hour, two laboratory hours.

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.

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 cut-throat. Two class hours.

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 $5.00. 1.5 class hours, 1.5 laboratory hours.

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.

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.

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.

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.

Physical Education-Women

PEW 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.

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.

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. Three class hours.

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.

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.

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.

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.

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.

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. Open to Physical Studies students only.

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. 1.5 class hours, 1.5 laboratory hours.

PPE 208 Sport Psychology 3 Credits
As the demand for enhanced sport performance continues, the cognitive or mental aspects within sport are being exposed. Sport 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. This course satisfies the requirement for a social science elective. Three class hours. (SUNY-SS)

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 per week.

PPE 213 Gymnastics Theories and Practices 2 Credits
Focus is on the student's attainment of methods, theory and skills for teaching artistic, rhythmical, 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 hours per week. (Open to Physical Studies students 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. Three class hours.

PPE 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.

PPE 240 Selected Topics in Physical Studies 3 Credits
An overview and introduction to various methods of presentation in the sport sciences. The ability to effectively communicate ideas, information, and teach skills are fundamental to the field of Physical Studies. The goal of this course is to provide theoretical and practical experience in group presentation and written communication of a selected topic. Three class hours.

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.)

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.
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 satisfies the requirement for a natural science.
Prerequisite: BIO 135.

PPE 290 Independent Study Variable Credit
See the Department Chairperson.

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. Three class hours, two laboratory hours.
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. (SUNY-NS)
Prerequisites: PHY 121 may be taken concurrently or previously completed.

PHY 121 Physics for Non-Majors I 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. (SUNY-NS)

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)
Prerequisite: MTH 140 or MTH 165 taken concurrently or previously completed.

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.
Prerequisites: PHY 131; MTH 141 or MTH 165 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)
Prerequisite/Corequisite: MTH 140 or MTH 165 or equivalent taken concurrently or previously completed.

PHY 143 Physics for Automotive Technologists 4 Credits
An introductory course covering the basic physical principles applicable to automotive mechanics. Topics will include forces, torques, motion, energy, simple machines, electricity and magnetism, and temperature and heat. Three class hours, two laboratory hours. Applicable only for Automotive Technology students.
Prerequisite: MTH 098 or equivalent.

PHY 145 College Physics I 4 Credits
An introductory course in classical mechanics, heat and waves 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 kinematics, dynamics, momentum and energy, kinetic theory, heat, and waves. Three class hours, three laboratory hours. (SUNY-NS)
Prerequisite: Either MTH 140 or MTH 165 taken concurrently or previously completed.

PHY 146 College Physics II 4 Credits
A continuation of PHY 145. Topics include electrostatics, DC circuits, magnetism, electromagnetic waves, optics and quantum theory. Three class hours, three laboratory hours.
Prerequisites: PHY 145 with a grade of C or higher; MTH 141 (may be taken concurrently)or MTH 165.

PHY 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)
Prerequisite: MTH 210 completed prior to beginning PHY 154.

PHY 155 General Physics II 4 Credits
A continuation of PHY 154. Topics to include electricity and magnetism, DC and AC circuits, optics, and topics from modern physics. Offered only during the summer session. Three class hours, three laboratory hours.
Prerequisite: PHY 154 with a grade of C or higher.

PHY 161 University Physics 1 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)
Prerequisites: MTH 211 taken concurrently or previously completed; high school physics with a grade of 80 or higher, or PHY 131 with a grade of C or higher, or PHY 145 with a grade of C or higher.

PHY 231 Applied Physics III 4 Credits
A continuation of PHY 132; electricity and magnetism. DC circuits: Ohm's Law, Kirchoff's Laws, series and parallel circuits, Thevinin's and Norton's theorems. Capacitors and inductors. AC circuits: capacitive and inductive reactance, impedance, phasor diagrams. Three class hours, two laboratory hours.
Prerequisite: PHY 131, MTH 141 or MTH 175 to be taken concurrently or completed.

PHY 251 (now PHY 261) University Physics 2 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.
Prerequisites: PHY 161 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

PHY 252 (now PHY 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.
Prerequisites: PHY 261 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

PHY 261 (formerly PHY 251) 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.
Prerequisites: PHY 161 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

PHY 262 (formerly PHY 252) 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.
Prerequisites: PHY 261 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

Plastics Technology

PLA 110 Introduction to Plastics 3 Credits
Provides the student with a basic background in the various types of plastics used in manufacturing, the characteristics and properties of each type of plastic, and the process and procedures utilized in the fabrication of plastic parts and products. Extrusion, injection, compression, transfer and blow molding are discussed in addition to casting and thermoforming. Three class hours.

PLA 210 Injection Molding 3 Credits
A detailed course in the specifics of injection molding as a plastics manufacturing process. Topics include types of molding machines, machine function, viscoelastic behavior of plastics, theory and practice of injection molding, mold design in relation to flow characteristics, designing for plastics and correcting molding defects. Three class hours.
Prerequisite: PLA 110.

PLA 211 Plastic Product Design 3 Credits
Covers the design of plastic products while considering the physical properties of plastics and techniques for achieving pleasing aesthetics, dimensional capabilities and performance results. In addition, the course covers tolerance capabilities, ASTM tests, product design rules of the various plastic manufacturing methods, structural performance, and joining and decorating plastic products. Three class hours.
Prerequisite: PLA 110.

PLA 212 Introduction to Polymeric Materials 3 Credits
A precise, yet non-mathematical introduction to plastics (polymers), their raw materials, syntheses, properties, and the multitude of growing applications. The manufacturing and properties of plastics will be discussed in some detail, as a function of both molecular and supermolecular structure. Both thermoplastics and thermoset plastics (resins) will be discussed, including recent advances in topics such as recycling and composites. Three class hours.
Prerequisite: PLA 110.

Police: Law Enforcement

Police: Law Enforcement courses are offered by the Public Safety Training Center. For other courses offered at the Center, see Emergency Medical Services and Public Safety Training.

PLE 101 Fundamentals of Policing 13 Credits
This course examines the operations of the criminal justice system with special emphasis on the role and responsibilities of police officers. Focuses on the legal basis for law enforcement operations starting with the

United States Constitution and specifically, exploring the NYS Penal Law, Civil Procedure Law, Vehicle and Traffic and Juvenile Procedures. Routine patrol responsibilities are also explained. Must be sworn police officer or sheriff's deputy employed or sponsored by a law enforcement agency. Forty class hours.

PLE 102 Police Proficiencies and Procedures 17.5 Credits

This course focuses on the proficiencies and procedures applied through critical thinking techniques and hands-on development. Analytical, investigative and physical skills are developed. Application of the scientific method to criminal and traffic investigation is developed. Application of the use of force continuum will be explained, demonstrated, practiced, and assessed. Must be sworn police officer or sheriff's deputy employed or sponsored by a law enforcement agency. Twenty-three class hours.

PLE 103 The Community and Policing: Serving Special Populations 13 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 and those involving the non-hearing, as well as how to become a crime prevention resource. Must be sworn police officer or sheriff's deputy employed or sponsored by a law enforcement agency. Thirty-three class hours, seven laboratory hours.

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.
Prerequisites: PLE 101, PLE 102, PLE 103.

PLE 108 Corrections Officer Basic Training 22 Credits

This course examines the operations of the criminal justice system with general emphasis on the role and responsibility of a corrections officer. This 15 week 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.

PLE 131 Breath Test 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.
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 instructional hours for the semester.

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.

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.

PLE 153 RADAR 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.
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.

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.

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.
Prerequisite: PLE 166.

PLE 172 Legal Issues in Public Safety .5 Credits

This seminar, presented semi-annually, examines the latest court rulings as well as changes in public law, then explains how each affects law enforcement policies, procedures and operations. This seminar is presented by the District Attorney's and/or United States Attorney's Offices. Participants will receive most current information relative to court philosophies, relevant precedent setting decisions, and changes in public law. Legislative and judicial trends will be diagnosed during presentation. Due to the dynamic nature of the subject,

this course may be taken more than once. Student must be in service as a public safety professional. Eight class hours.

PLE 173 Emergency Vehicle Operations 1 Credit

This practicum examines factors involved in operating an emergency vehicle, including reaction time, mechanical aids, and limitations. The prime focus is to develop precision driving techniques through instructor monitored operation of an emergency vehicle under varying simulated conditions. Student must be in service as a public safety professional. Fifteen class hours.

PLE 175 Juvenile Officer 2.5 Credits

This course prepares an officer for a specialization assignment as a juvenile or youth officer. It will focus on the Family Court Act as well as those skills necessary to communicate with children. Emphasis is on recognizing the individuality of each child, as well as techniques and programs to help rehabilitate them. It will cover current issues affecting the physical and emotional well being of the children, such as substance abuse, cults, and gangs. Student must be employed as a law enforcement officer. Forty class hours.

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.

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 instructional hours. Must be a sworn police or peace officer.

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.
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.

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 public safety professional. Seventy class hours for the semester.

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.

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.
Prerequisite: Successful completion of PLE 220.

PLE 230 Contemporary Issues in Public Safety I .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.

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.

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 admissabilty 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.
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.
Prerequisite: PLE 220.

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.
Prerequisite: PLE 222.

PLE 265 Supervisor Enhanced In-Service .5-1 Credit

This course provides 7-15 hours of annual required common core 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.

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.

Political Science

POS 110 Introduction to Political Science 3 Credits

An introduction to the complex issues of politics, political behavior, and types of governmental structures. The purpose of this course is to develop analytical skills so that students as citizens may identify and deal with political alternatives. Three class hours. (SUNY-SS)

POS 120 American National Government 3 Credits

An analysis of major governmental institutions at the national level with special emphasis on their constitutional, statutory and customary powers, in interrelationships, and changing roles in contemporary American society. Special emphasis is on policy-making processes and outcomes. Three class hours. (SUNY-SS/AH)

POS 207 The Urban Political Process in the U.S. 3 Credits

An analysis of the plight of America's cities and metropolitan areas through an examination of the causes and political ramifications of the housing, transportation, crime, educational and fiscal challenges to urban communities. Study of neighborhood and interest group coalitions as well as traditional governance systems is included. Three class hours. (SUNY-SS/AH)

POS 210 Introduction to Political Philosophy 3 Credits

A survey of major political ideas of the Western World including Anarchy, Conservatism, Liberalism, Elitism and Utopianism. Alternative value systems of thinkers such as Machiavelli, Locke, Marx and Mao Tse-tung are analyzed to determine their impact on our political world view. Three class hours. (SUNY-SS)

POS 218/GEG 218 Political Geography 3 Credits

Analysis of the geographics 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.

POS 220 International Politics 3 Credits

The nature of global politics in the post-World War II period as reflected in such factors as: the growth of thermonuclear super powers, wars of national liberation, the growth of nationalism in the non-western world, the rapid expansion of technology, and the increasing importance of the world's diminishing natural resources. Three class hours. (SUNY-SS/OWC)

POS 225 Comparative Political Systems 3 Credits

A comparative analysis of the government and politics of the major industrialized nations of Western Europe and the former U.S.S.R. This team taught course will also focus on a study of the political systems in operation in Japan, South Korea, China and India. Three class hours. (SUNY-SS)

POS 230 Civil Liberties - U.S. 3 Credits

An examination of controversial issues in Constitutional history, such as sex and race discrimination, obscenity, social reform and the rights of the accused. Students will read landmark Supreme Court cases which determine both the limits and content of vital personal freedoms. Spring semester only. Three class hours. (SUNY-SS/AH)

POS 234 Model United Nations 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. Spring Semester only.
Prerequisite: Registration in this course is by permission

only, following an application and selection process that takes place in the Fall Semester.

POS 245 The American Presidency 3 Credits
An appraisal of the presidency of the United States, the growth of the imperial presidency and attempts to curtail power. Constitutional, statutory, political and personal factors are examined. Three class hours. (SUNY-SS/AH)

POS 290 Independent Study Variable Credit
See the Department Chairperson.

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. It is psychology for daily living, and is neither a preparatory course for PSY101 nor a prerequisite for other PSY courses.

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)

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. Three class hours.

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.
Prerequisite: PSY 101 or permission of instructor.

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.
Prerequisite: PSY 101.

PSY 201 Developmental Psychology - Child 3 Credits
A functional, integrated approach to physical, cognitive, emotional, and social developments in the individual, with an emphasis upon the child. Theories of development from conception through adulthood, explaining adaptive strategies to life situations, will be discussed. Three class hours.
Prerequisite: PSY 101.

PSY 202 Developmental Psychology - Adolescence 3 Credits
A discussion of theory and research on adolescent behavior, personality, cognition and adaptation to self and society. Three class hours.
Prerequisite: PSY 101.

PSY 203 Developmental Psychology - Adulthood and Aging 3 Credits
An integrated approach to the identification and understanding of the physical, cognitive, socioemotional developmental changes from early adulthood through the end of the life. Aspects of adult development including the aging process and coping with death and dying will also be discussed. Three class hours.
Prerequisite: PSY 101 or permission of instructor.

PSY 204 Industrial and Organizational Psychology 3 Credits
An introduction to behavioral science analyses of organizational, individual, and interpersonal issues in the workplace. This course exposes students to research, theories, and applied work on human behavior in workplace organizations, including the study of job performance and satisfaction, personnel selection and assessment, diversity in organizations, group and team processes, conflict management, leadership, stress and health at work, and human-machine factors. Three class hours.
Prerequisite: PSY 101 with a grade of C or better

PSY 205 Social Psychology 3 Credits
The scientific study of the individual in relation to other individuals, groups and cultural settings with special emphasis upon symbolism, socialization, value orientation, dynamics of behavior, perception of group structure and dynamics, intergroup relations and intergroup tensions. Three class hours.
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.
Prerequisites: PSY 101 with a grade C or higher.

PSY 207 Educational Psychology 3 Credits
This course is for students who are considering careers involving teaching. Through selected readings, discussions, class lectures and activities, the class will explore the process of teaching and learning. Students will learn about the teaching/learning process, how to identify the strengths and weaknesses of their own natural teaching styles, and how to recognize and deal with student differences. Students will explore how principles of psychology can be applied to the teaching/learning process. Three class hours.
Prerequisite: PSY 101.

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.
Prerequisite: PSY 101.

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. Traditionally offered on-line in the Fall Semester and in the classroom in the Spring Semester. (SUNY-SS)
Prerequisites: PSY 101 with minimum grade of C; MTH 160

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.
Prerequisites: ENG 101 and PSY 101 or HIS 260 with a grade of C+ or better.

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.
Prerequisite: PSY 101.

PSY 261 The Psychology of Learning and Behavior Disorders 3 Credits
This course will serve to introduce 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, autism, and other emotional and behavior disorders. The course will cover biological, environmental and developmental risk factors, current theoretical approaches to the understanding of disorders, and education and intervention strategies. Three class hours.
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.
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.
Prerequisite: PSY 101

PSY 290 Independent Study Variable Credit
See the Department Chairperson.

Public Administration

CE 266 Cooperative Education-Public Administration 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 (225 hours per semester) in the area of Public Administration. Successful completion of the seminar and a minimum of 225 hours of work experience in any one semester entitles a student to receive four credit hours.Present job may qualify. Appropriate work experience must be approved by the Co-op Coordinator.
Prerequisite: PAD 101

PAD 101 Introduction to Public Administration 3 Credits
The history, present and future of public and not-for-profit administration. Covers roles of public administrators, organizational relationships, inter-governmental relations and human resources, as well as ethical issues, financial management, and productivity issues. Three class hours.

PAD 102 Public Sector Management 3 Credits
This course is designed to explain how local government and community based not-for-profit organizations can be managed strategically. It will examine various strategies and how these strategies can be tailored to meet a specific need. Students will set strategic priorities, combined techniques to match strategies and develop a step-by-step approach to formulate and implement a strategic plan. The course will include strategic management innovations in government and strategic challenges to the not-for-profit sector. Three class hours.
Prerequisite: PAD 101 or permission of instructor.

PAD 103 Public Sector Human Resources 3 Credits
This course will examine how local government and community based not-for-profit organizations staff and maintain a professional workforce. It will look at how the workforce operates in the political environment and under fiscal constraints. It will explore the unique issues regarding labor-management relationships in the private sector. Other issues such as sexual harassment, domestic partnership, AIDS in the workplace, the practical impact of ADA, Family and Medical Leave Act., etc., will be covered. Three class hours.
Prerequisite: PAD 101 or permission of instructor.

PAD 121 Public Administration Education Internship I 3 Credits
An activity designed to enhance the Public Administration student's theoretical and educational concepts with work experience gained by working 135 hours during a semester with a cooperative government entity or a not-for-profit organization. Seminars will be held and assignments submitted on the work experience and their educational value. Three class hours.
Prerequisite: PAD 101

PAD 202 Public Sector Finance 3 Credits
This course provides an overview of finance in local government and the not-for-profit sectors. Students will learn about operating and capital budgets; sources of revenue such as property tax, sales tax, and revenue from grants; the nature of public expenditures; the intergovernmental nature of local government finance; purchasing concepts and the role of politics in the fiscal environment of local governments and not-for-profit organizations. Three class hours.
Prerequisite: PAD 101 or permission of instructor.

PAD 203 Public and Not-for-Profit Sectors Funding/Grant Writing 3 Credits
This course will explore how local government and community based not-for-profit organizations raise funds from sources other than the tax base. Topics covered include writing to objectives, budget creation and administration, and how to determine outcomes and evaluation methods. The more common sources, procedures, and requirements will also be covered. In addition, the student will develop a proposal, research funding sources, and write a funding/grant request as part of this course. Three class hours.
Prerequisite: PAD 101 or permission of instructor.

PAD 230 Legal Issues: Public and Not-for-Profit Sectors 1 Credit
This course is designed as a one-credit course, offered periodically, to address a specific legal issue of importance to either a local government or community based not-for-profit organization. Topics include, among others: building codes, fire codes, personnel issues, and zoning ordinances. Students will analyze the legal topic and determine how to correctly apply it to their situation, within their organization. Students may wish to repeat this course as different legal topics are offered. One class hour.
Prerequisite: PAD 101 or permission of instructor.

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.

PSC 100 Public Safety Telecommunicator 8 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. 128 class hours.

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 to those in need of emergency services. Successful completion leads to certification by the National Academy of Emergency Medical Dispatch. Thirty class hours.

PSC 102 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.

PSC 103 Emergency Services Dispatching 4 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. Sixty class hours.
Prerequisite: PSC 100.

PSP 118 Peace Officer 1.5 Credits

This 35-hour course meets the minimum standards mandated by the New York State Division of Criminal Justice Services, Office of Public Safety. Note that this course does not include any firearms training. The prerequisite for this course is that a person must be hired by any state or local agency, unit of local government, state or local commission, or public authority or private organization that employs peace officers as defined in Section 2.10 of the New York State Criminal Procedure Law.

PSP 120 Eight Hour Pre-Assignment Training Course for Security Guards . 5 Credits

This is a general introductory course for security guards and is the first in a series of three courses. The curriculum includes legal powers and limitations, communications and public relations, ethics and conduct. This course meets the standards as set forth in the New York State Security Guard Act of 1992 with regard to mandatory training. Upon successful completion of this course, the student is eligible for registration with the New York State Division of Criminal Justice Services as a security guard. Eight instructional hours.

PSP 121 16-Hour On-the-Job Training Course (OJT) for Security Guards 1 Credit

This is the second in a series of three courses of required training for security guards. This course will be relevant to the duties of the guards, requirements of the work site, and the needs of the employer. The curriculum includes communications and public relations, emergency situations, and report writing. This course meets the standards as set forth in the New York State Security Guard Act of 1992 with regard to mandatory training.
Prerequisite: PSP 120

PSP 122 Eight-Hour Annual In-Service Course for Security Guards .5 Credits

This is the third in a series of three courses of required training for security guards. This course must be completed each calendar year following completion of the 16 hour OJT course. This course is designed to meet current training needs and refresh or update guards in changes in the security field. The guard must complete this course as a prerequisite for renewal of the guard registration with the New York State Division of Criminal Justice Services. This course meets the standards as set forth in the New York State Security Guard Act of 1992 with regard to mandatory training.
Prerequisite: PSP 121

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 instruction hours.

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 instruction hours.

PST 132 Command Post Operations 1 Credit

This course includes the Incident Command System and its use in managing emergency incidents. Emphasis is on managing resources, appropriate emergency management techniques, and coordinating multiple agency and jurisdictional responses. Sixteen instruction hours.
Prerequisite: PST 130.

PST 133 Industrial Incident Management .5 Credits

Students with an interest in industrial safety will gain a working knowledge of the incident command system and how it applies in the industrial setting. The interface with other emergency responders and information needed to establish roles and responsibilities before the incident occurs is covered. Eight instruction hours.

PST 145 Hazardous Materials and Emergency Response 3 Credits

Prepares emergency services personnel to respond to and mitigate emergencies involving hazardous materials. This course covers incident management, site safety, personal protective equipment, mitigation techniques, decontamination, and basic chemical and toxicological concepts. Successful completion of the final exam satisfies 29 CFR 1910.120 First Responder Operations Level requirements. Three class hours.

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.

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.

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 instructional hours.
Prerequisite: PST 130.

PST 211 Hazardous Materials Technician 2 Credits

This course provides students with basic knowledge and skills to mitigate the effects of a hazardous materials incident/spill on the environment and to the community. Topics include an overview of the laws and standards, resources and planning, nature of hazardous materials incidents, hazard and risk assessment, personal protective equipment, spill/release control,

and decontamination. Twenty-two instruction hours, eighteen laboratory hours.
Prerequisite: PST 113 or EMS 113.

PST 240 Introduction to Code Enforcement Practices 1.5 Credits
This course is the first in a series leading to certification as a building inspector and code enforcement officer. It provides the student with the basics needed to understand and apply the New York State Uniform Fire Prevention and Building Construction Code. Topics include the building permit and construction process, electrical, plumbing, air handling systems and components, fire related topics, and building systems technology and materials. Twenty-four instruction hours.

PST 241 Inspection of Existing Structures 1.5 Credits
A survey course designed to acquaint new code enforcement personnel with the basic principles and procedures of inspection activities as related to existing structures. Twenty-four instruction hours.
Prerequisite: PST 140 or FPT 107, or equivalent NYS course.

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.

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.
Prerequisite: PST 250.

PST 252 Understanding the Group: A Leader's Challenge 1.5 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.
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. Fall Semester only. Three class hours.

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.
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.
Prerequisite: QCT 125.

Radiologic Technology

XRT 111 Radiographic Technology I 9 Credits
An introductory course in radiographic technology fundamentals. The course focuses on radiographic positioning procedural competency, radiographic exposure principles and application, radiographic image processing essentials, medical terminology, and basic patient care. Fall semester only, Six class hours, seven laboratory hours.

XRT 122 Radiographic Technology II 6 Credits
Study of advanced radiographic positioning 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. Spring semester only. Four class hours, four laboratory hours.
Prerequisites: XRT 111 and XRT 151 with a grade of C or better.

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. Fall semester only. Three conference hours, five clinical laboratory hours.

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. Spring semester only. Twelve clinical laboratory hours.
Prerequisites: XRT 111 and XRT 151 with a grade of C or better.

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.
Prerequisites: XRT 122 and XRT 152 with a grade of C or better, and PHY 141.

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 radiation biology and protection with emphasis on implications for technologists. Fall semester only. Two class hours, three laboratory hours.
Prerequisite: XRT 153 with a grade of C or better.

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, cornal, 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. Fall semester only. One class hour.
Prerequisites: XRT 153 with a grade of C or better and BIO 142, or permission of the program director.

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. Fall semester only. One class hour.
Prerequisite: XRT 153 with a grade of C or better.

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. Spring semester only. Four class hours, two laboratory hours.
Prerequisites: XRT 211, XRT 215, and XRT 251 with a grade of C or better.

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. Spring semester only. One class hour.
Prerequisite: XRT 220.

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 gradually move through mastery learning toward competent clinical attitudes and skills development. Fall semester only. Twenty-four clinical laboratory hours.
Prerequisite: XRT 153 with a grade of C or better.

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. Spring semester only. Twenty-four clinical laboratory hours.
Prerequisites: XRT 211, XRT 215, and XRT 251 with a grade of C or better.

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).

XRT 290 Independent Study Variable Credit
See the Program Director.

Reading

REA 098 Reading Strategies No Credit
This course is designed to help students refine their reading skills in order to enhance college success. The course curriculum develops general reading skills in addition to content specific reading strategies. Students will develop an increased ability in literal and interpretive comprehension, as well as develop college study reading techniques. Students will gain practice in reading and metacognitive skills in addition to vocabulary development relevant to their fields of study. The course is designed for students in the Transitional Studies Program, as well as students who have been accepted into degree or certificate programs with specified Accuplacer reading scores. Three imputed credit hours, no earned credits, three class hours per week; three fee hours.

REA 101 College Literacy and Reading 3 Credits
This is a course that will help students sharpen their abilities to actively engage with, understand, and apply college-level reading materials. Students from all majors and disciplines will improve their interpretive and analytical skills. This course is recommended for any student wishing to become a more effective reader. Fall and Spring Semesters. Three class hours.
Prerequsite: Accuplacer placement in ENG 101 or completion of TRS Reading Sequence.

Science

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)

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.

Social and Behavioral Sciences

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)

SBS 150 Perspectives on Global Interdependence 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-SS/OWC)
Prerequisite: At least one prior course in social sciences or permission of instructor.

Sociology

SOC 101 Introductory Sociology 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)

SOC 120 African Society and Culture 3 Credits
Examines the history and contemporary life of Africa through its triple heritage: what is indigenous, what was contributed by Islam, and what was acquired from the West. Offers a new perspective of Africa, exploring the story of the continent from the point of view of an African. Examines pre-European Africa, the influence of Islam and Christianity, and shows how both East and West and Africa exploited the slave trade. Looks at African economic and social systems, inherent conflicts, and Africa's contributions to the rest of the world. Three class hours.

SOC 130 Sociology of Work 3 Credits
A study of workplaces in America and how they affect our lives, including effects of age roles, sex roles, family life, and neighborhood and community activities. Trends in the settings and organization of work will be explored. Local examples will be emphasized. Three class hours. (SUNY-SS)

SOC 150 Perspectives on Global Interdependence 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-SS/OWC)
Prerequisite: At least one prior course in social sciences or permission of instructor.

SOC 200 Social Problems 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)
Prerequisite: Three credits in Sociology.

SOC 201 Race and Ethnicity in the United States 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. (SUNY-SS)

SOC 202 Urban Sociology 3 Credits
Factors associated with development of urban communities, characteristics of urban institutions, trends in urban planning, ecological processes, and the effects upon the urban community of suburban development and migration. Spring semester only. Three class hours. (SUNY-SS)

SOC 203 Criminology 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.
Prerequisite: SOC 101 or permission of department

SOC 204 Families in Society 3 Credits
A sociology study of the American family and marriage system. Students will be involved in cross-cultural and historical comparisons, analysis of courtship, mate selection, family roles, family disorganization, and alternative lifestyles. Three class hours.
Prerequisite: SOC 101 or ANT 102.

SOC 206 Sex and Gender in Society 3 Credits
A sociological analysis of the changing roles of women and men in American society. Includes historical background, cross-cultural insights, and an examination of contemporary trends. The major areas of emphasis will be family, education, occupation, law, and the feminist movement. Spring semester only. Three class hours.
Prerequisite: Three credits in Anthropology or Sociology.

SOC 208 Sociology of Latin America 3 Credits
This course will introduce students to Latin American culture and society, and the experiences of Latino-Americans in the United States. Students will examine such issues and institutions as the history, family, government, culture, values, language, gender, and global challenges within Latin American societies, including the Caribbean, Mexico, and Central and South America. In addition, students will analyze the connection between Latin America and the United States through examination of such topics as identity, immigration experience, acculturation, and assimilation of Latino-Americans living in the United States. Three class hours. Fall semester only. (SUNY-OWC)
Prerequisite: Any 3 credit Sociology course.

SOC 209 Environmental Sociology 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. Offered in the Fall, Spring and Summer Semesters. Three class hours.
Prerequisite: SOC 101 or ANT 101.

SOC 220 Sociology Internship 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, 135 internship hours.
Prerequisites: One other Sociology course and permission of instructor.

SOC 290 Independent Study Variable Credit
See the Department Chairperson.

Speech And Theatre

SPT 110 Introduction to the Theatre 3 Credits
A survey of drama and theatre as an art form. Explores playwriting, acting, lighting, makeup, costuming, stagecraft, and theatre history. Three class hours. (SUNY-A)

SPT 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 to a theatre production. Three class hours. (SUNY-A)

SPT 112 Fundamentals of Acting 3 Credits
Basic acting skills taught through games and exercises; study and performance of dramatic scenes. Three class hours. (SUNY-A)

SPT 113 Stage Makeup 1-3 Credits
The principles and practice of applying stage makeup as used in theatrical production. Two laboratory hours.

SPT 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)

SPT 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.

SPT 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.

SPT 123 Shakespeare and the Movies 3 Credits
A study of the way the works of Shakespeare have been interpreted by filmmakers and how his works and themes have influenced directors. The goal is to show how fertile Shakespeare is for movie makers. Films will be shown in each class. This is not a class in Shakespeare, per se, but a class about movies.

SPT 131 Dramatic Literature 3 Credits
Videotaped productions of important plays will be shown and discussed. The major periods of theater history will be surveyed. Each play will be placed in its theatrical and cultural context. Three class hours. (SUNY-H)

SPT 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.

SPT 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.

SPT 142 Public Speaking 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.

SPT 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.

SPT 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.

SPT 147 Oral Interpretation 3 Credits
The oral interpretation of both poetry and prose. Process includes analysis of written material and development of the technical skills involved in reading aloud for an audience. Three class hours. (SUNY-H)

SPT 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 in the real world. Three class hours.

SPT 160 Introduction to Interpersonal Communication 1 Credit
A survey of the major concepts of interpersonal speech communication. Emphasis is placed on theory and application, on listening assertiveness, conflict resolution, perception, and nonverbal communication. The class focus is to assist students with improving their communication with others in their personal and professional lives. One class hour.

SPT 172 Honors-Competitive Public Speaking 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. 1.5 class hours per week for last 7 weeks of the Spring Semester, and one 5-hour speech contest.
Prerequisite: Audition and/or permission of the instructor and enrollment in SPT 142.

SPT 190 Theatre Rehearsal and Performance 1 Credit
The student participates in the rehearsal and public performance of a dramatic production. Typically, it involves a minimum of 18 hours of rehearsal and/or backstage crew work each week for a period of approximately six weeks. Thirty-five hours of work equals one credit hour. (SUNY-A)
Prerequisite: Audition and/or permission of the instructor.

SPT 212 Acting Workshop 3 Credits
Students work with the teacher/director on the performance of one or more pieces of dramatic literature. The semester will conclude with a workshop performance for an invited audience. Students will have the opportunity to purchase a video tape of their final performance. Three class hours, one laboratory hour to be arranged. (SUNY-A)
Prerequisite: SPT 112.

SPT 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. Offered Fall and Spring Semesters.
Prerequisite: SPT 120

SPT 222 Topics in Cinema and Screen Studies 3 Credits
This course will vary each time it is offered. Examples of topics that may be taught are the examination of the independent film movement, race and gender in movies and television, international cinema, criticism of movies and television, delivery systems for the moving image, the documentary, film noir, and the movie star. Three class hours. Offered Fall and Spring Semesters.
Prerequisite: SPT 120 or permission of instructor.

SPT 242 Speaking In Professional Situations 3 Credits

This course enables students to build on the basics of organization, vocal variety and body language learned in SPT 142. Students will apply these basic skills to a variety of professional speaking opportunities, including persuasive speaking, using technology to support speech purpose, forming and supporting arguments, and more. The skills developed in this course are immediately transferable to professional settings. Three class hours.
Prerequisite: SPT 142 or permission of instructor.

SPT 290 Independent Study Variable Credit

See the Department Chairperson.

SPT/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 will be compared to those used in a variety of performing arts venues so that appropriate stage techniques can be integrated into student teaching/presentation assignments. Fulfills the requirements for a Humanities course. Three class hours. (SUNY-A)

Technology

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.

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. Fall semester only. (Occasionally offered during other semesters.) Three laboratory hours.

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. Fall semester only. Three class hours.

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.
Prerequisite: MTH 140 or higher; one physics, engineering, or technical course with a laboratory recommended.

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.
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.

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.
Prerequisite: TLC 101 and TLC 111; corequisites: CPT 115 and ELT 232 (or ELT 121 and ELT 112).

Tooling and Machining

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.

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 step shaft, test shaft, test block, bolster plate, fly-cutter, extended tool holder, die stock, parallel clamp, sine bar, and vee-block. Nine laboratory hours.
Corequisites: TAM 101, TAM 121, TAM 131.

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.

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 formuals 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.

TAM 123 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 students 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.
Prerequisite: TAM 121.

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 representation and determination if key dimensions involving the given tolerances. The student will be able to develop the ability to visualize a completed part from a drawing. Three class hours.

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.
Prerequisite: TAM 131.

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.
Prerequisites: TAM 101, TAM 121, TAM 131, AND TAM 105 OR TAM 141.

TAM 141 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.
Corequisite: TAM 101.

TAM 142 CNC Mill Set-up 3 Credits

Students will apply Computer Numerical Control (CNC) operating, set-up, and minor 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.
Prerequisites: TAM 101, TAM 121, AND TAM 131 ; Corequisite: TAM 139.

TAM 143 CNC Lathe Set-up 3 Credits

The student will learn the basics about Computer Numerical Control (CNC) lathes, understanding part programs, operator skills, basic set-up skills, and advanced set-up skills. Students will use a variety of instructional media to learn the concepts of CNC. Three class hours.
Prerequisites: TAM 101, TAM 121, AND TAM 131; Corequisite: TAM 139.

TAM 151 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.
Prerequisite: TAM 131.

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.
Prerequisites: TAM 101, TAM 141.

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 2000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices.

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 2000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices.
Prerequisite: TAM 171

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 2000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices.
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 2000 hours of on-site training delivered in accordance with the Department of Labor and other structured apprenticeship training program requirements for Machine Trades Apprentices.
Prerequisite: TAM 173

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.
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.
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.
Prerequisites: TAM 101, TAM 141, TAM 241.

TAM 245 Computer Aided Manufacturing 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.
Prerequisite(s): TAM 101, TAM 123, 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.
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.

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.

Prerequisite(s): TAM 139, TAM 142, TAM 155, TAM 241 and TAM 245.

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.

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.

Prerequisites: Accuplacer placement, or TRS 092 with a grade of C or better.

TRS 101 Basic Reading, Writing and Learning Skills No Credit

This course is an integrated approach to basic college skills improvement and is designed for students admitted to the College through the Transitional Studies Program (GS01). Students will develop literal and interpretive reading abilities, basic grammar, usage, mechanics, as well as word recognition strategies, vocabulary techniques and learning skills. Students gain practice in developing a clear, unified, and coherent paragraph. Students gain confidence by improving their overall abilities in the areas of reading, writing, and learning, which helps them become successful college students. Six class hours per week, six fee hours. Six imputed credit hours; no earned credits.

Prerequisites: Accuplacer placement or permission of Transitional Studies Department.

TRS 103 Intermediate Writing Skills No Credit

This is a course designed to help students improve their college writing skills. In this course students will develop greater fluency in Standard English and create clear, unified, and coherent paragraphs. The course is designed for students in the Transitional Studies Program, as well as students who have been accepted into a degree or certificate program with specified placement exam scores. Three class hours, three fee hours. Three imputed credit hours; no credits earned.

Prerequisites: Accuplacer placement or TRS 101 with a grade of C or better.

TRS 105 Fundamentals of Writing No Credit

This course is designed to cover the aspects of development, revision, and writing of essays. Language mechanics, grammar, and usage skills necessary for effective written communication will be reviewed. Emphasis is on the application of these skills in frequent writing assignments and revisions of basic compositions. Students will improve skills and understanding of college writing. This course is particularly helpful to students who wish to strengthen their preparation for writing in general and in college level coursework. Three class hours per week, three fee hours. Three imputed credit hours; no credits earned.

Prerequisites: Accuplacer placement, TRS 103 with a grade of C or better, or permission of department.

TRS 107 Employment Readiness No Credit

Introduction to job seeking and job keeping skills with an emphasis on developing a professional image, a personal promotional package, establishing job contacts and developing effective interviewing and negotiating techniques. One class hour.

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.

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. Fall Semester only. Three class hours.

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. Fall Semester only. One class hour, two laboratory hours.

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.

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. Spring Semester only. Three class hours.

TVL 251 Tourism Sales and Marketing
3 Credits

The student will be provided with a hands-on approach to the consultative sales process utilized by industry professionals through in-class discussion, activities and role-play. Students will have the opportunity to learn and experience the distinctive aspects of the tourism industry through a comprehensive marketing project. Market research will be created and implemented, a tourism product will be developed and will be marketed through the creation of promotional literature, advertising, and a final sales presentation. Fall Semester only. Three class hours.

TVL 275 Current Issues in Travel and Tourism
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. Spring Semester only. Three class hours.

Student Services

Learn, Change, Grow

Run a radio station. Complete an internship. Develop management skills. Join a club. At MCC, you can seek out leadership positions from the first semester you're here.

Students are urged to take full advantage of the services MCC offers. Assistance is available to any student with concerns about choosing a curriculum, selecting courses, arranging for financial assistance, exploring future educational and career options, participating in outside-the-classroom activities and working out personal problems.

Counseling and Advising Center

Brighton Campus, Bldg. 1-231

585.292.2030

www.monroecc.edu/go/counseling

The Counseling and Advising Center provides a variety of services to assist students with their educational, personal and career development. New and continuing students may access services from 8 a.m. - 7 p.m. Monday - Thursday, and 8 a.m. - 4:45 p.m. Fridays.

Counseling

Professionally trained counselors are available to help students define educational, life and career goals and plans, and to explore and deal more effectively with personal concerns and issues.

Counseling is available by appointment and on a walk-in basis.

Academic Advisement

The Counseling and Advising Center works in collaboration with various departments on campus to deliver multi-faceted advising services, including assistance with course selection and registration, degree audits and program changes.

Advisement services are provided during the following hours:

Mon. & Thurs. ..... 10 a.m. - 7 p.m.
Tues. ..... 10 a.m. - 1 p.m.
Wed. & Fri. ..... 10 a.m. - 4:30 p.m.

Placement Testing

MCC offers a placement testing program coordinated through the Counseling and Advising Center. This national testing program assesses students' levels of reading, language use and mathematical ability. Test results are used during the advisement process to help determine appropriate course placement. Students who must participate are notified by the Admissions Office.

Program Changes

Currently enrolled students who wish to change their major can apply for a program change through the Academic Advisement Center (Bldg. 1, Rm. 221). For more information about the program change process, consult the Program Change Procedures brochure available in The Counseling and Advising Center or online. Program change application deadlines are listed on the Academic Calendar.

Services for Deaf or Hard of Hearing Students

585. 292.2030 or TTY 585.424.5128

The Counseling and Advising Center provides a variety of services including interpreting and note taking. To arrange for services, students who are deaf or hard of hearing should schedule an appointment at least 30 days prior to the beginning of the course to discuss policies and procedures for requesting support services.

Early Advisement and Registration Assistance

Early advisement and registration assistance is available to students with disabilities by contacting The Counseling and Advising Center (Brighton) or Student Services Center (Damon City Campus). Counselors and advisors work individually with students to discuss career plans and special scheduling needs, and to serve as liaisons with sponsoring agencies, such as VESID.

Appropriate documentation for students requesting academic support services should be forwarded to the Coordiantor of Services for Students with Disabilities from the student's advocate/sponsor or medical/mental health professional.

Veterans Services

The Veterans Office, located in The Counseling and Advising Center, provides a variety of services including:

- Veterans counseling
- Assistance to disabled veterans
- Tuition payment for veterans
- Assistance with documentation as required by the Department of Veterans Affairs

For additional information, call 585.292.2264.

International Student Services

Academic advising, personal counseling, and assistance and advice on international matters are available to international students at The Counseling and Advising Center. For additional information call 585.292.2030.

Services for Students with Disabilities

MCC provides a mainstreamed learning environment for students who identify themselves with physical, mental and learning disabilities. Students must be able to function independently and are responsible for informing the College of their needs.

Accessibility

Educational programs at MCC are accessible to people with disabilities, and the campus is physically accessible to persons with mobility problems. Facilities include adapted restrooms, drinking fountains, telephones, ramps, elevators and special parking. Special parking privileges will be provided upon request, with clearance by Health Services (Room 3-165).

Any student who encounters an accessibility problem should contact the Office for Student Services, Room 1-300, 292.2122.

Information regarding safety issues, telephones, restrooms and other facilities accessible to individuals with disabilities may be obtained by calling 585.292.2000 at the Brighton Campus, or 585.262.1752 at the Damon City Campus. Students who are deaf or hearing impaired may call The Center for Counseling and Advising at 585.292.2030 (voice) or 424.5128 (TTY).

Student Health Services

www.monroecc.edu/go/health

Brighton Campus, Bldg. 3-165

585.292.2018

Health services office hours are 8:45 a.m. to 4:45 p.m. Monday through Friday. Health Services is located in Building 3, Room 165. Registered nurses will assess student health care needs and provide basic first aid. The staff can assist with student health questions and concerns, including health care referrals to community care providers. Health Services staff oversee student compliance with New York State Immunization requirements, Health Career Program requirements and sports clearance physicals.

Injuries

Any student sustaining an injury should report to the Health Services Office promptly. All students taking nine or more credit hours or participating in a physical education course have mandatory accident insurance. A Public Safety report of the injury is required to access the student accident insurance benefits.

Career Center Services

Brighton Campus, Bldg. 3-108

585.292.2248

The MCC Career Center staff assists students with their career decision-making process, transfer college planning, and job search exploration. MCC Career Center services and resources include:

Career Services

Career Counseling

Students can meet with a Career Counselor during a scheduled appointment or during walk-in hours. Our Career Counselors are available to assist students in learning more about themselves, understanding the career decision-making process, and integrate this information to make appropriate career choices.

Career Library

The Career Library houses up-to-date occupational materials that provide students with information about careers, transferring and employment. Students can access the Internet in the Career Library for career, transfer college and job search planning purposes. Career Peer Advisors and our professional staff are available to assist students with locating information.

FOCUS - Career and Educational Planning System

During the career development process a Career Counselor may determine that a student would benefit from taking a self assessment inventory. FOCUS is a computer-based system designed to assist students with career and educational planning. The FOCUS system enables students to discover and learn about career options related to their personal attributes. Users learn to make realistic decisions about their goals and plans, how to self-manage their careers and the importance of adaptability in these times of change.

Career Profiles

Career Profiles provide students with valuable career-related information including descriptions, related careers and job titles, salary information and educational/training requirements. Profiles are available for most academic programs at MCC. Stop by the Career Center to pick up a career profile or print it from our web site.

Career Advising Guides

Career Advising Guides highlight pre-requisite and recommended courses for transferring, criteria for acceptance into a program of study, information about the transfer application process, a listing of colleges and universities offering the degree programs and a description of the career field and related occupations.

Career Forums

Students have the opportunity to meet with and listen to professionals in various careers speak about experiences they have had in their respective fields.

Study Abroad Information

Students can meet with a counselor to discuss study abroad options. Workshops are also offered each semester for students who are looking for information on study abroad.

Transfer Services

Transfer Counseling

Counselors are available for students on an appointment basis or during walk-in hours. Students should meet with a counselor to explore their transfer college options, choose appropriate courses and complete transfer college applications.

Articulation Agreements

Articulation agreements outline the optimal course selections for transferring into parallel programs usually assuring that MCC graduates will be able to complete the baccalaureate degree in four additional semesters of full-time study. However, additional course work may be required at some four-year colleges in programs such as Education due to changes in certification requirements. Participating colleges have

distinct admission and course requirements.

Overall or specialized Transfer Articulation Agreements have been signed with:

SUNY University Centers:

Albany and Buffalo

SUNY Specialized Colleges:

Colleges of Technology at Alfred, Cobleskill, Delhi, Morrisville, College of Ceramics at Alfred University, College of Environmental Science and Forestry, Empire State College, Institute of Technology Utica/Rome, Maritime College and Upstate Medical University

SUNY Colleges of Arts and Science:

Brockport, Buffalo State, Cortland, Fredonia, Geneseo, Oneonta, Oswego, Potsdam

Independent Institution/Out of State:

California University of Pennsylvania, Canisius College, Capella University (Minnesota), Cazenovia College, Charter Oak State College (Connecticut), Colleges of Human Ecology and Agriculture and Life Sciences at Cornell University, Daemen College, Eastern Kentucky University, Franklin University (Ohio), Houghton College, Hilbert College, Ithaca College, Keuka College, Medaille College, Morgan State University (Maryland), Nazareth College, Niagara University, New York Chiropractic College, Paul Smith's College, Robert Wesleyan College, Rochester Institute of Technology, St. John Fisher College, University of Rochester, Wells College and United States Sports Academy (Alabama).

2+2 Dual Admission Programs

2+2 Dual Admission Degree Programs are guaranteed transfer programs offered by Monroe Community College and participating four-year colleges. Students admitted to these programs will, upon completion of a prescribed sequence of courses and GPA leading to an Associate's degree, be assured transfer with full junior-year status. Students complete one application (to MCC) and pay only one application fee. If students meet and satisfy the requirements, they are concurrently admitted to MCC and the transfer college of their choice. Students admitted to a 2+2 Dual Admission program must maintain full-time, continuous enrollment.

MCC has 2+2 agreements with SUNY Colleges at Alfred State, Brockport, Buffalo State, Cortland, Fredonia, Geneseo, Oswego, SUNY University at Albany, SUNY University at Buffalo, SUNY Upstate Medical University, SUNY College of Environmental Science and Forestry, Alfred University – NYS College of Ceramics, Clarkson University, Daemen College, Hobart and William Smith Colleges, Nazareth College, Keuka College, Morgan State University, Niagara University, Roberts Wesleyan College, Rochester Institute of Technology, St. John Fisher College, Rensselaer Polytechnic Institute and the University of Rochester.

Articulation and 2+2 agreements are not intended to limit transfer opportunities. MCC graduates have transferred to many other colleges throughout the country, including Amherst College, Cornell University, Ohio State University, Pennsylvania State University, University of Arizona, Morgan State University, University of Maryland and Northeastern University.

College Transfer Fairs

Two Transfer College Fair events are held each Fall semester at MCC, one on the Brighton Campus and one on the Damon City Campus. Representatives from as many as 50 colleges and universities set up information tables and provide students with admissions and transfer related resources.

College Applications

Transfer admission applications for SUNY and local private colleges are available in the Career Center. Stop by to pick one up. Addresses and telephone numbers can also be obtained for other colleges and universities throughout the United States.

Transfer Resources

Transfer college planning is a process that consists of researching different colleges, exploring different majors, filling out applications, and applying for scholarships and financial aid. Catalogs, DVDs and additional information are on file in the Career Library for student use. The Career Center also publishes a Transfer Planning Guide which students find helpful and the Career Center's web site (www.monroecc.edu/go/careercenter) has numerous links to aid you in transfer college planning.

On-Campus Visitations

Throughout the year, recruiting visits are scheduled on campus by four-year colleges and universities. College representatives will be available to talk with students interested in transferring to their institutions. Students can pick up catalogs, applications and additional information regarding the transfer college process.

Transfer Advisor-in-Residence

This program is designed for students who are serious and decisive about attending a specific college. Students will be able to meet one-on-one with a transfer college representative on the MCC campus.

Transfer Scholarship Information

Private and public four-year colleges and universities recognize the academic achievement of MCC graduates by awarding many of them transfer scholarships. These scholarships vary from partial to full tuition assistance and typically range between $500 to $6,000 per year. The Career Center publishes a Transfer College Scholarship Brochure outlining scholarships for transfer students at various four-year colleges.

Job Search Services

Job Search Counseling

Students can discuss their employment and job search needs, such as resume and cover letter writing, interview preparation, job search strategies, and employment opportunities with a counselor during an individual appointment or walk-in hours.

Resume & Cover Letter Information / Services

Drop off your resume and/or cover letter for review at the Career Center. Please allow 48 hours for feedback. Once students have made corrections to their resume/ cover letter, they may want to make an appointment with a counselor to further discuss their situation.

Mock Interviews

Students can practice their interviewing techniques and receive feedback via a mock interview with a counselor.

Job Search Resources

The Career Library contains career planning, occupational and job search resources, job vacancy listings, job search and organizational videotapes and employer literature. The Career Center web site features links to internet sites that contain local and national job listings, resume databases and organizational information.

Employment Listings

"The Job Connection" is an internet accessible database of employment and experiential opportunities. It contains full-time, part-time and summer job vacancies as well as co-op, internship and community service positions. Note that positions are listed for 30 days and new opportunities are added daily. The listings can be searched by employer name, industry, job status and date.

Job/Career Fairs

Traditional job/career fairs provide a forum for students to learn about full-time, part-time and summer employment opportunities with many organizations in one location. Job/career fairs also provide the opportunity for students to network with many of the Rochester area employers. The Career Center hosts a Part-Time Jobs Fair in the fall, a Nursing Career Fair in the winter and an annual Career Fair in the spring.

Employer Campus Visits

Employers often recruit on campus for their full-time, part-time and summer employment needs. These visits are great opportunities to interact with employers, submit resumes, complete applications or to network with employers in your field or interest.

On-Campus Interviews

Employers can conduct on-campus interviews with students for full-time employment. Feel free to sign-up for interviews if the position and geographic location interests you.

QuietAgent.com™

QuietAgent.com™ is advanced technology that allows students and alumni to register and be matched to jobs, internships, vacation work and careers. The technology ensures that only mutually interested students and employers are connected. You control your privacy and anonymity by choosing to accept or decline invitations and by blocking companies from seeing you. To register, log on to www.monroecc.edu/go/careercenter, click 'students' (at the top of the page) and click 'job search services.'

Bursar's

Brighton Campus, Bldg. 6-201

585.292.2015

The Bursar's Office, located on the second floor of Building 6, handles a variety of financial services. Questions concerning tuition bills, methods of payment, residency and refund check production should be directed to this office.

Students make tuition and fee payments at this office.

The Bursar's Office is open from 8:45 a.m. to 4:45 p.m. Monday through Friday.

Students may also obtain account information and make payments online at www.monroecc.edu and clicking on the following:

Quick Links (drop down menu on home page). Then click on Student Records and login using your student identification number or your social security number and your pin number (your six digit date of birth -- MMDDYY).

The Bookstore

Brighton Campus, Bldg. 3-123

585.292.2020

The MCC bookstores are operated by the Monroe Community College Association, Inc.

The Brighton Campus Bookstore is located on the north side of the Campus Center atrium. There are entrances on both the first and second floors. In addition to textbooks, the Bookstore sells trade and reference books, calculators, academic supplies, sportswear, and greeting cards. The Bookstore also stocks a wide variety of food, snacks, and beverages, including frozen foods and Krispy Kreme donuts (delivered fresh daily).

The Brighton Bookstore is open Monday through Thursday from 8:00 a.m. to 6:00 p.m., Friday from 8:00 a.m. to 4:45 p.m., and selected Saturdays from 10:00 a.m. to 2:00 p.m. Bookstore hours are reduced during breaks and summer periods. Hours are extended during the first week of class each semester.

The Damon City Campus bookstore is located on the fourth floor of the Sibley Building. Weekday hours are from 8:30 a.m. to 4:30 p.m. and until 6:00 p.m. on Tuesdays. Also, the Damon Bookstore closes at 4:00 p.m. on Fridays.

Students taking SUNY Learning Network on-line courses or at other extension sites may purchase their books by phone, fax or e-mail and have them shipped for an additional charge. Please see the Bookstore's web site for an order form and additional instructions or call 585.292.2020 ext. 4 or 1.877.415.1985 (toll free).

Please Note: If you need to make a purchase with a credit card not in your name, you must bring the card and a letter of authorization signed by the card's owner. You must also bring your photo ID.

Bookstore return policy

No returns or exchanges will be accepted without a receipt. Credit will be given in the form of the original purchase.

- Returns of merchandise purchased with a credit card must be accompanied by the credit card and the cash register receipt.
- A store credit for the amount of the return will be given for returns of merchandise paid by check. The credit may be used for other store purchases or redeemed for cash anytime after three weeks from the date of the check.
- Textbooks being returned must be in perfect condition, free of any writing, stains, binding or cover damage unless purchased used.

No returns are accepted on trade books, calculators, dictionaries and reference materials, texts originally shrink-wrapped or open boxes.

Dining Services

585.292.2513

Campus Dining Operations are located in the Campus Center. Hours and services are subject to change without notice.

The Marketplace, located on the 2nd floor of the R. Thomas Flynn Campus Center, is open Monday – Thursday, 7:30 a.m. – 7:00 p.m. and Friday, 7:30 a.m. – 6 p.m.

The Café "Xpress," located on the 2nd floor of the R. Thomas Flynn Campus Center, is open Monday – Friday, 7 a.m . – 2:00 p.m.

Java's Coffee Bar, which serves a variety of gourmet coffee drinks and fresh pastries, is located in the Brick Lounge, Bldg. 1. Hours are Monday – Friday, 7:30 a.m. – 7:30 p.m.

OutFlakes is located on the first floor of Building 3 adjacent to the Bookstore, and serves a variety of hot and cold cereals, gourmet coffee drinks and light lunch fare. They are open from 7:00 a.m. - 7:00 p.m. Monday through Friday.

Reflections Restaurant, operated by Hospitality Management students, is located on the first floor of the R. Thomas Flynn Campus Center and is open 11:30 a.m. – 1:20 p.m. Monday – Thursday beginning the third week of each semester and closing one week prior to the last day of classes.

Sorelle Expresso Bar Café is located in the north lobby, at the intersection of Buildings 4 and 12, and is open 7 a.m. – 7:30 p.m. Monday, Thursday and Friday 7 a.m. – 2 p.m.

Campus Information and Service Desk

585.292.2517

Services of the Campus Information and Service Desk are available to all MCC students, faculty and staff with a current MCC picture ID card. The Service Desk is located on the first floor of Building 3 near the MCC Bookstore in the R. Thomas Flynn Campus Center. Hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday, and 9:00 a.m. to 4:00 p.m. on Friday while classes are in session. Hours are 9 a.m. - 1:30 p.m. Monday through Friday during breaks and Summer Sessions.

Services include check cashing with a current MCC ID, sending a fax, purchase of money orders, postage stamps, bus passes (10-ride pass, 31-day pass, stored value pass), discount movie tickets for Little, Tinseltown and Regal theaters; as well as locker rentals, seasonal tickets, tickets for campus events, vending machine refunds and distribution of general information.

Residence Halls

Housing & Residence Life

Bldg. 1-108

Hours: Monday-Friday 8:45 a.m. to 4:45 p.m.
585.292.3674
e-mail:residencehalls@monroecc.edu

MCC's residence halls consist of fully-furnished four- and five person suites, each about 1,100 square feet. The Alice Holloway Young Commons offers single and double bedrooms within the suites. Features of each air-conditioned suite include: a fully equipped kitchen, two bathrooms and a common living space. Halls are co-ed with single sex suites.

The residence halls are located on the north end of MCC's Brighton Campus, near our Child Care Center and on the bus line. The entire complex has a total of 772 beds among four buildings. The halls are secure buildings, accessible only by swipe ID card readers.

Media Relations

585.292.3015

All contact with media is handled through the College's Public Affairs Department. The Public Affairs staff advises student groups seeking publicity for their activities.

College clubs and organizations should work directly with the student newspaper, the Monroe Doctrine, and the student radio station, WMCC, to disseminate information on campus. Bulletin boards are also available for posting information, with permission of the Flynn Campus Center Office. Plasma screens within the Flynn Campus Center and at the Damon City Campus offer opportunities to communicate news and event information. Contact the Public Affairs Office or the Flynn Campus Center Office for information on using these screens.

Public Safety Office

Bldg. 7-341

585.292.2075

Public Safety Officers work 24 hours a day on three different shifts.

Public Safety Services include:

- Emergency responses, first aid, crime prevention, and personal/environmental safety awareness
- Incident reporting and investigations
- Motor vehicle assistance - lock outs, battery jump starts, calling the Rochester Auto Club of America (AAA)

Emergency Messages

To contact a student in case of an emergency, call the Office of Student Services at **585.292.2052.** Public Safety will then try to reach the student. After 5 p.m., The Office of Public Safety should be contacted directly at **585.292.2075.**

Escorts

Public Safety officers can escort students during late evening hours.

Student Identification Cards

Students must produce College ID when asked to do so by a college official.

Information Desk/Public Safety Dispatcher

The Information Desk, located at the main entrance to the College on the second floor of Building 1, offers help in finding campus locations, general information, instructor's telephone numbers and office locations.

Lost and Found

Students who have lost or found an item on campus should go to **Room 7-341** or call **585.292.2901**, the Public Safety Office.

Closed Campus Hours

Students and employees (outside regularly scheduled work hours) are prohibited from coming to campus between midnight and 6 a.m., and when the college is officially closed.

Reporting Crime

Notify Public Safety promptly. It helps if you can do this in person. A report is filed. If the crime is "in progress," use the telephone. Specify that it is "in progress."

Any crime or suspicious activities may be reported anonymously via the Web by going to www.monroecc.edu; A-Z index; Public Safety, Brighton Campus; Silent Witness or call the Tip Line at **585.292.3636.**

Electronic Learning Centers

The Electronic Learning Centers (ELCs) provide a central location for students to use computers, audiovisual equipment and materials. ELCs are located at both Brighton Campus and the Damon City Campus. Both are equipped with PC-based computers, laser printers, scanners, VCR/DVD and in select areas, audio tape players. Software libraries offer a wide variety of programs including word processing, spreadsheets, databases, graphics, desktop publishing and Internet access. Staff members are available to help students .

All full- and part-time MCC students may use the ELC by showing a valid MCC photo ID card. Students must sign in and out when they use these facilities.

The Brighton Campus ELC is located on the first floor of Building 11. The Damon City Campus ELC is on the fourth floor.

Hours may vary during breaks and summer sessions; call **585.292.2000, ext. 5267** for hours at the Brighton ELC and **585.262.1790** for Damon City Campus ELC hours.

Libraries

Three libraries serve MCC students.

On the Brighton campus, the Leroy V. Good Library is located in Building 2. The Damon City Campus Library is located on DCC's fourth floor. The SUNY Student Resource Center is located on the ground floor of the Bausch and Lomb Building of the Rochester Public Library.

Leroy V. Good Library

The Leroy V. Good Library is open to the entire college community including MCC students, faculty, staff, and members of the Alumni Association. Others are welcome to use the library facilities and materials within the library. Wireless access is available throughout the library.

Library Resources

The libraries' computer network offers access to over 20 databases including more than 1000 full-text periodicals, encyclopedias and full Web access. The network provides access to the Library's online catalog, and other collections throughout the SUNY system, and beyond. There are 25 workstations in the Leroy V. Good Library. The same collection is available at the Damon City Campus Library through the campus network at 11 workstations. Access is also available off campus with a user name and password.

The library's collections include over 90,000 items of print material, Over 400 print periodical subscriptions, microfilm, microfiche, audio CDs, tapes and records, videos, CD-ROMs, videos, DVDs, and software. There are two special collections housed in the Brighton campus library: the Holocaust/Human Rights Resource Center and the College Archives. Wireless laptops are also available for research and Internet access anywhere in the Leroy V. Good Library.

Checking out materials

A valid MCC photo ID is required to borrow materials from the Library or to use the Reserve Collection. Loan periods vary according to the type of materials and most items may be renewed if no one is waiting for them. Magazines, newspapers, journals and reference items are available for use within the library. The Reserve collection includes books, CDs, videos, and articles that instructors have set aside for specific classes to use. Reserve loan periods vary and Web versions of some course reserve materials are available through the electronic reserve system. A full list of circulation policies can be found at www.monroecc.edu/depts/library/lvg.htm

Study Rooms

There are 21 study rooms on the third and fourth floors of the Library. A valid MCC ID is required to sign out the keys at the Circulation Desk. Group rooms are available with for two or more individuals with proper IDs. All rooms are signed out for two hours on a first-come-first-served basis. Some study rooms offer wired ports for plug-in network access.

Services to Students

Photocopying: The Leroy V. Good Library has coin operated photocopiers. There are also reader/printers for making copies from microfilm and microfiche. Operation of microfilm copiers requires an MCC ID card, encoded with a cash value (cash value can be added in the library).

Scanning: The Leroy V. Good Library has a scanning workstation available for students. Scans may be printed, sent to a student's MCC e-mail account, or saved to disk or a portable drive.

Color Printing: Students may print web pages or articles from library databases in color for 75 cents per page.

Interlibrary Loan: The MCC libraries provide an Interlibrary Loan service for book requests or copies of journal articles from other libraries. There is generally no charge for this service.

Orientation: Library Orientation Tours are offered at the beginning of the fall and spring semesters. A schedule of tour dates and times is posted at the Library entrance. Appointments may also be made for tours at any other time.

Library Instruction Center: The Leroy V. Good Library has a fully equipped Library Instruction Center on the fourth floor of the library building. The library's Research and Instruction department coordinates use of this facility and offers faculty the opportunity to bring their classes to this room for instruction in the use of library databases and Internet resources.

Recreational Reading and Media Collection: The Library has a growing collection of popular best sellers for recreational reading. There is a selection of music CDs, cassettes, books-on-tape and a new collection of videos and DVDs. All of these materials may be signed out with a valid MCC photo ID.

Library Hours

When classes are in session, the Library is open from 8:00 a.m. - 9:00 p.m. Monday through Thursday, 8:00 a.m. - 5:00 p.m. Friday, and 11:00 a.m. - 4:00 p.m. Saturday. Hours vary during school breaks and through the summers. Changes in hours are posted at the Library entrance.

Damon City Campus Library

Room 4-068

585.262.1413

The Damon City Campus (DCC) Library is located on the fourth floor of the Damon City Campus. The Library has over 10,000 books and 100 periodical subscriptions as well as a large collection of curriculum related videos and media. The library is equipped with computer workstations, five study rooms for group and private study, a coin operated photocopy machine and a fully-equipped library instruction lab. A wide range of electronic resources are available from the library's dedicated research workstations. These include full text databases, indexes, online catalogs and encyclopedias; all e-resources are Internet-based and available from any Internet connection worldwide. The Circulation/Reserve desk handles print and electronic reserve materials for DCC classes. Wireless access is available throughout DCC.

A valid yellow MCC photo ID is required to borrow materials from the library, to use the reserve collection or the study rooms. Newspapers, periodicals, and reference items may be used within the library. Faculty and students may request circulating materials and copies of journal articles from the Leroy V. Good Library to be sent to DCC Library. Interlibrary loan is available.

Librarians are always available to help. Group and individual instruction are available as well as tours, orientation sessions and specific database / research skill training sessions.

When classes are in session, the DCC Library is open 8:00 a.m.- 5:00 p.m. Monday and Thursday; 8:00 a.m.- 8:00 p.m. Tuesday and Wednesday; 8:00 a.m.- 4:00 p.m. Friday; and 9:00 a.m.-2:00 p.m. on Saturday. Hours during school breaks and summer are M-Th 8-5, Fri 8-4. Any changes are posted.

SUNY Student Resource Center

585.428.8171

The SUNY Student Resource Center is located in the link level of the Bausch and Lomb Public Library Building in downtown Rochester (115 South Avenue), only three blocks from the Damon City Campus. The SSRC is a cooperative partnership between the Rochester Public Library, Monroe Community College, SUNY Brockport and Empire State College.

The SSRC provides numerous workstations to access databases and Web-resources and word processing. The SSRC staff provide a full range of library resources including: course reserves, network printing, reference services, video-viewing stations, library and information literacy training, group study rooms, copiers and other services.

To utilize the SSRC you need a valid ID. The Center is open the same hours as the rest of the Central Library.

Learning Centers

The Robert A. Frantangelo Mathematics Learning Center (RAF MLC), located in Building 11, Rooms 202, 204 and 206, provides a learning environment for mathematics students.

At the Brighton Campus, there are special learning centers for accounting, computer graphics, computer related curricula, dental hygiene, transitional studies, mathematics, writing, nursing, psychology, natural sciences and physics.

At the Damon City Campus, the Learning Resources Center consists of two general areas. The Electronic Learning Center is an open computer laboratory serving students' needs for word processing, internet research, database programming and spreadsheet layouts. The Learning Resources Desk is the contact area for audio-visual needs and library resources. There are also learning centers for math, psychology and transitional studies.

Writing Centers

The Writing Centers (Brighton and Damon City Campuses) provide a convenient tutorial service for students who would like guidance in the various stages of the writing process including pre-writing, drafting, researching, revising and editing.

In addition to the free tutoring services, the Writing Centers offer special events such as College Hour Workshops, poetry readings, workshops, etc.). Faculty may request in-class workshops tailored to their curriculum needs including "The Literary Essay," "Documentation Styles for Research Papers," "The Exam" and more.

EDUCATIONAL OPPORTUNITY PROGRAM

Brighton Campus

Bldg 3, Room 101

585.292.2360
Damon City Campus
585.262.1745

1. Be a New York state resident (one year).
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).
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. Meet specific income guidelines (for students entering college on or after July 1, 2007)

Economically, a student must be a member of a household with a gross annual income that does not exceed the applicable amount set forth in the following State Education Department guidelines:

Household Size (including head of household)	Total Annual Income In Previous Calendar Year* Category A	Category B	Category C
1	$14,100	$18,900	$20,700
2	19,600	24,400	26,200
3	22,350	27,150	28,950
4	27,800	32,600	34,400
5	32,850	37,650	39,450
6	38,550	43,350	45,150
7	42,900**	47,700**	49,500**

Income guidelines are subject to change.
** Does not include student's income unless he/she is independent.*
*** Plus $4,350 for each additional family member in excess of seven.*

Household Income Categories:

Income from Non-Employment Sources

Category A. Supported by one or more individuals whose combined total annual income is from Social Security or sources other than employment, and which does not exceed the applicable amount under "Category A" above.

Salary/Wage Income

Category B. Supported by one or more workers who combined total annual income does not exceed the applicable amount under "Category B" above.

Category C. For households supported by one worker with two or more employers, which does not exceed the applicable amount under "Category C" above.

EOP support services include:

- 5-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)
- S.T.E.E.P. (Steps to Eliminate EOP Probation and Suspension Program)

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 by the Director of the Educational Opportunity Program upon receipt of the MCC certificate of Admissions. An EOP informational packet will be sent to students who have inquired about EOP. **(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.

Damon City Campus Student Services Office

Suite 5-252
585.262.1740
TTY 585.262.1579

The Student Services Center offers students a variety of professional services. The Center's professional staff assists with admissions, academic advisement, personal counseling, career counseling, selecting and enrolling in classes, financial aid, transfer credit evaluation and services for students with disabilities. Students can schedule appointments with staff or use the daily "walk-in" service. Our office hours are:

Monday, Tuesday, Thursday and Friday, 8 a.m. - 5 p.m.

Wednesday, 8 a.m. - 6 p.m.

Extended hours available during August and January. Check our website www.monroecc.edu/depts/dstuserv.

Other DCC Student Services:

- Advisement Center (585.262.1753)
- Campus Center and Student Clubs (585.262.1757)
- Educational Opportunity Program (585.292.2360)
- Admissions and Matriculation
- Advisement, Orientation and Registration Programs
- Disability and special needs
- Defining academic plans and program requirements
- Interpreting College policies and procedures
- Referring students to department chairpersons, College administrators, teachers, or other College services for assistance
- Assisting with academic program changes
- Providing support and encouragement during difficult transitions

DCC Career Services:

- Helping students explore and plan educational and career goals
- Offering testing to assess aptitudes and interests, personality, learning styles and study skills
- Providing information on area employers, job descriptions, employment trends and current job openings in the community
- Offering ideas for networking and additional resources both on and off campus
- Providing assistance with resume writing, interviewing techniques and job search strategies

DCC Registration/Financial Services

Suite 5-251
585.262.1670

- Assistance with registering for classes
- Schedule adjustments (drop/add)
- Make tuition payments
- Information on different payment options
- Assistance with registration, payment and financial aid timelines
- Online Services Lab-student employees assist with certain online financial aid processes
- Provide financial aid workshops and advisement
- Student Account Information
- Bookstore Vouchers
- Loans and Loan Deferrals
- Transcript Requests
- Name/Address Changes

DCC Educational Assessment Center

Suite 5-252
585.262.1619

ACCUPLACER placement exams assess reading comprehension, sentence skills, arithmetic and algebra skills. Special testing for students whose first language is not English is also available in the DCC Assessment Center.. Placements based on the assessments are used during advisement to place students into appropriate MCC courses. ACCUPLACER study packets and instructions for testing are available in the Student Services Center. Students with documented disabilities will be provided with appropriate testing accommodations.

DCC Crisis Counseling

Suite 5-252
585.262.1619

Personal issues often play a major role in student success.. DCC counselors can assist students by providing support, clarifying feelings, and encouraging students to overcome personal obstacles by using coping and problem-solving skills. Students seeking long-term counseling are referred to services in the Rochester area using our extensive referral network. Counseling referral information is also available on our website www.monroecc.edu/dept/stuserv.

Student Government

Join. Participation in social, cultural, educational and recreational activities enhances classroom instruction and is strongly encouraged by the College. Pitch in. Be independent. Think creatively.

Students are generally governed by the Student Association. Its purpose is to promote the general welfare of the student body; to provide programs of educational, cultural, recreational and social value; to promote a spirit of harmony among administration, faculty, staff and students; to provide procedures for insuring the continuity and perpetuity of the Student Association and its governing body; to meet the responsibilities and obligations of self-government; to assure the rights as set forth in the "Joint Statement of Rights and Freedoms of Students;" and to provide students with an organization through which their concerns on matters affecting them may be registered within a representative and democratic governance.

The Student Association is represented by the Brighton Campus Student Government Association and the Damon City Campus Student Events and Governance Organization. All students who pay a student life fee are members of the Student Association, and fall under the representation of one or both of these groups.

Student representatives also serve on the College's Board of Trustees and the Board of Directors of the MCC Association Inc. Several other faculty and ad hoc committees also have student representatives.

The Brighton Campus Student Government Association is also represented by voting members on two faculty committees: Curriculum and Academic Policies.

Brighton Campus Student Government

The Senate is the highest authority of the Brighton Campus Student Government. Its 14 members are elected at large by the student body. The Senate sets policy and is responsible for taking action it deems necessary or advisable to meet the stated objectives of the Student Government.

In addition to the Senate, the Student Government is made up of an Executive Branch, which consists of the President, Vice President and the Presidential Cabinet.

Senate Qualifications

- Must be day or evening student taking six credit hours or more at the Brighton Campus, and maintain this status throughout entire term of office.
- Must maintain cumulative point average of 2.25 or above, and be in good academic and disciplinary standing.
- Must have Tuesdays, 2:00-5:00 p.m., and Fridays, noon-1:00 p.m., available to attend Senate meetings held at the Brighton Campus.
- Must maintain an office hour at least once a week.
- Must intend to serve the Student Association for the entire term of office.

Presidential Cabinet Qualifications

- Must be day or evening student taking three credit hours or more at the Brighton Campus and maintain this status throughout entire term of office.
- Must maintain cumulative point average of 2.25 or above, and be in good academic and disciplinary standing.
- Must intend to serve the Student Association for the entire term of office.

Damon City Campus Student Events and Governance Association (SEGA)

The Student Events and Governance Association (SEGA) serves as the student governing body responsible for addressing student concerns, developing policies, and providing campus life programs. SEGA members plan and implement cultural, educational, social and recreational activities for the campus. For more information, visit the Campus Center Office, room 4020.

The Campus Activities Board

The Campus Activities Board, a committee of the Student Association, is responsible for planning, developing and implementing the social, cultural and educational events on campus. The Board consists of special interest committees designed to meet the diverse needs of the campus population.

Modern Diversity

Responsible for diverse issues designed to incorporate areas of concern aside from traditional culture. Topics may include gender-related issues, lifestyles, and the emotionally or physically challenged.

Traditional Culture

Responsible for selection, development and implementation of programs designed to increase multi-cultural awareness of race and ethnicity representing the college community.

Student Spotlight

Responsible for seeking out and featuring student talent on the MCC campus in areas of music, theatre, dance, comedy, and other various aspects related to entertainment.

Café Blend

Responsible for planning and implementing local, regional, national and international music, coffee houses, mini-concerts, comedians and special related events.

Special Events

Responsible for the coordination and implementation of annual activities for the campus, such as Fall Festival, Spring Fling, Breakfast with Santa, Athletic events and Welcome Back week. This committee also develops and implements programs designed for non-traditional forms of entertainment.

Contemporary Issues

Responsible for selecting, planning, and implementing mini-lecture programs by both local, national, and international figures that touch on a variety of topics of concern to MCC students. This committee involves a representation of faculty members from all academic departments, who assist in the selection of programs. The student and faculty connection creates a strong co-curricular and academic relationship.

Travel

Responsible for developing implementing a low cost travel program which may include day trips, local and/or abroad vacation excursions, as well as theatrical and athletic events.

Community Outreach

Responsible for supporting local, national, and international charities that encourage civic engagement with the co-curricular program at MCC. These events will incorporate members of clubs and organizations throughout the Student Association.

Publicity and Promotion

This committee will be responsible for advertising, marketing, and informing the college and local community of all campus activities.

Nightlife

This committee is responsible for planning and implementing after hour events and programs including weekend entertainment. These programs may feature films, comedians, or music and will work in conjunction with resident hall programming.

Student Clubs and Organization

How to start a club

All student clubs and organizations must be chartered by the Student Association. Students interested in forming a new club or organization must apply for a charter to the appropriate Campus Center Office, Brighton or Damon. Minimal requirements for an application are:

- Solicit students who hold the same interest as you in the vision of your club. Hold interest meetings with other students.
- Get the signature of a full-time faculty or staff member who agrees to serve as your organization's advisor and develop a tentative list of club activities.
- Draft a proposed constitution that includes a statement of purpose and plans for operation.
- Compose a statement of financial structure, tentative list of officers and an outline of activities.
- Return complete forms to the Campus Center Office.
- Attend designated meeting of the Senate to request to be chartered as a club.
- A duplicate list of officers, faculty adviser and constitution must be filed with the Campus Center Office at the beginning of each semester. A membership list is helpful, but is not required. Each organization is responsible for keeping this information up-to-date.

All new clubs and organizations that meet the approval of the Senate or SEGA are conditionally chartered for one semester, after which an evaluation for permanent charter is made. Any chartered club or organization that remains inactive for three consecutive semesters must apply for a new charter to be re-activated.

Clubs and Organizations — Brighton Campus

Accounting & Business Club

Promotes and opens career opportunities to those students who are interested in the accounting and/or business professions.

MCC Air Conditioning Contractors of America (ACCA)

The purpose of this organization is to expose MCC students to an array of Heating, Ventilation and Air Conditioning topics, collaborate with area businesses, and give students the opportunity to be a part of the national chapter of ACCA. Their goal is to educate member, prepare students for the workforce and to network with potential employers.

A.S.I.A. Asian Students In Association

This organization promotes Asian culture, traditions and customs from different areas of the world. Students plan and implement programs that bring awareness of these cultures to the college.

American Institute of Graphic Arts (AIGA MCC)

The purpose of this group is to advance excellence in graphic Art Design as a discipline, profession and cultural force. Its aim is to offer students the opportunity to network with others in the field, exchange ideas and information, encourage critical analysis and research, develops leadership qualities and advance education and ethnical practice.

Association of Computer Users

Students who are buffs and are interested in the science, design development, construction, language and application of modern computer machinery may be interested in this club. Members help promote and get involved with computer science and information processing.

A.W.A.R.E. [Adults Who are Returning to Education]

This organization provides a network and support system for MCC adult students (over the age of 25). These non-traditional students obtain support systems in adjusting to college. They also plan and implement programs directed to their needs.

B.A.S.I.C. [Brothers and Sisters In the name of Christ]

This club is a full-gospel student organization that promotes Christian beliefs. It opens students to explore living a mature life in Christ.

Biology Club

Students in this club explore all aspects of biology and related fields. Students learn about biological careers in this field.

Black Student Union

Promotes awareness and serves as a support system for African American students on campus. This club provides regular programs and education, cultural awareness and social events that involve the contributions of blacks in America. Brighton Student Government Association Students who join this organization will have the opportunity to experience real first-hand Parliamentary procedures with experimental learning. Student Government is the governing body for MCC students whose sole interest is addressing the needs and concerns of our student population.

Cabbages & Kings

Students implement and publish a student-run literary and visual arts magazine by learning the art of publishing and different aspects of writing.

Campus Crusader for Christ

This club is an interdenominational Christian student group. They deal with principals that are guides from the Bible. Their sole belief is that Jesus Christ is God's son and savior of the world. Students plan activities and events around this belief.

Chemistry Club

The purpose of this organization is to nurture interest and expertise related to educational and vocational areas of chemistry.

Chess Club

Students gain knowledge and skills in the art of chess playing. Competitive tournaments and exhibitions are encouraged.

Chinese Culture Club

The purpose of this organization is to strengthen its members' understanding of the Chinese language. Although understanding the culture is a benefit to joining this club, their main focus is to tech, educate and strengthen students' skills in the Chinese language.

Cinema Society

The purpose of this organization is to promote all aspects of cinema through special events, projects, film series and small productions.

College Republicans

This club promotes the principles of the Republican Party; students aid in the election of Republican candidates, while assisting the Republican National Committee and state Republican Party.

Criminal Justice Club

This club promotes interest in law enforcement and other aspects of the criminal justice system while providing a comprehensive analysis of how laws are enacted and enforced in the community.

Electronic Gaming Society

The goal of this club is to attract those interested in electronic entertainment by exploring all avenues of electronic games and technology. This group also investigates new products on the market and new ideas in the gaming field.

Engineering Leadership Council

This club explores different aspects of engineering (civil, chemical, electrical and mechanical), and features hands-on experience, i.e., field trips, model building and demonstrations.

French Club

The purpose of this organization is to educate and inform the student body of the cultural influences the French have had on modern America.

Future Builders of America

Students become more knowledgeable about the field of the construction industry. Students gain experience by working with professional AGC contractors.

Future Educators Association

Students who are exploring the field of teaching as a career will share the intellectual, emotional and spiritual aspects of the teaching profession.

Geoscience Association

This club exists to further the ideas and aims of geoscience (geology and geography). Students will learn and gather knowledge of both fields, through programming, field trips and demonstrations from experts in the field.

Global Union International Students' Association

This club provides a forum for international students at MCC by promoting understanding and goodwill between international students and their American counterparts. Students exchange ideas, cultural awareness and plan activities together. The Model United Nations, an extension of MCC's Global Union, involves students in learning and experiencing a mock United National model where they debate issues and world events throughout the year. The goal of the Model United Nations is to zero in on student leadership, public speaking, and problem solving skills, while trying to resolve real world issues. The goal of this group is to take part in the Model UN Conference held every year. Students can apply to take the Model United Nations course and earn four college credits. Fore more details please visit the Campus Center, Room 3-126.

Gospel Choir

This club services a directive to spread the word of God through music. Students get hands-on training in voice with a trained instructor. They also have the opportunity to plan choir events and performances both on and off campus.

Health Information Technology Club

The purpose of this club is to get interested students involved in promoting the health professions and to also promote students everywhere to live a healthier lifestyle. Students who are majoring in the health field get the opportunity to explore careers in the field.

Hillel at MCC

The purpose of this organization is to bring together Jewish students, faculty and staff as well as all college community members who are interested, appreciate and want to share in the Jewish culture through programming, events and socializing.

Holocaust/Genocide Studies Project

The purpose of this organization is to serve as a network of individuals for the advancement of Holocaust/Genocide programming, awareness, education and research.

Hospitality Club

This club acquaints students with the food service and hotel industries, and identifies where a student's interest might specialize into a certain field. Members have an opportunity to exchange ideas and experiences through discussion, study, field trips, menu planning and publication.

Isshin Rhu Karate Club

Students learn different styles of self defense, the philosophy behind different techniques and the power of self control. This club promotes awareness of the Okinawan style of Karate. Students learn a healthy way of self-defense, exercise, mental relaxation and self-confidence.

Latin Pride

Provides support and enhances cultural and social togetherness among Latinos at MCC. Students engage in programs, plan events and promote awareness of the Hispanic culture.

Massage Therapy Club

This club promotes cohesiveness and fellowship among massage therapy students and other students interested in the field of massage therapy and also helps incoming massage therapy students with adjusting to the requirements of the program.

Math Club

The purpose of the Math Club is to deepen student awareness, skills and appreciation of mathematics and its connections to other disciplines. Students develop higher levels of mathematical problem solving skills in ways that are fun, interesting and challenging.

Mini Baja Team

The Mini Baja's purpose is to compete in the Society of Automotive Engineers (SAE) Design Competition. The competition challenges students of various disciplines to put their classroom training to the test with a real world application.

Monroe Doctrine

This organization features a student-run newspaper, where students learn the overall workings of a newspaper. Students experience everything from managing a newspaper to editing.

Muslim Club

Explores the practices of the Muslim Religion and provides the opportunity for students to combine student activities and religious practices at MCC.

Native American Club

This purpose of this club is to enhance cultural and social activities of particular interest to Native American students while bringing awareness to the college community. Students from all backgrounds are encouraged to explore the contributions and history of Native American people.

Outdoors Activities Unlimited

This active club promotes and organizes outdoor activities throughout the year. Students experience activities such as rock climbing, biking, skiing and ice skating. Students also get training in wilderness survival.

Pan African Students Organization

This club is made up of many different students from different tribes of Africa along with students from all backgrounds at MCC. Their sole purpose is to educate the college community about African history, countries and traditions. Students from all backgrounds help plan events and activities.

Peace and Justice Coalition

This purpose of this organization club promotes peace and social justice in our community and throughout the world through events and activities.

Philosophy Club

The purpose of this club is to foster knowledge and critical thinking in the area of philosophy. Students are encouraged to engage in analyzing issues and to participate in constructive debates and discussions.

Phi Theta Kappa

Phi Theta Kappa is an honors organization that encourages students to obtain scholarships while in a two-year college program. Participating in this organization promotes leadership, service, and the exchange of ideas and ideals.

Physical Studies & Awareness

This club stresses the importance of physical education. Opportunities present themselves to learn the importance of physical fitness. Careers in the field are also explored.

Pool and Billiards Club

The purpose of this organization is to explore and teach the MCC student body the art of playing pool and billiards. The club has taken the game to a higher level integrating the art of science, math and geometry as a way to understand how the games are played. From beginners to advanced players, there is something for everyone in this club.

Post Stonewall Student Union

This club provides a support group for gay, lesbian and bisexual students. This group acts as an advocate for these students by promoting awareness of the contributions of this culture.

Radiology Club

This club enhances the student's learning objectives to explore the science of radiology and medical imaging. Students explore career opportunities and knowledge in the field.

S.A.D.H.A. [Student American Dental Hygienist Association]

Students explore experimentation and receive hands-on experience in the field of dental hygiene. Upon graduating, student members can join the parent association, New York State Hygienist Association.

Sci-Fi Fantasy Club

The purpose of this club is to explore the cultural pastime of reading, watching and creating Sci-Fi/Fantasy material to be discussed and analyzed through a variety of activities.

S.M.A.C. (Social Modern ANIME Club)

Serious students who seek to develop their talent and appreciation of Japanese Animation (better known as ANIME) find others who share this goal. Members study the art of animation and learn the different techniques to help them in their careers.

Spanish Club

Studies the history of the Spanish Language as it is spoken by different Latin American countries through group interaction, field trips and lectures on the origins and culture of many Latin American groups.

Student Art Organization

Students expand their learning and creativity through special art shows, galleries, films, workshops and speakers who explore different types of art media.

Student Music Association

Students learn the different types of music by learning and experimenting with different instruments. Students also have the opportunity to sing or play in a live ensemble.

Student Nurses Association

Students who are continuing a career in nursing experience the cohesiveness and networking experience by servicing the college and community. Opportunities to assist and mentor incoming nursing students into the program are encouraged.

Taekwondo Club

The purpose of this organization is to promote students' mental and physical fitness and also to learn the art of Taekwondo. They also explore the martial arts and follow a strict structure in the art with focus on self discipline.

Travel & Tourism

Students learn the basic concepts and standards of the travel and tourism business while receiving hands-on training in airline reservations, tours and conference planning.

Voices of Silence

This club invites all students into the world of sign language. Students interact side by side with students who hear and with students who hear through sign language. Students explore sign language as a culture and language.

WMCC Radio

This on-campus radio station serves as a training mechanism for those who wish to explore the broadcasting and communication fields. Students also participate in volunteer opportunities to work with their fellow students through fund-raisers and other campus activities while broadcasting.

Young and Future Entrepreneurs

Designed to educate, encourage and help students learn about the starting a business from scratch.

Clubs — Damon City Campus

Human Service Club

The mission of the Human Service Club is to help students recognize human services as a profession and a community responsibility. The club provides for experiential learning beyond the seminar and fieldwork experiences. It promotes student leadership in both college and community activities. The Human Service Club promotes the Human Service Department as a community resource and links students, alumni and professionals in the Rochester community.

Election of Officers

Officers should be elected in the spring to provide continuity for the following academic year. A list of officers must be submitted to the Student Campus office.

Student Association Budget

All students enrolled at MCC pay a student life fee based on the number of fee hours for which they are registered. Per approval of the College Board of Trustees, the Student Association Senate is authorized to "formulate and approve the annual budget for all branches of the Student Association."

The budget process is implemented each spring semester and is based upon projected enrollment figures for the coming year.

Supplies and Duplicating

Clubs and organizations may get help with duplicating materials through the Campus Center Office.

College Hour

Meetings, activities and other events may be scheduled during regular College Hours at noon Mondays, Wednesdays and Fridays.

Faculty Advisors

Members of each club or organization select a faculty advisor and submit the recommendation to the Campus Center Director for approval. In cases in which stipends apply, the faculty advisor is subject to annual review and evaluation. A written annual report must also be submitted to the Campus Center Director at the end of the academic year.

Faculty advisors must be present at all events sponsored by a student club and/or organization. They must also accompany students on any trips sponsored by the club and organization.

Publications and Arts on Campus

The official College student newspaper is the *Monroe Doctrine. Cabbages and Kings* is the student literary-art magazine, published once a year. Staff positions on these publications are open to all students.

Courses emphasizing musical performance include concert band, orchestra, chorus, voice, guitar, percussion and piano. Other ensembles, co-curricular groups, and pop, rock or folk groups are organized to meet student interests.

Co-curricular musical activities are jointly sponsored by the Music Department and the Student Association. Students participating in co-curricular musical activities are eligible for membership in the Student Music Association, which conducts an annual concert tour, a jazz ensemble festival/clinic, guitar festival and show choir festival. The Association also gives performances at the College, area schools, hospitals and social agencies.

Exhibitions, music, drama, dance, poetry and literary events are featured on MCC's activities calendar. Visits by local and national artists are scheduled each year.

The Mercer Gallery maintains an exhibition schedule recognized throughout the community for its creativity and innovation. Students have an opportunity to meet visiting artists in the presence of their work. The Gallery also presents an opportunity to learn the organizational and promotional aspects of the business side of the arts.

ATHLETICS DIRECTORY

Sport	Coach	Office	Extension
Athletic Trainer	D. Henneberg	10-129	2848
Baseball	D. Bailey	10-131	2833
Basketball (men)	J. Burns	10-120	2832
Basketball (women)	T. Parrinello	10-124	2837
Cheerleading	S. Dawes	10-127	2861
Golf	J. Graham	10-127	2861
Hockey	C. Chamberlain	10-121	2851
Lacrosse (men)	R. Delfino	10-126	2844
Lacrosse (women)	C. Chamberlain	10-121	2851
Soccer (men)	N. Cupello	10-130	2847
Soccer (women)	T. Britton	10-123	2835
Softball	R. DiGiacomo	10-121	2843
Swimming	D. Dubois	10-180B	2846
Volleyball (women)	T. Jehlen	10-127	2861

Intercollegiate Sports

MCC's intercollegiate sports program offers 14 exciting sports, with equal opportunity for men and women.

MCC teams have won several conferences, regional, and national championships, and MCC players have earned All-American honors.

Funds for this comprehensive program are appropriated by the Student Association from student activity fees.

Athletic Eligibility

To be eligible to compete in Junior College Intercollegiate Athletics, a student must pass a physical examination by their health care provider, including current Tuberculin Skin Test and Tetanus vaccination. The student is required to complete to Sports Clearance Physical process through MCC Health Services. The student is also required to have coverage through the MCC accident insurance policy and be certified by MCC's Athletics Director. Student participation is governed by College policy and the rules and regulations of the National Junior College Athletic Association. A student must also be in good academic standing (as defined in this catalog) to participate in intercollegiate athletics and meet the requirements of the NJCAA's eligibility standards as set forth in the national handbook.

The office of the Director of Athletics is **Building 10 Room 136,** telephone **585.292.2831.** Contact the appropriate coach if you are interested in a particular sport.

Cheerleading

Cheerleaders make up a service group that represents the student body at all athletic contests. This activity is under the direction and supervision of the Athletic Department. Tryouts are held each fall and are open to all students. Squad members are selected on the basis of skill, personality, poise and enthusiasm.

College Colors and Nickname

The official colors of MCC are black and gold. Athletic teams are nicknamed the Tribunes, a symbol derived from the Roman official who was a defender of the people.

Student Recreation Program

The physical education building, including gymnasium, racquetball courts, weight training room, Human Performance Lab, dance studio and swimming pool, is available for student recreation at selected times. Physical education classes, intramural activities and intercollegiate games have first priority for these facilities.

Students need their ID card to secure a locker and recreational equipment. Appropriate recreational clothing and sneakers are required. An orientation is needed prior to using the Human Performance Lab (HPL). Orientation may be scheduled in the HPL.

Intramurals

"Fun, friends and a sports challenge" is the motto of the intramural program at MCC. Its purpose is to provide a program of sports activities and special events that will challenge your athletic skills. Special emphasis is placed on lifetime sports activities.

This comprehensive program is directed and supervised by the Athletic Department. Most activities take place in the Physical Education Building 10 during College Hour (noon on Mondays, Wednesdays and Fridays), and Tuesday, Wednesday and Thursday evenings 7:30 to 9:30 p.m. Equipment, supervision and officiating are provided.

A schedule of activities and guidelines is available at the Athletic Department Office, **10-141,** or by calling **585.292.2841.**

INTRAMURAL SCHEDULE

Fall Semester

Aerobic exercise (co-ed)	Fall Semester
Flag football	September
Softball tournament	September
Tennis tournament (singles)	September
Golf league	September
Kickball	September
Karate	October
2.5 mile run (1 man - 1 woman team)	October
Bowling league	October
Volleyball league (co-ed)	November
Basketball league (co-ed)	November
Floor hockey league (men)	November
Turkey Trot 2.5 mile run	November
Racquetball tournament	December

Spring Semester

Floor hockey league (men)	January
Bowling league (co-ed)	January
Aerobics (co-ed)	full semester
Basketball league (co-ed)	February
Racquetball tournament	February
Cross country ski race (co-ed)	February
Tournament days	March
Great pool shoot out, table tennis, chess, backgammon	March
Volleyball league (co-ed)	March
Tennis tournament (co-ed)	April
Spring fun run (co-ed)	April
3 point and dunk contest	April

One of the Top Community Colleges

MCC is among the top 10 community colleges in the country, in terms of number of graduates.



REGULATIONS & POLICIES

Entering Student Placement Testing

Placement testing will be required of all entering matriculated students, both full-time and part-time. High school graduates or G.E.D. recipients may qualify for the following exceptions:

- Students who score a minimum of 500 on either the verbal or quantitative section of the SAT or 26 on the English or math portions of the ACT may be exempt from the corresponding section(s) of the placement test.
- 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 corresponding section(s) of the placement test. However, if these mathematics courses were completed more than three years ago, testing may be required. Even if not required, testing is strongly recommended for students without recent mathematics experience to obtain estimates of current skill levels for advisement purposes.
- Students who have completed within the past three years a high school mathematics course ending with a grade of 80 or higher on the Math B Regents exam or other third-year college-preparatory mathematics with a grade of B or better may be exempt from the mathematics sections of the placement test.
- Students who have completed Regents English 11, or 3rd-year college-preparatory English or equivalent with a grade of 80 or better may be exempt from the corresponding sections(s) of the placement test.

Special testing for English will be available for students whose first language is not English. Students with documented disabilities can be provided with testing accommodations to which the College determines they are entitled.

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
I	Incomplete	*
AU	Audit	**
K	Grade Not Rec'd from Instructor	**
W	Withdrawal	**
W	Withdrawal, Health Reasons	**
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

Students are invited to participate in all College activities. All students are required to have a photo ID card to use the library and other facilities. The cost is included in your student life fee.

Photo ID's will be taken at both the Brighton Campus and the Damon City Campus during the New Student Orientation programs. To obtain a Photo ID, you must be registered for classes and have other picture identification (valid driver's license, non-driver's state identification card, etc.). If you do not obtain an ID when you attend Orientation, call 585.292.2555 to find out how you can schedule your ID photo.

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 re-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 end of one year, the faculty member will submit a grade change form changing the "I" to the alternate grade listed on the original written statement.

Semester Average Example

Course	Credit Hours	Grade	Quality Point Value		Total Quality Points
ENG 101	3	F	0	(3 x 0.0) =	0.0
GEO 101	4	C-	1.7	(4 x 1.7) =	6.8
ART 103	*	I	*	(-------) =	*
HIS 103	3	B	3	(3 x 3.0) =	9.0
MAT 170	3	D+	1.3	(3 x 1.3) =	3.9
PE 101	2	A	4	(2 x 4.0) =	8.0
	15				27.7

*Note: An "I" grade is not used in computation of GPA. This computation is for **one** semester only.

Cumulative Average: Cumulative averages are determined solely on the basis of points and credits earned at MCC. They are calculated by dividing the grand total of each semester's quality points by the grand total of each semester's credits.

Academic Standing — *This table is under review and subject to change.*

A student's academic standing is determined on the basis of cumulative average and total credits accumulated* according to the following table:

Good Academic Standing

Total Credit Hours*	Academic Suspension	Academic Probation	Satisfactory Progress
0-12	0.0 - 1.49	1.50-1.74	1.75+
13-23	0.0 - 1.74	1.75-1.89	1.90+
23-44	0.0 - 1.70	1.80-1.99	2.00+
45 or more	0.0 - 1.99		2.00+

**Total Credit Hours Include: Credits earned at MCC.*

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 a 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 of classes.

Withdrawal: A grade of "W" is issued for course withdrawals made after the third week of the schedule adjustment period (drop-add period). 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 above)

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

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: Academic Suspension does not deny a student the right to continue studies at MCC. It merely sets a limit on the number of credits a student may register for during any given semester. However, any student placed on Academic Suspension will not be eligible for any financial aid, grants or loans while on suspension.

First semester students and-or students falling within the suspension range for the FIRST TIME will automatically be placed on probation for one semester. All other students falling within the suspension range will be evaluated and could be subject to being descheduled from courses based on a combination of cumulative GPA and academic progress for the semester.

Students who have been academically suspended have two options for completing their studies at Monroe Community College:

1. The student may "appeal" to the Academic Appeals Committee for consideration to be reinstated on Academic Probation for the following semester. The appeal must be submitted in writing on the appropriate form, and must indicate to the Committee the reasons for unsatisfactory achievement during the past semester and plans for improvement. The student will be notified in writing of the Committee's decision.

OR

2. 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" in order 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 semester (excluding Summer Session) 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 in writing 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 Quality 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 certificate and a letter of recognition signed by the Vice President of Academic Services and the Vice President of Student Services, is sent to these students after the completion of the fall the spring semesters.

Requirements for Graduation

Forms and deadline dates, as well as information concerning degree or certificate requirements, may be obtained from the Graduation Certification Office, Building 3-103; the Counseling and Advising Center, Building 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.

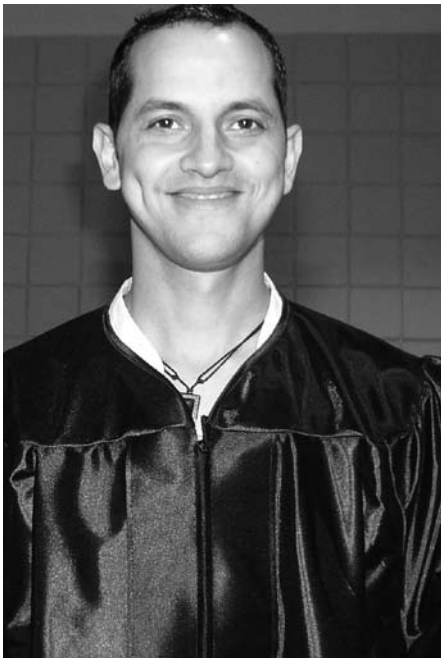
Filing for a Degree/Certificate

In addition to the above 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 Application is not completed, the student will not be audited for graduation, and will not receive his/her degree and diploma. The Intent Application is available at the Brighton Campus in the Graduation Office (Building 3-103), the Counseling and Advising Center (Building 1-231). At the Damon City Campus, Intent Forms are available in the Student Services Center. Students may also file an Application online by going to the Graduation Office web page.

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 Counseling Center.
5. Students must complete all requirements for the second degree as listed in this Catalog/Student Handbook at the time of matriculation into the program.
6. Students may not be matriculated into two high demand health programs simultaneously.



7. Students seeking a second degree in their last semester of study should contact the Coordinator of Graduation Certification, 3-103, for the procedure to follow.

Graduation with Distinction

Candidates for a degree or certificate who complete their requirements for graduation with a cumulative 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.

Questions arising from periodic revision of the Catalog will be resolved by the Curriculum Administrator, Academic Services Division, without penalty to the student. The Curriculum Administrator will also resolve problems regarding cross departmental or cross divisional substitution/waivers.

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 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 faculty members promptly for any absence from class due to illness. Extended absence due to serious illness or injury should be reported to the Health Services Department. The Office of Health Services does not provide a medical excuse from classes, but will notify professors of an extended absence due to illness.

Absence Due to Military Activation

Students who are activated for military duty during the semester should bring official military orders to the Veteran's Certifying Official in the Counseling Center. 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 document.

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, Intersession or varied length courses is computed based on the length of the course.

Courses dropped during the first three weeks of the full 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.

Wait List for "Closed" Courses

Many high demand courses have electronic wait lists available. When a course reaches maximum enrollment capacity, it is "closed." As seats become available for that course, students are moved into the course and sent an updated copy of their course schedule.

Students are financially responsible for courses once they are registered. Students are responsible for reviewing their schedules to be aware of wait list activity.

When wait lists are 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 process.

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 in the Counseling Center, or in Student Services at the Damon City Campus. 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. Since withdrawal from courses may affect financial aid, veteran's benefits, etc., 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 Center (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.

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 on-line registration system or by submitting a signed form available from Records and Registration, the Counseling Center, 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.

Late Withdrawal for Health Reasons

Students may apply to the Office of Health Services for individual course withdrawals after the established dates for withdrawal in case of serious illness or medical condition. You will have a maximum of 30 calendar days after the completion of the semester to request a late withdrawal with the Office of Health Services. Please submit medical documentation from your health care provider regarding the illness or injury directly to the department of Health Services. Confidentiality of health information is assured. If the request is approved by the Office of Student Services, a grade of "W" will be assigned. No requests for "W" for health reasons will be accepted after the 30-day deadline.

Course Withdrawal and Financial Aid

Students who receive financial aid are advised that they may lose continued eligibility if they withdraw from course(s). The eligibility requirements of their financial aid package should be checked carefully prior to course withdrawal(s).

Complete Withdrawal from the College

If you wish to withdraw completely from the College, you must provide official notification to the Counseling Center (Brighton Campus) or to the Student Services Office (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**. Counseling and advisement prior to the decision to withdraw can assist you in deciding if complete withdrawal is appropriate for you. If you are a matriculated student who has processed a complete withdrawal and subsequently wish to continue your studies, you must apply for readmission through the Office of Admissions 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 last grade recorded, whether it is higher or lower than the original. 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.

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.

Repeating a course previously passed may jeopardize your eligibility for financial aid. Repeated courses cannot be counted toward Satisfactory Academic Progress of 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.

Restricting Admission to a Course

The College reserves the right to require a prospective or enrolled student to be examined or tested by a physician or other appropriate professional in any instance in which College personnel feel that a student might be exposed to undue risk by enrollment in a given course or participation in a specified activity, or that such enrollment or participation might prove harmful to others. Admission to particular courses may be denied to students without the background and/or prerequisites deemed necessary.

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 Office of Registration and Records (Room 6-203) of any legal change in name, such as through marriage. Address changes must also be reported since all grades and registration materials are mailed directly to the student. Address changes can be made by calling the Registration and Records office at 585.292.2300 or by accessing the web at www.monroecc.edu.

Academic Transcript Request

A student may request an official copy of the permanent record of his/her academic work by downloading the Transcript Request form from the MCC website; 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. There is a $3.00 charge for each 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 mailed to current students. Registration assignments are based on credit hours accumulated. This information is also available on the college's website.

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

Most "holds" forms 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

Persons 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.

Anyone interested in this opportunity should contact the Counseling and Advising Center 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 and return to the SAME program 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.

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 grounds that:

1. The rights and freedoms of the student in the classroom as described in the Joint Statement have been violated, or
2. Any of the academic regulations of the College have been violated, misinterpreted, or inequitably applied.

In keeping with the intent and spirit of these statements, it is incumbent upon all parties involved to show respect, restraint, and responsibility in their efforts to resolve perceived grievances. It is incumbent upon faculty members to arrange meetings and conferences with the student in good faith, and to communicate decisions to the student promptly.

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 permit the student to proceed to the next step of the process. The failure of the student to appeal the grievance to the next step within the proper time limits shall constitute a withdrawal of the grievance and 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 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 the:
   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 relating 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 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:

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 complete tape recording of all statements, discussions and documents is required of the committee. 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

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 manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

1.8.1 Definition

Cheating is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or examining process.

Plagiarism is defined as offering the work of someone else as one's own. The language or ideas thus taken from another person or source (i.e. Internet) may range from isolated formulas, sentences, or paragraphs, speeches, or the writings of other students. Any student who fails to give credit for ideas or materials consciously taken from another, verbatim or in paraphrase, is guilty of plagiarism. Any form of plagiarism is essentially an act of cheating.

The academic honesty policy pertains to all instructional delivery methods offered at the college, including but not limited to classroom, television, Internet, RAITN, and self-study.

Some examples of academic dishonesty include but are not limited to the following:

a) Taking an exam for another student.
b) Having another student take an exam for you.
c) Paying someone to write a paper to submit as your own work.
d) Arranging with other students to give or receive answers by use of signals.
e) Arranging to sit next to someone who will let you copy from his or her exam.
f) Copying from someone's exam without his or her knowledge.
g) Writing a paper for another student.
h) Allowing another student to copy from you during an exam.
i) Obtaining answers, information, or material from a source (i.e. Internet) without appropriate citation.
j) Getting questions or answers from someone who has already taken the same exam.
k) Working on homework with other students when the instructor does not allow it.
l) "Padding" a few items on a bibliography.
m) Unauthorized use of information stored in the memory of an electronic device (i.e., programmable calculator, cell phone) on a test or assignment. No information stored in any electronic devices can be used without explicit permission.
n) Altering or forging an official university document.

1.8.2 Disciplinary Action

Cheating or plagiarism may be an individual transgression of one student unabetted 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 shall be considered equally guilty of the transgression and shall 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. 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.

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 passing grade for the course, or a grade of "F" for the course.

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 may submit an appeal in writing to the Vice President, Student Services, 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; a faculty member at large (the latter two members shall be appointed to the board by the Vice President, Student Services and approved by the defendant); a member of the student government, if the student desires, 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, 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.

Conduct Regulations

Preamble

In any organized group of people, it is essential to define the rights and responsibilities of the individuals in that group. Students, faculty, administration, staff and visitors form a society or a group at Monroe Community College. In defining the rights and responsibilities of individuals, Monroe Community College adheres to the 1967 Joint Statement on Rights and Freedoms of Students, the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970). Nothing contained herein shall be construed to be in conflict with the aforementioned documents. These rules are not intended to repeal, supersede or preclude any other rules related to the same subject matter except to the extent that they are inconsistent therewith.

I. Jurisdiction

A. The rules hereby adopted shall govern the conduct of students, faculty, and other staff; licensees, organizations, invitees and all other persons whether or not their presence is authorized upon the campus of the College; and also upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreation, athletic and other programs and activities.

B. Except for College-sponsored off-campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

II. Conduct

A. **Prohibited Actions.** The following actions or conduct are prohibited.

1. The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program and service functions and activities.
2. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatever.
3. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.
4. The theft of, or damage to, property belonging to the College, College personnel or students.
5. The detention, physical abuse or intimidation of any person, or threat thereof; or any conduct that threatens or endangers the health, safety, or welfare of any person on College-owned or operated property or at College-sponsored activities.
6. The use of obscene or abusive language or any other means of expression, language, or action that may reasonably be expected to provoke or encourage physical violence by other persons.
7. The illegal possession, use, sale or transfer of any controlled substance.
8. The use, sale, transfer or possession of alcoholic beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
9. Smoking in restricted campus areas.
10. Gambling or money being exchanged or wagered.
11. The possession (without express official authorization granted in writing by the Office of the President) of any firearm, weapon, or other dangerous instrument that may cause injury or damage to person or property.
12. The aiding, assisting, or abetting of any person or persons in any action or conduct stated to be prohibited.

13. The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, a teacher, College administrator or any other identified representative of the College.
14. Any action or situation involving physical or mental abuse, harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including initiation into or affiliation with any organization on College-owned or operated property or at College-sponsored activities.
15. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County, and the Town of Brighton, or any other civil jurisdiction.

B. **Picketing, Assembly and Demonstrations.** All activities in the nature of peaceful picketing, assembly (other than scheduled and approved), and demonstrations on the part of students, faculty, staff and visitors shall be confined to the exterior of the buildings, unless permission is granted by the appropriate Vice President.

C. **Identification.** Any person (student, faculty or staff) on College property or at a College function is required to present his/her College ID upon request.

III. Disciplinary Sanctions

All College personnel are inherently responsible for the maintenance of acceptable conduct of persons on the College premises. Such a responsibility can be manifested as informally as a verbally expressed concern to a transgressing individual or a more formal expression of concern to a department head, divisional dean, or Vice President. Formal groups and representatives of formal groups, such as Student Association representatives, Public Safety personnel, members of the faculty, staff, and administration, assist with the governance of the institution.

In an instance of a violation, the President or appropriate Vice President has the authority to make a determination and impose the sanction.

The individual has the right to appeal the sanction in the determination made in the first instance.

Application of College disciplinary procedures regarding any of the preceding 15 sub-sections will not preclude criminal or civil prosecution by any party having a legal right to prosecute.

A. **Authority of the President.** The President, under authority delegated by the Board of Trustees, is empowered to request police assistance from local, state, and federal agencies. The President may also make the decision to initiate injunction proceedings when deemed necessary.

B. **Procedure for the Ejection of Persons.** Any person or persons who refuse the request or command of an authorized representative of the College to cease or desist in any prohibited conduct may thereafter be ejected from the premises.

C. **Restitution.** In all disciplinary violations involving theft and/or damage to College property, restitution may be required. The form of this restitution is to be determined by the appropriate Vice President.

D. **Student Disciplinary Sanctions.** Any student of Monroe Community College who engages in any act or conduct herein proscribed, may be subject to one of the following penalties. The degree of violation and matters of extenuation shall be taken into account, along with all relevant circumstances, in determining the appropriate sanction. A sanction need not in every case be imposed, and no sanction shall be imposed more serious than is clearly appropriate in the circumstances. The sanctions that may be imposed by the Vice President, Student Services, are as follows:

Reprimand: An oral statement to the student that he/she has violated College rules. This admonition should include the nature of the violation and the consequences of further transgression.

Censure: A written statement that repetition of wrongful conduct would be followed by more severe disciplinary action. Such written statement shall become a part of the College's disciplinary file.

Disciplinary Probation: An official action informing the individual that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this specified period, the individual may be excluded from acting as a representative of, or participant in, any College co-curricular activity or program, and may be restricted or denied the use of or participation in certain College facilities and/or activities. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

Suspension. Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Summarily Suspended. Discontinuance from classes and other privileges set forth in the notice of suspension for a definite period of time. An individual summarily suspended has the right to an immediate hearing with the Vice President, Student Services. In addition, a summarily suspended student has the right to a second hearing as prescribed in Section IV, Appeal from Disciplinary Sanctions. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Expulsion. Termination of student status at the College. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

E. **Faculty and Staff Disciplinary Sanctions.** Violations of prohibited actions by faculty and staff shall be handled through the procedures outlined in the appropriate civil service law, contractual agreement, or the Board of Trustees Policy Manual.

IV. Appeal from Disciplinary Sanctions

A. Composition of the Appeals Hearing Committee.

1. The Appeals Hearing Committee shall consist of:

a. a permanent chairperson appointed by the President from a list of administrative faculty submitted by the Faculty Senate and Student Senate.

b. two faculty members randomly selected by computer from the full-time faculty.

c. two student members appointed by the President of the Student Association at the Brighton Campus or the President of the Student Parliament at the Damon City Campus.

2. With the accused's agreement, a hearing can be held without a full board. However, at least one student and one faculty member must be present.

B. Treatment of Accused Pending Appellate Hearing.

If a student appeals the judicial decision of the Vice President, Student Services, the status of the student shall not be altered except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty or College property.

C. Appeal Procedure.

1. Any student found guilty of a violation of the Conduct Regulations by the Office of the Vice President, Student Services, may appeal the decision to the President of the College. Such appeal must be made in writing to the President within 72 hours of the written notification of the Vice President. For just cause, the Vice President, Student Services, may waive the 72-hour requirement.
2. Such letter of appeal must contain reasons for the appeal. Normally, appeals may be made on three bases:

   a. New evidence.

   b. Violation of due process.

   c. Improper penalty.
3. The President, upon receipt of a letter of appeal, shall forward the same to the Chairperson of the Appeals Hearing Committee. The Chairperson will select the hearing board as previously described.

D. Hearing.

1. The hearing shall be convened within ten class days or ten weekdays the College is open after the receipt of the written appeal. Extension of this date may be permitted by mutual agreement of the Vice President, Student Services, and the accused. However, no hearing shall be held later than thirty days after the close of the semester in which the incident occurred.
2. The Hearing Committee shall review the facts of the case, hear testimony, consider disciplinary action, and render a majority decision to uphold, reject, or modify such action of the Vice President, Student Services. In the hearing, both the accused and the accuser shall have the right, or representation, of advisors of their choice. The advisors will provide support to the accused and the accuser and will be present to offer clarification as the need arises. The advisors are not present to argue the case for the accused or accuser but to encourage and aid in the presentation before the Appeals Hearing Committee. They also have the right to call additional witnesses. The burden of proof of the charges rests with the accuser.
3. A transcript of all testimony at the hearing in the form of a tape recording is required, and will be available upon request to the accused and accuser upon written request to the President. A tape recording of the deliberations of the committee is required and will be available only to the President.
4. The Hearing Committee shall communicate its conclusions and recommendation in writing to the President of the College within 24 hours after completing the hearing. The committee's recommendation shall be one of the following:

   a. Reject the appeal.

   b. Recommend a modified penalty.

   c. Recommend the accused be exonerated of the charges. The committee shall include in its written recommendation to the President the reasons for its decision and the justification for its recommendation.
5. Both the accused and the accuser shall have the right to file, within 24 hours of the conclusion of the hearing, a post-hearing statement with the President.
6. The President shall review as promptly as possible the recommendation of the Hearing Committee and post-hearing statement, if submitted, as well as the original decision of the Office of the Vice President, Student Services, and shall render a final decision that shall be binding on all parties. In no case shall the decision of the President be more severe than the original sanction imposed.

E. Finality of Judicial Process. The President's decision represents the final process within the institution of all judicial matters.

(Adopted by Monroe Community College Board of Trustees July 16, 1969.) (Revised by Monroe Community College Board of Trustees November 25, 1980, and October 17, 1991.)

Code of Conduct for Users of College Computer Systems

Individuals who use MCC computer facilities and systems must assume the responsibility for using these resources in an appropriate manner for college-related work only.

Misuse of computer facilities is considered a violation of College policy, and may also be a violation of state and federal law. MCC computer users should have no expectation 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), subroutines, graphics, etc. from a website, textbook or another individual without the written consent or permission of the author. This may be considered plagiarism and/or a violation of copyright and patent laws. Examples include: MP3, DVD, WAV, WMA, AVI, ASF, VIV.
- 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. If the material is directly related to instruction, student assignments or other related activities, use of MCC learning environments must be directly authorized, in writing, by an instructor and the coordinator of the facilities.
- Participate in any form of chat room, messaging or paging program. If the material is directly related to instruction, student assignments, or other related activities, use of MCC learning environments must be directly authorized, in writing, by an instructor and the coordinator of the facilities.
- Play or download any type of computer games or entertainment activities that are not directly related to instruction, student assignments or other classroom related activities.
- Reveal your password to anyone including faculty and staff, or let another person use their account. You are responsible for what is done with your account.
- Change, copy, delete, distribute, read or otherwise access files without the permission of the owner.
- Prevent others from accessing systems or unreasonably slow down a system by deliberately running wasteful jobs.
- Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency schemes, or attempt to uncover security loopholes.
- Provide others with programs or files that cause damage to their files or the operation of their computer system, compromise the security of their accounts or disable their account.
- Harass others by sending annoying, obscene, libelous or threatening messages.

  Disobey the rules of any computer system or network that you remotely access through MCC's computer systems.
- Aid or abet another person in violating any part of this Code of Conduct.

The above list is not exhaustive. This Code of Conduct is intended to require compliance with all local, state and federal laws. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action.

Alcoholic Beverages

The College has adopted a policy of not permitting the sale, consumption or distribution of alcoholic beverages at student-sponsored activities or events on or off campus.

Application of this policy to student-sponsored functions held off campus precludes those held at establishments where alcoholic beverages may be legally purchased and the establishment assumes this responsibility (i.e., MCC Awards Banquet, Athletic Banquet and similar functions).

Business Restrictions, Individual and Group

Individuals, student organizations and private enterprises are not permitted to sell, solicit, promote or peddle on campus without prior approval. Use of College premises or facilities for any purpose also must receive prior approval of the College Scheduling Committee. Requests by College-affiliated individuals or groups may be initiated through the Student Center Office. Requests by outside organizations should be directed through the Campus Events Office.

Posting of Information

The College reserves the right to establish and enforce reasonable guidelines relative to the time, place and method of dissemination of information on campus.

Posting Information (On Campus Groups/ Individuals)

1. All publicity must include the name of the sponsoring group.
2. All signs, flyers, posters, etc. not produced through the Student Association Office (i.e. handwritten signs and flyers, off-campus events posters, etc.) must be approved by the Campus Center Director prior to posting. All posting will be done by the Operations Office in the Campus Center.
3. All publicity will be posted on our bulletin boards and glass cases.
4. A maximum of 30 flyers will be posted for each event, class, etc. due to capacity constraints.

Posting Information (Off Campus Groups/ Individuals)

1. All requests must be approved by the Campus Center Director or his/her designee.

2. A maximum of four posters/flyers will be permitted for posting on campus. Posting will be handled by the Campus Center Office.
3. Posters or flyers will be posted in four locations within the Campus Center/Brick Lounge area and on the bulletin boards in Buildings 5 and 8.
4. Materials that are not approved will be removed.
5. The College reserves the right to approve or disapprove the posting of any materials.

Distribution of Information

Chartered student clubs/organizations that want to distribute literature to members of the College community must submit a written request to the Campus Center Director for approval.

Off-campus individuals/groups, as well as other College groups/individuals, must submit a written request to the Campus Events Office for approval by the appropriate College official. In all cases, copies of the literature to be distributed must accompany the request.

Solicitation of Funds

College facilities may not be utilized to sell, solicit, promote or peddle by off-campus organizations/individuals. In the case of non-profit organizations, requests of this nature will be considered assuming appropriate documentation accompanies the request. Such requests must be submitted to the Campus Center Director or his/her designee.

College Closing/ Cancellation of Classes

When classes or activities are *cancelled,* faculty and students should not come to the campus. All other staff and administrators should report as usual. When the college is *closed,* no one is to report to the campus except for designated essential personnel, e.g. Public Safety. When the college is closed, the college's official re-opening will be at 6 a.m. of the following day, unless notified otherwise.

In either case, Rochester area radio and television stations will be notified no later than 5:30 a.m.

In the case of a mid-day decision to close or cancel classes, the same protocols apply. The notice to radio and television stations will be made by 3:00 p.m.

A daily listing of class cancellations is available at www.monroecc.edu/go/classcancellations. Students also may click on the A-Z Index to access Class Cancellations are call 585-292-2066.

Please utilize local television and radio stations, or the MCC website to avoid overloading the phone lines of the college or the local media.

For weather-related events, college officials continuously assess current and forecasted weather conditions. Minimally, county fire, National Weather Bureau, Brighton Police Department and New York State Police radio frequencies are monitored, as well as the Rochester Genesee Regional Transportation Authority (RGRTA) for bus scheduling and cancellations. Weather storm warnings and travel advisories also are monitored closely. Campus roadways are monitored by Public Safety and Facilities personnel on duty. Recommendations to cancel classes, close the college, or remain open are made by the Director of Public Safety to the President of the college or his/her designee.

Weather conditions in MCC's large service area can vary widely. Employees and students are encouraged to make a personal decision on whether to travel the roadways during inclement weather. Students who miss class as a result of inclement weather are encouraged to communicate with their professors regarding missed class work.

College Roads

Traffic on College roads must proceed in accordance with all provisions of the New York State Vehicle and Traffic Law. Passing on perimeter roads is not permitted. The speed limit on the perimeter road is 30 miles per hour and 20 miles per hour on the service roads. In the parking lots, the speed limit is 10 miles per hour. Stop signs, yield signs and directional arrows have been placed where accident experience or common sense dictate. Adherence to these traffic control and/or directional devices helps to ensure your safety. The College's patrol vehicles are equipped with radar units to monitor speed on campus. Violations of the NYS Vehicle and Traffic law are enforced by Public Safety Officers and fines are assessed.

The Jeanne Clery Security Policy and Crime Statistics Act

Safety On Campus

Monroe Community College is committed to assisting all members of our community in providing for their safety and security. In accordance with the Jeanne Clery Security Policy and Crime Statistics Act, the Public Safety Department is providing the annual Security Reports for both the Damon City Campus and Brighton Campus. You may access these reports via the Web at: www.monroecc.edu/depts/pstd/index.htm

The Website and brochure contain information on campus security and personal safety including topics such as: crime prevention, public safety law enforcement authority, crime reporting policies, investigation of violent felony offenses, missing students and other matters related to security on campus. The crime statistics include: reported crimes that occurred on campus, off campus buildings or property owned or controlled by MCC and on public property within or immediately adjacent to and accessible from the campus for the three previous calendar years.

Our crime statistics have also been published at the U.S. Department of Education, Office of Postsecondary Education security Website at http://ope.ed/gov/security/

There, you may view crime statistics from all campuses. The Advisory Committee on Campus Safety (Personal Health and Safety Committee) will provide upon request all campus crime statistics as reported to the U.S. Department of Education.

Printed copies of our report are available in the following locations:

Brighton Campus – Public Safety Office (7-341) and Human Resources Office (6-301).

Damon City Campus – Student Services Office and Human Resources Office, 5th floor.

You may also request a copy be mailed to you by calling 585.292.2900. This information is required by law and is provided by the MCC Public Safety Department.

Campus Security Advisory Committee

In accordance with Section 6431 of the Education Law, Monroe Community College's committee is referred to as the Personal Health and Safety Committee. The Committee is charged with reviewing current campus security policies and procedures and making recommendations for their improvement. The committee submits a report annually that is available on request.

Fire Alarms

Notification of a fire emergency within the buildings (and at the Damon City Campus) is accomplished by both audible and visual warning signals. A series of pulsed horn blasts and strobe light signals notifies occupants of an emergency. Upon activation of the alarm system:

1. Leave the buildings by the nearest safe ground level exit. (Do not use the elevators and/or the escalators)
2. Stand at a safe distance from the buildings out in the courtyards and off the plaza level.
3. Do not re-enter the buildings until directed to do so via external public address system.
4. Handicapped or persons with disabilities are to move to the nearest emergency assembly area. MCC Emergency Personnel will assist individuals at these locations.

Fire drills are held in accordance with Section 807 of Education Law.

For more information, go to www.monroecc.edu/depts/pstd/HAZARD.htm

Bias Crimes Prevention

Hate Crimes and the Law

It is a Monroe Community College Public Safety Department mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Public Safety Department and on the website at www.monroecc.edu.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, the Public Safety Department also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the campus community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to the Public Safety Department ands will be handled using the college's grievance procedures.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Public Safety by calling 2911 in an emergency, using a Blue Light or other campus emergency telephone or stopping by Public Safety. The Department will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus through the Counseling Center.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes and general information on campus security procedures, is available at www.monroecc.edu/depts/pstd/index.htm or call **585.292.2900.**

Sexual Assault and the Law

Monroe Community College has programs in place to protect all members of the campus community from sexual assault, including programs for prevention and prosecution of those crimes that occur within the jurisdiction of Monroe Community College Public Safety.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

Section 130.20 – Sexual Misconduct. This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

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

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

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

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

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

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do not bathe, douche, or change your clothes.
- Contact MCC Public Safety immediately (call 2911 in an emergency, or use a Blue Light or other campus emergency phone).

Remember, assaults – sexual or otherwise – are crimes; they are not the victims' fault. Victims have the right to pursue adjudication of crimes that occur on the campus through criminal courts and/or through the College's internal disciplinary process (under the College Code of Conduct). Campus Public Safety are trained to assist with prosecution in both systems.

Disciplinary Action

Where there is probable cause to believe the college's regulations prohibiting sexual misconduct have been violated, the college will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the college.

An individual charged with any sexual offense will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The college will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the College Judicial Officer will be held to determine the need for modifying the living arrangements.

Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.

- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the "accused" are as described under the -Due Process Procedure of the College Judicial System.

Information and Support

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above. Free and confidential counseling is available through the Rape Crisis Service 24/7 by calling 585.546.2777. For additional information and a list of Campus and other community support resources, contact the Department of Public Safety at **585.292.2900.**

Educational Programs

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. Campus Public Safety and Student Development staff provides programs for the college community and in the Residence Halls.

POLICY STATEMENT ON SEXUAL HARASSMENT

For MCC Students, Faculty, Administrators and Staff:

A. Statement of philosophy. Monroe Community College strives to recognize human dignity and, therefore, does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass.

We believe that a person is entitled to say "no" to unwanted conduct based on sex without the fear of reprisal or retribution.

B. Statement of prohibited conduct. Sexual harassment is a form of discrimination based on sex because the harasser treats a member or members of one sex differently from members of the opposite sex, or engages in conduct that is based on the difference in sex. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that on the basis of sex makes it more difficult for a reasonable person to do a job or receive his or her education. Sexual harassment includes, and is not limited to:

- requests for dates with a student by faculty when that student is in his or her class or is his or her advisee
- persistent requests for a date
- unwelcome requests for sexual favors or acts
- continued expression of sexual interest after being informed that the interest is unwelcome
- nonconsensual or unwelcome physical contact
- nude or seminude posters, photos, cartoons, or graffiti in the workplace or public place that are demeaning or offensive (including one's own office)
- unwelcome visual contact, such as leering or staring at another person
- comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- sexual harassment by visitors or vendors
- failure to provide assistance that is usual under same or similar circumstances
- retaliation, retribution, or reprisals in any form or manner for complaints about sexual harassment, or for requests that harassing conduct stop or for assisting a person with a complaint of sexual harassment
- physical interference with job performance
- preferential treatment or promise of preferential treatment for submitting to sexual conduct.

The list is not intended to be, nor should it be construed as, all inclusive of prohibited acts under this policy. Any of the prohibited conduct described herein is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of sexual harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually oriented acts and sex based conduct have no legitimate basis at a higher education institution; accordingly, the person who engages in such will be made to bear the full responsibility for such unlawful conduct.

C. Scope of policy. This policy applies to all administrators, faculty, staff, agents, and students at all times and places in any connection with this institution. This policy applies for and to those who do business at this institution. Compliance with this policy is a term and condition of employment with this institution. The terms "employee" or "employment" include, but are not limited to, faculty, staff, administrators, agents and contractors. Compliance with this policy

is also a term and condition of continued enrollment at the College.

D. Discipline. In the event of a determination of sexual harassment, discipline may include, but is not limited to, any of the following:

- oral reprimand
- written reprimand
- employment suspension (with or without pay)
- academic suspension or expulsion
- employment termination

The final discipline shall be determined exclusively by the Vice President, Student Services of this institution. A determination of sexual harassment under this policy shall be placed in the harasser's personnel file, if the person is an employee, or if the harasser is a student, on file in the Office for Student Services.

Sexual harassment of employees or students by third parties is not acceptable. MCC will do whatever it reasonably can to stop such sexual harassment.

Sexual harassment also is a violation of state and federal laws and the harasser may be charged by appropriate person or agencies.

The purpose of these procedures is to provide a prompt, fair resolution of problems, and to preserve the due process rights of all involved, including the rights to receive notice of a complaint and to have an opportunity for an impartial investigation. This procedure is created to provide for discipline of violators of this policy. However, the administration may take any immediate action to stop harassment if reasonably necessary and is not limited to the process provided herein.

A. Sexual Harassment Officer. The Sexual Harassment Officer is appointed annually by the Vice President, Student Services and reports to the Vice President, Student Services. The Sexual Harassment Officer is trained in identifying sexual harassment and handling sexual harassment complaints.

B. Procedures.

Step One: In the event that you believe that sexual harassment has occurred or is occurring, you are encouraged to communicate clearly, preferably in writing, to the alleged harasser and state that the conduct is not acceptable. You also are encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

Step Two: If the conduct has not stopped, or if you wish to bypass Step One, you should speak with the Sexual Harassment Officer. The complaint may be made by the target of the harassment, or by anyone who has observed the harassment.

Step Three: The Sexual Harassment Officer will attempt to resolve the complaint. The Sexual Harassment Officer will notify the alleged harasser of the nature of the complaint. The Sexual Harassment Officer has the option of investigating the complaint by himself or herself, and/or requesting investigative assistance from the College's Public Safety Office. Upon request, the Sexual Harassment Officer will provide a copy of the complaint to the alleged harasser.

Step Four: Once the investigation is concluded, the Vice President, Student Services shall determine discipline.

Step Five: On or about 30 days after the completion of the process, the Sexual Harassment Officer will contact each of the parties. The purpose of this follow-up is to determine if the harassment has stopped, and to discourage any further harassment, retaliation or retribution.

C. Discipline.

1. **Employees:** Employees represented by a collective bargaining unit are entitled to union representation. Discipline of such employees will be pursuant to the College conduct regulations that incorporate by reference their collective bargaining agreement.
2. **Students:** Student discipline will be pursuant to the College conduct regulations.

D. Confidentiality. Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know will or may find out the identity of the parties.

E. Prohibition of Retaliation. Any retaliation against a complainant or witness is prohibited specifically by this policy, and the retaliator will be disciplined pursuant to the College conduct regulations.

F. False Reporting. False reporting of a complaint is prohibited and will subject the reporter to discipline pursuant to the College conduct regulations.

MONROE COUNTY PARKING PROGRAM AT MCC

Traffic and Parking Regulations

A. General

1. The purpose of these regulations is to reduce traffic congestion, facilitate orderly parking, and safeguard the college community members and guests. The New York State Motor Vehicle and Traffic Law is also in effect on the campus. The Monroe County Parking Program establishes fees and fines for parking on the campus.
2. All motor vehicles parked on lots owned by Monroe County and held in trust for MCC must be registered and have a permit displayed, or be parked at a parking meter (except according to parking regulation C1m). Parking at a meter with a parking permit still requires payment for time at a metered space. A fee is charged for each vehicle registered and may be requested when registering for classes on a semester basis.

B. Driver Responsibility

1. Finding Authorized Space - Drivers are responsible for finding an authorized parking space. Lack of space, mechanical problems, inclement weather or tardiness do not justify parking violations.
2. Space Availability - A parking permit does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas.
3. Permit Ownership - A parking permit signifies an individual has been granted the privilege of parking on campus property. Ownership of the parking permit remains with the college.
4. Permit Display - Parking permits or passes must be displayed according to the parking instructions provided by the Parking Office at the time of issuance.

C. Parking Regulations

1. It is prohibited to park: (vehicle subject to ticketing)
   a. without a valid permit except at designated student parking meters.
   b. in reserved spaces without a proper permit.
   c. in "NO PARKING" areas.
   d. in a handicapped space without a handicapped permit displayed.
   e. blocking fire lanes, fire exits or within 20 feet of a fire hydrant.
   f. in loading zones unless actually loading/unloading.
   g. on the sidewalk, crosswalk or parking lot driveways.
   h. on campus roadways except at meters.
   i. on or over painted lines in parking areas.
   j. outside of striped parking stalls.
   k. at an expired meter.
   l. in areas where permit is not valid.
   m. in the administrative/visitor's loop if you are a registered student or an employee without an assigned space.
   n. or leave a vehicle on campus between the hours of midnight and 6 a.m. without notifying the Public Safety Department.
   o. in any area where the parking of the motor vehicle may impede ingress to or egress from any building by any pedestrian or authorized vehicle.
2. Disposal or acceptance of any decal, or pass through resale or gift is expressly forbidden.
3. Motorcycle parking is provided in parking lot M year round. Motorcycles should be parked in this area.
4. The Department of Public Safety is authorized to restrict use of parking spaces on a temporary basis to accommodate special meetings, activities or construction.
5. The registered purchaser of a parking permit is responsible for parking violations by the vehicle displaying the permit.

D. Vehicle Operation

1. No vehicle shall be operated:
   a. at a speed in excess of 30 miles per hour, or where otherwise posted at a speed in excess of such posted speed limit
   b. in a reckless or careless manner, or a speed greater than is reasonable and prudent under the conditions, and having regard to the actual and potential hazards then existing
   c. with disregard to any traffic sign, signal and/or pavement markings
   d. on any sidewalk, pedestrian walkway or lawn

E. Fines

1. General-Listed below are penalties for violating the Monroe County Parking Program at MCC. Failure to pay any citation will result in your vehicle being towed or impounded, and preclude you from registering your vehicle in the future until all fines have been paid. Additionally, a hold will be placed on your student records/transcripts for any outstanding fines.

Note: Checks are payable to Monroe Community College. Include the violation number and your social security number on the check to insure proper credit. Fines mailed should be sent to: Monroe Community College, Monroe County Parking Program, 1000 East Henrietta Road, Rochester, N.Y., 14623-5780.

2. Violations
   a. Permit Violations - $5.00
      1. Not registered/No permit displayed
      2. Permit not valid for area
      3. Illegal use/display of permit
      4. Expired permit

   b. Restricted Space Violation - $25
      1. Handicapped space
      2. Fire zone

   c. Sign violations - $15
      1. Bus stop
      2. Tow-away zone

3. Reserved spaces
4. No parking
5. Loading zone

d. Obstructions - $15

1. Obstructing traffic
2. Blocking driveway
3. Blocking intersection
4. Blocking dumpster
5. Double parking
6. Blocking crosswalk

e. Careless Parking - $15

1. On or along roadways or driving lanes unless directed to do so
2. Not parked within marked space
3. On sidewalk
4. On grass unless directed to do so

f. General - $5

1. Expired meter with or without parking permit
2. Overnight between midnight and 6 a.m. unless approved in advance by the Public Safety Department
3. Visitor Metered space - not a visitor/not signed in at the Information Desk

Penalties for Non-Payment of Fines

Failure to pay fines within the time frame listed below will lead to additional penalties, and within 90 calendar days will be deemed an admission of liability and may result in initiating collection procedures including an additional **charge of $5.00 for each outstanding violation.** Vehicle may be impounded at additional expense until debt is paid. A hold will be placed on student accounts for records/transcripts.

Initial Fine	$5.00	$15.00	$25.00
10 days	$10.00	$25.00	$45.00
50 days	$15.00	$35.00	$55.00
75 days	$35.00	$55.00	$75.00

F. Removal and Impoundment

1. Parking Enforcement and the Public Safety Department are authorized to remove, impound or immobilize at the owner's expense motor vehicles from college property under the following circumstances:
   a. Vehicles parked illegally in fire lanes, handicapped space, within 20 feet of hydrants, posted no parking zones, tow-away zones, in possession of an altered or stolen parking permit and any area in which the vehicle may impede entrance to or exit from any building , grounds or roadway by any pedestrian or authorized vehicle.
   b. Unregistered, uninsured and/or abandoned vehicles
   c. For safety reasons, including snow removal
   d. Any vehicle with one or more unsatisfied parking citations charged against it.
   e. in possession of an altered or stolen parking permit
2. Impounded vehicles will be held until all outstanding citations and charges have been satisfied. Impounded vehicles will not be left on campus overnight and will be towed off campus at the owner's/ operator's expense. After 24 hours, storage charges will apply.

G. Appeals

1. Any person receiving a violation notice has the right to appeal.
2. Except in rare and unusual circumstances, the only proper basis for an appeal is contention that the cited regulations were not violated. It is no excuse that the individual "thought it was not violation" to do what he or she did, "did not mean to" violate a regulation, or "saw other vehicles doing the same thing." The issue on an appeal is whether or not the cited regulation was violated.
3. Individuals desiring to appeal a Violation Notice must obtain, complete and submit an Appeal Form to the Parking Office within 10 days of the date the notice is issued. An appeal date will be assigned if he/she wishes to appear in person to plead his/her case orally before the Appeal Board. Only the operator of the motor vehicle who has incurred the violation may appeal and/or appear in person to contest a violation. Appeal Forms will be forwarded to the Appeal Board.
4. The Board has the authority, by majority action, to dispose of a case by: (1) upholding the charge(s) completely; (2) upholding the charge(s) but reducing the fine to whatever amount it feels is appropriate in light of extenuating circumstances; (3) reducing the charges to a lesser offense; or (4) dismissing the charge(s) completely. The decision of the board shall be put in to writing and a copy shall be furnished to the appellant and the Appeal Board Administrator. The decision of the board is final without further right of review by the appellant. The Appeal Board does not have the authority to make or change these regulations.
5. Failure to apply for an appeal within the ten day limit will result in forfeiture of the appeals process.
6. If an appeal is denied, the fine must be paid within 10 calendar days of the decision, or late charges will accrue according to fine schedule.
7. Violation Notices (tickets) which are issued when a motor vehicle is impounded, along with the cost of impoundment and late charges, may be appealed only to the Parking Services Office.

H. Parking for Persons with Disabilities

1. Persons with disabilities should contact the Public Safety Office in Building 7 room 341, extension 2700 or 2900, for specific parking instructions.
2. Handicapped parking is restricted to the exclusive use of vehicles displaying a valid handicapped permit and a valid Monroe County Parking Permit (unless parked at a meter). Unauthorized vehicles are subject to ticketing and towing at the owner's expense.

Damon City Campus Student Parking

Students taking classes at the Damon City Campus who use Brighton Campus facilities must park at designated student parking meters, or purchase and display a valid permit.

STUDENTS' RIGHTS REGARDING THEIR EDUCATIONAL RECORDS

By law (Family Educational Rights and Privacy Act of 1974), students at MCC are entitled to full access to their educational records, to challenge the content of their records, and to limit the release of such records without their written consent.

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, address, e-mail address, picture, telephone listing, date and place of birth, major field of study, dates of attendance, class schedule, 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.

HARASSMENT/ DISCRIMINATION GRIEVANCE PROCEDURE

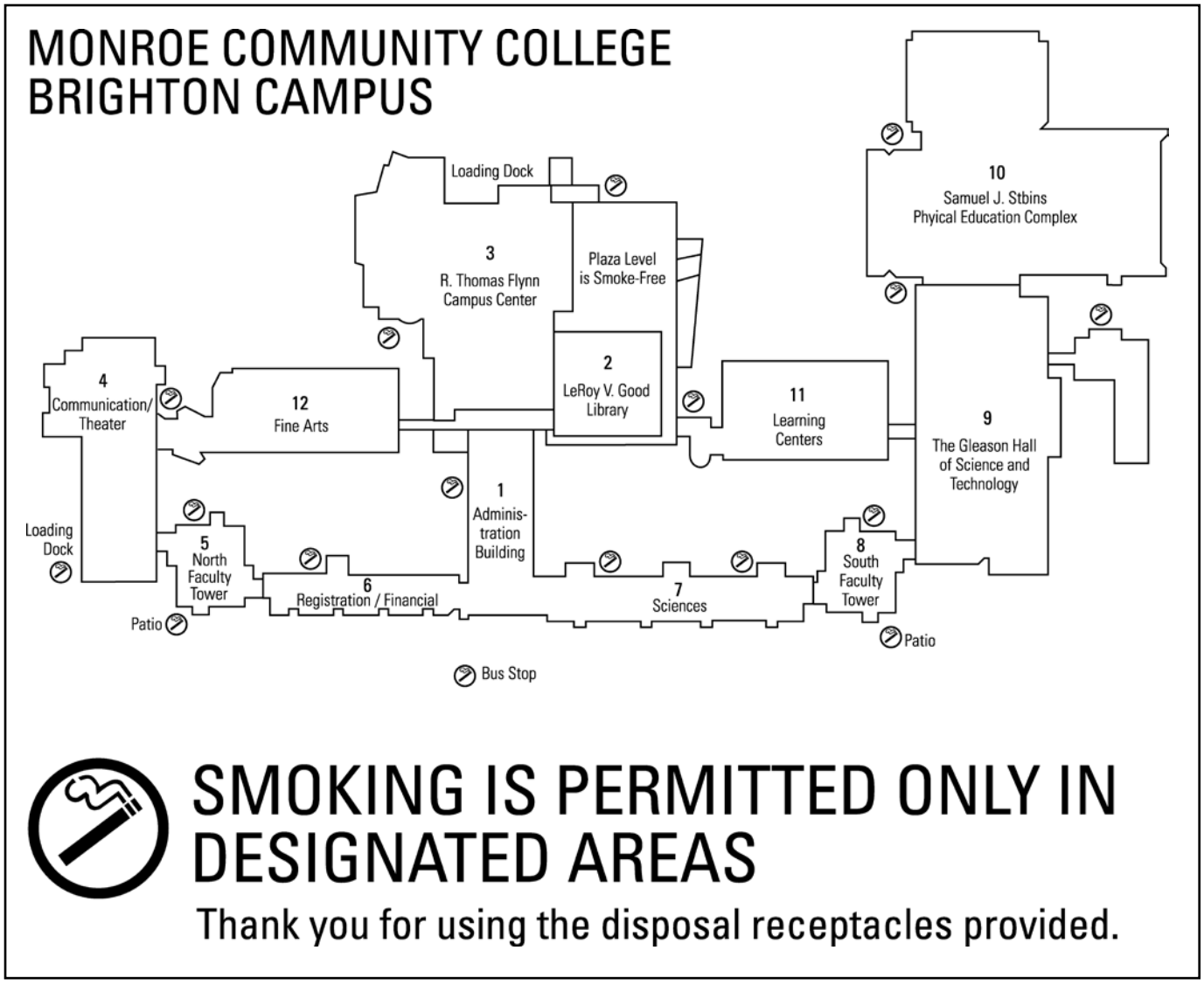
Consistent with MCC's policy to ensure fair treatment to all individuals, protection for MCC employees and students is covered by this policy. Both employees and students alleging harassment and/or discrimination may use this Grievance Procedure.

Step 1: The employee or student shall first discuss the complaint with the individual who is immediately able to resolve the issue at the department level.

Step 2: If the matter is not resolved immediately, the employee or student shall discuss the complaint within 30 working days of the Step 1 meeting with the Vice President or designee from the particular division in which the problem originated.

Step 3: If the grievance is not resolved at Step 2, then the complaint will be put in writing and submitted to the Vice President within ten working days from the Step 2 meeting. A copy of this complaint will be forwarded to the College Affirmative Action Officer. The Vice President will respond in writing within ten working days of receipt of the written complaint.

Step 4: If the complaint is not resolved at Step 3, then within ten working days of the Step 3 decision, the complaint may be appealed directly to the President. The President may make whatever investigation of the grievance he deems to be appropriate. A final determination shall then be made in writing by the President or designee within fifteen working days of the receipt of the appeal.



Smoking

In accordance with County health regulations (Article VI of the Monroe County Sanitary Code), smoking is prohibited inside campus buildings at all College sites. In addition, the College has limited smoking areas on the exterior of the Brighton and Damon Campuses. Smoking is permitted only at clearly marked, designated ground-level locations. Refer to the map on this page showing designated smoking areas at the Brighton Campus. All smoking materials should always be thoroughly extinguished and disposed of properly in the ashtrays provided. Failure to abide by this policy may result in penalties and/or disciplinary action.

GUIDELINES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

MCC recognizes the importance of encouraging and helping students with disabilities to reach their full potential. 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 identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for requesting and verifying the need for appropriate accommodations. The intent of reasonable accommodations is to provide all students with the same opportunities for success and for mastery of academic skills.

Some academic programs, such as Radiologic Technology, Nursing, and Dental Hygiene have specific licensing requirements. Students should contact those departments before applying for admission to make an appropriate choice of career.

Accommodations for the recruitment/ admissions process, such as (but not limited to) sign language interpreters and materials in alternate formats, are available upon request. An academic advisement program is available to help students with program and course selection. Students requesting special accommodations for academic program activities must provide written documentation to Services for Students with Disabilities. Documentation should include a statement of disability and any recommended accommodations, and should be signed by a physician or licensed psychologist.

Students may have an agency such as Vocational and Educational Services for Individuals with Disabilities (VESID) send their records. High school records are not acceptable unless they contain a recent evaluation by a licensed school psychologist.

Any and all information received by the College regarding individual disabilities is strictly confidential.

Academic Support and Accommodations

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 person 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 making an appointment with the Coordinator of Services for Students with Disabilities to fill out a Request for Services. This must be done each semester, as the student's signature is needed for SSWD to have permission to notify instructors. The student should meet with each instructor from whom accommodations are being requested to develop a plan to receive those services.

Taped Textbooks

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. Accommodations may include, but are not limited to, readers and/or scribes for tests, and access to a computer or calculator.

Students should make requests for testing accommodations as early as possible, preferably at the beginning of the semester. Tests requiring special accommodations may be scheduled through the Services for Students with Disabilities Office, at least three days before the test will be given.

Tutoring

Tutoring is available for all students. The student should request these services as early as possible to ensure best results. Emphasis will be placed on developing strategies for learning that are based on the student's strengths and abilities.

Note Taking

Note taking paper is provided by the College and is available in the Counseling and Advising Center (Brighton) or the Student Services Center (DCC). Often a classmate of the student with a disability is recruited to serve as the note taker.

Funds may be available to compensate note takers for students with hearing or visual disabilities, but note takers generally serve on a volunteer basis.

Personal Care Issues

Personal care issues for students with physical disabilities should be directed to the Office of Health Services. It is important to note that the College does not provide personal aides or attendant service.

College Personnel

Committed, Community-Minded

MCC's award-winning faculty and staff volunteer for more than 210 different community organizations and projects.

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Workforce Development

James Winston, Assistant to the President for Economic Development; A.S., B.S., M.P.A.

Charles Caples, Program Director, Workforce Development; B.A.

Jennifer Alfieri, Program Director, Workforce Development; B.A., M.A., M.B.A.

Thomas Fitch, Program Director, Workforce Development; B.S.

Molly Miller, Program Coordinator, MCC/DSS Employee Training Program; B.A., M.P.A.

Kevin Rawnsley, Workforce Development Specialist; B.A.

Academic Services

Janet Glocker, Vice President, Academic Services; B.A., M.A., Ph.D.

Kimberley Collins, Assistant to the Vice President, Academic Services; B.A., M.A.

Anne Perry, Budget Coordinator; B.A., M.B.A.

Curriculum and Program Development

Stuart Blacklaw, Dean of Curriculum and Program Development; B.A., M.A.

Charlotte Downing, Director of Curriculum and Program Development; A.S., B.S., M.S.

Maureen N. Erickson, Assessment Coordinator; A.S., B.A., M.S., CAS

Technical Education

Dianna G. Phillips, Dean of Technical Education; B.B.A., M.S., Ph.D.

Gloria Anderson, Chair, Office and Computer Programs; A.A.S., B.S., M.Ed

Kevin French, Chair, Applied Technologies; A.A.S.

William Yanklowski, Chair, Engineering Technologies; B.S., M.S.

Diane Cheasty, Chair, Hospitality; B.S., M.B.A.

Robert Lasch, Program Coordinator, Applied Technologies; NYS Journeyman; B.S.

Kristy Mooney Graves, Program Coordinator, Applied Technologies; B.S., M.S.

Enrollment Management

Anthony J. Felicetti, Associate Vice President, Academic Services and Enrollment Management; A.B., M.S.Ed.

Robert R. Cunningham, Director, Academic Learning Environments; B.S.

William D. Sigismond, Director, Experiential and Adult Learning; B.S., M.S.

Janet B. Zinck, Coordinator, Cooperative Education; A.A.S., B.S., M.A.

Admissions

Andrew W. Freeman, Director of Admissions; A.S., B.S., M.P.A.

Donna C. Burke, Associate Director of Admissions; B.S., M.Ed.

Christine N. Casalinuovo-Adams, Assistant Director of Admissions; B.A., M.S.

Tracy A. Archie, Admissions Counselor; B.A., M.Ed.

Kelley L. Bennett, Admissions Counselor; B.A., M.S.

Sarah K. Hagreen, Admissions Counselor; A.S., B.A., M.P.A.

Clayton W. Jones, Admissions Counselor; B.A., M.S.

Joan L. Moorehead, Admissions Counselor; A.A.S., B.S., M.S.

Mary Méndez Rizzo, Admissions Counselor; B.A., M.S.Ed.

Barbara A. Smithgall, Admissions Counselor; B.S., M.S.

Gerald F. Burns, Admissions Assistant; B.S.

Marketing Communications

Constance L. Herrera, Director, B.A.; M.P.A.

Robyn Kahn Federman, B.A., M.S.

Records and Registration

Elizabeth R. Ripton, Director, Registration and Records; B.A., M.S.

Virginia F. Toth, Associate Director, Registration and Records; B.S., M.S.Ed.

Andrew H. Morris, Associate Director, Registration and Records; A.S., B.A., M.P.A.

Deborah Benjamin, Assistant Director, Records; B.A.

Institutional Research

Angel Andreu, Director; A.A., B.S., M.S.

Julie Rao, Research Specialist; B.A., Ph.D.

Mary Ann Ward, Research Specialist, Ph.D.

Damon City Campus

Emeterio M. Otero, Executive Dean, Damon City Campus; B.A., M.A., Ph.D.

Barbara M. Connolly, Dean of Academic Services, Damon City Campus; B.S., M.S., M.S.N.

Antonia Custodio, Coordinator, Facilities and Campus Services, Damon City Campus; A.S., B.S.

Public Safety Training Programs

Michael S. Karnes, Director of the Public Safety Training Center/Facility; B.S.

Marc Connolly, Manager, Emergency Services Programs; B.S., M.B.A.

David Monk, Program Coordinator/Instructor, In-Service Program; A.A.S., B.S., M.RA.

Kenneth Beers, Program Coordinator/Lecturer; A.A.S., B.S.

Paul Bishop, Program Coordinator, Public Safety Training Center-EMS Basic; B.A.

Peter Bonadonna, Program Coordinator/Lecturer, Paramedic Program; E.M.T.P.

Russell Coriddi, Program Coordinator/Lecturer; B.S.

James W. Harrington, Program Coordinator, Fire, Science and Systems, Public Safety Training Facility; A.A.S., B.S.

Ralph Privitere, Program Coordinator/ Lecturer, Fire/Rescue Program; B.S.

Guy A. Rossi, Program Coordinator/ Instructor, Curriculum Design; A.A.S., B.S., M.S.Ed.

Division of Liberal Arts

Michael McDonough, Dean, Liberal Arts; B.A., R.G.C.E., M.A., Ph.D.

Christine Schwartzott, Chair, Visual and Performing Arts; B.S., M.S.

Donna Cox, Chair, English/Philosophy; B.S., M.A.

Lauren Pivnick, Chair, Anthropology/History/ Political Science/Sociology; B.A., M.A.

Matthew Hachee, Honors Studies Coordinator; B.A., M.A., Ph.D.

Dale V. Doty, Chair, Psychology; B.S., M.S., Ph.D.

Kathleen Farrell, Assistant Director, Performing Arts; B.S., M.A.

Larry Mandelker, Assistant Director, Performing Arts; B.A., M.A.

Peter Collinge, Chair, Mathematics; B.A., M.A.

Division of Science, Health and Business

Frank P. Rinehart, Dean; B.A., Ph.D.

Timothy Tatakis, Chair, Biology/ Biotechnology ; B.S., M.S., Ph.D.

James Petrosino, Chair, Business Administration/Economics; A.A.S., B.S., M.S.

Daniel Robertson, Chair, Chemistry/ Geosciences; A.M., B.S.

Susan Forsyth, Chair, Health Professions; R.D.H., A.A.S., B.S., M.S.

Laurel Sanger, Chair, Nursing; B.S.N, M.P.A., M.S.

Roxanne Saxton, Coordinator, Nursing Learning Resource Center; B.A., M.Ed.

Craig Rand, Chair, Health/Physical Education; B.S., M.S.

Edward Martin, Chair, Physics/Engineering Science; B.Eng., Ph.D.

Division of Interdisciplinary Programs

Carol Adams, Dean; B.A., M.S.Ed.

Ellen Baker, Chair, Transitional Studies; B.S., M.S.

Suzanne El Rayess, Chair, English for Speakers of Other Languages/Foreign Languages; B.A., M.S.

Donald A. Beech, Cross-Cultural Advisor, Academic Support Services/English for Speakers of Other Languages; B.A., M.A.

Patricia Kennedy, Director, Academic Support Services; B.S., M.A.

Kathie Affleck, Assistant Director, School to College Alliances; B.A., M.S.

Anthony Leuzzi, Faculty Coordinator, Writing Across the Curriculum; B.A., M.S.

Jean Parker, Counselor, Student Support Services; B.A., M.S.Ed., NCC, LMHC

Karen Frantz, Academic Advisor, Student Support Services; B.A., M.S.Ed.

Amanuel Wolde, Transfer Advisor, Student Support Services; B.A., M.A.

Division of Academic Services-Damon City Campus

Barbara M. Connolly, Dean of Academic Services; B.S., M.S., M.S.N.

vacan, Chair, Education

Anthony J. Caiazza, Chair, Human Services; B.A., M.A.

Gary Thompson, Chair, Law & Criminal Justice; B.A., M.P.A., B.B.S., M.A.

Marilyn Rosche, Program Director, Rochester AmeriCorps; B.A., M.S.

Susan Bender, Coordinator, Service Learning; B.A., M.S.Ed., NCC

Carmelita Brown-Wallace, Project Director, Upward Bound; B.A., M.S.

Donna Augustine, Coordinator, STEP; B.S., M.S.

Samson Olaode, Program Director, STAGE; B.A., M.S., M.P.A.

Susan Gunther, Program Director, Liberty Partnerships; B.A., M.A.

Mary Louise Musler, Project Director, Parent Network; B.A., M.S.

Educational Technology Services

Jeffrey P. Bartkovich, Vice President; B.A., M.L.S., Ph.D.

Dale E. Mallory, Assistant Vice President; A.A.S., B.S., M.S.

Marie Fetzner, Assistant to the Vice President; B.M., M.P.A.

William Wagoner, Director, Network Systems and Applications; B.S., B.A.

ETS/Communications and Network Services

Donna J. Pogroszewski, Director; B.S., M.P.A., M.S.

Joan M. Smith, Assistant Director; A.A., B.S.

Debbie Smith, Technical Coordinator

James Colley, Senior Computer Specialist

Andrew Latta, Computer Specialist; B.S.

Joseph R. Gerardi, Computer Specialist; A.A.S.

Roger Miles, Computer Specialist

Bradley B. Upson, II, Senior Computer Specialist; A.A.S., A.A.S.

Daniel Noblett, Computer Specialist; A.A.S.

James Clement, Network Specialist; B.A., B.S.

Ronald DellaPorta, Network Specialist

David Lane, Systems Specialist

David Nichols, Systems Specialist; A.A.S.

ETS/ Computing Services

Robert G. Bertram, Associate Dean, Director; B.S.

Barbara A. Robinson, Associate Director, Technical Support; A.A., B.S.

Debra Watson, Assistant Director, Programming and Development; A.A.S., B.S.

Lauren Johnson, Senior Programmer Analyst Specialist

Sean J. Baker, Web Manager; B.A.

Jamie Hoover, Web Specialist; B.A.

Robert Reynolds, Web Specialist; B.S., B.S.

Stephen Silver, Database Administrator; B.S.

ETS/ Instructional Technologies

Terrance A. Keys, Director; B.A., M.Ed.

William N. Gruhn, Assistant Director; A.A.S.

Jeffrey W. Thompson, Assistant Director; A.S., B.S., M.B.A.

Ellen Z. Gozik, Coordinator, Graphic Services; B.S.

Margaret VanKirk, Coordinator, Special Projects and Online Services; B.S., M.S.

Sharron Waide, Coordinator, DCC Learning Resources; A.A.S., B.S.

Stephen J. Weider, Coordinator, Instructional Services; B.S., M.S.

Ray Treat, Multi-media Specialist

Richard Costanza, SLN Campus Multimedia Instructional Designer Coordinator/ Instructional Designer; A.S., B.A., Ed.M.

Randall H. Rezabek, Instructional Designer; A.A., B.A., M.Ed., Ph.D.

Marie M. Gibson, Training/Database Specialist; A.A.S.

Mary Hallett, Instructional Development/ Training Specialist; B.A., M.S.

Martha A. Kendall, Training/Instructional Development Specialist; A.A.S., A.A.S., B.S.

Paul J. Tracy, Technical Specialist; B.S.

ETS/Libraries

Peter D. Genovese, Director; B.A., M.L.S.

Thaddeus J. Ciambor, Assistant Director, Public Services and Operations; B.A., M.S., M.L.S.

Ann P. Penwarden, Assistant Director, Systems and Extension Services; B.A., M.L.S.

Lori A. Annesi, Special Collections Librarian; A.S., B.A., M.L.S.

Pamela M. Czaja, Distance Learning Librarian; B.S., M.L.S.

Alice E. Harrington, Reference/Library Instruction Librarian; B.A., M.L.S.

Ellen M. Mancuso, Circulation Librarian; B.A., M.L.S.

Michael McCullough, Collaborative Learning Librarian, B.S., M.L.S.

Deborah A. Mohr, Database Control Librarian; B.A., M.S.L.I.S.

Charlene S. Rezabek, Database Management Librarian; A.A.S., B.S., M.L.I.S.

Richard D. Squires, Collection and Electronic Resources Librarian; A.S., M.L.S.

Mary E. Timmons, Damon City Campus Librarian; B.A., M.L.S.

Administrative Services

Administrative Services Office

vacant, Vice President

Hezekiah N. Simmons, Assistant Vice President; B.S., M.B.A.

Controller

Michael Quinn, Controller; A.S., B.S.

Brian Legg, Assistant Controller; B.S., M.S.Ed.

Patrick M. Bates, Director of Purchasing; B.S., M.S.Ed.

Paul Wheeler, Assistant Director of Purchasing; A.A.S., B.S.

Loretta Chrzan-Williams, Director, Student Accounts/Bursar; A.S., B.A., M.S.Ed.

Judith A. Bertram, Payroll Manager; A.S., B.S.

Paul F. Lucas, Financial Specialist; B.S., B.S.

vacant, Financial Specialist

Facilities

David Schottler, Assistant Vice President; B.S., M.S.

Fred McCullough, Director, Building Services; A.A.S.

Blaine Grindle, Director, Engineering Services; A.A.S., B.S.

Douglas Ford, Director, Physical Plant; A.S., B.S.

Kevin Walton, Project Specialist, Engineering Services; A.A.S.

Michael Carroll, Senior Computer Specialist; A.A.S., B.S.

Student Services

Office for Student Services

Susan M. Salvador, Vice President, Student Services; B.S., M.Ed., Ed.D.

Richard H. Ryther, Associate Vice President, Student Services; B.S., M.S.Ed.

Susan Baker, Assistant Vice President, Student Services; A.A., B.S., M.A.L.S., Ph.D.

Athletics

Bruce Shapiro, Director; B.Ed.

Dudley Bailey, Associate Director; B.S.

Tim Parrinello, Assistant Director of Athletics; Women's Basketball Coach; B.A.

Tracy Britton, Women's Soccer Coach/ Athletic Advisor for Athletes; B.A., M.S.

Gerald Burns, Men's Basketball Coach; B.S.

Nelson Cupello, Head Men's Soccer Coach/ Advisor; A.S., B.S., M.S.S.

Daniel Dubois, Aquatic Coordinator; B.A., M.S.

Tom Garigen, Sports Information Director/ Assistant Academic Advisor for Athletes; A.S., B.S.

Doug Henneberg, Athletic Trainer; M.S.

Michael Kelly, Open Recreation and Intramural Director; B.S.

Campus Center

Elizabeth Stewart, Director, Campus Center; B.A., M.A.

Shirley Batistta-Provost, Assistant Director for Clubs and Organizations, Campus Center; A.S., B.A., M.S.

Jodi Oriel, Assistant Director, Campus Center; A.S., B.S., M.S.

Craig D. Proctor, Operations Manager, Campus Center; B.S., M.B.A.

Bette Bovenzi, Orientation Program Coordinator; A.S., B.S.W.

Thomas C. Priester, Program Coordinator, Campus Center; B.A., M.S.

Pamela M. Hutton, Publications Coordinator, Campus Center; A.A.S.

Career Center

G. Christopher Belle-Isle, Director; A.S., B.S., M.B.A.

Michelle Mayo, Assistant Director; A.S., B.S., M.S.

Holly Wynn-Preische, Assistant Director; B.S., M.S.Ed., N.C.C.

Greg Bocchino, Career Counselor; B.S., M.S.

Anne C. Hughes, Career Counselor; B.S., M.S.Ed., N.C.C.

Rebecca Mack, Career Counselor; B.A., M.S.W.

Pam Miller, Career Counselor; B.A., M.S.Ed., N.C.C.

Michelle Gosier, Program Assistant; A.S., B.S.

Krysta Sandoval, Transfer Advisor; B.A., M.S.Ed.

Conferences and Events

Julianna Frisch, Manager; B.S., M.S.M.

Counseling and Advising Center

vacant, Director

Taine Vinci, Assistant Director; A.S., B.S.W., M.S.Ed.

Mark Basinski, Counselor; B.A., M.S.Ed., N.C.C.

Audra Dion, Counselor; B.A., M.S.Ed., N.C.C.

Christina M. Izzo, Counselor; B.S., M.S.

Harry Pierre-Philippe, Counselor; B.S., M.S.

Betty P. Smith, Counselor; A.S., B.S., M.S.Ed.

Patrick F. Taricone, Counselor; B.A., M.Ed., Ph.D., N.C.C., L.M.H.C.

E. J. Watkins, Counselor: A.A.S., B.S., M.S. Ed., L.M.H.C., N.C.C.

Ann White, Counselor; B.A.; M.S., Ed.D., LMHC, N.C.C.

Arlene Phillips, Coordinator, Services for Students with Disabilities; B.A., M.A.

Denise M. Klein, Coordinator; A.S.

Patricia A. Ornt, Senior Advisor; A.S., B.S.

Barbara Arnone, Senior Advisor; B.S.Ed., M.S.Ed.

Sally Barton Dingee, Academic Advisement Specialist; B.S., M.S.

Bonnie Dery, Advisor; A.A.S., A.S., B.A., M.A.

Jennifer Kinslow, Advisor; B.A., M.S.

Christian Kull, Advisor, A.S., B.S.

Stephen T. Palmer, Advisor; A.S.

Demetrius M. Rhodes, Advisor; A.S., B.S.

Toni J. Robbins, Advisor; B.A., M.S.

Damon City Campus - Student Services Center

Ann Topping, Dean of Students, Damon City Campus; B.A., M.S., Ed.D

Rick F. Sadwick, Associate Director of Student Services, Damon City Campus; B.A., M.P.A., M.S.

vacant, Associate Director of Student Services, Damon City Campus

Julie A. White, Assistant Director of Student Services, Damon City Campus; B.S., M.S., Ed.D.

Michael Johnson, Counselor; B.A., M.S.Ed., NCC

Vilma I. Morrow, Counselor; B.A., M.S.Ed.

vacant, Counselor

Ivan Matthew, Counselor; A.S., B.S., M.S.W.

Kathleen A. Baxter; Coordinator; A.S., B.S.

Susan Spinetti, Student Activities and Leadership Coordinator; B.A.

Gregory Wilson, Operation Coordinator, Campus Center; A.S.

Elizabeth Baxter, Advisor; B.S.

Educational Opportunity Program

Brenda A. Smith, Director; B.S., M.S.Ed., C.A.S.

Char Guess Bardques, Counselor; B.S., M.S.Ed.

Donna Baxter, Counselor; B.S., M.Ed.

Shawnadre D. Crews, Counselor; B.A., M.S.Ed.

Marisol Reyes, Senior Advisor; A.A.S., B.S.W.

Financial Aid

Jerome St. Croix, Director; B.A., M.S.Ed.

Joan Shedd, Associate Director; A.A.S., B.S., M.A.L.S.

Melissa Barbara, Assistant Director; A.A.S., B.S.

Mark Schwartz, Financial Aid Counselor; B.S., M.A.

Margo Rodell, Financial Aid Specialist; A.S.

Ramon Rodriguez; Financial Aid Specialist; B.S.

Graduation Certification

Marlene Fine, Coordinator, B.S., M.Ed.

Susan Rock, Senior Advisor; A.A.S.

Health Services

Donna Mueller, Director of Health Services; R.N., B.S.N., M.S.N.

Marie-Louise Gianforti; R.N., B.S.

Bonita Heil, College Nurse; R.N., A.S.

Bethany Merklinger, College Nurse; R.N., B.S.N.

MCC Association

Annette Agness, Director, Monroe Community College Association, Inc.; B.B.A., C.P.A.

Anne F. Barker, Manager, Child Care Center; B.S, M.S,

Carol Fisher, Manager, College Bookstore; B.A.

Joe Marchese, Finance Manager, Monroe Community College Association, Inc.; B.S.M., M.B.A.

Tony Wagahoff, Manager of Technology, Monroe Community College Association, Inc.; B.S.M., M.B.A.

Etienne Blaakman, Supervisor, Damon City Campus Bookstore; B.A.

Public Safety Office

Lee E. Struble, Director of Public Safety; A.A.S., B.A.

Leah S. Dyer, Assistant Director of Public Safety; A.A.S., B.S., M.P.A.

Martin Gilmore, Supervisor, Safety and Training; A.A.S.

Chris Piro, Coordinator; A.A.S.

Chris Caswell, Specialist; A.A.S.

Residence Life

Shelitha Dickerson, Director, Residence Halls; B.A., M.S.W.

Stacey Pierce, Assistant Director, Residence Halls; B.A., M.S.

MCC Foundation

Brenda Babitz, President; B.S.

Dorothy Evans, Donor Relations and Scholarship Manager, M.S.

Lisa Fluman, Information Specialist, B.A.

Susan Gurak, Chief Financial Officer; B.S., M.B.A.

Mark Pastorella, Director, Alumni and Planned Giving; B.S.

Diane Shoger, Director of Development and Major Gifts, B.S.; M.S.

Reneé St. Louis, Associate Director of Development, A.A.S., B.S.

SUNY Distinguished Professor Rank

2006 Karen Morris

SUNY Distinguished Service Rank

2006 G. Christopher Belle-Isle

SUNY Chancellor's Award for Excellence in Teaching

1973 Hugh D. Clark (Emeritus)
David H. Day
Jeanne K. Ghent
1974 James F. Connelly
1975 Jean H. Cardinali
Calvin A. Lathan (Emeritus)
Laurence W. Feasel
1976 John W. Lloyd (Emeritus)
1977 Dr. Thomas A. Fabiano
1988 Thomas X. Grasso
1990 Dr. M. Thomas Cooper
1991 James A. Petrosino
1992 M. Garrett Bauman
Jane L. Garr (Emeritus)
Marcia W. McDowell
Thomas R McHugh
1993 Judith G. Bulin
Charles L. Morey
Sharon L. Dobkin
1994 David L. Pogue
Charlene Blanchard
1995 Helene S. Charron
Mitchell H. Redlo
1997 Stasia Callan
1998 Nancy Rivaldo
Kathleen O'Shea
Kathleen Bromley
2000 Diane Cheasty
Cathryn Smith
John Wadach
2001 Pamela D. Korte
Raymond Shea
2002 Donna Cox
Karen Morris
2003 Renee Rigoni
2004 Lynn Bartholome
Paul D'Alessandris
Craig M. Rand
Gary M. Thompson
2005 Marsha Bower
Richard Connett
Gary Egan
2006 Roscoe Hastings
2007 Bonnie Connell
Susan Murphy
Ann Tippett

SUNY Chancellor's Award for Excellence in Professional Service

1977 Nicholas C. Proia (Emeritus)*
1978 Dr. Elizabeth B. Gennarino (Emeritus)
1988 Dr. Joan Mullaney
1991 James C. Schwender
1992 Peter D. Genovese
1993 Richard J. Degus
1994 Edward W. Phoenix
1995 Janet J. Glocker
1996 Charlotte Downing
Kathleen Farrell
1997 G. Christopher Belle-Isle
Anthony J. Felicetti
1998 Brenda Embrey
1999 Dr. Ronald Kostecke
Barbara Robinson
2000 Carol Adams
Dale E. Mallory
2002 Elaine Goldstein
2003 Ethel Lewis
2004 Cynthia Cooper
Sherrill Ison
Donna Pogroszewski
2005 Terry Keys
Betty Smith
Elizabeth Stewart
2006 Robert Cunningham

SUNY Chancellor's Award for Excellence in Librarianship

1991 Ellen Mancuso
1994 Deborah Emerson
2005 Ann Penwarden
2006 Deborah Mohr

SUNY Chancellor's Award for Excellence in Scholarship and Creative Activities

2002 Kathleen Farrell

MCC Dr. Wesley T. Hanson Award for Excellence in Teaching

1972 John G. McNaughton (Emeritus)*
1973 David H. Day

1974	Laurence W. Feasel
1975	Mary Pat Pennell (Emeritus)
1976	Lewis L. Wright (Emeritus)
1977	George C. Monagan (Emeritus)
1978	Thomas X. Grasso
	Frances P. Osborn (Emeritus)
1979	Richard J. Degus
1979	Ralph A. Szweda (Emeritus)
1980	Dr. M. Thomas Cooper
	Donald E. Day
1981	Lee A. Adnepos
1982	Robert L. Berry (Emeritus)
1983	F. William Kinsman (Emeritus)
1984	Lesta C. Wren (Emeritus)
1985	Judith I. Hall
1986	Ruth Forsyth (Emeritus)*
	Steven J. Lesko, Jr. (Emeritus)
1987	Joseph T. Marchese
	William M. Setek, Jr.
1989	Robert Fratangelo
1990	Robert Herzog
1991	Carol Cloos (Emeritus)*
	John Lloyd (Emeritus)
	Ron Tocci (Emeritus)
1992	Robert B. Nenno
1993	Karen M. Cardillo
1994	Karen L. Morris
1995	Bonnie Petrosino
	Ann Terhaar
	Edward Martin
1996	Michael Zwick
1997	John Cullen
1998	Suzanne McKim
	Donna Petrie
1999	John O. Stanton
2000	Thomas Proietti
2001	Diane Fitton
2002	James Petrosino
2003	Ernest Mellas
2004	Robert S. Brown
2005	Jackie Donofrio
2006	Lynn Bartholome
2007	Saroj Viswanathan

**Deceased*

Monroe Community College Award for Excellence in Professional Service

1983	John J. Trevisan
1984	Anthony J. Felicetti
1985	Betty Jo Hopkins
1986	Virginia T. Shea
1987	Margaret R. Frantz*
1989	G. Christopher Belle-Isle
1991	Carol Adams
1992	James T. Terrell
1993	Alan J. Glossner
	Emeterio M. Otero
1995	Roxanne Saxton
1996	Eddy Callens
1997	Connie Herrera
1998	Marcia Faulkner
2000	Ellen Z. Gozik
2001	Barbara Connolly
2002	Patricia Kennedy
2003	Dr. Sherry Ralston
2004	Marie J. Fetzner
2006	Carol Burritt
2007	Valarie Avalone

Faculty

Abbott, Christine D., Professor of Mathematics (1986) B.S., State University of New York, College at Brockport; M.S., Syracuse University

Adams, Carol H., Professor of Developmental Studies (1978) B.A., Michigan State University; M.S.Ed., City University of New York, Queens College

Adnepos, Lee A., Professor of English (1971) B.A., Cornell University; M.A., University of Rochester

Adrion, Suzanne, Assistant Professor of History (2005) B.A., Ramapo College of N.J.; M.A, Rutgers University

Alampi, John, Assistant Professor of Office and Computer Programs (1996) B.S., State University of New York at Brockport; M.S., State University of New York at Brockport

Alas, Jorge, Assistant Professor of Foreign Languages (2001) B.A., M.S.Ed., State University of New York, College at Brockport

Ambrosio, Frank J., Associate Professor of Electrical/Instrumentation (1979), A.A.S., Monroe Community College; B.S.E.E.T., Rochester Institute of Technology

Anderson, Gloria A., Associate Professor of Office Technology (1995), A.A.S., Genesee Community College; B.S., M.Ed., Nazareth College

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., Assistant 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

Archie, Tracy A., Assistant Professor (1997), B.A., M.Ed., State University of New York at Buffalo

Avery, Jannette, Associate Professor of Mathematics (1989), B.S., Roberts Wesleyan; M.A., State University of New York, College at Brockport

Baker, Ellen, Associate Professor, Transitional Studies (1997), B.S., Ashland University; M.S., State University of New York, College at Brockport

Ball, Charles A., Jr., Associate Professor of Optical Technology (1968), B.S., Clarion (Pa.) State College; M.S., Indiana University

Barone, Jessica, Assistant Professor of Chemistry/Geosciences (2001), B.A., State University of New York, College at Geneseo; M.S., Ball State University

Bartell, Michelle M., Assistant Professor of Hospitality (1997), B.S., Rochester Institute of Technology; M.A., State University of New York at Brockport

Bartholome, Lynn, Associate 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, Instructor, Counseling (2004), B.A., State University of New York at Buffalo; M.S.Ed., State University of New York, College at Brockport

Basnayake, Eraj, Assistant Professor of Mathematics (2003), B.S., MAMS., M.S., University of Georgia

Bauman, Melvin G., Professor of English (1971), B.A., Upsala College; M.A., State University of New York at Binghamton

Behrens, George W., Assistant Professor of Automotive Technology (1985), B.A., M.S., State University of New York, College at Brockport

Belair, Susan, Assistant Professor of Sociology (1995), A.A.S., Monroe Community College; B.S., Nazareth College; M.A., Syracuse University

Belle-Isle, G. Christopher, Professor (1975), A.S., Monroe Community College; B.S., M.B.A., Rochester Institute of Technology

Bennett, Kelley L., Instructor (2001), B.A., Nazareth College; M.S., University of Rochester

Benz, Ilene, Assistant Professor of Visual and Performing Arts (1999), B.S., State University of New York College at Brockport; M.P.A., State University of New York College at Brockport

Berking, Laurence N., Assistant Professor of English for Speakers of Other Languages (1991), B.A., Harvard University; M.A., Ohio University.

Blanchard, Charlene, Professor of Dental Studies (1978), A.A.S., Ferris State College; B.S.Ed., University of Michigan

Bocchino, Greg, Instructor (2002), B.S., M.S., State University of New York, College at Oneonta

Boester, Michael, Assistant Professor of Chemistry/Geosciences (2001), A.A., Kaskaskia College; B.S., M.A., Southern Illinois University

Boettrich, Christian, Assistant Professor of Office and Computer Programs (2001), B.A., University of Rochester; M.S., University of Rochester

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

Boni, David, Associate Professor of Transitional Studies (1995), B.A., University of Rochester; B.A., St. John Fisher College; M.S., Nazareth College

Bouk, Gail, Assistant Professor of English (2000), B.A., Empire State College; M.A., State University of New York at Brockport

Bower, Marsha, R.D.H., Associate 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, Instructor of English (2003), B.A., Providence College; M.A., Ph.D., Boston College

Brennan, Paul, Assistant 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

Brewer, William, Assistant Professor of Physical Education/Health Education (1999), B.S., State University of New York College at Cortland; M.A., State University of New York, Empire State College

Brinkman, Gerald M., Lecturer of Hospitality (2005), B.A., State University of New York, College at Geneseo

Bromley, Kathleen K., Professor of Business Administration (1982), B.A., M.Ed., M.A., State University of New York at Buffalo

Brooks, Douglas, Associate Professor of English (1989), A.S., Monroe Community College; B.A., Empire State College; M.A., State University of New York, College at Brockport

Bulin, Judith G., Professor of Business Administration (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, Instructor 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., Associate Professor (1991), B.S., State University of New York at Cortland; M.Ed., Teachers College, Columbia University

Burns, Gerald F., Head Men's' Basketball Coach, B.S., Castleton State College

Butler, Rory, Associate Professor of Office and Computer Programs (1997), A.A.S., Monroe Community College; B.S., Empire State College; M.A., State University of New York, College at Brockport

Cable, Susan K., Professor of Law and Criminal Justice (1987), B.A., Indiana University; J.D., Indiana University School of Law

Caiazza, Anthony S., Professor of Human Services (1978), B.A., St. John Fisher College; M.A., State University of New York, College at Brockport

Calhoun, Aimee L., Assistant Professor of Mathematics (1995), B.S., State University of New York at Fredonia; M.A.; State University of New York at Binghamton

Callan, Patrick, Assistant Professor of English

Callan, Stasia, J., Professor of English (1967), B.A., Nazareth College; M.A., State University of New York, College at Geneseo

Callens, Eddy F., C.E.C., C.C.E., C.F.E., Professor of Hospitality (1969), C.O.O.V.B., Provinciale School Voor Voedingsbedryven en Toerisme Instituut Emile Gryson, Anderlecht, Brussels, Belgium

Camfield, Ellen, Assistant Professor of Psychology (2004), B.A., University of Rochester; Ph.D., University of Pittsburgh

Cardillo, Karen M., Professor of Health and Physical Education (1983), B.S., Alfred University; M.S., University of Rochester

Carlson, Susan, Assistant Professor of Nursing (2001), A.S., Corning Community College; B.S., State University of New

York, College at Brockport; B.S., State University of New York, College at Brockport; M.S., University of Rochester

Casalinuovo-Adams, Christine N., Assistant Professor (2000), B.S., State University of New York at Oswego; M.S.Ed., State University of New York at Brockport

Cater, Donald, Instructor of Mathematics (2005), B.A., State University of New York, College at Geneseo; M.S., State University of New York, College at Brockport

Cheasty, Diane, C.H.A., Professor of Hospitality (1986), B.S., Cornell University; M.B.A., St. John Fisher College

Chesterton, Matthew, Instructor, Office and Computer Programs (2002), B.S., M.S., M.B.A., Rochester Institute of Technology

Ciambor, Thaddeus J., Associate Professor, Library (1999), B.A., M.S., State University College at Buffalo; M.L.S. State University of New York, College at Buffalo

Clarke, Charles R., Professor of Psychology (1971), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport

Clifford, Elizabeth, Esq., Associate Professor of Law and Criminal Justice (2001), J.D., Syracuse University College of Law; B.A., Syracuse University

Coffey, James, Associate Professor of Communication (1991), B.S., M.S., State University of New York, College at Brockport

Coffey, Karen, Assistant 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

Collinge, Peter W., Professor of Mathematics (1987), B.A., Michigan State University; M.A., State University of New York, College at Brockport

Colosimo, Amanda B., Instructorof Geosciences (2005), B.A., State University of New York, College at Geneseo; M.S., University of North Carolina at Chapel Hill

Connell, Bonnie, Professor of Mathematics (1987), B.S., M.S., State University of New York, College at Brockport

Connett, Richard J., Professor of Biology (1991), B.A., Park College; Ph.D., Duke University

Connolly, Barbara M., Dean, Professor of Nursing (1975), B.S., D'Youville College; M.S., University of Rochester; M.S.N., University of Buffalo

Conte, Anthony, Assistant Professor of Business Administration (1987), B.S., Boston University; M.B.A., Babson College; C.P.A.

Cooper, M. Thomas, Professor of Art (1968), A.B., M.A., University of Rochester; M.S., State University of New York, College at Geneseo; Ph.D., Syracuse University, Fulbright Scholar, 1994-1995, People's Republic of China

Cottrell, John, Assistant Professor of Chemistry/Geosciences (2001), B.S., Colgate University; M.S., University of Rochester; Ph.D., University of Rochester

Cox, Donna H., Professor of English (1985), B.S., West Virginia State College; M.A., West Virginia College of Graduate Studies

Cunningham, Robert, Associate Professor, (1983), B.S., Empire State College

Czaja, Pamela M., Assistant Professor; Library, B.S., Daemon College; M.L.S., State University of New York at Buffalo

D'Alessandris, Paul, Assistant Professor of Physics/Engineering Science (1990), B.S., Carnegie-Mellon University; M.S., Harvard University

Damerell, Julie, Assistant Professor of Transitional Studies (2001), B.A., State University of New York at Buffalo; M.S., State University of New York at Buffalo

DeFelice, Robert J., Associate 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

Degus, Richard J., Professor (1968), B.A., M.S., Niagara University

Delfino, Rocky, Instructor, 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

DeMichele, Dominick, R.T. (R), (CT); Lecturer in Radiologic Technology (2005), A.A.S., Monroe Community College; B.S., State University of New York, College at Oswego

Devadutt, Sumati, Professor of Sociology/ Anthropology, History and Political Science (1968), B.A., M.A., University of Rochester

DiGiacomo, Thomas J., Associate Professor of Electrical/Instrumentation Technology (1986), B.S., Rochester Institute of Technology; M.S., University of Rochester

Dilai, Elena, Instructor of Mathematics (2005), B.S., M.S., Lviv Ivan Franko State University, Ukraine

Dion, Audra G., Instructor (2003), B.A., St. John Fisher College; M.S.Ed., State University College of New York, College at Brockport

DiSano, Mary, Assistant Professor of Chemistry (1995), B.S., Nazareth College; M.S., Rochester Institute of Technology

Dobkin, Sharon L., Professor of Psychology (1986), B.A., State University of New York at Buffalo; M.S., Nazareth College; Ed.D, University of Rochester

Dockstader, Stephanie, Instructor of Biology (2002), B.S., Ohio State University; M.S., University of Maine

Donahue, Patricia, Associate Professor of Office and Computer Programs (2001), A.A.S., Alfred College; B.S., Alfred University; M.S., Alfred University

Donofrio, Jacqueline, Associate Professor of Mathematics (1993), B.A., LeMoyne College; M.S.Ed., State University of New York, College at Brockport

Dorsey, Jacqueline, Instructor of Nursing (2004), A.A.S., Monroe Community College; B.S., Nazareth College; M.S., University of Rochester

D'Ortona, Lorraine, Associate Professor of Office and Computer Programs (1991), B.A., State University of New York, College at Oswego; M.S., Rochester Institute of Technology

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 B., Professor of Biology (1965), B.S., M.N.S., Cornell University

Downer, James B., Assistant Professor of Visual and Performing Arts (1999), B.F.A., The University of Arts; M.S., Marywood College; M.A., Marywood College

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

Doyle, Kim, Assistant Professor of Transitional Studies (1999), B.A., University of Rochester; M.S., Nazareth College

Drumright, William W., Instructor of History (2003), B.S., University of Colorado; M.A., East Tennessee State University; Ph.D., University of Tennessee/Knoxville

Dunning, William, Instructor of English (2003), B.A., King's College; M.A., St. John's University; Ph.D., Fordham University

Dutter, Gordon, Instructor of History (2005) B.A., M.A., Wesleyan University; M.Ed., Roberts Wesleyan College; Ph.D., University of Rochester

Eames, Michael, Instructor 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

Eirich, Kevin, Instructor of Political Science (2004), B.A., University of Rochester; M.A., Ohio State University

El Rayess, Suzanne, Associate Professor, English for Speakers of Other Languages (1992), B.A., Wellesley College; M.S., Rochester Institute of Technology

Embrey, Brenda J., M.P.A., R.H.I.A.; 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, Assistant Professor of Biology (2000), B.S., University of New Hampshire; M.A., George Washington University

Emigh-Murphy, Pamela, Instructor 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, Assistant 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

Eweanechko, Mary, Assistant Professor (CPA), Business Administration/ Economics (2003), B.S., St. Bonaventure; M.S., Chapman University

Fabbro, Regina, Instructor of English/ Philosophy (2006), B.A., Adrian College; M.A., Eastern Michigan University

Fahy, Paula, Associate 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, Associate Professor; B.S., M.A. (1986), A.A.S., Monroe Community College; B.S., M.A., State University of New York, College at Brockport

Fazekas, George B., Associate Professor of Office and Computer Programs (1985), A.A.S., Corning Community College; B.S., M.S., Rochester Institute of Technology

Felicetti, Anthony J., Professor (1974), A.B., Syracuse University; M.S. Ed., State University of New York, College at Brockport

Ferrari-Rowley, Susan, Assistant 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, Instructor of Nursing (2003), B.S., Alfred University; M.S., St. John Fisher College

Finn, Michele A., Instructor of Biology (2005) B.A., Alfred University; M.S., State University of New York, College at Brockport

Fittipaldi, Thomas H., Professor of Music (1978), B.M.E., Westminster Choir College; M.A., Montclair State College

Fitton, Diane, Professor of Transitional Studies (1989), B.A., University of Connecticut; M.S., Nazareth College; C.A.S. in Educational Administration

Flatley, Anne Marie, Assistant Professor of Health/Physical Education (2000), B.S., Alfred University; M.S., Old Dominion University

Flynn, Robert, Instructor of Biology (1999), B.S., State University of New York College at Brockport; M.S., Utah State University

Flynn, R. Thomas, Professor (1974), B.S., MacMurray College; M.S., University of Montana

Fogal, Christine, Instructor of Mathematics (2002), B.S., Clarion University; M.S., Rochester Institute of Technology

Foley, Kevin M., Associate Professor of Civil Technology (1992), A.A.S., Monroe Community College; B.S., State University of New York, College of Environmental Science and Forestry at Syracuse; M.B.A., Rochester Institute of Technology

Forde, Christine, Assistant Professor of Office and Computer Programs (2000), A.A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology

Forsyth, Susan H., Professor of Dental Studies (1978), A.A.S., Westbrook Junior College; B.S., Marquette University; M.S., Mankato State College

Fox, Matthew, Assistant 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, Assistant Professor of Visual and Performing Arts (2001), B.A., LeMoyne College; M.A., State University of New York, College at Brockport

Freeman, Andrew, Associate Professor (1991), A.S., Monroe Community College; B.S., Bowling Green University; M.P.A., Penn State University

Fugate, Marcia, Instructor of Transitional Studies (2003), B.S., Purdue University; M.B.A., University of Rochester

Gaede, E. Jethro, Instructor of Anthropology/History/Political Science/ Sociology (2006), B.F.A., Maryland Institute College of Art; M.L.S., Syracuse University; M.A., (ABD) Ph.D., University of Oklahoma

Galarza-Ruiz, Marisol, Instructor of English for Speakers of Other Languages (2006), B.S., University of Puerto Rico at Mayaguez; M.S., C.A.S., State University of New York, College at Brockport

Gamory, Bertram C., Instructor of Engineering Science (2003), B.S., Pratt Institute; M.S., Rensselaer Polytechnic

Genovese, Peter D., Professor, Library (1988), A.S., Monroe Community College; B.A., State University of New York at Buffalo; M.L.S., State University of New York, College at Geneseo

Gilbert, C. Thomas, Associate Professor of Office and Computer Programs (1999), B.A., Alfred University; M.S., Alfred University

Gizzi, Bethany, Instructor of Sociology (2002), B.A., State University of New York at Binghamton; M.A., Arizona State University

Glossner, Richard, Assistant Professor of Psychology (1988), B.A., St. John Fisher; M.A., Duquesne University

Goede, David, Assistant Professor of Nursing (2001), A.A.S., Jamestown Community College; B.S., State University of New York at Buffalo; M.S., University of Rochester

Goff, James E., Lecturer, Library (1998), B.A., St. John Fisher; M.L.S., State University of New York, College at Geneseo

Goho, W. Michael, Professor of Physics/ Engineering Science (1986), B.A., Gettysburg College; Ph.D., University of Florida

Goldfarb, Barry, Professor of Communication (1987), B.S., Rochester Institute of Technology; M.S., State University of New York, College at Geneseo

Grissing, Edward L., Jr., Associate Professor of Physics/Engineering Science (1981), B.S., Fordham College; M.A., University of Rochester

Guess Bardques, Char Assistant Professor; B.S., M.S.Ed.

Guide, Stacey, Instructor of Chemistry/ Geosciences (2006), B.S., Siena College; Ph.D., University of New York, College at Buffalo

Hachee, Matthew, Instructor of Philosophy (2003), B.A., Adrian College; M.A., Ph.D., Michigan State University

Hagreen, Sarah K., Assistant Professor (2001), A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology

Hamell, Richard, Associate Professor of Geosciences (2000), A.S., Monroe Community College; B.S., State University of New York at Brockport; M.S., University of Rochester

Harrington, Alice E., Assistant Professor, Library (1998), B.A., Lemoyne; M.L.S., Syracuse University

Harris, Mark S., Assistant 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

Henneberg, Douglas, Athletic Trainer, Health and Physical Education Department (2000), B.S., Eastern Kentucky University; M.S., University of Pittsburgh

Henzel, Sherman, Professor of Chemistry (1981), A.A., Staten Island Community College; B.A., Brooklyn College; M.S., University of North Carolina

Hill, Jennifer, Instructor of Biology (2006), B.S., Purdue University; Ph.D., Univeristy of New Mexico

Hillabush Walker, Tamara L., Instructor, Visual and Performing Arts (2002), B.S., Ithaca College; M.S., Syracuse University

Hinkelman, Jeanne M., Assistant Professor, Counseling (2004), A.S., Monroe Community College; B.A., M.S., University of New York at Albany; Ph.D., University of Missouri

Hughes, Anne, Assistant Professor, Counseling (1997), B.S., M.S.Ed., State University of New York, College at Brockport

Huggins, Kenneth, Associate Professor of English (1987), A.M., Boston University; B.S., Columbia University; M.S., University of Rochester; Ed.D., University of Massachusetts

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

Inya, Christopher N., Associate Professor of Business Administration (1984), B.A., Rutgers University; M.B.A., Long Island University; M.A., Ed.M., Ed.D, Columbia University

Irvine, Carol Ann, Associate Professor of Communication (1991), A.S., Monroe Community College; B.S., Empire State College; M.S., State University of New York, College at Brockport

Izzo, Christina, Assistant Professor, Counseling (1998), B.S., Mary Washington College; M.S., Springfield College

Jackson, Ryan, Instructor of Visual and Performing Arts (2006), B.F.A., Rochester Institute of Technology; M.A., University of Memphis

John, Ann-Marie, Assistant Professor of Nursing (2002), A.A.S., New York City Technical College; B.S., State University of New York Health Science Center in Brooklyn; M.S., University of Rochester

Johnson, Michael, Assistant 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 Art (1990), B.F.A., M.F.A., Rochester Institute of Technology

Johnston, Elizabeth, Instructor of English/ Philosophy (2004), B.A., M.A., Virginia University

Jones, Clayton W., Instructor (2003), B.A., Florida A & M University; M.S., Florida State University

Joseph, Anthony E., R.T.(R.), (ARRT), Professor of Radiologic Technology (1967), Diploma, Radiologic Technology, St. Luke's Hospital, Utica, NY; Licensed Radiologic Technologist; A.S., Monroe Community College; B.A., M.A., State University of New York, College at Brockport

Judd, Lori A., Assistant 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

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, Associate Professor of Biology (1987), B.S., M.S., University of Tel-Aviv; Ph.D., University of Pennsylvania

Keery, Colleen, Associate Professor of Biology (1998), B.A., Canisius College; M.S., Louisiana State University; Ph.D., The University of Georgia

Keith, Jay, Assistant 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

Kendig, Maria, Instructor of English/ Philosophy (2003), B.A., State University of New York at Binghamton; M.S., State University of New York, College at Brockport

Kennedy, Robert H., Instructor 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

Keyes, Pamela, Assistant Professor of Mathematics (2001), B.S., State University of New York at Albany; M.S., State University of New York at Binghamton; Mdiv., Bexley Hall Episcopal Seminary

Keyes, Terrance, Associate Professor of Office and Computer Programs (1994), B.A., Hamilton College; M.Ed., University of Massachusetts at Amherst

Kiggins, Jeffrey S., Instructor of Biology (2005), B.A., M.S., State University of New York, College at Brockport

Kilner, Steven J., Assistant Professor of Mathematics (2001), B.A., Canisius College; M.S., Louisiana State University

Kim, Yuthika, Instructor of Psychology (2002), A.S., Monroe Community College; B.A., State University of New York, College at Geneseo; M.A., Empire State College

Kinel, Sandra F., Assistant Professor of Business Administration/Economics (2001), B.A., University of Buffalo; M.A., University of Rochester

Knebel, Albert M., Instructor of Engineering Science and Physics (2001), B.S.A.E., University of Buffalo; M.S.M.E., Rochester Institute of Technology

Korol, Todd, Assistant Professor of Business Administration (2003), B.A., Kean College of New Jersey; M.S., MBA, Fairleigh Dickinson University

Korte, Pamela, Associate Professor of Nursing (1990), B.S.N., Hartwick College; M.S., University of Rochester

Kotaska, Joseph, Professor, Business Administration/Economics (1988), B.A., M.A., State University of New York at Buffalo

Kraus, Eugene, Assistant Professor of Mathematics (1993), A.B., Princeton University; M.S., University of Chicago; Ph.D., University of Tampere

Kress, Patricia A.C., Assistant Professor of Psychology (2003), B.A., M.A., Ph.D., Carleton University, Ottawa, Ontario, Canada

Kuby, Patricia J., Associate Professor of Mathematics (1991), A.S., Monroe Community College; B,S., M.S., Rochester Institute of Technology

Kuempel, John R., Professor of Chemistry (1994), B.S., Beloit College; Ph.D., Indiana University

Laidlaw, Elizabeth, Associate Professor of Philosophy (1995), B.A., Albion College; M.A., University of Rochester; Ph.D., University of Rochester

Lanzafame, Eileen, Assistant Professor, Transitional Studies (2002), B.A., Lemoyne College; M.S., State University of New York, College at Brockport

Lawrence, David, Associate Professor of Dental Studies (1994), B.A., Alfred University; DDS, New York University

Lawrence, Drew, Instructor of Hospitality (2004), A.S., Erie Community College; B.S., Florida International University; M.S., State University of New York, College at Buffalo

Lawton, Kathy G., Associate Professor of Biology (1984), B.S., Indiana University of Pennsylvania; M.S., Ph.D., University of Rochester

Leach, David, Lecturer of Precision Machining (1994), New York State Journeyman Machinist; B.S., State University of New York at Oswego

Lennert, Edward F., Professor of Communication (1976), A.A., Joliet College; B.A., University of New Mexico; M.A., California State University at Northridge; Ed.D., University of Southern California

Leopard, Annette, Associate Professor of Mathematics (1984), B.A., Albion College; M.A., University of Michigan

Leuzzi, Anthony, Assistant Professor of English (2001), B.A., Potsdam College; M.A., University of Louisiana

Long, Suzanne, Assistant Professor of Biology (2000), B.S., North Carolina University; M.S., University of Rochester

Lovenheim, Barbara R., Professor of English (1991), B.A., Ohio University; M.A., Tufts University; M.A., University of Rochester; Ph.D., University of Rochester

Mack, Rebecca, Instructor (2003), B.A., University of Rochester; M.S.W., State University of New York at Buffalo

Mahar, Jason T., Assistant 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, Assistant Professor of Nursing (2001), B.S., State University of New York at Buffalo; M.S., University of Rochester

Maley, James, Associate Professor of Law and Criminal Justice (1993), B.B.A., St. Bonaventure University; M.A., John Jay College

Mallory, Dale E., Associate Professor of Visual and Performing Arts (1984), A.A.S., Monroe Community College; B.S., Empire State College; M.S., Syracuse University

Mallory, Nancy, Professor of Communication (1983), B.A., Nazareth; M.A., University of Rochester; M.S., Rensselaer Polytechnic Institute

Malone, Amanda, Instructor of Mathematics (2002), B.S., Florida Southern College; M.S., Miami University of Ohio

Mancuso, Ellen, Associate Professor, Library (1989), A.A.S., Genesee Community College; B.S., State University of New York, College at Brockport; M.LS., State University of New York at Buffalo

Marchese, Joseph T., Professor of Business Administration (1968), B.S., M.B.A., University of Scranton

Marhatta, Catherine, Associate Professor of Transitional Studies (1995), B.A., William Smith College; M.S., University of Rochester

Marino, Eugene, Instructor of Transitional Studies (2003), B.A., University of Massachusetts; M.A., University of Michigan; M.S., University of Rochester

Marino, Maryann S., Associate Professor of Biology (2001), B.A., Smith College; Ph.D., State University of New York at Albany

Marriott, Marcia A., Associate Professor of Business Administration (2003), B.S., M.S., State University of New York, College at Brockport; Ph.D., Southwestern University

Martello, Kimberley A., Associate Professor of Mathematics (1995), B.A., State University of New York, College at Geneseo; M.Ed., State University of New York at Buffalo

Martin, Edward A., Professor of Physics/ Engineering Science (1971), B.Eng., Cornell University; Ph.D., University of Rochester

Martineau, Brigitte, Instructor of Mathematics (2004), B.S., McGill University; M.S., University of Montreal

Mayo, Michelle, Assistant 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., Associate Professor of Business Administration/Economics (1988), B.B.A., Niagara University; J.D., University of Dayton, C.P.A.

McCormack, Sandra M., Assistant Professor of Office and Computer Programs (2002), B.S., Rochester Institute of Technology; M.S., Nazareth College

McCullough, Michael, Instructor, Library, B.S., State University of New York, College at Brockport; M.L.S., University of Buffalo

McIntyre, Ann, Assistant Professor of Psychology (1994), B.A., St. Mary's College; M.A., Loyola University

McKenna, James, Instructor, Health and Physical Education (2002), B.S., Niagara University; M.A., Montclair State College

McKinney, Yulanda, Instructor of English (2002), B.A., M.A., University of Rochester

Mellas, Ernest J., Associate Professor of Biology (1993), B.A., State University of New York at Buffalo; M.S., State University of New York, College at Brockport

Mikols, Patricia, Professor, Counseling (1988), B.S., State University of New York, Empire State College; M.S., University of Rochester

Miller, Pam, Instructor (2002), B.A., University of Akron, M.S.Ed., State University of New York, College at Brockport

Mills, Robert C., Instructor of Engineering Technologies (2001), B.S., State University of New York at Buffalo; M.S., Rochester Institute of Technology

Mohr, Deborah A., Assistant Professor, Library (1995), B.A., Middlebury College; M.S.L.I.S., Simmons College

Mooney, William J., Professor of Electrical/ Instrumentation Technology (1978), A.A.S., Broome Community College; B.S., M.S., Rochester Institute of Technology

Moore, Ramona, Associate Professor of Transitional Studies (1992), B.A., University of Rochester; M.S., State University of New York, College at Brockport

Moorehead, Joan L., Instructor (1997), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; M.S., Buffalo State College

Morris, Andrew H., Instructor (2001), A.S., Monroe Community College; B.A., State University of New York, College at Geneseo; M.P.A., 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

Morrow, Vilma, Assistant Professor (1995), B.A., Ithaca College; M.S., State University of New York, College at Brockport

Moses, Lori C., Instructor of Communication (2003), B.S., State University of New York, College at Buffalo; M.A., State University of New York, College at Brockport

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, Assistant Professor of History (2003), B.S., Newbold College, England; M.A., Andrews University; Ph.D., Michigan State University

Murphy, James, Assistant Professor of Biology (2000), A.A., Seminole Community College; B.S., Stetson University; M.S., University of Central Florida

Murphy, Margaret M., Assistant Professor of English (2001), B.A., Nazareth College; MAT, ABDS, University of Rochester

Murphy, Susan L., Associate Professor of Business Administration/Economics (1988), A.S. Monroe Community College; B.S., M.B.A. Rochester Institute of Technology; C.P.A.

Nelson, James, Assistant 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

Novak, Robert F., Associate Professor of Optical Technology (1971), A.A.S., Monroe Community College; B.S., University of Arizona

Nyerges, John, Assistant Professor of Music (2000), B.M., Eastman School of Music; M.M., Eastman School of Music

Ofsowitz, Michael S., Assistant Professor of Psychology/Sociology (2002), B.S., University of North Carolina; M.S., Tulane University

Oliver, Mark E., Associate Professor of Electrical/Instrumentation Technology (1981), A.A.S., Broome Community College; B.T., M.S., Rochester Institute of Technology

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

Otero, Emeterio, Professor (1982), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport; Ph.D., State University of New York at Buffalo

Otero-Piersante, Christopher, Assistant 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

Ousley, Laurie, Instructor of English (2003), B.A., Rhode Island College; M.A., Clark University; Ph.D., State University of New York, College at Buffalo

Pares-Kane, Nayda, Assistant Professor of Sociology (2000), B.A., State University of New York, College at Binghamton; M.A., San Diego State University

Patall, Peter F., Associate Professor of Psychology (1971), B.S., State University of New York College at Brockport; M.S., University of Rochester

Penwarden, Ann, Professor (1987), B.A., University of Pennsylvania; M.L.S., State University of New York at Buffalo

Perry-Tshibangu Sherry, Instructor of Business (2003), B.A., University of Rochester; MBA, Atlanta University

Peterson, Paulette A., A.R.R.T.(R)(M), LRT, Associate Professor of Radiologic Technology (1998), Certificate in Radiologic Technology, Millard Filmore Hospital; B.S., State University of New York at Buffalo, M.Ed., State University of New York at Buffalo

Petrie, Donna R., Professor of Mathematics (1979), B.S., M.S.Ed., State University of New York College at Brockport

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

Petrosino, James A., Professor of Business Administration (1980), A.A.S., State University of New York, College at Alfred; B.S., State University of New York, College at Albany; M.S., State University of New York College at Brockport; Certificate of Advanced Study in Educational Administration

Pierre-Phillippe, Harry, Associate Professor, Counseling (1986), B.S., St. Lawrence University; M.S.Ed., Nazareth College

Pivnick, Lauren, Associate Professor of Sociology (1991), B.A., Nazareth College; M.A., Northeastern University

Plumeri, Christine M., Instructor of Sociology (2003), B.S., State University of New York, College at Brockport; M.A., State University of New York, College at Buffalo

Pogue, David L., Professor of Law and Criminal Justice (1981), B.A., University of Rochester; J.D., Albany Law School

Popovici, Mary-jo, Associate Professor of Communication (1989), B.A., Syracuse University; M.S., Boston University

Powers, Carmen, Assistant Professor of Business Administration/Economics (1990), B.A., University of Illinois; M.B.A., Northwestern University

Primo, Neeta, Instructor of Mathematics (2004), B.A., Northwestern University; M.A., Stanford University

Proietti, Thomas P., Professor of Communication (1985), B.A., St. John Fisher College; M.S., Syracuse University

Putnam, Emily, Instructor of Mathematics (2006), B.A., San Francisco State University; M.S., University of Utah

Ranczuch, Anne, Associate Professor of Business (2000), B.S., State University of New York at Albany; M.S., Syracuse University

Rand, Craig, Associate Professor of Physical Education (1987), B.S., M.S., Ithaca 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

Reed, Kenneth A., Assistant Professor of Mechanical and Quality Control Technology (1967), A.A.S., Monroe Community College

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

Rhode, Deneen, Instructor, 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; C.M.A.

Rivaldo, Nancy A., Professor of Dental Studies (1978), A.A.S., Monroe Community College; B.S., M.P.A., State University of New York College at Brockport

Rivers, Beverly, Instructor, Transitional Studies (2002), A.S., Monroe Community College; B.A., Nazareth College

Rivers, Douglas, Instructor of Automotive Technology (Toyota Program)

Rizzo, Mary Mendez, Instructor (2002) B.A., State University of New York, College at Buffalo; M.S.Ed., State University of New York, College at Brockport

Robertson, Daniel, Assistant Professor of Chemistry/Geosciences (2001), B.S., Colorado State University; M.S., Arizona State University

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

Ruckert, Sherry, Assistant Professor of Nursing (2002), B.S., University of Rochester; M.S., St. John Fisher College

Ruff, Michael R., Associate Professor of Business Administration/Economics (1988), B.S., LeMoyne; M.S. University of Rochester

Sadwick, Rick F., Assistant Professor; B.A., M.P.A., M.S.

Salsburg, Judi, Assistant 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

Salvador, Susan, M., Associate Professor (1988), B.A., Siena College; M.Ed., The Pennsylvania State University; Ed.D., The University of Michigan

Sample, Mark, Instructor of History (2004), A.S., Monroe Community College; B.S., M.A., State University of New York, College at Brockport

Sanderson, Barry A., Professor of Chemistry (1979), B.S., University of Florida

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, Assistant Professor of Nursing (2001), B.S.N., Valparaiso University; M.P.A., State University of New York, College at Brockport; M.S., Nazareth College

Sarantis, Patricia, Assistant Professor of Nursing (2001), A.S., Monroe Community College; B.S., Alfred University; M.S., University of Rochester

Sardone, Christopher M., (C.P.A.) Associate Professor of Business Administration (1981), B.A., St. John Fisher College; M.B.A., Rochester Institute of Technology

Schnell, Geraldine P., Professor of Office Technology (1969), B.S., M.S., State University of New York at Albany

Schwartz, Linda, Associate Professor of Nursing (1992), B.S.N., M.S., University of Rochester

Schwartzott, 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

Seeburger, Paul, Assistant Professor of Mathematics (1998), M.A., Central Michigan University; B.S., Michigan Technological University

Seelos, Deborah, Instructor of Nursing (2003), A.A.S., Monroe Community College; B.S., Roberts Wesleyan College; M.S., University of Rochester

Shamblin, Terry, Assistant Professor of Transitional Studies (2001), A.S., Genesee Community College; B.A., University at Buffalo, Amherst; M.A., State University of New York, College at Brockport

Shapiro, Bruce M., Professor of Health, Physical Education (1969), B.Ed., University of Miami

Shaw, David, Assistant Professor of Music (1999), B.M., Berklee College of Music; M.M., Peabody Conservatory, John Hopkins; D.A., University of Northern Colorado

Shea, Raymond, Professor of Business Administration/Economics (1988), B.A., St. John Fisher; M.P.A., State University of New York at Albany

Silas, Melany Jennell-Diane, Instructor of Health/Physical Education (2003), B.A., M.A., University of Rochester

Silvers, Louis, Associate Professor of Foreign Languages (1995), B.A., Brigham Young University; M.A., Brigham Young University

Silvio, Carl, Assistant 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

Simmonds, Jim, Instructor of Visual and Performing Arts (2006), B.A., M.A., Bowling Green State University; M.A., International School of Theology

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, Cathryn E., Associate Professor of English (1995), B.A., M.A., University of New Hampshire

Smith, Cynthia P., Instructor of Radiologic Technology (2004), A.A.S., Monroe Community College; B.S., Roberts Wesleyan College; M.S., Buffalo State College

Smith, Jason, Instructor of Art (2003), B.F.A., Eastern Kentucky University; M.F.A., East Carolina University

Smithgall, Barbara A., Assistant Professor (1998), B.S., State University College of New York at Brockport; M.S., Rochester Institute of Technology

Snyder, Philip J., Associate Professor of English/Philosophy (1986), B.A., M.A., Ph.D., University of Minnesota

Squires, Richard D., Assistant 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, Richard, Assistant 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., Assistant Professor of Mathematics (2002), B.S., Heidelberg College; M.S., Rochester Institute of Technology; NYS Teacher Certification, Roberts Wesleyan College

Striebich, John, Assistant Professor of Business (2003), B.A., University of Rochester; MBA, Rochester Institute of Technology

Striegel, Amy, Instructor of Transitional Studies (2003), B.A., Ithaca College; M.S., Columbia University

Sturnick, Joseph, Assistant 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

Taricone, Patrick F., Associate Professor, Counseling (2003), B.A., Morehead State University; M.Ed., University of Maryland; Ph.D., University of Northern Colorado

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

Tien, Lydia, Assistant Professor of Chemistry (2003), B.A., Cornell University; M.S., Ph.D., University of California at Berkeley

Timmons, Mary E., Assistant Professor, Library (2001), B.A., State University of New York, College at Brockport; M.L.S., University of Albany

Tippett, Ann Elizabeth, Assistant Professor of English (1995), B.A., M.A., University of Toledo

Tsai, Joanna H., Instructor of Biology (2005), B.S., Rochester Institute of Technology; D.C. New York Chiropractic College

Tugel, Terrill W., Professor of Biology (1987), A.B., Drury College; M.A., State University College at Geneseo

Vinci, Taine M., Associate 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

Vinci, Tony, Instructor of English (2003), B.S., M.A., State University of New York, College at Brockport

Viswanathan, Saroj, Professor of Dental Hygiene (1974), B.D.S., M.D.S., Government Dental College, Bombay, India; D.D.S., State University of New York at Buffalo

Volland, Janice, Professor of Nursing (1985), B.S., Niagara University; M.S., University of Rochester

Vrooman, Scott, Assistant Professor of Foreign Languages (2001), B.A., State University of New York, College at Geneseo; M.A., Syracuse University

Waasdorp, Janet, Assistant Professor of Education (1992), A.S., Monroe Community College; B.S., State University of New York, College at Albany; 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, Instructor of Mathematics (2002), B.S., Purdue University; M.S., State University of New York, College at Brockport

Wagner, Michael, Instructor 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

Wagoner, William F., Instructor of Law and Criminal Justice (2006), B.S., University of Maryland; B.A., University of Massachusetts

Wahba, Atif, Instructor of Biology (2003), M.D., Cairo University Medical School

Wakem, L. Paul, Associate Professor of Biology (2001), B.S., University of Western Ontario; Ph.D., University of Western Ontario

Walker, Barry V., Professor of Computer Related Curricula (1984), B.A., State University of New York College at Oswego; M.S., University of Southern California

Weidel, Pamela, Assistant Professor, Associate Director, Student Services, Damon City Campus

Weingart, Michael A., Instructor of Sign Language Communication (2002), B.A., Kent State University; M.Ed., St. Petersburg State University

Wendtland, Christopher, Instructor of Biology (2003), B.A., Montana State University; M.S., Central Washington University

Wexler, Sara, Associate Professor of Office and Computer Programs (1999), B.S., The Technion, Israel Institute of Technology; M.S., State University of New York at Binghamton

Wheeler, Holly, Assistant Professor of English (2001), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport

White, Ann, Associate Professor (1987), B.A., Southern Illinois University; M.S., C.D., University of Rochester; N.C.C., National Certified Counselor

Willard, Wanda, Associate Professor of Psychology (2000), B.S., M.Ed., St. Lawrence University; M.S., Ph.D., Syracuse University (Certificate in University Teaching)

Williams, Heather, Assistant Professor of English (2000), B.A., High Point University; M.S., Utah State University

Willison, Jennifer (2004), B.S., M.S., University of Rochester

Wiranowski, Jan Z., Professor of Mathematics (1968), B.S., Politcehnika Wroclawska, Poland; M.A., Middlebury College

Witz, MaryJo, Assistant Professor of Biology (1999), A.A., University of South Florida; B.S., University of South Florida; M.S., University of South Florida

Wright, Bobby W., Instructor of Mathematics (2002), B.S., Tennessee State University; M.S., M.B.A., University of Illinois

Wyant, Tracy, Instructor of Education (2003), B.A., State University of New York, College at Cortland; M.A., State University of New York, College at Brockport

Wynn-Preische, Holly, Assistant Professor (1998), B.S., State University of New York, College at Oswego; M.S.Ed., State University of New York, College at Brockport

Yanklowski, William G., Associate Professor in Electrical/Instrumentation Technology (1978), B.S.E.E., Rochester Institute of Technology; M.S.Ed., Nazareth College of Rochester

Zinck, Janet B., Assistant Professor of Hospitality (1989), A.A.S., Monroe Community College; B.S., Nazareth College; M.A., State University of New York, College at Brockport

Zion-Stratton, Elizabeth, Instructor of Nursing (2006), B.A., State University of New York, College at Geneseo; Registered Nurse Certification, University of California; M.S., University of California

Zwick, Michael A., Professor of Mathematics (1982), A.S., Monroe Community College; B.A., State University of New York, College at Geneseo; M.A., Syracuse University

Adjunct and Part-Time Faculty

Abel, Phillip, Assistant Professor of Mathematics (2002), A.B., Grove City College; M.S., SAS, State University of New York, College at Brockport

Adams, Elizabeth, Adjunct Instructor of Spanish, B.A., St. John Fisher College; M.S., State University of New York, College at Geneseo

Ahmad, Nazeem, Instructor of Sociology (2005), M.A., University of Indianapolis

Alfano, Paul, Instructor (1987), B.S., M.A., New York University

Allen, Jessie, Instructor of English (2002), B.A., Nazareth College; M.A., DePaul University

Alliet, David F., Assistant Professor of Chemistry (1981), A.A.S., B.S., Rochester Institute of Technology

Anthony, Michael, Instructor of Biology (2004) B.A., Rutgers University; M.D., Emory University School of Medicine

Aquila, Kimberly C., Assistant Professor of Nursing (1989), B.S.N., University of Virginia; M.S.N., University of Rochester at Buffalo; M.S., Hunter College

Atkins, Sally H., Associate Professor, Health Education (1987), B.S., Bowling Green State University

Baker, Jeffrey, Assistant Professor, Psychology, B.S.; Regents College; M.S., Syracuse University; PhD., Capella University

Baker, Keith, Assistant Professor, Health Education Program (1995), Bailey, Dudley L., Instructor, Physical Education/ Recreation Leadership (1982), B.S., University of Colorado

Bauman-O'Dell, Marian, Instructor of Alcohol, Chemical Dependency and Substance Abuse (2000), B.S., Nazareth College

Beech, Donald, Assistant Professor, English for Speakers of Other Languages (1983), B.A., Wittenberg University; M.A., University of Rochester

Bemben, Richard, Associate Professor (1979), B.S., SUNY at Buffalo; M.B.A., Rochester Institute of Technology

Berrios, Noeida, Assistant Professor of Spanish (1988), B.A., State University of New York, College at Brockport; M.A., University of Rochester

Bishop, Julie, Instructor of Mathematics (1988), B.A., St. John Fisher College; M.S.Ed., State University of New York, College at Brockport

Boehler, James, Instructor of Law & Criminal Justice (2001), B.A., College of Holy Cross; J.D., Fordham Law School

Bonzo, Deborah, Assistant 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

Boucher, Diane, Assistant Professor of Developmental Studies (1978), B.S., M.S.Ed., State University of New York at Brockport

Bowman-Haines, Michelle, Instructor of Psychology (1999), B.A., University of Buffalo; M.A., Ball State University; Certified Rehabilitation Counselor

Brayman, Glenda, Instructor of Law & Criminal Justice (1988), B.A., Oberlin College; J.D., Syracuse University Law School

Brewster, Elizabeth, R.T.(R), Clinical Supervisor, Radiologic Technology Program (1984), B.S., M.A., Empire State College

Brooks, Carol, Instructor of Sociology (2004) B.A., Utica College of Syracuse University; M.A., State University of New York, Empire State College

Brott, Katheryn, Instructor of Mathematics (1988), B.S., State University of New York, College at Oswego; M.S., State University of New York, College at Brockport

Brown, Cheryl, Instructor of Psychology, B.A., St. John Fisher College; M.Ed., Temple University

Brown, David, Instructor of Psychology (2002), B.A., Rochester Institute of Technology; M.A., State University of New York, College at Brockport

Buffman-Herman, Nancy, Instructor of Biology (1995), B.S., Cornell University; M.S., Syracuse University

Buggie-Hunt, Mary, Assistant Professor of History (1999), B.A., St. John Fisher College; B.A., M.A., State University of New York, College at Brockport

Bullock, Scott, Instructor of Mathematics (2002), B.S. University of Rochester; M.B.A., University of Rochester Simon School

Burm, Charles, Instructor of English (2002), B.S., State University of New York, College at Brockport; M.F.A., New York University

Burns, Jerry F., Instructor, Physical Education/Recreation Leadership (1992), B.S., Castleton State College

Cabrera, Javier, Assistant Professor of Office and Computer Programs, B.S.B.A., University of Puerto Rico, M.B.A., Rochester Institute of Technology

Cagle, Robert Jr., Instructor of Sign Language (2001), Cala, James, Assistant Professor of Mathematics (1985), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport

Camfield, Ellen, Professor of Psychology (2002), B.A., University of Rochester; Ph.D., University of Pittsburgh

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

Carson, Linda, Instructor of Mathematics (1992), B.S., Michigan Technological University; M.S., Rochester Institute of Technology

Chamberlain, Michael, Instructor, Physical Education/Recreation Leadership (1991), A.S., Monroe Community College; B.S., Wilmington College; M.S., Miami University of Ohio

Christensen, Lawrence, Instructor of Mathematics (1992), B.S.M.E., Union College; M.S., Rochester Institute of Technology

Ciaccia, P.J., Professor of Psychology (1994), B.A., Rice University; M.A., St. Mary's University

Cichanowicz, Peggy W., Instructor of Biology (2003), B.S., State University of New York Upstate Medical Center; M.S., University of Florida

Clark, Mary Ellen, Instructor of Biology (1996), B.A., Rutgers College, The State University of New Jersey; M.S., University of Rochester School of Medicine and Dentistry

Clauss, William, Instructor of Law & Criminal Justice (2004), B.A., State University of New York, College at Brockport; J.S., Buffalo Law School

Clawson, Joan, Instructor of English for Speakers of Other Languages (2003), B.A., Vassar College; M.A., Pacific Oakes College

Colling, Robert K., Instructor of Mechanical Technology (1981), A.A.S., Monroe Community College

Collins, James., Instructor of Manufacturing Technology (1993), NYST Permanent Certification in Metal Trades

Conklin, Kathleen D., Adjunct Professor of Business Administration/Economics (2005), B.A., Wichita State University; M.B.A., Penn State University

Conwell, Francine, Instructor of English for Speakers of Other Languages (2003), B.S., Wagner College; M.S., Nazareth College

Couderc, Valerie, Instructor of French (2003), M.A., University of Strasbourg, France; M.S., University of Grenoble, France

Cuddihee, Carol M., Associate Professor of English for Speakers of Other Languages (1990), B.A., M.A., College of Saint Rose

Cupello, Nelson, Assistant Professor of Physical Education (1990), B.S., State University of New York College at Brockport; M.S., United States Sports Academy

Cyganovich, Magdalyn, Lecturer of Paralegal Studies (2003), B.A., State University of New York, College at Albany

Daggar, Rebecca J., Associate Professor of Mathematics (1984), B.A., M.S., State University of New York College at Brockport

Dalton, Robert, Instructor of Biology (1993), B.S., Hope College; Doctor of Chiropractic, Logan Chiropractic College

Daniel, Steven I., Assistant Professor of Biology (1997), B.S., Empire State College; M.S., Cornell University

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

Davis, Barbara, Professor of Biology (1990), B.S., Syracuse University; Ph.D., State University of New York, Upstate Medical Center

Davis, Symond, Assistant Professor (1991), B.S., University of Vermont; M.S., State University of New York at Albany

Dawson, Lorna Diehl, Assistant Professor of Psychology (1993), B.S., Empire State College; M.A., Hofstra University

Dettman, Donna, Associate Professor of English (1990), M.A., M.S., University of Rochester

Dillon, Patricia, Adjunct Instructor of Nursing (2003), A.A.S., Monroe Community College; B.S.N., Empire State College; M.S., St. John Fisher College

Donaldson, Dorothy, Instructor of Psychology (2002), B.A., Catawba College; M.S.W., Syracuse University

Doolin, Michael, Assistant Professor of English/Philosophy (1998), B.B.A., Western Michigan; M.A., State University of New York Empire State College

Donnelly, David R., Associate Professor of Psychology (1992), B.A., M.A., State University of New York, College at Geneseo

D'Onofrio, Barbara, Instructor, Physical Education/Recreation Leadership (1985), B.S., State University of New York, College at Brockport

Downey, Edward, Associate Professor of English (1987), B.A., St. Lawrence University; M.A., Wayne State University

Downs, Richard, Instructor of Law & Criminal Justice (2002), B.S., M.P.A., State University of New York, College at Brockport

Drost, Mark, Professor of English/Philosophy (1995)

Duggan, Maureen, CPA, Instructor of Business Administration/Economics (2003), B.B.A., Nazareth University; M.S., Nazareth College

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

Emerton, R. Greg, Ph.D., Associate Professor of Sociology

English, Gerald E., Assistant Professor of Geosciences (1984), B.S., University of Wisconsin at Madison

Ertischek, Robert, Instructor of Political Science and Business Administration (2004) B.A., University of Buffalo; J.D., Temple University School of Law

Farrington, Steven, Instructor of Spanish and French (2002), B.A., State University of New York, College at Brockport; M.A., Bowling Green University

Fico, Samuel, Associate Professor of Business Administration (1991), B.S., Lemoyne College; M.S., SUNY at Brockport

Finaldi, David L., R.T. (R), Clinical Supervisor, Radiologic Technology (2005), A.A.S., Monroe Community College; B.S., St. John Fisher College

Finnegan, Elizabeth, Lecturer of Paralegal Studies (2006), A.A., Christian College

Fox, Barbara, Associate Professor of Art (1980), B.A., M.A., University of Rochester; M.F.A., Rochester Institute of Technology

Frisch, Julianna, Instructor of Hospitality (2004), B.S., State University of New York, College at Brockport; M.S., Roberts Wesleyan College

Fusilli, Leo, Assistant Professor of Automotive Technology (1980), B.A., State University of New York, Empire State College; M.S., State University of New York, College at Brockport

Gallo, Joseph, Assistant Professor of Mathematics (1982), B.S., B.A., Manhattan College; M.S., Rochester Institute of Technology

Galloway, Jo-Anne, Lecturer of Court Reporting (2006)

Ganze, John, Adjunct Associate Professor of German (1999), B.A., University of Rochester; M.A., Middlebury College

Ganze, Miriam, Adjunct Associate Professor of English (1989), B.A., Daeman College; M.A., State University of New York College at Brockport

Glass, Becky, Associate Professor of Sociology (2002) B.S., Virginia Polytechnic Institute and State University; M.S., University of North Carolina; Ph.D., Florida State University

Gleason, Mary Ellen, Assistant Professor of Transitional Studies (2001), A.A.S., Mohawk Valley Community College; B.S., M.S., Nazareth College

Gombert, Nancy, Instructor of English (1994), B.A., Valparaiso University; M.A., University of Illinois at Chicago

Gomez, Ruben, Associate Professor of Spanish (1992), B.A., New York University; M.A., University of South Florida; Ph.D., University of North Carolina

Grace, Susan Figaro, Assistant Professor of Biology (2005) B.S., Rochester Institute of Technology; M.S., State University of New York, College at Brockport

Grant, Steven, Instructor of Law & Criminal Justice (1998), B.S., Buffalo State

Guernsey, Elisa, Instructor of History (2004) B.S., M.S., State University of New York, College at Brockport

Gustina, Donna, Assistant Professor of Basic Sign Communication (1992), B.S., Nazareth College; M.S.T., Rochester Institute of Technology

Haggerty, Nancy L., Assistant Professor of Biology (1995), B.S., University of Massachusetts-Amherst; M.P.H., University of Rochester

Haitz, James, Instructor of Human Services (1996), A.S., Monroe Community College; B.S., Rochester Institute of Technology; M.S.W., Syracuse University

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

Hart, Robert, Assistant Professor of Mathematics (2002), BSME, Clarkson University, M.S., Clarkson College of Technology

Haynes, Linda, A.R.T., Instructor, Health Information Technology (1991), A.A.S., Monroe Community College

Henry, Craig, Instructor of Applied Technologies (1993), A.A.S., Monroe Community College

Herbek, Thomas A., Assistant Professor of Business Administration/Economics, M.B.A., State University of New York at Binghamton; M.Ed., University of Virginia

Herbst, David W., Associate Professor of Mathematics (1984), B.S., Clarkson University; M.S., Nazareth College

Herrera, Isaura, Lecturer of Spanish (2003), B.S., Roberts Wesleyan College

Hersh, Robert E., Professor of Psychology (1991), B.A., University of Rochester; M.A., Teachers College, Columbia University

Hickey, Thomas J., Assistant Professor of Business Administration/Economics, B.S., LeMoyne College; M.B.A., Rochester Institute of Technology

Hickman, Susan J., Instructor of Foreign Languages (1998), B.A., Middlebury College; M.A., University of West Virginia

Hilton, Ronald, Professor of English (1994), B.S., State University of New York, College at Geneseo; M.A., University of Arkansas; Ph.D., Syracuse University

Holden, Kathy, Assistant Professor of Psychology (2002), B.S., Eastern Michigan University; M.A., 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

Horgan, Larry, Instructor of Mathematics (2003), B.A., State University of New York, College at Geneseo; M.S., Nazareth College

Hunter, Karen, Assistant Professor of Psychology (1998), B.A., Ph.D., State University of New York at Albany

Hunter, Kathleen J., Adjunct Professor, Health Education Program (1982), M.S.Ed., State University of New York, College at Brockport; Ph.D., Southern Illinois University at Carbondale

Hunter, Robert, Professor of Psychology (1987), B.A., Tuft's University; M.Ed., Tuft's University; M.A., University of Rochester

Jackman, Janiece, Instructor of English for Speakers of Other Languages (2003), B.A., Fordham University; M.Ed., Rutgers University

Jacobsmeier, Judy, Assistant Professor of Mathematics (1981), B.S., M.S., State University College at Brockport

Jensen, Christine, Assistant Professor of English (2002), B.A., Radcliffe College; M.A., University of Michigan

Johnson, Abe, Assistant Professor of Anthropology/Sociology (1999), B.A., State University of New York, College at Oneonta; M.A., State University of New York, College at Buffalo

Jones-Poku, Valerie, Instructor of Nursing (1996), Certificate in Nursing-Midwifery, State University of New York Downstate Medical Center; B.S., Keuka College

Kelley, Stephen, Instructor (1988), B.S., State University of New York, College at Geneseo; M.B.A., St. John Fisher College

Kelly, Joseph, Associate Professor of Mathematics (1991), B.A., Catholic University of America; M.S., State University of New York, College at Binghamton

Kemp, Susan M., Assistant Professor of Art (1974), B.F.A., Rochester Institute of Technology

Kern, Gary, Associate Professor of Computer Related Curricula (1981), A.A.S., Monroe Community College; B.T., Rochester Institute of Technology

Ketchum, Roy J., Associate Professor of Chemistry (1982), B.A., University of Rochester; M.S., New Mexico Highlands University; Ed.D., University of Rochester

Kidera, Thomas, Instructor of Law & Criminal Justice (2005), B.A., Fordham University; J.S., Columbus School of Law at Catholic University of America

Kiperman, Regina, Instructor of American Sign Language (2003), B.S., M.S., Rochester Institute of Technology

Kiselgof, Dmitriy, Lecturer of Sign Language (2002), B.S., College of Staten Island; City University of New York, NY

Klein-Bodenheimer, Hildegard, Instructor of German (2003), M.S., Johannes Gutenberg University, Germany

Kling-Simonian, Allison, Instructor of Biology (2000), B.S., University of Maryland; B.S., M.S., College of Staten Island, NY

Knapp, Warren, Assistant Professor of Mathematics (2002), B.S., Denison University; M.A., University of Rochester

Kralles, John, MS RD CDE CDN, Assistant Professor of Hospitality (1999), A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology

Krest, Lynne, Instructor of Mathematics (2002), B.S., College of William and Mary; M.X., University of North Carolina

Kriegel, Jon, Associate Professor of Manufacturing Technology (1993), B.S.M.E., M.S., Rochester Institute of Technology

Kroon, Marianne, Instructor of English for Speakers of Other Languages (2002), M.S., Nazareth College

Krumrine, Kristi, Instructor of Anthropology (2004) B.A., Temple University; M.A., Kent State University

Kuzmich, Alexandra, Instructor of French (2000), M.A., Universite' des Sciences Humaines, France; M.A., University of Kansas

Laco-Schiano, Lori, R.H.I.A., Assistant Professor, Health Information Technology Program, B.S., Ithaca College

Ladd, John C., Associate Professor of Biology (1991), B.S., St. John Fisher College; M.A., University of Rochester

Lang, Anne, Lecturer of Paralegal Studies (2000)

Lapp, D. William, Assistant Professor of Law & Criminal Justice (1991), B.S., State University of New York, College at Geneseo

Linder, Raymond, Associate Professor of Mathematics (1979), B.A., Hamilton College; M.A., State University of New York, College at Brockport

Lisena Tyo, Debra, Instructor of Hospitality (2002), B.S., State University of New York, College at Brockport; M.S., CW Post Long Island University

List, Allison, Instructor of English for Speakers of Other Languages (2002), B.A., M.S.Ed., Nazareth College; Ed.M., Harvard University

Lloyd, Bonnie, Assistant Professor (1986), B.S., State University of New York, College at Brockport; M.A., State University of New York, College at Buffalo

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

Lylak, Eugene, Associate Professor of English for Speakers of Other Languages; B.A., State University of New York, College at Buffalo; M.Ed., St. Michael's College; Ed.D., University of Rochester

Malinak, Edward M., Professor of Spanish (1993), B.A., University of Michigan; M.A., Michigan State University; Ph.D., University of Kentucky

Manin, John Bediaku, Instructor of Law & Criminal Justice (2005), B.A., Michigan State University; J.D., City University of New York School of Law

Mansfield, Luanne, Assistant Professor of Physical Education (1985), B.S., West Virginia University; M.S., Purdue University

Marriott, Marcia, Associate Professor (1988), B.S., M.A., Ph.D., Arizona State

Marsh, Katherine, Instructor of English (2002), B.A., M.A., University of Rochester

Masi, Amy W., Instructor of Biology (2004) B.S., M.S., Florida Institute of Technology

Mathers, Colin, Assistant Professor of Philosophy (1997), B.A., DePauw University; M.A., Ph.D., University of Rochester

Matthew, Ivan, Instructor of Human Services (2002), B.S., State University of New York at Oneonta; M.S.W., State University of New York at Buffalo

Mavromatis, John, Professor of Psychology (1994), B.A., Hobart College; Ph.D., University of Pittsburgh

Mayer, David, Assistant Professor of Law & Criminal Justice (1998), B.S., University of Wisconsin; J.D., Syracuse University College of Law

Mazzola, Rossario, Instructor of Manufacturing Technology (1993), A.A.S., Monroe Community College

McHugh, Lorraine; Assistant Professor of Physical Education (1994), B.A., Syracuse University; M.S., University of Rochester

McPherson, Glenda, Instructor of Psychology (2001), B.S., Kansas State University; M.A., University of Kansas

Meier, Janet, Lecturer of Court Reporting (2003), Cert., Monroe Community College; A.A.S., State University of New York, College at Alfred

Merkel, M. Suzanne, Associate Professor of Developmental Studies (1978), B.A., Marian College; M.A., University of Cincinnati

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

Miles, James E., Associate Professor of Business Administration (1976), B.S., State University of New York at Albany; M.S., University of Rochester

Miller, Michael, Assistant Professor (1989), B.A., J.D., Syracuse University

Miller-Randall, Nancy, S.P.H.R., Instructor of Hospitality (2003), B.S., University of New Hampshire; M.B.A., James Madison University

Monshipour, Shahin, Instructor of Sociology (2001) M.B.A., Rochester Institute of Technology; M.A., University of Rochester

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

Moore, William, Adjunct Associate Professor of Basic Sign Communication (1987), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport

Moran, Roxanne, R.T.(R)(M), Clinical Supervisor, Radiologic Technology Program (1987), Murano, Teresa, Instructor of Italian (2001), B.S., Universita' della "Sapienza", Rome, Italy; M.S., University of Philadelphia

Morton, Ann, Instructor of Anthropology (2002) B.A., Drew University; Ph.D., University of Edinburgh

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., Syracuse University College of Law

Murano, Teresa, Adjunct Assistant Professor (2001), B.S. Universita' della "Sapiensa," Rome, Italy; M.S., University of Philadelphia

Nadeau, David C., Assistant Professor of Engineering Science and Physics (1992), B.S., Cornell University; M.S., Rochester Institute of Technology

Nagel, Tanya, Instructor of Sociology (2003) B.A., Kent State University; M.A., University of Amsterdam

Napier, James, Instructor of Law & Criminal Justice (2003), B.A., Georgetown University; J.D., Georgetown University Law Center

Napoli, Kimberly A., Instructor of Biology (2004) B.S., University of South Florida; M.S., University of Rochester

Noonan, Cornelius J., Associate Professor of Physics/Engineering Sciences (1967), B.S., State University of New York, College at Oneonta

Norman, James, Assistant Professor of Sociology (1999) B.A., Mercer University; M.S.W., Western Michigan University

O'Brien, Michael, Instructor of Mathematics (2002), M.A., State University of New York at Binghamton

Ognibene, Richard, Assistant Professor of Chemistry (1995)

Oldziej, Justyna,, Instructor of Mathematics (2004), M.A., Academy of Economics, Poland; M.A., University at Buffalo

Olles, Deana, Instructor of Mathematics (2005), B.S., University of Tennessee Chattanooga; M.S., Rochester Institute of Technology

Osborn, Douglas, R.T. (R), Clinical Supervisor, Radiologic Technology Program (2005), A.A.S., Monroe Community College; B.P.S., Empire State College

Osborn, Kenneth, Assistant Professor of Business Administration/Economics (1991), B.S., M.B.A., Rochester Institute of Technology

Palma, Dominic, Instructor of Law & Criminal Justice (1996), B.S., Niagara University

Palma, Julianne, Instructor of English (2001), B.A., M.S., Nazareth College; M.A., St. Bernard's Institute

Palmer, Laurie, Associate Professor of Nursing (1992), B.S.N., M.S., State University of New York Health Sciences Center, Syracuse

Pedersen, Christopher, Instructor of History (2004) B.A., Holy Cross; Ph.D., University of Rochester

Pennington, Bruce, Instructor of Mathematics (1992), B.A., State University of New York, College at Geneseo; M.A., State University of New York, College at Brockport

Pettine, Wendy, R.T. (R), Clinical Supervisor, Radiologic Technology Program (2005), A.A.S., Monroe Community College

Pfuntner, Mark J., Instructor 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

Pierce, Elizabeth, Instructor of English/ Philosophy (2002), B.S., Ohio State University; M.A., Bowling Green State University

Podgers, Deborah, Lecturer of Court Reporting (2005), A.S., Orlando Junior College

Poirier, Margit Brazda, Instructor of Biology (2004) B.S., Colgate University; M.S., State University of New York, College of Environmental Science and Forestry

Poletto, Anthony, Associate Professor (1993), B.S.E.E., DeVry Institute of Technology

Popowych, Sheila, Lecturer of Paralegal Studies (2003), B.S., Roberts Wesleyan College

Powell-Jennings, Evelyn, Instructor of Spanish (1992), B.A., State University College at Oswego; M.A., State University of New York at Stony Brook

Plutino, Maria Stella, Adjunct Assistant Professor of Italian (2001), B.A., University of Rochester; M.S., Rochester Institute of Technology

Pulitano, Joseph, R.T. (R), Lecturer of Radiologic Technology (2006), A.A.S., Monroe Community College; B.S., Empire State College

Regan, Mark, Lecturer of Hospitality (1995), Member of PGA of America, B.S., University of Dayton

Reichert, Thomas, Associate Professor of Mathematics (1982), B.A., M.S., State University of New York, College at Fredonia

Reynolds, Wanette, Adjunct Instructor of American Sign Language, B.A., University of Rochester; M.A., University of Illinois Champaign-Urbana

Rizzo, Vincent, Instructor of Law & Criminal Justtice (2003), J.D., Univerity of Dayton School of Law

Robinson, Diana, Professor of Alcohol, Chemical Dependency and Substance Abuse (2002), B.S., Empire State College; M.A., Ph.D., University of Rochester, Coach University Graduate

Robinson, Wayne, Professor of Psychology (1988), B.S., M.A., State University of New York, College at Brockport

Rodriguez, Krista, Assistant 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

Romano, John, Assistant Professor of Transitional Studies, A.A.S., Finger Lakes Community College; B.S., M.S., Nazareth College

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

Rydberg, Patricia, RDH, Assistant Professor of Dental Studies (1997), A.A.S., Monroe Community College; B.S., State University of New York, College at Brockport

Sander, Ruth, Associate Professor (1986), B.S., S.E., Missouri State University; M.B.A., Rochester Institute of Technology

Santora-Grubb, Dina , Lecturer (2003), B.S., University of Rochester

Santore, Raymond, Associate Professor of Business Administration/Economics (1975), B.B.A., St. John Fisher College

Schwartz, Allan, Assistant Professor of Law & Criminal Justice (1995), B.A., Cornell Univeristy; J.D., Cornell University Law School

Scully, Kevin P., Assistant Professor of Business Administration/Economics;, B.S.Ed., State University of New York College at Geneseo; M.B.A., Rochester Institute of Technology

Sedory, Albert, Instructor (1987), B.S., Bowling Green State University; M.B.A., Case Western Reserve

Shafer, Audrey (2004) B.S.N., Pennsylvania State University; M.S., St. John Fisher College

Shaw, Judith, Professor of English (1987), B.A., College of Notre Dame of Maryland; M.A., Villanova University

Shutt, Jeff, Lecturer of Hospitality (2001), B.S., Rochester Institute of Technology

Sigismond, William, Professor (1987), B.S., Georgetown University; M.S., State University of New York at Albany

Silvera, Alfredo, Instructor of Spanish (2003), M.D., Universidad of Uruguay Medial School

Slifkin, Jacqueline G., Adjunct Instructor of Business Administration/Economics (2003), B.A., University of Michigan; J.D., University of Pittsburgh

Smalls, Adrian, Instructor of Law & Criminal Justice (2001), B.S., University of Rochester; M.P.A., State University of New York, College at Brockport

Smith, Cindy, Assistant Professor of Mathematics (1997), B.S., Houghton College; M.S.T., State University of New York, College at Binghamton

Smith, Nancy E., Instructor of Law & Criminal Justice (2006), B.A., Allegheny College; J.D., Vermont Law School

Soule, Kevin, Instructor of Engineering (2000), B.S., State University of New York, College at Oswego

Spezzano, Mark, Instructor of Psychology, B.A., State University of New York, College at Geneseo; M.S.W., Syracuse University; M.A., North Central University

Strohm, Mary Beth, Assistant Professor of Mathematics (1999), B.S., St. John Fisher College; M.S., Syracuse University

Stone, Yvonne, Lecturer (2003), A.A.S., Monroe Community College; B.S., Nazareth College

Sucy, Sandy, Lecturer (2002), Diploma, Highland Hospital School of Nursing; B.S., Roberts Wesleyan College

Tang, Jasmine, Adjunct Instructor of Chinese, B.A., State University of New York, College at Geneseo; M.A., State University of New York Empire State 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

Thompson, Jeffrey W., Assistant Professor of Office and Computer Programs (1998), A.S., Monroe Community College; B.S., State University of New York, College at Oswego; M.B.A., Medaille College

Tinsley, J. Donald, Assistant Professor of Business Administration/Economics, M.S., Columbia University

Titus, Lora, Assistant Professor of Mathematics (1983), B.A., M.S, State University of New York, College at Brockport

Toscano, Ralph M., Jr., Professor of Business Administration (1975), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; M.S.Ed., Nazareth College

Trachtenberg, David, Adjunct Lecturer of American Sign Language, B.A., Gallaudet College

Tumminelli, John, Associate Professor of Mathematics (1991), A.A.S., Monroe Community College; B.A., M.S.Ed., State University of New York, College at Brockport

Turner, Wilbert, Instructor of English (2003), B.A., Syracuse University; Ph.D., University at Albany

Tyler, Brad, Instructor of Law & Criminal Justice (2000), B.A., University of Colorado; J.D., Vermont Law School

Ulrich, Ronald N., Professor of Chemistry (1977), B.A., Houghton College; Ed.M., University of Rochester

Ushold, George, R.T.(T), Associate Professor of Radiologic Technology Program (1985), Ph.D., University of Rochester

VanGraafeiland, Debra, Assistant Professor of Mathematics (2001), B.A., Grove City College; M.A., Nazareth College

Vastola, Lawrence, Assistant Professor of Engineering Science and Physics (1992), B.S., Regents College

Vassallo, Mary Ellen, Lecturer of Paralegal Studies (2000), Cert., LeMoyne College, Cert., American Institute of Paralegal Studies

Wagoner, William F., Lecturer of Computer Security (2006), B.A., University of Massachusetts; B.S., University of Maryland

Wake, Susan Dawn, Assistant Professor of Philosophy (1999), B.A., M.A., University of Waterloo

Walker, Matthew, Instructor of History (2005), B.A., Alfred University; M.A., State University of New York, College at Brockport

Walch, Ramona, Lecturer of Court Reporting (2002), Cert., Rochester School of Machine Shorthand; Cert., State University of New York, State Education Department

Ward, Neil, Instructor of Anthropology (2003) B.A., State University of New York, College at Geneseo; M.A., State University of New York, College at Buffalo

Weider, Kayce, Instructor of History (2005), B.A., M.A., University of Rochester

Weider, Timothy, Instructor of Sociology (2003) B.A., St. Bernard's Institute; M.S.W., University of Buffalo; MDiv., St. Bernard's Institute

Weider, Stephen J., Assistant Professor of Psychology (1988), B.A., St. John Fisher College; M.S., Rochester Institute of Technology

Weisenreder, Michael R., Lecturer of Hospitality (2005), A.A.S., Paul Smith's College; B.S., State University of New York, College at Brockport

Werner, Christopher, Instructor 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

Wichtowski, Lorraine, Associate Professor of Psychology (1994), B.S., Cornell University; M.A., Towson State University

Wightman, Kim, Assistant Professor of Hospitality (1985), B.S., State University of New York, College at Buffalo

Williams, Ronald C., Associate Professor of Mathematics (1979), B.A., M.S.Ed., State University of New York, College at Geneseo

Yamonaco, Jeanne, Adjunct Assistant Professor of Basic Sign Communication (1996), A.A., Monroe Community College; B.A., M.S., Nazareth College of Rochester

Yiannakos, Anthony, Assistant Professor of Chemistry (1980), B.S., LeMoyne College; M.S., University of Rochester

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, Associate Professor (1987), B.A., St. John Fisher College; ME.D., Bowling Green State University

Professors Emeriti

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

Aulenbacher, Robert G. (1966-1981), Professor of Law and Criminal Justice

Baker, Joseph G. (1967-1999), Professor of Engineering Technologies

Baker, Linda W. (1986-2002), Professor of Mathematics

Basile, Pierina C. (1979-1984), Assistant Professor of Business Administration

Bell, Donald (1964-1995), Professor of Physical Education

Berry, Robert (1964-1995), Professor of Mathematics

Bierre, Robert (1964-1988), Professor

Bock, Eldon (1968-1988), Professor of Business Administration/Economics

Brindle, William (1971-2002), Professor of Sociology

Brown, Bruce R. (1968-1999), Professor of Visual and Performing Arts

Brown, Douglas (1976 – 2005), Director, Campus Center

Brown, John W., Jr. (1971-1991), Professor of Business Administration/Economics

Burr, Charles (1973-1998), Professor of Electrical Instrumentation Technology

Bush, Carmen (1969-2001), Professor of Transitional Studies

Byman, Judith (1968-1989), Professor, Library

Cappon, Sharon M. (1966-2000), Associate Professor of Physical Education

Chamberlain, H. David (1963-1995), Professor of Physical Education

Charron, Helene (1965-1995), Professor of Nursing

Christoff, Barbara L. (1963-1999), Professor of Law and Criminal Justice

Clar, Lawrence M. (1966-2001), Professor of Mathematics

Clark Hugh D. (C.D.P.) (1963-1974), Professor of Computer Information Systems

Cobb, Phyllis M. (1963-1980), Professor, Health/Physical Education/Recreation Leadership

Collins, Robert R. (1966-1973), Professor

Comstock, Richard T. (C.S.W.) (1968-2002), Professor of Psychology

Connelly, Doris (1963-1991), Associate Professor of Biology

Connelly, James F. (1967-1995), Professor of Mathematics

Cooney, Anne (1967-2002), Professor of English

Cotnam, John D. (1967-1996), Professor

Critchlow, Virginia P. (1982-1992), Associate Professor of English

Cullen, John ((1985-2006), Professor of Chemistry

D'Ambruso, Vito (1963-1990), Professor of Biology

Day, David (1971-2006), Professor of Anthropology

Davis, James C. Jr. (1967-1995), Professor of English

Day, Donald E. (1975-1999) Professor of Engineering Technologies

Dellaquila, Thomas B. (1964-1998), Professor of Mathematics

DeLeo, Joseph D. (1963-1981), Professor of Chemistry

Dempsey, Deana L. (1964-1999), Professor of Office Technology

DiMartino, Mary Ann (1967-2005) Office and Computer Programs

Dunn, Virginia M. (1964-1987), Associate Professor of Biology

Dvorin, Martin (1968-1980), Professor of Optical Technology

Echaniz, Maria (1966-1999), Professor of Foreign Languages

Eddy, R. Gordon (1969-1985), Professor of Law and Criminal Justice

Edwards, Eugene L., Jr. (1964-1995), Professor of Communication

Erickson, Michael (1976-1997), Professor of Transitional Studies

Ernst, John (1962-1999), Professor of Engineering Science/Physics

Fabiano, Thomas A. (1963-1999), Professor of History

Feasel, Lawrence (1968-2005), Professor of Law and Criminal Justice

Flanigan, Robert (1965-1998), Professor of Chemistry

French, Henry P. ((1967-2005), Professor of History

Fusilli, Louis A. (1968-1999), Professor of Psychology

Garay, Gustav (1975-1999), Professor of Biology

Garlock,Jonathan (1977-1995), Associate Professor

Garr, Jane L. (1971-1992), Professor of Nursing

Gayle-Jones, Jewelle (1975-1996), Professor of Human Services

Gennarino, Elizabeth B. (1963-1980), Professor

Ghent, Jeanne (1971-1997), Professor of English

Gigliotti, Ronald S. (1963-1996), Professor

Gilda, K.L (1964-1984), Professor of Dental Hygiene

Glossner, Alan J. (1972-1999), Professor

Goldstein, Elaine (1979 – 2004) Counselor, Counseling and Advising

Grabowski, Betty R.T.(ARRT) (1971-1998), Associate Professor of Radiologic Technology

Graham, W. Joseph. (1976-1999), Associate Professor of Biology

Grasso, Thomas X. (1968-1999), Professor of Geosciences

Gulbransen, Linda (1979-2002), Associate Professor of Business

Gullo, Robert A. (1962-1995), Professor of Mathematics

Haas, Charles ((1970-2005), Professor of Art

Hall, Judith I. (1968-2002), Professor of English

Hancock, James (1966-2006), Professor of English

Hapeman, Clement (1970-1988), Associate Professor of Sociology/Anthropology

Harrington, Paul F. (1966-1979), Professor of History and Political Science

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

Herzog, Robert H. (1967-2002), Professor of English

Hopkins, Betty Jo (1969-1992), Professor of Biology

Holcomb, Howard A. (1967-2000), Associate Professor of Mathematics

Jenkins, Donovan M., Jr. (1964-1999), Professor of Transitional Studies

Jennings, Lucy Mae (1965-1985), Professor of Office Technology

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

Kress, Thomas A. (1968-1996), Associate Professor of Physical Education

Kostecke, Ronald D., Professor (1969-2002)

Lansky, Lewis, Professor of History and Political Science (1962-2004)

Lathan, Calvin (1962-1991), Professor of Mathematics

Lesko, Steven J., Jr. (1965-1986), Professor of Civil Technology

Livadas, Dorothy (1964-1977), Associate Professor of English

Livermann, Robert L. (1970-1982), Associate Professor of Sociology/Anthropology'

Lloyd, John (1970-1991), Professor of Business Administration

Lundberg, Edwin ((1969-2005), Professor of History

Lynam, William (1970-2006), Professor of English

Marussi, Branco (1964-1973), Professor of Modern Languages

Maher, John (1970-1992) Associate Professor of Fire Protection Technology, Health Education

Mathison, Ruth M. (R.R.A.) (1967-1980), Professor of Medical Record Technology

McCormack, James P. (1967-1996), Associate Professor of Business Administration

McDade, George C. (1964-1996), Professor of Art

McDowell, Marcia W. (1971-1996), Professor of Food, Hotel, and Tourism Management

McGuidwin, James I. (1969-1997); Professor

McHugh, Thomas (1968-1999), Professor of Physical Education

McKim, Suzanne (1969-1999), Professor of Nursing

McNitt, David H. (1967-1999), Professor of Mathematics

Mendenhall, Thomas A. (1971-1987), Professor of Law and Criminal Justice

Miller, Connie P. (1967-1999), Professor of Office Technology

Miller, Gary M. (1968-1997), Professor of Mathematics

Miller, Mary Lou (1971-1992), Professor of Nursing

Milligan, Frank G. (1964-1996), Professor

Mills, Edward D. (1965-1986), Professor

Morey, Charles L. (1967-1997), Professor of Music

Nash, William C. (1962-1977), Professor of Foreign Languages

Natale, Vincent J. (1969-1982), Professor of Psychology

Navias, Elaine (1970-1986), 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

Niger, Mary (1968-1988), Associate Professor of Office Technology

Nobiling, Gerard R. (1963-2002), 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

O'Brien, Kevin R (1967-1987), Professor of Law and Criminal Justice

Osborn, Frances (1962-1990), Professor of English

Owen, John (1971-2002), Associate Professor of Communication

Parton, James (1967-1988), Professor

Pennell, Mary Pat (1970-1991), Professor of Health Related Professions

Phoenix, Edward W. (1975-1997), Professor

Pixley, Elizabeth (1977-2005), Professor of Biology

Polizzi, Alfred J. (1970-2000), Associate Professor

Porter, Stuart (1963-1991), Professor of Mathematics

Prestianni, Vincent (1966-1999), Professor

Robinson, Wilbert J. (1970-1987), Associate Professor of Audiovisual Technology

Roche, Harold (1964-1999), Associate Professor of Health/Physical Education

Rolfe, James K. (1981-2002), Associate Professor of Business Administration

Rosenbaum, Phyllis (1975-1990), Associate Professor of Nursing

Rodriguez, Ana Maria (1967-2001), Professor of Foreign Languages

Rosenblum, Harriet Susskind [1964-1991), Professor of English/Philosophy

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

Scholes, John C. (1962-1973), Professor of Biology

Schroedel, Richard H. (1990-2002), Associate Professor of Sociology

Schwartz, Josephine G. (1968-1981), Associate Professor Nursing

Schwender, James C. (1978-1996), Professor

Semrau, Marilyn E (1979-1996), Professor of Mathematics

Setek, William M., Jr. (1967-1999), Professor of Mathematics

Simmons, Marilyn J. (1976-1999), Professor of Mathematics

Slomkowski, Richard (1966-1996), Professor of Physical Education

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

Speirs, Charles H. (1963-1995) Professor, Library

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

Surgent, Louis V. (1971-1979), Professor of Psychology

Swicklik, Mary Lou (1962-1982), Professor Chemistry

Szweda, Ralph A. (1964-1995), Professor of Office and Computer Programs

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

Touati, Estelle (1963-1988), Professor of Foreign Languages

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

Walstrum, A. Donald (1965-1964), Professor of Speech/Theatre

Weiss, Elaine (1967-1993), Professor of Biology

Weissend, Dion E. (1963-1996), Professor of Physical Education

Wells, Thomas A. (1968-1995), Professor of Geosciences

Wendell, Carolyn (1968-2002), Professor of English

Wetherbee, Leslie M. (1967-1985), Professor

Wheeler, Mary H. (1991-2002), Associate Professor of Mathematics

Whitney, Dixie (1966-1988), Professor of Speech and Theater

Williams, Julianna (1989-2005), Associate Professor of Art

Winsor, Helen T. (1968-1978), Associate Professor of Nursing

Wren, Lesta (1962-1993), Professor of English/Philosophy

Wright, Lewis L. (1964-1977), Professor of Law and Criminal Justice

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Monroe Community College

Brighton Campus

1000 East Henrietta Road
Rochester, NY 14623

To reach the MCC Brighton Campus from:

the West (Buffalo)

Take Thruway 90 east to exit 46; take 390 north to exit 16, the second East Henrietta Rd. (Rt. 15A) exit; turn left and continue south on 15A for about 1/2 mile to the main campus entrance.

the East (Syracuse)

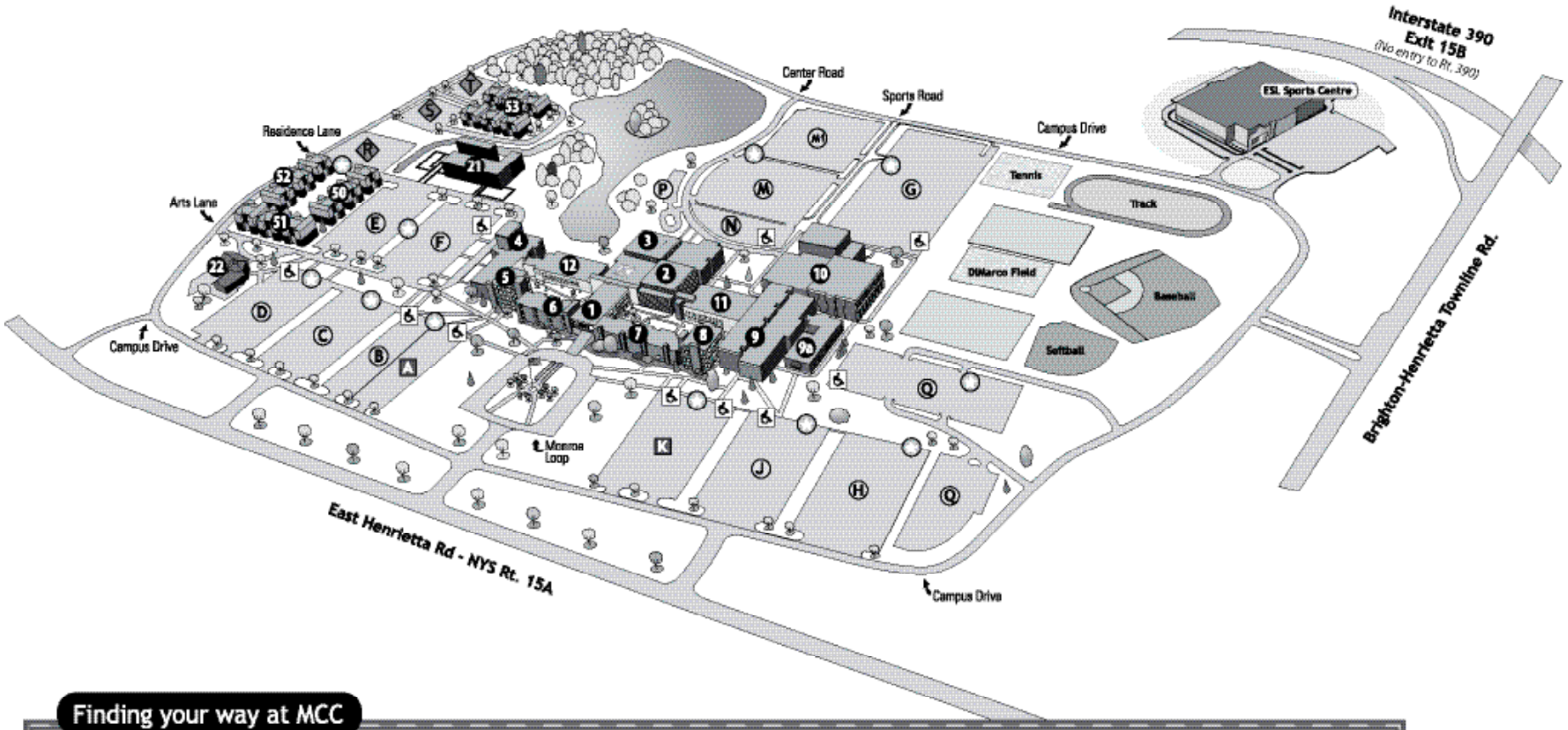
Take Thruway 90 west to exit 46 and proceed according to the West

the South (Geneseo)

Take 390 north to Rochester and proceed according to the West (Buffalo) directions.

Brockport/Spencerport

Take Route 31 east to 390 south; take exit 16B (East Henrietta Rd. - Rt. 15A); turn right and proceed according to the West (Buffalo)



Finding your way at MCC

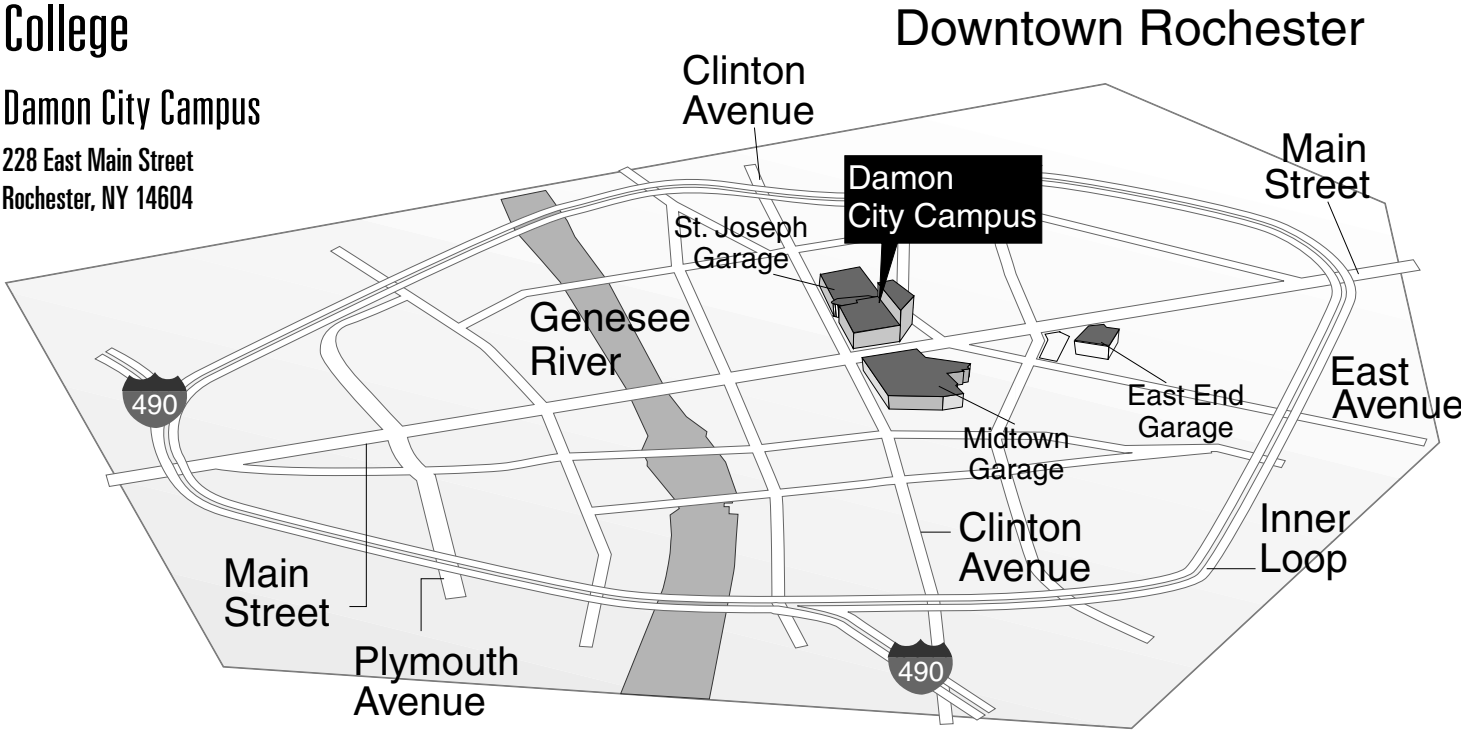
1. Administration
2. LeRoy V. Good Library
3. R. Thomas Flynn Campus Center
4. Communication/Theater
5. North Faculty Tower
6. Registration/Financial Services
7. Sciences
8. South Faculty Tower
9. The Gleason Hall of Science & Technology
10. Samuel J. Stabins Physical Education Complex
11. Learning Centers
12. Fine Arts
21. Facilities/Purchasing/Receiving
22. Child Care Center
23. Applied Technologies Center
50. - 53. Alice Holloway Young Commons (Residence Halls)
50. Tribune Hall
51. Alexander Hall
52. Pioneer Hall
53. Canal Hall *(Opening Fall 2007)*

- Student Parking
- Employee/Faculty Parking
- Reserved Residence Parking
- Direct Public Safety Phones
- Accessible Parking

Monroe Community College

Damon City Campus

228 East Main Street
Rochester, NY 14604



To reach the MCC Damon City Campus from:

From the East

- Take 490 West to Downtown
- Exit Clinton Ave.
- Continue on Clinton Ave - go four traffic lights to East Main Street (the campus is located to the right on the corner of East Main St. & Clinton Ave.)
- Cross East Main Street and park in St. Joseph Garage, located directly behind the Sibley Building.
- Enter the Sibley complex from the 1st or 3rd floor of the St. Joseph Garage.
  Take the elevator or escalator to Damon City Campus, located on the 4th and 5th floor

From the West

- Take 490 East to the Inner Loop (the Inner loop is accessed from the left lane - adjacent to Frontier Field.)
- Exit St. Paul Street
- Turn right on St. Paul Street
- Continue on St. Paul Street - pass two traffic lights
- Turn left on Mortimer Street - (St. Joseph Parking Garage is located at the end of Mortimer Street)
- Park in St. Joseph Garage
  Enter the Sibley Complex from the 1st or 3rd floor of the parking garage.
- Take the elevator or escalator to the Damon City Campus, located on the 4th and 5th floor.

From the Brighton Campus

- Travel north on East Henrietta to South Ave.
- Travel on South Ave. to Mt. Hope Boulevard, turn right
- Go one block to Clinton Ave and turn left onto Clinton Avenue
- Continue on Clinton Ave. - go four traffic lights to East Main Street (the Campus is located to the right on the Corner of East Main Street and Clinton Ave).
- Cross East Main Street and park in the St. Joseph Parking Garage, located directly behind the Sibley Complex
- Enter the Sibley Complex from the 1st or 3rd floor of the parking garage
- Take the elevator or the escalator to Damon City Campus, located on the 4th and 5th floors.